

# Ellwood Community Primary School

## Risk Management Process in Covid 19

### September Full Opening

**Reviewed 5.1.2020 for critical/vulnerable children**

#### Guiding Principles

1. The highest priority will be to maintain the health, safety and wellbeing of children and staff; and all aspects of planning will be informed by this.
2. Priority will be given to supporting vulnerable children and encouraging their attendance at school and maintaining provision for children of key worker, if further restrictions are imposed. The needs of other cohorts of children will be met within the constraints unique to Ellwood Community Primary School.
3. We will work collaboratively with WGSP, other schools, HSE (Health and Safety Executive) and the LA in Gloucestershire to co-ordinate the offer for children in the county.
4. As many aspects of the DfEs non-statutory guidance will be met, as far as practically possible, taking into account the needs at Ellwood Community Primary School. This will take in account: the school setting, layout of the building, premises, number of staff and ratios, number of children attending and the community we support.
5. Our risk management plan will continue to be reviewed as and when changes are needed.
6. Risk management measures already in place will be built on, learnt from and communicated. We are prepared for any potential future lockdown which may occur or closures for certain bubbles.
7. Due to the changeable nature of the country's response to the virus, our plans flexible to meet changing needs and reflect different phases of provision over time.

#### Plan for re-opening – whole school September

Ellwood Community Primary School has re-opened for all Reception, Year 1, 2, 3, 4, 5 and 6 children from 2<sup>nd</sup> September 2020. This is in light of the DFE guidance below and whilst adhering to our safety measures detailed in the risk management plan.

Appendix 1 – Timetables for staggered starts and entrance and exit points

Appendix 2 – fire assembly point

#### Bubble

##### Mornings

- Reception
- Year 1
- Year 2
- Year 3
- Year 4
- Year 5
- Year 6

##### Afternoon

- Reception
- Chestnut – Year ½
- Beech – Year 3/4
- Sycamore – Year 4/5
- Willow – Year 5/6

Please note that year 2 and 5 come into contact with other year groups in the afternoon. Depending on advice from PHE (Public Health England), if someone tests positive, they may advise the bubbles as follows:

Reception

Year1/2/3

Year4/5/6

After considering the logistics of the teaching groups, we have adopted year group bubbles where possible. Although year 2 and 5 do mix in the afternoons when they return to their classes. However, children will predominately be kept in their class 'bubbles' but for the following reasons will have contact with other children in other year groups:

- Discrete year group teaching for the core subjects in the morning.
- For afternoon sessions when they return to their allocated class.
- There are not enough classes and staff to stay in discrete year groups all the time.
- We do not have enough toilets to allocate 1 per year group.
- Adults will work mainly work in the same bubble throughout the day and week but if they do need to work across the year /class group, they will maintain distance from the children.

### **Critical worker/vulnerable children opening – January 2020 changes**

The sessions offered will be offered to critical worker's children and vulnerable children only during this latest lockdown period. The sessions will be available daily from 9 am until 3pm. The bubble sizes will be no more

**Currently there will be three bubbles** – Oak/Chestnut, Beech and Sycamore and Willow.

**Toilets** – use the same year group toilets as before



In undertaking our risk assessments, we have referred to the ‘Safety, Health and Environment (SHE) Guidance’s Primary School Risk Assessment Toolkit.’

Purpose – The aim of this risk assessment is to implement protective measures to prevent COVID-19 or reduce the spread of the infection if there is a positive case, both in the school and transmission to the wider community.

Considerations in producing this risk assessment has been given to:

- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>
- <https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>



Risk Assessment reviewed and amended week commencing 14th September 2020

As part of planning for full return in the autumn term, it is a legal requirement that schools revisit and update their risk assessments, to consider the additional risks and control measures to enable a return to full capacity in the autumn term.

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- 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
- 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
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- minimise contact between individuals and maintain social distancing wherever possible
- where necessary, wear appropriate personal protective equipment PPE
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Vulnerable groups: Where schools apply the measures in this risk assessment, the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. Some people with particular characteristics may be at comparatively increased risk from COVID-19 (due to age, deprivation, ethnicity, etc). An individual risk assessment has been completed where necessary.

Policies and Procedures.

The following policies have been updated to reflect changes brought about by COVID-19:

- Safeguarding
- Behaviour
- Home school agreements
- First aid
- Fire evacuation

Copies of the policies can be found on the school website or hard copies are available on request.

## Risk Assessment for Ellwood Community Primary School

Activity: Contact with individuals who are unwell/displaying COVID-19 symptoms				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/ Action Taken
Transmission of COVID-19	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> <li>• Ensure pupils/staff and other adults do not come into school if they have coronavirus symptoms or have tested positive in the last seven days.</li> <li>• Persons with symptoms must self-isolate for seven days and arrange to have a test.</li> <li>• Symptomatic persons awaiting collection to be moved to meeting room to isolate. If room not available, person to be moved to an area at least 2m away from other people.</li> <li>• Symptomatic persons to use staff toilet in main corridor if required. Toilet to be taken out of use until deep clean.</li> <li>• PPE to be worn by staff members if caring for child with symptoms and 2m distance cannot be maintained.</li> <li>• Everyone must wash hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.</li> <li>• Staff to wear face masks (visor or facemasks in communal areas and it is suggested they wear them all the time, particularly when working within 2m of others/children.</li> </ul>	<p style="text-align: center;">Y</p>	<ul style="list-style-type: none"> <li>• Anyone in school who becomes unwell with a new, continuous cough, high temperature or has a loss of, or change in their normal sense of taste or smell to be sent home and advised to follow '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus infection</a>'. Anyone displaying symptoms will go into the meeting room to await collection.</li> <li>• Child will have temperature taken with non-contact infrared thermometer to confirm temperature before contacting parents.</li> <li>• Other members of household (including siblings) to self-isolate for fourteen days from when the symptomatic person first had symptoms.</li> <li>• Open window in isolation room (Hazel room) for ventilation.</li> <li>• Hazel room not to be used until deep clean taken place.</li> <li>• Cleaners to be advised if symptoms detected in school so that deep clean of area can take place and appropriate PPE to be worn</li> <li>• Appropriate PPE available in entrance area cupboard and in each classroom.</li> <li>• Staff who have helped someone with symptoms and pupils who have been in close contact with someone with symptoms do not need to self-isolate unless they develop symptoms themselves.</li> <li>• Staff who have helped someone with symptoms to monitor themselves for symptoms of possible COVID-19 over the following 14 days.</li> </ul>

<b>Activity: Social Distancing</b>				
<b>Hazards</b>	<b>Who is at risk?</b>	<b>What are you already doing?</b>	<b>Risks adequately controlled? Y/N</b>	<b>Comments/ Action taken</b>
Transmission of COVID-19 through contact with individuals	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> <li>Minimise contact with individuals who are unwell by ensuring those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</li> <li>Parents and pupils encouraged to walk or cycle to school where possible.</li> <li>Visual aids are used to display social distancing measures. 2m markers all around the site for parents and children</li> <li>Staggered start and collection times</li> <li>Staggered break and lunchtimes</li> <li>Enhanced cleaning activities – lunchtime</li> <li>Create and maintain consistent groups. Bubbles to be created with Reception, Year groups and classes.</li> <li>Children attending Ellwood Nursery to be released to nursery staff member through the hub door.</li> <li>Children to use allocated class toilets one at a time.</li> <li>Visitors/contractors are discouraged from attending and if needed, only allowed on site with arranged appointment, complete a track and trace form, where a mask if appropriate and strive to attend after school hours.</li> <li>Pupils are given regular reminders of why social distancing is important.</li> <li>Pupils and staff strive to not mix with those outside of their class or group bubble and have different staff rooms.</li> <li>Staff that move between bubbles to keep their distance from pupils and other staff.</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>Regular communications with stakeholders to remind them of symptoms and advise of actions to be taken</li> <li>Where possible, only 1 parent to attend at start/end of school day to minimise numbers at site.</li> <li>Parents advised of new start and collection times and asked to arrive no more than 5 minutes before time and leave site as soon as possible.</li> <li>Groups to enter and exit through external doors where possible to minimise circulation/congestion in corridors.</li> <li>All classes to use pegs outside of their classroom area apart from Year 2 from Chestnut, who will use pegs in the girls cloakroom and containers for their lunch boxes. Year 5 will keep their belongings in the hall on the trolley/lunch trolley.</li> <li>Doors to be propped open where possible and safe to do so to minimise surface touching.</li> <li>Playground zones to only be used by one class at a time – staff to follow guidance and look at lunch and playtime plan.</li> <li>Packed lunches only to be served in Autumn Term 1 with children eating in classrooms or outside in certain zones to minimise circulation within school.</li> <li>Lunchtimes to allow for staggered start/finish times and HG to clean toilets at lunchtime and MDS to clean tables in classrooms. Staff to help support with the cleaning of touch points in classes – handles/light switches.</li> <li>Use a simple ‘no touching’ approach for younger children to understand the need to maintain distance.</li> <li>Older children to be encouraged to keep their distance</li> </ul>

	<ul style="list-style-type: none"> <li>• Staff to keep 2m from other adults as much as possible.</li> <li>• Staff to avoid close face to face contact and minimise time spent within 1m of anyone.</li> <li>• Staff providing close hands-on contact with pupils need to increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and regular cleaning of surfaces.</li> <li>• Assemblies can only take place in individual groups/class or on a virtual platform</li> <li>• Social distancing measures in place in staff areas – room capacity on staff / small room spaces.</li> <li>• Pupils, staff and visitors to remove face coverings worn at home/outside of school when they arrive at school and wash hands immediately on arrival.</li> <li>• PE equipment to be kept in bubbles</li> <li>• PPA to be taken weekly as normal – with the same person and 2 classes to be taken on Forest adventures each week.</li> <li>• Staff to have breaks and lunch in their bubbles</li> <li>• Staff to wear masks/visors</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>within bubbles.</p> <ul style="list-style-type: none"> <li>• Children attending nursery will be dropped off/collected from the hub door. Only Sycamore children at the moment.</li> <li>• Teachers to allow children to use toilet one at a time.</li> <li>• Staff to ensure office is aware of any pre-arranged visitors.</li> <li>• Visitors/contractors to complete a track and trace sheet on entry to the school and wear a mask, if working in enclosed spaces.</li> <li>• Individual risk assessments for staff in place where required.</li> <li>• PPA plans strive to ensure staff aren't crossing over bubbles within a day.</li> <li>• Hall is being used as a year 5 classroom</li> <li>• No indoor PE in the Autumn term</li> <li>• Staff and parents advised to wear masks at drop off/pick up times and in corridors at busy times.</li> <li>• Staff to have allocated areas for lunch</li> <li>• Oak and chestnut – Acorn</li> <li>• Beech/Sycamore – Hazel</li> <li>• Willow – hall or staffroom</li> <li>• Clean and spray areas after</li> </ul>
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Activity: General circulation in building and access and egress				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/ Action taken
Transmission of COVID-19 through contact with individuals	Staff Pupils Visitors Contractors	• Minimise contact with individuals who are unwell by ensuring those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school	Y	<ul style="list-style-type: none"> <li>• Weekly communications with stakeholders to remind of symptoms and advise of actions to be taken</li> <li>• Where possible, only 1 parent to attend at start/end of school day to minimise numbers at site.</li> <li>• Social Distancing signs and markers on pavement and playground gates.</li> <li>• Parents advised of new start and collection times and asked to arrive no more than 5 minutes before time and</li> </ul>
		• COVID-19 posters/signage displayed	Y	
		• Staggered start and collection times	Y	
		• Staggered break and lunchtimes – 9am to 3pm	Y	
		• Enhanced cleaning activities	Y	

		<ul style="list-style-type: none"> <li>• Create and maintain consistent groups. See above.</li> <li>• Children attending nursery to enter and be released to adult through the hub.</li> <li>• Children to use toilets one at a time.</li> <li>• Visitors/contractors only allowed on site with arranged appointment.</li> <li>• 2 meter markings in place in the corridors.</li> <li>• Clean hands thoroughly more often than usual.</li> <li>• Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</li> <li>• Lidded bins in each class.</li> <li>• Hand sanitiser available at all entry/exit points.</li> <li>• Review emergency and evacuation procedures</li> <li>• <b>Face masks to be worn</b></li> </ul>	<p>Y</p>	<p>leave site as soon as possible.</p> <ul style="list-style-type: none"> <li>• Parents to be reminded to socially distance and not to gather at entrance/exit gates.</li> <li>• Groups to enter and exit through external classroom doors where possible to minimise circulation in corridors.</li> <li>• Access/exit routes around the school site communicated with parents</li> <li>• Doors to be propped open where possible) to minimise surface touching.</li> <li>• Playground zones to only be used by one class at a time</li> <li>• Packed lunches only to be served in Autumn Term 1 with children eating in classrooms to minimise circulation within school.</li> <li>• Children attending nursery after school to go through the hub door.</li> <li>• Teachers to allow children to use toilet one at a time.</li> <li>• Staff to ensure office is aware of any pre-arranged visitors and they complete track and trace forms.</li> <li>• Emergency and evacuation procedures to be tested termly. See Appendix 1 for evacuation assembly points. Evacuation plan in each class.</li> <li>• New Reception starters to be briefed at start of term with procedures/rules.</li> <li>• PPA plans strive to ensure staff aren't crossing over bubbles within a day.</li> <li>• PE equipment for each class.</li> <li>• Children in year 1-6 have their own set of equipment which they use regularly to avoid sharing.</li> </ul>
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Activity: Transport Operations & Traffic Management				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/ Action taken
Transmission of COVID-19 through contact	Staff Pupils Visitors	<ul style="list-style-type: none"> <li>• Staggered start and collection times</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Groups advised of times to arrive and collect children reminding not to gather at school gates and respect distance markers.</li> </ul>

with individuals		<ul style="list-style-type: none"> <li>No school trips using transport planned to take place in Autumn Term.</li> </ul>	Y	<ul style="list-style-type: none"> <li>We will avoid any trips until at least October half term and if any trips planned to take place will have detailed separate risk assessment by visit leaders. The providers risk assessment will also be reviewed.</li> <li>Journeys planned to allow distancing within vehicles (this may mean larger vehicles or more vehicles are used).</li> <li>Taxi driver risks assessments sought.</li> <li>Risk assessment required from coach companies to ensure vehicles cleaned between each journey and they are following COVID secure guidance.</li> </ul>
		<ul style="list-style-type: none"> <li>Pupils grouped together on transport in the same bubbles that are adopted within school where possible.</li> </ul>	Y	
		<ul style="list-style-type: none"> <li>Use of hand sanitiser upon boarding and/or disembarking.</li> </ul>	Y	

Activity: Use of Playground & Play Equipment				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/ Action taken
Risk of transmission of COVID-19 through touch surfaces	Pupils Staff	<ul style="list-style-type: none"> <li>Children to wash hands before going out for break and lunch play and on return to class.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Children asked to wash hands before/after leaving classroom for breaks.</li> <li>Handwashing posters/reminders displayed at sinks.</li> <li>Hand sanitizer in each class.</li> <li>Each class/room has their own PPE and set of cleaning materials.</li> <li>Separate lidded bins provided for tissue waste to be used.</li> <li>Groups only permitted to use equipment on specified days/times.</li> <li>Equipment to be per bubble and not shared beyond bubble</li> </ul>
		<ul style="list-style-type: none"> <li>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</li> </ul>	Y	
		<ul style="list-style-type: none"> <li>Outdoor play equipment to be timetabled for use.</li> </ul>	Y	
		<ul style="list-style-type: none"> <li>Playtime boxes assigned to each class.</li> </ul>	Y	
		<ul style="list-style-type: none"> <li>Before/After school nursery not permitted to use external play equipment.</li> </ul>	Y	
		<ul style="list-style-type: none"> <li>Play equipment to be used per bubble and not shared across bubbles – separate timetable.</li> </ul>	Y	

Activity: Caretaking / Site and Grounds maintenance				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/ Action Taken
Transmission of COVID-19	Staff Pupils Visitors	<ul style="list-style-type: none"> <li>Ensure all health and safety compliance checks have been undertaken.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Routine maintenance schedules take place as normal.</li> <li>Caretaker to fully open school site every day and check windows and doors secured at night. On really cold</li> </ul>
		<ul style="list-style-type: none"> <li>Staff to open windows/doors where</li> </ul>	Y	

	Contractors	<p>possible to allow free flow of air and reduce touch points</p> <ul style="list-style-type: none"> <li>Outdoor learning to take place where possible: timetable to prevent mixing of groups and staff.</li> <li>Playgrounds shared by bubbles and timetabled to ensure only one class in a certain area at a time.</li> </ul>	<p>Y</p> <p>Y</p>	<p>days, internal doors only to be opened. Hub door to be closed.</p> <ul style="list-style-type: none"> <li>Caretaker to undertake checks of yard/field/fencing to check for debris/rubbish and remove to ensure safe learning area.</li> <li>Each group aware of own zones.</li> <li>Children to walk in/out of building using designated places.</li> <li>Check markers and signs outside</li> </ul>
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Activity: Contractors on site				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/ Action Taken
Transmission of COVID-19	Staff Pupils Visitors	<ul style="list-style-type: none"> <li>Contractors only allowed on site with prior appointment.</li> <li>Contractors to be directed to hand washing facilities or hand sanitiser on arrival before commencing works.</li> <li>Where possible visits arranged outside of school hours.</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> <li>Contractors asked if they are displaying symptoms and reminded not attend should symptoms be displayed.</li> <li>Contractors to complete visitor track and trace information form on arrival.</li> <li>Hand sanitiser available in main Reception. Hand washing facilities available.</li> </ul>

Activity: Cleaning activities - In-House cleaners				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/ Action Taken
Transmission of COVID-19 due to inadequate cleaning	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> <li>Frequently touched surfaces being cleaned more often than normal</li> <li>Cleaning schedule issued to all cleaners</li> <li>Cleaning materials available for use in all classrooms.</li> <li>Running water, soap and hand towels available in all classrooms.</li> <li>Hand sanitiser available at all entry/exit points and in all classrooms/rooms.</li> <li>Ensure sufficient supplies of PPE including cleaning materials/ hand</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> <li>Additional cleaning to take place throughout the day by staff.</li> <li>Staff to be responsible for cleaning shared resources where necessary.</li> <li>Resources which are shared to be sanitised at the end of each day by adults in each class, particularly EYFS equipment.</li> <li>Staff responsible for cleaning own laptops/PCs. Cleaning wipes provided.</li> <li>Mid-point cleaning to take place by Lunchtime supervisors in classroom areas and staff.</li> </ul>

		<p>washing/ sanitising liquids that meet DfE/PHE requirements</p> <ul style="list-style-type: none"> <li>Thorough cleaning of rooms at the end of the day.</li> </ul>	Y	<ul style="list-style-type: none"> <li>HG to toilets after lunch.</li> <li>Staff to spray staff toilet after use.</li> <li>Cleaners continue to work through list of daily and weekly tasks.</li> <li>In case of staff absence, tasks to be re-allocated to remaining staff.</li> </ul>
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Activity: <b>Kitchen operations/ catering</b>				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/ Action Taken
Transmission of COVID-19	Pupils Staff Caterlink staff	<ul style="list-style-type: none"> <li>Communication with Caterlink to prepare support plans for full opening</li> </ul>	Y	<ul style="list-style-type: none"> <li>Caterlink questionnaire completed and passed to area supervisor.</li> <li>Packed lunches only to be served for Autumn Term 1 as unable to provide enough staff and cleaning to operate hot meals.</li> <li>Caterlink to provide risk assessment for kitchen use.</li> </ul>
		<ul style="list-style-type: none"> <li>Reduce touch points by children eating in classrooms</li> </ul>	Y	
		<ul style="list-style-type: none"> <li>Caterlink comply with guidance for food businesses on COVID-19.</li> </ul>	Y	

Activity: <b>Medical Matters and Infection Control</b>				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/ Action Taken
Risk of transmission of COVID-19 through contact with individuals	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> <li>Ensure pupils/staff and other adults do not come into school if they have coronavirus symptoms or have tested positive in the last seven days.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Anyone in school who becomes unwell with a new, continuous cough, high temperature or has a loss of, or change in their normal sense of taste or smell to be sent home and advised to follow '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus infection</a>'. Children to wait in meeting room if unwell</li> <li>Child will have temperature taken with non-contact infrared thermometer to confirm temperature if needed before contacting parents.</li> <li>Other members of household (including siblings) to</li> </ul>
		<ul style="list-style-type: none"> <li>Persons with symptoms must self-isolate for seven days and arrange to have a test.</li> </ul>	Y	
		<ul style="list-style-type: none"> <li>Symptomatic persons awaiting collection to be moved to meeting room to isolate. If room not available, person to be moved to an area at least 2m away from other people.</li> <li>Symptomatic persons to use staff toilet in</li> </ul>	Y	

		<p>main corridor if required. Toilet to be taken out of use until deep clean.</p> <ul style="list-style-type: none"> <li>• PPE to be worn by staff members if caring for child with symptoms and 2m distance cannot be maintained.</li> <li>• Everyone must wash hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.</li> <li>• Engage with NHS Test and Trace Process</li> <li>• Manage confirmed cases of coronavirus within the school community</li> <li>• Contain any outbreak by following local health protection team advice</li> <li>• Ensure school has sufficient supplies of PPE including cleaning materials and hand washing/ sanitising liquids that meet DfE/ PHE requirements.</li> <li>• Pupils to clean their hands when they arrive at school, when they return from breaks and before and after eating.</li> <li>• Staff help is available for pupils who have trouble cleaning their hands independently. Staff to wash hands immediately after help given.</li> <li>• Use resources such as “e-bug” to teach effective hand hygiene.</li> <li>• Adults and pupils encouraged not to touch their mouth, eyes and nose.</li> <li>• Staff will not require PPE beyond what is normally needed for their work. PPE is only needed in certain situations including: <ul style="list-style-type: none"> <li>• <i>Where an individual child or young person becomes ill with coronavirus symptoms and only then if a distance of 2 metres cannot be maintained</i></li> <li>• <i>Where a child or young person already has</i></li> </ul> </li> </ul>	<p>Y</p>	<p>self-isolate for fourteen days from when the symptomatic person first had symptoms.</p> <ul style="list-style-type: none"> <li>• Ensure parents know it inform us if a confirmed case in their household.</li> <li>• Nursery to inform us if there are any cases within their setting.</li> <li>• Open window in Hazel room for ventilation.</li> <li>• Hazel not to be used until deep clean taken place.</li> <li>• Cleaners to be advised if symptoms detected in school so that deep clean of area can take place and appropriate PPE to be worn</li> <li>• Appropriate PPE available in entrance area/classrooms.</li> <li>• E bug module carried out by each class this half term.</li> <li>• PSHE lessons covering social distancing, hygiene and safety.</li> <li>• Staff who have helped someone with symptoms and pupils who have been in close contact with someone with symptoms do not need to self-isolate unless they develop symptoms themselves.</li> <li>• Staff who have helped someone with symptoms to monitor themselves for symptoms of possible COVID-19 over the following 14 days.</li> <li>• If symptoms displayed, a test must be booked. All children including those under 5 are able to access a test.</li> <li>• Test can be booked <a href="#">online</a> or by telephone via NHS 119.</li> <li>• Provide details of anyone they have been in close contact with if positive test result received to NHS track and trace</li> <li>• Individuals to inform school immediately of the results of a test:</li> <li>• If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus, they can stop self-isolating.</li> <li>• If someone tests positive follow ‘<a href="#">stay at home:</a></li> </ul>
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		<p><i>routine intimate care needs that involve the use of PPE.</i></p> <ul style="list-style-type: none"> <li>• Staff providing first aid to pupils will not be expected to maintain 2 metres distancing</li> </ul>	Y	<p><a href="#">guidance for households with possible or confirmed coronavirus infection'</a>.</p> <ul style="list-style-type: none"> <li>• School to contact local health protection team when notified of a positive case.</li> <li>• School to follow advice given by local health protection team</li> <li>• In the case of first aid provision the following measures will be adopted:</li> <li>• <i>Wash hands or use hand sanitiser before and after treating injured person</i></li> <li>• <i>Wear gloves or cover hands when dealing with open wounds</i></li> <li>• <i>If CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives</i></li> <li>• <i>If CPR is required on a child, use a resuscitation face shield if available to perform mouth to mouth ventilation in asphyxia arrest</i></li> <li>• <i>Dispose of all waste safely.</i></li> <li>• <i>Staff can wear masks if they wish to do so.</i></li> </ul>
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Activity: <b>Behaviour Management</b>				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/Action taken
Risk of transmission of COVID-19	Staff Pupils Visitors	<ul style="list-style-type: none"> <li>• Behaviour policy updated and expectations communicated to parents</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Parents expected to communicate behaviour expectations to children and sign home school agreement.</li> <li>• Children to remain in groups/class/bubble at all times.</li> <li>• Appendix to behaviour policy available on <a href="#">school website</a></li> </ul>
		<ul style="list-style-type: none"> <li>• Home school agreements (normal and Covid) sent out to all parents and children.</li> </ul>	Y	
		<ul style="list-style-type: none"> <li>• Staff to remind children regularly about the need to stay apart from others and expectations around hygiene.</li> </ul>	Y	
		<ul style="list-style-type: none"> <li>• Children to wear school uniform</li> <li>• Review EHCPs where required</li> </ul>	Y	

Activity: Classroom				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/Action taken
Risk of transmission of COVID-19	Staff Pupils Visitors	<ul style="list-style-type: none"> <li>Clean hands more thoroughly more often than usual</li> </ul>	Y	<ul style="list-style-type: none"> <li>Sinks, soap and hand towels provided in all classrooms.</li> <li>Children to wash hands on arrival at school, at break times and lunchtimes.</li> <li>Hand sanitiser available in all classrooms/spaces</li> <li>Tissues provided in all classrooms</li> <li>Separate bin provided to dispose of used tissues. Bins to be emptied daily.</li> <li>Antibacterial spray/wipes and cloths provided in all classrooms/rooms.</li> <li>Use of outdoor areas as much as possible.</li> <li>Desks to be placed side by side and facing forwards in key stage two.</li> <li>Unnecessary furniture to be removed from classrooms to create additional space.</li> <li>Staff to remain 2m apart where possible.</li> <li>Caretaker to open building daily and lock up.</li> <li>Individual to wait in Hazel room and follow guidance in medical matters and infection control risk assessment.</li> <li>All children provided with own pencil case/equipment with regularly used resources eg. Pens/pencils.</li> <li>Resources that are not used as frequently will be shared within each bubble and sprayed at the end of each day if needed.</li> <li>Staff responsible for cleaning resources regularly</li> <li>Children are able to bring the following items to school: lunch box, water bottle, book bag, coat.</li> <li>Children to come into school wearing PE kit on designated day so that clothing doesn't need to be changed and no additional equipment is brought into school.</li> <li>Children to remain in classroom until all have finished</li> </ul>
		<ul style="list-style-type: none"> <li>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</li> </ul>	Y	
		<ul style="list-style-type: none"> <li>Additional cleaning of regularly touched surfaces</li> </ul>	Y	
		<ul style="list-style-type: none"> <li>Minimise contact between individuals and maintain social distancing where possible</li> </ul>	Y	
		<ul style="list-style-type: none"> <li>Organise classrooms for maintaining space between seats and desks.</li> </ul>	Y	
		<ul style="list-style-type: none"> <li>Arrange desks seating pupils side by side and facing forwards. In key stage two where possible.</li> </ul>	Y	
		<ul style="list-style-type: none"> <li>Where possible staff to maintain distance from their pupils, staying at the front of the class.</li> </ul>	Y	
		<ul style="list-style-type: none"> <li>Windows and doors propped open, where possible, to allow ventilation.</li> </ul>	Y	
		<ul style="list-style-type: none"> <li>Anyone displaying symptoms to leave classroom and self isolate in designated area</li> </ul>	Y	
		<ul style="list-style-type: none"> <li>Children provided with own stationery resources</li> </ul>	Y	
		<ul style="list-style-type: none"> <li>Shared resources to remain within bubble eg. books/games</li> </ul>	Y	
		<ul style="list-style-type: none"> <li>Limit amount of equipment brought into school – small bag/only essentials.</li> </ul>	Y	
		<ul style="list-style-type: none"> <li>Come in PE kit on PE day.</li> </ul>	Y	
		<ul style="list-style-type: none"> <li>Ensure all rooms have sufficient supply of tissues.</li> </ul>	Y	
<ul style="list-style-type: none"> <li>Children to eat packed lunches in classrooms to keep bubbles separate</li> </ul>	Y			

			Y	eating. Mid-day supervisor to clean tables after eating.
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Activity: <b>Art, Design and Technology and Science</b>				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/ Action Taken
Transmission of COVID-19	Pupils Staff	<ul style="list-style-type: none"> <li>Resources to be timetabled for use</li> <li>Resources to be cleaned frequently and meticulously</li> <li>Resources that are shared between bubbles to be cleaned frequently and meticulously and always between bubbles.</li> <li>iPads/kindles to be timetabled for use and cleaned after each use.</li> <li>Subject co-ordinator to refer to CLEAPSS for curriculum specific guidance.</li> </ul>	Y Y Y Y Y	<ul style="list-style-type: none"> <li>Class bubbles only to use resources at allocated times.</li> <li>Class playtime equipment for each bubble.</li> <li>Resources to be cleaned between bubbles or rotated to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different class bubbles.</li> <li>It is the responsibility of the class bubble who has finished use with the iPads/kindles to clean with wipes before returning to iPad/kindle trolley</li> </ul>

Activity: <b>Physical Education / Sport</b>				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/ Action Taken
Transmission of COVID-19	Pupils Staff	<ul style="list-style-type: none"> <li>Children to remain in class group bubbles for PE</li> <li>Sports equipment to be cleaned thoroughly between use if shared between bubbles. Try and have separate equipment.</li> <li>Where possible, each bubble to have own equipment to avoid sharing between groups.</li> <li>Contact sports will not take place.</li> <li>Outdoor PE lessons to take place where possible</li> </ul>	Y Y Y Y Y Y	<ul style="list-style-type: none"> <li>Staff to ensure follow hand washing advice on entry to school site before going to class.</li> <li>Staff (NM) responsible for allocating equipment to class bubbles. If equipment is shared, staff are responsible for cleaning between use.</li> <li>No indoor PE lessons in the Autumn Term.</li> </ul>

Activity: Reading Books				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/ Action Taken
Transmission of COVID-19	Pupils Staff Parents	• Reading books to be allocated to class bubbles so no exposure to others in school	Y	<ul style="list-style-type: none"> <li>• Staff to wash hands or sanitize after changing books/checking diaries.</li> <li>• Set days for children to change books.</li> <li>• Limit amount of paper based homework.</li> </ul>
		• When reading books need to be changed they will be put in a separate box for 48 hours before another child can have them.	Y	
		• Limit the days books are changed.	Y	
		• Reading journals to only have parent signature to indicated reading at home and pg numbers, enabling children to show book to staff in school and limit cross contamination opportunities.	Y	
		• Children to bring book into school in bag and leave in bag unless needed to read.	Y	
		• Hand washing/sanitiser used regularly throughout the day.	Y	
		• Inform parents of good practice and ask them to follow hand washing procedures at home.	Y	
		• Ask that reading books are simply read and then replaced in bag straightaway at home, in order to limit contact with book at home.	Y	
• Letters explaining reading procedures for each key stage to be sent to parents and available on website	Y			

Activity: Office				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/ Action Taken
Risk of transmission of COVID-19	Staff Pupil Visitors	• Office desks placed side by side/back to back	Y	<ul style="list-style-type: none"> <li>• Users responsible for cleaning touch points more regularly.</li> <li>• Antibacterial spray/wipes/cloths available for use.</li> <li>• Office staff to sign in visitors and must be informed if visitors expected. Visitors without pre-arranged appointment will not be allowed access.</li> <li>• Record kept of all visitors to assist NHS Test and Trace</li> </ul>
		• Wash hands on arrival at school and more regularly throughout the day	Y	
		• Clean touchpoints more regularly	Y	
		• Visitors by appointment only	Y	
		• Office hatch to remain closed	Y	
		• Deliveries to be placed in foyer area or	Y	

		outside <ul style="list-style-type: none"> <li>• Talk through telecom phone to visitors before opening the door.</li> <li>• Office staff to use the self-sign in sheet.</li> <li>• Lockdown 3 – reading books changed every two weeks and isolated</li> </ul>	Y	through completion of visitor information checklist.
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Activity: Music Lessons				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/ Action Taken
Risk of transmission of COVID-19	Pupils Staff Visitors	<ul style="list-style-type: none"> <li>• Peripatetic music teachers to follow good hygiene practices on arrival to school site</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Hand sanitiser/ soap to be used on arrival</li> <li>• Music teacher to provide risk assessment for lessons to school.</li> <li>• Peripatetic teachers to minimise contact and maintain as much distance as possible from other staff.</li> <li>• Music teachers to be provided with school risk assessment and asked to demonstrate control measures in own risk assessment.</li> </ul>
		<ul style="list-style-type: none"> <li>• Individual music lessons can take place</li> </ul>	Y	
		<ul style="list-style-type: none"> <li>• Group music lessons can only take place within same year group if music teacher willing to offer.</li> </ul>	Y	
		<ul style="list-style-type: none"> <li>• Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles or school assemblies.</li> </ul>	Y	
		<ul style="list-style-type: none"> <li>• Measures to be taken when playing instruments or singing in small groups such as music lessons include:               <ul style="list-style-type: none"> <li>• <i>Physical distancing</i></li> <li>• <i>Playing outside wherever possible</i></li> <li>• <i>Limiting group sizes to no more than 15</i></li> <li>• <i>Positioning pupils back to back or side to side</i></li> <li>• <i>Instruments are not to be shared</i></li> <li>• <i>Ensuring good ventilation</i></li> </ul> </li> </ul>	Y	

Activity: <b>Singing - no singing and wind instrument playing lockdown 3</b>				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/ Action Taken
Risk of transmission of COVID-19	Pupils Staff	• Singing to only happen in class groups	Y	<ul style="list-style-type: none"> <li>• Singing to only happen with fixed staff within a bubble</li> <li>• No whole school singing in the hall</li> </ul>
		• Ensure good air ventilation with windows and class doors open.	Y	
		• Children to be side by side NO FACE TO FACE SINGING.	Y	
		• Adults in class to be stood alongside children not facing them.	Y	
		• Background music to be kept to a low volume so that children are not needed to raise their voice.	Y	
• Where possible singing to take place outside.	Y			

Activity: <b>Visitors to site (Volunteer/ Parents/ Supply Staff)</b>				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/Action Taken
Risk of transmission of COVID-19	Pupils Staff Visitors	• Limit number of visitors to school where possible	Y	<ul style="list-style-type: none"> <li>• Visitors must only attend by pre-arranged appointment</li> <li>• Hand sanitiser/ hand washing facilities available.</li> <li>• Wherever possible keep meetings on a virtual platform</li> <li>• Record kept of all visitors to assist NHS Test and Trace through completion of visitor information checklist on google forms</li> </ul>
		• All must follow good hygiene practices on arrival to school site.	Y	
		• Share risk assessment prior to first visit and guidance on physical distancing.	Y	
		• Encourage parents to phone school and make telephone appointments if they wish to discuss their child.	Y	
		• Where possible visits arranged outside of school hours.	Y	

Activity: <b>Wellbeing</b>				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/ Action taken
Physiological and emotional harm from work	Staff	• Regular staff briefings and communication	Y	<ul style="list-style-type: none"> <li>• All staff aware of risk assessments and control measures in place. INSET 01.09.2020</li> <li>• All staff take part in wellbeing questionnaire – Sept</li> </ul>
		• Buy back Occupational Health support.	Y	
		• Access to staff wellbeing services	Y	

related stress		<ul style="list-style-type: none"> <li>Governing Body and school leaders have regard to work-life balance and wellbeing.</li> </ul>	Y	2020
Anxiety/stress relating to return to school	Staff Pupils	<ul style="list-style-type: none"> <li>Keeping in touch with off-site workers on their working arrangements including their welfare, mental health and physical health and personal security</li> <li>Risk assessments in place for vulnerable staff.</li> <li>Curriculum designed to support pupil wellbeing on return to school</li> <li>Vulnerable children phoned weekly</li> <li>Staff to phone all children weekly or fortnightly</li> </ul>	Y  Y  Y	<ul style="list-style-type: none"> <li>All staff returning in September 2020 following discussions with HT taking into consideration personal circumstances.</li> <li>Nurture staff to support pupils in class with their well-being and social and emotional needs</li> <li>Make me a super hero module/additional pshe lessons</li> </ul>

Activity: Curriculum management				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/ Action taken
Full/ partial school closure due to confirmed COVID-19 cases	Staff Pupils Parents Visitors	<ul style="list-style-type: none"> <li>Online learning platform in place</li> <li>Plan for remote education for pupils, alongside classroom teaching</li> <li>Parents will inform the office should they not have access to the internet or have devices to work from on.</li> <li>Teachers will provide hard copies of work packs, if needed. These can be collected from the School Office by prior appointment.</li> <li>Teachers may wish to plan to teach certain subjects in a block to keep resources to a group.</li> <li>Resources will not be used before a quarantine period.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Arrangements in place to allow remote learning to take place should a partial or full closure of the school be required at any point in the next academic year.</li> <li>All children in yr 1-6 have access to the platform</li> <li>Tapestry will be used for Reception children</li> <li>If children are off due to Covid symptoms/waiting for tests, school work will be emailed to them.</li> </ul>
			Y	
			Y	

Activity: Lettings and non-school users				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/ Action taken
Risk of transmission of COVID-19	Staff Pupils Parents Visitors	<ul style="list-style-type: none"> <li>No hiring of the school premises in Autumn 2020</li> <li>Nursery are not using the school site.</li> </ul>	Y	

Activity: Parents evening				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/ Action taken
Risk of transmission of COVID-19	Staff Pupils Parents Visitors	<ul style="list-style-type: none"> <li>Parents evening will not take place in school</li> <li>Parents evenings will carried out over the phone.</li> <li>Parents can phone and email staff if they have queries</li> </ul>	Y  Y	<ul style="list-style-type: none"> <li>Visitors must only attend by pre-arranged appointment</li> <li>Hand sanitiser/ hand washing facilities available.</li> <li>Wherever possible keep meetings on a virtual platform</li> <li>Record kept of all visitors to assist NHS Test and Trace through completion of visitor track and trace form</li> </ul>

Activity: Open Days and potential new parents visits				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/ Action taken
Risk of transmission of COVID-19	Staff Pupils Parents Visitors	<ul style="list-style-type: none"> <li>Open days will be on a virtual platform if needed so no large groups will be entering school.</li> <li>Potential In Year Admissions will not be able to access inside school building during the school day.</li> <li>Potential In Year Admissions will be able to visit the school, if really essential later in the term, when there are no children on site and</li> </ul>	Y  Y  Y  Y	<ul style="list-style-type: none"> <li>Visitors must only attend by pre-arranged appointment</li> <li>Hand sanitiser/ hand washing facilities available.</li> <li>Wherever possible keep meetings on a virtual platform</li> <li>Record kept of all visitors to assist NHS Test and Trace through completion of visitor track and trace form</li> </ul>

		limited staff. - hand washing/ sanitiser to be used open entry - social distance to be followed around the site(markers on floor) - no admission if showing symptoms - only able to visit if appointment booked - no touching of equipment - track and trace form to be completed	Y  Y Y Y Y Y	
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Review Arrangements	Reviewed by	Date	Next Review due
<ul style="list-style-type: none"> <li>• Consultation with employees/governors on risk assessment</li> <li>• Risk assessment published on school website</li> <li>• Nominated employees tasked to monitoring protection measures</li> <li>• Members of staff are on duty at breaks to ensure compliance with rules</li> <li>• Staff encouraged to report any non-compliance</li> <li>• The effectiveness of prevention measures will be monitored by school leaders</li> <li>• This risk assessment will be reviewed if the risk level changes (eg. following local/national lockdown or cases or an outbreak) and in light of updated guidance.</li> </ul>	Mrs Milford	14/9/2020	<ul style="list-style-type: none"> <li>• 1/10/2020</li> <li>• 2/11/2020</li> <li>• 5/1/2020</li> </ul>

Drop off and pick up – 9 am to 3 pm. Beech and sycamore – hub door Willow – double gate Oak and Chestnut bottom gate

# Appendix 1

Group	Drop off	Pick up	Playtime	Lunchtime	Outdoor areas
EYFS	8.55 am Bottom playground gate/EYFS door	3.15 pm Bottom playground gate	10.15 – 10.30 am EYFS area and section behind the frame Use playground and field when empty	DP 12.00 – 12.35 pm Eat lunch in class or own area/grass behind frame 12.35 – 12.55 pm Playtime	Playground/Field When not being used by others Climbing equipment Week 5  Garden/pond – Monday Log circle – Friday
Chestnut	8.45 am Bottom Gate playground Year 1 -Chestnut Class door Year 2 – Infant door and then to Fizzily Room	3.05 pm Bottom Gate playground	10.00 – 10.15 am Playground – left hand side Field – alternate weeks with Beech	HG 12.00 - 12.35 pm Eat lunch in class or own area  12.35 – 12.55pm HB - Left Half Playground	Climbing equipment Week 4  Front playground – anytime Playground/Field 1.45- 2.00 (*) Garden/pond – Tuesday Log circle – Thursday
Beech	8.45 am Front yard gate / Hub door Year 2 to Maple Room Year 3 to Beech Class	3.05 pm Front gate	10.00-10.15 Playground – right hand side Field – alternate weeks with Chestnut	RT Yr 2 12.00 – 12.15 Beech yr 2s in Maple. 12.15 then take to Beech class Yr 3 –12.15 – 12.35 Eat lunch in class - picnic blankets on field if dry by trees  12.35 – 12.55pm HG Right Half Playground	Climbing equipment Week 3  Outdoor classroom – anytime Playground/Field 2.05 – 2.20 Garden/pond – Wednesday Log circle – Monday
Sycamore	8.55 Front yard gate / Hub door Year 4 to Sycamore Class Year 5 to the Hall	3.15pm Front gate	10.25 – 10.40 am Playground – left hand side  Field – alternate weeks with Willow	12.15 TA/CA clean tables CA 12.15 - 12.35 pm Left Half Playground  12.35 – 12.55pm Eat lunch in class or picnic blankets on field if dry by garden area	Climbing equipment Week 2  Outdoor classroom – anytime Playground/Field 2.25 – 2.40 Garden/pond - Thursday Log circle – Wednesday
Willow	8.55 am Double gate back playground Year 5 Hall door to Hall Year 6 Willow door	3.15 pm Double gate back playground	10.25 – 10.40 am Playground – right hand side Field – alternate weeks with Sycamore	TAs - clean tables before lunch JR x 2 days –Mon/Tues MC x 3 days Wed/Thurs/Fri clean tables 12.15 - 12.35 pm Right Half Playground RT 12.35 – 12.55pm Eat in class or picnic blankets on field if dry by gazebo	Climbing equipment Week 1  Playground/Field 2.45– 3.00  Garden/pond – Friday Log circle – Tuesday

## Appendix Two

### Fire assembly point

Fence at the bottom of the field

