


| Hardwick Primary School – COVID-19 Primary School Full Opening Autumn 2020 |   |                                     |                            |   |
|--|---|-------------------------------------|----------------------------|---|
| Activity being assessed:   | Full re-opening of school   | Location(s) affected:               | Whole School               |  |
| Person(s) completing assessment:   | R.Sandhu/A.Awaan/G.Freeman/L.Smith  | Date original assessment completed: | 15 <sup>th</sup> July 2020 |   |
| Date of review:  | 1 <sup>st</sup> Review: 2 <sup>nd</sup> October<br>2 <sup>nd</sup> Review: 4 <sup>th</sup> November<br>3 <sup>rd</sup> Review: 9 <sup>th</sup> November<br>4 <sup>th</sup> Review: 3 <sup>rd</sup> January<br>5 <sup>th</sup> Review: 14 <sup>th</sup> January<br>6 <sup>th</sup> Review: 2 <sup>nd</sup> February 2021<br>7 <sup>th</sup> Review: 23 <sup>rd</sup> February<br>8 <sup>th</sup> Review: 1 <sup>st</sup> March<br>9 <sup>th</sup> Review: 22 <sup>nd</sup> April | Review completed by:                | R Sandhu                   |   |

This risk assessment has been developed on best available scientific guidance and industry best practice, information and should be read in conjunction with the government guidance document, this document cannot be considered to cover every risk and control possible and must be reviewed and made specific by the end user.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/964351/Schools\\_coronavirus\\_operational\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf)

[https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020?utm\\_source=7427a8d7-6fbd-4315-b29f-2c648cfb91a1&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate#schools](https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020?utm_source=7427a8d7-6fbd-4315-b29f-2c648cfb91a1&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate#schools)

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

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

<http://science.cleapss.org.uk/resources/resource-search.aspx?search=COVID-19>

<http://dt.cleapss.org.uk/Resources/All/?search=covid+19>

| What are the hazards?                                  | Who might be harmed and how?  | What are you already doing?  | Do you need to do anything else to manage this risk?  | Action by whom and when?  | Completed           |
|--|---|--|---|---|---------------------|
| Re-opening after a lengthy closure/<br>Summer Holiday. | <b>Pupils, staff, visitors, and the general public by unsafe equipment, systems, and premises</b> | Servicing of equipment to be completed in accordance with manufacturers requirements.<br>Recommission/service any equipment/systems where statutory maintenance has not been carried out prior to use.<br>Water hygiene management arrangements to be reviewed and additional flushing, chlorination, and maintenance to be undertaken in line with Legionella risk assessment.<br>Check fire safety systems including checking fire doors are operational and fire alarm and emergency lights are operational.<br>Centrally managed air conditioning/handling/circulation units should only be used if they can be switched to full fresh air, otherwise they should be switched off. Air conditioning units which serve one room only pose minimal risk and can be used as required. | Vinci to ensure all in place.<br>Maintain statutory premises maintenance régimes.<br><br>Ensure the flushing of hot and cold-water outlets including non-mains drinking water sources that have not been in use.<br><br>Remind staff of enhanced cleaning routines on return and advise to maintain stringent hygiene measures such as handwashing throughout the school day. Staff are not expected to carry out significant cleaning duties throughout the day with the exception of general wiping down to help keep everyone as safe as possible. | Vinci, by 31 <sup>st</sup> August<br><br>Vinci, by 31 <sup>st</sup> August.<br><br>Head of School, by March 8th | ✓<br><br>✓<br><br>✓ |

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|  |   | <a href="#"><u>Managing school premises guidance</u></a><br>Clean and disinfect all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas. Deep clean the kitchen prior to reopening before food preparation resumed if this has not been in use.<br>Update key holder information.  |  |   |                     |
| Contracting COVID-19 from being in the school environment by contact with an infected person | <b>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</b> | Staff, pupils or visitors who have tested positive for COVID-19 are not allowed into the school premises until they have self-isolated for the recommended government period of 10 days from either the positive test result or onset of symptoms, whichever is later; if the individual continues to have a raised temperature, they are required to remain away from school until a normal temperature can be maintained. Staff, pupils, or visitors living in the same household as a person who have tested positive for | Re-send clear guidance to all staff and parents/carers of pupils prior to school reopening and put onto school website – including information regarding how to obtain a COVID 19 test.<br><br>All staff to complete Smartlog training re. COVID 19 for educational settings, including new members of staff.<br><br>Staff to be aware of procedure to isolate pupils that are symptomatic on site until collected: Symptomatic pupils on site to be supervised in the isolation room (Girls' Changing | Head of School by 24 <sup>th</sup> July, 1 <sup>st</sup> September and March 8th<br><br>All staff by 3 <sup>rd</sup> September<br><br>SLT, SENCo, Teaching staff by July 24 <sup>th</sup> | ✓<br><br>✓<br><br>✓ |

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|                       |                              | <p>COVID-19 are not allowed into the school premises until they have self-isolated for the government period of 10 days. If a staff member or pupil has a positive COVID-19 test the school must contact the local health protection team/DDAT/Dfe/LA who will conduct a rapid risk assessment and will provide the school with definitive advice on who must go home.</p> <p>Any person arriving at school exhibiting symptoms will be required to return home and obtain a COVID-19 test immediately.</p> <p>If an individual has symptoms, undertakes a COVID-19 test and this is negative, they will continue to stay at home until that have recovered from their illness and can safely return.</p> <p><a href="#">Government self-isolation guidance</a></p> | <p>Room) by a member of staff with PPE (mask, safety glasses, gloves and apron), keeping at least 2 metres apart. If toilet needed, use child's toilet between changing rooms (to be labelled as authorised access only).</p> <p>Staff to be aware: Symptomatic staff to notify a member of SLT and leave school premises as soon as possible (use meeting room if cannot leave immediately).</p> <p>If a staff member or pupil receives positive test result, the local health protection team/DDAT/Dfe/LA will be contacted. Inform parents/carers and staff when there is a positive case confirmed in school. A template letter will be provided by Public Health / DfE.</p> <p>Maintain contact with staff members not in school. On return, ensure Return to Work carried out with SLT/SENCO/Senior Office administrator.</p> | <p>SLT<br/>By July 24th</p> <p>Head of School/staff member<br/>From 12<sup>th</sup> October</p> <p>SLT/SENCo<br/>from September 3rd</p> | <p>✓</p> <p>✓</p> <p>✓</p> |

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|                       |                              | <p><u>Early years settings</u></p> <p>Settings should restrict all visits to the setting to those that are absolutely necessary. This means suspending parent and carer visits for:</p> <ul style="list-style-type: none"> <li>– new admissions,</li> <li>– settling-in children new to the setting</li> <li>– attending organised performances</li> </ul> | <p><i>Vinci to hold up to date contact details for all Vinci staff/contractors entering site. Office to hold contact details for any visitors arranged by Hardwick staff to allow contact via test and trace if needed.</i></p> <p><i>Recommunicate information to parents about the symptoms of COVID and isolation procedures.</i></p> <p><i>Face coverings to be worn during face-to-face contacts with parents/visitors (e.g. when on gates/doorways for children's entry/exits).</i></p> <p><i>All staff in school, including Vinci staff, provided with information regarding LFD tests. Staff who have opted in have received testing kits and will utilise on Wednesday and Sundays each week. Staff to act accordingly regarding results. Any staff receiving a positive result must self isolate until a PCR test has been carried out and a negative result</i></p> | <p><i>Vinci, Office, by July 24<sup>th</sup>.</i></p> <p><i>SLT, Office by December 17<sup>th</sup></i></p> <p><i>All staff from 8<sup>th</sup> March</i></p> <p><i>All staff from 27<sup>th</sup> January</i></p> | <p><i>Ongoing</i></p> <p>✓</p> <p>✓</p> <p>✓</p> |

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|  |  |  | <i>received or self isolation period has ended.</i>  |                             |           |
| Vulnerable staff or pupils contracting COVID-19 from being in school | <b>Staff deemed vulnerable (see government list) are likely to experience worse symptoms and additional health issues if contract COVID-19</b> | <p>Staff and pupil survey undertaken and information revisited to determine individuals that are clinically vulnerable/clinically extremely vulnerable. Where identified in an at-risk category an individual risk assessment will be put in place to provide adequate controls within school.</p> <p>Where pupils' health is such that they are required to remain at home, suitable home learning support covering whole curriculum to be developed on an individual basis.</p> <p>If staff/pupils already have an individual risk assessment in place, this should be revisited to ensure it is still up to date and consider whether additional measures are required, e.g. the wider use of face coverings, temporary redeployment to another role etc.</p> | <p>Seek medical advice where needed. Individual risk assessments for staff and children in vulnerable categories in place. Revisit and update individual risk assessments immediately on return to school. Complete individual discussions with staff.</p> <p>Staff and pupils who are clinically extremely vulnerable or have underlying health conditions must continue to shield in line with government advice. Clinically vulnerable staff can attend the workplace. While in school they must follow the system of controls to minimise the risks of transmission.</p> <p>Where pregnancy risk assessments have been completed, ensure these are reviewed regularly in line with risks and guidance. See specific guidance for pregnant employees. <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees">https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</a></p> | SLT, SENCo by September 3rd | ✓         |

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|   |  | <p><i>Staff and pupils who are clinically extremely vulnerable or have underlying health conditions must continue to shield in line with government advice.</i></p> <p><i>Clinically vulnerable staff can attend the workplace. While in school they must follow the system of controls to minimise the risks of transmission.</i></p> <p><i>Bubbles must be established to ensure that pupils do not mix with the whole school population. These maybe the same bubbles as the autumn term.</i></p> | <p><i>Individual risk assessments in place for staff working with clinically vulnerable and higher risk children.</i></p> <p><i>Individual learning support in place for those children remaining at home.</i></p> <p><b>Bubbles must be established to ensure that pupils do not mix with the whole school population. These maybe the same bubbles as the autumn term.</b></p> | <p><i>SLT, SENCo by September 3<sup>rd</sup></i><br/><i>Ongoing updates</i></p> <p><i>SLT, SENCo by September 3<sup>rd</sup></i></p> <p><i>SLT by September 3<sup>rd</sup></i></p> | <p>✓</p> <p>Ongoing</p> <p>Ongoing</p> |
| <i>Congestion when accessing or leaving school grounds/controlling mixing of bubbles.</i> | <b><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i></b> | <p><i>Start and finish times for Bubbles extended to reduce congestion. Different entrances and exits used where possible. Families requested to only send one adult per family group to drop off and collect pupils to reduce potential overcrowding;</i></p>   | <i>Clear plan to be documented detailing each bubble's start and finish times and entry exit points and communicated with parents, carers, and pupils. Parents encouraged to walk and to have 1 parent only dropping off where possible. One-</i>  | <i>SLT, SENCo, teaching staff by March 8<sup>th</sup>.</i>   | ✓                                      |

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|                       |                              | <p><i>only children of primary school age or under to accompany adult if it is not possible for them to be at home with another responsible person.</i></p> <p><i>Bubbles groups given clear information about gates/times for drop off and collection.</i></p> <p><i>Designated areas for each Bubble to be put in place on playground to avoid mixing of bubbles.</i></p> <p><i>Parents to be encouraged to drop off and leave as quickly as possible.</i></p> <p><i>For collection, parents to wait on playground at designated areas and staff to bring out pupils to them for collection, once pupil and parent/carer reunited, parent/carer requested to leave site immediately by designated gate. Parents should be instructed to wear face coverings when on the school site.</i></p> <p><i>Staff advised to arrive by main school entrance and within designated timeframe prior to pupil's arrival (contract dependent) and to ensure that</i></p> | <p><i>way system in place for entry and exit for parents to follow.</i></p> <p><i>Staff and parents aware of procedure and their children's drop off and collection below.</i></p> <p><i>Extended return:</i></p> <p><b>Extended entry and exit on Mondays-Fridays</b></p> <p><b>FS1 AM:</b></p> <p><i>Entry: 8.45am into large nursery door</i></p> <p><i>Exit: 11.45am from large nursery door.</i></p> <p><b>FS1 PM:</b></p> <p><i>Entry: 12.15pm into large nursery door</i></p> <p><i>Exit: 3.15pm from large nursery door.</i></p> <p><b>FS2:</b></p> <p><i>Entry: 8.40am – 8.55am into FS2</i></p> <p><i>Exit: 3.15pm – 3.30pm through small FS1 gate</i></p> <p><b>Year 1:</b></p> <p><i>Entry: 8:40am - 8.55am into KS1 gate</i></p> <p><i>Exit: 3.15pm-3.30pm through KS2 gate</i></p> |                          |           |

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|                       |                              | <p><i>they maintain appropriate social distancing within the car park and on pathways.</i></p> <p>Staff should be advised that they are able to wear a face covering in communal areas and within the school grounds if they wish to.</p> | <p><b>Year 2:</b><br/> <i>Entry: 8:40am – 8.55am into KS1 gate</i><br/> <i>Exit: 3.15pm – 3.30pm through KS2 gate</i></p> <p><b>Year 3:</b><br/> <i>Entry: 8:40am – 8.55am into KS1 gate</i><br/> <i>Exit: 3.15pm – 3.30pm through KS2 gate</i></p> <p><b>Year 4:</b><br/> <i>Entry: 8:40am – 8.55am into gate next to tyres gate</i><br/> <i>Exit: 3.15pm – 3.30pm through KS2 gate</i></p> <p><b>Year 5:</b><br/> <i>Entry: 8:40am – 8.55am into gate next to tyres</i><br/> <i>Exit: 3.15pm – 3.30pm through KS2 gate</i></p> <p><b>Year 6:</b><br/> <i>Entry: 8:40am – 8.55am into gate next to tyres</i></p> |                          |           |

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|                       |                              |                             | <p><i>Exit: 3.15pm – 3.30pm through KS2 gate</i></p> <p><i>Due to doors going straight into classrooms, children to come straight into class, except Y4.</i></p> <p><i>Year 4 to enter straight into classrooms via door next to rainbow room. To exit, children to be sent to parents through the following areas:</i><br/> <i>4SH – Y1 group area</i><br/> <i>4MH – Y5/6 group area</i><br/> <i>4TH – Rainbow room exit door</i></p> <p><i>Y1 and Y5/6 group area to be cleaned both before and after Y4 enter.</i></p> <p><i>All staff made aware.</i></p> <p><i>All parents/carers to be notified of arrangements for their child(ren) in writing and via teacher weekly calls.</i></p> <p><i>Individual entry points and timings to be agreed with parents for children with SEND to ensure congestion is not</i></p> |                          |           |

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|                       |                              |                             | <p><i>caused, e.g. through transfer from wheelchair to school equipment.</i></p> <p><i>If pupils are late in the morning, parents to bring pupil to reception at the front of school. Parents/children to remain socially distant (2 metres) until a member of staff brings pupil into school.</i></p> <p><i>Government guidance will be followed as regard movement and mixing of keyworkers. Movement and mixing will be kept to minimum possible.</i></p> <p><i>All staff on gate duty or on doorways for children's entry and exit to wear face coverings.</i></p> <p><i>Parents reminded to wear face coverings on drop off and collection and not to approach staff.</i></p> <p><i>Parents reminded to phone to speak to staff, not to approach staff on the gate.</i></p> | <p><i>All staff from 8<sup>th</sup> March</i></p> <p><i>SLT, Office by 4<sup>th</sup> January</i></p> <p><i>SLT, Office by 4<sup>th</sup> January</i></p> | <p>✓</p> <p>✓</p> <p>✓</p> |

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| Congestion or inability to adequately manage pupils accessing or leaving school building or moving around during class changes | <b>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</b> | <p>Teachers to walk their designated group into the building either directly into their classroom or via their designated cloakroom in a controlled manner.</p> <p>Teachers to walk their bubble in a controlled manner directly from their classroom to the playground designated areas to be reunited with their parents/carers for collection at the end of the day.</p> <p>Minimal movement of pupils around the school building.</p> <p>Social distancing signage and floor markings displayed.</p> | <p>Year 4 - Year 4 to enter straight into classrooms through Rainbow Room door. Year 4 to exit through:</p> <p>4SH – Y1 group area</p> <p>4MH – Y5/6 group area</p> <p>4TH – Rainbow room exit door</p> <p>Y1 and Y5/6 group area to be cleaned both before and after Y4 enter.</p> <p>All other year groups - Use usual procedure for entry and exit time. On both entry and exit, ensure adult at door directing into cloakroom, ensuring space for children to be adequately socially distanced.</p> | SLT and all teaching and support staff from September 3rd  | ✓                       |
| Ineffective personal hygiene measures  | <b>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</b> | <p>Robust handwashing promoted. Staff and pupils are requested to wash hands prior to leaving home in the morning.</p> <p>All staff and pupils <b>must</b> wash their hands for a minimum of 20 seconds with liquid soap and warm water or sanitiser on arrival at school.</p> <p>Following use of toilet facilities hands <b>must</b> be washed with liquid soap and warm water.</p>  | <p>Inform parents regarding hand washing regime via letter and website.</p> <p>On entry to school, staff to ensure children wash hands effectively – support younger children if needed. Staff to model to children where necessary, and teach hygiene routines once returned. Use <a href="#">NHS video</a> (follow link) to support modelling to children.</p>  | <p>Head of School / letter by 24<sup>th</sup> July</p> <p>Teaching staff from September 3<sup>rd</sup></p> | <p>✓</p> <p>Ongoing</p> |

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|                       |                              | <p><i>Before and after breaktimes, eating and after a bout of coughing/sneezing or following outside play hands <b>must</b> be washed with liquid soap and warm water or hand sanitiser. Staff and pupils encouraged to follow the Catch it, Kill it, Bin it protocol – disposable tissues or toilet tissue is available in classrooms and staff areas and to be immediately placed in a bin liner or flushed down a toilet following use – used tissues must not be left on desks or other surfaces. Bin liners to be tied before full and left outside classrooms for collection. Posters are displayed by sinks to show how to effectively wash hands. Catch it, kill it, Bin it posters displayed around the school. Hand sanitiser available for staff who are unable to leave classrooms whilst supervising pupils.</i></p> | <p><i>Ensure sufficient disposable tissues are available in school – in every occupied classroom.</i></p> <p><i>Display handwashing posters by all sinks. Display Catch it Kill it Bin it Posters around school</i></p> <p><i>Ensure sufficient hand sanitiser is available. Hand sanitiser must contain a minimum of 60% alcohol.</i></p> <p><i>Ensure hand sanitiser is available for children who struggle to access sinks in all areas e.g. children in wheelchairs</i></p> | <p><i>SLT by July 24<sup>th</sup></i></p> <p><i>SLT, prior to Sept return</i></p> <p><i>SLT, by July 24<sup>th</sup></i></p> <p><i>SLT/SENCo, by July 24<sup>th</sup></i></p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> |

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|  |   | <p><i>Where pupils are to use hand sanitiser this should be done under adult supervision.</i></p> <p><i>Hand sanitiser is available but should only be used whereby handwashing is not accessible rather than a general alternative to handwashing.</i></p> <p><i>Non-essential items not to be brought into school by pupils or staff.</i></p>   |  |   |                   |
| Possible contamination in reception areas and office | <b>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</b> | <p><i>Parents are not currently allowed into reception area without an appointment.</i></p> <p><i>Where face to face meetings with parents or visitors have been arranged, social distancing must be maintained. Where social distancing between adults is not possible, face coverings should be worn for example when moving around in corridors and communal areas.</i></p> <p><i>Hand sanitiser to be available at reception for visitors to use on arrival before signing in.</i></p> <p><i>Visitors should also be directed to the nearest hand washing facilities and reminded to wash</i></p> | <p><i>Hand sanitiser available in reception at all times.</i></p> <p><i>Parents currently unable to access reception area due to secure door. Window into office for general queries can be closed partially for a screen and staff are able to stand far enough back to allow 2 metre distance. A protective screen to also be placed in front of office hatch as a protective measure. Parents advised to call for longer queries. Signage to ensure parents are aware only 1 parent should be in at a time. Ensure office staff aware of procedure.</i></p> | <p><i>SLT, Office, from July 20th</i></p> <p><i>SLT, Office, from July 20th</i></p> | <p>✓</p> <p>✓</p> |

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|                       |                              | <p><i>their hands thoroughly throughout their visit to the school site. Hand sanitiser to be made available at visitors signing in areas.</i></p> <p><i>Parents/carers advised to contact school by phone if they need to speak to a teacher or member of SLT and meetings will be arranged and accommodated either outside or in a planned manner within the building.</i></p> <p><i>Staff to pass through reception maintaining appropriate social distancing.</i></p> <p><i>Due to office size, layout and limited space, non-office-based staff are not to enter the office area, requests to be made from the doorway.</i></p> <p><i>Office staff to work at their designated desks to avoid shared equipment and to be responsible for regular cleaning of IT and phone equipment using suitable cleaning materials/sanitiser.</i></p> <p><i>If teaching and support staff need resources printed in the office this should be managed by</i></p> | <p><i>Office staff to ensure desks are 2 metres apart. Staff not to share desks where possible. If staff currently share desks, a cleaning regime must be introduced to sanitise desks between "shifts".</i></p> <p><i>No staff/visitors to enter office other than office team.</i></p> <p><i>Parents only to enter the building with SLT permission.</i></p> <p><i>Rooms to be used for any urgent meetings must have easy access and sufficient space. Please note: all meetings should be held remotely if possible.</i></p> <p><i>Meetings with staff outside of bubbles to be held via Teams and phones (not in rooms) where possible.</i></p> <p><b><i>If fire doors are to be kept open, this will only be done when the room is occupied and nominated person will be responsible for closing them when leaving the area.</i></b></p> | <p><i>All staff from 4<sup>th</sup> Sept</i></p> <p><i>All staff from July 20<sup>th</sup></i></p> <p><i>All staff from July 20<sup>th</sup></i></p> | <p>✓</p> <p>Ongoing</p> <p>Ongoing</p> |

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|--|--|---|--|---|-------------------|
|  |  | <p><i>the office staff and collected from designated point.</i></p> <p><i>Ventilation in the office area is to be maintained either by mechanical ventilation adjusted to increase the ventilation rate where possible, and natural ventilation by opening windows. During occupied times windows should be opened enough to provide background ventilation, during unoccupied times (during the school day) windows should be fully opened.</i></p> <p><i>Internal and external doors can be kept open to assist as this will increased ventilation.</i></p> |  |   |                   |
| Possible contamination within classroom/teaching and learning spaces | <b><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i></b> | <p><i>Classrooms with external door direct to the outside to be used where possible.</i></p> <p><i>Table and chair layout within classrooms and learning areas to be assessed and set out with all</i></p>  | <p><i>Rooms to be prepared as per guidance sent to staff by SLT.</i></p> <p><i>Children to have identified tables spaces and chairs from Y2 onwards.</i></p> | <p><i>SLT by July 22nd</i></p> <p><i>Teaching staff by July 24<sup>th</sup></i></p> | <p>✓</p> <p>✓</p> |

| What are the hazards? | Who might be harmed and how? | What are you already doing?   | Do you need to do anything else to manage this risk?  | Action by whom and when?   | Completed |
|-----------------------|------------------------------|---|---|--|-----------|
|                       |                              | <p>desks and chairs facing the same direction as far as is practicable. Staff are to maintain social distancing from other members of staff (2 metres, in classrooms, staffrooms and corridors) and pupils where possible.</p> <p>Outdoor learning to be considered and undertaken maintaining social distancing.</p> <p>Pupils to be given their own designated desk to minimise any potential cross contamination.</p> <p>Soft furnishing such as mats/beanbags and cushions removed from all classroom and learning areas.</p> <p>Soft toys removed from all classroom and learning areas.</p> <p>Pupils will have named pupil pack with pens, pencils, ruler, and any other essential equipment to learning.</p> <p>Use of communal equipment between bubbles will be avoided where possible, any shared equipment and toys being used will be cleanable and disinfected prior and after use.</p> | <p>Individual stationery pack to be labelled in FS2 to Year 6, with any essential equipment to learning.</p> <p>Soft furnishings such as mats, beanbags, cushions, soft toys to be removed. If younger pupils need comfort of a soft toy one should be brought from home and kept for their use only – <i>avoid if possible</i></p> <p><b>Malleable resources:</b><br/> <b>Materials not to be shared across bubbles.</b><br/> <b>DfE: The malleable material for messy play (for example sand, water or mud) can be used and cleaned - including being replaced - in accordance with the manufacturer's instructions, where applicable.</b></p> <p><b>Playdough: Either replaced daily or provided in individual pots</b><br/> <b>Lentils/Beans/Dried Pasta etc.: Replaced daily or left for 72 hours</b><br/> <b>Sand: Replaced daily or left for 72 hours</b><br/> <b>Water: Replaced and container sterilised daily</b></p> | <p>Teaching staff by July 24th ✓</p> <p>Teaching staff by July 24th ✓</p> <p>Teaching staff/SLT from 22<sup>nd</sup> April ✓</p> |           |

| What are the hazards? | Who might be harmed and how? | What are you already doing?   | Do you need to do anything else to manage this risk?   | Action by whom and when?   | Completed                           |
|-----------------------|------------------------------|---|--|--|-------------------------------------|
|                       |                              | <p><i>Resources available will be limited to what is essential for use of a daily basis and planned in advance.</i></p> <p><i>Computer keyboard/mouse, touch screens/interactive whiteboards and phone only to be used by lead teacher/staff member in the classroom.</i></p> <p><i>Light switches, windows, and blinds only to be operated by lead teacher/staff member in the classroom.</i></p> <p><i>Ventilation in the classrooms is to be maintained either by mechanical ventilation adjusted to increase the ventilation rate where possible, and natural ventilation by opening windows. During occupied times windows should be opened enough to provide background ventilation, during unoccupied times (during the school day) windows should be fully opened.</i></p> <p><i>Internal and external doors can be kept open to assist as this will increased ventilation.</i></p> | <p><i>Children to wash hands before and after malleable activities, including when using the mud kitchen.</i></p> <p><i>Any tools used within malleable play thoroughly cleaned at the end of each session/day.</i></p> <p><i>Outdoor spaces to be timetabled between groups.</i></p> <p><i>Keep windows open to allow ventilation and doors when gates are locked.</i></p> <p><i>Fire and Ingress procedures remain the same. Ensure all staff, including new staff, are familiar.</i></p> <p><i>Teaching staff to clean/wipe resources at the end of the day, as well as own belongings used in classroom e.g. surfaces, using wipes provided. This includes any electronic equipment used such as surfaces, iPads. Teachers desks to be cleared at the end of each day to allow cleaning.</i></p> | <p><i>SLT by July 24th</i></p> <p><i>Teaching staff from July 20<sup>th</sup></i></p> <p><i>SLT, by September 3<sup>rd</sup></i></p> <p><i>Teachers from July 24th</i></p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> |

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk?   | Action by whom and when?  | Completed   |
|-----------------------|------------------------------|-----------------------------|--|---|---|
|                       |                              |                             | <p><i>Avoid any sharing of resources between bubbles.</i></p> <p><i>EYFS &amp; Year 1 staff to use Milton solution and spray at the end of each day to clean/spray any resources shared within bubble during the day. SEND keyworkers to use Milton spray if needed at the end of each day to clean/spray any resources shared between SEND children during the day. Guidance to be read, understood and signed first.</i></p> <p><i>Any books used must remain within the bubble and not shared with others. Reading books brought back on a Friday and placed in a box, stored away for at least 48 hours (72 hours if plastic covering). New books to be given out each Friday.</i></p> <p><i>Vinci to clean tables, chairs, floors, door handles, light switches etc. following government guidance.</i></p> | <p><i>Teachers from September 3<sup>rd</sup></i></p> <p><i>EYFS/Y1 staff by September 3<sup>rd</sup></i></p> <p><i>Teachers, from September 3<sup>rd</sup></i></p> <p><i>Vinci, from September 3<sup>rd</sup></i></p> | <p><i>Ongoing</i></p> <p>✓</p> <p>✓</p> <p><i>Ongoing</i></p> |

| What are the hazards?   | Who might be harmed and how?   | What are you already doing?  | Do you need to do anything else to manage this risk?  | Action by whom and when?  | Completed   |
|---|--|--|---|---|---|
|   |  |  | <p><i>Children with SEND who may chew resources to have individual resource box with items that only they will use during the day which can be cleaned at the end of each day.</i></p> <p><i>Any SEND equipment moving between home and school must be wiped/cleaned. Keyworker with child to wipe high contact and other wipeable areas of equipment both when arriving to school and before leaving.</i></p> <p><i>If fire doors are to be kept open, this will only be done when the room is occupied and nominated person will be responsible for closing them when leaving the area.</i></p> | <p><i>SENCo, from September 3<sup>rd</sup></i></p> <p><i>SENCO, keyworkers from September 3<sup>rd</sup></i></p> <p><i>All staff from March 8th</i></p> | <p><i>Ongoing</i></p> <p><i>Ongoing</i></p> <p><i>Ongoing</i></p> |
| <i>Possible contamination from use of toilet/welfare facilities</i> | <i><b>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</b></i> | <i>Staff to access welfare facilities maintaining appropriate social distancing and ensure all touch points are cleaned down before and after use. Pupils will be monitored in their use of toilets to avoid overcrowding – younger pupils will be supervised to toilet areas.</i> | <p><i>All toilets unisex</i></p> <p><i>Ensure staff are aware which toilet their group of children is to use. In most classrooms this will be the toilet in the cloakroom nearest to the classroom door. Some classrooms have their own toilets within the classroom. *Woodlands Rooms toilet</i></p>   | <i>All staff, from July 20th</i>  | <i>✓</i>  |

| What are the hazards? | Who might be harmed and how? | What are you already doing?  | Do you need to do anything else to manage this risk?   | Action by whom and when? | Completed |
|-----------------------|------------------------------|--|--|--------------------------|-----------|
|                       |                              | <p><i>Bubbles will be designated a specific toilet to use – where possible to ensure the risk of cross contamination is reduced and to avoid overcrowding. Staff and pupils must wash hands thoroughly after using toilet facilities (see handwashing).</i></p> <p><i>Sufficient liquid soap will be available at all times in all toilets, this will be checked in the morning, after break and after lunchtime by cleaning staff or designated staff member and will be topped up in between if required.</i></p> <p><i>Only liquid soap is permitted in school.</i></p> <p><i>Hand drying will be by air hand drier or disposable towels only, hand towels have been removed.</i></p> <p><i>Additional cleaning of toilet and sink facilities to be implemented throughout the school day.</i></p> <p><i>Bins in toilets will be emptied daily and this will be reviewed with emptying increased more frequently if required.</i></p> | <p><i>to be used for nappy changes in FS and wiped between each child. Year 2 corridor toilets to be used for SEND children outside classroom.</i></p> <p><i>Accessibility toilet for nappy changes/mobility needs in Year 1 and above</i></p> <p><i>Identify staff toilets for grouped members of staff.</i></p> <p><i>Office – by kitchen</i></p> <p><i>Kitchen – by kitchen</i></p> <p><i>EYFS – in classrooms</i></p> <p><i>Y1/2 plus rainbow – Toilet 1 outside staffroom</i></p> <p><i>Y3/4 plus sports &amp; ICT manager – Toilet 2 outside staffroom</i></p> <p><i>Y 5/6 plus Vinci – Toilet 3 outside staffroom</i></p> <p><i>Additional cleaner employed from 10.30am – 3pm to clean communal areas, including toilets.</i></p> <p><i>Ensure that there are sufficient stocks of soap available at all times (Vinci)</i></p> |                          |           |

| What are the hazards?  | Who might be harmed and how?   | What are you already doing?  | Do you need to do anything else to manage this risk?   | Action by whom and when?   | Completed                 |
|--|--|--|--|--|---------------------------|
|  |  |  | <p><i>SEND children to only use accessibility toilet when specialist equipment/changing is required.</i></p> <p><i>Rota of use to be pre-arranged given children on-site to avoid cross-over and allow time for cleaning equipment before next use.</i></p> <p><i>Toilet 4 by AA office to be used by SEND child – to be labelled authorised access only.</i></p>  |  |                           |
| Possible contamination from inadequate social distancing or cross contamination of equipment at break times or during external learning activities | <b><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i></b> | <p><i>Break times staggered with staff and pupils allocated specific break times and areas to be accessed “within Bubbles”.</i></p> <p><i>Fixed external play equipment to be frequently cleaned or only used by one bubble at a time, allowing 72 hours between use by different bubbles to reduce risk of cross contamination.</i></p> <p><i>Only hard equipment that can be sanitised prior and after use to be available to pupils.</i></p> <p><i>If equipment cannot be sanitised between different group usage it must be set aside and isolated for 72 hours.</i></p> | <p><i>Timetables for outdoor space/breaks etc. to be created. Timetables to be drawn up for grassed area, arena, large and small playground in order to rota but maximise use of outdoors as much as possible, ensuring only 1 bubble uses each area at a time.</i></p> <p><i>Where possible, use equipment between own bubble. If other equipment is required, it must be cleaned/wiped thoroughly after use by staff who have used this.</i></p> <p><i>Large equipment on the KS1 and KS2 playground such as the trim trail, tyres and picnic benches, are currently not in use.</i></p> | <p><i>SLT by July 24th</i></p> <p><i>All staff, from September 3rd</i></p> | <p>✓</p> <p>✓ Ongoing</p> |

| What are the hazards?   | Who might be harmed and how?  | What are you already doing?  | Do you need to do anything else to manage this risk?  | Action by whom and when?   | Completed               |
|---|---|--|---|--|-------------------------|
|   |   | <p>Consider and develop a plan depending on the number and size of playgrounds/fields etc. Specify zones, times and supervision ratios for each bubble and communicate. Staffing ratios assessed and determined in "Bubbles" – see plan</p> <p>If pupils are eating, hands to be washed (<i>see handwashing</i>). After external activities – staff and pupils to wash hands (<i>see handwashing</i>).</p> | <p>Classroom resources to be cleaned by teaching staff using wipes and and/or cleaning products provided. Vinci to clean all surfaces, external door handles, floors etc. according to government guidance.</p> <p>EYFS &amp; Year 1 staff to use Milton solution and spray at the end of each day to clean/spray any resources shared within bubble during the day. SEND keyworkers to use Milton spray if needed at the end of each day to clean/spray any resources shared between SEND children during the day. Guidance to be read, understood and signed first.</p> | <p>Teaching staff, Vinci, from September 3<sup>rd</sup></p> <p>EYFS/Y1 staff from September 3<sup>rd</sup></p>                   | <p>Ongoing</p> <p>✓</p> |
| Possible contamination from inadequate social distancing or cross contamination of equipment at lunchtime | <b>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</b> | <p>Lunch times staggered with staff and pupils allocated specific lunch times and areas to be accessed.</p> <p>Areas used for eating to be set up to maintain social distancing eating (SFAIRP)</p> <p>Pupils supervised to lunch areas, one "Bubble" group at a time, split into classes.</p>   | <p>Supervised hand washing prior to lunch following DfE guideline. Each classroom to have displayed poster.</p> <p>All pupils having school dinners to have lunch in the dining hall within bubble groups, seated as classes. Classrooms to be used for overspill of sandwiches beyond the hall capacity, split into and seated in class groups, with each class socially distant from</p>  | <p>Teaching staff from September 3<sup>rd</sup></p> <p>Kitchen staff Middays and bubble staff from November 11<sup>th</sup>.</p> | <p>✓</p> <p>✓</p>       |

| What are the hazards? | Who might be harmed and how? | What are you already doing?   | Do you need to do anything else to manage this risk?  | Action by whom and when?  | Completed                  |
|-----------------------|------------------------------|---|---|---|----------------------------|
|                       |                              | <p><i>No self-service food facilities available including salad bars. All tables to be wiped down before and after use. If the same tables are being used by different pupils over lunchtime these will be cleaned with disposable tissue and a suitable hard surface cleaner/sanitiser in between sittings.</i></p> <p><i>Pupils to wait in lunch areas until all of "class group" finished before going either out to their designated play areas or back to classroom.</i></p> <p><i>Only hard equipment that can be sanitised prior and after use to be available to pupils</i></p> <p><i>Supervised hand washing of pupils prior to lunch (see handwashing).</i></p> <p><i>If catering facilities in operation on site, ensure robust procedure in place to manage – good hygiene procedures should already be in place.</i></p> | <p><i>each other. Zones within the dining hall to be cleaned between each bubble's allocated sitting.</i></p> <p><i>No salad bar for self-service. Children will line up once in their bubble to collect their meal from the hatch.</i></p> <p><i>SEND children who cannot join their class bubbles for lunch to eat their lunch in the Rainbow Room. Lunch to be brought to the Rainbow Room. No self-service.</i></p> <p><i>Catering team to be aware of timings and how lunch time will be managed.</i></p> <p><i>Bubbles to have staggered 'break time' after lunch to ensure only 1 bubble on playground at a time (see reopening document). Only equipment able to be sanitised to be used. To be cleaned by bubble staff or sports coach after use.</i></p> <p><i>Staff to eat lunches in designated spaces only, maintaining social</i></p> | <p><i>Kitchen staff</i></p> <p><i>Middays and</i></p> <p><i>keyworkers</i></p> <p><i>from</i></p> <p><i>September</i></p> <p><i>3<sup>rd</sup></i></p> <p><i>SLT, Kitchen,</i></p> <p><i>Middays by</i></p> <p><i>July 24th</i></p> <p><i>SLT, teaching</i></p> <p><i>staff, sports</i></p> <p><i>coaches</i></p> <p><i>from</i></p> <p><i>September</i></p> <p><i>3<sup>rd</sup></i></p> | <p>✓</p> <p>✓</p> <p>✓</p> |

| What are the hazards?  | Who might be harmed and how?  | What are you already doing?  | Do you need to do anything else to manage this risk?  | Action by whom and when?   | Completed                  |
|--|---|--|---|--|----------------------------|
|  |   |  | <p><i>distancing of at least 2 metres. Must only use designated space to ensure bubbles do not mix. Once table and room is allocated for the bubble, this must be adhered to.</i></p> <p><i>Robust hygiene measures in place to manage kitchen, following guidelines.</i></p> <p><i>All staff members to wear face coverings when supporting in the hall.</i></p> | <p><i>All staff, from September 3<sup>rd</sup></i></p> <p><i>SLT, Kitchen staff by July 24<sup>th</sup></i></p> <p><i>From 14<sup>th</sup> January</i></p> | <p>✓</p> <p>✓</p> <p>✓</p> |
| Possible contamination from inadequate social distancing in other communal gatherings - assembly | <b>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</b> | No full school assemblies to take place to reduce mixing of bubbles.<br>Consider virtual assemblies. | <p><i>Assemblies to be held in classroom by class teacher or via Teams if by another member of staff.</i></p> <p><i>Staff members to wear face coverings when moving around the school and when accessing communal areas outside their bubble.</i></p>  | <p><i>SLT and teaching staff from September 3<sup>rd</sup></i></p> <p><i>From 14<sup>th</sup> January.</i></p>   | <p>✓</p> <p>✓</p>          |
| Possible contamination during activities where   | <b>Pupils, staff, visitors, and general public becoming</b>                             | Where possible activities should take place outside with social distancing measures in place.        |   | SLT, from March 8th  | ✓                          |

| What are the hazards?   | Who might be harmed and how?   | What are you already doing?  | Do you need to do anything else to manage this risk?  | Action by whom and when?  | Completed |
|---|--------------------------------|--|---|---------------------------|-----------|
| higher levels of aerosols are produced. (Singing, music including wind and brass instruments, and physical education) | <b>infected with COVID-19:</b> | <p>Where activities must take place inside:</p> <ul style="list-style-type: none"> <li>Social distancing must be maintained.</li> <li>Numbers of persons must be limited to allow for social distancing and the size of the room being used.</li> <li>Ventilation of the room must be maintained by both mechanical and natural ventilation. When occupied windows open enough for background ventilation, when not occupied (during the school day) windows opened fully. Internal and external doors can also be opened for extra ventilation.</li> <li>Hand washing regime must take place before lesson starts and once lesson ends.</li> </ul> <p>Music, singing and instruments:</p> | <p>Timetable in place, maintaining bubbles and utilising both outdoors and large ventilated areas.</p> <p><b>If fire doors are to be kept open, this will only be done when the room is occupied and nominated person will be responsible for closing them when leaving the area.</b></p> | All staff, from March 8th | ✓         |

| What are the hazards?            | Who might be harmed and how?  | What are you already doing?  | Do you need to do anything else to manage this risk?  | Action by whom and when?            | Completed                 |
|----------------------------------|---|--|---|-------------------------------------|---------------------------|
|                                  |   | <ul style="list-style-type: none"> <li>• Only to take place within small groups, ideally within bubbles.</li> <li>• Pupils sit back to back or side to side to avoid face to face contact.</li> <li>• Cleaning of equipment is completed before and after use.</li> <li>• No sharing of equipment occurs.</li> </ul> <p>Physical education:</p> <ul style="list-style-type: none"> <li>• Carried out within bubbles.</li> <li>• Fixed and loose PE equipment is cleaned in between bubble uses.</li> <li>• Activities are planned accordingly to space available and number of pupils in class bubble.</li> <li>• Contact sports are avoided as per guidance.</li> </ul> |   |                                     |                           |
| Insufficient access to first aid | <b>Pupils, staff, visitors, and the general public may sustain greater injury</b> | <p>Sufficient first aid provisions are in place in line with the schools first aid risk assessment.</p> <p>Minor incidents of first aid may be managed within designated</p>   | <p>Ensure a 12 hour trained paediatric first aider on site at all times.</p> <p>All year groups/'bubbles' have a minimum of a first aid trained</p> | SLT, from September 3 <sup>rd</sup> | <div>✓</div> <div>✓</div> |

| What are the hazards?   | Who might be harmed and how?  | What are you already doing?  | Do you need to do anything else to manage this risk?   | Action by whom and when?  | Completed |
|---|---|--|--|---|-----------|
|   | <i>through inadequate support and treatment</i>   | <i>bubbles i.e. small bump/graze, if in any doubt a first aider will be called to assess.<br/>All incidents of first aid must be recorded with HT or member of SLT reviewing on a daily basis.<br/>Significant injuries a trained first aider to be called and deal with the incident in designated area or to attend to the child in their bubble if not possible.</i>                                | <i>member of staff. If staff need further support for 1<sup>st</sup> aid, liaise with office fully trained staff. Provide list to staff regarding first aiders and location so staff can easily call for support where needed.<br/><br/>Fully stocked first aid kit to be stored within bubble. Medical tracker can be accessed by each bubble.</i>  | <i>SLT and 1<sup>st</sup> aid staff, from September 3<sup>rd</sup><br/><br/>Teachers and First aid staff, from September 3<sup>rd</sup></i> | ✓         |
| <i>Possible contamination by close contact when providing first aid or care to pupils</i> | <i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i> | <i>Standard universal hygiene measures should be followed in line with first aid training at all times.<br/>Disposable gloves are universally recommended to be worn when providing first aid and this should be adhered to.<br/>It is not deemed necessary to wear a face mask when dealing with general first aid even if social distancing cannot be maintained – refer to Government Guidance.</i> | <i>Gloves stocked up and stored with first aid bags in order to be used for first aid provision.<br/><br/>If child is symptomatic, safety goggles, apron and mask also to be worn. Nitrile gloves to conform to BSEN455 standard. Latex gloves avoided to avoid risk of allergic reaction. First aider to cover any cuts on hand with waterproof plaster. Masks to conform BSEN14683.2019 type 11R. First aider will avoid touching any part of the dressing that will come in contact with a wound.</i> | <i>SLT, SENCo, teaching staff, from September 3<sup>rd</sup></i>  | ✓         |

| What are the hazards? | Who might be harmed and how? | What are you already doing?   | Do you need to do anything else to manage this risk?  | Action by whom and when? | Completed |
|-----------------------|------------------------------|---|---|--------------------------|-----------|
|                       |                              | <p><i>Staff administering first aid to any other adult, additional PPE mask should worn if social distancing cannot be maintained. (see contaminated waste)</i></p> | <p><i>First aider to wear a visor conforming to BSEN 166.1B.3 to prevent bodily fluids being splashed into the eyes for prolonged first aid.</i></p> <p><i>Intimate care:</i><br/> <i>Gloves available to use in FS1, FS2 and Year 1. Face masks and aprons also available in FS1, FS2 and Year 1 if required.</i></p> <p><i>If SEND children in school require support from 2 key workers for close proximity tasks such as manual handling, PPE of face masks and disposable aprons to be worn in addition to gloves at all times. Safety goggles to be worn if risk of contamination via eyes.</i></p> <p><i>PPE available for specific medical needs or following individual pupil risk assessments as per government guidance e.g. for tracheostomy – FFP3 respirator, long-sleeved fluid repellent gown, gloves and visor</i></p> |                          |           |

| What are the hazards?   | Who might be harmed and how?   | What are you already doing?  | Do you need to do anything else to manage this risk?   | Action by whom and when?   | Completed           |
|---|--|--|--|--|---------------------|
| <i>Inadequate management of essential pupil medication</i>      | <i><b>Pupils health may suffer if not managed</b></i>  | <i>Robust medication management procedures within school. Essential medication will be managed within “Bubble” by key member of staff following the school’s standard procedures. Where there is specific training required for essential medication, where possible a trained member of staff will be within “Bubble”, if this is not possible, the trained staff members name and how to contact must be displayed in the classroom.</i> | <i>Robust medication management procedures in place.<br/><br/>Medication wherever possible managed in bubbles by identified member of staff, following procedures.<br/>Where a member of staff is not consistently within the bubbles, name and how to contact displayed in classroom.<br/><br/>Risk assessments for all vulnerable children will be updated and shared with relevant staff and parents.</i> | <i>SENCO, keyworkers, trained members of staff, from September 3<sup>rd</sup><br/><br/>SENCO, by March 8th</i> | <i>✓<br/><br/>✓</i> |
| <i>Possible contamination from a symptomatic person on site</i> | <i><b>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</b></i> | <i>Symptomatic person should not be on site – see first section. Should a staff member arrive at school or become symptomatic whilst at school they will be required to leave site immediately, if they need collecting, they will sit in a dedicated room, isolated. Should a pupil become symptomatic whilst at school they will be isolated in a room</i>   | <i>Communicate to staff and parents/carers information regarding how to obtain a COVID-19 test<br/><br/>Staff to be aware of procedure to isolate pupils that are symptomatic on site until collected: Symptomatic pupils on site to be supervised in the isolation room (Girls’ Changing Room) by a member of staff with PPE (mask, safety glasses, gloves and apron), keeping 2 metres apart. If</i>       | <i>Head of school, by July 24th<br/><br/>SLT, SENCo, Teaching by July 24th</i>                                 | <i>✓<br/><br/>✓</i> |

| What are the hazards?  | Who might be harmed and how?   | What are you already doing?   | Do you need to do anything else to manage this risk?  | Action by whom and when?          | Completed         |
|--|--|---|---|-----------------------------------|-------------------|
|  |  | <p><i>supervised by a staff member who will be required to wear a fluid resistant surgical face mask, disposable gloves and apron for the duration of the supervision, parent/carer will be contacted and required to collect pupil asap.</i></p> <p><i>Staff member supervising will then remove all PPE and dispose of (see contaminated waste) and will wash hands.</i></p> <p><b><i>Staff member does not need to go home unless the symptomatic person tests positive, the staff member gets symptoms, or they are contacted by NHS Test and trace for PHE local health protection team.</i></b></p> <p>DfE <a href="#"><i>Government guidance</i></a> will then be followed</p> | <p><i>toilet needed, use child's toilet between changing rooms (to be labelled as authorised access only).</i></p> <p><i>Staff to be aware: Symptomatic staff to notify a member of SLT and leave school premises as soon as possible (use meeting room if cannot leave immediately).</i></p> | SLT by July 24th                  | ✓                 |
| Insufficient or inappropriate PPE available or misuse of PPE | <b><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i></b> | Disposable gloves, aprons, goggles/visors, and masks are available for use as identified required where PPE is identified as required for a task it must be worn (for general teaching and pupil supervision in line with   | <p><i>All equipment to be in place before children are admitted back to school.</i></p> <p><i>Poster and videos to be revisited by all staff to ensure staff are aware of</i></p>   | SLT, by September 3 <sup>rd</sup> | <p>✓</p> <p>✓</p> |

| What are the hazards?                      | Who might be harmed and how?   | What are you already doing?   | Do you need to do anything else to manage this risk?  | Action by whom and when?  | Completed              |
|--|--|---|---|---|------------------------|
|  |  | government guidance PPE is not recommended).<br>Staff will be shown how to safely put on and remove PPE.  | how to effectively use this. Share NHS video on handwashing.<br><u>NHS video</u> (follow link) and <u>WHO video</u> for masks.  | SLT by September 3 <sup>rd</sup><br>SLT, by March 8 <sup>th</sup> | ✓                      |
| Inadequate management of circulation areas | <b>Pupils, staff, visitors, and the general public becoming infected with COVID-19</b> | The movement of staff and pupils around the school to be planned and managed when moving to different areas for break times, lunch times and when accessing other areas with unnecessary movement around the school restricted, with specific toilets being allocated to each bubble where possible and pupils using external doors to playground where available to reduce the amount of persons moving around the building.<br>Whilst it is acknowledged that fire doors play an integral role in school safety, it is currently assessed that key corridor doors will be held open to avoid handle contamination.<br>Fire doors to be closed when pupils leave site. | One-way system to remain in place around school. Stairs opposite Studio 1 to be used to get <b>upstairs</b> . Rainbow Room stairs used to get <b>downstairs</b> . Arrows and signs to be in place. Staff to remain socially distant (at least 2 metres) at all times. <b>Designate a person to be responsible for this.</b><br><br>Site manager to ensure all windows and doors to be open when locking and close when unlocking to avoid touching handles wherever possible. | SLT, all staff – ongoing<br><br>Site manager /Vinci - ongoing     | Ongoing<br><br>Ongoing |

| What are the hazards?   | Who might be harmed and how?   | What are you already doing?  | Do you need to do anything else to manage this risk?   | Action by whom and when?  | Completed   |
|---|--|--|--|---|---|
| Possible contamination from inadequate social distancing/equipment contamination in staff areas i.e. staffroom, staff offices, PPA rooms etc. | <b>Pupils, staff, visitors, and the general public becoming infected with COVID-19</b> | <p>Appropriate social distancing (at least 2 metres) must be observed at all times, in classrooms, PPA, 'staffrooms', corridors etc.</p> <p>Staff not to enter specific offices without invite/prior planning. Within staffroom chairs to be positioned/moved to promote social distancing.</p> <p>Staff to wash hands prior on entering staff room before preparing and food or making drinks.</p> <p>Hand sanitiser to be available in staff room and used before touching any communal equipment such as kettle, fridge cupboards dishwasher.</p> <p>Where shared computers are used for PPA, desk, computer, keyboard, and mouse to be cleaned using appropriate cleaning/sanitising materials prior to use.</p> <p>Ventilation in the classrooms is to be maintained either by mechanical ventilation adjusted to increase the ventilation rate where possible, and natural</p> | <p>Ensure staff are fully aware of guidance prior to return.</p> <p>Staffroom not to be used for seating space/gathering. May be used to make drink/collect food, following guidance on door to wipe areas used after used. Hands must be washed before entering. Staff to remain at least 2 metres apart.</p> <p>Staff to have designated area to have a break and asked to eat within bubbles. One area per bubble to ensure bubbles not mixed (see opening plan for identified rooms). Staff to remain at least 2 metres apart.</p> <p>Staff to open windows when using (if not already) using disposable tissues.</p> <p><b>If fire doors are to be kept open, this will only be done when the room is occupied and nominated person will be responsible for closing them when leaving the area.</b></p> | <p>SLT, by July 24th</p> <p>All staff, from September 3<sup>rd</sup></p> <p>SLT, by July 24<sup>th</sup></p> <p>All staff, from September 3<sup>rd</sup></p> <p>All staff, from March 8th</p> | <p>✓</p> <p>✓Ongoing</p> <p>✓</p> <p>Ongoing</p> <p>Ongoing</p> |

| What are the hazards?                | Who might be harmed and how?   | What are you already doing?  | Do you need to do anything else to manage this risk?  | Action by whom and when?   | Completed                        |
|--------------------------------------|--|--|---|--|----------------------------------|
|                                      |  | <p>ventilation by opening windows. During occupied times windows should be opened enough to provide background ventilation, during unoccupied times (during the school day) windows should be fully opened.</p> <p>Internal and external doors can be kept open to assist as this will increase ventilation.</p>   |   |  |                                  |
| Insufficient or ineffective cleaning | <b>Pupils, staff, visitors, and the general public becoming infected with COVID-19</b> | <p>Cleaning regimes to be reviewed. It is highly likely Cleaning of toilets, washrooms and touch points will require more frequent cleaning i.e. after break and lunchtimes.</p> <p>Cleaners should continue to wear clothing and PPE as determined by their existing risk assessments. Standard cleaning regimes have been adapted and updated to ensure all areas being used are cleaned at least daily with all hard surfaces disinfected with appropriate cleaning/sanitising cleaning products (where appropriate, disposable cloths/tissue to be used for hard</p> | <p>Information fully communicated to Vinci in person. Vinci staff fully aware of requirement to clean thoroughly at the beginning, middle and end of day.</p> <p>Additional cleaner employed 9am to 1pm and 2:30pm-3pm to provide additional cleaning for toilets, communal areas and frequently touched contact points.</p> <p>Teaching staff to clean used class resources at the end of each day, using wipes and/or cleaning products provided by school (Milton in FS/Y1/SEND)</p> | <p>Head of school/Vinci by July 24<sup>th</sup></p> <p>Paul Clark by September 3<sup>rd</sup></p> <p>SLT, Teaching staff from September 3<sup>rd</sup></p> | <p>✓</p> <p>✓</p> <p>Ongoing</p> |

| What are the hazards? | Who might be harmed and how? | What are you already doing?  | Do you need to do anything else to manage this risk?   | Action by whom and when?                               | Completed             |
|-----------------------|------------------------------|--|--|--|-----------------------|
|                       |                              | <p><i>surfaces such as desks, bookcases etc)</i><br/> <i>in addition to standard cleaning regimes.</i><br/> <i>Cleaning regimes have been developed so that cleaning staff are able to maintain appropriate social distance at all times between colleagues, other school staff and pupils.</i><br/> <i>Cleaning of classrooms, offices, and toilets to be cleaned when no staff or pupils within area.</i><br/> <i>Staff are expected to maintain the staffroom clean and tidy during the day, clearing up after themselves and wiping surfaces with antibacterial spray and disposable tissue as they go along.</i><br/> <i>Areas not in use are closed and locked off so cleaning can be concentrated where required.</i><br/> <i>Where non disposable cloths/mops are used, cross contamination must be carefully considered, and these must be disinfected daily after use or</i></p> | <p><i>Lift only to be used if necessary. To be wiped/cleaned between each use by staff member using.</i></p> | <p><i>All staff from September 3<sup>rd</sup>.</i></p> | <p><i>Ongoing</i></p> |

| What are the hazards?                                    | Who might be harmed and how?   | What are you already doing?  | Do you need to do anything else to manage this risk?  | Action by whom and when?  | Completed               |
|--|--|--|---|---|-------------------------|
|  |  | <p>washed at a temperature of 90° or greater after use.</p> <p>Additional cleaning of touch points is taking place daily (all door handles, light switches, and handrails etc.).</p> <p>All internal bins will be emptied daily to external secure bins.</p> <p>In the event of a confirmed or suspected COVID-19 case in the school, <a href="#">Government guidelines COVID-19 cleaning</a> of additional cleaning will be followed.</p> |   |   |                         |
| Ineffective management of potentially contaminated waste | <b>Pupils, staff, visitors, and the general public becoming infected with COVID-19</b> | <p>Standard waste will continue to be managed in line with existing arrangements.</p> <p>Any waste that is considered to be potentially infected/contaminated will be double bagged before placing immediately in a secure area for 72 hours prior to placing in bins; this will include any used PPE and any used tissues by persons who are unwell and awaiting collection.</p>  | <p>Staff to be aware:</p> <p>Staff supervising symptomatic children (or staff) to ensure that any potentially effected waste will be removed and disposed of as per guidance.</p> <p>Vinci to dispose of waste as per guidance.</p> | <p>SLT, by September 3<sup>rd</sup></p> <p>Vinci, by September 3<sup>rd</sup></p> | <p>✓</p> <p>Ongoing</p> |


| What are the hazards?   | Who might be harmed and how?  | What are you already doing?   | Do you need to do anything else to manage this risk?  | Action by whom and when?  | Completed           |
|---|---|---|---|---|---------------------|
| <i>Use of third-party facilities</i>  | <b><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19</i></b> | <i>Overnight and overseas will not take place.<br/>Educational visits are not advised to take place at this time.<br/>Any off-site activity will be thoroughly risk assessed in line with the educational visit policy and visits will only take place with students from individual bubbles.</i>   | <i>Staff to be aware of risk assessments in line with educational visit policy.<br/>Bubbles not to mix to attend visits.<br/>Any visits to be discussed with SLT prior to booking.</i>  | <i>SLT, teachers, by September 3<sup>rd</sup></i>   | ✓                   |
| <i>Inadequate social distancing and contaminated surfaces on public transport</i> | <b><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19</i></b> | <i>Where staff and pupils access school by public transport they must wear a face covering at all times. On exiting public transport face mask should be carefully doffed to avoid contamination into a seal plastic bag.<br/>On arrival at school hands to be sanitised in line with standard arrival procedures.<br/>It is strongly advised that wherever possible the use of public transport should be a last resort.</i> | <i>Avoid use of public transport wherever possible.<br/>Staff using public transport to access school aware of hygiene procedures.<br/><br/>Letters to be sent to parents to advise walking to school<br/><br/>No car sharing to be used within school time</i> | <i>SLT, all staff, by July 24<sup>th</sup><br/><br/>SLT, by July 24<sup>th</sup><br/><br/>From 4<sup>th</sup> January</i> | ✓<br><br>✓<br><br>✓ |

| What are the hazards?   | Who might be harmed and how?                                     | What are you already doing?  | Do you need to do anything else to manage this risk?  | Action by whom and when?  | Completed               |
|---|--|--|---|---|-------------------------|
| Inadequate social distancing and contaminated surfaces on school provided transport | <b>Pupils and staff becoming infected with COVID-19</b>          | <p>Transport provision has been reviewed to minimise cross contamination of bubbles.</p> <p>Siblings will sit together.</p> <p>Pupils in bubbles will sit together.</p> <p>Pupils will be required to sanitise hands on embarking.</p> <p>Touch points on vehicles will be cleaned after each use with suitable disinfectant.</p> <p>As far as is possible same vehicle to be used for same pupils with the same driver.</p> <p>On exiting school transport face mask should be carefully doffed to avoid contamination into a seal plastic bag.</p> <p>On arrival at school hands to be sanitised in line with standard arrival procedures.</p> <p>Hand sanitiser to be removed from vehicle.</p> | <p>No transport currently provided to children with staff unless in emergency.</p> <p>Risk assessment to be in place before any transport used e.g. for swimming, educational visits.</p> | <p>SLT, by 3<sup>rd</sup> September</p> <p>SLT, before transport booked to be used.</p> | <p>✓</p> <p>Ongoing</p> |
| Behaviour and wellbeing of Pupils<br><br>SEND Behaviour                             | <b>Pupils and staff may be affected by physical, mental, and</b> | <p>Review of current risk assessments that individual pupils may have.</p> <p>Consider risk assessments for other pupils who may not previously have been risk</p>   | Behaviour policy addendum in place.   | All staff, ongoing. To be revisited September 2 <sup>nd</sup> .                         | ✓                       |

| What are the hazards?                    | Who might be harmed and how?  | What are you already doing?  | Do you need to do anything else to manage this risk?  | Action by whom and when?  | Completed  |
|--|---|--|---|---|--|
|  | <i>emotional injury/distress</i>  | <i>assessed in view of current circumstances who may pose a risk; or who may need specific care that cannot be delivered while social distancing; or potentially violent pupils. SENDCO available in school.</i>   | <p><i>Where physical intervention is required, and putting on PPE does not impact safety of pupils and staff, face masks and gloves should be worn.</i></p> <p><i>If support required, following staff are trained in de-escalation techniques: SLT, Safeguarding team, Sports HLTA and 6 keyworkers. Clear guidance in place regarding strategies.</i></p> <p><i>SENCO on site Tuesday, Wednesday and Friday. If SENCO not on site, SLT and trained second SENCO available (RD).</i></p> | <p><i>All staff by July 24<sup>th</sup>.</i></p> <p><i>All staff, from September 3<sup>rd</sup>.</i></p> <p><i>SENCO, SLT, RD from 3<sup>rd</sup> September</i></p> | <p>✓</p> <p>✓</p> <p>✓</p>   |
| <i>Ineffective safeguarding measures</i> | <i>Pupils may be more vulnerable during times of uncertainty, stress, or financial strain</i> | <p><i>School has robust safeguarding measures in place with a Designated Safeguarding Lead who is available.</i></p> <p><i>All staff have had safeguarding training.</i></p> <p><i>Staff have been reminded of the importance to look out and note changes to “normal” behaviours of pupils and report any concerns immediately.</i></p> | <p><i>Designated Safeguarding Lead/a Deputy Designated Safeguarding Lead always available in school.</i></p> <p><i>Safeguarding procedures reviewed and amended. To be updated and reviewed as new guidance is issued.</i></p> <p><i>Weekly safeguarding meetings to continue virtually.</i></p> <p><i>Staff to use CPOMs for any concerns.</i></p>   | <p><i>DSL from June 1st</i></p> <p><i>DSL, Gops by end of September.</i></p> <p><i>DSL/DDSLs weekly</i></p> <p><i>All staff</i></p>                                 | <p><i>Ongoing</i></p> <p>✓</p> <p><i>Ongoing</i></p> <p><i>Ongoing</i></p> |

| What are the hazards?  | Who might be harmed and how?  | What are you already doing?  | Do you need to do anything else to manage this risk?   | Action by whom and when?  | Completed                                 |
|--|---|--|--|---|---|
|  |   |  | <p><i>All current staff have undertaken Smartlog Training over March/April – trained to Level 1.</i></p> <p><i>New staff to undertake safeguarding training on induction.</i></p>  | <p><i>All staff by end April</i></p> <p><i>New staff by September 3rd</i></p>   | <p>✓</p> <p>✓</p>                         |
| <p><i>Stress and anxiety of staff due to uncertainty, changes to working arrangements, changes to home arrangements and concern about contracting COVID-19</i></p> | <p><b><i>Staff may experience higher levels of stress and anxiety</i></b><br/> <b><i>Potential increase in incidents of Domestic violence</i></b></p> | <p><i>School have stress and wellbeing procedures in place with staff able to access resources to gain support both via school and externally.</i></p> <p><i>Mental health and wellbeing information has been shared with staff.</i></p> <p><i>SLT regularly checking on staff and have an open door to discuss concerns.</i></p> <p><i>SLT reassuring staff and communicating thoroughly and opening all measures, controls, and arrangements in place to maintain safety (SFAIRP).</i></p> | <p><i>Tiered Mental Health support plan shared with staff (universal, targeted and specialist).</i></p> <p><i>Display Mental Health information on staff room board.</i></p> <p><i>Additional training completed by staff to support with strategies for managing anxieties during March and April (for example, Navigating stress and anxiety)</i></p> <p><i>Leaders/coordinators to regularly check on staff in school and to maintain at least weekly contact with those staff not in school.</i></p> | <p><i>Head of School by July 24<sup>th</sup>.</i></p> <p><i>Safeguarding team by July 24<sup>th</sup></i></p> <p><i>All current staff by May</i></p> <p><i>Shared with new staff by end of September</i></p> <p><i>Leaders/coords from September 3<sup>rd</sup></i></p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>Ongoing</p> |

| What are the hazards?  | Who might be harmed and how?  | What are you already doing?   | Do you need to do anything else to manage this risk?   | Action by whom and when?   | Completed                                 |
|--|---|---|--|--|---|
|  |   |   | <i>SLT/Office Manager to carry out individual risk assessment for any members of staff working off site for a period of 2 weeks or more.</i>   | <i>SLT/Office Manager from 2<sup>nd</sup> February.</i>  | <i>Ongoing</i>                            |
| <i>Stress and anxiety of pupils due to uncertainty, changes to working arrangements, changes to home arrangements and concern about contracting COVID-19</i> | <i><b>Pupils may be anxious and worried about returning, may not cope with the change in learning environments and structure of day</b></i> | <i>Discuss and communicate to parents/carers how school will work and ask them to discuss with their child(ren).<br/>Ask parents if they consider their child(ren) will have difficulty readjusting and discuss how this can be managed (some pupils may be better still learning at home if very anxious)<br/>Structure into school return wellbeing conversations and activities to enable pupils to talk about any concerns.</i> | <i>Information sent to families regarding changes in school.<br/>Personalised teacher welcome letters included for all children.<br/>Phone calls made by new class teacher to provide key information.<br/><br/>March – All families receive a phone call and frequent Weduc communication prior to return.<br/><br/>Recovery curriculum enables children to reflect and discuss effect<br/><br/>Ensure parents are aware who to access in school to discuss any concerns.<br/><br/>Communicate with parents' information of providers who can support pupils and parents/carers</i> | <i>SLT, teachers, by July 24<sup>th</sup><br/><br/>Teaching staff, by March 8<sup>th</sup>.<br/><br/>SLT, teachers from September 3rd<br/><br/>SLT, by July 24<sup>th</sup><br/><br/>SLT, by March 8th</i> | <i>✓<br/><br/>✓<br/><br/>✓<br/><br/>✓</i> |

| What are the hazards?   | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk?  | Action by whom and when? | Completed |
|---|------------------------------|-----------------------------|---|--------------------------|-----------|
|   |                              |                             | <i>with anxiety/mental and emotional health needs</i> |                          |           |
| Signature of Senior Leadership Team:<br> |                              |                             | Date: 1 <sup>st</sup> March 2021                      |                          |           |
| Date review required:<br>As required / guidance changes   |                              | Date review required:       | Date review required:                                 | Date review required:    |           |

| <i>Consultation method<br/>(mtgs, email, telephone)</i> | <i>Who has risk assessment been consulted with:<br/>Trust/HT/SLT/Teaching staff/Support staff/Premises and cleaning teams/Catering staff/ Trade Unions/H&amp;S Advisor/Parents-Carers</i> | <i>Dates of consultation process:</i>               | <i>Issues identified and any action required:</i> | <i>Action to be completed by:</i> | <i>Action completed date:</i> |
|---|---|---|---|-----------------------------------|-------------------------------|
| <i>Virtual Meeting</i>                                  | <i>Governors</i>  | <i>16<sup>th</sup> July</i>                         |   |                                   |                               |
| <i>Virtual Meeting</i>                                  | <i>Staff</i>  | <i>8<sup>th</sup> July<br/>15<sup>th</sup> July</i> |   |                                   |                               |
| <i>Virtual Meeting</i>                                  | <i>Year coordinators</i>  | <i>17<sup>th</sup> July</i>                         |   |                                   |                               |
| <i>Email</i>  | <i>Staff</i>  | <i>17<sup>th</sup> July</i>                         |   |                                   |                               |

|  |   |                               |  |  |  |
|--|---|-------------------------------|--|--|--|
| <i>Email - updated risk assessment (reflecting August 2020 guidance)</i> | <i>Trust/HT/SLT/Teaching staff/Support staff/Vinci/Catering staff/ Trade Unions/YMD Boon/Parents-Carers (website)</i> | <i>28<sup>th</sup> August</i> |  |  |  |
| <i>Email - updated risk assessment (reflecting August 2020 guidance)</i> | <i>Trust/HT/SLT/Teaching staff/Support staff/Vinci/Catering staff/ Trade Unions/YMD Boon/Parents-Carers (website)</i> | <i>March</i>                  |  |  |  |

|  |   |                                      |
|--|---|--------------------------------------|
| <i>Communication/training of risk assessment and controls following consultation – <b>strongly recommend this is face to face or over virtual meeting. Person communicating – recommend HT/SLT or Line Manager</b></i> | <i>Communicated to:<br/>Trust/HT/SLT/Teaching staff/Support staff/Premises and cleaning teams/Catering staff/ Trade Unions/H&amp;S Advisor/Parents-Carers</i> | <i>Date communicated:</i>            |
| <i>Head of School</i>  | <i>All staff</i>  | <i>17<sup>th</sup> July 2020</i>     |
| <i>Head of School/SLT (INSET training)</i>   | <i>All staff in school</i>  | <i>2<sup>nd</sup> September 2020</i> |
| <i>Head of School</i>  | <i>DDAT, Exec Head, Vinci, Catering, Trade Unions, YMD Boon advisor</i>   | <i>17<sup>th</sup> July 2020</i>     |
| <i>Head of School</i>  | <i>Parents/Carers</i>   | <i>By July 24<sup>th</sup>,</i>      |
| <i>Head of School (face to face/virtual/email)</i>   | <i>Trust/Exec Head/SLT/Teaching staff/Support staff/ Vinci/Catering staff/Trade Unions/YMD Boon/Parents-Carers (via website)</i>                              | <i>28<sup>th</sup> August 2020</i>   |
| <i>Head of School</i>  | <i>Trust/Exec Head/SLT/Teaching staff/Support staff/ Vinci/Catering staff/Trade Unions/YMD Boon/Parents-Carers (via website)</i>                              | <i>2<sup>nd</sup> October 2020</i>   |

|                       |  |                                     |
|-----------------------|--|-------------------------------------|
| <i>Head of School</i> | <i>Trust/Exec Head/SLT/Teaching staff/Support staff/ Vinci/Catering staff/Trade Unions/YMD Boon/Parents-Carers (via website)</i> | <i>4<sup>th</sup> November 2020</i> |
| <i>Head of School</i> | <i>Trust/Exec Head/SLT/Teaching staff/Support staff/ Vinci/Catering staff/Trade Unions/YMD Boon/Parents-Carers (via website)</i> | <i>March 2021</i>                   |
| <i>Head of School</i> | <i>Trust/Exec Head/SLT/Teaching staff/Support staff/ Vinci/Catering staff/YMD Boon/Parents-Carers (via website)</i>              | <i>April 2021</i>                   |