

COVID-19 School Reopening Risk Assessment V8



West Earlham Infant School

DATE: 12/05/2020

COMPLETED BY: Rebecca Patterson

REVIEWED BY: Sarah Mardell

REVIEW DATE:

Location / Site	West Earlham Infant and Nursery School
Activity / Procedure	Phased re-opening of WEINS to Year R, Nursery and Year 1
Assessment date	12.05.2020- reviewed regularly until re-opening and weekly on opening

Risk rating		Likelihood of occurrence with control measures in place		
		Probable	Possible	Remote
Likely impact	Major (High) Causes major physical injury, ill health or harm	High (H)	H	Medium (M)
	Severe (Medium) Causes physical injury, illness or harm requiring first aid.	H	M	Low (L)
	Minor (Low) Causes physical or emotional discomfort.	M	L	L

What are the hazards/area of concern?	Risk	Who might be harmed?	Control Measures in place	Further Control measures if required.	Reviewed Risk Rating (Low, Medium High)
Unaware of Policy and Procedures	Medium	Staff, Pupils, families	<ul style="list-style-type: none"> • All staff and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> ○ Health and Safety Policy ○ Infection Control Policy ○ First Aid Policy • Pupils are made aware of all relevant procedures, delivered by staff in age appropriate language. • All staff have regard to all relevant and legislation including, but not limited to, the following: <ul style="list-style-type: none"> ○ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 ○ The Health Protection (Notification) Regulations 2010 ○ Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' ○ DfE and PHE (2020) 'COVID-19: guidance for educational settings' • Relevant staff will receive any necessary training that helps minimise the spread of infection, e.g. infection control training and covid-19 prevention training via Virtual College. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> ○ Department for Education (DfE) ○ NHS ○ Public Health England (PHE) ○ Department of Health and Social Care 	N/A	Low

			<ul style="list-style-type: none"> ○ The school's local health protection team (HPT) • Staff are made aware of the school's infection control procedures in relation to coronavirus via email. • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and 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 class teacher and are informed that they must tell a member of staff if they begin to feel unwell. • Staff will follow their normal arrangements to encourage safe behaviours and actions if school policy and or procedures are not followed • The introduction of new arrangements have been reviewed by SLT to ensure they do not impact on safeguarding requirements in the setting 		
Lack of communication-	Medium	Staff, Pupils, families	<ul style="list-style-type: none"> • Staff and families are kept adequately updated about any changes to infection control procedures and social distancing arrangements as necessary. • Staff have been instructed on the nature of COVID-19 and its transmission. They have confirmed they understand the reason for the control measures that are required. • All staff have confirmed that they are confident in applying the control measures identified in this assessment. • Staff have received appropriate instructions in relation to the specific measures that have been put in place in the setting (as detailed in this assessment) • Families have been communicated with about symptoms and household isolation requirements • Information about visitor arrangements are displayed in a suitable place where necessary, including information about 	N/A	Low

			<p>social distancing, hygiene and not attending if the person has symptoms. Where possible this information is also shared on the school website or directly with visitors in advance.</p> <ul style="list-style-type: none"> • Communication will include the use of recommended information on notice boards and throughout the setting, for example, hand washing, key staff notices • All information is provided to pupils in an honest, age-appropriate manner 		
Poor hygiene practice- Pupils	Medium	Staff, Pupils, families	<ul style="list-style-type: none"> • Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school. • Pupils to wash their hands with soap before entering and leaving the school, before and after break times and lunchtimes for no less than 20 seconds. • Pupils encouraged to not touch their mouth, eyes and or nose particularly if they haven't recently washed their hands • Pupils encouraged to follow 'Catch it , Bin it, Kill it' guidelines- covering the mouth or nose with a tissue and disposing of the tissue in the peddle lid bin labelled 'tissues <i>only</i>' • Additional alcohol-based sanitiser (that contains no less than 60 per cent alcohol) is provided for use in areas where soap and water are not available e.g. at entrance to the school, classrooms and outside area. • School day to include regular intervals for all to undertake hand washing or have use of a hand sanitiser. • Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas. • Pupils whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way • Pupils are supervised by staff when washing their hands to 	N/A	Low

			<p>ensure it is done correctly, where necessary.</p> <ul style="list-style-type: none"> • Unnecessary items have been removed from learning environments, where removal is not possible unnecessary items have been covered and or put out of reach • Resources and the exchange of resources that are taken home have been limited, for example book bags, pictures, junk modelling etc. However, accident slips will still be sent home inline with the Schools First Aid Policy • Staff to limit sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently E.G. Washable resources soaked in Milton and left to dry between group use • Pupils do not share cutlery, cups or food • All utensils are thoroughly cleaned before and after use • Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the School Cleaning policy, the COSHH Policy and the Health and Safety Policy • The SBM will arrange enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local HTP 		
Poor infection control-Staff	High	Staff, Pupils, families	<ul style="list-style-type: none"> • Posters are displayed throughout the school reminding everyone of infection control procedures and social distancing arrangements, e.g. regular hand washing and staying two metres apart where possible. • Staff encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60 per cent alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance. • Staff encouraged to follow 'Catch it, Bin it, Kill it' guidelines- covering the mouth or nose with a tissue and disposing of the tissue in the peddle lid bin labelled 'tissues only'. • Sufficient amounts of soap (or hand sanitiser where applicable) and paper towels and bins are supplied in infection control 	N/A	Medium

			<p>areas, bathrooms and kitchens.</p> <ul style="list-style-type: none"> • The number of rooms used by staff during working hours is limited to avoid the spread of infection. • Peddle lid bins to be issued for tissues and to be emptied via double bagging throughout the day • Where possible, all spaces to be well ventilated using natural ventilation and doors propped open (where safe to do so) to limit the use of door handles • Separate risk assessments will be implemented for classrooms where leaving a door open will expose children to additional risks) e.g. runners • Interactions take place side by side instead of face to face where possible • Sufficient amounts of suitable cleaning agents are available on the premises to sanitise regularly-used areas and surfaces – cleaning agents are used and stored in line with the COSHH Policy. • Classroom teachers will be provided with gloves and disinfectant spray in their classroom to use in case a pupil coughs or sneezes on a piece of equipment • Contact points (desks, chairs, doors, sinks, toilets, light switches, keyboards) cleaned more regularly than normal • Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the School Cleaning policy, COSHH Policy and the Health and Safety Policy. • The Head Teacher identifies which areas of the school may be used to carry out working activities and communicates this to staff via email. • The SBM monitors the cleaning standards of school cleaning staff and discusses any additional measures required with regards to managing the spread of coronavirus. 		
Poor management of infectious diseases	High	Staff, Pupils, families	<ul style="list-style-type: none"> • Staff are vigilant and report concerns about a pupil's symptoms 	N/A	Medium

			<p>to the Head Teacher.</p> <ul style="list-style-type: none"> • The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. • Social distancing measures are implemented as much as possible and PPE is worn where necessary in line with government guidance. • The SBM monitors the cleaning standards of school cleaning staff in line with government guidance and discusses any additional measures required with regards to managing the spread of coronavirus. 		
Lack of social distancing-staff	Medium	Pupils, families, Visitors	<ul style="list-style-type: none"> • Staff who do not need to be based in school should continue to work from home where possible; where this is not possible, hot desking must be avoided and office spaces arranged to support social distancing • Office staff should avoid working face to face and where social distancing cannot be applied in the usual office areas, additional work areas should be allocated • Where practicable, staff always keep at least two metres apart and avoid close proximity interaction. • Where close proximity interaction (being less than two metres apart) cannot be avoided, staff are instructed to: <ul style="list-style-type: none"> - Identify beforehand which tasks must be done in close proximity to others and which tasks can be carried out at a distance or remotely. - Work facing away from each other or side-by-side, where possible, instead of face-to-face. - Where face-to-face interaction is essential, minimise the frequency and duration of the interaction. - Limit close proximity interaction to 15 minutes at a time. - Limit the number of people in close proximity interactions to no more than two people. • The size and frequency of essential group gatherings (e.g. SLT or Safeguarding meetings) is limited to no more than five people, 	N/A	Low

			<p>and this is communicated to staff via email. Where the Head Teacher deems it necessary for larger meetings to take place, these will be held in the school hall with social distancing being observed at all times.</p> <ul style="list-style-type: none"> • Where staff must work in teams to carry out their role or perform a task, teams are arranged beforehand and, where possible, team mixing is minimised. • Where group gatherings must occur in larger numbers or higher frequency, alternative arrangements are put in place and enforced by the Head Teacher, e.g. remote meetings are arranged. • The use of communal areas, e.g. the staff room, is limited to avoid unnecessary group gatherings – staggered times, queues, or rotas are implemented where required. • Staff room furniture has been arranged to encourage social distancing • Where applicable, class sizes are limited to a maximum of 10 pupils for reception and 15 pupils for year 1 with 1 teacher and 1 TA. • In the event of a shortage of teacher's TAs could be allocated to, within reason, lead a class group under the direction of a teacher • Floor markings and or signs are used, where necessary, to indicate any two-metre spacing, e.g. where queues are likely to form. • Contact with parents is minimised and alternative arrangements are in place – where contact with parents must occur face-to-face, infection control procedures and social distancing arrangements are communicated to parents. • Office spaces are arranged to support social distancing (maintaining 2 meters distance) • staff advised not to gather in parking areas • staff advised that only the same household members should travel together by car 		
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			<ul style="list-style-type: none"> • Staff advised to limit use of public transport where possible. • In the event that staff do need to use public transport, staff are advised to follow government advice to wear face coverings when traveling on public transport and to wash their hand before and after using public transport • Where staff cannot follow social distancing arrangements for a particular activity, the Head Teacher assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential. 		
Lack of social distancing- Pupils	Medium	Staff, families, Visitors	<ul style="list-style-type: none"> • Where applicable, class sizes are limited to a maximum of 10 pupils for reception and 15 pupils for year 1 with 1 Teacher and 1 TA. • Pupils are allocated to a class group and will remain in their allocated group, with their allocated teacher and TA at all times; groups will not be mixed during the day or on subsequent days. • If pupils do not attend in the first few weeks but parent/carers decide to send their children later into the phased reopening then the child will be added to their original pre-set bubble- parents cannot request which bubble their child is added to • If a pupil is sick (not related to Covid-19) and cannot attend on their allocated day (Group A- Mon +Tue, Group B Thur + Fri) then the pupil will have to wait until the following week to attend on their allocated day- Group A pupils cannot be added to Group B bubble • Consideration has been given to changing elements and times of curriculum delivery, or the order of lesson plans where it will reduce close contact between staff and pupils or pupils and pupils • Lessons and classroom activities delivered outside where possible. In the event of bad weather modified lessons and or activities to support social distancing will be delivered in the classroom. • For activities which require pupils to be seated, staff will 	N/A	Low

			<p>encourage pupils to sit facing forward or side by side and where possible teachers will encourage 'natural distancing'</p> <ul style="list-style-type: none"> • Pupils will be encouraged to walk in single file without holding hands when moving around the school e.g. in corridors • Pupils to be issued a packed lunch which is eaten in their set bubble in the classroom and or outdoor area. Lunch time to be overseen by an allocated MSA to offer support to class teacher and TA • Staff have identified suitable play activities for lunch times • Use of outside play equipment is supervised to ensure pupils do not gather • Outside play equipment is not to be used by multiple groups simultaneously • Staff to supervise and manage collection of bags and coats to prevent pupils gathering • Toilet times are overseen by the classroom staff and will follow a one in one out process where possible. • Additional toilets to be used in other areas of the building to reduce use and queuing where possible • Trips, work experience, non-essential school clubs and or premises hire will not take place during the schools planned phased reopening 		
Lack of social distancing-Families	High	Staff, Pupils, visitors	<ul style="list-style-type: none"> • Parents/Carers informed to wash their hands with sanitiser for no less than 20 seconds on entry to, and exit from school premises • Parents/Carers informed that only one parent/carer should attend the school with their child at drop off and collection time • Parents and carers allocated a drop off and collection time and the process for doing so clearly communicated, including protocols for minimising adult to adult contact • Parents informed that they cannot gather at the entrance to the school, classroom and or playground • Floor markings or signs are used, where necessary, to indicate 	N/A	Medium

			<p>any two-metre spacing and or to assist with social distancing, e.g. where queues are likely to form.</p> <ul style="list-style-type: none"> • Parents and carers to use familiar one-way system for drop off and collection time, keeping 2 meters apart at all times • A member of SLT will be present on the door for all staggered drop off and pick up times and will enforce adherence to social distancing and hand sanitising from all parents/carers • Parents/carers instructed to drop children off at the classroom door and are not to enter the classroom. If parent/carer needs to speak with the class teacher this will be done via other means e.g. a phone call at a prearranged time or email • Parents/carers have been advised that they should only come into the setting for essential reasons e.g. illness or safeguarding factors and information about contacting by phone instead of having face to face meetings provided • Parents/carers have been advised that only the same household members should travel together by car • Parent/carers advised to limit use of public transport where possible. • In the event that parent/carers do need to use public transport, parent/carers are advised to follow government advice to wear face coverings when traveling on public transport and to wash their hand before and after using public transport 		
Lack of social distancing-Visitors/external agencies/ /volunteers	High	Staff, Pupils, families	<ul style="list-style-type: none"> • Essential visitors have been identified (including maintenance and repair), staff will seek agreement with the most senior person onsite if they are in doubt about an unplanned visit • External agencies and or volunteers will work in the setting only where essential and will be provided with the same information, instruction, and support as staff members • Visitors will confirm that they do not have symptoms (no matter how mild) before entering • Arrangements are in place to receive general deliveries without close contact; delivers to be left in the foyer 	N/A	Medium

			<ul style="list-style-type: none"> Contracted works are undertaken out of hours where possible and or specific times for scheduled works agreed Arrangements are in place to review contractor site movements and ensure safe distancing and compliance with universal hygiene requirements The school will seek assurance from school catering contractor that their arrangements meet with the government guidelines and they are employing social distancing in the kitchen area. 		
Lack of cleaning	Medium	Staff, Pupils, families, visitors	<ul style="list-style-type: none"> Premises and cleaning activities will not take place during times when pupils and staff move around the setting Staff who carry out cleaning are familiar with the cleaning and disinfecting processes that are required at this time Staff who carry out cleaning and disinfection have the appropriate equipment required if cleaning is needed after a symptomatic person has left the building Where the same space and or equipment is used by different groups or cohorts of children cleaning takes place between each group's occupation or use All contact surfaces which are fixed to the premises have been identified and are disinfected on a daily basis e.g. door handles, toilets, taps, handrails, external gates etc. Disinfectant spray and or wipes will be placed in all shared areas i.e. staff room, reprographics room, offices etc and staff instructed to disinfect contact points before and after use Learning equipment such as computers and or tablets are cleaned with a disinfect wipe prior to use Shared workstations are cleaned with a disinfectant wipe prior to use Antibacterial gel and wipes are available for staff to use when required Toys that are more difficult to clean have been taken out of use temporarily for example play dough, soft toy, toys with intricate parts 	N/A	Low

			<ul style="list-style-type: none"> • Washable resources will be soaked in Milton and left to air dry between group use • Trays, tables and chair touch points are disinfected after use • Outdoor play equipment is cleaned between group use • The SBM monitors the cleaning standards of school cleaning staff in line with government guidelines and discusses any additional measures required with regards to managing the spread of coronavirus. 		
Ill Health	High	Staff, Pupils, families	<ul style="list-style-type: none"> • Staff who are clinically vulnerable have been assessed and suitable measures have been put in place to manage the risk e.g. ensure extra care is taken in observing social distancing. in accordance with the guidance in COVID-19 Your health and your safety when working in educational settings • Pregnant members of staff have had a specific assessment using the New and Expectant Mothers assessment process and specific COVID-19 guidance. • Staff who live in a household with someone who is shielding and/or clinically vulnerable have been assessed. These staff members will only attend the setting where extra care can be taken in observing social distancing measures and following the COVID-19 guidance for all education settings • Pupils who are clinically vulnerable (previously referred to as having an underlying health condition) have been assessed and following medical advice, these pupils will only attend the setting where extra care can be taken in observing social distancing and infection control measures relating to these pupils as outlined in COVID-19 guidance for all education settings • Pupils who are living in a household with someone who is shielding (extremely vulnerable) or clinically vulnerable will be encouraged to not attend the setting as we can not ensure all pupils will observe social distancing • Staff check with pupils regarding symptoms on their arrival and 	N/A	Medium

			<p>remain vigilant for developing symptoms throughout the day</p> <ul style="list-style-type: none"> • A suitable room (The Study) has been identified to wait in and is large enough to keep a 2-metre distance between the ill person and any supervising staff (close to a toilet where possible) • The room has been emptied of unnecessary items. • Tissues and a peddled lidded waste bin have been provided in the room • If a pupil develops symptoms, they will wait in the room that has been identified as soon as possible • In the unlikely event that a pupil spent a significant amount of time in a classroom or other area after they developed symptoms, arrangements will be made to move pupils and staff from that bubble into a different classroom, where available, whilst that area is cleaned. • Staff who look after a symptomatic person should wear PPE if they are supervising the person in the same room while waiting for collection in accordance with the PPE guidance and must wash their hands thoroughly if they have contact with the person and after they have left. • Appropriate cleaning materials are available to clean areas a symptomatic person has been in after they developed symptoms as detailed in the guidance. • Staff aware that the government has agreed to test essential workers and members of their household who are showing symptoms of coronavirus. Information on how to book a test for staff members and or members of their household has been circulated via email and staff are encouraged to request a test if they or a member of their household develop symptoms. • Staff follow guidance in regards to getting tested • Where a person tests positive, the rest of their class or group will self-isolate for 14 days. • If a person is symptomatic on the premises the cleaning cloths used and tissues etc. is double bagged and tied and kept 		
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			<p>separately for 72 hours (secured from pupil access) before being disposed of with normal waste.</p> <ul style="list-style-type: none"> Individual pupil risk assessments have been undertaken where required and management plans reviewed. These have been communicated to all staff following the guidance available on Norfolk Schools 		
Spread of infection – Pupils/Families	High	Staff, visitors	<ul style="list-style-type: none"> Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy, using PPE at all times. Pupils will not be able to bring books, book bags, water bottles and or any other personal equipment into school, other than a coat, sun cream with their name on it (if sunny and hot), a sun hat, wellies and a spare change of clothes Any artwork made at school, such as pictures and or junk modelling will remain in school and will not be allowed to go home with the pupil Pupils encouraged to not touch their mouth, eyes and or nose particularly if they haven't recently washed their hands Pupils encouraged to follow 'Catch it, Bin it, Kill it' guidelines- covering the mouth or nose with a tissue and disposing of the tissue in the peddle bin labelled 'tissues only' Parents are informed via letter 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 Children who have displayed symptoms of coronavirus must self-isolate for 14 days before returning to school. Pupils will be encouraged to walk in single file without holding hands when moving around the school e.g. in corridors Pupils queue 2 metres apart at entrances and exits to avoid risks of transmission 	N/A	Medium
Spread of infection – Staff	Medium	Staff, visitors, Pupils, families	<ul style="list-style-type: none"> Staff and volunteers avoid contact with people who show symptoms of coronavirus, both in and out of school. Where a member of staff must accompany or supervise a pupil 	N/A	Low

			<p>showing symptoms of coronavirus, infection control procedures and social distancing arrangements are adhered to at all times.</p> <ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy, using PPE at all times. • Staff are encouraged to transfer information digitally, e.g. via email, and to avoid transferring information in paper format. • Staff are informed via email that they must not enter the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. • Staff aware that the government has agreed to test essential workers and members of their household who are showing symptoms of coronavirus. Information on how to book a test for staff members and or members of their household has been circulated via email and staff are encouraged to request a test if they or a member of their household develop symptoms. • Staff follow guidance in regards to getting tested • Staff and volunteers who test positive do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with the Infection Control Policy and local and national guidance. • Staff to inform the Head Teacher when they plan to return to work after having coronavirus. • Staff to notify the Head Teacher if they have an impaired immune system or a medical condition that means they are more vulnerable to infections – alternate working arrangements are put in place where required. • Any additional provisions for staff who are more vulnerable to infections are put in place by the Head Teacher. • Everyone is instructed to monitor themselves and others and look out for similar symptoms if somebody has been sent home with suspected coronavirus. • Staff and volunteers are vigilant, and report concerns about 		
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			their own, a colleague's or a pupil's symptoms to the school nurse.		
Poor staff wellbeing	Medium	Staff	<ul style="list-style-type: none"> • Communication channels are available to all staff, should they wish to communicate with their line manager while working away from the setting • Staff are informed via email about who they can talk to if they have concerns, e.g. about their commitments, health, workload, and mental wellbeing. • SLT to monitor staff workload during phased reopening to ensure reasonable work/life balance is maintained • Where practicable, the Head Teacher liaises with the LA about putting staff rotas in place to minimise staff exposure to coronavirus, group sizes, and any additional workload. • Staff are encouraged to communicate remotely, where possible, and to minimise close-proximity interaction. • Staff are encouraged to discuss with their line manager how to manage their workload and balance their commitments, e.g. caring for dependants. • Staff are aware of how to report sickness, how long to stay away from the school, and how they will be paid during their absence. 	N/A	Low
Poor Pupil wellbeing	Medium	Pupils, families	<ul style="list-style-type: none"> • Pupils are encouraged to understand that it is normal to experience different reactions and are encouraged to discuss their questions and concerns • Pupils encouraged to move freely within bubble as this is better for their wellbeing than restricting them to sitting at desks and or socially distant boxes • SLT in school every day to support with any child who becomes distressed • Teaching staff to explain routines clearly so that children feel more secure and they know what is expected of them • Staff recognise that some families may struggle with getting back into the swing of things and will offer support to these families where it is needed e.g. wellbeing calls 	N/A	Low
Emergencies-	Medium	Staff, Pupils, visitors,	<ul style="list-style-type: none"> • All staff and pupil emergency contact details are up to date, 	N/A	Low

		families	<p>including alternative emergency contact details, where required.</p> <ul style="list-style-type: none"> • Pupils' parents 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 reached. • The school has an up to date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. • Fire assembly points have been reviewed to ensure that pupils do not gather in groups, where required, separate assembly points have been introduced to prevent large gatherings in one place. • Fire drills that are carried out encourage social distancing. • Staff and pupils understand that in an emergency they must leave without delay • Pupils with specific first aid requirements only attend where the appropriate first aid can be provided • First Aid arrangements have been checked and meet risk assessment training level and ratio requirements for the number of staff and pupils in attendance (including trained staff whose certification expired on or after 16 March and is now extended to 30 September 2020. If this is not possible the following steps have been taken: <ul style="list-style-type: none"> ○ The previous 3 months accident history has been reviewed and all previous investigations have been completed with control measures in place to reduce future risk. ○ There are arrangements in place to respond to a first aid event, e.g. two people respond to provide instructions from a trained responder by calling 999. ○ A member of staff has been nominated to check and maintain first aid kit contents ○ First aid boxes are located in prominent places 		
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			<ul style="list-style-type: none"> ○ Staff who do not have training have been provided with Basic First Aid Skills information and familiarised themselves with the relevant areas they may be required to use. ○ Changes to first aid arrangements are communicated to all staff ○ To support social distancing, staff will assess an injury side on rather than face to face and where appropriate will instruct an injured person about what to do for minor injuries ○ Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance ○ There are a suitable number of Paediatric First Aiders including trained staff whose certification expired on or after 16 March and is now extended to 30 September 2020. 		
Inexperienced staff	Medium	Pupils, staff	<ul style="list-style-type: none"> ● Risk assessments are discussed with all new staff during their induction ● Temporary staff are briefed on all safety procedures by the Head Teacher and or SBM before they begin work. 	N/A	Low
Disruption in supply chain	Medium	Staff, Pupils, families, visitors	<ul style="list-style-type: none"> ● SBM will ensure that arrangements are in place for the continuity of essential supplies, for example, cleaning and disinfection products, liquid soap, paper towels, hand sanitiser and PPE as specified in PPE guidance. ● The school will ensure that equipment purchased is fit for purpose e.g. meets with required standards and will purchase from DfE approved suppliers (ESPO, YPO etc.) 	N/A	Low
Lack of monitoring and review by SLT	Medium	Staff, Pupils, families, visitors	<ul style="list-style-type: none"> ● SLT and the SBM will monitor and review systems in place, alongside this assessment on a weekly basis. Changes will be made and communicated as required ● Staff will be encouraged to feedback on arrangements and or systems in place at the end of each week. Feedback will be reviewed by SLT and the SBM alongside this assessment. 	N/A	Low

Lack of Safer Recruitment Checks- Remote interview process	Medium		<ul style="list-style-type: none"> For all appointments made during the phased reopening of WEINS, and where a face to face interview is not possible, SLT will follow Norfolk County Council guidance on '<i>Recruiting remotely during the Covid-19 pandemic</i>', paying particular attention to the following points:- <ul style="list-style-type: none"> plan carefully to ensure you have people available at the right time ensure you have the necessary tools available online to interact with candidates and other panel members accept that some normal elements of the process cannot be achieved through remote selection and add alternate elements, so you undertake as many appropriate activities as possible, allowing you to be confident in selecting a new employee ensure the key identity and safer recruitment checks are conducted in accordance with the temporarily adjusted guidance Check ID documents remotely – temporary changes to ID checking procedures mean that candidates can send scanned images of their ID documents and present them via video link. NB. The applicant will still need to present the original versions of these documents when they first attend in person. This temporary change can be applied to the checking of ID documents for DBS and legal entitlement to work purposes. 	N/A	Low
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