

Kingsthorpe Grove Primary School



Health and Safety Policy

Person(s) Responsible for Document: *Alison Dolan*

Date Document Discussed and Agreed with:

(a) Relevant Staff:

(b) Governor/Relevant Committee: ***Standards and Achievement– 10th November 2020***

Date Document Ratified at Full Governing Body: **8th December 2020**

A handwritten signature in black ink that reads "Frank Ashly".

Signed:
Committee Chair

A handwritten signature in black ink, appearing to be "J. Jones", written over a horizontal line.

Signed:
Chair of Governors

A handwritten signature in black ink that reads "A. Dolan".

Signed:
Head Teacher

Date Document to be reviewed: December 2021

1. Context

At Kingsthorpe Grove we aim to ensure that all of our policies take into account the rights of all children.

This Health and Safety Policy for This School has been written to satisfy the requirement for an additional school-based policy and it will be reviewed on an annual basis. Health and Safety has a very high priority at this School and it is our intention that all stakeholders: governors, staff, pupils and parents, share responsibility for their own safety and that of others.

2. Statement of Intent

- The Governors of the school recognise and accept their corporate responsibility as an employer for providing a safe and healthy environment for the teaching and non-teaching staff in their employment, for the children attending the school and for other people who visit or are users of the school
- They will take all reasonable steps within their power to fulfil this responsibility and they will pay particular attention to the provision and maintenance of facilities and equipment that are safe, to safety arrangements, especially in areas of high risk, to imparting information and advice conducive to safety and to the provision of a healthy working environment and of adequate welfare facilities. Management is responsible for ensuring the highest possible standard of occupational health.
- The Governors recognise their responsibility to implement, monitor and evaluate the arrangements recommended by their employers, the local authority and their duty to ensure that all legal requirements are addressed.
- Every employer is required to produce and to keep under review a written statement of general policy with respect to the health and safety at work of employees and the organisation and arrangements of all employees. The Governors, as the employer, have produced the following policy statement for the school. All members of staff should be made aware of this statement and the procedures and arrangements for health and safety.

The Governors undertake to review the policy annually and in response to any major incident.

3. Responsibilities and Organisation

The Governors

- The general duties of the Governors to their employees are set down in Section 2 of the Health and Safety at Work Act 1974 (HSWA):
 - **Section 2 (1)** “It shall be the duty of every employer to ensure, as far as reasonably practicable, the health, safety and welfare at work of all employees”.
 - **Section 2(2) (a)** “The provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health”.

- **Section 2 (2) (b)** “Arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- **Section (2) (2) (c)** “The provision of such information instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees”.
- **Section 2 (2) (d)** “So far as is reasonably practicable as regards any place of work under the employer’s control, the maintenance of it in such a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks”
- **Section 2 (2) (e)** “A safe environment with adequate welfare facilities”

The Management of Health and Safety at Work Regulations 1999 (MHSWR) cover the same geographical area as the HSWA and cover all workplaces and work activities. They contain more specific and detailed requirements. They are published by the HSE, as well as Approved Codes of Practice (ACoP) and Guidance.

The Standards and Achievement Sub Committee will be responsible for all matters relating to the policy. This committee will complete reports on a termly basis report matters to the full governing body (unless urgent action is required). The Governing Body will carry out regular school tours to monitor Health and Safety issues.

The Governors have appointed one member who will have oversight of health and safety matters.

The Headteacher

- All problems relating to health and safety matters should be brought to the attention of the Head teacher.

The Headteacher will:

- Take day to day responsibility for all health and safety matters.
- Liaise with the Governors and Employer where different and carry out their recommendations in order to help to ensure that the responsibility as stated in its Policy Statement is fulfilled.
- Ensure risk assessments are completed when appropriate and accurately reflect potential risks/hazards and suitable control measures. Risk Assessments are stored on line / in a folder in the School Office.
- Judge whether the steps that need to be taken to remove potential hazards are ‘reasonably practicable’ and lie within his/her executive authority and, as appropriate, take action.
- Report to the Governors regularly on health and safety matters and to seek their decision in those instances where their normal executive authority does not allow them to take action or where they have doubts about the practicality of a proposed solution.
- Take note of health and safety bulletins and safety instructions issued from time to time by the external agencies, and arrange for this information to be completed and disseminated.
- Investigate, as soon as practicable after their occurrence all accidents and dangerous occurrences and to report thereon to the Governors, Local Authority and Health and Safety Executive as appropriate.

- Be readily available to accredited Safety Representatives and to co-operate with Safety Representatives in carrying out inspection of the workplace.
- Receive written reports from Safety Representatives following an inspection of the workplace and to reply in writing to the points made.
- Ensure adequate arrangements for the establishment and running of school Governing body Health and Safety Committees and that decisions reached are executed.
- Ensure that a person is nominated as being in charge in his/her absence, that procedures are in place to inform all staff of this and that the nominated people are clear as to their responsibilities.
- Arrange adequate staff training including for him/herself on Health and Safety matters including how to deal with incidents of physical, racial or verbal abuse or harassment.
- Instil a positive culture with regards to health and safety by being an advocate and visible figure of action

Site Manager

- Inform staff of current information on potential hazards.
- Ensure adherence to the Health and Safety policy by him/herself and his/her cleaning staff.
- Regularly check workplaces and equipment and report any hazards to the Head Teacher.
- Takes steps to address Health and Safety issues raised by the Head Teacher or any staff member.
- Undertake appropriate training as directed by the Head Teacher.

Staff

- All staff will sign and say they have read and accepted the Policy.
- All staff have a responsibility to safeguard themselves and others in all activities which they undertake being aware of latest guidance. Risk assessments must be carried out on high risk activities including off-site visits. (see visits policy)

4. Policy Implementation

- The Governing Body will participate in and/or arrange for regular inspection of the premises in order to identify and institute remedial work necessitated by any risk to health and safety as derived from the premises, materials or equipment. This testing will be completed routinely, but also when considering changes to the school environment, such as building works or operational changes.
- The Governing Body will ensure through the Head Teacher that those contractors employed to undertake work at the premises undertake that work in a safe manner, so that they do not expose employees or persons using the premises to health and safety risks. In particular, where risk is involved, the Head Teacher will:
 - Telephone the appropriate office – and report the situation.
 - Take steps to ensure that all persons are kept well away from the area until the danger is removed.

- Bring it to the attention of the senior representative of the contractor on site if the danger is imminent.
- In accordance with The Management of Health and Safety at Work Regulations 1999 (MHSWR), the Governing Body will arrange for suitable risk assessments to be made in relation to all work activities that could involve hazards to any person's health and safety and will record the result of such assessments and the measures being taken to eliminate and reduce those risks.
- The Governing Body will arrange for suitable risk assessments to be made in relation to all work activities that could involve hazards, thus adhering to the Control of Substances Hazardous to Health (COSHH) Regulations and other relevant regulations appropriate to the school environment, such as equipment testing.
- The Governing Body will discuss and take decisions on health and safety matters regularly at their meetings. Adequate provision will be made in the school budget for health and safety matters and the Head Teacher will report regularly to the Governors on health and safety.
- The Governing Body will, with other agencies as appropriate, make financial provision for:
 - Providing appropriate training for safety.
 - Disseminating health and safety information.
- New members of staff and contractors and regular visitors e.g. students, work experience placements, volunteers must be fully briefed on health and safety arrangements by the Head Teacher or designated member of staff through the induction process.
- The Head Teacher will ensure that contractors' safety policy statements and safe working methods will be requested and examined prior to work commencing.
- The Head Teacher will ensure that any premises defect etc., when reported, is rectified and/or action taken to prevent persons being affected by that defect.
- The Head Teacher will record and report any defect or concern together with the action taken to rectify the situation.

RISK MANAGEMENT PROCEDURES

This School is committed to ensuring that all risks and hazards associated with its operations are clearly identified and eliminated or reduced in order to maintain a safe environment for its pupils, employees and any person that may be affected by its activities.

Risk Assessment

The school is obliged by law to apply risk assessment process to all its activities and situations and then take action where appropriate. A risk assessment is a careful systematic examination of a work task, situation or premises which identifies any hazards, assesses the risk they could present and thereby assist in the identification of appropriate preventative and protective measures. **If a lesson involves activities that could pose significant risk then a risk assessment will be made.**

Copies of risk assessments forms are on the staff drive, please see the Head Teacher or Deputy Head Teacher if you would like assistance in completing a new risk assessment. Each hazardous activity must have a risk assessment.

Generic risk assessments may be used when the risk factor is low. However, when the risk factor is medium or high a specific assessment must be completed by the person in charge in conjunction with the Head Teacher or Deputy Head Teacher and brought to the attention of all people involved with the task prior to work commencing. Procedures to eliminate or control hazards must be specified on each risk assessment. The requirements of a risk assessment for hazard elimination or control are to be adhered to at all times.

New and Expectant Mothers

In assessing risks to employees, the employer must consider new or expectant mothers. The phrase 'new or expectant mothers' means a worker, who is pregnant, or who has given birth within the previous 6 months, or who is breastfeeding. All new or expectant mothers should have a risk assessment carried out.

The School will:

- Assess the risks with regards to the health and safety of both new and expectant mothers, particular attention will be made where the employee may come into contact with any hazardous substances.
- Ensure they are not exposed to an identified risk which would present a danger to the employee.
- Review the risk assessment as conditions change so that the differing factors can be taken into account for pregnant employees, those who have given birth and those who are breastfeeding.

PLAYGROUND SAFETY

The majority of injuries occurring at school are the result of a playground incident. Schools and parents are increasingly expressing concerns regarding children's safety in the playground, especially while playing active outdoor games.

There are four main areas of playground risks:

1. Suitability of equipment – This generally refers to specialist play equipment such as climbing frames, but it applies equally to smaller game playing equipment such as skipping ropes, hoops and balls that the school may supply for use at playtimes. All equipment used in the playground by children should be assessed for its suitability for age and use e.g. length of skipping ropes, types of ball for particular games etc.

2. Use of space – Is the space available suitable for particular games? Do game players encroach on other children's space so that more sedentary games, or children sitting, become obstacles for those playing chasing or running games?

3. Inadequate supervision – More than half of all playground injuries result from children falling down, tripping and running into objects (e.g. other children) in the course of playing. Good

supervision can prevent many injuries, if you are supervising playtimes please ensure you are paying full attention to the pupils.

4. Inadequate maintenance – Playground surfaces, litter, fencing and general maintenance issues can all become a danger to our pupils. The site supervisors are very proactive in ensuring high levels of maintenance and health and safety are carried out on a daily basis. If a problem arises concerning the maintenance or health and safety of the playgrounds (or any part of the buildings/grounds) please contact a member of SLT or the Site Supervisor immediately.

Safety Rules for Playground

- All games should be approved and played in appropriate areas.
- Any danger areas in the playground should be so designated. These danger areas may include areas where ball games such as football are played.
- All games should be appropriate to the age of the participants.
- All playground activities must be supervised.

Playground Supervision

- Everyone should follow the same safety rules.
- Pupils should understand playtime safety rules and these should be reviewed occasionally to take account of new playground equipment or guidelines that are to be implemented.
- Playtime supervisors should –
 - **Stay alert and attentive** – move through the playground area, stay involved with all the children in the playground, use direct eye contact to help prevent inappropriate behaviour and ensure you have an adequate number of adults supervising for the number of children.
 - **Be aware of age-appropriate equipment** – Ensure equipment is suitable for use by its planned users, direct children to equipment appropriate to their ages and development and ensure children are aware of appropriate use of equipment.
 - **Teach safe playground rules** – Teach children the safety rules of the playground, agree on the rules before children are allowed to use equipment and enforce rules firmly and consistently.

THE WORKING ENVIRONMENT

Through a system of safety audits, inspections and defect reporting, the School will maintain the provisions necessary by legislation for a safe workplace, suitable access and egress, a healthy environment and the required welfare facilities.

Maintenance

This applies to workplaces, equipment and devices where a fault is liable to result in non-compliance with regulations. In all cases the workplace, equipment, devices and systems must be maintained (including cleaning) in an efficient state, efficient working order and good repair.

Reporting Defects:

- Staff are expected to report all defects to the premises or equipment whether or not they are likely to cause a hazard.

- A serious defect (such as a major leak), which is likely to require immediate attention should be reported immediately to the Head Teacher and/or Site Supervisor. The person finding the defect may have to evacuate people in the area of the defect before calling the relevant personnel.
- Less serious defects, which nonetheless would render the room unable to be used for teaching (e.g. heating failure) should be reported to the Site Supervisor.
- Less urgent defects, which are considered a safety hazard should be reported promptly to the Site Supervisor on Smart Log.
- If an item of equipment is defective and is a possible hazard, the member of staff discovering this should mark the item clearly as defective and make sure it is not used by others, and then inform the Head Teacher or Site Supervisor.

General Storage:

- Consider how much material, particularly paper, that needs to be stored. Order at intervals throughout the year rather than ordering in bulk.
- Consider how long the used paper needs to be stored, and refer to the Bursar for further information on archiving files etc.
- Large stores of paper should be locked away and only a minimum of stock should be in classrooms, and ideally that should be locked away in cupboards.
- Materials which burn easily like paper and wood should be stored away from substances which could easily catch fire such as glue and thinners.
- Materials such as paper and wood must not be stored close to heat sources like electric fires, light bulbs etc.
- Materials which burn easily must never be stored in corridors and stairwells.
- Paper and other heavy materials must be stored so they can be moved safely. This would generally mean at a height where they can be picked up without stooping or stretching.
- Heavy items should never be stored at height, as there is a very real risk of injury when trying to lift them down, or heavy items falling onto staff or pupils.
- Consider the stability of cupboards, filing cabinets – do not overload the top section, as there is a risk of falling.
- Consider the strength and stability of fixed shelving in store rooms.
- Boxes of paper or similar should not be stored on the floor where they become a trip hazard. This is particularly important on escape routes.

Pupils:

- Staff must be informed that some pupils can be aggressive towards adults, and other pupils. This is a hazard and all staff should be aware of this.
- Selected Staff will receive training in Team Teach skills to increase their knowledge of how to calm an angry pupil, and even restrain or positively handle.
- There are Positive Handling Plans for identified pupils - for all staff to read. All pupils must be risk assessed and all staff are to ensure they read these, as it gives relevant information on each pupil.
- All incidents must be recorded appropriately e.g. orange form, Bound and Numbered book (for restraint), and if needed the accident book, orange forms are located in the Staffroom, Bound and Numbered book is kept by the Head Teacher and accident forms are recorded online – speak to a member of the office team.
- When positively handling/restraining pupils please be very cautious of your safety and that of the pupil, and use all the Team Teach skills you have been taught. Think about what that pupil is capable of, i.e. biting, head butting etc. (this should all be on the pupil risk assessment) and do not give him/her the opportunity of inflicting any of these injuries on you.

- Remember that restraining should always be the last resort. When holding a pupil you should keep calm and always talk to them, remember it's their behaviour that you are not happy with, and not the person. All Team Teach protocols should be followed.
- Please speak to SLT if you have any concerns about any issues involving the pupils.
- New Staff and Supply Staff must seek help from trained staff if pupils are becoming dangerous, you are reminded not to restrain unless permission and training/ guidance has been given from the Head Teacher. There are systems in place for dealing with pupil behaviour, for example it is not acceptable to receive verbal abuse from a pupil, if you are unsure of the systems in place for dealing with difficult pupils please speak to a member of SLT or the Lead Behaviour Professional.
- The Education Act 1997 Section 550A and further guidance published by DfE in 2012 – Use Of Reasonable Force, clarifies the use of physical force by teachers and others authorised by the Head Teacher, to control or restrain pupils. Teachers and other authorised staff are expected to use reasonable force to prevent a child or young person from doing or continuing to do any of the following;
 - Committing a criminal offence (including behaving in a way that would be an offence if the pupil were not under the age of criminal responsibility)
 - Injuring themselves or others
 - Causing damage to property (including pupils own property)
 - Engaging in behaviour prejudicial to maintaining good order and discipline at school or among any of its pupils, whether that behaviour occurs in a classroom during a teaching session or elsewhere.

Where the aim of physical intervention is to maintain good order it is essential that the member of staff takes into consideration the extent to which any such action might exacerbate the situation. The age and understanding of the pupil must be taken into account. Physical intervention should not be used to replace good behavioural management. **Where possible Team Teach staff should be called for prior to action.**

In determining what constitutes reasonable force the following factors need to be taken into account;

- The use of force can be regarded as reasonable only if the circumstances of the particular incident warrant it. The use of any degree of force is unlawful if this is not the case. Therefore the use of force to prevent a pupil from committing a trivial misdemeanour or where resolution of the issue could be achieved without the use of force cannot be justified.
- The degree of force employed must be in proportion to the circumstances of the incident and the seriousness of the behaviour or the consequence it is intended to prevent. Any use of force must always be the minimum required to achieve the desired result.
- Where force is applied it should be done in a manner that attempts to reduce rather than provoke a further aggressive reaction.
- The number of staff involved should be the minimum necessary to control/restrain the child or young person, whilst minimising the risk of injury to all parties. (At least two members of staff should be present for their own safety and well-being.)

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

The School acknowledges that no substance can be considered completely safe and will protect all employees and other persons potentially exposed to hazardous substances, so far as is reasonably practicable, by eliminating or use of correct control measures. The control of substances hazardous to health (COSHH) regulations is in place to protect people from substances that can be hazardous to health.

A **COSHH** assessment must have been carried out in order to justify the purchasing and use of any substances hazardous to health. This assessment will include recording findings with regard to application of the following hierarchy:

- Elimination of hazard
- Substitution of alternative less hazardous materials/substances
- Risk reduction by using engineering controls
- Provision of sufficient information, instruction and training
- Use of personal protective equipment – as a last resort

The COSHH assessment will have identified the control measures that must be in place and followed. All employees have a duty to ensure their own safety as well as the safety of others, and must apply and follow the control measures required – and must have had the necessary training and instruction to do this. Usually a material safety data sheet will be readily to hand. **Substances not assessed or authorised must not be brought into or used in any area.** All staff responsible for having any chemicals are to ensure they have a safety file with all the safety data sheets. Any member of staff wishing to purchase any chemicals must seek authorisation from the Head Teacher.

Maintenance and Retention of Records

The COSHH Register and a master log of generic assessment/data sheets are to be maintained by the Site Supervisor. Any staff responsible for chemicals must ensure they supply the Site Supervisor with copies of assessments and data sheets.

The Head Teacher will ensure that each month COSHH Registers, assessments, Data sheet files are fully maintained.

Safe Systems of Work

- Ensure you are in possession of the assessment/data sheet required Personal Protection Equipment (PPE) and understand the requirements before using the substance
- Follow the manufacturer instructions.
- Use PPE as instructed.
- Avoid contact with the skin.
- Do not breathe the fumes.
- Wash thoroughly before eating.
- If the substance is flammable, do not smoke or use with naked flames.
- Do not mix substances unless instructed to do so by the manufacturer.
- Clean all spillages in accordance with the manufacturer's instructions, as per safety data sheet.
- Dispose of waste products in accordance with the manufacturer's instructions.

Disposal of Hazardous Materials

As well as the safety implications in the disposal of hazardous materials, there may also be environmental risks. There may be legal restrictions as to how certain hazardous materials may be disposed of. The Site Supervisor can make suitable arrangements for the safe disposal of hazardous materials in accordance with legal requirements.

Disposal of Glass and other Sharps

Cleaners empty general waste bins into plastic bags/sacks. If glass (especially broken) or other sharps are present, then there is a risk of injury. **All Staff** must ensure that glass and other sharps are put directly into the outside bins, or wrapped in paper before being placed in the bin. **All teaching staff** must ensure all pupils know not to pick up or clear any broken glass or sharps.

Disposal of other Waste

It is important that quantities of paper, furniture and other general waste are not allowed to accumulate in or outside buildings. Larger items such as old furniture could become a security risk if stored outside. Broken concrete, metals etc may be used to smash windows. **All Staff** have a responsibility to ensure they do not cause accumulation of waste inside or outside buildings. They should report any such concerns to the Site Supervisor team who will make arrangements for the quick disposal of items. Contractors should ensure they remove their waste materials from site as soon as possible.

NO SMOKING POLICY

The school adheres to English law with regard to no smoking on school premises. Reminders are displayed on the school site. Those wishing to smoke must do so off-site and out of the view of pupils. Visitors and contractors to the school should be made aware of the school policy. The no-smoking ban extends to times of closure too.

SLIPS, TRIPS AND FALLS

Slips, trips and falls are the most common cause of major injuries in the workplaces and the second highest cause of over three day injuries. They occasionally cause fatalities, for example from head injuries.

Preventative Measures:

- All floors should be regularly checked. Potential and known trouble spots, such as kitchens and wet floor areas, should receive closer attention.
- Spilled liquids which cause slippery floors must be cleaned up and the affected area thoroughly dried **immediately**.
- Warning signs to be put out following cleaning.
- Any concerns regarding slipping and tripping hazards must be promptly reported to the Site Supervisor.
- Electrical leads should not trail across walking routes if this can be avoided. A temporary cable trip guard is available from the Site Supervisor for short term use only.
- Furniture, especially low tables and chairs must be arranged so that a clear and safe walkway is provided.
- Boxes of paper and other equipment must **not** be stored on the floor; in any place where an obstruction is likely to cause an accident.
- Good Housekeeping is **essential**. Boxes, papers, files etc. must not be placed on the floor.
- The **drawers of filing cabinets, desks**, etc. must be kept closed whenever they are not being used – **do not leave these items open and unattended**.
- All carpets, rugs must be fixed

- When working at height, only approved access equipment must be used, never use furniture or makeshifts. Staffs are advised to seek the help of the Site Supervisor in regards to working at height.
- All areas are to be adequately lit at all times
- On wet days, ensure to use the mats in the front entrance as these mats are water absorbing barrier mats, this will reduce the slipping hazard.
- The floor in the cooking rooms should be strictly kept free from slippery substances or loose material – if you spill such things like cooking oil on them they will become slippery unless you clean this up immediately. Such floors have a rigorous cleaning regime each night.

ELECTRICITY

On average 1000 accidents and 25 fatalities at work are reported to the Health and Safety Executive each year – **all caused by electricity.**

Sockets and Plugs:

- Only use one plug to one socket
- Do not overload sockets
- Do not use multiway adapters
- If you need extra sockets use a fused multi-plug adapter
- Never plug one extension lead into another

Cables and Flex:

- If a cable is damaged in any way do not use it. Frayed or damaged cable increases the risk of electric shock, and is also a fire hazard.

Good Practise:

- Always turn off the power before inserting into or removing a plug from a socket
- Never handle electrical equipment with wet hands
- If you suspect that something is faulty – report it, do not try to fix it yourself.

All electrical appliances must be maintained in a safe condition, to achieve this the school will keep an inventory of all appliances and arrange for them to be tested at appropriate regular intervals by qualified PAT tester. Staff are not allowed to bring in appliances without the permission from the Head Teacher.

Fixed Electrical Equipment

All repairs, maintenance, modifications and additions to fixed electrical wiring and equipment will be undertaken by qualified electricians as arranged by the Site Supervisor. No other interference with the fixed electrical wiring and equipment is to take place.

Use of Adapters and Extension Leads

Multiway adapters which allow a number of plugs to be used with one socket should not be used. Generally, the use of extension leads of any sort should be avoided where possible. Leads can be damaged and cause a shock or fire hazard and they also provide a serious trip hazard. When they are used they should be inspected regularly for damage and care should be taken to avoid trip hazards.

Audio Visual Equipment

In addition to the hazards of electrical shock, projectors can become very hot. Many contain bulbs which can be damaged if touched with the fingers even when cold.

Portable Electrical Appliances

Arrangements will be made for the testing of such appliances by qualified electricians. No appliances are to be used on the school premises unless they have been checked.

Regulations

The Electricity at Work Regulations 1989 apply to school premises and place a duty on the employer to ensure so far as is reasonably practical that, electrical installations and all electrical appliances are constructed, maintained and used so as to prevent danger.

General Guidance:

- No appliance will be used within the school if it has been deemed unsafe by the Site Supervisor or an approved contractor.
- Any defective equipment must be recorded in the Site Supervisor's job book – located on the front desk.
- All staff must carry out a visual check of any electrical appliance prior to use.
- No repairs will be carried out by any staff.
- Electrical equipment used by pupils will be restricted to close supervision only.

Visual Inspection Check List

- Check equipment casing/body for signs of damage i.e. cracks, holes, etc
- Check mains supply cable for signs of damage or wear.
- Check mains supply plug for damage to the pins cover or cable clamp
- Check the point of cable entry to the equipment, i.e. grommet or clamp
- Check on/off switch for signs of damage

LADDER SAFETY

Working at height (any height) is a high risk activity and must be subject to a risk assessment.

Remember – you should only use a ladder if you have been trained.

The maintenance division will do all work at height if assessment agrees it is safe to do so, as site staff have been trained in the use of ladders.

The ladder or step ladder to be used must be checked visually before each use to confirm it is still safe to be used. Annual checks should be recorded on a ladder plate attached to the ladder or steps.

WORK EQUIPMENT

The Provision and Use of Work Equipment Regulations 1998 (PUWER) covers the suitability of work equipment in the workplace. The regulations are there to ensure the provision of safe work equipment and its safe use. Work equipment should not give rise to risks to health and safety, irrespective of its age or place of origin. Three aspects cover the choice of equipment:

- **The initial integrity:** This means that when an employer provides equipment they should make sure that it has been produced for the work to be undertaken. The equipment should be used in accordance with the manufacturer's instructions and specifications.

- **The place in which it will be used:** Employers must assess the location in which the work equipment is to be used to take into account any particular risks presented by the working environment.
- **The purpose for which it will be used:** Employers must ensure that the equipment is suitable for the job in hand.

ASBESTOS

Asbestos is a naturally occurring fibrous mineral. It can be hazardous to health if fibres are inhaled. Asbestos is safe in normal circumstances where it is encapsulated and the encapsulating material is not damaged or likely to be damaged. Where asbestos is known to be present this will be indicated by labelling. This School has an asbestos register detailing any asbestos on site. No structural work is to be carried out by any of the staff.

SCHOOL SECURITY

- To identify good practice in maintaining and improving school security in and around school.
- To ensure a whole school approach to Risk Management.
- To encourage participation from the local community and raise general awareness in respect of Crime Prevention.

At KGPS, the matter of security is regarded as one of paramount importance. The school are committed to Risk Management. The Leadership Team regularly reviews security matters and consults staff.

Personal Safety and Security

- Do not leave personal belongings on view.
- Do not leave keys out anywhere on display.
- If you find or see anything suspicious report it immediately.
- If you are working out of hours inform the Site Supervisor.
- If you are working on your own make sure others know where you are and that a lone working risk assessment has been completed.
- If you are going off site or out of the office ensure you sign out and leave details of where you are going. (This can be done verbally to the office staff.)
- If your plans change let someone know.
- Do not carry large sums of money or valuables.
- Use your locker to store personal items.

STRESS

Traumatic Stress

Working at this type of school dealing with challenging behaviour may be accepted as part of everyday life. It can be easy to feel that staff become hardened to such behaviour and so do not suffer the emotional effects. Likewise affected staff may feel that it is a weakness to exhibit the signs of guilt, fear or anger, which commonly follows such incidents.

However it is clear that anyone can suffer emotionally from the effects of either one, or the accumulation of many, traumatic incidents, however often they normally encounter such incidents in

their work. What may be considered a minor incident by the school could be the “final straw” for that member of staff, leading to signs of traumatic stress.

Such effects can be avoided if staff believe they are in an environment where they feel they have the support of their colleagues. At This School we believe it is particularly important that:

- Staff are encouraged to talk about incidents and their feelings arising from them, either openly with colleagues, or in confidence with your line manager, or trained counsellor.
- Staff do not make judgements or assumptions about how a member of staff should react to an incident.
- All staff are encouraged to feel that the incidents they have to deal with are the team’s problems, not theirs alone.
- Following an incident(s) with a particular pupil or pupils staff will be supported in re-establishing a relationship with them.

TEMPERATURE IN CLASSROOMS

Temperatures in the workplace are covered by the Workplace (Health, Safety and Welfare) Regulations 1992, which place a legal obligation on employers to provide a “reasonable” temperature in the workplace.

The approved code of Practice suggests a **minimum** temperature in workrooms should normally be at least 18 degrees Celsius – or 15 degrees Celsius if much of the work indoors involves severe physical effort. These temperatures are not absolute legal requirements; the employer’s essential duty is to determine what reasonable comfort will be in the particular circumstances.

ACCIDENTS AND INJURIES

- An incident/injuries online report form must be used to report all accidents (and near misses), whether or not they involve absence from school and whether or not the person(s) involved is (are) employees. Any incident of a hazardous nature, even when not causing an accident should be reported.
- Accidents to pupils/students should also be reported.
- The accident and incident forms for children are kept in the Medical room.
- The accident and incident forms are online and details of all accidents will be entered by the Line Manager in consultation with those persons or person concerned and returns made to external agencies.
- When a serious accident or incident occurs, it is important that the site is left untouched until advice is obtained. Union Safety Representatives also have the right to inspect the site of an accident or serious incident.

First Aid

- Medical boxes are located in classrooms which contain inhalers and epi-pens.
- First Aid kits can be found in the medical room, cooking room and adults across the school have First Aid bags.
- A list of First Aiders (including the level of qualification) can be found in every classroom as well as multiple locations around the school including the medical room.

- The following person has been nominated for frequently checking and re-ordering first aid supplies, pupil medications (inhalers, epi-pens) and medical care plans: Caroline Timpson

Fire Precautions

- Fire drills:
- Frequency..... Once a term
- Fire Exits See Fire Risk and Log Book Files
- ProcedureSee Fire Risk and Log Book Files
- Fire AlarmSee Fire Risk and Log Book Files
- Fire notices are displayed in all Classrooms (location - Fire Exit) and Offices.
- In the event of evacuation, no member of staff or pupil shall re-enter the building without the permission of the senior member of staff present. Where there are members of the police or fire brigade present, the senior member of staff shall seek such permission from the fire or police in charge.

Safety Representatives

- Under the Safety Representatives and Safety Committee Regulations 1977 recognised Trade Unions can appoint Safety Representative or the Health and Safety (consultation with employees) Regulations 1996 (whichever appropriate). Safety Representatives are entitled to time off with pay to perform the following functions:
- investigate potential hazards and to examine causes of accidents.
- Investigate employee complaints.
- to make representations to the employer on matters arising out of (a) and (b).
- to make representations to the employer on general matters affecting the health, safety or welfare at work of the employees.
- Inspections of the workplace.
- Represent employees in consultations with Inspectors of the Health and Safety executive.
- The school's current Health and Safety representative is:
 - Name: Nigel French
 - Union: NASWT
 - Staff Represented: All Staff
- Safety Representatives are entitled to time off with pay for training. This would normally consist of an induction course followed by such training as is needed from time to time to keep abreast of new developments. Such training will not be provided by the employer but through the Representative's trade union.

SCHOOL VISITS AND TRIPS

As a local authority school, KGPS operates under the LA policy for the Management of Learning Outside the Classroom. This policy is supplemented by guidance from OEAP. Staff are given training on planning and running off-site visits and the school uses Plumsum to Risk Assess any Category C visits.

More detail can be found in the Off Site Visit Policy.

SPECIFIC RISK ASSESSMENT FOR SCHOOL VISIT/ACTIVITY	
LOCATION OF VISIT Re-opening of entire school	ACTIVITY
ASSESSMENT CARRIED OUT BY Alison Dolan	Created on: 12th July 2020
	Reviewed:

SPECIFIC RISKS HAVE BEEN IDENTIFIED RELATING TO THESE PUPIL(S).
 Identified below are the specific measures to ensure the safety of:

- The pupils
- Staff
- Parents/ carers
- Visitors, contractors and volunteers
- Catering staff

This document will be reviewed at regular intervals in line with other documents i.e safeguarding policy as well as being updated in respect to the available staff and changes in government guidance.

All activities and visits are subject to on-going risk assessment by competent leaders who will react appropriately to local conditions

School opens again fully YN- Y6 and SEN Unit. During COVID-19	RISKS IDENTIFIED	INITIAL RISK RATING	CONTROL MEASURES	FINAL ACCEPTABLE RISK RATING

Site	<ul style="list-style-type: none"> COVID-19 being passed between households through close contact of staff and pupils 	High	<p>Those staff who are in the more at risk categories i.e clinically extremely vulnerable or clinically vulnerable must take particular care whilst community transmission rates continue to fall. They must adhere to social distancing and hand hygiene measures as per the guidance:</p> <p>https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july#clinically-vulnerable-people</p> <p>There are other staff who may be at a higher risk from coronavirus as described in the below document:</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892085/disparities_review.pdf</p> <p>If any member of staff has concerns about working then they must speak to the Headteacher and additional measures may be put into place where appropriate.</p> <p>Staff who feel that they are vulnerable must minimise the time that they spend within 1m of others.</p> <p>This risk assessment will be shared with all staff.</p> <p>Staff roles will alter and change over the course of this pandemic and all staff have the opportunity to discuss their roles with their phase leaders and their school leaders.</p> <p>Schools are permitted to use supply teachers and other supply staff during this period. Volunteers are permitted to be used during this period. All typical safeguarding checks are still required.</p> <p>Staff must take the appropriate amount of quarantine time if they travel abroad this summer and this time must be within their holiday entitlement and must be complete by September 1st 2020.</p>	Low
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			<p>The room must be thoroughly cleaned following the child or staff member being in there. Any room that they have been in needs also to be thoroughly cleaned.</p> <p>Staff and pupils who are displaying symptoms must request a test from NHS 119 and follow the guidelines set out by the NHS. Any staff or pupil displaying symptoms and requesting a test must isolate until the result of the test is through and there are no longer any symptoms.</p> <p>If tests results are positive school to follow NHS 119 advice and the LA notification process. Any identification of any child or member of staff or family member with symptoms and then negative or positive tests of children or staff reported to school will be recorded on a form to allow school to keep track of events that have occurred with symptoms or positive cases of coronavirus.</p> <p>All surfaces in classrooms, corridors, staffrooms (including the new library staffroom, cookery room and rooms on the Y5/6 area) are regularly cleaned by staff who are allocated to clean in their phase supervising during the day. This includes, but is not limited to, tables, doors, door handles, bathroom taps etc. The cleaning is signed off by staff as they do each section throughout the day. Social distancing is also adhered to in the staffrooms and there are maximum numbers for capacity written on the doors.</p> <p>If rates of the disease rise in the local area, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent.</p> <p>School will immediately offer access to remote education if a pupil is complying with public health advice and monitor engagement with this activity. Teachers will provide this online learning to those in their class as necessary. This absence will not be penalised.</p>	
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		<p>All staff and pupils must frequently wash their hands and follow the hierarchy of measures as detailed below:</p> <ul style="list-style-type: none"> • avoiding contact with anyone with symptoms • frequent hand cleaning and good respiratory hygiene practices • regular cleaning of settings • minimising contact and mixing <p>All hand dryers are turned off. Desktop fans and fans can be turned on as HSE advice is that they are extremely low risk. The advice from HSE on air conditioning is: you can continue using most types of air conditioning system as normal with the centralised ventilation systems as these remove and circulate air to different rooms - it is recommended that you turn off recirculation and use a fresh air supply. Therefore our air-conditioning units are fine to have turned on.</p> <p>It is still important to reduce contact between children and staff as far as possible and maintain bubbles for as much of the day as possible. For EYFS, the staff to child ratios within Early Years Foundation Stage continue to apply.</p> <p>Classes will be classes of 30 in the mainstream. A bubble will be in the main a year group. The bubbles will be broken with shared access to the toilets, children mixing for phonics and PE coaches teaching PE across the school.</p> <p>Normally one teacher will be allocated to a group with a teaching assistant or keyworker also working in classrooms. If there are any teacher shortages then support staff may be used to lead groups, under the direction of a teacher. We may also use supply staff to cover groups.</p> <p>Some transitional passing in the corridor is low risk but should be avoided if at all possible. The site has a one-way system in place to avoid transitional contact. There are 2 wider corridors which are 2-way. Some parts of the office area are also 2-way. These are on the staff room corridor and along the cookery</p>	
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		<p>room corridor. Green arrows are in place on the walls to indicate the one- way system. Gold/ silver tape is in place as well as green arrows to indicate where it is 2 –way. The SEN Unit is has to be 2 way as there is no other safe way of using this space.</p> <p>Collecting our attendance register on SIMS will continue.</p> <p>The site has been checked for water safety by an outside agency and the results have come back demonstrating that the site is safe to use.</p> <p>There will be no assemblies held to avoid large groups gathering.</p> <p>Frequently touched surfaces will be regularly cleaned with allocated members of staff cleaning each phase.</p> <p><i>Breaks and lunches are staggered. Playground/ outdoor equipment is frequently cleaned.</i></p> <p>Parent/ carer drop-off and pick-up protocols are clear to minimise adult to adult contact. Parents/ carers must not gather at gates and entrances and must remain 2m apart.</p> <p>Children sanitise their hands on arrival at the school gate. Children wash their hands before and after break and before leaving school at the end of the day. Children sanitise their hands at other times during the day.</p> <p>There is a system for removing face coverings when entering the building.</p> <p><i>Facemasks are not worn in classrooms. Staff can wear facemasks in the staffroom or areas where they feel concerned that they are with large numbers of adults but these situations should be limited as staff rooms and shared spaces are spread around the school and adequate space has been made available.</i></p> <p>As the prevalence of coronavirus has decreased many resources can be moved back into classrooms. For individual and very frequently used equipment such as pens and pencils staff and pupils should have their own equipment and this should not be shared. Classroom based resources such as</p>	
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		<p>books can be used within the bubble. Sports, art and science equipment should be cleaned frequently and meticulously and always cleaned between bubbles or rotated to allow them to be left unused for 48 hours or 72 hours for plastics between bubbles.</p> <p>Children have different allocated drop-off points around the school. Each gate will have an adult on the gate ensuring parents stand outside on the marked lines on the pavement and children come into school one-by-one. Children sanitise their hands and then lead into school.</p> <p>Families are encouraged to reduce any unnecessary travel on coaches, buses or public transport where possible. If absolutely necessary but must adhere to social distancing whilst waiting in a queue in the office. They may enter the site through the main entrance only.</p> <p>Equipment brought into school should be limited to essentials: lunch boxes, coats, bags, stationary, mobile phones. Pupils and teachers can take other shared resources home. Unnecessary sharing should be avoided and all resources do need frequent cleaning. No child in the library. The library is only to be used for the washing machine by an adult and for staff to have tea and coffee. No more than 6 adults to be in the library.</p> <p>All classrooms have red and white lidded bins. These bins are for tissue waste and are to be emptied twice per day by the cleaners allocated to the phase. They need to be double bagged when removed. They are white with a red rimmed lid.</p> <p>Windows and doors should be kept open where possible. This includes windows on the Kingsthorpe Grove Road. All windows should be closed and secured/ locked at the end of each day.</p> <p>All classrooms and shared spaces need to be well ventilated with windows open and doors propped open where possible with due consideration to safety in mind. Fire doors will remain closed and will not be propped open.</p> <p>School will have a contingency plan for the procedures if there is a local outbreak/ lockdown.</p> <ul style="list-style-type: none"> • Remote education will be in place 	
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			<p>immediately</p> <ul style="list-style-type: none"> Provision will be made for children of keyworkers and vulnerable children 	
Classrooms	<ul style="list-style-type: none"> COVID-19 being passed between households through close contact of staff and pupils 		<p>PPE is available for emergencies.</p> <p>PPE boxes will be kept in phases and each member of the phase needs to know where they are. This is the responsibility of the phase leader to share this information.</p> <p>PPE is available for staff who want to use it if they feel that they are at risk of spitting and biting – this will be mainly in the SEN Unit.</p> <p>Staff and parents/carers must be willing to:</p> <ul style="list-style-type: none"> book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) <p>Any child or staff member who begins showing symptoms will need to be moved to a well ventilated room alone whilst waiting for arrangements to be made to go home.</p> <p>Until the test result the pupil/staff member and their household must self-isolate. If the test is negative they no longer need to keep self-isolating.</p> <p>If someone tests positive, they should follow</p>	

		<p>the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</p> <p>If there is a positive test school should contact the LA and the local health protection team swiftly. A risk assessment from that team will follow. The health protection team will then advise who should be sent home for 14 days based upon having had close contact.</p> <p>Close contact means:</p> <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person <p>School will keep a record of who is in each group so that appropriate contacts can be made following advice.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate</p>	
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		<p>develops symptoms themselves within their 14-day isolation period they should follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’. They should get a test, and:</p> <ul style="list-style-type: none"> • if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. • if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ <p>Local health protection team advice will be followed by the school. This may mean that an entire year group will have to close. It could mean that the whole school would have to close depending upon the severity of the outbreak.</p> <p>The room must be thoroughly cleaned following the child or staff member being in there. Any room that they have been in needs also to be thoroughly cleaned.</p> <p>A training guide for how to use and dispose of PPE is provided to staff. Any use of PPE requires the correct procedure to dispose of that PPE. Items must be double bagged and quarantined for 72 hours as per the cleaning guidance.</p> <p>All medication for the ‘bubble’ needs to be kept locked in the classroom that the child is in unless the bubble goes to St David’s. Medication required to be stored in the fridge</p>	
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		<p>must be stored in the medical room in a plastic, wipeable zip-lock bag. All class groups will have a fire register and a medical register.</p> <p>All surfaces are regularly cleaned by staff who work in each area. This includes, but is not limited to, tables, doors, door handles, bathroom taps etc.</p> <p>Product used is: K-Pro Spray and wipe perfumed bactericidal cleaner to be used on hard surfaces as a cleaner/ sanitiser. This is an anti-bacterial product. We are also now using K-PRO anti-viral spray which is a purple spray.</p> <p>All staff and pupils must frequently wash their hands and follow the hierarchy of measures as detailed below:</p> <ul style="list-style-type: none">• avoiding contact with anyone with symptoms• frequent hand cleaning and good respiratory hygiene practices• regular cleaning of settings• minimising contact and mixing <p>Children will need to stay within their class group wherever possible.</p> <p>Outside fixed play equipment should not be used unless the teacher/ support teacher has the time to clean the equipment following use by each group.</p> <p>Playtimes and lunchtimes must be staggered and planned to avoid groups of children mixing.</p> <p>Movement around the school must be reduced and staff must adhere to the timetable and only have outside learning, break and lunch at the allotted times given.</p> <p>Children in different year groups should not mix/ play with one another in order to limit the spread of infection between households. Contact is reduced between children and staff as far as possible, children, and staff where possible, mix in a class and year group and keep that group away from other people and groups.</p> <p>For EYFS, the staff to child ratios within Early Years</p>	
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		<p>Foundation Stage continue to apply.</p> <p>The curriculum will ensure that children are given the best possible opportunity to catch up with an increased amount of time spent on Maths and English.</p> <p>Baseline assessments will be undertaken in September to allow school to identify gaps, track progress and offer appropriate support.</p> <p>No more than 8 members of staff in the staffroom, in the cookery room and pods and 6 in the library. <i>The 2 classrooms in the Y6 corridor will also be staff spaces at break and lunch.</i></p> <p>Normally one teacher will be allocated to a group but if there are any teacher shortages then support staff may be used to lead groups, under the direction of a teacher. Supply teachers may also be used.</p> <p>Hand sanitiser kept in each room and outside the doors of each room is 73% alcohol. Hand santiser and cleaning products are to be kept out of reach of children and children are not to be left unsupervised with products in the same room.</p> <p>Additional cleaning of rooms and frequently touched surfaces is in place as well as additional cleaning of resources. Cleaning always happens between each bubble using equipment. All children should clean hands on arrival, clean hands before and after lunch, before and after break and at the end of the day.</p> <p>Children may go to the toilet from classrooms one at a time. Only 4 children may be in the toilets at any one time and children need to queue 2m apart to wait use the toilet.</p> <p>Lunch is eaten in classrooms.</p> <p>Books can be marked and resources that are useful to education go home and between school and home. Consideration needs to be paid to washing hands and wiping resources that have come from home.</p> <p>The school library is not in use as a library until</p>	
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		<p>Children may use school water bottles but these need to be washed at the end of every day.</p> <p>Anti-bacterial spray may be kept in classrooms during this period. The COSHH procedures in this regard are amended for this period of time. All spray must be kept out of reach of children. The spray cannot ever be left near children without adult supervision.</p> <p>When essential maintenance work takes place on site normal contractor arrangements are in place for safeguarding and hygiene and social distancing arrangements are in place too. Contractors sign a slip to verify information they have been told before they begin their work. The contractor cannot go into class bubbles and cannot go in busy corridor areas when staff and children are using the areas. The area that the contractor has used after the contractor has left is cleaned and sanitised.</p> <p>Visitors may come onto the site to meet children and staff if necessary. Visitors should use the cube for meetings. All visitors should be made aware of the need for social distancing. Visitors may wear masks if they choose to.</p> <p>Volunteers may be used to support the work of the school. Appropriate guidance needs to be given to volunteers and they need the most up-to-date copy of the risk assessment. All normal safeguarding checks need to be in place prior to using a volunteer in school.</p> <p>There will not be any pre or after school clubs until November 2nd at the earliest.</p> <p>Teachers in Early Years will focus on the prime areas of learning: communication and language, personal, social and emotional development and physical development. Pupils in Key Stage 1 and 2 will prioritise gaps and plan the curriculum to ensure a rounded experience.</p> <p>Music lessons will resume but no singing or</p>	
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			<p>chanting, and instruments cannot be used by pupils – only by class teachers. Instruments must be cleaned by the class teacher ahead of return. Instrument then needs to be put aside and quarantined for a period of time. Lessons can be taught, but focus is on tasks that can be done without instruments e.g. response to music and teaching an understanding of inter-related dimensions. Body percussion can be used but children must not use their mouth. Humming is allowed, but not altogether and lips must be closed. Social distancing maintained – done by standing or sitting at a distance apart in a well-ventilated area (e.g. classroom with windows open or outside space).</p> <p>In PE contact sports are to be avoided. Children should be kept in consistent groups. Equipment need cleaning thoroughly between groups or quarantining for 48 hours or 72 hours for plastics.</p> <p>Outdoor sports should be prioritised where possible. Maximum distance should be kept between children. Very careful attention need paying to cleaning and hygiene. This is especially important in sport due to the way that people breathe during exercise.</p> <p>Our school will refer the following advice:</p> <ul style="list-style-type: none"> • guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport • advice from organisations such as the Association for Physical Education and the Youth Sport Trust <p>We will continue to provide appropriate pastoral and wellbeing support to pupils.</p>	
	<ul style="list-style-type: none"> • Administering First Aid and COVID symptoms 		<p>A flow chart sits alongside this risk assessment for the circumstance of if a child or adult is symptomatic or if a child or adult tests positive for COVID 19.</p>	

	<ul style="list-style-type: none"> • Challenging behaviour 		<p><i>If a child is struggling and is presenting with challenging behaviour the typical behaviour policy applies. If the child becomes dangerous to him/herself or others then in some circumstances restraint/ physical handling may be required. If this happens then the school, in consultation with Governors, would need to consider whether it is safe for the child to return as close contact is not considered safe and does not fall within social distancing measures. If a child deliberately spits at another child or at a member of staff and this is considered a deliberate act of harm then again the school and Governors would need to consider whether it is safe for the child to return to school.</i></p>
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