

PHMAT - PARTIAL SCHOOL RETURN - COVID-19 Risk Assessment

HAZARD	RISK GROUP	RISK	CONTROL MEASURES (Describe the existing workplace precautions and risk control systems in place)	Residual Risk Rating HIGH MED LOW	Are Existing Controls Adequate?	
					Yes	No*
Arriving to school	Children Staff Parents/carers Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Where possible, a one-way system has been introduced for when parents/carers bring pupils to school, avoiding cross pedestrian traffic and keeping parents/carers outside of the school grounds. • 2 metre rule to be enforced while they are waiting for staff to receive their children from agreed point. • Parents/carers will be encouraged to not gather before the gate opens or stay after their child has entered the school. . • Parents/carers will be encouraged to only have one parent/carer bringing the children to school and no other family members should accompany them. • Pupils to be taken directly into classrooms via external doors where possible. The children will therefore, use the same doors to enter the school, as they did prior to Covid-19. This will provide a familiar routine to the pupils and support the transition from the school gate to the school. - KS1 – Door by the KS1 toilets - KS2 – Door by Year 4PS classroom • Pupils to individually wash hands on arrival. Staff will encourage pupils to do so upon arrival. • Turnstile system will be used to ensure that only pupils enter the school site. Tables will be used to support 	LOW	Y	


			<p>social distancing (2meter rule) as a result, parents/carers will be clear on the expectations.</p> <ul style="list-style-type: none"> • Parent carer to drop their children off at the main entrance, next to the access road and community centre (LF/LM) and the Glentworth Gardens gate (NF/ZA). A letter will be sent out outlining the gates to be used, including photographs to support parents /carers, especially those who have English as an Additional Language. The stagger timings are: <ul style="list-style-type: none"> - Year 6 - 8:30am - 8:45am - Year 1 - 8:50am - 9:10am - Key Worker – 8:00am <p>Key Worker pupils will access the school through the reception area.</p> <ul style="list-style-type: none"> • Parents/carers notified of changes and communication will be through email/telephone and letter (sent as a link via text or email). • Parents/carers are encouraged to contact school via telephone and email. 			
Items brought from home and taken home from school	Staff Children Parents/Carers others	Spread of infection	<ul style="list-style-type: none"> • Children will bring a water bottle into school and this will then remain in school and be cleaned daily by the staff. • Children will be discouraged from bringing any other items into school from home. • Coats will be taken into the classrooms and placed on their chairs behind the designed tables allocated to each child. • Parents/Carers will be requested to send lunches in a disposable carrier bag that will be thrown away in a bin at the end of lunch time. • Teachers will refrain, wherever possible, from sending items home at the end of the school day. 	LOW	Y	


Staff receiving child from parent /carer	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Staff receiving children to maintain 2 metre rule. • Staff to encourage pupils to wash hands upon arrival/receiving. • Staff to keep conversation with parents/carers to a minimum and ask them to contact the school office via telephone/email (Year group email address) with any questions or concerns. • Signs used to display school phone number and email address. • Parents/carers will not be allowed to enter the school building and pass through external doors to the building. Pupils will leave parents/carers at the gate and walk to classroom external door. 	LOW	Y	
EYFS Classroom set up	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • The activities must be set up as far away from each other as possible. • Remove vacant chairs and tables to minimise contact points. • EYFS to try and maintain a 2 metre rule between each activity and minimise the amount of children in one area • Remove soft furnishings and loose carpets. • Resources that are not easily cleaned will be removed. • Minimise the amount of resources available in the room avoiding wet play / sand etc. • Rotate activity trays to support bubble groups access. • Clean activity objects after use (Milton). • Staff to be made aware of designated bubbles and rooms. • Minimise the sharing of toys and resources between groups, cleaning between use. • All EYFS groups to be limited to 8 children where possible with the maximum group number never exceeding 16 children. 	LOW	Y	

			<ul style="list-style-type: none"> • Children and staff to mix in a small consistent group throughout the day within designated settings to avoid contact with other groups. • All groups to be within rooms that meet the EYFS ratios per child: (under 2 years – 3.5m² / 2 years – 2.5m² / 3 to 5 years 2.3m²) • Rooms to be well ventilated, doors can be propped open but must be closed each evening or in the event of a fire alarm (if safe to do so) 			
Classroom set up	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • The classroom must be set up to ensure a 2-metre rule is in place between each child, removing vacant chairs and tables to minimise contact points. • The teacher’s desk must be kept 2 metres away from the children’s tables/desks. • Children should not share equipment within the classroom and keep to the same allocated desks. Teachers will set up a seating plan so all concerned are aware of expectation. • Tissues available for pupils to use when coughing or sneezing and they must go into a bin after one use. • PPE box has been created to support each bubble. These consist of: <ul style="list-style-type: none"> - 4 Masks - 4 Aprons - 4 pairs of gloves - A Shield - 1st aid update kit - Box of tissues • On a Wednesday after the limited offer Hannah M to replenish any PPE equipment used in the PPE box and inform Head of School if stocks are low. 	LOW	Y	

			<ul style="list-style-type: none"> • First aid box available for each bubble, including a refill box to top up any missing first aid equipment. • Each bubble group have been provided with disinfectant and disposable cloths to clean rooms regularly. • Classroom doors are to be left open, using door wedge to minimise use of door handles. All door wedges are to be removed when leaving the building or if the fire alarm signals (if safe to do so) 			
Classroom Lessons	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Teaching staff must keep that safe distance at all times where possible when teaching. • Where children may require extra assistance a 2 metre rule must try to be enforced. • Where possible the desk seats are to be place 2 meters apart. • Children and staff will be placed in a group bubble. This group is to be kept the same to limit risk of infection. • Bubble groups to be set up on MIS system (Scholarpack) to support registering pupils. <ul style="list-style-type: none"> - Year 1 (a) - Year 1 (b) - Year 6 (a) - Year 6 (b) - Key worker bubble • Where possible 2 members of staff to support bubble groups, especially the young pupils in the school. • All seating plans to be shared with staff and pupils. These will be created by the teachers • Pupils will be encouraged to wash hands regularly, such as, when entering and exiting the classroom. • Staff will implement and share adapted behaviour policy/expectations with pupils regularly. 	MED	Y	

			<ul style="list-style-type: none"> • Staff will share the visual timetable to support routine and expectation. • Staff will share the social story to support transition back into school. • Anyone bringing a lunch will keep it in a disposable bag on the table placed outside the classroom. • If staff are using the photocopier room, hands must be washed before and after use. Only one adult in the photocopier room at any one time. • Staff are to ensure that worksheets/resources needed are placed on each child's table at the start of a day or when the children are outside on break. Where possible use of handouts will be minimised and use of whiteboard slides used as visual aid. . • Any use of ICT equipment will be cleaned before and after use, with only one bubble group able to use the resource each day so that equipment is not immediately passed from one bubble to another. Timetable in place to support effective use of equipment. 			
Children requiring the use of a toilet in lesson times	Children Staff	Infection Control	<ul style="list-style-type: none"> • Inform the child of the importance of washing their hands after using the toilet. Have set toilets and sinks for each group and only allow one child at a time in the toilet (colour code system for use of toilets and sinks). • Staff to monitor carefully to support social distancing. • Toilets continue to be cleaned by contractors as per the service level agreement (SLA). Additionally, the toilets will be cleaned during lunchtime to support hygiene and infection control by qualified personnel (S. Hilton/A. Winfield) 	LOW	Y	
Break times	Children	Spread of Infection due	<ul style="list-style-type: none"> • Children informed again of the importance of social distancing whilst outside on designated playgrounds/zone. 	MED	Y	

		to close contact	<ul style="list-style-type: none"> • Look at providing activities which can abide by the rules. • Supervising staff must keep a 2 metre distance from each other at all times. • Staggered breaks will be implemented if and when numbers dictate. Reviewed regularly as numbers increase – see Zones. • Zoned areas for group bubbles to limit the spread of infection. See embedded document:  DHP Outdoor Zones.docx • Where possible each bubble group will have a qualified First Aider. • Each adult to bring equipment to support identified bubble, including inhaler if applicable, during break times. • Each bubble will be provided with their own equipment to use at break times each day, this will then be cleaned at the end of each day. 			
Break Times – Staff Room	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Staff must sit at least 2 metres apart from each other • Staff to wash and clean hands before and after use of the identified staffroom area • Staff must make their own drinks/food and wash and dry their own cups and other crockery and utensils. • Second staff room to be created (second hall) to support social distancing, while pupil numbers allow. • Break times to be staggered keeping contact low. • All other staff to have restricted access to the staffroom while Bubble staff are taking their breaks. 	LOW	Y	

			<p>- Breaktime: 10:45-11:15am. One staff member from each pair to have their break and alternate through the given time.</p> <p>- Lunchtime: 11:45-1:00pm. One staff member from each pair to have their break and alternate through the given time. It is encouraged the support member of staff who is the qualified first aider to be on the playground, when the children are,</p> <ul style="list-style-type: none"> • Staff to use the one-way system around school to minimise risk of close contact. 			
Break Times Classrooms	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Whilst children are on breaks clean tables and door handles with a disinfectant or disinfectant spray. • Wear gloves whilst carrying out this task and wash hands after cleaning. 	LOW	Y	
Lunch breaks	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Lunch tables are positioned allowing 2 metres between pupils • Designate playgrounds/zones for set class groups. See zones:  DHP Outdoor Zones.docx • Catering staff to provide pre made meals, avoiding the need to select from the counter, reducing contact. • Lunchtime supervisors to deliver lunches to each classroom. Place on the table situated outside the classroom. • Lunchtime staff to be informed of role prior to the pupils returning. • Pupils to eat in their bubble classroom to limit the spread of infection. 	MED	Y	

			<ul style="list-style-type: none"> • If required, pupils will be provided with their own equipment to use at lunchtimes each day, this will then be cleaned at the end of each session. • Whilst children go outside on their lunch breaks clean tables and door handles with a disinfectant or disinfectant spray. 			
First Aid – minor treatment	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Where minor first aid treatment is required First Aiders must ensure they wear gloves and a face covering when dealing with injuries. • Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc. • Ensure records of injury and treatment are recorded and who administered first aid treatment. • Always wash hands after contact • First Aid boxes provided for each bubble, including a first aid refill. First aid boxes will also be available in the First Aid room (opposite the school office) and the First aid area (next to the Year 5 stairs). • All incidents are to be reported to the office staff, who will text/phone parents/carers to make them aware of first aid treatment. 	LOW	Y	
First Aid – Life threatening	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • In the event of a serious injury or incident call 999 immediately. • Wear face covering and gloves when in close contact or dealing with bodily fluids • In the event of CPR being required it is advised only chest compressions are given and use of a defib if available. • Always wash hands after contact • Record and follow procedures and policies • If applicable, staff members who dealt with incident would be allowed to go home to change and wash 	MED	Y	

First Aid & Medication	Staff Pupils Others	First Aid Procedures	<ul style="list-style-type: none"> • First Aiders must always wear gloves when administering first aid procedures. • It is advisable a face covering is worn if having to deliver close contact first aid. (always refer to up to date information from Gov.UK) • Any dressings used to be double bagged. • Where any medications are administered try and encourage the pupils to self-administer or consider wearing a face covering (always refer to up to date information from Gov.UK) • Staff to be made aware of pupils in their bubble (Scholarpack) and any medical requirements, conditions. • Staff to use the designated PPE bins and be made aware of their location (First Aid room, First Aid are by the Year 5 Stairs). 	MED	Y	
Intimate Care	Staff	Lack of Infection Control	<ul style="list-style-type: none"> • When staff are carrying out any intimate care they must: <ul style="list-style-type: none"> - Wear Gloves - Wear an apron - Wear a mask • Nappies, wipes etc. must be double bagged and placed into a bin (preferably a closed bin) • Staff to use the designated PPE bins and be made aware of their location (First Aid room, First Aid area by the Year 5 Stairs). • Soiled clothes to be double bagged and given to Parents/carers on collection of child. • Staff must wash their hands once gloves and masks are removed 	MED	Y	

			<ul style="list-style-type: none"> • PPE poster to be displayed (Staff room, First Aid room, First Aid Area, Nappie changing area) of instructions which must be followed. • Record all intimate care carried out. • Used the designated room (Nappie changing room, opposite the reception doors) 			
Children who are upset	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Where a child is upset it is advised still trying to maintain a safe distance whilst offering comfort to child. • Encourage child to use a tissue to wipe eyes/nose etc. Placed in bin after use. • If contact is required, consider wearing a face covering. • Wash hands after contact • Use developed and consistent strategies to support the wellbeing of the child. • If a pupil remains upset and is unable to self-sooth with support provided in classroom, SLT to be contacted and phone call made to parents /carers. 	MED	Y	
Children with behavioural issues	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Where possible allow the child to vent their frustrations • Where possible allow child to be in a room on their own, with a supervising adult or outside, with a supervising adult. • If team-teach techniques are required, it is advised face coverings and gloves are worn. • Staff to refer to the behaviour posters made by the Inclusion Team • Staff to refer to the appendices in the behaviour policy for changes due to social distancing and government guidelines. • Risk assessments have been completed for EHCP pupils, who attend school. Risk assessment will be shared and a meeting will be set up with the SENCo (L. MacDonald) to support expectation and strategies. 	MED	Y	

<p>Children leaving at the end of the school day. Primary</p>	<p>Staff Parents /carers Others</p>	<p>Spread of Infection due to close contact</p>	<ul style="list-style-type: none"> • One way system in place with a staff member supervising outside to inform parents/carers to abide by the 2 metre social distancing rule. • Consider staggered leaving times, reducing numbers. <ul style="list-style-type: none"> - Year 6 – 2:45pm – 3:00pm - Year 1 – 3:05pm – 3:15pm - Key Worker bubble – 3:15pm • Children released individually from classrooms to waiting parent. <ul style="list-style-type: none"> Year 1 (a) – Year 2 KS door Year 1 (b) – Year 2 DB door Year 6 (a) – Year 6 door – next to the lift. Year 6 (b) – Year 5 door – next to the KS2 toilets Key Worker – Year 4 PS – classroom door • Mooge will be opened to support parents/carers to social distance (2 meter) while waiting for collection of children. • Communication to parents/carers and carers sent out through a visual letter and text message to support the change in timings. • Parents/carers encouraged to come alone. 	<p>LOW</p>	<p>Y</p>	
<p>Parent wishing to talk to staff</p>	<p>Staff</p>	<p>Spread of Infection due to close contact</p>	<ul style="list-style-type: none"> • Parents will be informed that the majority of conversations with staff will be either over the phone/email (year group email account) or if this is not possible a meeting will be arranged and social distancing rules observed. • Parents/carers will be discouraged to congregate around the school site. • Signage used to support parents/carers understanding of expectation. 	<p>LOW</p>	<p>Y</p>	

<p>Awareness of policies / procedures / Guidance</p>	<p>Staff Pupils Others</p>	<p>Inadequate information</p>	<ul style="list-style-type: none"> • All staff, returning back to work must ensure they are aware of the current guidelines in regard to safe distancing and washing hands on a regular basis. • All staff are able to access the following information on-line for up to date information on COCID-19 <ul style="list-style-type: none"> ➢ Public Health England ➢ Gov.co.uk ➢ NHS ➢ DfE ➢ Department for Health and Social Care • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. (washing of hands, cleaning up bodily fluids) • Staff are made aware of the school’s infection control procedures in relation to coronavirus via email or staff meetings and contact the school as soon as possible if they believe they may have been exposed to coronavirus. • Parents/carers are made aware of the school’s infection control procedures in relation to coronavirus via letter, posters or social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. • Pupils are made aware of the school’s infection control procedures in relation to coronavirus via school staff and are informed that they must tell a member of staff if they feel unwell. • Pupils are not to wear school uniform and parents/carers to be instructed that clothes must be washed daily and a full new set of clothes must be worn each day. . 	<p>LOW</p>	<p>Y</p>	
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			<ul style="list-style-type: none"> • Staff to be instructed that clothes must be washed daily and a full new set of clothes must be worn each day. • Individual risk assessments have already been undertaken for staff in schools based on current government guidance, these will be reviewed as guidance is updated. • Staff are responsible for ensuring that they read and adhere to the most up to date risk assessments provided to them. 			
Poor hygiene practice	Staff Pupils Others	Ill Health	<ul style="list-style-type: none"> • Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. • Pupils, staff and visitors are encouraged to wash their hands with soap and follow infection control procedures in accordance with the DfE and PHE's guidance. • Pictorial instruction on how to wash hands are displayed at sinks in all wash areas (NHS poster). • Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas. • Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary. • Pupils are forbidden from sharing cutlery, cups or food. • All cutlery and cups are thoroughly cleaned before and after use. • Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. • Teaching staff to clean down surfaces and equipment where possible during the school day, with a focus on EYFS. Toys to be cleaned with Milton solution. 	MED	Y	

			<ul style="list-style-type: none"> • A senior member of staff arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the Health Protection Team /Public Health England. • Staff and childrens toilets to be cleaning during lunchtime (S. Hilton/ A. Winfield) to improve hygiene. • The Hall will be cleaned during lunchtime (S. Hilton/A. Winfield) to improve hygiene. 			
Ill health	Staff Pupils Others	Coronavirus Symptoms	<ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus. • Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not come into contact with others (Medical Room – opposite the Front Office) and are supervised at all times by an adult (First Aid trained) who wears PPE. • The relevant member of staff calls for emergency assistance immediately if pupils’ symptoms worsen. • The parents /carers of unwell pupils are informed as soon as possible of the situation by a relevant member of staff. • Where contact with a pupil’s parents /carers cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. 	MED	Y	

			<ul style="list-style-type: none"> • Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others. • Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces. • If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. • Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents/carers – the parents/carers are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk. • Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk. • It is important that all staff read the Government guidance (see email to all staff 05/06/20) on the NHS Test and Trace system to understand the process. • Any member of staff subject to the Test and Trace process must inform the Head of School immediately. • Any medication given to ease the unwell individual's symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy. 			
Spread of infection	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. Disposing of the PPE in the allocated bins 	MED	Y	

			<ul style="list-style-type: none"> • Parents/carers are informed not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. • Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. • Parents/carers notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. • The school in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections. • Any additional provisions for pupils who are vulnerable to infections are put in place by the Headteacher/Head of School, in liaison with the pupil's parents/carers where necessary. Inclusion Team to have regular contact with parents/carers to ensure support and signposting is maintained. 			
Poor management of infectious diseases	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> • Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. • Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Headteacher/Head of School or SLT as soon as possible. • The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. 	LOW	Y	

			<ul style="list-style-type: none"> • The school is informed by pupils' parents/carers when pupils return to school after having coronavirus – the school informs the relevant staff. • Staff inform the headteacher/Head of School when they plan to return to work after having coronavirus. • Staff to follow the guidance of the government track and trace system. • A nominated person (M.Webb) monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. • Staff are responsible for ensuring that they read and adhere to the most up to date risk assessments provided to them. 			
Lack of communication	Pupils Staff Parents/carers Others	Infection Control	<ul style="list-style-type: none"> • The school staff reports immediately to the headteacher/Head of School about any cases of suspected coronavirus, even if they are unsure. • The headteacher/Head of School contacts the local HPT or follows the advice given from and discusses if any further action needs to be taken. • Schools put into place any actions or precautions advised by their local HPT. • Schools keep staff, pupils and parents/carers adequately updated about any changes to infection control procedures as necessary. • Staff meet regularly via TEAMS (online platform) to receive updates on government guidance and procedures in school (Briefing/staff meetings). 	LOW	Y	
Cleaning while school open	Staff	Infection Control	<ul style="list-style-type: none"> • All hard surfaces to be cleaned on a regular basis, this will include <ul style="list-style-type: none"> ➢ All door handles ➢ All tables and chairs used by staff and pupils 	LOW	Y	

			<ul style="list-style-type: none"> ➤ Toilet flushes and regular cleaning of toilets. • All classrooms to have spray disinfectant and where possible disposable cloths. If disposable cloths are not available use once and then put in wash. • Regular cleaning of surfaces will reduce the risk of spreading the virus. • All used cloths to be thrown away in a lidded bin containing a double bag • Toilets cleaned at lunchtime, in addition to the normal cleaning routines. 			
Statutory Tests and Inspections	Staff Pupils	Health & Safety Infection Control	<ul style="list-style-type: none"> • Statutory inspections to continue but with social distancing in place at all times. • In-house inspections (M.Webb) should continue to ensure the school remains as safe as possible. 	LOW	Y	
Contractors in school	Staff Pupils	Health & Safety Infection Control	<ul style="list-style-type: none"> • Contractors will be expected to make prior appointments with school via the front office / Caretaker or Facilities Manager. If arrangements have not been made access will not be allowed • Where contractors are coming into school they must have up to date Risk Assessments and Method Statements. • Control measures regarding the Coronavirus must be included within their RAMs. • School to ensure no pupils or staff are in the area where contractors are working. • Contractors will be designated a toilet they can use whilst on site (Visitors toilet – next to the Head of Schools office). • Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving. 	LOW	Y	

			<ul style="list-style-type: none"> • They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site. • If they become aware of a contractor coming down with symptoms within 14 days of being at the school they must inform the school immediately. 			
Emergencies	Staff Pupils	Infection Control	<ul style="list-style-type: none"> • All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. • Pupils' parents/carers are contacted as soon as practicable in the event of an emergency. • Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. • Staff are reminded to ensure all personal details and that of emergency contacts are up-to-date. 	LOW	Y	