

Banwell Primary School Risk Assessment



Date of Assessment: 09/07/20	Assessed by: Liz Lester Role: Deputy Headteacher
Review date: 05/11/20 by Claire Pocock Review date: 25/02/21 by Paul Davis	

What is the task, activity, person or environment you are assessing?
Preparing For Opening to All Pupils From Sept 2020 during the COVID-19 Situation

What hazards are present or may be generated?	Who might be harmed by the hazards and how?	What control measures/ precautions are in place to eliminate or reduce the risk?	Is the residual risk acceptable?		If no to the previous question, what additional control measures/ precautions are needed to manage the risk?	Additional control measures implemented:		
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Risk of spreading COVID 19 through close contact/shared surfaces	Staff, pupils and visitors increased chance of infection. Virus spread in water droplets that are expelled from the body through sneezing, coughing, talking and breathing. These land on surfaces, as well as being transferred to the hands and	All staff are competent and instructed with regards to the procedures in place for protection – COVID 19 Healthy and Safety Guidelines for Staff: (See separate guidelines) All rooms have a surface cleaning kit – blue cloth and surface spray to be used to clean frequently touched surfaces including desks, chairs, taps, and door handles; alcohol wipes to be used to clean telephone and light switches every break by the staff in the room. The exception to this is where children have left work on the table between lessons in which case the cleaning can be delayed until the following break. Blue	Yes		Further guidance can be found on the link below from Public Health England: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings A briefing will be conducted with staff prior to the return to school on 08/03/2021 in which expectations around cleaning will be revisited.			

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	from there to surfaces. It can survive on surfaces for a period after transfer.	<p>cloths are machine washable. They will be collected in for washing and replaced daily.</p> <p>Keypads by front gate and front door and green button and photocopier to be wiped regularly throughout the day by office team.</p> <p>Staff, who previously would not have undertaken cleaning as part of their role, have been given adequate instruction on how to use the cleaning product for surfaces by the caretaker. In addition visual prompts are included on a laminated sheet in each cleaning kit. Staff informed to wash hands after each use. Gloves provided as required.</p> <p>Discussions had with cleaning staff/ contractors/ suppliers to ensure effective cleaning schedule in place that is compatible with altered timetables/ use of school spaces, and increase in stock demand etc. COSHH assessments are reviewed where required e.g. change in product.</p> <p>More frequent cleaning of rooms/shared areas that are used by different groups.</p> <p>More frequent cleaning of</p>						

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		<p>classroom based resources which are shared in the classroom e.g. books, games/toys, and other educational equipment where possible.</p> <p>Library books can be taken home although unnecessary sharing should be avoided. Returned books need to be wiped/cleaned or left unused for 72 hours.</p> <p>Any whole school resources /equipment used, will be cleaned/wiped meticulously after use by the staff using it, ready for a potential different group to use. For materials/equipment that cannot be washed/wiped it will be stored and unused for 48hrs (non plastic) and 72hrs (plastic).</p> <p>All available sinks, including, the sinks in the YR, Y1, Y2, Y6 classrooms, the KS2 corridor and the Y3/4 hub have :</p> <ul style="list-style-type: none"> - poster for 20 second handwash - soap - paper towels. <p>Each Classroom has been provided with Hand sanitiser. Staff informed that it must be kept in a place accessible to adults only and if needed to be used by children, this is administered/supervised by an adult. The bottles are refilled daily</p>			<p>Additional teaching on handwashing provided and regular reminding of good hygiene practices and pupils understand this is now part of how the school operates. Use of games, songs and repetition to reinforce measures.</p> <p>Posters and lesson plans on general hand hygiene can be found on the ebug links below: https://campaignresources.phe.gov.uk/schools https://e-</p>			

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		<p>by the caretaker.</p> <p>Children are assigned to a wider group and will stay within the same wider group of children for activities including lunchtimes and break times and will not mix with the other two wider groups within the school day.</p> <p>Wider groups are: Yellow Pod: Rec/Y1/Y2. Blue Pod: Y3/4 Red Pod: Y5/6</p> <p>Pupils taught :</p> <ul style="list-style-type: none"> • Social distancing • Frequent 20 second handwashing and drying with paper towels • Avoiding touching face • Catch it, bin it kill it with tissues <p>- see separate pupil safety guidelines – see ELSA resources</p> <ul style="list-style-type: none"> • Assistance provided to pupils who may struggle to wash hands independently or practice good respiratory hygiene <p>(See separate Health & Safety Guidelines for Pupils)</p> <p>Parents advised to:</p> <ul style="list-style-type: none"> • provide children with their own filled water bottle everyday. • restrict the number of people accompanying the child to and from school to one adult. 			bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus			

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		<ul style="list-style-type: none"> • adhere to our staggered drop off and pick up times • wait two metres apart in the designated pick/drop off area • not enter the school gates, unless a prearranged meeting has been agreed. • walk or cycle to school where possible. • ensure no unnecessary items are brought into school with your child e.g. toys, books from home. <p>These are the only items your child should bring to school:</p> <ul style="list-style-type: none"> - Water bottle - Packed lunch (unless Free School Meals) and a fruit snack for breaktime - Sun hat. - PE Kit - Bags are allowed from March 2021 <ul style="list-style-type: none"> • Be willing to book a test if child displaying symptoms https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested • Inform school immediately of results of a test • Be willing to share details of anyone they have been in close contact with • Be willing to self isolate (See separate Health & Safety Guidelines for Parents) <p>• Tissues for each room – ensure</p>						

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		<p>adequate stock – Maintain good respiratory hygiene - signs catch it, bin it kill it.</p> <p>Staff and pupils are allocated their own pens, pencils, rulers etc. and reduce sharing stationery and other equipment where possible.</p> <p>Teachers to consider how to maximise space and if non-essential furniture can be removed and stored safely away.</p> <p>Stagger drop off and collection times and plan protocols for parents to minimise adult to adult contact e.g. marked waiting lines 2m on the driveway/ staff at gates early to let children straight in</p> <p>Group 1 (Yellow): Rec/Y1/Y2. Playpals Gate 8:55am and 3:15pm Rec/Y1 8:45am and 3:05pm Y2</p> <p>Group 2 (Blue): Y3/4 Old Hall Doors 8:55am and 3:15pm Y3 8:45am and 3:05pm Y4</p> <p>Group 3 (Red): Y5/6 Main Gate 8:55am and 3:15pm Y5 8:45am and 3:05pm Y6</p>						
					See link for further advice on ventilation https://www.hse.gov.uk/corona			

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		<p>Poster on front gate stating any person displaying any symptoms of coronavirus are not allowed entry to the school.</p> <p>Gatherings should be avoided and therefore there will be no assemblies or collective worship with more than one pod until further notice. No audiences may attend in school.</p> <p>Playing instruments and singing in groups should take place outdoors wherever possible. If indoors, consider limiting the numbers in relation to the space. Singers should be at least two metres apart, for a limited time and with reduced volume.</p> <p>No visitors, parents or contractors are allowed on site without a pre-arranged appointment.</p> <p>Additional advice is available here https://www.gov.uk/government/publications/covid-19-suggested-principles-of-safer-singing/covid-19-suggested-principles-of-safer-singing</p> <p>Visitors to the site should wear a face covering at all times, unless as a contractor they are working for a period of time within a room, away</p>			virus/equipment-and-machinery/air-conditioning-and-ventilation.htm:			

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		<p>from other adults or children.</p> <p>Maximise ventilation and minimise door contact – prop doors open (where safe to do so - not fire doors) and open windows in the room you are working in. This should be balanced with the need to maintain a reasonable temperature within the room. When temperatures are very low outside, allow some ventilation, prioritising higher windows.</p>						
Administering First Aid		<p>•Staff informed : If children require first aid this is dealt with by first aiders within their class or wider group wherever possible. All first aiders act in line with government guidance: https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov </p> <p>Staff should avoid being face on and try to remain side by side if possible. Use the hand sanitiser before and after treating. Disposable gloves must be worn to treat any cuts that are bleeding. Disposable gloves should be worn if physical contact is likely to be made with potentially contaminated areas</p>	Yes		<p>Call NHS 111 for additional clinical advice or help in a non-emergency situation (for emergency situations, 999 should be called).</p> <p>PPE is not necessary when dealing with pupils and staff on site, where you are able to ascertain they are symptom free: https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe </p>			

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		<p>or items. Avoid touching your mouth, eyes and nose.</p> <p>Staff must take their classroom's stocked first aid kit and hand sanitiser whenever outside. First aid kits have been restocked for each room with gloves, wipes etc.</p> <p>First aid cover is continually monitored to ensure adequate cover: 4 x PFA staff with valid/renewed qualifications and 10 other first aiders are currently available on staff. CP, CH and JW are available first aiders if assistance is required from a member of staff outside the wider group.</p> <p>In the event of an adult on school site requiring resuscitation, staff are advised that rescue breaths should not be given to adults – chest compressions only.</p>						
Managing Social Distancing in Lesson times	Pupils and Staff	<p>Teachers and other staff may operate across different classes if this is needed to facilitate the delivery of the school timetable. Where possible, classes will be led by the same member of staff; where necessary, staff from the same pod will be used; if this is not possible, other provision will be considered.</p>	Yes					

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		<p>Within groups pupils should maintain distance where this is possible e.g. for older children and where space allows.</p> <p>Desks/ seating spread out as much as possible within classrooms and arranged forward facing and side by side where possible.</p> <p>Where possible, the same desk to be used by each pupil day to day, with changes of seating made over a weekend.</p> <p>Within classrooms, adults should maintain 2 metre distance when circumstances allow and avoid close face to face contact and minimise time spent when within 1 metre of anyone.</p> <p>Unless exempt, when moving outside of the classroom, adults should wear a face covering at all times. Face coverings may also be worn in the classroom when moving around the class. Adults teaching children are not expected to wear a face covering when leading whole class, group or individual teaching but must be cognisant of the distance they keep from children: for example working side by side rather than face to face. As of March 2021, face visors or shields should not worn as an alternative to</p>			<p>The school's policy regarding face coverings was shared with staff via the risk assessment and also in the return to school briefing on 01/03/2021.</p>			

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		<p>face coverings.</p> <p>Face coverings should be removed without touching the front, and placed in a plastic bag between use. Hands should be washed when face coverings are removed – In a classroom setting it may be necessary to use hand sanitiser for this to be practicable.</p> <p>This may not be possible with younger pupils and pupils with complex needs, and educational and care support should be provided as normal.</p> <p>Groups to be kept 2 metres apart from other groups, where possible.</p> <p>Groups to use the same classroom/ space where possible throughout the day, and these are cleaned regularly.</p> <p>Classroom based resources such as books and games, can be used and shared within the pod. These should be cleaned regularly along with all frequently touched surfaces. Resources which are used regularly by children (pencils, rulers, pens) should where possible be allocated to children individually. Where equipment is shared across pods it should be cleaned between pods, or left for 48 hours (72 hours for</p>						

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		<p>plastics).</p> <p>PE lessons can be held indoors, using well ventilated, open spaces. The Sports Hall meets these requirements. Activities requiring periods of close proximity should be minimised, and touching or face to face activities stopped.</p> <p>Schools must only provide for recreational sport, team sports on the list available at https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation</p> <p>Opportunities for outdoor learning/ sport should be prioritised where possible and when weather allows. Use large indoor spaces when weather is bad. Maximising distance between pupils and continue with equipment being thoroughly cleaned is essential.</p>						
Managing Social Distancing Outside Lesson times	Pupils Staff	<p>School timetable reviewed, to reduce the volume of people congregating/ moving around school outside lesson time e.g.:</p> <ul style="list-style-type: none"> Allocated shared spaces used at reduced capacity so groups can be kept apart <p>Use of shared offices, staff rooms should be minimised and reviewed</p>	Yes					

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		<p>to ensure occupancy limited wherever possible.</p> <p>Pupils kept in existing wider groups during break and lunch time. Wider groups are: Group 1: Rec/Y1/Y2. (Yellow) Group 2: Y3/4 (Blue) Group 3: Y5/6 (Red)</p> <p>Play areas divided into zones.</p> <p>Each zone at lunchtime will have equipment that is tailored to that area which will be washed/wiped after use, ready for the next use.</p> <p>Tables cleaned between groups, or groups to have lunch in classrooms if above not possible.</p> <p>School kitchens can operate but must comply with Government guidance: https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</p> <p>Avoid overcrowding in toilets/ hand washing areas e.g. by staggering times and reviewing which toilets are used by particular groups. Additional support provided to pupils who may struggle to follow</p>			<p>Timings for wider groups to lunch in the Old Hall and the rota for allocated zones/area for each wider group to play outside in - see separate rota.</p>			

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		<p>the above measures e.g. particularly young pupils or those with special educational needs, such as social stories or use of pictorial symbols.</p> <p>Radios or phones used between staff to communicate between different parts of school to limit unnecessary movement, subject to existing safeguarding procedures.</p> <p>Drinking fountains and climbing wall zoned off /signposted out of use.</p>						
Safe evacuation in event of emergency e.g. fire		<p>Use existing Fire Assembly Points as adequately separate from other wider groups.</p> <p>Any repositioning of desks etc. is done in a way so as not to obstruct exit routes.</p> <p>Appropriate positioning of flammable hand sanitiser e.g. not immediately adjacent potential ignition sources. Storage of hand sanitiser stocks carefully considered e.g. kept in a suitable location, away from ignition sources, not in higher risk rooms e.g. boiler rooms, stock kept to sensible volume.</p> <p>Staff reminded to let sanitiser fully evaporate/ dry before continuing work and particular care taken if</p>			<p>Members of School Leadership Team briefed and able to act, in the event of staff shortages, as designated Fire Safety Coordinator in an emergency.</p> <p>Review PEEPs for individual children, where appropriate</p>			

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		involved in tasks involving naked flames e.g. lighting worship candles and using hobs in food tech - wash hands rather than using hand sanitiser before such activities.						
Covid-19 symptoms arise or case confirmed amongst the school community	Staff, pupils, parents, visitors	<p>Individuals displaying or who have someone in their household who has any of the symptoms of Covid-19 (new continuous cough, high temperature, or a loss or change in normal sense of taste or smell) instructed to stay at home and self-isolate, following the latest government guidance. Staff and parents frequently reminded of this.</p> <p>If a pupil or staff member develops COVID-19 symptoms whilst onsite, they are sent home and advised to get tested and stay at home and self-isolate for at least 7 days from the onset of the symptoms and only return if they do not have symptoms other than a cough or loss of sense of smell/taste. Keep self-isolating if temperature is still high. Other members of their household should continue self-isolating for the full 14 days. If someone tests negative, if they feel well and no longer have symptoms similar to COVID-19, they can stop self-isolating.</p> <p>Anyone who displays symptoms of COVID-19 can and should get</p>	Yes		<p>Refer to Public Health England on the latest isolation times and cleaning requirements</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>Inform NSC as soon as possible of any confirmed cases: Sally.varley@n-somerset.gov.uk Wendy.Packer@n-somerset.gov.uk</p> <p>NHS Test & Trace link: https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ or by calling NHS119</p> <p>Ensure active engagement with NHS track and trace process</p>			

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		<p>a test: https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested (this to be advertised to parents/ staff).</p> <p>Should the test result be positive, then the rest of that class/ group or anyone who has had close contact with that person will be sent home to self-isolate for 14 days.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the pupil or staff member who is self-isolating then develops symptoms.</p> <p>In which case they will need to get tested and if negative remain in isolation for the remainder of the 14 days because they could still develop COVID-19 or if positive inform the school and isolate for at least 7 days from the onset of symptoms.</p> <p>Whilst awaiting collection by parent, move the pupil to the designated isolation room (disabled toilet in the main building) where they can be isolated behind a closed door, but with an open window for ventilation and access to separate toilet/sink facilities.</p>						

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		<p>A fluid resistant surgical face mask worn by staff supervising the child while they await collection if a 2-metre distance cannot be maintained (e.g. a very young child or a child with special educational needs).</p> <p>If contact with the child is necessary, then gloves, an apron and a face mask should be worn. (Stock of this PPE kept in main office).</p> <p>The area where symptom individual was isolated, their desk/ classroom, and any toilet used whilst waiting for collection, will be cleaned as per latest PHE guidelines. Used PPE and other waste generated will be disposed of in line with PHE guidelines i.e. double bagged and stored securely for 72 hours before disposing of in line with normal waste collection from site.</p> <p>If an emergency arises whilst they are awaiting collection, e.g. they are seriously ill/ injured, 999 is called rather than taking them to a hospital or GP surgery.</p> <p>Staff and pupils to wash hands for 20 seconds after contact with anyone who is unwell.</p> <p>Covid-19 confirmed cases in school</p>						

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		<p>will be reported immediately to Public Health England's local health protection team who will investigate/ advise accordingly. Tel 0800 046 81628687</p> <p>Parents and staff should inform schools immediately of the results of a test.</p>						
Meetings between staff or parents/visitors and staff	Staff, Contractors, visitors	<p>Non-essential group gatherings and face to face meetings avoided - alternative communication methods utilised where possible e.g. video calls, letters home, emails, telephone etc</p> <p>Where face-to-face meetings are required, this is by appointment and then extra space (2 metres distance where possible) maintained between individuals.</p> <p>Records of visitors to site maintained.</p> <p>Checks made to establish that external attendees are not exhibiting symptoms. Records of visitors to site maintained.</p> <p>Contact details (telephone numbers/ email addresses) have been updated to avoid unnecessary communication difficulties.</p>						
Pupils with existing	Pupils	Our existing pupils with EHCPs do not require personal care but may	Yes					

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education, health and care (EHC) plans/ individual risk assessments		<p>need assistance with understanding the social distancing rules and required hand washing. This will be supported by the staff, including the Pupil Support Team and the use of social stories.</p> <p>3 children currently have individual risk assessments as they pose risk of harm to self / harm to others. These risk assessments have been reviewed and updated June 2020.</p>			Need to revisit Risk Assessments with the children on their return in September so they are clear in expectations and actions if non-compliant.			
Pupils or Staff in Higher Risk categories:	Clinically vulnerable pupils/staff or those with other risk factors e.g. BAME	<p>Staff in high risk categories to follow published guidance https://www.gov.uk/government/news/clinically-extremely-vulnerable-receive-updated-guidance-in-line-with-new-national-restrictions</p> <p>Regular contact from managers maintained with any staff working from home, and they are kept informed of school life as much as possible. e.g. via Microsoft Teams or phone calls.</p> <p>Where a pupil is unable to attend due to complying with clinical/public health advice then immediate access to remote education should be offered.</p>	Yes		Individual Vulnerable Person Risk Assessment to be completed in discussed with the member of staff.			

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Offering Out of School Provision to wider group of pupils e.g. Breakfast Club and After School Provision	Pupils Staff	There are no other extra-curricular clubs planned at this point in time. Breakfast and after school club provision will be hosted in the Sports Hall with 3 zones so that pupils can remain part of their agreed wider group and minimising possible mixing with pupils in another group.	Yes					
External Deliveries	Staff	Unnecessary contact avoided and 2 metre distancing wherever possible. Safe delivery point arranged. Deliveries arranged for times not coinciding with our staggered start and finish times. Hand washing after handling collections.	Yes					
Statutory building compliance testing	Staff, Contractors, pupils	Frequent liaisons with compliance contractor to ensure critical inspection/ testing checks continue. Arrangements put in place to ensure contractors follow social distancing measures wherever possible and contractors reminded of need for good hygiene practices. Appropriate handwashing facilities on site made available to them and where possible visits are arranged outside school hours. A record of all visitors to site is kept. See separate Health & Safety	Yes					

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		<p>Guidance for Visitors and Contractors.</p> <p>Internal: If Bob, our caretaker, who normally carries out internal inspections/ checks is not in work, essential functions (e.g. weekly testing of the fire alarm system) will be carried out by the Headteacher or the Deputy Headteacher.</p> <p>All required compliance tasks/ inspections carried out before parts of the site reopened, as advised by the school's compliance contractor and in line with Department of Education's advice https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak to ensure risks such as legionella are adequately controlled.</p>						
Site Maintenance	Staff, contractors	<p>Existing core functions e.g. external visual checks on play areas, unlocking/ locking of gates maintained.</p> <p>Where these aren't part of someone's normal roles, it is ensured that staff have the required competencies and are briefed on safe techniques, etc.</p> <p>Work carried out in quiet times wherever possible and unnecessary</p>	Yes					

What hazards are present or may be generated?	Who might be harmed by the hazards and how?	What control measures/ precautions are in place to eliminate or reduce the risk?	Is the residual risk acceptable?		If no to the previous question, what additional control measures/ precautions are needed to manage the risk?	Additional control measures implemented:		
			Yes	No		Action by whom?	Action by when?	Date complete
		<p>contact with others avoided.</p> <p>Regular hand washing carried out</p> <p>Site walk arounds/ visual checks undertaken to identify potential hazards, paying particular attention to areas that have been out of regular use during lockdown.</p>						
Reduced staff numbers on site due to isolation/ working from home	Staff, pupils	<p>Where numbers of staff are affected particularly those with critical roles staff levels are reviewed to ensure minimum safe supervision levels are being maintained.</p> <p>Roles of staff are reviewed/ monitored to ensure all required core functions can be maintained e.g. relating to safeguarding, fire safety, first aid, senior leadership/ financial/ admin tasks, building compliance/ caretaking duties.</p> <p>Additional instruction/ information/ training given where needed to those covering changes to roles.</p>	Yes					
Concerns from all parties on the changing situation	Staff, parents, pupils	<p>Regular communication to all parties following latest government advice and provide reassurance if needed of the measures in place to reduce the risk in school. School website updated regularly.</p> <p>Department of Education Coronavirus helpline is available to staff Parents and young people</p>	Yes		<p>https://www.gov.uk/government/publications/mental-health-and-behaviour-in-schools--2</p> <p>https://www.gov.uk/guidance/re mote-education-practice-for-schools-during-coronavirus-covid-19</p> <p>Planning to ensure any</p>			

What hazards are present or may be generated?	Who might be harmed by the hazards and how?	What control measures/ precautions are in place to eliminate or reduce the risk?	Is the residual risk acceptable?		If no to the previous question, what additional control measures/ precautions are needed to manage the risk?	Additional control measures implemented:		
			Yes	No		Action by whom?	Action by when?	Date complete
		<p>where appropriate. Telephone number is: 0800 046 8687</p> <p>Staff and pupils given support and resources to promote good mental health and wellbeing. E.g. https://www.nhs.uk/oneyou/every-mind-matters/</p> <p>Where available, staff reminded of school's EAP (Employee Assistance Programme). There are also free resources e.g.</p> <ul style="list-style-type: none"> • https://www.educationsupport.org.uk/ • Somerset Mindline (operated by Somerset Mind) - helpline number 01823 276 892. <p>All employees briefed and kept up-to-date on procedures and given opportunity to raise concerns / make suggestions.</p>			<p>changes to workloads do not become unmanageable e.g. use of DfE's workload reduction toolkit.</p> <p>Consider use of school nursing team and <u>health child programme</u></p>			
School trips	Staff, pupils	<p>Government guidance is to 'advise against all educational visits at this time</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf</p>	Yes					