



**'BE THE BEST YOU CAN BE!'**

# HEALTH & SAFETY Policy

Lead person responsible:

**Ms M Loosemore**

Date: **November 2024**

Review Date: **November 2025**

Please note that the version of this document contained within the **Policy Folder on our school network** is the only version that is maintained.

Any printed copies or PDF versions should therefore be viewed as “uncontrolled” and as such, may not necessarily contain the latest updates and amendments.

## **General Policy Statement**

The Governors and Head Teacher are fully aware of their responsibilities under the Health and Safety at Work Act 1974 and other Health and Safety legislation relevant to the School's operation. In order to meet these responsibilities, they regard Health and Safety of paramount importance and give it the highest priority.

The objective of the Health and Safety Policy is to minimise risks to the health and safety of the Pupils, Staff and others affected by the School's activities by identifying and then controlling hazards. We will:

- Provide and maintain a safe and healthy environment throughout the school
- Provide adequate control of the health and safety risks arising from our work activities
- Consult with our employees on matters affecting their health and safety
- Provide and maintain safe plant and equipment and ensure safe handling and use of substances
- Provide information, instruction and supervision for employees
- Ensure all employees are competent to perform their tasks and provide adequate training
- Maintain safe and healthy working conditions and review and revise this policy on an annual basis, if appropriate, depending on legislation changes

## **Organisation**

- **Responsibilities**

The overall and final responsibility for health and safety is that of the Governing Board. The Head Teacher is responsible for putting this policy into practice to ensure that all pupils, staff and visitors in the school are in a safe environment.

The Head Teacher will, with the assistance of the Governing Board:

- Ensure that there is an effective policy for health and safety within the School and that it is correctly carried out
- Periodically appraise the effectiveness of the policy and ensure that any necessary changes are made
- Ensure adequate staff, funds and material are provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent health and safety legislation
- Ensure responsibilities are properly assigned and accepted at all levels
- Take an interest in the health and safety programme and support all persons carrying it out
- Ensure all areas of the School are inspected, from a health and safety point of view, once a term and details recorded to provide an appropriate assessment.
- Review all health and safety reports and take corrective action where appropriate.
- Staff have adequate training for the tasks they are required to perform

- Ensure all staff have read and understood the Health and Safety Policy, either in its entirety or the sections relevant to them.

**The staff listed below have responsibility to ensure health and safety standards are maintained and improved, in the following areas:**

- **The Deputy and Assistant Head Teacher will:**
  - o Fully familiarise themselves with the Health and Safety Policy and the statutory instruments and regulations, as issued from time to time
  - o Ensure the responsibilities are properly assigned and accepted at all times
  - o Assist the Head Teacher to ensure all areas of the School are inspected, from a health and safety point of view, once per term, and make a written report/record of the assessment
  - o Assist the Head Teacher to ensure all staff have read and understood the Health and Safety Policy, either in its entirety or sections relevant to them.

**The Governing Board and Head Teacher will appoint a Health and Safety Officer who is a member of a union. The Health and Safety Officer must attend courses run by the Local Authority to ensure they are familiar with all legislation concerning health and safety.**

- **The Health and Safety Officer will:**
  - o Fully familiarise themselves with the Health and Safety Policy and the statutory instruments and regulations, as issued from time to time, and acquaint staff with them
  - o Ensure safe methods and procedures are adhered to for all operations under their remit
  - o Ensure personnel working under their remit have adequate training, have read and understood the Health and Safety Policy and have received induction where necessary
  - o Undertake inspections of the site at least once per term and report back to the Finance, Personnel and Premises Committee of the Governing Board by means of a signed audit report.
- **The Site Supervisor. Under the direction of the Head teacher and the Health and Safety Officer will:**
  - o Inspect all new plant, buildings and equipment, both mechanical and electrical for potential hazards
  - o Ensure all staircases, floors exits and entrances, toilets, etc. are maintained in a safe and clean condition by regular cleaning, maintenance and repair
  - o Ensure that all plant and equipment, both mechanical and electrical is regularly maintained or tested and adequate records are kept – see separate sections on pages 7 and 11.
  - o Ensure, in conjunction with the Head Teacher, that any reported hazardous or dangerous conditions or situations are remedied as soon as practical

- Ensure any piece of plant or equipment found to be defective is immobilized until such time as a repair can be affected
- Be responsible for familiarising all cleaning staff with the Health and Safety Policy, ensuring they carry out their duties in accordance with it and receive appropriate training
- Be responsible for the control of contractors within the grounds, ensuring that they are familiar with the Health and Safety Policy and have the relevant insurances, etc. in place
  
- Be responsible for ensuring all contractors conform to the procedures issued by Brent Council in the following documents:
  - Contract Procedure Rules dated August 2006
  - Control of Contractors - May 2007
  - Management of Contracts - June 2006
  - Permit to Work Procedures – September 2006
  - Construction Work – April 2007
  - General Safety Rules for Contractors – September 2006
  
- Review health and safety recommendations and take actions where necessary
- Minimize all health and safety risks on a daily basis
- Refer to Appendix 2 – Slips and Trips Hazard Spotting Checklist
  
- **The Science Subject Leader will:**
  - be responsible for ensuring all equipment used by staff and pupils conforms to the health and safety requirements of this policy.
  
- **The Design and Technology Subject Leader will:**
  - be responsible for ensuring all food and equipment used by staff and pupils conforms to:
    - The health and safety requirements of this policy and is designed to be used by children in a particular age group.
  
- **The P.E. Subject Leader will:**
  - be responsible for ensuring all equipment used by staff and pupils conforms to the health and safety requirements of this policy and that faulty equipment is immobilized until repaired or replaced.

## **Statements of Arrangements**

### **- All Teaching Staff will:**

- Familiarise themselves with the Health and Safety Policy and the Statutory Regulations, as issued from time to time. Training will also be provided
- Ensure all safe methods and procedures, where appropriate, are followed at all times
- Ensure that all classroom and work areas are safe before any person uses them
- Ensure all equipment is safe before any person uses it
- Ensure that protective equipment, where appropriate, is used at all times
- Ensure that any hazardous or dangerous conditions or situations are reported to the Health and Safety Officer, Deputy Head Teachers or Head Teacher
- At all times, endeavour to ensure the health and safety and welfare of all persons within their control
- Familiarise themselves with first aid and fire procedures
- Ensure the teaching and learning outdoor areas and play equipment used for teaching or play purposes meet health and safety requirements.

### **- All other Staff will:**

- Make themselves familiar with the Health and Safety Policy, especially the sections relevant to themselves
- Observe health and safety rules at all times
- Conform to all advice given by those responsible for health and safety and to instructions of others with specific areas of responsibility for Health and Safety
- Report all accidents, damage, hazardous and dangerous conditions or situations to the Health and Safety Officer, Head Teacher or Deputy Head Teacher without delay
- Wear appropriate personal protective clothing, safety equipment and use appropriate safety devices, as appropriate
- Ensure that working areas are kept clean and safe
- Inspect all equipment and plant before use to establish that it is safe to use
- Familiarise themselves with First Aid and Fire Procedures
- Look after all health and safety equipment properly and report any defects immediately.

### **- All pupils on School property will:**

- Exercise personal responsibility for the safety of themselves and their fellow pupils
- Observe standards of dress consistent with safety and/or hygiene
- Observe the safety rules of the school
- Observe the instructions of teaching staff in the event of an emergency

- Refrain from misusing, neglecting or interfering with equipment provided for safety purposes and follow procedures in line with the School's Behaviour Policy.
- **All other persons on School property will:**
  - Observe the health and safety rules and the instruction given by the persons enforcing the Health and Safety Policy.
  - **Not** work on the premises until the relevant rules are read, understood and accepted
  - **Not** work on the premises until covered by insurance against risk.

All companies and private individuals who rent school premises outside the school working day must have and will be responsible for their own health and safety policy.

### **Health and Safety Risks Arising from the School's Work Activities**

The Governing Board and Head Teacher will appoint two Risk Assessment Officers who must be members of a union. The Risk Assessment Officers must attend the courses run by the Local Authority to ensure they are familiar with all legislation relating to risk assessments.

The Risk Assessment Officers cannot hold the position of Health and Safety Officer.

Risk assessments will be carried out by the Risk Assessment Officers on all hazardous work activities in line with the requirements of the Management of Health and Safety at Work Regulations, including display screen equipment.

- The assessment will establish the following:
  - The hazards associated with a particular activity on school property/grounds.
  - The potential frequency and severity of an accident
  - The control measures being employed to minimize the risk of an accident occurring
  - Any further action to be taken to adequately control the hazard
  - The dangers associated with manual handling and establish measures to minimize injury.

The assessments will be carried out by the Risk Assessment Officers and the findings reported to the Head Teacher, the Health and Safety Officer and the Finance, Personnel and Premises Committee of the Governing Board.

The Head Teacher and Health and Safety Officer will approve any action required to remove/control risks. The Head Teacher and Health and Safety Officer, Risk Assessment Officer and/or Finance, Personnel and Premises Committee will check that the recommended actions have been implemented. Assessments will be reviewed every twelve months on a rolling programme or when the work activity changes, whichever is soonest.

The Health and Safety Officer and the Risk Assessment Officers will jointly carry out regular inspections of the outside areas of the School, including outdoor play areas. Teachers will be responsible for carrying out assessments prior to undertaking outside activities.

There are separate policies for First Aid Procedures and School Visits.

### **Consultation with Employees**

The School is aware of its obligation under The Health and Safety (Consultation with Employees) Regulations 1996 and consults its employees on the following areas as covered by the regulations:

- Any change that substantially affects their Health and Safety at work – changes in procedures, equipment or ways of working, etc.
- Arrangements for using 'competent people' to assist in complying with health and safety legislation
- Information on the likely risks and dangers arising from the work activities and measures to reduce or eliminate these risks
- The planning of health and safety training
- The health and safety consequences of introducing new technology.

The School adopts various methods for carrying out this consultation as the situation demands. Many situations can be resolved by direct consultation but the School may consult by way of a safety committee, if deemed appropriate.

Employee representative(s) are from the following unions:

- G. M. B. Union
- N.E.U.
- N.A.S.U.W.T
- A.T.L.
- Unison

### **Safe Plant and Equipment**

Maintenance on all the School's equipment is carried out on a regular basis to ensure that the School complies with its obligations under section 2(2) (a) of the Health & Safety at Work Act 1974. The inspections and checks will be carried out as follows:

- The Site Supervisor will be responsible for identifying all equipment/plant needing maintenance.
- The Site Supervisor will be responsible for ensuring effective maintenance procedures are drawn up.
- The Site Supervisor will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with plant/equipment should be reported to The Site Supervisor and confirmed in writing via e-mail or letter and records kept.

- The Site Supervisor keeps a record of all maintenance inspections and keeps the file in the main Reception Office.
- The Site Supervisor will check that new plant and equipment meets health and safety standards before it is purchased and complies with relevant legislative requirements.
- The Site Supervisor is responsible for carrying out a six monthly inspection of all outside areas and large P.E. equipment installed and located in the hall. Certificates issued are kept by the Bursar or Finance Officer.

### **Maintenance of Electrical Equipment**

All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the Site Supervisor and removed from service.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing – PAT) on an identified cycle (dependent upon the type of equipment and the environment it is used in). All earthed equipment (Class 1) and cables attached to such equipment will be tested annually.

This inspection and testing will be conducted by an independent company (see register).

The Site Supervisor is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

Personal items of equipment (electrical or mechanical) will not be brought into Roe Green Junior School without prior authorisation and must be subjected to the same tests as School equipment.

A fixed electrical installation test (fixed wire test) will be conducted by **Sellecks Ltd** every 5 years or more frequent if deemed necessary following the results of the last test. (Recommended next inspection date- 2024).

Fixed electrical wiring located within the school swimming pool environment will be inspected annually by a competent contractor - **Sellecks Ltd** in accordance with Health & Safety in Swimming Pools.

### **Use of Substances and Safe Handling**

Where substances are used that may be controlled under specific regulations, e.g. Control of Substances Hazardous to Health (COSHH), the Site Supervisor will be responsible for the following procedures:

- Identifying all substances, which need a COSHH assessment.
- Undertaking COSHH assessments.
- Ensuring all actions identified in the assessments are implemented.
- Ensuring all relevant employees are informed about the COSHH assessments.
- Checking new substances can be used safely before they are purchased.
- Reviewing assessments as and when required or when the work activity changes, whichever is soonest.



- Keeping the COSHH data sheet in a central location.

It is the responsibility of the Science and D & T Subject Leaders and First Aiders to be aware of COSHH regulations due to the nature of substances and chemicals (including household) used to clean, prepare food and work areas used for scientific investigations.

### **Safe Handling**

Where possible, all boxes and large equipment should be handled by the Site Supervisor, e.g. deliveries and room set up.

Where staff move boxes and large equipment, e.g. books and P.E. equipment, the safe handling rules should be followed:

- Keep back straight
- Bend legs
- Lift with the legs and arms, not the back.

### **Information, Instruction and Supervision**

The Health and Safety Law poster is displayed in the Staff Room and specific leaflets are available from the H.S.E office either online or by post.

Health and safety advice is available from The London Borough of Brent, the on-site Health & Safety Officer, on line at [www.hse.gov.uk](http://www.hse.gov.uk) and the Site Supervisor.

Supervision of young workers/trainees will be arranged/undertaken/monitored under the direction of the Head Teacher or Deputy Head Teachers.

The Head Teacher and Deputy Head Teachers are responsible for ensuring that the School's employees working at locations under the control of other employers are given relevant health and safety information.

### **Competency for tasks and training**

In addition to the general guidance given to all teaching staff employed by the School specific training will be given either by reference to this Health and Safety Policy or by other means as deemed appropriate by the Head Teacher and Leadership Team.

Specific jobs requiring special training are First Aid, Manual Handling and Risk Assessment.

Training records are kept via staff and their CPD records. Lists are kept by the office and the Senior Leadership Team of any statutory training.

### **Accidents, First Aid and Work-Related Ill Health**

First-aid boxes are kept in the following locations:

- Welfare Room
- Main office

- Site office
- Large hall
- Kitchen
- Mini-bus
- SMSAs room
- 4 School Trip bags

The Local Authority requires First Aiders to attend and pass a First Aid Course entitled either 'Emergency first Aid' or 'First Aid at Work' or 'Paediatric First Aid'. The names and certificates of the appointed First Aiders are displayed in the Welfare Room. The certificate is renewable every three years.

A record of any injury requiring treatment, however minor, is kept in the Welfare Room. A record of any injury occurring out of school hours is kept in the Site Supervisor's Office and reported to the appropriate Headteacher.

Details are passed to the Head Teacher as soon as possible.

All accidents and cases of work-related ill health are to be recorded on line according to HSE guidance.

Any accidents involving staff and pupils who require hospital attention will be recorded online according to HSE guidance.

The Head Teacher, Deputy Head Teachers and Welfare Officer are responsible for reporting accidents, diseases and dangerous occurrences to the Local Authority or HSE and/or RIDDOR.

The Governing Board receives a report on H&S at each meeting.

First aid and medication are under the direct control of the designated First Aiders. First Aid boxes are maintained on a regular basis by the First Aid staff. Please also see 'First Aid and Medicines Policy'.

Safe disposal of drugs and medical waste are placed in equipment bins which are situated in the Medical room.

First Aiders oversee the use by pupils of inhalers provided by parents. All inhalers must be clearly named and stored safely, as with any medication.

First Aiders are allowed to dispense medication in special circumstances, as agreed by the Head Teacher, i.e. medication that is required on a continuing daily basis. Pupil's medicines are kept in a locked cabinet and administered as directed in writing by the parent/carer of that pupil and a record kept, detailing the name of medication, amount, date and time given. Please also see 'First Aid and Medicines Policy'.

## **Monitoring**

There will be a full review every twelve months to establish whether any major changes or additions need to be made to ensure that the document is fully up to date and correctly reflects all activities.

The Governing Board, Head Teacher, Deputy Head Teachers, Health and Safety Officer, Risk Assessment Officers and Trade Union Representatives will check working conditions and ensure safe working practices are being followed.

The Head Teacher and Deputy Head Teachers are responsible for investigating accidents with the aid of the Health & Safety Officer and preventing a recurrence.

Occupational Health representatives are responsible for investigating work-related causes of sickness absences.

The Governing Board, Head Teacher, Safety Officers, Finance, Personnel and Premises Committee and Site Supervisor are responsible for acting on investigation findings to prevent a recurrence.

## **Emergency Procedures**

There is a separate policy for Responding to Critical Incidents, entitled the "Critical Incident Plan".

Smoking or vaping is not permitted in the school buildings and grounds.

The Governing Board is responsible for ensuring:

- The fire risk assessment is undertaken and implemented. All fire drills are overseen by the Head Teacher or Deputy Head Teachers. The Site Supervisor completes a Fire Drill record which is filed in the Site Supervisor's office.
- All fire doors and exits are signed appropriately.

Escape routes are regularly checked by the Head Teacher, Health and Safety Officer and Site Supervisor.

Teachers must familiarise themselves each year with the fire exit routes from their classrooms which are displayed clearly in each classroom.

The fire extinguishers are maintained and checked every 6 months by Firedon. Certificates of conformity are kept by the Site Manager.

Fire alarms are tested every quarter by a certified company (Honeywell). Certificates of conformity are kept by the Site Supervisor.

Emergency evacuation or lock down procedures will be tested every term or sooner, if appropriate.

It is policy that Staff should keep fire doors closed, however as a result of Covid guidance, we continue to advocate good ventilation, therefore doors and windows may be kept open when necessary.

**This Policy should be read in conjunction with “The Fire Safety Policy” which outlines specific evacuation procedures for staff and pupils, in addition specific details for evacuation of any person with physical disability is outlined.**

### **Security Arrangements**

- A security system is installed and maintained, there are CCTV cameras on the site.
- Staff enter the School car park and building via an electronically controlled security system, the codes for which are changed by the Site Supervisor monthly or as and when necessary.
- Entry to the School by others is gained via an intercom system which is maintained during school hours by the reception staff in the main reception area. There is an 'Out of Hours' button which notifies a member of staff (during holiday periods this will be the Site Manager)
- All visitors to the School must sign in the Visitors Sign in' located in the main reception office or Junior Office, giving date and time of their visit, details of their contact and car registration number. They will be given a pass that must be worn at all times. Visitors must sign out at the end of their visit.
- All staff have a Disclosure Barring check (DBS) carried out before starting their employment with the School.
- At no time is a parent/visitor/volunteer/student allowed to be left in sole charge of child/ren unless a DBS number has been logged by the reception staff for the Single Central Register.

## **APPENDIX 1 - Supervision of Children**

### **• Classroom**

- Children should never be left unsupervised in a classroom. If, in an emergency you have to leave, a member of staff in the adjacent classroom should be informed before you go.
- All sharp objects (scissors, compasses etc) must be put away in a safe place. At NO time should children be left on their own with these objects. Always check before play and lunchtimes.
- During wet playtimes the duty rota is followed. The member of staff on duty is responsible for patrolling the corridor and keeping a check on the classes. In the event of wet play after an assembly, the teacher on duty is responsible for collecting their year group and escorting the children back to class.
- All equipment must be made safe.
- Staff on playground duty may leave their classrooms 5 minutes before the bell, but they must inform another member of staff before they go.

### **• Around School**

- Children should not be asked to go to unsupervised areas alone (e.g. teacher's resource rooms, PE cupboards etc)
- Children who have been 'split' due to staff absence should line up in their class place before school. After registration, work will be given and children can move to their 'split' classes. During break times 'split' children should play in the area of the year group they have been 'split' into. After lunch 'split' children will return to their own class to be registered and afternoon work set. At the end of the day 'split' children should return to their own classroom to be dismissed by the year leader, (H/AH)
- When classes are split, children's names should be put into the 'split' book of the class they enter (which should be clearly on display or on the teacher's desk). This book should be taken into the playground during fire drills or in an emergency. 'Split' children should remain with the class until collected or called for by a member of staff.
- A complete 'Split List' should be available in: the front of each class register, in the first section of teachers green planning files, with year leaders and with the Assistant Head.
- Children delivering messages around the school must always be in pairs.

## **Procedures for dealing with accidents during playtimes and lunchtimes**

### **• Playtimes**

- All children must be supervised during playtimes and lunchtimes.
- There is a playground timetable covering all the play areas around the school.
- Staff must be on duty for the entire duration of playtime.

- If a child is taken ill or injured in the playground a member of duty staff must send a child into the school to ask for a member of staff to come and collect the child and take them to the Welfare office.

The severity of the accident or illness and therefore care given is at the duty staff's judgement but no incident should ever be ignored.

- **Lunchtimes**

There are trained SMSAs on duty every lunchtime. A year 4 classroom is used as a first aid station every day.

- As with playtimes, if an accident or illness is thought to be serious, the SMSA will bring the child to the Welfare office or a member of SLT for further care.

### **Travelling to and from school in Year 6**

Through Year 6, children are encouraged to travel to and from school without an adult. Parents and carers are informed in the Year 6 Autumn Newsletter and asked to inform the school only if their child will not be travelling alone. Year 5 children may also go home independently. A form is given to parents and carers giving permission for leaving school alone. This also applies to children attending after school clubs if they are in Years 5 or 6.

### **Carrying**

No children should be asked to carry hot drinks or glass. All heavy equipment is to be carried by adults only

NB – Staff should always take the utmost care when carrying drinks around the building or when on playground duty. No hot drinks should be carried when there are children nearby.

### **Early morning**

Only children given permission are allowed in school before 8.50 a.m. Those children must sign the 'early book' in the school office. This also applies to register monitors.

### **Lunchtime**

At lunchtime no child should be in the building unless accompanied by an SMSA or with written permission from a teacher.

### **Strangers**

Children approached by a stranger on site should refer them immediately to a known adult.

Any stranger found on site should be asked by staff to produce identification and this should be carefully checked. Do not assume that any stranger has the right to be on site. Visitors to the school will always sign in at the Junior office, wear a Visitor badge and carry a safeguarding leaflet.

## **Wards of court**

Children who are wards of court will be made known to all relevant staff.

## **Children's health:**

- The use of the following is not allowed by children (unless under very close adult supervision in exceptional circumstances) Strong glue e.g. Evostick, UHU Spirit based pens (permanent marker pens) especially broad-nib Tipex (or like products) of all types.
- All staff must be aware of children who are on the Medical Alert list.
- All children's medicines should be taken to the Welfare Officer at the start of the day. Clearly marked with name, class and dosage. These must be collected before the child goes home. Some medications (inhalers/Epi pens) stay in school if required, a consent form must be completed.
- Children who have knocks to the head must always be reported to the welfare officer and a note must be sent home to parents/carers.

# Slips and trips

## Hazard spotting checklist



This checklist will help you identify slip and trip hazards in your workplace and decide what action to take. It will be of benefit to anyone who assesses and manages slips and trips at work.

The checklist provides examples of hazards that can be found in and around workplaces, and suggests actions that you can take to resolve them. The list tries to cover as many slip and trip hazards as possible. Some may not apply to you, while you may come across others not mentioned here, but which you will need to consider. Room has been left on the checklist for you to add any hazards that are specific to your workplace.

To get the most from the checklist, you will need to walk through your workplace, including the outside grounds as appropriate, speak to union and employee safety representatives, workers and others to get their views of hazards and risks in the workplace, and then together decide what you could practically do to put them right. It is important to take action once a hazard has been identified.

### Risk mapping tool

This checklist can be used in conjunction with the risk mapping tool [www.hse.gov.uk/slips/mappingtool.pdf](http://www.hse.gov.uk/slips/mappingtool.pdf). The mapping tool can help you to identify high-risk locations and hazards in your workplace and people who may be at risk.

### Assessing risk

You can also use this checklist to feed into your broader health and safety risk assessment process. More guidance on risk assessment can be found at [www.hse.gov.uk/risk](http://www.hse.gov.uk/risk).



## Slips and trips hazard spotting checklist

Potential issue	Tick if 'yes'	Suggested action
<b>Outdoor areas</b>		
Can anything be found on the paths, steps and fire escapes that could cause slips, eg build-up of leaves, wet grass, moss, mud etc?		Set up a regular work schedule for clearing paths, tackle busy routes first.  Consider cutting back plants and trees that overlap paths.
Are paths prone to ice build-up during winter months?		Consider alternative, safer routes.  Monitor weather conditions and put a winter procedure in place, eg gritting.
Are there any changes in level on the path that are not easy to see, eg small slopes?		Highlight hazard – improve lighting, apply contrasting eye-catching colour to slope (eg non-slip paint, flush-fitting bolt-on material).
Are there holes, potholes, or uneven paving on footpaths?		Barrier off area as a temporary solution, ensure barriers cannot be easily moved.  Highlight hazard, eg improve lighting, use eye-catching colour on defective area as a temporary solution.  Maintenance required – fill in holes, re-lay paving, replace broken paving stones.
Are fire escapes slippery when wet?		Improve grip – consider applying slip-resistant coating/strips or bolt-on slip-resistant material (caution – do not create a trip hazard).
<b>Doorway</b>		
Is the floor between the building threshold (entrance) and the entrance matting slippery when wet?		Improve grip – consider extending mat or exterior paving, applying slip-resistant coating/strips or changing to more slip-resistant material.
<b>Entrances</b>		
Is there water on the floor from rain etc?  Is it making the floor slippery?		Stop water entering building – construct canopies over entrances, improve external drainage, keep doors closed when you can.  Prevent water spreading – fit large and absorbent entrance mats to dry shoes.  Remove water quickly – review cleaning system, introduce dry mopping, consider introducing heaters/underfloor heating to speed up drying time.  Improve grip – consider fitting slip-resistant flooring.

Potential issue	Tick if 'yes'	Suggested action
<b>Entrances (continued)</b>		
Are there any trip hazards in the area, eg trailing cables, deliveries, mats with curled up edges, or other objects?		Housekeeping needed – tidy away cables, provide safe delivery storage area, clear away boxes and equipment, fix down mat edges or replace if necessary.
<b>Corridors and offices</b>		
Are there any subtle changes in floor level, eg slopes, small steps, abrupt changes from one flooring material to another?		Highlight hazard – improve lighting, use eye-catching colour on slope/step, clearly highlight change from one flooring material to another.
Are the floors smooth in areas where contamination can be found on the floor (eg liquids, food and food wrappers, dusts, polythene, condensation etc?)		Stop contamination from getting onto floor – provide bins for litter, fix leaks, fit lids on containers, close doors leading from working areas.  Prevent spreading – drip trays beneath plants/machines/water coolers.  Remove contamination quickly – review cleaning system, spot clean spills, dry mop large wet areas, vacuum/brush up dry materials.
Are the tiles or flooring becoming unstuck or curling at the edges?  Are there holes?		Maintenance required – fix down tiles and carpet edges, replace if necessary, fill in holes, replace cracked tiles.
Is the anti-slip floor coating or grip tape worn smooth or damaged?		Maintenance required – replace damaged and worn coatings.  Consider changing flooring.
Are there any trip hazards around workstations or in corridors and walkways, eg trailing cables, boxes, deliveries, equipment or other objects?		Housekeeping needed – keep walkways clear, tidy away or use cable covers, provide additional storage, clear away boxes and equipment.
Are light levels too low to see the floor surface clearly?		Improve lighting – new bulbs, additional lights.
Is light reflecting on the smooth flooring creating glare?		Improve lighting – re-angle lights, install blinds or anti-glare grills or glazing films.  Consider removing floor surface shine.
<b>Stairs and ramps</b>		
Are step nosings (edge of step) hard to see, rounded, damaged or slippery?		Check lighting is sufficient to see step edges clearly.  Highlight the very edge of the step with a nosing that has a high visibility, square edge and non-slip finish.  For difficult to replace round-edged nosing, ensure non-slip edging wraps right around the edge of the nosing.

Potential issue	Tick if 'yes'	Suggested action
<b>Stairs and ramps (continued)</b>		
<p>Are handrails available?</p> <p>Are they easy to reach and useable?</p>		<p>Provide a handrail on at least one side of the stairs; if flight of stairs is wider than 1 m, provide handrails on both sides and a third, middle handrail if 2 m or wider.</p> <p>Handrail heights should be between 900 mm and 1000 mm and be parallel to the pitch line (slope) of the flight of stairs. On landings where the handrail provides guarding the height should be 1100 mm.</p> <p>Recommendations for handrail shape, diameter and distance from wall can be found in the Building Regulations and British Standards.</p>
<p>Is the height (rise) of the steps or depth of tread (going) inconsistent throughout the flight?</p>		<p>Highlight the problem, eg with warning notice.</p> <p>Correct the rise/going of the stairs so they are all of equal height.</p>
<p>Are the stair treads slippery?</p>		<p>Thoroughly clean on a regular basis to remove contaminants.</p> <p>Replace stair covering with one with better slip resistance.</p>
<p>Are any ramps or slopes in or around the workplace difficult to see?</p>		<p>Highlight ramp with contrasting colour and check lighting levels.</p> <p>Improve grip – consider fitting slip-resistant flooring.</p> <p>As with flights of stairs, consider providing handrails.</p>
<b>Work areas and work platforms (eg kitchens, warehouses, storerooms)</b>		
<p>As part of the work process, is contamination (fluids, solids, dust, debris etc) getting onto the floor?</p> <p>Is the floor slippery?</p> <p>People – spillages, overfilling containers, clearing waste off work surfaces onto the floor, discarding debris onto the floor.</p> <p>Machines – leaks, overspray, spills, by-product.</p> <p>Process – overspills, leaks, by-product.</p>		<p>Stop contamination from getting onto floor – change system of work, improve work area layout, provide bins, dust extraction, lids on containers, reduce quantity of product in containers, fix leaking machinery.</p> <p>Prevent contamination spreading – use drip trays, screens to stop splashes, good floor drainage, high-lipped sinks, bunding around machines.</p> <p>Remove contamination quickly – spot clean spills, dry mop large wet areas, vacuum/brush up dry materials.</p> <p>Improve grip – consider slip-resistant flooring; provide slip-resistant footwear.</p>

Potential issue	Tick if 'yes'	Suggested action
<b>Work areas and work platforms (eg kitchens, warehouses, storerooms) (continued)</b>		
<p>Is condensation forming on the floor?</p> <p>Is condensation forming on overhead pipework and dripping onto the floor.</p> <p>Is the floor slippery?</p>		<p>Improve ventilation – use extraction.</p> <p>Insulate overhead pipework.</p> <p>Improve grip – consider slip-resistant flooring; provide slip-resistant footwear.</p>
<p>Is poor drainage causing a pooling of fluids on the floor?</p>		<p>Improve floor drainage.</p>
<p>Cold store – is there ice build-up on the floor?</p> <p>Is the floor slippery?</p>		<p>Remove ice.</p> <p>Door maintenance – check door closes and seals properly – replace seals, fix door and frame.</p> <p>Prevent humidity, eg fit automatic doors, curtains, humidity controls.</p> <p>Consider supplying slip-resistant footwear.</p>
<p>Are designated walkways unusable or partially blocked?</p>		<p>Create a clear and even walkway through the workplace.</p> <p>Housekeeping needed – tidy away cables, provide additional storage, clear away clutter, boxes and equipment, safely store pallets.</p>
<p>Are walkways uneven, do they have holes or missing tiles?</p>		<p>Barrier off area as a temporary solution, ensure barriers cannot be easily moved.</p> <p>Highlight hazard, eg improve lighting, use eye-catching colour on defective area as a temporary solution.</p> <p>Maintenance required – fill in holes, relay/replace defective flooring.</p>
<p>Are there any raised carpet edges or holes?</p>		<p>Firmly stick down raised or loose edges.</p> <p>Maintenance required – replace all or damaged section of carpet.</p>
<p>Are the tiles or flooring becoming unstuck or curling at the edges?</p>		<p>Firmly stick down loose tiles and raised edges.</p> <p>Maintenance required – replace all or damaged section of flooring.</p>
<p>Are there any trip hazards around workstations, eg trailing cables, boxes, deliveries or other objects?</p>		<p>Encourage a 'see it, sort it' mentality among staff.</p> <p>Housekeeping needed – keep walkways clear, tidy away or use cable covers, provide additional storage, clear away boxes and equipment.</p>
<p>Are light levels too low to see clearly?</p> <p>Is light bouncing off the flooring creating glare?</p>		<p>Improve lighting – new bulbs, re-angle, additional lights, install antiglare grills.</p> <p>Stop glare – consider removing floor surface shine.</p>

Potential issue	Tick if 'yes'	Suggested action
<b>Toilets, bath and shower rooms</b>		
<p>Is water getting onto the floor?</p> <p>Is the floor slippery when wet?</p>		<p>Stop water getting onto the floor – improve shower curtains/screens, position sufficient hand dryers close to sinks.</p> <p>Remove water quickly – regular monitoring, spot clean, dry mop wet areas.</p> <p>Improve floor drainage where possible.</p> <p>Improve grip – consider fitting slip-resistant flooring.</p>
<p>Are taps or pipes leaking?</p>		<p>Prevent contamination spreading – provide drip trays as a temporary solution.</p> <p>Maintenance required – fix leaks and taps.</p>
<b>Cleaning</b>		
<p>Are spillages left on the floor for some time before they are cleaned up?</p>		<p>Encourage a 'see it, sort it' mentality among staff.</p> <p>Ensure spills cleaning equipment is readily available for use.</p> <p>Review/improve cleaning regime and timings of cleaning schedule.</p> <p>Consider introducing a roving cleaner.</p>
<p>Are small spills wet mopped?</p>		<p>Spot clean small spills using absorbent cloth/paper towel.</p> <p>Provide training and then supervise.</p> <p>Ensure spills cleaning equipment is readily available for use.</p>
<p>Can people walk through areas during wet mopping or when floors are still wet?</p> <p>Is the floor smooth or slippery when wet?</p>		<p>Keep people off smooth wet floors – Barrier off/close off areas, wet mop out of hours when no-one is around.</p> <p>Reduce drying time – dry mop the floors with a clean, proprietary dry mop.</p>
<p>Are warning signs left out long after the spill has gone and floor has dried?</p>		<p>Remove cones and signs as soon as cleaning is completed and floor is dry.</p> <p>Provide training and then supervise.</p>
<p>Does the floor look dirty even though it has just been cleaned?</p>		<p>Check manufacturers'/suppliers' cleaning instructions are being followed.</p> <p>Review floor cleaning method, alter to suit floor type.</p> <p>Provide training on new method and then supervise.</p>

Potential issue	Tick if 'yes'	Suggested action
<b>Cleaning (continued)</b>		
Are people slipping on the floor even though it has been cleaned and is dry?		Thoroughly clean to remove build-up of polish, grease etc.  Review and alter floor cleaning method.  Provide training on new method and then supervise.
Can cleaning equipment leads be seen crossing or blocking walkways, creating a trip hazard?		Coil up unused equipment cable.  Change power source – provide additional power sockets; use socket nearest area being cleaned.  Consider change to battery-powered equipment.  Provide training on new method and then supervise.
Do bin bags/cleaning equipment in walkways create trip hazards?		Provide training on awareness of trip hazards and how to avoid them and then supervise.
<b>Tasks</b>		
Do tasks stop people seeing slip or trip hazards, eg carrying items that restrict view, upset people's balance, rushing?		Review and improve manual handling and moving procedures.  Review work activity.

### Further information

HSE's website [www.hse.gov.uk/slips](http://www.hse.gov.uk/slips)

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit [www.hse.gov.uk/](http://www.hse.gov.uk/). You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

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### **Appendix 3 – Amendments to the policy due to COVID-19**

Our school procedures are outlined in our main policy, however since COVID-19 restrictions many of our systems have had to be amended to ensure we are a COVID-safe environment.

Our Risk Assessment for full re-opening of the school after lockdown is implemented throughout the school. The following further amendments are made.

#### **Movement of children around school**

Children will remain in their Year group pods at all times and will not be permitted to move into other pod zones.

- Collection of registers will be managed by the year group LSA responsible for admin
- Children will not be split into other classes across the school but may be 'split' into other classes within their year group
- Children will not be permitted into school until their staggered year group time, the whole group will enter together
- In order to avoid crossover of year group pods, break times and lunch times are staggered
- Children may enter the school in pairs to use their year group toilets (the large hall toilets for Year 3 pupils) during break and lunchtimes. They are not permitted in to school by themselves

#### **Strangers on school site**

Parents and carers are not permitted onto the school site to drop off their children. Children are greeted at their designated entry gate at their allocated start time.

Parents of Year 3 /Year 4 pupils are permitted on site at the end of their day to pick up their children but must leave the site immediately, members of SLT will monitor the main gate.

The school gate will be closed automatically at 9:00 am. Any visitors to the school will only be admitted if they have a pre-arranged appointment, entry will be gained via the entry phone at the main gate.

Parents or carers wishing to see their child's teacher must phone or email using the specified Year group admin email.

Any Parent or Carer need to visit the office will either need to ring to discuss their enquiry or speak to the School Secretary in the morning at the main school gate.

Any visitor to the school site will sign in at the office and wear a visitor badge to identify them by. They will only be restricted to visiting single pod zones only.

## Roe Green Junior: Risk Assessment March 8<sup>th</sup> 2021 Full Opening

- > **Red:** this measure cannot be put in place in our school at any time
- > **Amber:** this measure can be put in place, but not in time for when we have been asked to reopen
- > **Green:** this measure is in place, or can be in place for when we have been asked to reopen

<p><b>RISK ASSESSMENT FOR:</b></p> <p>School activities during COVID 19 outbreak.</p> <p>During this evolving situation we shall monitor and follow government guidance given in the web links provided</p> <p>Lockdown from January 4<sup>th</sup> as required by Government guidance. Full opening from March 8<sup>th</sup> 2021 as required by Government guidance</p>		
<p><b>Establishment:</b></p> <p>Roe Green Junior School, Kingsbury NW9 9JL</p>	<p><b>Assessment by:</b> Melissa Loosemore, Headteacher and Senior Leadership team.</p>	<p><b>Date:</b> January 4<sup>th</sup> 2021</p> <p><b>Date;</b> March 8<sup>th</sup> 2021</p>
<p><b>Risk assessment number/ref:</b> RA-003</p>	<p><b>Headteacher Approval:</b></p> <p><b>Chair of Governors Approval:</b> Vijay Assani Agreed by all Governors.</p>	<p><b>Date:</b> January 4<sup>th</sup> 2021</p> <p><b>Date:</b> Thursday 25<sup>th</sup> February</p>
<p><b>Date of review:</b></p> <p>Ongoing over this period of huge change.</p> <p>Consideration after every new intake, after change of personnel or process, legislation or Government advice or an incident, time lapse</p>	<p><b>All employers have a duty to consult employees on health and safety. Have staff been consulted in production of this risk assessment?</b></p>	



HAZARD	CONTROLS PREVIOUSLY IN PLACE	CHANGES DURING NATIONAL LOCKDOWN AND FULL OPENING	PERSON(S) RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
<p>Contact with someone suffering from coronavirus</p>	<p>Everyone will be asked not to come into school if they need to self-isolate under <a href="#">current guidance</a>. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be advised to do so for at least 10 days from the onset of symptoms, and to access <a href="#">testing</a> and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up.</p> <p>999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> <li>• If a distance of 2 metres cannot be maintained, supervising staff will wear a fluid-resistant surgical mask</li> <li>• If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron</li> <li>• If there is a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection</li> </ul>	<p><b>Dealing with a coronavirus outbreak:</b> We shall work with the local health protection team to decide if additional action is needed if there are 2 or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus is suspected.</p> <p>Staff will continue to be offered 2 lateral flow tests per week, for use at home.</p> <p><b>Pupils or staff that have travelled abroad:</b> See the latest guidance; <a href="#">current government guidance on quarantine</a> staff must not come into school until the guidance has been fulfilled.</p>	<p>HT (Headteacher)</p> <p>Individuals and WO (Welfare officer)</p> <p>W.O.</p>	<p>In place</p> <p>When required</p>	<p>Self isolation <a href="#">current guidance</a>. <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <p>WO has received on line training from Brent and all staff have received the Brent training slides with directions to self -train.</p> <p>PPE received from Brent. Further items ordered and stored for future use.</p> <p>See <a href="#">decontamination guidance</a>.</p>

HAZARD	CONTROLS PREVIOUSLY IN PLACE	CHANGES DURING NATIONAL LOCKDOWN AND FULL OPENING	PERSON(S) RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
	<p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>We will provide home testing kits to parents/carers collecting symptomatic children, and to staff who have developed symptoms at school, if they are unable to get a test elsewhere.</p> <p>A deep clean will take place in the areas that the symptomatic person has been, and PPE will be disposed of properly, following <a href="#">decontamination guidance</a>.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, and needs advice on next steps, the school will contact the DfE helpline on <b>0800 046 8687</b> and select option 1. (If no advice is required, the school will report the case using the DfE's '<a href="#">online attendance form daily return</a>'). The advice service (or <a href="#">local health protection team</a>, if the call is escalated to them), will carry out a rapid risk assessment to confirm who's been in close contact with the person when infectious.</p> <p>The school will ask (using a template letter from the local health protection team) all close contacts to self-isolate for <b>10 days</b> from the day they were last in close contact</p>		<p>All staff</p> <p>IT and PA personel</p>		<p>Home testing kits available to re-order</p> <p>DfE's '<a href="#">online attendance form daily return</a>'</p>

HAZARD	CONTROLS PREVIOUSLY IN PLACE	CHANGES DURING NATIONAL LOCKDOWN AND FULL OPENING	PERSON(S) RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
	<p>If there are 2 or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p> <p>To help with identifying staff's and pupils' close contacts, records will be kept of:</p> <ul style="list-style-type: none"> <li>• The pupils and staff in each group</li> <li>• Any close contact that takes place between children and staff in different groups</li> </ul> <p>Close contact means:</p> <ul style="list-style-type: none"> <li>• Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> <li>○ Being coughed on</li> <li>○ A face-to-face conversation, or</li> <li>○ Unprotected physical contact (skin-to-skin)</li> </ul> </li> <li>• Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person</li> <li>• Travelling in a small car with an infected person</li> </ul>				

HAZARD	CONTROLS PREVIOUSLY IN PLACE	CHANGES DURING NATIONAL LOCKDOWN AND FULL OPENING	PERSON(S) RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Contact with coronavirus when getting to and from school	<p>Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible. Anyone who needs to take public transport will be referred to <a href="#">government guidance</a>.</p> <p>Parents/carers who need to drop off and pick up pupils will be told through messages and signage:</p> <ul style="list-style-type: none"> <li>• Their allocated drop off and collection times</li> <li>• The protocols for minimising adult to adult contact (see Daily Routine)</li> <li>• That only one parent/carer should attend</li> <li>• Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment</li> </ul> <p>Anyone wearing reusable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. If they are using disposable face coverings, these will be put in a covered bin.</p> <p>Anyone wearing any sort of face covering when arriving to school will wash their hands on arrival (as all individuals will), dispose of/store the covering, and wash their hands again before going to their classroom or office.</p>	<ul style="list-style-type: none"> <li>• <b>School start and end times</b> Critical workers and Vulnerable children 09.15-14.15. Previous timings will continue for the whole school; Year 3 and 6 – 08.30-15.15. Year 4 and 5 – 08.45-15.30</li> <li>• <b>Face coverings</b> During National lockdown, staff will wear visors or masks when moving around the school. Adults can wear face masks in the classroom and around the school. Visitors must wear face coverings.</li> </ul>	HT           All staff	In place	<p>To avoid crossovers, Infant and Junior schools have ¼ hour phased entry and closure</p> <p>Signage, barriers and repainting the zebra crossing outside school has been organised by Brent.</p>

HAZARD	CONTROLS PREVIOUSLY IN PLACE	CHANGES DURING NATIONAL LOCKDOWN AND FULL OPENING	PERSON(S) RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
	<p>Everyone will be made aware that they must not touch the front of the covering during use or removal.</p> <p>Staff and visitors will wear face coverings in areas of the school where social distancing is not possible, such as in staffrooms. They will be asked to keep on or put on a face covering when arriving at school and moving to classrooms or offices, unless they are exempt from wearing one. Once they have arrived at their destination and need to take the covering off, they will follow the above steps. A supply of spare face coverings will be kept for anyone who arrives without one or has one that is unsafe to wear.</p> <p><b>In local restriction tiers 2 (high alert), 3 (very high alert) and 4 (stay at home), and during national lockdown:</b> Everyone will be asked to keep on or put on a face covering when arriving at school and moving to their classroom or office, unless they're exempt from wearing one. Everyone will also be asked to wear a face covering whenever they're moving around indoors in places where social distancing is difficult to maintain, such as in corridors. Once they have arrived at their destination they can take their covering off.</p> <p>Anyone wearing reusable face coverings will be expected to bring a plastic bag to keep these in. If they're using disposable</p>		<p>All staff , collective responsibility</p> <p>W.O. P.A. S.S. D.C</p>		<p>Extra PPE kept in store cupboard.</p> <p>D.C. to monitor stocks for re-ordering</p>

HAZARD	CONTROLS PREVIOUSLY IN PLACE	CHANGES DURING NATIONAL LOCKDOWN AND FULL OPENING	PERSON(S) RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
	<p>face coverings, these will be put in a covered bin. They'll also be asked to wash their hands after removing the covering.</p> <p>Everyone will be made aware that they must not touch the front of the covering during use or removal.</p> <p>A supply of spare face coverings will be kept for anyone who arrives without one or has a covering that is unsafe to wear.</p>				
<p>Spreading infection due to touch, sneezes and coughs</p>	<p>Handwashing facilities are provided in every classroom, toilet and staff facility.</p> <p>Sanitising stations are located at every entrance.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> <li>• Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using <a href="#">NHS guidelines</a>, or use alcohol-based hand sanitiser to cover all parts of their hands</li> <li>• Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing</li> <li>• Be encouraged not to touch their mouth, eyes and nose</li> <li>• Use a tissue or elbow to cough or sneeze, and use bins for tissue waste</li> </ul>		<p>All staff and children</p>	<p>In place</p>	

HAZARD	CONTROLS PREVIOUSLY IN PLACE	CHANGES DURING NATIONAL LOCKDOWN AND FULL OPENING	PERSON(S) RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
	<p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently. Skin-friendly cleaning wipes can be used as an alternative. Young children will be supervised during hand washing.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they are not close to running out.</p> <p>Lidded bins for tissues, preferably operated by a foot pedal, will be emptied throughout the day.</p>		DC and cleaning company		Flip top bins in all rooms.
Spreading infection through contact with coronavirus on surfaces	<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> <li>• Banisters</li> <li>• Classroom desks and tables</li> <li>• Bathroom facilities (including taps and flush buttons)</li> <li>• Door and window handles</li> <li>• Furniture</li> <li>• Light switches</li> <li>• Reception desks</li> </ul>	<p>Lunchtime session 11.45-1.15</p> <p>Cleaning done during lunchtime</p>	<p>Lunchtime and after school cleaning company</p> <p>Cleaning company</p>	In place	Some items eg computer stations and laptops/iPads, will be cleaned by school staff.

HAZARD	CONTROLS PREVIOUSLY IN PLACE	CHANGES DURING NATIONAL LOCKDOWN AND FULL OPENING	PERSON(S) RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
	<ul style="list-style-type: none"> <li>• Teaching and learning aids</li> <li>• Books and games and other classroom-based resources</li> <li>• Computer equipment (including keyboards and mouse)</li> <li>• Sports equipment</li> <li>• Hard toys</li> <li>• Telephones</li> <li>• Outdoor play equipment</li> </ul> <p>Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.</p> <p>Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at lunchtime and at the end of the day.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> <li>• Cleaned frequently and meticulously, and always between groups using them; or</li> </ul>				<p>Desks will be cleaned during the day by the children and at the end of the day by the cleaning company.</p> <p>Children will use sanitiser and paper towels before play (see daily plan)</p> <p>All children will have own stationery which is kept in school.</p> <p>Appropriate cleaning materials and PPE will be provided.</p> <p>Each Pod will have it's own set of PE equipment</p>



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	<ul style="list-style-type: none"> <li>Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups</li> </ul> <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it does not contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> <li>Restricted to one user; or</li> <li>Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals</li> </ul> <p>Shared rooms, such as halls and dining areas, will be cleaned between different pods are using them, however timetabling is designed to avoid this scenario.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has</p>		<p>SEND leader and W.O</p> <p>Cleaning company</p>		

HAZARD	CONTROLS PREVIOUSLY IN PLACE	CHANGES DURING NATIONAL LOCKDOWN AND FULL OPENING	PERSON(S) RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
	<p>been in, following <a href="#">decontamination guidance</a>.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they are not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p>				
<p>Spreading infection due to excessive contact and mixing between pupils and staff in lessons</p>	<p>Pupils will be kept to their class groups within a Pod.</p> <p>Where pupils are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Pupils will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>We will follow the government's <a href="#">guidance</a> for lessons involving drama, singing, chanting, shouting or playing instruments (particularly wind or brass instruments). These will take place outside wherever possible. If taking place inside, larger, well-ventilated rooms will be used and the number of people will be limited to allow for social distancing.</p>	<ul style="list-style-type: none"> <li>• <b>Pupil groups</b> – Critical worker and Vulnerable children will use; <ul style="list-style-type: none"> <li>○ additional space to reduced pupil numbers to maximise the spacing between pupils and between staff and other people</li> <li>○ Limit the sharing of rooms and shared spaces between groups</li> </ul> </li> <li>• If there are insufficient staff during national lockdown to implement these protective measures, our local health protection team will be contacted for advice. We may be told to temporarily stop on-site provision, then inform the local authority (LA) and discuss alternative arrangements for your vulnerable children and children of critical workers</li> </ul>	<p>Pod staff</p>	<p>In place</p>	<p>Room 12, 14 and Music room to enable use of computers for CW and V children to work alongside classmates who are remote learning.</p>

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	<p>Any background or accompanying music will be kept to levels which don't require teachers or other performers to raise their voices if they don't have to. Microphones will be used to avoid the need for shouting or prolonged periods of loud speaking or singing. Where possible, microphones, instruments or other equipment will not be shared.</p> <p>During music lessons and performances, pupils will be positioned either back-to-back or side-to-side at an appropriate distance. Singing or instrument playing will <b>only</b> take place in assemblies if there's enough natural airflow and space to allow for strict social distancing between each person (at least 10l/s/person natural airflow for all present, including audiences).</p> <p><b>If we are in local restriction tiers 3 or 4, or during national lockdown:</b> We will not host performances with an audience.</p> <p>For physical activity, we will follow the same guidance for cleaning equipment and grouping pupils as in all areas of the school. Outdoor sports will be prioritised where possible - where it is not, we will use large indoor spaces with sufficient ventilation. Distance between pupils will be maximised as much as possible.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils</p>	<ul style="list-style-type: none"> <li>• <b>Music, dance and drama</b> – We will not host any performances with an audience</li> <li>• <b>Team sports</b> – will be offering this in groups of KW and V children in groups of less than 10.</li> </ul>	<p>Brent Music service P.E. leader to organise Pod staff to implement</p>		<p>BMS Music lessons and guitar lessons provided remotely.</p> <p>Some P.E. and Music lessons provided virtually through P.E.Hub and Oak Academy</p>

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	<p>and other staff as much as they can (ideally 2 metres apart). This will not always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing is not possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p> <p><b>During national lockdown:</b> If we do not have enough staff to implement the necessary protective measures around groups, we will speak to the local health protection team for advice. If we are told we need to temporarily stop on-site provision, we will inform our LA and</p>	<p>These interventions will be conducted remotely where possible.</p>			

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	<p>discuss alternative arrangements for vulnerable children and children of critical workers.</p>				
<p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school</p>	<p>Pupils will be kept in the same groups at all times each day, and be kept separate from other groups.</p> <p>As far as possible, the same staff will be assigned to the same group each day.</p> <p>PPA teachers will be timetabled for whole day sessions with each year group.</p> <p>Staff and visitors will wear face coverings in areas of the school where social distancing is not possible, such as in staffrooms. They will be asked to keep on or put on a face covering when arriving at school and moving to classrooms or offices, unless they are exempt from wearing one. They will be given clear instructions about how to put on, remove and store/dispose of face coverings safely.</p> <p>Toilet use will be managed to avoid crowding. Staff use of staff rooms and offices will be staggered to limit occupancy. Numbers are signposted on the doors.</p>	<p>Pod teachers and LSAs will teach remotely for children at home except for those supporting children on site e.g. Critical workers or vulnerable children.</p>	<p>SMSAs will have lunchtime rota to enable staff to have break.</p> <p>They will wear visors, gloves and aprons.</p> <p>All staff and children</p>		<p>Back playground used for break times.</p>

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	<p>We will limit the number of visitors to the site, where possible. If it is not, visitors will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. We will keep a record of all visitors.</p> <p><b>During national lockdown</b> free school meal (FSM) vouchers will be posted out to families</p> <p><b>During national lockdown:</b> educational visits will not take place.</p>	<ul style="list-style-type: none"> <li>• <b>Free school meals (FSM)</b> Edenred will be providing vouchers for FSM. School lunches will be provided as usual from 8<sup>th</sup> March</li> <li>• <b>Educational visits</b> – these should not take place</li> </ul>	IT and PA personnel		Vouchers sent by post every two weeks.
Spreading infection due to the school environment	<p>Checks to the premises will be done to make sure the school is up to health and safety standards.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>This will include checking that all fire doors are operational at all times, and that the fire alarm system and emergency lights have been tested and are fully operational. Emergency fire drills will be carried out as normal with adjustments made to allow for social distancing.</p> <p>Areas in use will be well ventilated by:</p>	<ul style="list-style-type: none"> <li>○ <b>Fire safety and drills</b> Checks will be made on;</li> <li>○ All fire doors are operational at all times</li> <li>○ Fire alarm system and emergency lights have been tested and are fully operational</li> </ul> <ul style="list-style-type: none"> <li>• Emergency drills will take place as normal</li> </ul>	SS and DS       HTs and SS	Daily checks of the premises will be carried out by the SS. Contractor checks will be carried out according to contract dates unless there is an emergency	<p>In the case of an emergency, contractors will be contacted and works carried out when children and staff are not on site, or are at a safe distance.</p> <p>Trained Fire warden and First Aid officers present every day.</p> <p>Building Compliance Register in place</p> <p>Collaboration with the Infant school to decide on a date for drill.</p>

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	<ul style="list-style-type: none"> <li>Using ventilation units - if possible, systems will be adjusted to full fresh air or, if not, then systems will operate as normal as long as they are within a single room and supplemented by an outdoor air supply</li> <li>Opening windows</li> <li>Propping open internal and external doors, where fire safety and safeguarding would not be compromised</li> </ul> <p>A comfortable temperature will be maintained alongside increased ventilation by:</p> <ul style="list-style-type: none"> <li>Opening high level windows in preference to low level to reduce draughts</li> <li>Providing flexibility to allow additional, suitable indoor clothing</li> <li>Increasing the level of ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused). This means keeping windows slightly open while the room is occupied and opening more widely while unoccupied</li> <li>Rearranging furniture where possible to avoid direct drafts</li> </ul>		<p>All Staff</p> <p>SS and school staff</p>		<p>Lesson planning has taken into account that it is safer to use outside space.</p> <p>The new heating system responds to the outside temperature and TVRs will regulate classroom temperatures.</p> <p>Parents have been asked to provide extra layers of warm clothing if necessary.</p>

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	<p>The use of lifts will be avoided unless essential.</p> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p>		<p>S.S.</p> <p>S.S.</p> <p>All staff</p>		<p>Emptied daily and contents disposed of according to decontamination guidelines</p>
<p>Spreading infection due to excessive contact and mixing in meetings</p>	<p>Where possible, meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this is not possible, meetings will be conducted outside, outside of school hours, or in a room large enough to allow for social distancing.</p> <p>If social distancing is not possible, the meeting should be set up so that they individuals are facing side by side and no longer than 15 minutes in a well ventilated room.</p> <p>Visitors from outside agencies should provide Risk Assessments specifically designed by their departments.</p> <p>These visitors will be required to complete the Visitor Covid- 19</p>		<p>HT/ DH/ SLT/ SEND leader</p>		<p>Feedback from reports could be virtually or email.</p> <p>Annual reviews are conducted via video conferencing</p>



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	<p>questionnaire, e.g. Educational psychologists, visitors from BOAT, Brent Music Service, Occupational therapy service.</p> <p>Contractors on site will be referred to the Site Supervisor and be required to produce their Risk Assessments and complete the Covid – 19 Questionnaire.</p>				
<p>Individuals vulnerable to serious infection coming into school</p>	<p><b>If our school is in local restriction tier 1 or 2:</b> Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it is possible to maintain social distancing. For staff who are otherwise at risk (e.g. BAME staff), we will consider putting specific protective</p> <p><b>In tier 3:</b> If the government introduces additional shielding measures, it will contact individuals if they need to shield. Staff who have received a shielding letter from the government or been advised to stay at home by their GP/clinician will not come into school if possible. If staff who are in the clinically extremely vulnerable category cannot work from home, we will carry out an individual risk assessment to determine whether they can work safely in school by taking an alternative role or changing working patterns.</p>	<ul style="list-style-type: none"> <li>• <b>Clinically extremely vulnerable staff</b> – staff who have received a shielding letter or been advised to stay at home by their GP/clinician will not come into school, and instead will work from home if they can. Further shielding letters have been sent regarding no return to work until 31<sup>st</sup> March 2021.</li> <li>• <b>Clinically vulnerable staff</b> – should come into school, if they cannot work from home. If in school, they should: <ul style="list-style-type: none"> <li>○ Where possible, maintain 2-metre distance from others</li> <li>○ Avoid close face-to-face contact and minimise time spent within 1 metre of others</li> </ul> </li> <li>• <b>Staff that live with someone that is clinically extremely vulnerable or clinically vulnerable</b> – can come</li> </ul>	<p>HT and C.E.V. members of staff</p>		<p>Individual Staff questionnaires re-distributed in September 2020.</p> <p>Staff questionnaire has identified those who are extremely vulnerable and those who are shielding.</p> <p>1;1 conversations have been held and measures put in place to support staff. This includes a compassionate approach to those who are people of colour,</p>

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	<p><b>In tier 4 or during national lockdown:</b> Staff who have received a shielding letter or been advised to stay at home by their GP/clinician will not come into school, and instead will work from home if they can.</p> <p>Clinically vulnerable staff will come into school if they cannot work from home. If in school, they will:</p> <ul style="list-style-type: none"> <li>○ Where possible, maintain 2-metre distance from others</li> <li>○ Avoid close face-to-face contact and minimise time spent within 1 metre of others</li> </ul> <p>Staff that live with someone who is extremely clinically vulnerable or clinically vulnerable will come into school if they cannot work from home and will follow good prevention practices.</p> <p>Staff who are pregnant will work from home where possible. If home working is not possible, we will follow the guidance for pregnant staff in all tiers (below).</p> <p><b>In tiers 1, 2, 3 or 4:</b> We will carry out risk assessments for staff who are pregnant, and remove or manage identified risks where possible. Pregnant staff will not be required to continue working if this is not supported by the risk assessment, and will be offered alternative arrangements (which may include working from home</p>	<p>into school if they cannot work from home, but should ensure they maintain good prevention (e.g. hygiene) practice</p> <ul style="list-style-type: none"> <li>● <b>Pregnant staff</b> – should work from home where possible. If home working is not possible, follow the guidance for pregnant staff that applies to all tiers (see latest guidance)  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees">https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</a>.</li> <li>● <b>Staff who may be otherwise at increased risk of coronavirus</b> - can come into school, if they cannot work from home. Staff that live with those at increased risk should also come into school if they cannot work from home</li> </ul>			<p>childcare situations and travel.</p> <p>Remote teaching in place for all teachers and LSAs.</p> <p>Other members of support staff are working from home where possible or reduced hours in place.</p> <p>This prevents unnecessary on site attendance.</p>

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	<p>or suspension on normal pay). Staff who are 28 weeks pregnant or beyond, or staff who are pregnant with underlying health conditions, will be considered clinically extremely vulnerable and offered further flexibility to work from home in a different capacity.</p>				