



<b>RISK ASSESSMENT FOR:</b> School activities during COVID 19 outbreak. During this evolving situation please monitor and follow government guidance given in the web links provided  <p style="text-align: center;"><b>Revised Risk Assessment to cover the full return to school from September 2020</b></p>		
<b>Establishment:</b> Ashford CE Primary School	<b>Assessment by:</b> SLT	<b>Date:</b> 17 May 2020 updated 20.6.20 for increased pupils returning to school 12.7.20 for full return September 2020 28/8/2020
<b>Risk assessment number/ref:</b> <b>Sept 2020 v.2 This document remains a dynamic working document which is updated as needed. The most recent version will be presented each month to FGB and then the website updated.</b>	<b>Headteacher Approval:</b>  <b>Chair of Governors Approval:</b>	<b>Date:</b>  Date:
	<b>All employers have a duty to consult employees on health and safety. Have staff been consulted in production of this risk assessment? Y/N</b>	<b>Yes, circulated to all staff as part of plans</b>

What are the hazards?	Who might be harmed and how?	Checklist	What further action is necessary?	By who?	By when?
<b>AWARENESS OF AND ADHERENCE TO POLICIES AND PROCEDURES</b>	Staff (High risk), Pupils(Low risk) / wider contacts(High Risk)  Spread of COVID 19	<ul style="list-style-type: none"> <li>Health and Safety Policy has been updated in light of the COVID-19 advice</li> <li>All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:               <ul style="list-style-type: none"> <li><b>Health and Safety Policy</b></li> <li><b>Infection Control Policy</b></li> <li><b>First Aid Policy</b></li> </ul> </li> <li>All staff have regard to all relevant guidance and legislation including, but not limited to, the following:               <ul style="list-style-type: none"> <li>The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>The Health Protection (Notification) Regulations 2010</li> <li>Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> </ul> </li> <li>The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> </ul>	1. Staff handbook distribution for Sept 20 to include all relevant policies and procedures and the RA. 2. Staff to sign to confirm that they have read and understood all the documents. 3. Briefing for office staff on ensuring continued confidentiality	SLT/WP	1.9.20

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		<ul style="list-style-type: none"> <li>The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> <li>- DfE; NHS; Department of Health and Social Care; PHE</li> </ul> </li> <li>Staff are made aware of the school's infection control procedures in relation to coronavirus.</li> <li>Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must not send their child to school <b>if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days</b>, or if another household member develops coronavirus symptoms. In both these circumstances the parents/carers should call the school to inform the school of this and that they will be following the national <a href="#">Stay at Home</a> guidance.</li> <li>Pupils are made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell.</li> <li><b>Staff and pupils are made aware of the process for removing face coverings when pupils and staff who use them arrive at school, and this is communicated clearly to parents and staff.</b></li> <li>The Staff and Volunteer handbook relating to confidentiality are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.</li> </ul>			
<b>CLINICAL RISK TO INDIVIDUALS FROM COVID-19</b>	<p>Staff (High risk), Pupils(Low risk) / wider contacts(High Risk)</p> <p>Spread of COVID 19</p>	<p><i>National Framework requirement:</i></p> <p><i>Identify staff who can't return to school at this point and how they can work from home (for example, supporting remote education). Identify likely numbers of pupils returning and agree required staffing resource and approach and liaise with your local authority on your plans.</i></p> <p><b>Actions:</b> Identify (and record that this has been carried out for every individual) all staff and students who are either <a href="#">clinically vulnerable</a>, <a href="#">clinically extremely vulnerable/shielded</a> or have household members who are shielded, with the Head teacher prior to them entering the school.</p> <ul style="list-style-type: none"> <li>'Clinically vulnerable' children and staff should follow the advice of their doctor.</li> <li>Those with a 'clinically vulnerable' household member can attend.</li> </ul>	<p>1. New Survey sent to all staff to update previous record and ensure latest information.</p> <p>2. Identify any staff barriers to return not related to health i.e. childcare, travel etc.</p> <p>3.Survey families to get an indication of possible attendance for these groups</p> <p>4.Re-iterate self-isolation guidance to all – include in guidance letters to parents/staff</p>	<p>WP</p> <p>WP</p> <p>VE</p> <p>SLT</p> <p>SLT</p>	<p>15.5.20</p> <p>15.5.20</p> <p>15.5.20</p> <p>19.5.20</p> <p>19.5.20</p>

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		<ul style="list-style-type: none"> <li>Those who are 'clinically extremely vulnerable'/shielded should not attend.</li> <li>Those who live within someone 'clinically extremely vulnerable'/shielded should only attend if stringent social distancing can be adhered to, and the individual understands and can comply.</li> </ul> <p>Explore barriers to attendance with parents/ carers where there are concerns. (Fines for non-attendance cannot be issued.)</p> <p>Identify those staff or pupils who are, or who live with someone who is, symptomatic or a confirmed case of COVID-19. They cannot return to school until self-isolation is over, or a negative test is received. <a href="#">Self-isolation guidance</a></p> <p>Ensure that all clinically vulnerable staff are enabled to work from home, or where that is not possible, to carry out the lowest-risk roles on site, with social distancing of at least 2m. Clinically vulnerable staff electing to waive this right must have discussed it with their doctor and headteacher.</p> <p>Ensure up to date risk assessments for children on EHC plans, carried out with educational providers and parents/carers, to ensure child is at no more risk in the school setting than at home.</p> <p>Set up clear, repeated messaging to parents/carers that pupils must not attend if they, or a member of their household, has COVID-like symptoms or a positive test.</p> <p>Plan to resume taking attendance registers and continuing to complete the online educational setting status form to provide daily updates on how many children and staff are in school.</p>	<p>5. Review advice to parents on attendance if a child feels generally unwell – symptoms not clear in children – “keep a child at home if they say they don’t feel well “</p> <p>6. Contact any staff member who has raised a concern re their health.</p> <p>7. Ask for medical certificate and undertake an OH referral. Identify lower risk roles or adaptation to support staff and balance with needs of the school</p> <p>8. Identify possible roles for clinically vulnerable staff to reduce risk</p> <p>10. Review EHCP Risk Assessments review updated advice from SCC</p> <p>9. Admin meeting to discuss registers</p>	<p>SLT/WP</p> <p>WP</p> <p>SLT/WP</p> <p>ZN</p> <p>WP</p>	<p>21.5.20</p> <p>21.5.20</p> <p>18.5.20</p> <p>11.5.20</p> <p>20.5.20 9am</p>
<b>STAFF LEVELS</b>	<p>Staff (High risk), Pupils (Low risk) / wider contacts (High Risk)</p> <p>Spread of COVID 19</p>	<p><i>National Framework requirements:</i></p> <p><i>Consider options if necessary, staffing levels can't be maintained (including school leaders and key staff like designated safeguarding leads and first aid providers).</i></p> <p><i>Agree any flexible working arrangements needed to support changes to your usual patterns (for example, staggered start/end times).</i></p> <p><i>Agree staff workload expectations (including for leaders).</i></p> <p><b>Actions:</b></p>	<p>1. Consider budgetary implications. For staff nos. to help with lunch and interventions</p> <p>2. Staggered start times agreed in plan</p>	<p>SLT</p> <p>NM/SLT</p> <p>NM/SLT</p>	<p>19.5.20</p> <p>13.7.20</p> <p>13.7.20</p>

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		<p>Make decisions on staffing levels dependent on numbers / needs of pupils present in school.            Prior to opening, agree flexible working patterns to support changes to the school day/ class arrangement.            Review staffing levels and workloads daily.            Ensure adequate number of staff in attendance to maintain an appropriate ratio with pupils and ensure key competencies (first aid etc maintained)            Options such as supply staff, splitting and alternating classes, SLT cover, partial closure may be required in event of staff shortages.</p>	<p>Entry direct to classroom where possible to avoid cross over contact</p> <p>See FAQs to parents for staggered times</p> <p>3.Review staff workload – Governors consider SLT workload</p> <p>4.Allocate staff/pupil Bubbles to be maintained wherever possible and avoid viral spread/load across more than one Bubble.</p>	<p>NM/SLT</p> <p>SLT/CoG</p> <p>SLT- Lead on KS1/EYFS LB</p>	<p>13.7.20</p> <p>1.9.20</p> <p>3.7.20</p>
<b>Minimise contact</b>		<p>The number of contacts between pupils and staff is reduced. This is achieved through keeping groups separate (in 'Bubbles') and through maintaining distance between individuals. The balance between the Bubbles and social distancing is based on:</p> <ul style="list-style-type: none"> <li>-Pupils ability to distance;</li> <li>-The layout of the school site;</li> <li>-The feasibility of keeping distinct groups separate while offering a broad curriculum</li> </ul> <p>More information on groups can be found <a href="#">in COVID-19: Guidance for full opening</a></p> <p>If staff or pupils cannot maintain distancing, particularly with younger pupils, the risk is reduced by keeping pupils in smaller groups within the class and making best use of outside learning – EYFS/Yr1</p> <p>Staff should only move between bubbles when absolutely necessary. Where staff need to move between classes and year groups, where possible they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Adults to avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p>Pupils old enough should be supported to maintain distance and not touch staff and their peers.</p>	<p>1.Staff Rotas for PPA and cover to include minimum of changes of staff</p> <p>2.Review supply agency needs – avoid supply wherever possible to limit cross contamination with other schools – seek consistent supply staff. (On-going)</p> <p>3.review classrooms to ensure that they all support forward facing rows</p> <p>4.Seek quotes for any adjustments needed – new lay organised for Yr4</p> <p>5.FAQs for parents and staff to communicate plans for September 20</p> <p>6.Review music /choir provision</p> <p>7.Revise visitor book to include phone number and email address to ensure any visitor to the site in contactable should there be a confirmed case in school</p> <p>8.Purchase of Perspex screens for TLA intervention – visor options</p>	<p>RA/HB/SLT</p> <p>SLT/WP</p> <p>SLT/WP</p> <p>WP</p> <p>NM/SLT</p> <p>NM/AW</p> <p>VE/KH</p> <p>WP/LMac</p>	<p>1.9.20</p> <p>1.9.20</p> <p>13.7.20</p> <p>13.7.20</p> <p>13.7.20</p> <p>1.9.20</p> <p>1.9.20</p> <p>17.7.20</p>

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		<p>Classrooms and other learning environments are organised to maintain space between seats and desks where possible. Pupils are seated side by side and facing forwards, rather than face to face or side on.</p> <p>Large gatherings such as worship will be avoided and class worship using video and zoom will be considered. avoided, and groups kept apart.</p> <p>The timetable is revised to implement where possible:</p> <ul style="list-style-type: none"> <li>-Plan for lessons or activities which keep groups apart and movement around the school site to a minimum;</li> <li>-Maximise the number of lessons or classroom activities which could take place outdoors;</li> <li>-Break times (including lunch) are staggered so that all pupils are not moving around the school at the same time;</li> <li>-Drop-off and collection times are staggered and communicated to parents;</li> <li>-Parents' drop-off and pick-up protocols are planned and communicated so that they minimise adult to adult contact;</li> </ul> <p>Where practicable, Pupils use the same classroom or defined area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. And are seated at the same desk;</p> <p>Mixing within education or childcare setting is minimised by:</p> <ul style="list-style-type: none"> <li>accessing rooms directly from outside where possible;</li> <li>Circulation in corridors should be minimized and reviewed after first week;</li> <li>staggering lunch breaks and pupils clean their hands beforehand and enter in the groups they are already in or pupils are brought their lunch in their classrooms;</li> </ul> <p>The number of pupils using the toilet at any one time is limited;</p> <p>The use of shared space such as halls is limited and there is cleaning between use by different groups;</p> <p>The use of staff rooms and offices is staggered to limit occupancy.</p> <p>Staff providing 1 to 1 intervention where needs to be face to face be offered screens/visor protection</p>			

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		<p>Visitors to the site, such as contractors, local authority employees and health employees to be fully briefed on the school's arrangements and follow site guidance on physical distancing and hygiene on or before arrival. Where visits can happen outside of school hours, they should. A record will be kept of all visitors.</p> <p>Classroom based resources, such as books and games, are used and shared within the Bubble; these are cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or Bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between Bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different Bubbles;</p> <p>Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones for those with a privilege card. Bags are allowed.</p> <p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing is avoided. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources.</p> <p>Staff and pupils have their own individual and very frequently used equipment, such as pencils and pens, these are not shared;</p> <p>Physical Education classes should be kept in consistent groups and sports equipment thoroughly cleaned between use by different groups. Contact sport to be avoided. Outdoor sports to be prioritised and large indoor spaces used where not to ensure maximising distance between pupils and high levels of cleaning and hygiene. <a href="#">COVID-19: Guidance on phased return of sport and recreations.</a></p> <p>Lessons which include singing, chanting, playing wind or brass instruments or shouting may cause an additional risk of infection. Control measures of physical distancing, playing outside, limiting group size to 15, positioning pupils back to back or side to side, avoiding sharing of instruments and ensuring good ventilation are put in place.</p>			

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<p><b>DIRECT TRANSMISSION OF CORONAVIRUS IN THE SCHOOL ENVIRONMENT THROUGH PERSON-TO-PERSON CONTACT/ COUGHING etc</b></p> <p><b>Physical arrangements</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>National Framework requirement: Decide the physical structures needed to limit risks and limit movement around the building(s) (for example, classroom layouts, entry and exit points, class sizes, lunch queues, use of communal staff areas. Agree how safety measures and messages will be implemented and displayed around school.</p> <p>Agree whether breakfast clubs, lunch clubs and after-school clubs can operate (in line with the implementing protective measures in education and childcare settings guidance), and under what terms.</p> <p>Actions (Social distancing):</p> <p>Primary aged children are not expected to stay 2m apart, but where they can be kept 2m from each other and staff, they should be Ensure that children, and staff where possible, only mix in the agreed bubble and that bubbles stays away from other people and groups.</p> <p>Set up desks as far apart as possible. Forward facing, in rows pupils side by side.</p> <p>Designate areas for staff breaks that maintain social distancing and hygiene.</p> <p>Do not use fans if anyone is showing signs of Covid-19 or has a positive test as it will spread the droplets further than the 2m usual safety net. fans should be positioned to avoid any spread or just to be used by individuals. If at any point anyone in the bubble is displaying any symptoms the fans should immediately be switched off and the isolation procedure followed.</p> <p>If any staff member feels concerned about the use of fans in the room then they have the right to decide that they should not be used. If this is the case, please seek other options for ensuring pupils remain as cool as possible such as additional time outside in the shade (where it is possible to do this). The Yr5 and 6 classrooms have air-con sealed units which do not pull air in from outside, the air is filtered but not to aircraft standards, therefore, they only cool the air within the room. It is essential that these rooms are well ventilated if the air con is being used.</p>	<p>1.Classes not to be mixed for 2020 2.In some cases teachers will move up with their class 3.Review any individual pupil needs and address where appropriate</p> <p>4. Meet with Osaahs regarding their risk assessment- agree any adaptations</p> <p>5.Review use of air-con with Yr5 &amp; 6 Staff</p>	<p>SLT</p> <p>WP</p> <p>WP</p>	<p>29.6.20</p> <p>2.9.20</p> <p>1.9.20</p>

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<p><b>Physical arrangements (continued)</b></p> <p><b>Arranging rooms &amp; limiting proximity</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Limit the number of persons in each room/area to follow social distancing guidance.</p> <p>Based on the size of each room, determine how many people can use it at any one time to maintain a distance of two metres. <b>Maximum of 15 pupils</b> but this group size this would only be possible in larger rooms. (DfE advice states primary aged children cannot be expected to remain 2 m apart.</p> <p>Consider if 'unnecessary' equipment can be removed from classrooms. If so this must be stored suitably (not in electrical intake rooms, plant rooms etc.)</p> <p>Staff are to maintain a safe distance between each other (2 metres) Children must be encouraged to do the same. Consider marking out areas to help pupils visualize and maintain 2m distancing. Rooms to be kept as well ventilated as possible (opening windows) or via ventilation units.</p> <p>Consider timetable adaption to utilise larger spaces (gym, hall etc.) to ensure 2m rule is enforced as far as possible. Re-plan lessons / activities to avoid shared resources.</p> <p>Consider opportunities for outdoor learning to assist in social distancing.</p> <p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc and should not use offices / rooms where 2m distancing cannot be maintained.</p> <p><b>Meetings/1-2-1s/training</b> Limit face to face meetings to those which are essential. Ensure these are conducted in large enough areas to maintain 2m distancing; or via electronic means (Microsoft Teams etc.)</p> <p><b>Offices / IT suites etc</b> Workstations acceptable distance apart (2m) / alternate workstations occupied. One side of banks of desks used to avoid face to face contact across desks.</p>	<p>1.resolve storage issues for any furniture removed from class</p> <p>2. Review class sizes and agreed viability of opening. Taking account of latest guidance</p> <p>3.Agree the procedure for access to the toilet -measures to ensure only one person at a time.</p> <p>4.marking out areas of the playground to designate specifically for each 'Bubble' in school.</p> <p>5. Consider timetable for the Hall if weather is bad (not needed yet)-review again</p> <p>6.Advise teachers to plan outdoor learning – making use of the field and segregated areas</p> <p>7.Continue use of zoom meetings where appropriate such as for meetings with professionals</p> <p>8.<u>Office changes</u> – limit access – no access from school side - Add screen to front desk – keep table or add floor marking to ensure 2m from office staff -Only one office member in at a time(rota)</p>	<p>WP</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT/AM</p> <p>SLT</p> <p>SLT Teachers</p> <p>SLT</p> <p>WP/AM/Office</p>	<p>1.9.20</p> <p>29.6.20</p> <p>15.5.20</p> <p>W/b 1.6.20</p> <p>W/B 1.6.20 22.6.20</p> <p>22.5.20</p> <p>22.5.20 onwards</p> <p>Contin.</p> <p>1.6.20</p>

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		<p><b>Stairs / corridors</b>  Minimise transitions as far as possible to ensure brief contact. Implement one-way system (where possible e.g. multiple routes / stairs)  Stagger use and numbers using circulation spaces at the same time. Avoiding multiple groups queuing in same shared areas/ narrow corridors etc.</p> <p><b>Toilets</b>  Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant.</p> <p><b>Break / Playgrounds</b>  Avoid any group activities that require pupils to be in close physical contact with each other.  Limit numbers zone areas and stagger breaks.  Increased supervision to aid enforcement of social distancing as far as is reasonable.  Reduce use of outdoor equipment, ensure it is cleaned between groups of children people using it, and that multiple groups do not use it simultaneously.</p>	<p>-No staff to use office phones  -Signage  -Discourage visitors encourage contact through email and phones  -Ensure out of hours message is clear  Only one visitor at a time in the office – signage and barrier at front of school</p> <p>9.Other room changes:  -Staff to use phones in other offices – staffroom, PPA room, SLT office to make calls to families. Staff to be advised to clean phone before and after use.  -purchase of additional phone wipes(currently out of stock)</p> <p>10. Other measures: Doors to be propped open to avoid touching – purchase additional door stops - purchase supplies ie bins with lids</p>	<p>WP</p> <p>WP</p>	<p>1.6.20</p> <p>1.6.20</p>
<p><b>DIRECT TRANSMISSION OF CORONAVIRUS IN THE SCHOOL ENVIRONMENT THROUGH PERSON-TO-PERSON CONTACT/ COUGHING etc</b></p> <p><b>Organisational arrangements - timetabling</b></p>		<p><i>National Framework requirement:  Decide the organisational structures needed to limit risks and limit movement around the building(s) (for example, staggered starts and break times, lunch queues, use of communal staff areas. Agree how safety measures and messages will be implemented and displayed around school.</i></p> <p><i>Agree what learning is appropriate (including the relationship between face-to-face and remote education), for example, identify curriculum priorities, agree revised expectations, and required adjustments in practical lessons, and any approaches to ‘catch up’ support.</i></p> <p><i>Guidance:</i></p> <ul style="list-style-type: none"> <li><i>EYFS should make reasonable endeavours to deliver the learning and development requirements as well as possible in the circumstances.</i></li> </ul>	<p>1.Increase number of handwashing posters in class and around building</p> <p>2. Water fountains be taken out of action. Switch off water and cover with tape</p> <p>3. All pupils to bring their own water bottle - Purchase water in bottles from Costco – name any given out</p>	<p>WP/ZP</p> <p>AM</p> <p>WP</p> <p>SLT</p>	<p>29.5.20</p> <p>29.5.20</p> <p>29.5.20</p> <p>1.6.20</p>

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		<ul style="list-style-type: none"> <li><i>Schools and colleges can make decisions based on local context and staff capacity.</i></li> </ul> <p><b>Actions:</b>  Identify curriculum priorities for each age group, taking into account: mental health and wellbeing, any need for extra support to learn, where students are with their learning, adjustments to the curriculum, how best to support education of high needs groups. Liaison will be necessary between primary and secondary schools for year 6/7 transition.  Arrange timetables to stagger break times, mealtimes, drop-off and pick-up, and any other pinch points when crowds may gather (brief transitory passing of other children in the corridor is low risk).  Schedule handwashing times for all pupils and staff to ensure this occurs on arrival, before departure, when coming in from break, before and after eating. Hands should also be washed after going to the toilet.  Clearly communicate to parents/ carers the arrangements for before and after school, and request them to maintain social distancing of 2m while in public.  Do not hold any event or activity where small groups will be required to mix.  Determine whether interventions are essential and ensure delivery in line with social distancing guidelines.  Suspend hiring and lettings.  Breakfast and afterschool clubs – risk assessments on delivery required from providers, suspend if controls are not as robust as the school's / social distancing cannot be maintained.  Ensure all arrangements are clearly communicated to staff, parents/ carers, and pupils.</p>	<p>4.a Review ebug website for lesson plans regarding social distancing and hygiene etc.</p> <p>5.Add 2m markings to front of school</p> <p>6. Transition communication to secondary schools</p> <p>7. Staggered breaks and lunch from 3.6.20</p> <p>8.Contact Oscachs to confirm their plans not to open until September</p> <p>9. No equipment (pens, toys, etc.) to be shared, unless cleaned between each Bubbles usage or stored for 72/48 hours.</p> <p>Equipment available will be limited and disinfected daily.</p> <p>Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts).</p> <p>Limit the amount of resources to what is needed for the group and clean after each use.</p>	<p>WP/AM</p> <p>ZN</p> <p>SLT</p> <p>WP</p> <p>SLT/ Teachers for hubs</p>	<p>29.5.20</p> <p>30.6.20</p> <p>1.6.20</p> <p>18.5.20</p> <p>29.5.20</p> <p>5.6.20</p>

What are the hazards?	Who might be harmed and how?	Checklist	What further action is necessary?	By who?	By when?
			Where possible reduce the number of items in the classrooms that are not necessary such as furniture.  10.Laptops / Whiteboards etc to be cleaned on daily basis after single person use. Specialist antibac ordered safe for screens. AM to include in daily cleaning regime.	WP/AM	
<b>Organisational arrangements (continued)</b> <b>Access to &amp; egress from site</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<p>Introduce staggered start and finish times to reduce congestion and contact at all times. Communicate changes and allocated times to parents.</p> <p>Monitor site access points to facilitate social distancing – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring.</p> <p>Discourage parents picking up their children from gathering at the school gates. Introduce visual aids/floor markings to help parents socially distance and supervise entry and collection.</p> <p>Communicate expectations to parents (including only 1 parent to attend at drop off / collection)</p> <p>Consider one-way traffic through external doors to avoid face to face passing.</p> <p><b>Visitors</b> Only essential visitors are allowed onto the school site. Ensure all visitors / building users are aware of expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school. Signage in reception regarding good hygiene.</p> <p><b>Staff</b> On arrival all staff are also required to wash hands using nearest available toilet or use the sanitiser provided in reception / staff room.</p>	<p>1. See current plan to be shared with parents 18.5.20</p> <p>2. review staggered plan at end of week 2 – ensure segregation from existing Key worker provision</p> <p>3. Floor marking to be put in place</p> <p>4. hand sanitizer to be installed next to door into main part of the building</p> <p>5. See office section above</p> <p>6. Update staff guidance regarding handwashing on entry</p> <p>7. Add one-way system for drop off collection from hall doors</p>	<p>NM</p> <p>SLT</p> <p>AM</p> <p>AM</p> <p>SLT/WP</p> <p>WP</p>	<p>17.5.20</p> <p>11.6.20</p> <p>29.5.20</p> <p>29.5.20</p> <p>22.5.20</p> <p>2.6.20</p>

What are the hazards?	Who might be harmed and how?	Checklist	What further action is necessary?	By who?	By when?
<b>INDIRECT TRANSMISSION OF CORONAVIRUS THROUGH SURFACE CONTAMINATION</b>  <b>Personal hygiene</b>		<p><i>National framework requirement: Decide the approach to enhance hygiene (for example, toilet use, hand washing) and decide on policy related to usually shared items (for example, books, toys, practical equipment).</i></p> <p>Actions (hygiene) Ensure adequate supplies of soap, paper hand towels and hand sanitiser, with stock monitoring and re-ordering procedures set up. Ensure soap and hand towels are regularly topped up at all washing stations. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. Ensure proper handwashing and hand sanitiser technique are prominently displayed at all stations, as directed by NHS guidance. Site staff to regularly clean the hand washing facilities. Alcohol hand sanitiser provided at reception / entrance/exit and should be used by all persons when entering/leaving. Tissues will be provided for classrooms. Staff to replenish as needed. Ensure bins are provided for tissues in every classroom. Ensure catch it, bin it, kill it message is displayed, discussed, and understood in each class. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.</p>	<p>1. Additional orders to be placed for PPE products</p> <p>2. Add posters</p>	<p>WP/AM</p> <p>ZN</p>	<p>22.5.20</p> <p>20.5.20</p>
<b>Cleaning</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p><i>National Framework requirement: Decide what an enhanced cleaning schedule looks like and how it will be implemented in your school (for example, how often, when/if an additional clean is necessary) and how you will ensure sufficiency of supplies.</i></p> <p><b>Actions (cleaning)</b></p> <p>A cleaning schedule will be implemented throughout the site, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Thorough cleaning of rooms at the end of the day.</p> <p>Cleaning protocol is as follows: Hard surfaces to be cleaned using standard cleaning products and disposable cloths / paper towels throughout day.</p> <p>For a deep clean / disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per</p>	<p>1. Work with Nviro to bring cleaning hours back up to the full allocation</p> <p>2. Agree cleaning regime for continued deep clean with DE and AM</p> <p>3. Midpoint cleaning of door handles etc – staff in classes Cleaning products in class</p>	<p>WP</p> <p>WP/AM DE</p> <p>All in school</p> <p>WP</p>	<p>22.5.20</p> <p>22.5.20</p> <p>18.5.20</p> <p>22.5.20</p>

What are the hazards?	Who might be harmed and how?	Checklist	What further action is necessary?	By who?	By when?
		<p>million (ppm) available chlorine (av.cl.) <b>or</b> a neutral purpose detergent followed by disinfection (1000 ppm av.cl.).</p> <p>See PHE advice the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></p> <p>Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p><b>When cleaning a contaminated area</b> Cleaning staff to:</p> <ul style="list-style-type: none"> <li>• Wear disposable gloves and apron</li> <li>• Wash their hands with soap and water once they remove their gloves and apron</li> <li>• Fluid resistant surgical mask if splashing likely</li> <li>• Hands should be washed with soap and water for 20 seconds and dried thoroughly, after all PPE has been removed.</li> </ul> <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p> <p>Hand towels and hand wash are to be checked and replaced as needed by site / cleaning staff.</p> <p>Enhance the cleaning regimes for toilet facilities, particularly door handles, locks, and the toilet flush, etc.</p> <p>Only cleaning products supplied by the school / contract cleaners are to be used. School to obtain the risk assessment from contract cleaning staff for assurance on social distancing and their methods for cleaning the school site each day in particular to the cleaning required for door handles and taps etc.</p> <p>Different groups/ "Bubbles" do not need allocated toilet blocks, but toilets will be cleaned regularly, and pupils encouraged to clean their hands thoroughly after using the toilet.</p>	<p>4.PPE needs for Caretaking team to be discussed and agreed with AM and DE</p> <p>5.WP Liaise with Nviro to ensure that they comply with enhanced measures</p> <p>6. Toilet checks during the day</p> <p>7.Research new products being used by NViro for the rest of the school cleaning - 28 day Antibac Santiser products to be added to furniture and touch points to enhance daily cleaning regimes</p> <p>8.WP to keep a record of monitoring of cleaing standards and discuss with NViro</p>	<p>WP</p> <p>WP</p> <p>WP</p> <p>WP/AM/DE</p>	<p>22.5.20</p> <p>From 1.6.20</p> <p>1.9.20</p> <p>1.9.20</p>

What are the hazards?	Who might be harmed and how?	Checklist	What further action is necessary?	By who?	By when?
		<p>The COVID-19: cleaning of non-healthcare settings guidance is followed. Outdoor playground equipment should be cleaned more frequently. This includes resources used inside and outside by wrap around care providers as set out in the School Lettings Policy/Contract.</p> <p>The SBM monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</p>			
<p><b>Contact points</b> <b>Equipment use</b> <b>printers,</b> <b>workstations,</b> <b>apparatus,</b> <b>machinery etc.</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p><b>Actions (cleaning – continued)</b></p> <p>Parents to ensure children have their own water bottles in school to reduce contact with water fountains</p> <p>Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks).</p> <p><b>Activities and resources</b> Re-plan lessons / activities to avoid shared resources. Limit practical work in DT, science. Further consideration to be given to the teaching of curriculum in practical subjects and how this can be amended to ensure minimum contact with equipment. Equipment to be properly cleaned after use.</p> <p>Try to avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically), photocopying, etc.</p>	<p>1.Purchase of specialist cleaning products</p> <p>2.daily cleaning of technology used in school.</p> <p>3.Each bubble to have their own resources – no sharing of resources across bubbles. EYFS use items easy to clean. Stock of Milton sterilizing fluid available for soaking plastic items</p> <p>4.Pupils given own books etc and trays limit sharing of equipment. Equipment can be shared in the bubble – regular cleaning regime for equipment</p>	<p>WP</p> <p>AM</p> <p>Teachers WP</p> <p>WP</p>	<p>15.6.20</p> <p>2.6.20</p> <p>1.6.20</p> <p>1.6.20</p>
<p><b>ADHERENCE TO RULES WITHIN SCHOOL</b></p>		<p><i>National framework requirements: Update behaviour policies to reflect the new rules and routines necessary to reduce risk in your setting and agree how to communicate this to school staff, students and parents and review uniform expectations.</i></p> <p><b>Actions:</b> Update behaviour policies</p>	<p>1.Rules to be included in plan – new posters around school advice to parents New home school agreement amendment for covid-19</p>	NM	18.5.20

What are the hazards?	Who might be harmed and how?	Checklist	What further action is necessary?	By who?	By when?
		<p>Communicate the new rules to staff, students and parents</p> <p>Reinforce the new rules through daily teacher reminders</p> <p>Display the new rules prominently through the school and at the gate</p>			
<b>Lunchtimes and Use of Hall</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p><i>National Framework requirements:</i></p> <p><i>Work with your catering supplier to ensure meals are available for all children in school. Also, consider your arrangements for those year groups still out of school and eligible for benefits related free school meals.</i></p> <p><i>Guidance:</i></p> <p><i>Schools need to provide meals including Free School Meals, to reopen their kitchens and ensure food preparation and serving meets protective measures standards. Continue to offer meals/ food parcels for benefits-related FSM pupils who are not in school.</i></p>	<p>All Meals in hall on staggered 2 bubble rota.</p> <p>-packed lunch for first 5 days to ensure any issues are ironed out before hot meals commence</p> <p>-Hand washing before and after meals</p> <p>-no sharing</p> <p>-easy to eat meal avoid staff intervention</p>	SLT	1.6.20
		<p>All persons should be required to stay on site once they have entered it and not use local shops etc.</p>		SLT	1.6.20
		<p>Break times should be staggered to reduce congestion and contact at all times.</p>	<p>1. Staff to be told that they should avoid leaving site –school lunch can be purchased by staff member)</p>	WP	1.6.20
		<p>Reinforce handwashing prior to eating food and after food. Hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p>	<p>2. Pupils to bring water bottles – caterer wont be providing water bottles – school to buy a supply from costco.</p>	SLT	1.6.20
		<p>All persons should be kept as far apart as possible whilst eating</p>	<p>3. see Lunch break – see rota and staff allocated to each class</p>	AM/DE	1.6.20
		<p>Pupils to eat in their allocated groups. Introduce controlled queuing to aid social distancing (markers on the ground) – provide Perspex screen to the hatch area to enable catering staff to be distanced – part funded by 12 15 if necessary</p>	<p>4. Bins with lids to be added to each room – double bagging before disposal. Order of 20 extra bins due 6.6.20</p>	SLT	1.6.20
		<p>Meals to be eaten as far apart as possible (2 metres) and tables cleaned between each session</p>	<p>5. Agree picnic outside with SLT on a day to day basis weather dependent</p>	WP	1.9.20
		<p>Discuss provision and delivery with Catering provider. Consider change to meal provision, delivery of lunches to groups in classes etc.</p>			
<p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.</p>					

What are the hazards?	Who might be harmed and how?	Checklist	What further action is necessary?	By who?	By when?
		<p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles etc.</p>	<p>6. Clearing stations to be reviewed with catering staff and flight trays to be provided for all meals to reduce movement – cutlery to be put on the flight tray to avoid cross contamination. WP to work with Twelve-15 to agree changes to working practice. Length of lunch time might need to increase by 15 minutes – implication for funding of additional cost.</p> <p>7. Purchase of Perspex screen – to be part funded by twelve-15 if necessary</p>	WP	1.9.20
<b>Travel off site</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Travel is only required for essential purposes. No offsite visits run.</p> <p>Implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family).</p> <p>All persons urged to consider all other forms of transport before public transport. If public transport cannot be avoided, in addition to social distancing and hygiene practices, individuals may consider wearing a non-medical face covering, if it can be done safely.</p> <p>Parents and pupils are discouraged from using public transport, where possible particularly during peak times.</p>	<p>1. No travel off site except to Laleham</p> <p>2. Discuss travel to and from work with staff</p> <p>3. Advice to parents in FAQs</p>	<p>SLT</p> <p>NM</p>	<p>1.6.20</p> <p>13.7.20</p>
<b>Contractors</b>	Contractors, Staff, Students / pupils / wider contacts,	Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding social distancing and good hygiene.	<p>1. Discussion with Quatrefoils re current works</p> <p>2. AM to be aware for buyback works</p>	<p>WP</p> <p>WP</p>	<p>22.5.20</p> <p>18.5.20</p>

What are the hazards?	Who might be harmed and how?	Checklist	What further action is necessary?	By who?	By when?
	Spread of COVID 19	<p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</p> <p>All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering and leaving the site.</p> <p>Agree approach to scheduled / ongoing building works. Site inductions are to be carried out following social distancing principles (2m separation). School's to seek confirmation of the contractors method statement / risk assessment.</p>			
<p><b>Lack of awareness of PHE / school controls Including Good Hand Hygiene</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Posters will be displayed in the reception, welfare areas and in suitable places around site.</p> <p>Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.</p> <p>Ensure good, clear communications with parents/carers and wider school community  The School will ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.  Supervision of hand sanitiser use will take place due to risk around ingestion. Younger pupils and pupils with complex needs will continue to be helped to clean their hands properly.  The school will build hand washing routines into school culture, supported by behaviour expectations set out in the school Behaviour Policy.  Pupils arriving at school wearing a face covering are instructed not to touch the front of their face covering during use or when removing them. They immediately wash their hands on arrival, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they take home with them, and then wash their hands again before heading to their classroom. Guidance on safe working in education, childcare and children's social care provides more advice.  Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers in classrooms and other learning environments.</p>	<p>1. Poster – ZP to do</p> <p>2. Advice to parents FAQs to be sent out before end of term to include current advice.</p> <p>3. Update advice to parents on face coverings</p>	<p>ZP</p> <p>NM/SLT/WP</p> <p>NM</p>	<p>20.5.20</p> <p>28.8.20</p>

What are the hazards?	Who might be harmed and how?	Checklist	What further action is necessary?	By who?	By when?
Provision of first aid	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>It is accepted that 2m social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so. Those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion. <b>See also 'provision of personal care' and 'Suspected case whilst working on site'.</b></p> <p>First aid rooms can be very busy and are often small rooms. Schools should make arrangement for only one person being treated in the first aid room at a time and allocate another room / area as a waiting/collection area.</p> <p>If daily medication is administered from 1<sup>st</sup> aid rooms then consider if this needs relocating to reduce demand on space.</p>	<p>1. First Aid to be provided in class unless more intensive support needed then Business Office is to be used. (Medical Room is to be used for isolation only )</p> <p>2. Stock of medical supplies to be checked</p> <p>3. Waiting area for first aid issues for collection – soft chair outside zebra class – then cleaned with spray disinfectant</p> <p>4. Medical red bags to be checked to ensure first aid supplies are adequate and any medication included</p>	<p>WP</p> <p>ZP</p> <p>WP</p> <p>WP/ Teacher</p>	<p>22.5.20</p> <p>22.5.20</p> <p>18.5.20</p> <p>22.5.20</p>

What are the hazards?	Who might be harmed and how?	Checklist	What further action is necessary?	By who?	By when?
Provision of personal care	Staff, Students / pupils / wider contacts	<p><i>National Framework requirement: Make arrangements for the very small number of cases where personal protective equipment (PPE) supplies will be needed: if your staff provide intimate care for any children or young people and for cases where a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home.</i></p>	1. Poster of PPE protocols for Isolation room	WP	22.5.20
	Spread of COVID 19	Establish procurement route, stock monitoring and ordering system. Ensure staff know the whereabouts of PPE, and are trained to use it safely.	2. Contact SCC re. masks for medical room - provided	WP	22.5.20
		PPE is only needed in a very small number of cases:	3. Protocol pupil with symptoms or saying they feel unwell.	WP	22.5.20
		<ul style="list-style-type: none"> <li>children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</li> </ul>	4. Procurement of PPE on going	WP/AM	Ongoing
		<ul style="list-style-type: none"> <li>PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus symptoms</li> </ul>	5. DFE issued supply of Covid19 home tests for anyone unable to access their own test arrangements	WP/VE	28.8.20
		<ul style="list-style-type: none"> <li>More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.</li> <li>In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</li> <li>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test &amp; Trace.</li> </ul> <p>PPE is required if a child or staff falls ill and requires direct personal care on site:</p> <ul style="list-style-type: none"> <li>Fluid resistant surgical mask worn by supervising adult if 2m distance cannot be maintained</li> <li>Disposable gloves, disposable apron, fluid-resistant surgical mask worn if contact is necessary</li> <li>Eye protection if there is a risk of splashing (e.g. coughing, spitting, vomiting)</li> </ul> <p>Review PPE protocols for routine provision of intimate care and ensure adequate supply.</p>	6 Additional supplies of face masks and Visor ordered to be prepared in case of changes to current DFE recommendations	WP	28.8.20

What are the hazards?	Who might be harmed and how?	Checklist	What further action is necessary?	By who?	By when?
<b>Emergency procedures (Fire alarm activations etc)</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but will be for short period).  Try to maintain 2m separation at assembly areas (where space permits). Increased supervision and reiteration of messages to occupants  Review any Personal Evacuation Emergency Plans (PEEPS) to ensure that arrangements are still adequate and relevant.	5. New Fire Procedures to be reviewed for addition – currently no PEEPs needed in school	WP	18.5.20
<b>Deliveries &amp; Waste collection.</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	Do not approach delivery staff, allow packages to be left in a safe place.  Hands are to be thoroughly washed after handling all deliveries or waste materials.  Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).	1. Sept deliveries arriving – only one member of staff to deal with each delivery. “Center of operations” for sept stock sorting. Delivery only to door. Increased hygiene to include sanitiser whilst sorting new stock. Leave for 48 hours before sorting where possible.	WP	ongoing
<b>Premises safety</b>	Staff, Students / pupils  Wider safeguarding / safety risks	Ensure all ‘normal’ tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc. Ensure all key services are operational Flush all water outlets thorough in areas of the school which have been closed for period of time.  Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)	1. Review of all compliance arrangements – review of compliance checking for summer – schedule for PAT testing updated.	WP/AM	1.6.20 1.7.20
<b>SUSPECTED CASE ON-SITE</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	National Framework requirement:  Plan the school level response should someone fall ill on site (in line with relevant government guidance).  Main symptoms of COVID-19 are a temperature (37.5°C or chest/back feeling hot to the touch) and/ or new, continuous cough, or a change or loss of taste or smell.  Actions:	1. Protocol to be displayed in isolation room  2. Single use tempdots in place – individual to use not staff – checker must wear gloves. Additional forehead temp scanner purchased  3. Ensure adequate staff who have been trained in clearing / cleaning	WP  WP  WP	1.6.20  22.6.20  22.6.20

What are the hazards?	Who might be harmed and how?	Checklist	What further action is necessary?	By who?	By when?
		<p>Establish protocol and train all staff on swift and safe response to suspected cases on site.            Communicate protocol clearly to parents and carers.            Designate waiting room/s for symptomatic child/children waiting to be collected.            Acquire PPE<sup>1</sup> for staff to use if supervising a child waiting to be collected, train staff on whereabouts and safe use of PPE. Set up PPE stock record/ ordering system.            Consider information leaflet for parents on isolation, testing and notification procedure            Set up log of symptomatic individuals, tests taken, test results.</p> <p>E.g. Considerations for protocol:  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#additional-questions">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#additional-questions</a></p> <ul style="list-style-type: none"> <li>• Ensure all children are reminded daily to inform their teacher if they feel poorly</li> <li>• Establish clear communication protocol in school, for quickly notifying key staff and parent/carer</li> <li>• Set up COVID-19 risk/ incident log, for oversight by the safeguarding governor and further debrief/ training</li> <li>• Child/ staff member with symptoms should go home as soon as possible.</li> <li>• While waiting for collection, the child should wait in a well-ventilated room with a closed door, or if they cannot be isolated then move them to an area which is at least 2m away from others</li> <li>• PPE is required if a child or staff falls ill with coronavirus symptoms (young child or with complex needs) and requires direct personal care on site:               <ul style="list-style-type: none"> <li>○ Fluid resistant surgical mask worn by supervising adult if 2m distance cannot be maintained</li> <li>○ Disposable gloves, disposable apron, fluid-resistant surgical mask worn if contact is necessary</li> </ul> </li> </ul>	<p>following incidents are on site when no caretakers available.</p> <p>4.Order new PPE for caretakers including face shields, and medical grade masks – expected by 30.6.20</p> <p>5.New bubbles or children added to bubbles – staff to reiterate hygiene and social distancing rules.</p> <p>6.Revised Home School Agreement to be given to parents on arrival.</p> <p>7. Prepare a simple information for parents on how to access a test (to be given to anyone sent home)</p>	<p>WP</p> <p>ALL</p> <p>WP</p> <p>WP</p>	<p>30.6.20</p> <p>6/7/20</p> <p>6/7/20</p> <p>1/9/20</p>

<sup>1</sup> Obtain through local PPE chains, or if difficult to obtain, approach local resilience forum.  
 Risk Assessment 15.5.20 (updated 20.6.20 and 6.7.2020)

What are the hazards?	Who might be harmed and how?	Checklist	What further action is necessary?	By who?	By when?
		<ul style="list-style-type: none"> <li>○ Eye protection if there is a risk of splashing (e.g. coughing, spitting, vomiting)</li> <li>• Parents/ carers/ symptomatic staff provided with self-isolation advice, and information about seeking help</li> <li>• Advise that testing is available for symptomatic staff <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a> and children (aged 5 or over, via <a href="#">111 online service</a>; aged under 5 by calling 111) to ensure that cases of coronavirus are identified promptly</li> <li>• Safe disposal of PPE and areas occupied and equipment used by the affected person cleaned and disinfected, as per guidance <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>• Clean the affected area with normal household disinfectant</li> <li>• Supervising staff member and cohort wash hands thoroughly, do not need to go home unless they develop symptoms or the child subsequently tests positive.</li> <li>• Headteacher follow up if test result is not received.</li> <li>• If one student or teacher tests positive for coronavirus, the whole class / group may need to be sent home and advised to self-isolate for 14 days (the other household members of the wider class or group do not need to self-isolate unless the child or staff member they with in that group subsequently develops symptoms). <i>Advice from PHE will be immediately sort and the Area School Team advised.</i></li> <li>• Log completed</li> </ul> <p>Always call 999 in an emergency.</p> <p>Isolation rules <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a>:</p> <ul style="list-style-type: none"> <li>• Symptomatic individuals should self-isolate for 7 days, or longer if still unwell or feverish (contact NHS 111 or 111 online if symptoms persist).</li> <li>• Household members should self-isolate for 14 days.</li> <li>• If household members develop symptoms, they should isolate for 7 days (or longer if still unwell) from the start of their symptoms.</li> <li>• There is no need for households to start their isolation again if a second member falls ill.</li> </ul>			

What are the hazards?	Who might be harmed and how?	Checklist	What further action is necessary?	By who?	By when?
		<ul style="list-style-type: none"> <li>On receipt of a negative test result, a pupil or staff member may return.</li> </ul> <p>Testing is available for all staff, pupils and their households.</p>			
<p><b>Response to infection</b> <b>Test and trace</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<ul style="list-style-type: none"> <li>NHS Test and Trace process to be followed and understand how to contact their local <a href="#">Public Health England health protection team</a>. Staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> <li><a href="#">book a test</a> 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 pupils 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</li> <li>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 &amp; Trace</li> <li><a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> </ul> </li> <li>A small number of home testing kits available to be given directly to parents/carers collecting a child who has developed symptoms at school or staff who have developed symptoms at schools, where providing a test will increase the likelihood of them getting tested.</li> <li>The school will ask parents and staff to inform them immediately of the result of the test: <ul style="list-style-type: none"> <li>If someone tests negative, if they feel well and no longer have symptoms similar to COVID-19 they can stop self-isolating.</li> </ul> </li> </ul>	<p><b>1.Update medical protocol</b></p> <p><b>2.Home tests received</b></p> <p><b>3. Reminder of advice on self-isolating to be sent to parents</b></p>	<p>WP</p> <p>WP</p> <p>NM</p>	<p>1.9.20</p> <p>27.8.20</p> <p>27.8.20</p>

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		If someone test positive they should follow the ' <a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a> ' and must continue to self-isolate for at least 7 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. Other members of their household should continue self-isolating for the full 14 days			
<b>Response to infection</b>  Contain any outbreaks		<ul style="list-style-type: none"> <li>If two or more cases are confirmed within 14 days or an overall rise in sickness absence where COVID-19 is suspected, there may be an outbreak and the local health protection will advise on any additional action required.</li> <li>Follow local health protection advice, this may include a larger number of other pupils self-isolate at home as a precaution.</li> <li>In consultations with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who tested positive.</li> <li>Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating.</li> </ul>	1.SLT to plan for immediate response to remote learning should this be needed	SLT/Teachers	1.9.20
<b>Emergencies</b>		<ul style="list-style-type: none"> <li>All pupil emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>Parents are contacted as soon as practicable in the event of an emergency.</li> <li>Pupil alternative contacts are called where their primary emergency contact cannot be contacted.</li> <li>The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.</li> </ul>	1.Office to send out details to parents of parentlite to ensure that details are up to date. 2.review of contacts to take place and parents contacted who have failed to provide additional contacts 3.Article for Highlights	WP/VE	30.9.20
<b>Increasing numbers of pupils within school</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<ul style="list-style-type: none"> <li>Organise bubbles to ensure that they are consistent</li> <li>Only add minimal number of new pupils to existing bubbles</li> <li>Ensure staff reiterate rules and hygiene on day1</li> <li>Timetabling review for use of outside spaces</li> <li>Pupils will be kept in the same small bubbles at all times each day.</li> </ul>	1.FAQ to staff reminding to go over the school rules and classroom arrangements on day 1 and reiterate again later in week 2.Ensure adequate break-out spaces to support grouping within bubbles to help with delivery of curriculum	NM/SLT  HB/RA Rotas	13.7.20  1.9.20

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		<ul style="list-style-type: none"> <li>Pupil groups will have staggered timetables, including for break and lunch times, drop off and pick up times, to avoid too many pupils being in one place at the same time.</li> <li>Pupils will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</li> <li>Rooms will be accessed directly from outside where possible, and any corridors will have limited circulation (one-way system to be reviewed but unlikely to be practical)</li> <li>All shared rooms will be kept at half capacity to allow groups to keep apart when using them. They will be cleaned between each use. Lunch will be brought to pupils in their classrooms.</li> <li>Toilet use will be managed to avoid crowding.</li> </ul>	<p>3.email to staff regarding revised timetable for outside spaces</p>	<p>HB(First few days email)</p>	<p>13.7.20</p>
<p><b>Staff returning to full hours</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<ul style="list-style-type: none"> <li>Increased numbers in school need constant reminders of social distancing</li> <li>Limit numbers in staffroom at any one time</li> <li>Poster and advice review across the school</li> <li>Staff and contractors not working with pupil groups will be asked to maintain 2m distances from each other and from the pupil groups.</li> <li>Additional work areas to be allocated – 2 only in PPA room, 1 person in SLT office, work areas in Buffalo class and Llama class. Dolphins computer access. New workstation set up in hall room. Reallocate laptops as required.</li> <li>Mobile webcam purchased for zoom meetings</li> <li>Teachers working 1 day from home on PPA, Reports, planning and leadership</li> <li>Support staff offered condensed hours where appropriate for the role</li> </ul>	<ol style="list-style-type: none"> <li>1.Email to TLASs explaining options for condensed hours</li> <li>2.Signage regarding use of rooms</li> <li>3.Try out webcam</li> <li>4.Gloves and sanitizer added by Riso</li> <li>5.Sanitizer added to tea and coffee area in staffroom</li> <li>6.Continue to limit numbers in staffroom</li> <li>7.Vulnerable staff supported to have breaks in other areas if they don't want to access staffroom</li> <li>8.OH referrals completed for staff with health vulnerabilities and risk assessment in place where needed</li> </ol>	<p>WP/SLT</p>	<p>23.6.20</p>

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<b>Movement of pupils between bubbles</b>  <b>Families being split between bubbles</b>  <b>Staff and family members being split over different bubbles</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<ul style="list-style-type: none"> <li>Pupils will be kept in the same Bubbles at all times each day unless the mental health or wellbeing of a pupil might be compromised ie relationship issue in the bubble, imbalance or staff recognise it is in best of interest of child to move.</li> <li>This increases risk to closure for families and staff but with the reduction in risk level to 1:1700 it is a balanced risk as the lockdown requirements ease.</li> <li>Staffing needs to maintain consistency particularly in KS1 necessitate a split for staff member pupils to different year groups</li> </ul>	1.Ensure that the staff lead of bubble to which the child is proposed to move is happy with the change and understand the reasons  2.Discuss with staff affected by contact with multiple bubbles due to being a staff members and a parent. Provide a support and risk assess if required.	WP/SLT  WP	6/7/20  6/7/20
<b>Keyworker provision continuing into summer holidays – Government guidance states not requirement to provide</b>	Keyworker families if unable to obtain childcare in holiday period	<ul style="list-style-type: none"> <li>Impact of schoolworks and caretaker leave</li> <li>Need for staff to have a break from school</li> <li>Unable to fund provision from within the school budget</li> <li>School has never previously providing holiday provision and therefore families have found alternative provision</li> </ul>	1.Liaise with Sport Focus and SST to check whether any open schemes are available and notify parents to ensure they are aware of local provision	WP	6.7.20
<b>Dealing with Anxiety Mental Health and Wellbeing</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<ul style="list-style-type: none"> <li>Guidance provides for Clinical highly vulnerable and vulnerable staff to return to work. Once school is fully operational there is little opportunity to work from home.</li> <li>OH referrals for staff in groups – additional referral if staff members identifies any new concern.</li> <li>PPE requirement in line with advice from OH. Social Distancing to be strictly observed – individual to also take responsibility for ensuring the social distancing.</li> <li>Individual risk assessment for staff or pupils where appropriate</li> <li>Review any needs for staff in relation to pregnancy</li> <li>Training for staff</li> <li>HB written first 3 days guidance for staff on delivering mental health and wellbeing- building resilience sessions</li> </ul>	1.Ensure all staff complete the anxiety and covid-19 training  2.review mental health & wellbeing Policy	WP  WP/NM/AF/Wellbeing team	13.7.20

## Relevant links

Guidance for educational settings

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19> (applicable to May 31st)

Actions to prepare for wider opening from June 1st

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

Implementing protective measures in education

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>

Cleaning of non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

COVID-19 poster [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/876220/COVID19\\_Guidance\\_Education.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876220/COVID19_Guidance_Education.pdf)

Managing premises <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider> (applicable to May 31st)

Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

First aid 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>

Updated guidance on who should wear masks : <https://www.who.int/news-room/q-a-detail/q-a-children-and-masks-related-to-covid-19>