

## Return to school risk assessment – Full Opening of Schools

School	St Nicholas CE Primary School	Assessment Date	8/07/2020	Completed by:	N.Smith
	Updated		2 Sept 2020 2 Nov 2020 3 March 2021		

**THIS MODEL RISK ASSESSMENT NEEDS TO BE UPDATED REGULARLY IN ACCORDANCE WITH GOVERNMENT ADVICE.**

**IT SHOULD SUPPLEMENT ANY EXISTING RISK ASSESSMENTS IN EDUCATIONAL SETTINGS.**

**IT IS NOT A GENERIC RISK ASSESSMENT THAT JUST APPLIES TO EVERY SETTING. IT IS IMPORTANT THAT HEADTEACHERS/MANAGERS GO THROUGH AND ADAPT THE RISK ASSESSMENT FOR THEIR OWN SCHOOL OR EARLY YEARS SETTING.**

**IT IS STRONGLY RECOMMENDED THAT YOU INVOLVE EMPLOYEES IN THE RISK ASSESSMENT PROCESS. ONCE COMPLETE SHARE THE FINDINGS AND PROVIDE ANY INSTRUCTION NEEDED TO IMPLEMENT MEASURES. LOCAL MONITORING MUST ALSO FOLLOW TO ENSURE MEASURES ARE IMPLEMENTED AND CONTROLLING THE RISKS.**

**In completing this risk assessment it needs to be recognised that neither myself, Nicola Smith, Headteacher, nor the Governors of our school have experience of viral transmission or of mitigating the risks. We are not able to eradicate the risks to staff or children but in carrying out the risk assessment and actions we hope to mitigate some of the risks to keep everyone safe.**

What are the hazards?	Who might be harmed?	What are you already doing?	What further action is necessary?	Action by whom and by when?	Date Complete d/Outcome
Incomplete H&S compliance checks	All attending school	<ul style="list-style-type: none"> <li>School has ensured all statutory compliance checks are up to date</li> <li>prior to reopening for the autumn term, all the usual pre-term building checks are undertaken to make the school safe, including legionella checks. Advice on this can be found in the guidance on Legionella risks during the coronavirus outbreak.</li> </ul>	<ul style="list-style-type: none"> <li>HSE's classroom checklist to be completed</li> <li>Additional advice on safely reoccupying buildings can be found in the Chartered Institute of Building Services Engineers' guidance</li> </ul>	S.	

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			<p>on emerging from lockdown</p> <ul style="list-style-type: none"> <li>Also refer to Refer to LCA document 'LCA Guidance for members on Reopening Buildings'</li> </ul>		
Contracting Covid 19 virus	<p>All attending school by contracting the virus through:</p> <ul style="list-style-type: none"> <li>contact with an infected person</li> <li>poor hygiene</li> <li>not social distancing</li> </ul>	<p>Following up to date Government guidance by –</p> <ul style="list-style-type: none"> <li>minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges</li> <li>raise awareness of signs and symptoms</li> <li>cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered</li> <li>Reviewing guidance on hand cleaning</li> <li>ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other</li> </ul>	<p>The following applies to all hazards listed -</p> <p>School to provide training, supervision, information.</p> <p>Some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules)</p> <p>School to issue regular reminders to both staff and pupils</p> <p>Posters to be displayed in line with Government advice</p>	Schools as and when necessary	

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	<ul style="list-style-type: none"> <li>touching contaminated surfaces</li> </ul>	<p>learning environments</p> <ul style="list-style-type: none"> <li>clean hands on arrival at the setting, before and after eating, after sneezing or coughing, when returning from breaks, when changing rooms and after using the toilet</li> <li>encourage not to touch their mouth, eyes and nose</li> <li>ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</li> <li>Ensuring enough bins and tissues are available throughout school</li> <li>Assisting young pupils and those with complex needs maintain good respiratory hygiene</li> <li>minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)</li> <li>Staff aware of access to testing arrangements</li> <li>follow the COVID-19: cleaning of non-healthcare settings guidance and further guidance issued by PHE SW <a href="http://thehub.bathnes.gov.uk/Services/4636">http://thehub.bathnes.gov.uk/Services/4636</a></li> </ul>	<ul style="list-style-type: none"> <li>Regular and thorough hand cleaning is going to be needed for the foreseeable future. Points to consider and implement:</li> <li>supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative Hand sanitiser without alcohol to be used across school.</li> <li>building these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex</li> </ul>		

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		<ul style="list-style-type: none"> <li>○ cleaning frequently touched surfaces often using standard products, such as detergents and bleach.</li> <li>○ clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal</li> <li>○ discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this</li> <li>○ prop doors open during the school day, where safe to do so (not fire doors), consider fire and safeguarding issues, to limit use of door handles and aid ventilation</li> <li>○ cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. This should include when they arrive at school, when they return from breaks, when they change rooms before and after eating and after using the toilet</li> </ul> <ul style="list-style-type: none"> <li>● if required, ensuring young pupils have help in cleaning hands thoroughly</li> </ul>	<p>needs understand the need to follow them</p> <p>Hand wash schedule is in place.</p> <p>Classrooms and play spaces set up to encourage social distancing with the younger children. Desks to be separated and spaces to be divided.</p>		

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		<ul style="list-style-type: none"> <li>engaging parents and children in education resources such as e-bug and PHE schools resources</li> <li>Reduce the use of Shared resources such as books and games: <ul style="list-style-type: none"> <li>can be used and shared within the bubble</li> <li>these will be cleaned regularly along with all frequently touched surfaces</li> </ul> </li> <li>Pupils and teachers can take books and other shared resources home, although unnecessary sharing will be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation will apply to these resources.</li> <li>Individual and very frequently used equipment, such as pencils and pens, will not be shared. Staff and pupils will have their own</li> <li>prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces will be cleaned and disinfected more frequently</li> </ul>	<p>All sides in classrooms to be cleared for easy cleaning.</p> <p>Dining hall to be set up to seat maximum of 110 (half capacity)(max 4 per table apart from reception who will sit at tables of 6) 3 sittings.</p> <p>Cleaner to be employed from 11am every day.</p> <p>Classrooms to be vacated by 4pm every day. AT 4pm teachers may sit at their desk and work but all other surfaces must be cleared.</p> <p>Schedule for handwashing and resource cleaning has been produced. Resources will be quarantined for 48 hours.</p>		

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		<ul style="list-style-type: none"> <li>Resources that are shared between classes or bubbles, such as sports, art and science equipment will be 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.</li> <li>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. Bags are allowed</li> <li>school will keep a record of pupils and staff in each group, and any close contact that takes place between children and staff in different groups.</li> </ul>	<p>Parents informed, books will be quarantined for 48 hours.</p> <ul style="list-style-type: none"> <li>All doors to be closed in event of fire evacuation and at end of day</li> <li>Play equipment given to each bubble</li> </ul> <p>In KS 2 all items are kept in the child's drawer.</p> <p>Seating plan for each class Crossing of bubbles only as timetabled. HLTAs now allocated to bubbles with only teacher absences being a cause of cross bubble movements in extreme circumstances. One HLTA allocated to each bubble.</p>		

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Infection outbreak/cases	All attending school or in class/bubble	<ul style="list-style-type: none"> <li>Schools will take swift action when aware that someone who has attended has tested positive for coronavirus (COVID-19)</li> <li>School will ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team.</li> <li>School will engage with the NHS Test and Trace process  <a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus</a> </li> </ul> <p><a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></p> <ul style="list-style-type: none"> <li>manage confirmed cases amongst the school community</li> <li>contain any outbreak by following local health protection team advice as detailed in PHE SW HPT: Guidance for Childcare and Educational Settings in the management of Covid-19, Version 3, 05.06.2020 – <a href="http://thehub.bathnes.gov.uk/Services/4636">http://thehub.bathnes.gov.uk/Services/4636</a></li> <li>school keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups</li> </ul>	<p>In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will also need a contingency plan for this eventuality. This may involve a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other pupils.</p> <p>Remote curriculum being planned for each week. All staff now proficient in using Google classrooms. All teaching staff trained to use Google classrooms. Paperpacks would be sent out with children at point of closure. Virtual learning would</p>		

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			<p>be timetabled to ensure there were no sibling clashes.</p> <p>Computers being lent to pupils who need them.</p>		
Cleaning	Cleaners and all others attending school	<ul style="list-style-type: none"> <li>Following PHE and PHE SW guidance having a cleaning schedule, correct cleaning materials, disposal clothes, colour coded clothes for different areas etc.</li> </ul>	<ul style="list-style-type: none"> <li>Cleaning schedule in place.</li> </ul>		
Waste	All attending the school who may be in contact with it.	<ul style="list-style-type: none"> <li>Following PHE and PHE SW guidance adequate facilities for the disposal of waste and PPE and adequate storage procedures prior to collection.</li> </ul>			
Class sizes <u>and maintaining distances</u>	All attending school by close contact with pupils/staff and being unable to keep a minimum of <u>ideally 2</u> meters distance apart	<ul style="list-style-type: none"> <li>Where possible, school to implement smaller groups the size of a full class keeping groups away from other groups where possible, to reduce transmission risk.</li> <li>If capacity allows, school will take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible</li> <li>older children should be encouraged to keep their distance within groups</li> <li>For pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage continue to apply</li> <li>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable but will try to keep their distance from pupils and</li> </ul>	<p>Desks will be allocated in rooms – reception children will continue to free-flow.</p> <p>Staff should mix as little as possible keeping to their class team. All meetings should be through Google, no personal meetings including with parallel teachers. When the weather allows teachers may meet 1:1 outside.</p> <p>Masks must be worn in the corridors by all staff and in the lunch hall when on duty. Staff</p>	N.Smith	Staff Brief meeting September 1st



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		<p>other staff as much as they can, ideally 2 metres from other adults</p> <ul style="list-style-type: none"> <li>• Staff to reduce face to face contact and avoid close face to face contact, minimising time spent within 1 metre of anyone (this will not be possible when working with pupils who have complex needs or need close contact care)</li> <li>• ensure that wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. In schools and colleges, consider seating students at the same desk each day if they attend on consecutive days</li> <li>• small adaptations to the classroom made to support distancing where possible, including seating pupils side by side and facing forwards, rather than face to face or side on</li> <li>• refresh the timetable: <ul style="list-style-type: none"> <li>○ decide which lessons or activities will be delivered</li> <li>○ consider which lessons or classroom activities could take place outdoors</li> <li>○ use the timetable and selection of classroom or other learning environment to reduce movement around the school or building</li> <li>○ stagger assembly groups</li> <li>○ stagger break times (including lunch), so that all children are not moving around the school at the</li> </ul> </li> </ul>	<p>on duty at the beginning and ends of the day must wear masks.</p> <p>Bubbles will be ; (please see additional sheet)</p> <p>Office staff</p> <p>Reception+</p> <p>year 1</p> <p>year 2</p> <p>Year 3</p> <p>Year 4</p> <p>Years 5</p> <p>Years 6</p> <p>Classrooms set up from year 3 upwards front facing in year 1 and 2 groups are kept to as small as possible</p> <p>Each year group has allocated play space.</p>	N Smith	10.7.20

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		<p>same time</p> <ul style="list-style-type: none"> <li>○ plan parents' drop-off and pick-up protocols that minimise adult to adult contact</li> <li>• in addition, childcare settings or early years groups in school should: <ul style="list-style-type: none"> <li>○ consider how to keep small groups of children together throughout the day and to avoid larger groups of children mixing</li> <li>○ consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously</li> </ul> </li> <li>• remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere</li> <li>• remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)</li> <li>• use outside space for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff</li> <li>• school keeps a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups.</li> </ul>	<p>Virtual worship daily.</p> <p>No music lessons involving musical instruments.</p> <p>PE use of equipment to what can be easily anti bac wiped. Each bubble to have a set of balls to use within pod, cleaning schedule explains cleaning of these.</p> <p>Plan of staggered pick up and drop off has been sent out to parents.</p> <p>PE outside as much as possible. Hall can be used for socially distanced fitness.</p> <p>All sides to be cleared.</p> <p>Staggered starts relayed to parents with gates to be used in newsletter 5.03.2021.</p> <ul style="list-style-type: none"> <li>• Some schools may keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for</li> </ul>		

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			<p>specialist teaching, wraparound care and transport. Siblings may also be in different groups. Endeavouring to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits</p> <p>During lesson time pupils will be kept in class bubbles where teachers or HLTAs have to cross bubbles they should go to the class and keep 2 metres distance from the class.</p> <p>Timetables are clear as to which teachers are teaching which classes when. Allocated HLTA will cover for staff illness.</p> <p>Classrooms must be kept well ventilated, windows open and</p>		

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			<p>sliding doors an inch open, pod doors and doors onto the classroom should be kept open (apart from Midford class). Main doors on the corridor will be kept open.</p> <ul style="list-style-type: none"> <li>Additional risk assessment/procedures required for pupils with complex needs/close contact care</li> </ul> <p>actions for restraining and the use of PPE remain in place. Masks and gloves to be used if pupils require restraining.</p>		

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Pupils arriving/leaving school at start and end of day	All parents/carers/pupils being dropped off at school or arriving by school transport e.g. buses taxis	<ul style="list-style-type: none"> <li>School will consider how children and young people arrive at the education or childcare setting, avoiding peak times, and reduce any unnecessary travel on coaches, buses or public transport where possible. See Coronavirus (COVID-19): safer travel guidance for passengers for further details</li> <li>stagger <u>start</u>/drop-off and <u>end</u>/collection times</li> <li>parents and pupils advised of their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)</li> <li>access rooms directly from outside where possible</li> <li>if pupil needs to be accompanied to the education or childcare setting, only one parent can attend</li> <li>made clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</li> <li>If required, 2m markings by entrance to ensure</li> </ul>	<p>Schedule in place.</p> <p>Pupils to enter via specific gates. No parents to enter school without an appointment. Schedule in place All parents to wear face masks on the carpark and in school for urgent appointments. SLT on duty will wear face masks.</p> <p>Parents evenings will take place via Google or phone.</p> <p>All rooms have outside doors – staff to be advised to use these. Parents advised</p>	N.Smith	

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		social distancing and/or display guidance	Parents advised  N.Smith, K Biss and Will Low to police		
A pupil routinely attending more than one school	All staff and pupils	<ul style="list-style-type: none"> <li>School will work through the system of controls collaboratively to address any risks identified allowing to deliver a broad and balanced curriculum for the child.</li> </ul>	Not applicable		
<u>Pupils/staff arriving at school wearing face masks</u>	<u>Pupils and staff due to possible contamination</u>	<ul style="list-style-type: none"> <li>School has a process for removing face coverings which is communicate it clearly to everyone</li> <li>Pupils are instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom</li> <li>Guidance on safe working in education, childcare and children's social care provides</li> </ul>	Every class to have nappy sacks to put disposable masks in – these bags to be tied and placed in bin. Disposal should be at the point of entry.		

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		more advice.			
Supply teachers, peripatetic teachers and/or other temporary staff who move between schools	<u>All staff and pupils</u>	<ul style="list-style-type: none"> <li>School will minimise the numbers of temporary staff entering the school premises</li> <li>Tell visitor not to enter the education or childcare setting if they are displaying any symptoms of coronavirus. Inform all visitors, suppliers, and contractors that only pre-arranged calls will be allowed on site</li> <li>Covid 19 posters displayed in reception area</li> <li>Risk assessment from the contractor is viewed by the school before appointment (sent electronically)</li> <li>Contractor will be expected to comply with the school's arrangements for managing and minimising risk</li> <li>A copy of this risk assessment is available to view or can be sent electronically before visit</li> <li>Physical distancing and hygiene is explained to visitors on or before arrival.</li> <li>Contractors/school to ensure that they minimise contact and maintain as much distance as possible from other staff</li> <li>Record date, contact name and contact details for visitor, and request they contact the school if they subsequently become symptomatic.</li> </ul>	<ul style="list-style-type: none"> <li>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. A separate risk assessment/procedures will be in place</li> <li>All visitors will be expected to follow the schools COVID procedures. They will be given a leaflet explaining the expectations on arrival.</li> </ul>		
Extra-curricular provision- including	<u>Pupils and staff</u>	<ul style="list-style-type: none"> <li>Schools will carefully consider how to make such provision work alongside the wider</li> </ul>	Clubs are currently paused. 8/3/21. This will		

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breakfast club and after school provision		<p>protective measures, including keeping children within their year groups or bubbles where possible.</p> <ul style="list-style-type: none"> <li>• If it is not possible to maintain bubbles being used during the school day then schools will use small, consistent groups.</li> <li>• As with physical activity during the school day, contact sports should not take place.</li> </ul>	<p>be reviewed after Easter. Clubs will be limited and not involve mixed bubbles. No contact sports explained to staff. Private provider provides before and after school provision.</p>		
Music Lessons	<p>Pupils and staff</p> <p>There may be an additional risk of infection in environments where people are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance</p>	<ul style="list-style-type: none"> <li>• School to consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example: <ul style="list-style-type: none"> <li>○ physical distancing and playing outside wherever possible,</li> <li>○ positioning pupils back-to-back or side-to-side</li> <li>○ avoiding sharing of instruments</li> <li>○ ensuring good ventilation.</li> <li>○ Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.</li> </ul> </li> </ul>	<p><u>more detailed DfE guidance will be published shortly.</u></p> <p>No whole school singing</p>		
Physical activity		<ul style="list-style-type: none"> <li>• Pupils will be kept in consistent groups,</li> <li>• sports equipment will be thoroughly cleaned between each use by different individual groups</li> <li>• contact sports avoided.</li> <li>• Outdoor sports will be prioritised where possible</li> <li>• large indoor spaces used where it is not, maximising distancing between pupils and</li> </ul>	<p>All classes have allocated 2 PE slots outside each week.</p> <p>Move a mile in bubbles daily.</p> <p>Socially distanced fitness in the hall for individual work out when weather stops sport outside – to include Joe Wicks and</p>		



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		<p>paying scrupulous attention to cleaning and hygiene</p> <ul style="list-style-type: none"> <li>School will refer to and follow the following guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport advice from organisations such as the Association for Physical Education and the Youth Sport Trust</li> </ul>	Cosmic Yoga style fitness.		
Other visitors including parents/suppliers/contractors arriving at school	All staff, pupils and visitors/contractors	<ul style="list-style-type: none"> <li>Tell visitor not to enter the education or childcare setting if they are displaying any symptoms of coronavirus. Inform all visitors, suppliers, and contractors that only pre-arranged calls will be allowed on site</li> <li>Covid 19 posters displayed in reception area</li> <li>Inform any visitor, suppliers, contractors of any infection control procedures on site e.g. site guidance on physical distancing and hygiene is explained to visitors on or before arrival</li> <li>Deliveries arranged at quiet times or before or after school opening/closing.</li> <li>Agreement from Suppliers of their confirmation and understanding of the new arrangements should ideally be sought</li> <li>Record date, contact name and contact details for visitor, and request they contact the school if they subsequently become symptomatic.</li> </ul>	<ul style="list-style-type: none"> <li>Staff toilets in hall to be used toilet &amp; hand washing facilities for visitors and contractors. They will be advised to follow cleaning schedule in the toilets as all staff do.</li> <li>Provide visitor / supplier / contractor with a designated point of contact and phone number</li> </ul> <p>Unless an emergency ensure all contractors works are carried out 'outside of normal working hours'</p>	<p>SBL to brief as appropriate.</p> <p>SBL/Office staff to produce visitor leaflet</p>	<p>As required</p> <p>By 17<sup>th</sup> July</p>

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Entering and exiting school/classrooms	All staff, pupils, visitors/contractors	<ul style="list-style-type: none"> <li>• avoid creating busy corridors, entrances and exits</li> <li>• access rooms directly from outside where possible</li> <li>• consider one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors</li> <li>• staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time</li> <li>• staggering lunch breaks (see below)</li> </ul>	<p>Staff need to be briefed; Circulation planned down the corridor up the outside, pinch point joining of the corridors. Pinch point - give way from narrow corridor main corridor to have priority from the right.</p> <p>Timetable and duty list completed</p> <p>As above</p>		
Large gatherings in school hall/dining area/internal and external sports facilities	All staff, pupils, visitors, contractors	<ul style="list-style-type: none"> <li>• Use room/space at half capacity</li> <li>• staggering lunch breaks</li> <li>• children and young people should clean their hands beforehand and enter in the groups they are already in,</li> <li>• groups should be kept apart as much as possible and</li> <li>• tables should be cleaned between each group.</li> <li>• If such measures are not possible, children should be brought their lunch in their classrooms</li> </ul>	<p>Playground to be split up, dining hall seats to be allocated to pupils in class groups Three sittings instead of two. R and Ks1 =bubble 1=111 pupils (half hall capacity) Year 3 and 4 +Midford = bubble 2 =95 max Year 5 and 6 = bubble 3 = 80 max Cleaning schedule in place.</p> <p>Timetabled</p> <p>Table cleaning schedule in place</p>		

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			Play areas timetabled and staggered use.		
Using toilets	All staff, pupils, visitors, contractors	<ul style="list-style-type: none"> <li>ensuring that toilets do not become crowded by limiting the number using them. A 1 in 1 out system may be necessary</li> <li>pupils are encouraged to clean their hands thoroughly after using the toilet</li> <li>regular cleaning of area</li> </ul>	<p>1 toilet 1 person Toilet cleaning instructions in staff toilets – taps etc wiped down after every use.</p> <ul style="list-style-type: none"> <li>Cleaner in rotating around toilets and basins, handles from 11am every day</li> </ul>	N.Smith	Staff briefed 3 <sup>rd</sup> September
Pupil behaviour	All staff pupils, visitors, contractors	<ul style="list-style-type: none"> <li>Behaviour policy updated due to the need of pupils to behave differently when they return to school, this includes all new systems put in place due to Covid 19</li> <li>Communicated changes to pupils, parents and staff.</li> </ul>	Statement appendix agreed.	N.Smith Governors agreed at FGB	
Meeting in staff room and offices	All staff, visitors and contractors	<ul style="list-style-type: none"> <li>Stagger use of rooms to limit occupancy and consider using other rooms to maintain social distancing</li> </ul>	<p>Reception Staff – make tea in the staff room. Year 5 and 6 - make tea in the Sheppey Year 3 and 4 make tea in the small kitchen Years 1 and 2 make teas in the spirituality room. Office make teas in Kirsty's office. Midford make teas in the Midford kitchen. Staff should not congregate in these areas and should not enter if staff from another class are</p>		

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			<p>already there making tea. Breaks should be taken in your class rooms or allocated group rooms and should only include staff in your class bubble. You may sit outside with staff from your staff bubble.</p> <p>All meetings will be online.</p>		
Transporting pupils to school via school transport	Driver, guide escort and pupils	<ul style="list-style-type: none"> <li>• encouraging parents and children and young people to walk or cycle to their education setting where possible</li> <li>• consider using 'walking buses'</li> <li>• making sure schools, parents and young people follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel</li> <li>• ensuring that transport arrangements cater for any changes to start and finish times</li> <li>• making sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus</li> <li>• making sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers</li> <li>• taking appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts</li> </ul>	Continues as already set up for lock down.		

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		<ul style="list-style-type: none"> <li>local authorities or transport providers could consider the following: <ul style="list-style-type: none"> <li>guidance or training for school transport colleagues</li> <li>substituting smaller vehicles with larger ones, or running 2 vehicles rather than one, where possible, to reduce the number of passengers per vehicle and increase the amount of space between passengers</li> <li>cordoning off seats and eliminating face-to-face seating, where vehicle capacity allows, to help passengers spread out</li> </ul> </li> <li>communicating revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times)</li> </ul> <p>Consideration is also given to:</p> <ul style="list-style-type: none"> <li>how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school</li> <li>use of hand sanitiser upon boarding and/or disembarking</li> <li>additional cleaning of vehicles</li> <li>organised queuing and boarding where possible</li> <li>distancing within vehicles wherever possible</li> <li>the use of face coverings for children over the</li> </ul>			

What are the hazards?	Who might be harmed?	What are you already doing?	What further action is necessary?	Action by whom and by when?	Date Complete d/Outcome
		age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet			
Use of public transport	Staff/pupils	<ul style="list-style-type: none"> <li>• Advised to keep use to an absolute minimum, particularly during peak times</li> <li>• the use of face coverings for children over the age of 11</li> <li>• School encourages parents, staff and pupils to walk or cycle to school if at all possible.</li> <li>• consider using 'walking buses'</li> <li>• <u>parents drive to children to school</u></li> </ul>	<u>Further advice to be issued by LA's ???</u>		
Use of play equipment <u>including outdoor playground equipment</u>	Staff/Pupils from contaminated surfaces	<ul style="list-style-type: none"> <li>• Equipment is appropriately cleaned more frequently. This includes resources used inside and outside by wraparound care providers</li> <li>• Equipment is cleaned appropriately between each group use</li> <li>• multiple groups do not use it simultaneously</li> </ul>	Cleaning schedule completed		
Poor mental health <u>and pupil wellbeing and support</u>	Staff/pupils due to concerns over Covid 19 and changes being made in schools	<ul style="list-style-type: none"> <li>○ Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful</li> <li>○ Keep staff and pupils informed about changes</li> <li>○ School will consider the provision of pastoral and extra-curricular</li> </ul>	School counsellor, MHST, therapists and family intervention manager all in place. Jigsaw scheme has been taught during PSHE lessons.		

What are the hazards?	Who might be harmed?	What are you already doing?	What further action is necessary?	Action by whom and by when?	Date Complete d/Outcome
		<p>activities to all pupils designed to:</p> <ul style="list-style-type: none"> <li>○ support the rebuilding of friendships and social engagement</li> <li>○ address and equip pupils to respond to issues linked to COVID-19</li> <li>○ support pupils with approaches to improving their physical and mental wellbeing</li> </ul> <ul style="list-style-type: none"> <li>• School and school nurses will need to work together to ensure delivery of the healthy child programme (which includes immunisation), identifying health and wellbeing needs which will underpin priorities for service delivery.</li> <li>• Situations to be monitored and appropriate actions taken in line with school wellbeing policies for staff and pupils</li> <li>• Systems in place to deal with bereavements</li> <li>• Referring staff and pupils to information about the extra mental health support for pupils and teachers provided by the DfE</li> </ul>			
Pupils and families who are anxious about return to school	<p>Pupils including those who:</p> <ul style="list-style-type: none"> <li>• have been shielding previously but have been advised that this is no longer necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• School will identify those who are concerned and put the right support in place to address this</li> <li>• School to discuss their concerns and provide reassurance of the measures being put in place to reduce the risk in school.</li> </ul>	Attendance policy is reinstated and daily follow up re absence is followed.		

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	<ul style="list-style-type: none"> <li>those living in households where someone is clinically vulnerable, or</li> <li>those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or</li> <li>who have certain conditions such as obesity and diabetes.</li> </ul>				
Staff returning from holidays (including travel abroad)	<u>All</u> staff and pupils	<ul style="list-style-type: none"> <li>School will advise staff to follow government requirements for people returning from some countries to quarantine for 14 days on</li> </ul>	Staff advised June 2020		



What are the hazards?	Who might be harmed?	What are you already doing?	What further action is necessary?	Action by whom and by when?	Date Completed/Outcome
		their return. The latest guidance on quarantine can be accessed at coronavirus (COVID-19): how to self-isolate when you travel to the UK.			
Clinically extremely vulnerable pupils and staff	Staff/pupils	<ul style="list-style-type: none"> <li>Parents and staff to follow medical advice if in this category</li> <li>Read the current advice on shielding &amp; COVID-19 - 'shielding' guidance for children and young people.</li> </ul>	Staff in this category to be contacted by SBL, will not be in school until review at Easter.		
Clinically vulnerable individuals (including pregnant staff)	Staff/pupils	<ul style="list-style-type: none"> <li>Parents and staff to follow medical advice if in this category</li> <li>Read the clinically-vulnerable people &amp; COVID-19 - 'shielding' guidance for children and young people.</li> </ul>	SBL to speak to these staff and discuss concerns they have. All have been advised that they may wear face coverings and that they should maintain 2 metres distance from pupils.		
<u>Safeguarding</u>	Pupils	<ul style="list-style-type: none"> <li>Schools should consider revising their child protection policy to reflect the return of more pupils.</li> </ul>			
Changes to building use being safe for pupils & staff– e.g. storage, one way systems, floor tape	Staff/pupils by being unfamiliar with new layout of school	<ul style="list-style-type: none"> <li>The Fire Risk assessment must be updated if changes are made to the use of rooms or escape routes eg through measures to provide segregation of routes.</li> <li>Specifically revise Fire evacuation routes and drill</li> <li>Ensure fire, first aid and other Health &amp; Safety needs are met and that all risk assessments have been updated</li> </ul>	New fire drills New first aid guidance Covid symptoms report Covid symptoms action sheet		Fire drill completed 20.10.20

What are the hazards?	Who might be harmed?	What are you already doing?	What further action is necessary?	Action by whom and by when?	Date Complete d/Outcome
Member of a class becoming unwell with COVID19	Staff/pupils by possible contamination	<ul style="list-style-type: none"> <li>Guidance from PHE and PHE SW being followed</li> <li>If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</li> <li>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). 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>if direct personal care is required, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be</li> </ul>	<p>Moved to 'The Brook' Isolation unit N.Smith, W Low or S.Hooke (to wear mask, gloves, aprons and follow guidance) to look after isolated child Cleaning to be carried out immediately PHE flow charts are followed.</p>		

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		<p>worn</p> <ul style="list-style-type: none"> <li>Area to be cleaned in accordance with government guidelines COVID-19: cleaning of non-healthcare settings guidance</li> <li>If toilet needed whilst waiting for collection, a separate toilet will be used if possible. It will be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> </ul>			
PPE	Staff/pupil by incorrect use or no appropriate PPE available	<ul style="list-style-type: none"> <li>Staff appropriately trained in correct use</li> <li>Adequate supplies maintained</li> <li>Guidance from B&amp;NES Public Health being followed</li> <li>Guidance on safe working in education, childcare and children's social care is followed</li> </ul>	Staff asked to watch youtube video <a href="https://www.hse.gov.uk/mvr/resources/videos/video9.htm">https://www.hse.gov.uk/mvr/resources/videos/video9.htm</a>	N.Smith	
Legionella	All staff/pupils/visitors/contractors due to legionella bacteria	<ul style="list-style-type: none"> <li>Regular temperature checks and flushing of the hot and cold water systems 'little used outlets' is being undertaken in accordance with legionella written scheme and risk assessment.</li> </ul>	All Completed as usual		
Lack of qualified first aiders	All staff/pupils due to limited access to appropriately qualified staff	<ul style="list-style-type: none"> <li>A first aid risk assessment has been completed to confirm the number of first aiders required on site at one time For early years, in addition to the above, at least one paediatric qualified first aider is available on site at all times or if this not possible, it is currently acceptable to have a fully qualified first aider (3 day course) or an emergency paediatric first aider (6 hour</li> </ul>	<ul style="list-style-type: none"> <li>12 in place and qualifications up to date.</li> </ul>		

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		<p>course)</p> <ul style="list-style-type: none"> <li>Expiry date of qualifications have been checked and evidence available to confirm that arrangements were in place to update any qualification that was due to expire during lock down.</li> </ul>			
Educational visits	Staff and pupils	<ul style="list-style-type: none"> <li>School will not be participating in domestic (UK) overnight and overseas educational visits at this stage see coronavirus: travel guidance for educational settings</li> <li>non-overnight domestic educational visits may commence from the Autumn term. This will be done in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination</li> <li>schools will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, schools will need to consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. Schools should consult the health and safety guidance on educational visits when considering visits including advice from the OEAP</li> </ul>	All visits on hold 2.11.2020		

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Catering facilities	If meals are being produced at the school an additional risk assessment will be required to ensure safe practices are being observed. School must comply with the guidance for food businesses on coronavirus (COVID-19).				

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Assessment Next Review Date:

Assessor:

Manager: