



RISK ASSESSMENT FOR: Operation of the school during Covid-19 outbreak from January 2021 (updated to reflect a period of national lockdown)		
Establishment: St Vincent de Paul Catholic Primary School - 140	Assessment by: Senior Leadership Team following the guidance of the HCC schools risk assessment model which is available here: HCC model Risk Assessment Jan 21	Previous updates on: 13 th July 2020 1 st September 2020 29 th September 2020 5 th October 2020 3 rd January 2021
Risk assessment number/ref: RA-003.6	Manager Approval: 24.01.21 	This update: 24 th January 2021

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Individual risk factors meaning staff / pupils more vulnerable to COVID-19	Staff, Students / pupils / wider contacts Spread of COVID 19	School to discuss arrangements / concerns with individuals and provide assurance of controls in place. Individual risk assessments will be conducted where required to determine if additional measures are required. Clinically extremely vulnerable pupils and staff are not to attend work /school.	Since 20th December when Hertfordshire entered tier 4. all children still deemed clinically extremely vulnerable were advised not to attend school. From 5th January primary and secondary schools moved to remote learning and remain open only for vulnerable children and the children of critical worker Since 20th December when Hertfordshire entered tier 4 those staff who are clinically extremely vulnerable are to work from home and not to come into work. If someone in	Reviewed by RS / JW	1 st Jan 21	Yes
		Those pupils unable to attend school because they are following clinical and/or Public Health advice (e.g. a letter from their consultant) will be provided with remote education. Existing individual health care plans in place for pupils/students to be reviewed. Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms.		Groups reviewed by SLT	5 th Jan 21	Yes
		Staff Wider government advice remains to work from home where possible. Limited school roles where this will be the case, roles which are able to do so effectively will be considered. Individuals classed as clinically vulnerable or extremely clinically vulnerable to have a risk assessment undertaken on their role and		JW	Reviewed every 2 wks for staff out	Ongoing

		<p>ability to maintain social distancing. Consider if these staff are able to work remotely or in areas / roles where maintaining social distancing is easier.</p> <p>Any existing individual risk assessments to be reviewed. See COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</p>	<p>this category cannot perform any work duties from home, then they should not attend the school site and should remain at home.</p>			
<p>School occupants coming into contact with those with Coronavirus symptoms</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>School community clear on symptoms of coronavirus: high temperature (37.8 deg C or more), a new continuous cough or a loss of, or change, in their normal sense of taste or smell. Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection followed. These have been communicated to all. Arrangements in place to ensure symptomatic staff / pupils do not return until isolation period has passed or negative result confirmed No symptomatic individuals to present on site.</p> <p>In the event of a suspected case whilst working on site Ensure Head or his designate are notified immediately</p> <p>Individual goes home immediately (if awaiting collection by their parent, isolate child in a room behind a closed door, or an area at least 2m away from others, open a window for ventilation) and self-isolate.</p> <p>School staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask, type IIR) if a distance of 2m cannot be maintained. If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask (type IIR), disposable apron and gloves.</p> <p>Clear message to parents that if a student is unwell at school they are to be sent home or collected immediately.</p> <p>Anyone who has had contact with those with symptoms to wash hands thoroughly. All areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected (see PHE cleaning advice https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)</p> <p>Students / staff informed via NHS test and trace or the NHS COVID-19 App they have been in close contact with a positive case to self-isolate for 10 days (reduced from 14 days from Monday 14th December). See https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/</p>	<p>In Return to School guide and in Pupil information Powerpoint both of which have been shared with all pupils / all staff / and on website. Regularly in newsletters and briefings.</p> <p>Staff list and isolation log (spreadsheet maintained daily) Pupil isolation log maintained</p> <p>Staff previously shielding will not be undertaking these supervision duties</p> <p>PPE trollies to be checked weekly & supplies ordered as required (spares always in stock)</p> <p>Staff and pupils who are tested for Covid-19 to inform the school of result and date of test</p>	<p>SLT</p> <p>JW</p> <p>SL</p> <p>Office team</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>weekly</p>	

		<p>Testing Staff / pupils who develop symptoms should be tested. Testing is most sensitive within 3 days of symptoms developing. Guidelines on who can get tested and how to arrange for a test can be found in the COVID-19: getting tested guidance.</p> <p>From 25th January the school should be in receipt of Home Testing Lateral Flow Device kits for all staff to be able to voluntarily test themselves at home 2 x week</p> <p>Tests can be booked online through the NHS https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</p> <p>In the autumn term, all schools were provided with a small number of home testing PCR kits which can be provided to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where providing one will significantly increase the likelihood of them getting tested.</p> <p>Positive case in school In the event of a positive case the local health protection team will be contacted and their advice followed. Email: COVID.EYSEducation@hertfordshire.gov.uk Out of Hours Call DFE helpline: 0800 046 8687 Option 1 If no availability: Public Health England East of England 0300 303 8537 option 1 https://www.gov.uk/guidance/contacts-phe-health-protection-teams#east-of-england-hpt</p> <p>Records kept of pupils and staff in each group.</p> <p>School produces a risk assessment (which is then shared with Herts Public Health) in relation to each positive staff / pupil case. This guides decisions about close contacts and bubble closure</p> <p>A template letter has been provided to schools, on the advice of the health protection team, to send to parents and staff if needed.</p>	<p>Systems in place for reporting and monitoring positive results updated daily by HT / DHT</p> <p>Staff inform results of bi-weekly LFD detst via online form & contact with JW if positive result Protocols / training and links shared. Separate Risk Assessment in place.</p> <p>Protocol established for access to school provided kit. Use of kit must be authorised by HT or his designate</p>	<p>All staff</p> <p>SL</p> <p>SL</p>	<p>From Mon 25/1</p> <p>22/1</p> <p>23/1</p>	<p>Ongoing</p> <p>Done</p> <p>Done</p>
<p>General Transmission of COVID-19</p> <p>Ineffective hygiene protocols</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Welfare facilities are provided which contain suitable levels of soap and paper towels. All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Hand washing technique to be adopted as directed by NHS guidance posters in place to reinforce this.</p> <p>Alcohol hand sanitiser used to reduce congestion at toilets / where soap and water is not available. Review existing levels / location of hand sanitiser stations.</p>	<p>Stock levels monitored; proactive ordering early</p> <p>Extra hand sanitiser stations ordered for key areas</p>	<p>MMc</p> <p>SL</p>	<p>Ongoing</p> <p>July 20</p>	<p>In place</p>

		<p>Alcohol hand sanitiser provided at reception / entrance/exit points; student entrance /reception and should be used by all persons when entering/leaving.</p> <p>Additional hand sanitiser within classrooms where required e.g. for Early years children returning from the toilet where hand washing will not be as robust. Build use into routines staff and pupil routines e.g. on arrival, when returning from breaks, when changing rooms, before / after eating.</p> <p>Site staff to regularly clean the hand washing facilities and check consumables. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. Lidded bins in place in all classrooms.</p> <p>Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>Catch it, kill it, bin it message reinforced. Tissues will be provided for classrooms. Staff to replenish as needed. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the lidded bin before washing hands.</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p> <p>Access to handwashing facilities has been reviewed in respect of number of facilities and locations</p>	6 external sinks (long troughs with three taps) are being plumbed in at key external locations throughout the school	SL	17 th July 20	Installed and operational
<p>General Transmission of COVID-19</p> <p>Ineffective ventilation of classrooms and other workspaces</p>	Staff, Students / pupils / wider contacts	<p>Occupied rooms to be kept as well ventilated as possible (by opening windows) or via ventilation units. (where mechanical ventilation is present that removes and circulates air to multiple rooms recirculation should be turned off and adjust these to full fresh air where possible) There is no need to adjust systems that serve only individual rooms or portable units as these operate on 100% recirculation.</p> <p>In cooler weather open windows just enough to provide constant background ventilation, open windows more fully between classes, during breaks etc. Use heating / additional layers of clothing to maintain comfortable temperatures. Ensure key fire doors are not being compromised.</p> <p>Where the weather permits, maximum ventilation through open windows, external doors and internal doors</p> <p>When the weather is colder, the ventilation may be reduced by closing external classroom doors and making use of some higher windows rather than those at pupil height.</p>	<p>Communicate with all staff expectations as weather changes</p> <p>SLT spot check ventilation of all spaces regularly</p>	<p>JW</p> <p>SLT</p>	<p>29.09.20</p> <p>Ongoing</p>	done

		<p>If a room has reduced ventilation due to colder temperatures; it must be fully ventilated (windows and external doors) for regular periods throughout the day (e.g. at break and lunch when the room is empty)</p> <p>A room must not be used if it is not ventilated.</p> <p>Heating can be used (including the KS2 fan heaters) HSE advice as follows: See HSE guidance and CIBSE October guidance</p>				
<p>General Transmission of COVID-19</p> <p>Ineffective cleaning</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Documented cleaning schedule in place.</p> <p>Enhanced cleaning schedule implemented throughout the site during school day, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc. are all cleaned and disinfected regularly.</p> <p>Shared areas and rooms that are used by different groups will require more frequent cleaning / cleaning between groups. ICT suite routine in place with documented post use cleaning sheet displayed.</p> <p>Where toilets are shared between different groups these must be cleaned regularly (focus on high contact surfaces) and the importance of thorough hand washing reinforced.</p> <p>Cleaning materials (e.g. disinfectant spray / wipes) available to staff. Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed. Cleaning kit in each classroom in specified location</p> <p>Doors to toilets and classrooms are wedged open to reduce use of door handles</p> <p>Only cleaning products supplied by the school / contract cleaners are to be used.</p> <p>School to obtain the risk assessment from contract cleaning staff for assurance on social distancing measures and their schedule / methods for cleaning the school site</p> <p>Thorough cleaning of rooms before the start of the new day. Cleaning schedule in place (see Appendix One).</p> <p>In the event of a suspected case / confirmed positive case on site For disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available</p>	<p>Designated toilets in place for all year groups bubbles</p> <p>Site staff check kit daily, top up detergent & replace cloths daily</p> <p>Check that fire doors are not propped open</p> <p>SLT regular spot checks. Staff encouraged to report concerns</p>	<p>SL</p> <p>MMc</p> <p>MMc</p> <p>SL / JW</p>	<p>1st Sep 20</p> <p>Daily</p> <p>Daily</p> <p>Daily</p>	<p>Done</p> <p>Ongoing</p> <p>Ongoing</p>

		<p>chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). See PHE advice COVID-19: cleaning of non-healthcare settings guidance</p> <p>When cleaning a contaminated area: Cleaning staff to:</p> <ul style="list-style-type: none"> • Wear disposable gloves and apron • Wear a fluid resistant surgical mask (Type IIR) if splashing likely • Hands should be washed with soap and water for 20 seconds after all PPE has been removed. <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p>				
<p>General Transmission of COVID-19</p> <p>Minimising contact and Maintenance of social distancing</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>During Lockdown: The school has identified the likely numbers of pupils (critical worker and vulnerable children needing a place on site) and needs to operate 15 bubbles, thus requiring all available staff to be in school. Pupils will, therefore, work in small, consistent class based groups and kept in that same group throughout the day. In the absence of any national guidance on group sizes then a maximum size of 15 in line with advice for out of school provision and previous lockdown is used as a guide. 15 pupils in a class is now set as our operational capacity. Groups sizes, however, should ideally be kept much lower than the operational capacity as this will enable more effective mitigations to be put in place. Pupils who do not fit the criteria for vulnerable or critical worker status can not be educated on site.</p> <p>When all pupils are required to attend school: Bubbles will be wherever possible class sized (Reception classes may need to be one bubble but will aim to be apart as far as is practicably possible). Staffing will only be shared across the bubble. Groups to remain clear and consistent. Staff should avoid crossing bubbles. Where staff do have to cross bubbles additional measures (eg extended social distancing / reduction in time etc must be considered) Limiting interaction between groups by: Staggering breaks and lunch; Outdoor areas remain zoned and are timetabled Minimise rooms / spaces being shared across groups; Cleaning shared spaces between use by different groups; Bubbles will remain separate throughout the day</p>	<p>Communicate to parents re selection criteria when levels are reached</p> <p>All allocated places have to be confirmed before starting</p>	<p>SLT</p> <p>RS</p> <p>LP</p>	<p>1st Sep 20 and ongoing</p> <p>01 Sep 20</p>	<p>Done</p> <p>Done</p>

		<p>No bubbles are coming together for assemblies, events / school fairs, school trips etc. Assemblies will occur via video link (possibly with one bubble invited as the live audience) Continue to use social distancing wherever possible (more emphasis on this is likely with older children).</p> <p>Where staff do have to move across classes, hands to be washed / sanitised before and after and social distancing should be maintained, aim for 2m from other staff and adults as far as is reasonable. Ideally the teaching space should be 2m from pupils, where this is within 1m then change layout / increase space at the front of the class to attain at least 1m+.</p> <p>All staff are required (unless exempt) to wear a face covering when they are in an area when others are present. This can be removed briefly for comfort or when eating / drinking. Even with a face covering is on, 2m social distancing should still be observed.</p> <p>Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p>Staff engage in polite professional challenge of anyone not maintaining protective protocols. Where this is not effective, staff refer this to a senior member of staff to intervene on their behalf.</p> <p>Pupils to remain in class groups for the majority of the time. Pupils sitting side by side rather than face to face</p> <p>Extra-curricular clubs: determine if these are essential and ensure delivery replicates school groups / bubbles.</p> <p>Lettings risk assessments on delivery required from providers, suspend if controls are not as robust as the school's / social distancing (2m) cannot be maintained. LETTINGS WILL NOT OCCUR DURING LOCKDOWN.</p> <p>Review hirers activity against existing Government restrictions. See https://www.gov.uk/government/publications/further-businesses-and-premises-to-close/further-businesses-and-premises-to-close-guidance for details of business which remain closed (including as at July 7th this included indoor fitness and dance, indoor sports facilities and gyms).</p> <p>Afterschool clubs – risk assessments on delivery required from providers, suspend if controls are not as robust as the school's.</p> <p>Provision should where possible replicate the groups (bubbles) in place during the school day to minimise potential transmission between the school's groups.</p>	<p>Ongoing monitoring of movement around school and ability of groups to remain apart.</p> <p>Determine any pinch points, congested corridors etc and review controls to keep groups apart.</p> <p>Timetabling of zones communicated</p> <p>Breakfast club tables cleaned after use</p> <p>All staff carry hand sanitiser on clip</p> <p>Staff who need to visit a bubble that they are not part of will maintain distance and wear a face covering</p> <p>Establish breakfast club Year group zones and limit numbers</p> <p>Where lettings involve our pupils, year group bubbles must be maintained.</p>	<p>SLT</p> <p>SLT</p> <p>NK</p>	<p>2nd Sep 20</p> <p>20th July 20</p> <p>20th July 20</p>	<p>Done</p> <p>Done</p> <p>Done</p>
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		<p>Where such clubs bring children together across year groups review the space/ layout and maximum occupancy to achieve social distancing (ideally 2m between children from different groups).</p> <p>DURING LOCKDOWN IT HAS NOT BEEN POSSIBLE TO SAFELY REPLICATE THE SCHOOL'S ADDITIONAL CONTROLS IN BREAKFAST / AFTERSCHOOL CLUB AND, AS SUCH, THIS PROVISION HAS BEEN SUSPENDED.</p> <p>As with physical activity during the school day, contact sports should not take place. Sporting</p> <p>Offsite visits No overnight or overseas visits to be run.</p> <p>Any visits run will keep children within their consistent group. Re-assurance of COVID-secure measures in place at the destination to be undertaken as part of usual planning and offsite visit risk assessment</p> <p>Music Existing advice is to limit singing, playing wind or brass instruments etc. Even if at a distance. No playing / singing in groups of >15 Singing best undertaken outside; if inside it must be in a well ventilated space and pupils must be positioned so they are not directly opposite each other Consider if small groups in music lessons can take place outside / or with improved ventilation. Ensure 2m physical distancing for staff and pupils. Sing quietly (or using a microphone) No face to face contact (pupils back-to-back or side-to-side) No sharing of wind / brass instruments. Where on site, peripatetic music lessons (brass / violin) must follow social distancing guidelines and the Stevenage Music Centre Risk Assessment. During lockdown, these lessons will be virtual only. Additional guidance and supplementary risk assessment on music lessons in school has been produced by Herts Music service. http://www.hertsmusicservice.org.uk/schools-covid-update/</p> <p>PE / school sport We will only provide team sports listed on the return to recreational team sport framework</p> <p>Pupils to be kept in consistent groups, sports equipment to be thoroughly cleaned between each use by different groups, and contact sports avoided. Outdoor sports prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils.</p>	<p>Before planning any visit, staff will discuss the practicalities of this with the HT. No visits during LOCKDOWN</p> <p>Any onsite peripatetic lessons must not compromise the bubble. Staff must wear a mask or face shield.</p> <p>PE subject lead / PE to disseminate advice of SFT</p>	RJ	2 nd Oct 20	
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		<p>Build in time for handwashing / sanitising before / after lesson.</p> <p>See advice from Association for Physical Education (AfPE)</p> <p>The AfPE's position is still that contact between students should be avoided in PE, where some element of contact is permitted this should be limited with social distancing in place for other parts of the lesson</p> <p>Where National Governing Bodies have approved guidance which permits contact (FA etc.) lessons must be operated in line with that NGB guidance. https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-providers-of-outdoor-facilities-on-the-phased-return-of-sport-and-recreation.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework</p> <p>See advice and FAQ's from Association for Physical Education, (Revised 29/9/20) AfPE have also published a model risk assessment for PE.</p> <p>Fixtures against other schools: AfPE are still advising against school fixtures due to contact / transmission risks across schools. All such fixtures suspended during lockdown in line with national restrictions.</p>				
Classroom set up restricts social distancing with a full class	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Staff to set up classrooms from Year 2 upwards to ensure that 30 pupils can be safely seated when all are required to be in</p> <p>During LOCKDOWN, an operational capacity of 15 in each class should enable PUPILS TO BE FURTHER SPACED OUT (as in previous period of reduced numbers).</p> <p>Aiming for forward facing, side by side (rather than groups) in KS2 – maintain distance where possible but recognising that 2m / 1m will not always be possible – therefore ensuring that extended periods of seating are not face on.</p> <p>In Nursery, Reception & Year 1 Tables may be arranged in groups but no more than four children should be seated at them, arranged so that children are not directly opposite each other.</p> <p>Classroom may be restored to more conventional use (as pupils may share resources within the bubble as long as good hygiene is promoted) but some furniture may still need to be removed in order to improve social distancing within the class</p>	<p>Recognising that 2m / 1m distance will not be possible in terms of seating arrangements – therefore ensuring that extended periods of sitting are not face on.</p> <p>In EYFS, seating at tables is not available for all children, however, avoiding extended face to face contact will be a priority.</p> <p>Ensure that there are areas where 2m (or 1m+) social distancing are possible for staff</p> <p>Set up of all rooms must be signed off by the Head Teacher</p>	<p>Staff</p> <p>JW</p>	<p>20th Jul 20</p> <p>20 Jul 20 and again: 31 Aug 20</p>	<p>Done</p> <p>Done Done</p>

Access to & egress from site	Staff, Students / pupils / wider contacts	<p>Staggered start and finish times reduce congestion and contact at all times. School split into two arrival and departure times alphabetically</p> <p>Allocate groups different times / entrance points.</p> <p>Communicate changes and allocated times to parents / pupils. This will continue during LOCKDOWN PERIOD.</p>	<p>Alphabetical schedule in place</p> <p>Year 6 to enter and leave without parents for the majority of pupils</p>	JW	13 th July 20	Done
	Spread of COVID 19	<p>Monitor site access points to facilitate social distancing.</p> <p>Discourage parents picking up their children from gathering at the school gates.</p> <p>Introduce visual aids to help parents socially distance / supervise entry and collection.</p> <p>Introduce floor markings to aid social distancing (e.g. tape or survey spray) where controlled queuing will be expected.</p> <p>Communicate expectations to parents.</p> <p>One way traffic system throughout the whole site – access via front gate, exit via back gate.</p> <p>Ask parents to wear a mask or face covering when on site for collection or drop off.</p> <p>Visitors DURING LOCKDOWN ONLY ESSENTIAL VISITORS WILL BE ALLOWED ON SITE. ESSENTIAL STATUS WILL BE DETERMINED BY THE HT.</p> <p>Ensure all visitors / building users are aware of school's expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school.</p> <p>Volunteers, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk, including need to maintain distance (2m where possible) from other staff and pupils.</p> <p>Where visits can happen outside of school hours or via a video link, they should. A record should be kept of all visitors to aid track and trace.</p> <p>Signage in reception regarding good hygiene. Professionals visiting the school to carry out assessment / advice for individual pupils will be asked to wear a mask / face covering.</p> <p>Limit uninvited access to main reception area – 2m demarcations taped. Most contact is maintained via telephone / email.</p> <p>Staff / pupils On arrival all staff and students to wash hands using nearest available facilities or use the sanitiser provided at their point of entry.</p>	<p>SLT presence on the gates in the morning and in the afternoon</p> <p>Clear signage and communication</p> <p>Capture contact details of all visitors and maintain in a confidential register</p> <p>Notice indicating 'please wait outside'</p>	JW	Done	Done
				SL	18 th Sep	Done

<p>Contact points Equipment use printers, workstations, apparatus, machinery etc.</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Parents to ensure children have their own NAMED water bottles in school to reduce contact with water fountains. If bottle forgotten use disposable plastic cup.</p> <p>Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks).</p> <p>Staff and pupils have their own basic equipment (pens, pencils etc.) to avoid sharing. Staff kit remains in box so that it can be isolated if necessary.</p> <p>Where staff are working in a 'multi use area' they are responsible for carefully sanitising the space used before leaving.</p> <p>Activities and resources</p> <p>Classroom resources which are shared within groups (bubbles) are cleaned regularly; Those shared across groups must be cleaned between use</p> <p>Minimise all unnecessary sharing of resources, taking books home etc.</p> <p>Use of shared resources between groups to be minimised, resources allocated to individual groups where possible.</p> <p>Otherwise all resources shared across groups must be cleaned before / after use e.g. library books, chrome books, laptops, I pads, PE equipment etc.) or 'quarantined' (for 48 hrs, 72 hours for plastic) before being used by another group.</p> <p>Build cleaning into end of lesson activity routines.</p> <p>Schools to ensure anti-bacterial wipes are available in all IT rooms and teacher to ensure students wipe down after use. If student too young then arrangements for IT support staff etc. to clean. Cleaning wipes also available at each photocopier.</p>	<p>Message re NAMED water bottles</p> <p>Pupils provide own pencil case which remains in school. Personal items remain in own drawer in tray unit (years 1 to 6). EYFS develop systems for personal eqpt.</p> <p>Quarantine systems introduced for reading books</p> <p>IT room cleaning log kept up to date & 'cleaned room' door handle in use.</p>	<p>JW</p> <p>Teachers</p> <p>KS Leads</p> <p>All staff</p>	<p>1st Sep 20</p> <p>2nd Sep 20</p> <p>17th July 20</p> <p>Sep 20</p>	<p>Ongoing</p>
<p>Proximity of students/ staff</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Staff are to maintain a safe distance between each other (2 metres wherever possible)</p> <p>Rooms to be kept as well ventilated as possible (opening windows) or via ventilation units. (where mechanical ventilation is present adjust these to full fresh air where possible)</p> <p>Consider opportunities for outdoor learning to assist in social distancing.</p> <p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc i.e. 2m wherever possible.</p>				

	<p>Where staff need to move between classes and year groups, they should keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.</p> <p>Meetings / 1-2-1's / training Limit face to face meetings to those which are essential and cannot be done in any other way. Ensure these are conducted in large enough areas to maintain social distancing; or via electronic means (Microsoft Teams etc.) No physical large scale meeting / all staff briefings should be undertaken via video link. Staff coaching each other need to be aware of bubble protocols and strict social distancing measures – e.g. meeting in a large / well ventilated space.</p> <p>Staff rooms Review occupancy levels and layout to facilitate social distancing Staff to stagger use to enable distancing and adhere to timetables. Two staff rooms available with reduced seating and other designated / timetabled spaces. Staff go straight to bubble areas on arrival.</p> <p>Corridors Minimise groups (bubbles) transitioning at the same time to ensure brief contact. (passing briefly in circulation spaces is a low risk) Stagger use and numbers using circulation spaces at the same time. Avoiding multiple groups queuing in same shared areas/ narrow corridors etc Use all available doors (e.g. external door to IC suite).</p> <p>Changing for PE Pupils to wear PE kit to school on designated days</p> <p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day. Clean contact surfaces between use by different groups.</p> <p>Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.</p> <p>Break / Playgrounds Avoid any group activities that require pupils to be in close physical contact with each other. Limit group interaction by clearly zoning areas and staggering breaks. Use playing fields when weather permits. Brief all staff on expectations. Increased supervision to aid enforcement of social distancing as far as is reasonable. Outdoor play equipment to be cleaned between use by different groups or left for period of 48 hrs (72 hrs for plastic) between use by different groups.</p>	<p>SLT / Office visits to classrooms will involve the use of a face covering & hand sanitising</p> <p>Reinstate normal staff room location but reduced seating. Stagger lunches and breaks. Use library as over spill staff room.</p> <p>Implement one-way system /. Routes around building and ensure signage reflects this</p> <p>Support staff from within bubbles will supervise lunch and break times.</p> <p>Outdoor cleaning kit for large play equipment available</p>	<p>JW</p> <p>SL / JW / RS</p> <p>SLT</p> <p>MMc</p>	<p>3rd Sep</p> <p>20th July 20</p> <p>20th July 20</p> <p>2nd Sep 20</p>	<p>Done</p> <p>Done</p> <p>One way systems not necessary internally</p>
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		Pupils should wash / sanitise their hands before and after use.				
Lunchtimes	Staff, Students / pupils / wider contacts Spread of COVID 19	<p>Lunch times staggered to reduce congestion and contact between groups. Some groups each lunch / play outside first</p> <p>All KS2 children eat in classrooms; KS1 dining room timetabled and cleaned between groups – classes remain separate whilst eating & seating arrangements (including non use places, marked with tape) are obvious to all.</p> <p>Reinforce handwashing prior to eating food. Hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p> <p>Canteen use Food operators continue to follow Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.</p> <p>Set up additional 'pop up servery' in KS2 hall.</p> <p>Pupils to enter canteens in their allocated groups observing social distancing where queues operate</p> <p>Those serving food wear masks.</p> <p>Hot meals provided but options simplified to allow easier reduced contact serving</p> <p>Drinks via pupil water bottles in KS2 / Individual water cups provided in KS1 / EYFS</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned between groups and at the end of each break and shift, including chairs, door handles, vending machines etc.</p>	<p>Review procedures for reintroduction of hot menu – EYFS & Y3 eat in zoned areas of dining room (cleaned between usage) KS2 served from junior hall and eaten in classrooms</p> <p>Reverting to hot lunches – meeting with HCL 28.09.20</p> <p>KS2 children are involved in the cleaning of their eating spaces; staff in EYFS & KS1 assist.</p>	SL JW	29 th Sep 20	Done
Transport / Travel off site	Staff, Students / pupils / wider contacts Spread of COVID 19	<p>Encourage walking / cycling to school</p> <p>Public transport All persons to limit their use of public transport and if this is not possible individuals should follow government advice on the wearing of face coverings. (mandated from 15th June) Guidance on how to wear and make a cloth face covering is available.</p> <p>Where business travel via car is required use private single occupancy where possible. This is important for staff too who must not share transport unless they live in the same household.</p>	<p>Communicate to all staff</p>	JW	Sep 2nd	Ongoing

<p>Contractors</p>	<p>Contractors, Staff, Students / pupils / wider contacts, Spread of COVID 19</p>	<p>All contractors will read and comply with signs in reception regarding good hygiene.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres where practical).</p> <p>All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site and at key points as they move around the site.</p> <p>Agree approach to scheduled / ongoing building works.</p> <p>Where works can be conducted outside of the school day they should be.</p> <p>Site inductions are to be carried out following social distancing principles.</p> <p>School's to seek confirmation of the contractors method statement / risk assessment.</p>	<p>Essential / statutory maintenance deemed necessary to the safe running of the school to continue during lockdown.</p>			
<p>Provision of first aid</p>	<p>Staff, Students / pupils / wider contacts Spread of COVID 19</p>	<p>It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so.</p> <p>Wash hands before / after treatment.</p> <p>Those administering first aid should wear PPE appropriate to the circumstances. Where the injury was significant and thus required close care for an extended period then it would be reasonable to provide PPE. See also 'provision of personal care' and 'Suspected case whilst working on site'.</p> <p>First aiders to be aware of advice on CPR from The Resuscitation Council https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</p> <p>First aid will continue to be administered when appropriate in the covered outdoor area or, if weather doesn't permit this in the main entrance with the door open or at the top of the stairs in the KS2 hall.</p> <p>Any daily medication will be administered from each building in a specified location.</p>	<p>Staff who have been individually risk assessed due to previous shielding will not directly administer any first aid that they feel compromises their safety.</p> <p>Where medications need to be refrigerated they will be kept in a lock box in the designated fridge in each location.</p>	<p>RS</p>	<p>3rd Sep 20</p>	
<p>Provision of personal care</p>	<p>Staff, Students / pupils / wider contacts Spread of COVID 19</p>	<p>Additional PPE in place if required e.g. for intimate care, to be risk assessed and to be based on nature of task and level of contact (e.g. disposable apron, gloves, fluid resistant surgical mask (type IIR) and if there is a risk of splashing to the eyes, coughing, spitting, vomiting then eye protection should be worn.) EYFS/ KS1 intimate care area remains in place.</p> <p>Where a child falls ill with Coronavirus symptoms whilst on site (new continuous cough, high temperature cough or a loss of, or change, in your</p>				

		normal sense of taste or smell.) then school staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask - type IIR) if a distance of 2m cannot be maintained. If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask (type IIR) disposable apron and gloves. PPE trolley stations located in each KS Hall.	Staff previously shielding and individually risk assessed will not be involved in this process Trolleys checked weekly for stock	LL	Weekly	
Emergency procedures (Fire alarm activations etc)	Staff, Students / pupils / wider contacts Spread of COVID 19	Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but will be for a short period). Maintain groups / bubbles at assembly points. Increased supervision and reiteration of messages to occupants Termly evacuation practices occur unannounced and feedback given	Fire drill will take place before half term. Use both playgrounds	JW	16 th Oct 20	Done
Deliveries & Waste collection.	Staff, Students / pupils / wider contacts Spread of COVID 19	Do not approach delivery staff, allow packages to be left in safe place (staff room back door for large orders / bench at main entrance for all other orders) Hands are to be thoroughly washed after handling all deliveries or waste materials. Quarantine procedures remain in place. Medical waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).				
Premises safety	Staff, Students / pupils Wider safeguarding / safety risks	Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc. Ensure all key services are operational Legionella Follow normal practices for re-opening after summer holiday period. i.e. where weekly flushing of outlets has not taken place then chlorination / flushing of whole system should take place. Ensure Fire escape routes remain protected and fire doors are not compromised through ventilation procedures.	Cleaning of outdoor sinks built into site manager's schedule	SL	2 nd Sep 20	Done
Lack of awareness of PHE / school controls	Staff, Students / pupils / wider contacts Spread of COVID 19	All staff consulted on plans and risk assessment. Parents/ carers and pupils informed of measures in place to protect them Posters will be displayed in the reception, welfare areas and in suitable places around site. Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. Volunteers, peripatetic, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising	Risk Assessment and updates shared and published on website Weekly update with staff of risk assessment via staff briefing notes	JW JW	 weekly	Done Done

		risk, including need to maintain distance (2m where possible) from other staff and pupils.				
Staffing levels	Staff, Students / pupils Spread of COVID 19 Wider safeguarding / safety risks	Dynamic decisions on staffing levels made dependent on numbers / needs of pupils present in school. Reviewed to ensure adequate number of staff in attendance to maintain an appropriate ratio with pupils and ensure key competencies (first aid etc maintained) Options such as supply staff, splitting classes, SLT cover, partial closure may be required in event of staff shortages but should be done in such a way that risks are mitigated as far as possible. Where cover required would compromise the safety of a bubble in relation to this risk assessment, the bubble will move to 100% remote learning until the issue can be adequately and safely resolved.	Local operational decisions on partial closure / closure to be made in event of insufficient available staff to supervise pupils. With a move to remote learning in such circumstances for those pupils affected (including vulnerable children / critical worker)			
BME groups are at a higher risk of significant impact of Covid according to national data	BME Staff, BME Students / pupils / wider contacts Spread of COVID 19	BME staff have access to full PPE equipment should it be required by the nature of their work Consideration of effective social distancing and measures to protect this are implemented. BME staff will not be expected to carry out any intimate care / significant first aid BME pupils have the option to wear face masks, providing they are able to make independent efficient use of them without support. The school will respond to BAMEd advice as appropriate: https://www.bameednetwork.com/wp-content/uploads/2020/05/BAMEd-Network- Schools-and-Covid-19 -guidance-for-BAME-staff-and-their-employers-2.pdf	Individual staff will have a full Risk Assessment carried out, based upon the nature of their work, following a 1:1 discussion.	JW	14 th Jul 20	Done
Emotional distress of children	Pupils Mental Health & Wellbeing	2 metre social distancing 1:1 support available for children who are distressed Thrive curriculum to be delivered to support children's well-being – slowly increasing the cognitive load. Support delivered from within the bubble Prominence of PSHEC curriculum & circle time	Communication with parents Visual transition materials for all children so that they know what to expect: Transition videos for all pupils; specific info for SEND Staff Inset	MC JW	16 th Jul 20 2 nd Sep 20	Done Emails sent

			Reinforced through weekly briefing notes	JW	weekly	done
Emotional distress of staff	Staff	Inclusion in risk assessment process – input into hazard identification and control measures; and regular review of these with staff	Email participation	JW	From 12/7	ongoing
	Mental Health and Wellbeing	<p>Online coaching for any staff who requests it</p> <p>Staff meeting – virtually – to discuss concerns and shared control measures</p> <p>Sharing of support helplines – HCC and others</p> <p>Visible SLT presence on site everyday for staff to share concerns with</p> <p>Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible</p> <p>Designated “staff areas” areas for different groups of staff with socially distanced measures as appropriate</p>		JW	July / Sep / Jan	Done

Relevant links

Guidance for educational settings

<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

Guidance for full opening from Sept 2020

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Guidance for return in Jan 2021 <https://www.gov.uk/government/publications/schools-and-childcare-settings-return-in-january-2021/schools-and-childcare-settings-return-in-january-2021>

Contingency Framework <https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings>

Protective measures for holiday and after-school clubs <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#consider-group>

Face coverings in Education <https://www.gov.uk/government/publications/face-coverings-in-education>

New National Restrictions to control the spread of coronavirus (COVID-19) impact education, childcare and children's social care settings

<https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020>

New national restrictions from Nov 5th <https://www.gov.uk/guidance/new-national-restrictions-from-5-november>

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

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

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

First aid guidance <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

<https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>

CPR on adults <https://www.sja.org.uk/get-advice/first-aid-advice/unresponsive-casualty/how-to-do-cpr-on-an-adult/>

Stay at home guidance

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Cleaning after a positive / symptomatic case on site <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Test and trace <https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>

Face coverings <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

Return to Recreational team sport framework <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework>

Guidance on shielding and protecting people who are extremely vulnerable from COVID-19 <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#Clinically>