

Coney Hill Primary School

CHF Community Federation

COVID-19 RISK ASSESSMENT



School employers are required to assess the risks associated with COVID-19 and implement preventative measures outlined in Government guidance.

This risk assessment will supplement any existing risk assessments that are used across the school.

This risk assessment has been created by using the Assess, Plan, Do, Review model as set out by GCC SHE Unit (See diagram) and following involvement from employees, governors, and representatives from Gloucestershire Local Authority.

The risk assessment will be reviewed on a weekly basis and will be updated following any further [government guidance](#).

Risk	Preventative Measures	Further instructions that are school specific to embed preventative measures
Section.1a: Preparation of the school site		
<p>Health and safety non-compliance</p> <p>Spread of infection</p>	<ul style="list-style-type: none"> Ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, etc.) Ensuring emergency response is up-to-date should the school be forced to close. Spaces are well ventilated using natural ventilation (opening windows) Identify doors that can be propped open (to limit use of door handles and aid ventilation) taking account of fire safety and safeguarding – weather permitting. To open the doors periodically to allow the air flow. Identify rooms that can be accessed directly from outside (to avoid shared use of corridors) Floor markings at 2m intervals where possible Entry points to school controlled (including deliveries) - floor markings organised for drop off points Entry doors disabled to stop button from being used Staff using fobs to sign in (including staff not working in the main building) – not the touch screen sign in system. Staff to sign out on screen at end of session. Hand sanitiser to be provided in main foyer. Building access rules clearly communicated through signage on entrances Visitors to be arranged outside of school hours where possible 	<p>Full run through in writing and video link to staff before opening</p>

	<ul style="list-style-type: none"> • Limit visitors by exception (e.g. for priority contractors, emergencies etc., and do not touch the sign in system, this will be done by admin staff • Visitors to be given clear COVID guidance document to read before entry and must complete a track and trace form • Where possible – external visitors such as social workers, family support workers to use facilities in the Hive building to meet with children or parents – staff to escort children over to the CC. Visit bookings must be made prior to the visit. • A record kept of all visitors to assist NHS Test and Trace, including: the name; a contact phone number; date of visit; arrival and departure time; • the name of the assigned staff member • Staggered start and finish times for all classes linked to family groups • Site monitored at peak time strictly by SMT – keep the flow of drop and go • Staff to use walkie talkies to communicate across the site at peak times. Staff to use walkie talkies at break and lunchtime • Limited number of families on site at any one time – managed on gate by SMT • Member of staff class team to be ready on the door to welcome children in and aid speed of drop off • Meeting room in Children’s centre will be used for meetings, but ensuring social distancing. There will be no more than 6 people using the room at a time, and only at a safe distance with all the usual cleaning and ventilation measures in place. 	
	<ul style="list-style-type: none"> • Posters outside school and throughout school to indicate distancing rules. Age appropriate posters have been made for display. • Sufficient handwashing facilities are available for all school users including additional facilities for children to use on entry to school in the morning 	
<p>Poor cleaning regimes leads to spread of infection</p>	<ul style="list-style-type: none"> • Communication with contractors and suppliers that will need to prepare to support plans for opening (e.g. cleaning, catering, food supplies, hygiene suppliers) • Arrangements made with cleaners for additional cleaning and additional hours agreed to allow for this • Cleaner on site all day to clean ‘hot spot’ areas / include thorough clean of preschool setting in between the two groups of children. • Site Manager to remove rubbish daily and dispose of it safely as per government guidelines • Thorough cleaning of rooms at the end of the day – to include offices, staffroom, Nurture room (Family Action Team base) • Cleaning sheets to be completed and signed off by cleaning staff daily 	<p>Overarching rule – Minimising contact and mixing between people reduces transmissions</p>

	<ul style="list-style-type: none"> • Shared materials and surfaces cleaned and disinfected frequently by bubble staff (e.g. toys, books, desks, chairs etc.) This must include the wiping down of the Hall tables and Perspex when used for breakfast club, interventions, precision teaching and lunchtimes. • Outdoor equipment appropriately cleaned between groups of pupils / each 'bubble' to have a set of outdoor equipment • Cleaning station set up in every 'bubble' classroom • Toys and play equipment appropriately cleaned between groups of pupils using it, and not shared with multiple groups • ICT suite be used strictly on a time table and not by more than one bubble at a time • Computers and desk spaces but be cleaned before and after use. • Before entering the ICT suite, children and staff must sanitize their hands. • Adults supervising the groups are responsible for maintaining the cleaning system in there. • If a class bubble is using the space, no one else should be using the ICT suite, except for the quick collection of printing – this includes if a teacher is on PPA • Designated break out spaces – Year 6 to use cookery room and to maintain the cleaning of surfaces used throughout the day; Library to be used by year 5 on week on week off system per class – again maintain the cleaning of surfaces used throughout the day • Staff room will not be used by groups of children <p>Daily cleaning Use standard cleaning products to clean and disinfect frequently touched objects and surfaces, including:</p> <ul style="list-style-type: none"> • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Office desks • Teaching and learning aids • Staff laptops • Sports equipment • Toys • Telephones 	<p>of CV-19</p>
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<p>Contact and mixing of pupils and adults not managed which leads to spread of infection</p>	<ul style="list-style-type: none"> • Moving around the school site should be kept to a minimum • Any movement of children should be in very small groups and supervised by an adult e.g. use of cloakrooms and toilets • No children to be sent to the photocopier • In areas where queues may form, floor markings used to indicate distancing • Year group bubbles are allocated specific classrooms (to avoid crossing paths) • Groups do not mix to play sports or games together • At playtime and lunchtimes classes are given allocated zones on the playground/field to avoid year group mixing 	<p>New systems shared with all stakeholders</p>
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<p>Contact and mixing of pupils and adults at play and lunchtimes not managed which leads to spread of infection</p>	<ul style="list-style-type: none"> • Multiple groups do not use outdoor equipment simultaneously, • Allocated staff remain with allocated group – where possible • Rota and timetable for outdoor space • During break time, class bubbles will be supervised by class bubble staff • At lunchtime, class bubbles will be supervised by SMT/FAT/ or a member of their bubble team when outside • First aid kits and fire registers to be taken out daily during break and lunchtimes. • Bubble staff will supervise children when eating at lunchtimes • Wet lunchtimes to be supervised by bubble staff – staff to take alternate lunch breaks • Staggered play and lunchtimes to limit the number of pupils outside • Reception and KS1 school dinners will be served in the hall but separately – using separate serving stations, separate entrance/exit point and a timetable. • Perspex screens installed down middle of lunch tables so children can sit forward facing. • If tables are to be used by multiple bubbles across the lunch hour, the tables and Perspex screens will be wiped down. • Hall will be ventilated where possible. • Lunchtime supervisors & bubble staff to serve water to children in the Hall • KS2 to eat hot and cold meals in classrooms – prepared and delivered by kitchen staff. • There will be no physical assemblies. SMT to hold virtual weekly assemblies. • Staff to stagger use of staff room and then clean down space used prior to leaving. Staff to social distance in staff rooms. • Main staff room = 8 people • Cookery room = 5 people • Where possible, open windows and doors and ensure surfaces are cleaned after use. 	
<p>Classrooms poorly organised leading to risk of spread of infection</p> <p>Larger numbers of pupils in an enclosed setting causes spread of infection</p> <p>Insufficient hand washing facilities increases risk of spread of infection</p>	<ul style="list-style-type: none"> • Class groups kept together throughout the day and do not mix with other classes wherever possible • The Hive children/Nurture groups will continue with the same health and safety guidance, for the benefit of their education and well-being (see Hive / Nurture Risk Assessment) • Where possible, children particularly in KS2 should maintain 1m distance • Adult in classes should maintain social distancing from each other • Class bubble staff are responsible for ensuring that children asked not to bring unnecessary items in. • Organise classrooms for maintaining forward facing in KS2 • Regular inspection of classrooms to ensure space between seats and desks are maintained – where possible pupils are seated side by side and facing forwards (SH to do this weekly) • Where pupils are not arranged facing forwards (preschool and KS1), regular inspection of 	<p>Inform families about what children should/should not bring to school.</p>

	<p>measures to minimise contact and mixing e.g. hand hygiene, spacing, use of outdoor spaces as part of continuous provision.</p> <ul style="list-style-type: none"> • Face to face interaction with pupils and adults should be limited to 15 minutes where possible • Seating plans to ensure pupils sit at the same desk where possible • Children to be given individual pencil cases to include very frequently used items • Staff should have their own individually used equipment (pens, whiteboard pens) • Staff are encouraged to mark in school and not take books home. • Tissues readily available in all classrooms • Bins for tissues provided and are emptied throughout the day • Minimised movement around inside areas including classroom – adults to move around and children to remain in place where possible • Sufficient handwashing facilities are available and are stocked with soap and throwaway hand towels. All children wash hands prior to school entry in playground in morning • Sanitising spray and paper towels to be provided in classrooms for use by members of staff • Toys and play equipment appropriately cleaned between groups of pupils using it, and not shared with multiple groups • Equipment used in practical lessons cleaned thoroughly between groups • Limit shared resources being taken home – communication from school will be via email, text where possible • Reading books will be sent home regularly; children return books weekly on a set day (Friday) and new books are given out. Returned books are left for 72 hours before returned to the library. Staff to wash hands when handling yellow home reading records. 	
<p>Poor toileting regime increases risk of spread of infection</p>	<ul style="list-style-type: none"> • Limiting the number of pupils who use the toilet facilities at one time • Children to be supervised by an adult when going to the toilet • Put up laminated picture signs in toilets and classrooms in front of sinks showing handwashing. • Adult toilets to have antibacterial spray to spray over toilet, door handle and sink when leaving cubicle. 	

<p>Office staff coming into direct contact with large numbers of people through entrance or foyer</p>	<ul style="list-style-type: none"> • Provision of PPE to office staff if applicable • Screens remain closed at office to protect employees • Hand sanitiser provided at all entrances • Visitors should sanitise hands before and after using touch screen devices in reception • Children to remain with teacher at end of day until pick up rather than going to office • Fabric face masks to be provided to staff for travel to/from work or running errands on behalf of work, if required 	<p>School to provide PPE in the form of gloves, aprons, sanitizer, face masks and face shields where necessary</p>
<p>Caterers do not follow the school's guidance and this risks spread of virus</p>	<ul style="list-style-type: none"> • Assurances that caterers comply with the guidance for food businesses on COVID-19 • Discussion with caterers to agree arrangements for staggered lunches (e.g. seating capacity, holding hot food, cleaning between sittings, distancing and minimising contacts) 	
<p>Section.1b: General Communication and Communication of risk</p>		
<p>Lack of awareness of policies and procedures leads to placing pupils and staff at risk</p>	<ul style="list-style-type: none"> • Update policies to reflect changes brought about by COVID-19, including: <ul style="list-style-type: none"> - Safeguarding/child protection - Behaviour - Curriculum & Remote learning - NQTs - Special educational needs - Visitors to school • Ensure website is compliant with regards to the publishing of policies • Daily briefing to pupils on school rules and measures with reminders before leaving rooms. • COVID-19 posters/ signage displayed • Communicate to parents on the preventative measures being taken (e.g. post risk assessment on school website). • Regular communications to parents (and young people) via school website, social media, email and "Showbie" (lockdown) • Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health • Keep parent appointments / external meetings on a secure virtual platform where possible. • Any face to face meetings would be in a well ventilated room, with cleaning measures in place 	

	<ul style="list-style-type: none"> • No Volunteers on site in the first instance. • Governing boards and school leaders to have regard to staff (including the headteacher) work-life balance and wellbeing. Information shared about the extra mental health support for pupils and teachers is available 	
<p>Alteration of fire safety and evacuation leads to uncertainty of which procedures to follow for evacuation</p>	<ul style="list-style-type: none"> • Children attending Breakfast Club – to enter school through main school office and registered on Ipad and taken directly to the hall and seated at their class bubble table setting by member of the Breakfast Club team. • Breakfast club children will have access to limited resources • Children to be taken directly to their classrooms from the hall after breakfast club • SIMS register taken each day in class bubbles • Fire registers must be completed during staggered drop off • Initially, registers to be kept open until 9:30 to allow for staggered drop off times • Fire registers to be kept with ‘bubble’ staff at all times – including when outside / playtimes • Late children arriving on site to arrive through main office – office staff to update SIMS – parent not to use the sign in screen. Office staff to take child to ‘bubble’ setting. Staff to update fire register accordingly. • The Hive will keep a fire register for each group • Cleaning staff to use a fob to access and leave the school site • Upon sounding of fire bell, all children and adults follow usual evacuation procedures with: <ul style="list-style-type: none"> - Each bubble closing doors within their bubble and meeting outside - Staff to take fire register with them onto the playground - Children remaining with their group leader while moving out of their doors to playground - Pre-school to leave building and assemble playground. - Children to line up at distance with their ‘bubble’ teacher at front and call names from fire register - Administrators to check staff presence from Ipad - Office staff to take out the Defib - Report back to Dani Brayshaw when all present. 	

Section.2: Close Contact & Illness Management

Poor management of infectious diseases

- A designated room (Time to Talk room) is available for close contact and illness management, that sick pupils can be kept in until parents come to collect them, this will have:
 - A door you can close
 - A window you can open for ventilation
- Procedures in place should someone become unwell whilst attending school Make sure staff in school know that they should:
 - Move pupils to medical room if they're showing symptoms
 - Wash their hands for 20 seconds after making contact with the ill pupil.
 - If a child or member of staff is suspected of showing symptoms whilst in school, the child will be taken with an adult wearing PPE, into the time to talk room by year 4, whilst the parent/carer is called by the office for immediate collection. An adult with symptoms would leave the site immediately.
 - The child or adult will then need to be tested. If the test returns negative, the child/ adult can return to school. If the test is positive, the children and adults working in this group will then be sent home to self-isolate for 14 days.

SMT to have regular communications with those who have coronavirus symptoms, or who have someone in their household who does, are not to attend school.
- Information shared about testing available for those with symptoms.
- 'Grab bag' PPE equipment available in all classrooms, Time to Talk room and Hygiene Suite
- Signage to show staff how to wear PPE correctly displayed and emailed to staff
- PPE provision - pupils whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way in the Hygiene Suite
- If a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home, PPE will be used by the limited staff associated with this child
- 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 other hygiene measures, and regular cleaning of surfaces, clothes should be removed and washed at the end of each work day.
- Employees providing first aid to pupils will not be expected to maintain 2m distance. The following measures will be adopted:

GCC NOTE:
Wearing a face covering or face mask in schools or other education settings is not recommended by PHE.
The majority of employees in education settings will not require PPE beyond what they would normally need for their work (determined by existing risk assessment), even if they are not always able to maintain a distance of 2 metres from others.

Staff expected to wear normal clothing that can be removed and washed at the end of each school day

	<ul style="list-style-type: none"> - washing hands or using hand sanitiser, before and after treating injured person; - wear gloves or cover hands when dealing with open wounds; - if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives; - if CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxia arrest. - dispose of all waste safely - Employees who have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days. <ul style="list-style-type: none"> • If the isolation room is used by a suspected case, the room will be thoroughly cleaned by the cleaner on site, before it is used by anyone else. 	
<p>Suspected case of COVID-19 not managed effectively which places others at risk</p> <p>Cleaning regime does not deep clean the suspected area and leads to further risk of re-infection</p>	<ul style="list-style-type: none"> • Leadership understands the NHS Test and Trace process and how to contact their local Public Health England health protection team. • Plan how to inform staff members and parents/ carers that they will need to be ready and willing to <ul style="list-style-type: none"> ○ book a test if they are displaying symptoms; ○ inform the school immediately of the results of a test; ○ provide details of anyone they have been in close contact with; ○ self-isolate if necessary. • If a child or member of staff show symptoms of Covid19, they should refer to the NHS website and arrange a test; https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/ If the child is tested, we ask that you alert us at school and inform us immediately of the outcome of the test. If the child's test is negative, they can return to school immediately (as long as they are feeling well enough). Should a member of staff become unwell with COVID19 symptoms, they will also be referred for a test. Should the outcome of the test be positive, we will follow the advice from Public Health England (PHE) and advise you accordingly of the actions to be taken. This may result in the whole class bubble and staff having to self-isolate for 14 days. • If someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days. 	

- Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection. They should get a test, and:
 - if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
 - if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following guidance for households with possible or confirmed coronavirus (COVID-19) infection

- In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice.

- Make contact with relevant agencies e.g. Public Health England South West Health Protection Team, Local Authority and follow process of track and trace as guided.
- Clean and disinfect surfaces the person has come into contact with, including:
 - Objects which are visibly contaminated with body fluids
 - All potentially contaminated high-contact areas (e.g. bathrooms, door handles, telephones, grab-

	<p>rails in corridors and stairwells)</p> <ul style="list-style-type: none"> ○ When cleaning hard surfaces and sanitary fittings, use either: <ul style="list-style-type: none"> ▪ Disposable cloths, or ▪ Paper rolls and disposable mop heads ○ When cleaning and disinfecting, use either: <ul style="list-style-type: none"> ▪ A combined detergent/disinfectant solution at a dilution of 1,000 parts per million available chlorine ▪ A household detergent, followed by a disinfectant with the same dilution as above ▪ An alternative disinfectant, that's effective against enveloped viruses <ul style="list-style-type: none"> ● Make sure all cleaning staff: ● Wear disposable gloves and apron ● Wash their hands with soap and water once they remove their gloves and apron ● Wash any possibly contaminated fabric items, like curtains and beddings, in a washing machine ● Clean and disinfect anything used for transporting these items with standard cleaning products ● Launder any possibly contaminated items on the hottest temperature the fabric will tolerate ● If items can't be cleaned using detergents or laundering (e.g. upholstered furniture), use steam cleaning 	
	<ul style="list-style-type: none"> ● Dispose of any items that are heavily soiled or contaminated with body fluids. ● Keep any waste from possible cases and cleaning of those areas (e.g. tissues, disposable cloths and mop heads) in a plastic rubbish bag and tie when full ● Place these bags in a suitable and secure place away from children and mark them for storage ● Wait until you know the test results to take the waste out of storage <ul style="list-style-type: none"> - If the individual tests negative, put the bags in with the normal waste - If the individual tests positive, then you will need a safe and secure place (away from children) where you can store waste for 72 hours. - If you don't have a secure place, you'll need to arrange for a collection for 'category B' infectious waste from either your: <ul style="list-style-type: none"> ○ Local waste collection authority (if they currently collect your waste) 	

Section.3: Employees

<p>Poor mental health leads to increased rates of staff absence</p>	<ul style="list-style-type: none"> • Ensure that staff are supported and able to share their concerns openly via a range of communication methods e.g. face-to-face, phone, email, video conference, text • All teachers to have weekly PPA • Access to Occupational Health and Employee Assistance programme https://www.gloucestershire.gov.uk/schoolsnet/gccplus/staff/occupational-health/employee-assistance-programme-health-assured/ • Staff training to be held in well ventilated hall for limited periods of time to enable to the staff to benefit being part of a wider team – social distancing maintained. • Information shared about the extra mental health support for pupils and teachers is available • Keeping in touch with any staff who are working off-site – working arrangements, welfare, mental and physical health and personal security • Governing boards and school leaders to have regard to staff (including the headteacher) work-life balance and wellbeing 	<p>Principles for staff</p> <ul style="list-style-type: none"> • Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (informing Dani Brayshaw), and access a test as soon as possible • Clean your hands more often than usual - 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 • Use the ‘catch it, bin it, kill it’ approach
<p>Exposing staff to virus</p>	<ul style="list-style-type: none"> • Social distancing must be maintained in school 1-2m between adults as much as possible – particularly with staff from different bubbles • Where possible, staff should remain at the front of the class and avoid close face to face contact and minimise time spent within 1m of anyone. • Staff room use should be minimised and numbers of staff in shared spaces should be limited and care should be taken when making drinks/lunches to clean up after yourself • Staff should avoid working facing each other • Staff should avoid congregating in corridors or shared spaces especially from staff across bubbles • Bubble staff must not enter each other’s classrooms to avoid contamination particularly during the school day. • Where staff are directed by SMT to cross bubbles e.g. due to staff absence – the staff member must record their name, date and reason for being in the bubble on the class bubble tracker. This record must be accessible by the main classroom door. • If staff mix in classrooms at the end of the day – social distancing measures and cleaning must be applied. 	
<p>Risk to vulnerable employees</p>	<ul style="list-style-type: none"> • Consideration given to personal risk factors: age, obesity, pregnancy, existing health conditions and ethnicity • Where necessary individual risk assessments for employees at special risk (take account of medical advice) 	

<p>Poor hygiene routines lead to increased risk of infection spreading between staff</p>	<ul style="list-style-type: none"> • Frequent hand washing encouraged for adults (following guidance on hand cleaning) • Adults are encouraged not to touch their mouth, eyes and nose • Adults encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') • Staff to take responsibility for their use of cups etc. from staff room that these are well washed in the dishwasher 	<ul style="list-style-type: none"> • Avoid touching your mouth, nose and eyes • Clean frequently touched surfaces often using standard products, such as detergents and bleach
<p>Ratios increases risk of spreading of infection</p>	<ul style="list-style-type: none"> • Adult: pupil ratio – class bubble • If shortage of teachers, allocate TAs to lead a group, working under the direction of a teacher. • The same teacher(s) and other staff are assigned to each class bubble and, as far as possible, these stay the same. 	<ul style="list-style-type: none"> • Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important) – favour shoulder to shoulder support where closer feedback/contact is needed
<p>Social gatherings increases risk of virus spread</p>	<ul style="list-style-type: none"> • The occupancy of staff rooms and offices limited. • Staff meetings to be held in well-ventilated school hall. • Staff should not gather in any shared space • Staff should not go into each other's bubble classrooms. 	<ul style="list-style-type: none"> • Limit amount of unnecessary movement around classroom
<p>Timetabling</p> <p>PE and School Sport not properly managed</p>	<ul style="list-style-type: none"> • Reviewing timetables to decide which lessons or activities will be delivered on what days and allocating spaces to get out of the classroom as much as possible • Identify and plan lessons that could take place outdoors • Use the timetable to reduce movement around the school or building • Lunchtimes will be staggered. Lunches will be delivered to the classes and children and 'bubble' staff will eat lunch together. • Outside space / field to be zoned marked off to indicate play spaces • Children in years 1-6 to come to school in PE kit on their allocated PE days • Remote education is continuing as much as possible to limit numbers attending school • Regular contact with pupils who remain at home – distance learning; video conference; email; phone calls • Prepare arrangements 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. • Pupils kept in same consistent bubbles where possible during PE and sport • Sports equipment thoroughly cleaned between each use • Contact sports avoided until guidance changes • Outdoor sports should be prioritised where possible • Large indoor spaces used where it is not and equipment cleaned after use e.g. benches • Swimming pools are not used until guidance changes 	<ul style="list-style-type: none"> • Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters • Prevent your class from sharing equipment and resources (like stationery)

<p>Educational Visits</p>	<ul style="list-style-type: none"> • Distance between pupils from mixed bubbles will be maximised • Any Sporting activities delivered by external coaches, clubs and organisations will only go ahead if they can satisfy the above requirements • See separate Hall risk assessment <ul style="list-style-type: none"> • Risk assessments of visits and journeys to be undertaken by visit leaders. • Pupils grouped together on transport in the same bubbles that are adopted within school where possible. • Journey's planned with to allow distancing within vehicles (this may mean large vehicles or more are used). • The use of face coverings for children over the age of 11, if they are likely to come into very close contact with people outside of their bubble. • Use of hand sanitiser upon boarding and/or disembarking • Cleaning of vehicles between each journey. • No use of school minibuses, initially 	
		<ul style="list-style-type: none"> • Keep your classroom door and windows open if possible for air flow • Limit the number of children from your class using the toilet at any one time • Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms
<p>Section.4: Pupils</p>		

<p>Pupils spreading virus</p>	<ul style="list-style-type: none"> • Safe distancing or 2 metres is a preventative measure that will be adopted so far as is reasonably practicable but it is acknowledged that this is not always possible in schools. However, all the measures in this assessment are aimed at reducing transmission risk • SMT to monitor protection measures • School uniform to be washed as regularly as possible • Children to be provided with a mid-morning snack of a sweet / savoury biscuit • Staff to be made aware of any children with food allergies in their ‘bubble’ • School water bottles to be named and washed regularly • Pupils to be given personal pencil case for frequently used items 	<p>e-Bug has produced a series of helpful coronavirus posters:</p> <ul style="list-style-type: none"> • Horrid hands • Super sneezes • Hand hygiene • Respiratory hygiene • Microbe mania
<p>Hand hygiene not being followed</p>	<ul style="list-style-type: none"> • Young pupils encouraged to learn and practise good hygiene habits through games, songs and repetition • Frequent hand washing encouraged for pupils (following guidance on hand cleaning) • Hands cleaned on arrival at school, before and after eating, and after sneezing or coughing • Staff help is available for pupils who have trouble cleaning their hands independently. • Pupils are encouraged not to touch their mouth, eyes and nose • Pupils encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’) 	
<p>Vulnerable pupils</p>	<ul style="list-style-type: none"> • Carry out Risk assessment of vulnerable / EHCP pupils https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance • Review EHCPs where required 	
<p>Vulnerability of pupils not in school in the event of self-isolation; local or national outbreaks</p>	<ul style="list-style-type: none"> • Staff to consider and plan how online resources can be used to shape remote learning building on systems that were implemented during the partial closure • Staff to follow plan for remote learning for pupils, using national resources provided by class teacher, and work posted on Showbie • Food hampers organised for FSM pupils when isolating at home • Regular contact with pupils who remain at home – distance learning; video conference; email; phone calls 	
<p>Pupil Behaviour</p>	<ul style="list-style-type: none"> • Review behaviour policies to consider how pupils not following distancing rules will be managed and share with parents and staff • Include behaviour management measure on individual risk assessments where appropriate (part time timetable) 	
<p>Section.5: Parents</p>		

	<ul style="list-style-type: none"> • Parents' drop-off and pick-up protocols to minimise contact • Parents to adhere to the staggered pick up and drop off times to limit and manage numbers on site • Parents to hold their children's hand (younger pupils) when accessing or exiting the site • Parents to be informed that the school crossing provision will only be available between 8.30am – 9.00am and between 3.00pm – 3.30pm • Parents to be informed that the school entrance via Druids Lane is for EXIT only to limit the flow of people on site and ensure a one way system. This exit is supervised by a member of SMT • Communicate to parents on the preventative measures being taken (e.g. post risk assessment on school website). • Parents informed only one parent to accompany child to school • Made clear to parents that they cannot gather at entrance gates, doors or on the playground. • Parents to be made aware that access to the bike shed / outdoor seating areas will be prohibited • Signage on playground to encourage parents to adhere to the 2m social distancing regulations • Parents and pupils encouraged to walk, where possible. • Encourage parents to phone school and make telephone appointments if they wish to discuss their child (to avoid face-to-face meetings). Parents informed that no face to face conversations will be possible • Discourage parents and pupils from bringing in toys and other play items from home. 	<p>Information shared with parents through website, Facebook and texting.</p> <p>Video of setting and protocols to be shared in social media</p>
Section 6: Safeguarding		
	<ul style="list-style-type: none"> • Staff laptops will continue to have cameras and microphones enabled so that staff can continue to use them for Zoom meetings. When appropriate these will be disabled as before • Entry and exit points on the school site will be monitored by SMT and site manager during the drop off and pick up times. The site will then be secured. • Staff to follow the Safeguarding policy as before and record concerns directly to the DSL on site (Dani Brayshaw / Marie Welch) • Staff to continue to log incidents for children returning to school on CPOMS • SMT / Family Action Team / shielding staff to log incidents on CPOMS for children and families not returning to school. 	

<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>

Date of review: 01/09/2020

Date of second review: 17.9.2020

Date of third review:

Name of Headteacher: Dani Brayshaw

Name of Chair of Governors: Lynette Smith

Signature: 

Name of Vice Chair: Terry Bullingham

Signature: 

Signature: 

Changes arising from on-going risk assessment review

Issue arising	Action taken	Date
Changes to fire safety and evacuation information	Added in section	
Changes to behaviour policy		
Changes to safeguarding policy		

