

# RISK ASSESSMENT

<b>Educational Setting</b>	<u>Great Wilbraham C of E Primary School</u>
<b>Activity / Task</b>	COVID-19 Risk Management Assessment (Educational Settings) for September opening
<b>Completed by &amp; Date</b>	<u>Richard Brown, Great Wilbraham C of E Primary School</u> , 1 <sup>st</sup> March 2021
<b>Review Date</b>	26 <sup>th</sup> March 2021

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	By when?	Done
<b>Latest County Council advice and DfE guidance</b>						
<a href="#">Prevention</a>	All stakeholders and families on school premises at risk of contracting COVID19	1. <i>minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</i> 2 staff rooms to be used as isolation rooms if needed, each has own stock of PPE	Families will already have been informed of the process in the booklet	■ to monitor PPE stock	Ongoing	
		2. <i>clean hands thoroughly more often than usual</i> Hand sanitiser units in every classroom, topped up by cleaners. Two wash basins per class in the classroom and in toilets.	KS2 pod area basins is not to be used as it is a shared area	Staff to inform ■ when low	Ongoing	
		3. <i>ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</i> New bins which are lidded are in every class and emptied every day	Ensure stock of tissues is in stock	Staff to inform ■ when low	Ongoing	
		4. <i>introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</i> This is monitored by the cleaners who have stringent measures for cleaning – we have a copy of their risk assessment	Frequently touched surfaces should be cleaned more than other areas.	■, teachers, cleaners Teachers	Ongoing	
		5. <i>minimise contact between individuals and maintain social distancing wherever possible</i> All staff to be provided a copy of the latest risk assessment	Discussions to take place 25 <sup>th</sup> February, risk assessment disseminated 1 <sup>st</sup> March		01/03/21	
		6. <i>where necessary, wear appropriate personal protective equipment (PPE)</i> Staff are given the opportunity to wear masks if appropriate. Stocks are given to each adult, there are additional stocks in each staff room	Additional pupil who could be a risk with hygiene is risk assessed and PPE to be available nearby.	■ to monitor PPE stock Complete risk assessment for EY child	Ongoing  01/03/21	

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<a href="#">Response to any infection</a>	Ensuring that all stakeholders are aware of the processes	7. <i>engage with the NHS Test and Trace process</i> Test and trace flowcharts have already been sent out to parents and staff. Posters in every classroom and in the office. QR code developed for the school for visitors to use with the NHS app				
		8. <i>manage confirmed cases of coronavirus (COVID-19) amongst the school community</i> Contact county and PHE with any suspected cases and follow advice. Send letter out to parents of the affected bubble.				
		9. <i>contain any outbreak by following local health protection team advice</i> Follow advice provided by PHE or County in the case of a wider lockdown	Remote education policy and previous contingency plan will be in effect			
Contingency planning for a further outbreak		<ul style="list-style-type: none"> <li>In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will need a contingency plan for this eventuality.</li> </ul>	Clear contingencies to be in place Remote education can be implemented immediately			
Infection Control	Staff Pupils	<ul style="list-style-type: none"> <li>Staff and pupils have access at all times to water and soap for hand washing.</li> </ul>				
Equality Impact Assessment	Staff & Pupils	<ul style="list-style-type: none"> <li>An equality impact assessment has been completed and can be found in the HeadShare under coronavirus protocols</li> </ul>	Reviewed and updated March 2021 – no issues arising			
Lack of staff	Pupils	<ul style="list-style-type: none"> <li>Assessment of availability of staff for all activities during the school day, including break and lunchtimes</li> <li>The extent to which existing planning, schemes of work will need to be adapted</li> <li>Staffing has been reviewed and additional funds have been put in place to develop interventions and to ensure integrity of the bubbles. A cost that secures the school and consistency for pupils</li> </ul>	Ill staff FM – TAs to cover SQ – [REDACTED] to cover HH – [REDACTED] to cover BD – [REDACTED] to cover			
Increased risk of transmission	Staff and Pupils social distancing	<ul style="list-style-type: none"> <li>Ensure availability of staff is adequate</li> <li>Ensure that social distancing measures can be maintained at all times</li> <li>Review activities that can be carried out</li> <li>The behaviour policy is reviewed to take into account COVID-19, to include exclusion for pupils who deliberately put others at risk (e.g. coughing, or spitting at others) and pupils who will not (as opposed to cannot) comply with social distancing.</li> <li>Pupils are prohibited from bringing minimal equipment into the school. They should be provided with all necessary equipment in school for the activities they are undertaking, with arrangements included in the planning for it to be sanitised daily. No equipment should be taken home unless necessary – reading logs for example</li> </ul>	These may include: <ul style="list-style-type: none"> <li>grouping children together avoiding contact between groups</li> <li>arranging classrooms with forward facing desks</li> <li>staff maintaining distance from pupils and other staff as much as possible</li> </ul>	Teachers to implement		

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Dedicated school transport, including statutory provision	3 families – five children	<p>It is important to consider:</p> <ul style="list-style-type: none"> <li>• how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school</li> <li>• use of hand sanitiser upon boarding and/or disembarking</li> <li>• additional cleaning of vehicles</li> <li>• organised queuing and boarding where possible</li> <li>• distancing within vehicles wherever possible</li> <li>• the use of face coverings for children is optional</li> </ul>	<p>Ask taxi to be park ready to leave without reversing and to be aware of families walking passed – can they come earlier at 3?</p> <p>Taxi driver to wear mask and follow county transport guidance</p>			
Learning outside the classroom (day trips, etc.)	All stakeholders	<ul style="list-style-type: none"> <li>• keeping children within their consistent group, and the COVID-secure measures in place at the destination</li> <li>• Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum.</li> </ul> <p>School has no plans for trips off the school site including Church services. We have purchased books for bringing learning across the curriculum outside.</p> <p>Music lessons may start if rates are low enough but under strict measures and teacher to wear PPE and wipe down all surfaces – they will be in the hall outside of lunchtime commitments</p>	<p>Teachers to develop learning outdoors lessons</p> <p>For more information contact <a href="#">Stephen Brown (Outdoor Education Adviser.)</a></p>	Teachers	Ongoing	
Extra-curricular activities	Families	<ul style="list-style-type: none"> <li>• Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate.</li> </ul> <p>Discovery Club has not been cost effective since September and the demand has not been high enough</p> <p>However, in the summer term we hope to be able to provide after school sports activities on the days that pupils have their PE lessons</p>	<p>Sports coaches will work only with one class at a time to reduce cross contamination</p> <p>Music lessons will still happen but must be in the hall</p>	██████ to liaise with sports coaches and music teachers		
Physical activity	All stakeholders	<ul style="list-style-type: none"> <li>• Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene</li> <li>• Pupils should be kept in consistent groups</li> <li>• Sports equipment thoroughly cleaned between each use by different individual groups</li> <li>• Contact sports to be avoided</li> <li>• If inside yoga sessions will be encouraged</li> <li>• Hall to be used first thing in the morning or last thing in the afternoon to spread use</li> <li>• Hands must be washed before entering hall and after leaving</li> </ul>	<p>Teachers to be advised of the regulations.</p> <p>For more information contact <a href="#">Ian Roberts (Specialist Adviser - Physical Education and School Sport)</a></p>	Teachers taking PE		
Signage	All stakeholders	<ul style="list-style-type: none"> <li>• What signage is provide to inform staff and pupils regarding social distancing, hand cleaning etc.</li> <li>• Signage has already been placed around the school and has been successful</li> </ul>	<p>Repainting and redesign of spots and lines to separate playground into two and allow clear path</p> <ul style="list-style-type: none"> <li>- Spray waiting zones</li> <li>- Paint 2m lines</li> </ul>			

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Social Distancing in school	Families through cross infection  Staff through infection	<ul style="list-style-type: none"> <li>Schools should review the total space available for teaching activities beyond classrooms.</li> <li>Classrooms should accommodate max 30 pupils, 1 teacher and 1 TA, Ensuring that fire exit routes are not compromised.</li> <li>Class furniture will need to be moved or placed in a position to reduce pinch points, ensuring that free movement is possible. Consider the Manual Handling implications of this activity and how this will be achieved.</li> <li>Secure any rooms / facilities not required and / or not in use - clean and "mothball" any areas identified as not being needed for extended periods of time. This will reduce potential contamination.</li> <li>Storage of furniture is an issue as we will scale back what is in the classroom</li> <li>Staff to be social distant from other staff and pupils – clear areas in the classroom and two staff rooms to split the staff</li> </ul>	<p>Class teachers to set up rooms with teacher/TA zones using tape</p> <p>Move unnecessary furniture into the hall/EY shed</p>	<p>Teachers</p> <p>Any staff available</p>		
Cleaning	Families through cross infection  Staff through infection	<ul style="list-style-type: none"> <li>More frequent cleaning procedures will be in place across the site, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> <li>Taps and washing facilities,</li> <li>Toilet flush and seats,</li> <li>Door handles and push plates,</li> <li>Machinery and equipment controls,</li> <li>All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles, vending machines and payment devices,</li> <li>Telephone equipment,</li> <li>Keyboards, photocopiers and other office equipment, classroom desks and chairs.</li> </ul> </li> <li>We have copies of the ACS cleaning risk assessments</li> <li>Staff to let office know if classrooms are not clean enough – new cleaner needs to ensure high standards are kept</li> </ul>	<p>We are unaware of anyone testing positive with covid-19 but any area/room they have accessed should be secured for 72 hours then undergo a thorough clean.</p> <p>Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn.</p> <p>Outdoor play equipment can be used if pupils wash their hands afterwards. [redacted] to decide later on.</p>	<p>[redacted] to liaise</p> <p>[redacted] to check with ACS about updated measures RB to tell teachers</p>		
Lunchtime Catering facilities	Hygiene and health  Ensuring children are catered for	<ul style="list-style-type: none"> <li>Lunchtime UK to provide hot lunches for any child wishing to have them</li> <li>Packed lunches brought in are placed on a lunch trolley – KS2 have one for BD class, HH to place above pegs, SQ under pegs</li> <li>During lunchtime one adult will go to a bubble to deliver their food and monitor them eating for 15 minutes in their classroom</li> <li>Desks to be cleaned before and after lunch</li> <li>SQ and FM classes in the hall at separate times and at different tables</li> <li>SQ class to be sat at tables eating lunch in same groups</li> <li>Big space between FM and SQ classes</li> <li>HH and BD classes in classrooms with TA/Teacher covering, FM and then SQ in hall</li> <li>Lunches brought to classrooms by lunch staff</li> </ul>	<p>Cover for lunch:</p> <ul style="list-style-type: none"> <li>[redacted] – FM classes</li> <li>[redacted] SQ classes</li> <li>[redacted] HH class</li> <li>[redacted] – BD class</li> </ul> <p>[redacted] to send out letter to parents and staff to inform them</p> <p>[redacted] to liaise with Lunchtime UK about the menu</p> <p>[redacted] to talk to staff about where to supervise when she returns</p> <p>Morning fruit to be completed by [redacted]</p>	<p>[redacted]</p> <p>[redacted]</p> <p>[redacted]</p>		

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Fire Safety	Emergency procedures do not need updating	<ul style="list-style-type: none"> <li>Personal Emergency Evacuation Plans (PEEPs) must continue to be in place for those staff that continue to work in the school and any pupils that access the school site.</li> <li>Ensure all emergency escape routes / doors are fully operational and kept clear.</li> <li>Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point.</li> <li>Evacuation procedures need to be practiced at some point – in this event 2m social distancing may not be possible</li> </ul>	Important to have a fire practice in the final week of term			
Access to school building: drop off procedures	Social distancing between families needs to be ensured	<ul style="list-style-type: none"> <li>One way system to be implemented for all families – enter through main gateway, exit through car park gate</li> <li>Y1-Y6 children will be dropped off by the front entrance and go through the playground into their classes</li> <li>There will be a drop off window of 8.40-8.50 Y1-Y6</li> <li>Children in YR will be dropped off at 8.50-9.00 in the Fieldmice playground – parents can drop older siblings first whilst maintaining the one way system</li> <li>Reception families will take a socially distant spot when waiting to drop off their child and then ensure it is safe to leave</li> <li>Traffic in the car park must at a minimum and staff will be asked to be in by 8.30 at the latest when office will lock the front door</li> <li>Taxis and parental drop off should be completed by 8.40 at the latest</li> <li>No parents to enter the school building</li> <li>Only one parent/carer is to arrive with their child.</li> <li>Priority must be given to disabled users and those identified as having health related issues.</li> <li>There are four entrances to the building – one per bubble</li> <li>Children will be asked if they have a headache/cough etc and then go in to wash their hands after hanging their belongings and lunches</li> <li>Parents will be asked to park further away from school in order to be safe for pedestrians and a plea to the Parish Council to use car park</li> <li>Taxi driver must knock on the door to say children have arrived and have been sent through the playground</li> <li>FM class to open up gate at 8.45</li> <li>Adults bringing children in must wear a face covering unless there is a medical need not to</li> </ul>	<p>Clear expectations sent out to parents</p> <p>Parental drop off and taxi drop off should be informed of 8.40 timing</p> <p>Inform parents about one way system and to park further away</p>	<div>■</div> <div>■</div> <div>■</div>		
Access/Egress of school building: visitors	Social distancing between families needs to be ensured	<ul style="list-style-type: none"> <li>Contractors must be arranged in advance</li> <li>Contractors may only enter the building outside of school hours when children are out of the building</li> <li>One way traffic through external doors to avoid face to face passing to be clearly marked, consider use of markings.</li> <li>Where possible, these can be propped open to reduce the need for touch (fire protection measures must be adhered to).</li> </ul>	Staff to wear masks and/or visors when receiving children			

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		<ul style="list-style-type: none"> <li>Wipes and sanitiser available at both sides of doors.</li> <li>Increased cleaning of handles and touch plates.</li> <li>Avoid this where possible unless there are health and safety checks – no building work expected</li> </ul>				
Egress of school building: pick up procedures	Social distancing between families needs to be ensured	<ul style="list-style-type: none"> <li>One way system to be implemented for all families – enter through main gateway, exit through car park gate</li> <li>Reception families will make their way to the Fieldmice playground and wait on a spot.</li> <li>Children will be brought to the families from the Fieldmice canopy entrance</li> <li>Older siblings will brought to the families through the hall</li> <li>Older siblings of younger children will leave at the earliest time</li> <li>All other families will go through the main playground and wait on one of the spots</li> <li>Only one parent/carer is to pick up their child. They will stand on a spot on the playground. The class teacher will then observe who is there and send the child to the parent</li> <li>Once families of children in Y1-Y6 have their children, they will continue out of school through the field, out of the field gate and through the car park, following the path to the car park gate</li> <li>Taxi children to wait in the hall until called through to the taxi by office</li> <li>Member of FM staff to open field gate at 3pm</li> <li>Staggered pick up</li> <li>FM 3pm – gate opened at 2.55</li> <li>Y1 3.05 – gate opened at 3pm</li> <li>Y2 3.10</li> <li>HH 3.15</li> <li>BD 3.20</li> <li>Adults bringing children in must wear a face covering unless there is a medical need not to</li> <li>Adults not to socialise onsite and persuaded not to socialise off site.</li> </ul>	<p>Bushes and hedges must be checked so the path can be used</p> <p>Path must be checked to ensure safety</p> <p>Inform parents of the timings of the day</p> <p>Inform parents of the actual procedures and provide a video</p> <p>Staff to wear masks and/or visors when sending children home</p>	<p>■■■■■</p> <p>■</p> <p>■</p>		
First Aid	Children through injury and adults through infection	<ul style="list-style-type: none"> <li>Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid or paediatric first aid provided. Access to first aid facilities is maintained and the school suitably stocked with first aid sundries.</li> <li>Staff or pupils with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE.</li> <li>Review of the First Aid policy to include consideration of the risk of infection of covid-19. However, majority of actions and procedures will remain the same</li> <li>Medication policy also to be reviewed – we cannot be expected to administer medication and keep social distancing – parents will have</li> </ul>	<p>First aid at playtimes to be administered by bubble staff – TA, teacher if TA unavailable – NOT by ■■■■■ until after Easter. KC to liaise</p> <p>■ to deal with medication upon her return</p>	<p>■■■■■</p>	01.03.21	

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		<ul style="list-style-type: none"> <li>to complete this instead</li> <li>All qualifications must now be in date as the extensions have lapsed</li> <li>First aid kit required in every room</li> <li>Medication stored in every room in a high cupboard</li> <li>PPE to be worn</li> <li>Medications to be administered by parents due to key first aider in office being off site</li> <li>In the event of a first aider being absent then a first aider from another bubble may assist but will keep their distance where possible and wear PPE There will be two paediatric first aiders in EY and this is fully covered.</li> <li>Teachers are also trained in first aid so they will be able to administer first aid to their bubble if needed</li> </ul>				
Waste	Lidded bins needed to catch, kill it, bin it	<ul style="list-style-type: none"> <li>Relocate waste bins to key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely</li> <li>Bins should be emptied daily.</li> <li>Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity.</li> <li>New bins purchased that are lidded and colour coded for waste and paper waste</li> </ul>				
Staff/Pupils within the shielded group	Staff and pupils who are vulnerable	<ul style="list-style-type: none"> <li>All staff are due to be back in work after Easter but those who are CEV will remain at home for March</li> <li>Any member of staff or pupil that is within the <a href="#">Clinically extremely vulnerable group</a> or meet the criteria as <a href="#">moderate risk of infection</a> should have a risk assessment completed to identify suitable control measures that must be in place before returning to work/school.</li> <li>All individual risk assessments collated for the Nov lockdown will continue to be adhered to.</li> <li>Only one member of staff is to shield and can work from home</li> <li>Clinically vulnerable group all have an individual risk assessment</li> </ul>	Risk assessments part of the mitigating risks document completed during induction and must be reviewed by staff before 8 <sup>th</sup> March	■		
Contractors	Visitors to the building, children and staff if contractors come in	<ul style="list-style-type: none"> <li>All <a href="#">contractors</a> must provide a suitable and sufficient risk assessment for the activities they carry out which must <a href="#">include covid-19</a>.</li> <li>All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency.</li> <li>No contractors to be allowed on site during the school day unless health and safety considerations – i.e. water testing</li> </ul>	Monitor contractors	■		
Property Compliance	Relevant H&S checks carried out	<ul style="list-style-type: none"> <li>The school has ensured that relevant property statutory compliance checks have been completed and records updated.</li> <li>Daily and weekly checks have been reinstated and pre-opening checklist completed.</li> <li>All serious property concerns have been raised with the schools Property Management Adviser and appropriate steps are in place to</li> </ul>	Ask Strictly if there are any additional guidelines we should be following	■ to check these again		



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		ensure the safety of all building occupants.				
Break times	Avoiding bubble contact	<ul style="list-style-type: none"> <li>The school will stagger breaks to keep bubbles isolated</li> <li>Set up a clear timetable for all year groups for the whole day</li> <li>TA staff will cover breaks and then have a break during teaching input</li> <li>FM – continuous provision and no break necessary</li> <li>SQ – 10.25 and afternoon break</li> <li>HH – 10.35 20 minutes</li> <li>BD – 10.35 20 minutes</li> <li>Classes to arrange times that are convenient to their teaching and with TAs</li> </ul>	Need to paint two lines to separate classes on the playground and to have two adult spaces			
Lunch times	Avoiding bubble contact	<ul style="list-style-type: none"> <li>The school will stagger lunchtimes to keep bubbles isolated</li> <li>Lunchtimes are reduced to 45mins</li> <li>FM – 11.45am eat lunch in the hall then when finished to go through the fire exit to the Fieldmice playground from 12.00-12.30pm with TAs</li> <li>SQ – 12.00pm eat lunch in the hall with TA then out on the field/playground from 12.15-12.45pm with midday supervisor</li> <li>HH – 12.15pm eat lunch in the classroom with TA then out on the field/playground from 12.30-1.00pm with sports coach</li> <li>BD – 12.30pm eat lunch in the classroom with TA then out on the field/playground from 12.45-1.15pm with midday supervisor</li> <li>Doors closed to hall to prevent YR leaving</li> <li>Eat outside when possible</li> <li>Children to be staggered and not facing each other on a table</li> </ul>	Establish timetable and ensure adequate cover  Consider activities to entertain children for each supervisor	  		
Hygiene	Promotion of hygiene to kills bacteria and infection	<ul style="list-style-type: none"> <li>The school has a suitable supply of soap and access to warm water for washing hands (although cold water is perfectly adequate according to recent guidelines)</li> <li>Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets.</li> <li>Importance of washing hands established with families</li> <li>New hand sanitiser units to be purchased for wall mounting</li> <li>EY hygiene to include soapy water for equipment – see EY section</li> <li>Every bubble to clean key surfaces at lunchtime – switches, door handles – using wipes or spray and cloths</li> </ul>				
Accident reporting Covid-19 incidents	Ensure we are covered by insurance	<ul style="list-style-type: none"> <li>The Health &amp; Safety Executive have recently updated <a href="#">the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR)</a> to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity.</li> <li>For further advice and guidance you should contact your competent Health &amp; Safety Adviser.</li> </ul>				



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Administrative Staff	Needed to communicate with families	<ul style="list-style-type: none"> <li>admin@ to be the key communication email</li> <li>After Easter, both admin staff to be in but kept separate</li> <li>Twitter account and website and parentmail all to be used</li> <li>Teams accounts can have videos posted to children and families</li> </ul>				
Personal Protective Equipment	Availability of PPE if needed	<ul style="list-style-type: none"> <li>Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution.</li> <li>Where close proximity working (school Site Team) is required for longer than 15 minutes, assess the need to issue employees with appropriate Personal Protective Equipment.</li> <li>Re-usable PPE should be thoroughly cleaned after use and not shared between staff.</li> <li>A set of PPE should be available in the medical room as a county grab bag</li> <li>Gloves and PPE to be placed into the staff emergency bag</li> <li>One individual child in poses risks and staff may need PPE. Risk assessment by county and school implemented</li> </ul>				
Behaviour	Staff and pupils in danger of individuals who are not going to be safe	<ul style="list-style-type: none"> <li>Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls.</li> <li>Behaviour that breaks social distancing and puts staff or pupils at risk will not be tolerated</li> <li>Consequences if pupils cannot adhere to this – zero tolerance</li> <li>Inform staff about government plans for contact tracing.</li> <li>Inductions to inform staff and pupils of the changes – every class will have a briefing at the start and the importance of being clean and not going near staff or other children</li> <li>Staff to complete the ladder and house points</li> <li>Reemphasise issues in taxi to children</li> <li>Behaviour policy updated in Autumn term</li> </ul>				
<b>Additional concerns and risk assessments</b>						
Individual pupil risk assessment	Pupils could demonstrate risk to peers and staff	<ul style="list-style-type: none"> <li>Risk assessment completed to ensure inclusion and balance to risk</li> <li>County SEND team and SENDCo involved</li> </ul>				
SEND	Ensuring SEND provision	<ul style="list-style-type: none"> <li>Teachers to ensure everything is ready for September for their SEND pupils</li> <li>SENCo to use a new laptop and work off site or in the hall</li> <li>SENDCo to ensure that parental engagement and liaison with teachers about provision for those with SEND is completed on a regular basis</li> </ul>	Ensure all ILP's have been reviewed Complete provision map	Teachers ■ to monitor	22.03.21	
Other disadvantaged pupils	PPG EAL	<ul style="list-style-type: none"> <li>Send out FSM letter (family circumstances may have changed)</li> <li>Complete PPG strategy document and ensure COVID19 considerations are mentioned</li> </ul>	PPG document updated PPG champion role to be extended	■	22.03.21	

[illegible]

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		<p>have gloves and wipes and will advise to remain 2m away where possible.</p> <ul style="list-style-type: none"> <li>Emotional impact and anxiety <ul style="list-style-type: none"> <li>Establishing rules, expectations and routines will be vital but it is also hugely important for EY children to be supported emotionally</li> <li>Staff will be reinforcing 2m distancing and thus will not be able to cater for the emotional needs of upset children physically but consider how to verbally</li> <li>Ch will be expected to be contained in different areas and use desks to complete tasks</li> <li>Separation anxiety; staff cannot provide physical care or comfort and we will expect children to come in of their own accord; parents CANNOT bring them in and staff cannot physically bring them in</li> </ul> </li> <li>Behaviour <ul style="list-style-type: none"> <li>Children must be able to adhere to instructions and keeping apart from adults and other bubbles</li> <li>Separate risk assessment for individual pupil</li> </ul> </li> <li>Individual risk assessments <ul style="list-style-type: none"> <li>For ch who are too risk averse and risk assessments will be in place</li> </ul> </li> <li>Back to routines and guidance during lockdown regarding soft toys etc</li> <li>Not having to isolate children at desks however</li> <li>Lots of adult support in this class regarding the EHCP</li> </ul>				
Year 1/2 'bubble'	Staff, children, families Cross infection	<ul style="list-style-type: none"> <li>First three weeks <ul style="list-style-type: none"> <li>Week One: aim to support children with their integration to school but also to set up routines, expectations and ensure emotional wellbeing</li> <li>Week One: staff to set up contingency plan for remote education if a bubble is closed</li> <li>Week Two: assess children's progress</li> <li>Week Three: census week activities provided</li> </ul> </li> <li>Staffing <ul style="list-style-type: none"> <li>Teacher is now a first aider</li> <li>One teacher and one part time TA self contained in this bubble</li> <li>PPA usually taught by headteacher who is not attached to other bubbles</li> <li>There will be a trainee teacher from Homerton joining this term</li> </ul> </li> <li>Set up room <ul style="list-style-type: none"> <li>Remove all unwanted furniture</li> <li>Establish clearly separated desks</li> <li>Prepare individual resources</li> <li>Consider how to teach in this environment and adapt accordingly</li> </ul> </li> <li>Social distancing</li> </ul>				





What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	By when?	Done
		<ul style="list-style-type: none"> <li>- Very challenging but the children will be sat at desks in rows and taught</li> <li>- Adults to remain socially distant from children</li> <li>• Resources <ul style="list-style-type: none"> <li>- Individual trays of equipment placed in a drawer unit</li> <li>- Shared resources can be used but not across bubbles</li> </ul> </li> <li>• Cleaning <ul style="list-style-type: none"> <li>- Cleaning as and when but main clean at 3.30</li> <li>- Reduce spaces used</li> </ul> </li> <li>• Intimate care <ul style="list-style-type: none"> <li>- As YR but much less likely to be an issue, no one with these issues</li> </ul> </li> <li>• Emotional impact and anxiety <ul style="list-style-type: none"> <li>- First few days are about establishing routines and ensuring safety of children and their wellbeing</li> </ul> </li> <li>• Behaviour <ul style="list-style-type: none"> <li>- Zero tolerance</li> </ul> </li> <li>• Individual risk assessments <ul style="list-style-type: none"> <li>- None needed for this year group but key systems and routines need to be set up, including a staff zone designated by tape</li> </ul> </li> <li>• Intervention groups <ul style="list-style-type: none"> <li>- Additional support required for this year group which requires more adults</li> <li>- These will take place in the hall</li> <li>- PPE may well be worn</li> </ul> </li> </ul>				
Year 3/4 'bubble'	Staff, children, families Cross infection	<ul style="list-style-type: none"> <li>• First three weeks <ul style="list-style-type: none"> <li>- Week One: aim to support children with their integration to school but also to set up routines, expectations and ensure emotional wellbeing</li> <li>- Week One: staff to set up contingency plan for remote education if a bubble is closed</li> <li>- Week Two: assess children's progress</li> <li>- Week Three: census week activities provided</li> </ul> </li> <li>• Staffing <ul style="list-style-type: none"> <li>- Teacher and TA both first aid trained</li> <li>- One teacher and one part time TA all week, all self contained and not working elsewhere</li> <li>- PPA taught by part time teacher who does not teach in any other school or class</li> </ul> </li> <li>• Set up room <ul style="list-style-type: none"> <li>- Remove all unwanted furniture</li> <li>- Establish clearly separated desks</li> <li>- Prepare individual resources</li> <li>- Consider how to teach in this environment and adapt accordingly</li> </ul> </li> <li>• Social distancing</li> </ul>	<p>██████ need to know about toilets for lunchtime</p>	<p>██████</p>	08.03.21	

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	By when?	Done
		<ul style="list-style-type: none"> <li>- Children will be sat at desks in rows and taught</li> <li>- Adults to remain socially distant from children</li> <li>• Resources               <ul style="list-style-type: none"> <li>- Individual trays of equipment placed in a drawer unit</li> <li>- Shared resources can be used but not across bubbles</li> </ul> </li> <li>• Cleaning               <ul style="list-style-type: none"> <li>- Cleaning as and when but main clean at 3.30</li> <li>- Reduce spaces used</li> </ul> </li> <li>• Intimate care               <ul style="list-style-type: none"> <li>- As YR but much less likely to be an issue, one potential child with these issues in Y3 (risk assessment to be updated)</li> <li>- Separate toilet block from HH class</li> <li>- Girls OR boys to go to toilets, not both at the same time</li> </ul> </li> <li>• Emotional impact and anxiety               <ul style="list-style-type: none"> <li>- First few days are about establishing routines and ensuring safety of children and their wellbeing</li> </ul> </li> <li>• Behaviour               <ul style="list-style-type: none"> <li>- Zero tolerance</li> </ul> </li> <li>• Individual risk assessments               <ul style="list-style-type: none"> <li>- None needed for this year group but key systems and routines need to be set up, including a staff zone designated by tape</li> </ul> </li> <li>• Intervention groups               <ul style="list-style-type: none"> <li>- Additional support required for this year group which requires more adults</li> <li>- These will take place in the hall</li> <li>- PPE may well be worn</li> </ul> </li> </ul>				
Year 5/6 'bubble'	Staff, children, families Cross infection	<ul style="list-style-type: none"> <li>• First three weeks               <ul style="list-style-type: none"> <li>- Week One: aim to support children with their integration to school but also to set up routines, expectations and ensure emotional wellbeing</li> <li>- Week One: staff to set up contingency plan for remote education if a bubble is closed</li> <li>- Week Two: assess children's progress</li> <li>- Week Three: census week activities provided</li> </ul> </li> <li>• Staffing               <ul style="list-style-type: none"> <li>- Only one part time staff is not first aid trained, there are two afternoons which first aid may need to be sought from HH TA</li> <li>- PPA and leadership time by the same adult</li> <li>- Three adults not attached to other bubbles – 2x PT teachers, 1x am TA,</li> </ul> </li> <li>• Set up room               <ul style="list-style-type: none"> <li>- Remove all unwanted furniture</li> <li>- Establish clearly separated desks</li> <li>- Prepare individual resources</li> </ul> </li> </ul>	██████ need to know about toilets for lunchtime	████	08.03.21	

# RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	By when?	Done
		<ul style="list-style-type: none"> <li>- Consider how to teach in this environment and adapt accordingly</li> <li>• Social distancing               <ul style="list-style-type: none"> <li>- Children will be sat at desks in rows and taught</li> <li>- Adults to remain socially distant from children</li> </ul> </li> <li>• Resources               <ul style="list-style-type: none"> <li>- Individual trays of equipment placed in a drawer unit</li> <li>- Shared resources can be used but not across bubbles</li> </ul> </li> <li>• Cleaning               <ul style="list-style-type: none"> <li>- Cleaning as and when but main clean at 3.30</li> <li>- Reduce spaces used</li> </ul> </li> <li>• Intimate care               <ul style="list-style-type: none"> <li>- No one with these issues</li> <li>- Separate toilet block from HH class</li> <li>- Girls OR boys to go to toilets, not both at the same time</li> </ul> </li> <li>• Emotional impact and anxiety               <ul style="list-style-type: none"> <li>- First few days are about establishing routines and ensuring safety of children and their wellbeing</li> </ul> </li> <li>• Behaviour               <ul style="list-style-type: none"> <li>- Zero tolerance</li> </ul> </li> <li>• Individual risk assessments               <ul style="list-style-type: none"> <li>- None needed for this year group but key systems and routines need to be set up, including a staff zone designated by tape</li> </ul> </li> <li>• Intervention groups               <ul style="list-style-type: none"> <li>- Additional support required for this year group which requires more adults</li> <li>- Morning activities will take place in the hall, otherwise the pod is available</li> <li>- PPE may well be worn</li> </ul> </li> </ul>				
PPA	Additional adults coming into the bubble	<ul style="list-style-type: none"> <li>• FM: continuous provision Weds pm with TAs</li> <li>• SQ: Head and AT Thus pm</li> <li>• HH: Supply teacher (not working elsewhere) Thurs pm</li> <li>• BD: Covered with current teachers on a Weds pm</li> <li>• All of the above is at additional cost to the school but separates the bubbles and reduces crossing bubbles as much as possible, this can be facilitated for the first half term and reviewed for Autumn 2</li> <li>• PPA to be taken at home</li> </ul>				
Classroom layout and furniture	Ensuring where possible a 2m distancing	<ul style="list-style-type: none"> <li>• Layout of materials and desks needs to be considered</li> <li>• Excessive furniture to be removed and placed in EY shed/PE shed</li> <li>• Tape to be placed onto the floor to show adult designated zones where children do not go</li> </ul>	Provide a plan for [REDACTED] to put down the tape again, if necessary	Teachers [REDACTED]	08.03.21	
Pupil equipment	Ensure no cross use of equipment or	<ul style="list-style-type: none"> <li>• Pupils will have their own equipment and will not share equipment frequently used</li> <li>• Bubble equipment can be shared but not between bubbles</li> </ul>	Adults to set this up  Nothing to be brought from	Teachers [REDACTED]	08.03.21	

# RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	By when?	Done
	contamination	<ul style="list-style-type: none"> <li>All equipment must be cleaned regularly</li> <li>Bags are allowed but not encouraged</li> </ul>	home, families to be informed in a welcome pack			
interventions	Supporting children to catch up on work missed	<ul style="list-style-type: none"> <li>Interventions being planned for the summer term in light of catch up funding that may need to be used</li> <li>Staffing accounted for and placed in key year groups to develop learning</li> <li>SQ/HH/BD interventions to be in hall on a designated table with TA away from children and from each bubble – colour coded tables</li> <li>PPE to be used by staff 2m distancing to be statutory</li> <li>Interventions not completed unless in open space or hall but in discussion with support staff</li> </ul>	Teachers to ensure tables are out ready and TAs have the equipment they need	Teachers TAs	Ongoing	
Attendance	Attendance needs to be clear	<ul style="list-style-type: none"> <li>Studybugs registers to be completed as normal</li> <li>Develop expectations of good attendance</li> <li>Whilst promoting good attendance the school will understand anxieties faced by families.</li> <li>Government and county expectations are that attendance is mandatory</li> </ul>	Let parents know expectations Consider how to persuade reluctant ch to come in Contact specific families to engage		08.03.21	
Safeguarding		<ul style="list-style-type: none"> <li>Always have a DSL/deputy on site</li> <li>SCR will be updated regularly</li> </ul>	Train  as a DS		22.03.21	
Assemblies and collective worship	Emotional wellbeing of children	<ul style="list-style-type: none"> <li>No assemblies or collective worship in the hall</li> <li>Circle times every day for the first week</li> <li>Online recorded collective worship Monday and Tuesday, live assembly Friday 2.35. Wednesday and Thursday using class assemblies, Church and GenR8</li> </ul>	Contact Church reps for assemblies		08.03.21	
Communication between classes	Emergency calls and queries	<ul style="list-style-type: none"> <li>All classrooms to have walkie talkie communication with the office</li> <li>Each bubble must check everyday the walkie talkie is charged ready for the following day</li> <li>Walkie talkie must be cleaned every day</li> <li>Have one person in charge of the walkie talkie to reduce issues</li> <li>Walkie talkies monitored by office</li> <li>Registers and lunches completed through Studybugs</li> <li>Office members to have a phone used only by them, staff room phone to be cleaned after use</li> </ul>				
Expectations for remote education	Teacher well being	<ul style="list-style-type: none"> <li>Should the school close down or a bubble is compromised then remote education is reinstated</li> <li>Oak Academy and White Rose Maths are still in effect and we have paid for the subscriptions</li> <li>Expectations for bubble closure are as follows: One live lesson, two recorded lessons and an end of day Teams meeting for problem solving. Teams assignments to be completed and a daily upload of work which will be fed back.</li> </ul>	Contingency plans in action by all teachers and SLT	Teachers	08.03.21	



What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	By when?	Done
		<ul style="list-style-type: none"> <li>Expectations for pupils self-isolating: Resources for home learning to be uploaded to Teams – even when teaching happening</li> <li>Remote education policy created and approved by county</li> <li>We will make additional steers towards online resources such as Oak Academy, White Rose, Sumdog, ActivLearn, TTRockstars and Numbots</li> </ul>				
Guide for parents	Anxiety of systems – parents and children	<ul style="list-style-type: none"> <li>Guide for the systems for picking up and going home will be the same as before</li> <li>Other information such as how we will keep children safe, lunchtimes, equipment needed and routines will also be provided</li> <li>Reiterating behaviour policy updates will also be mentioned – potential consequences for poor behaviour</li> <li>Videos sent to parents and families to show what to do</li> </ul>	Newsletter sent out with differing expectations and procedures to be sent out	■	08.03.21	
Marking and feedback	Staff well being	<p>Before Easter:</p> <ul style="list-style-type: none"> <li>minimal marking. EY using Tapestry as normal. Books not marked other than self marked. Assessments marked after a 24 hour quarantine period and teachers can wear gloves when marking but must sanitise hands afterwards</li> <li>NO BOOKS TO GO HOME other than reading records and reading books (which much have a 72 quarantine)</li> </ul> <p>After Easter:</p> <ul style="list-style-type: none"> <li>Observations in EY using iPads and tapestry to continue as normal</li> <li>Maths work – children to self mark</li> <li>Other work – children open work, go out to break/lunch and teacher marks briefly without touching the books – possibly with gloves on and/or sanitise hands before/after</li> <li>Prioritise marking to essential only and staff to wear gloves, self-marking to be promoted. Consider what needs to be done.</li> <li>End of unit MSForms will be promoted to demonstrate learning</li> </ul>				
Homework		<ul style="list-style-type: none"> <li>Homework policy has been revised and more online use of teams and online subscriptions</li> <li>No homework until Easter other than: online subscriptions (TTRockstars, ActivLearn, Sumdog) and evidence of reading log</li> <li>After Easter, Teams Assignments to be used more often</li> </ul>	Put these in place	Teachers	08.03.21	
Staff breaks	Staff well being	<ul style="list-style-type: none"> <li>Organised within the bubble between the two adults (or 4 in YR) so that everyone gets a break</li> <li>Breaks have changed to be longer for KS2 as the morning will be longer – 20 minutes but TAs to have 15 minutes as they will finish at 12 still</li> <li>Staff room to have no more than 3 people</li> <li>Teachers and TAs to organise breaks to record lessons and provide live lessons</li> </ul>	Adults to work this out between them	Adults	08.03.21	
Emotional support	Staff and child well	<ul style="list-style-type: none"> <li>Ensure all staff know about the support systems available</li> <li>ELSA time can be directed and ELSA will be available remotely until</li> </ul>	Teachers and staff to speak to SL where needed			

# RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	By when?	Done
	being	after Easter				
In school time	Staff well being	<ul style="list-style-type: none"> <li>Staff are expected to leave as soon as the following day is set up and marking has been completed</li> <li>Minimum time on site means minimum risk</li> <li>When staff return home they are expected to change clothes and shower – as per previous advice</li> </ul>				
Staff meetings	Staff wellbeing and crossing bubbles	<ul style="list-style-type: none"> <li>Staff meetings once a week in the hall in separate corners</li> <li>Weekly jobs to be completed</li> </ul>	Set up key jobs to complete during the weeks	■	08.03.21	
Staff equipment pack	Staff well being	<ul style="list-style-type: none"> <li>Every staff member to be provided with a pack of equipment</li> <li>Wet wipes, pens, whiteboard and runner, water bottle, flask</li> <li>Individual laptops to be used for individuals only</li> <li>Staff room crockery not to be used, staff to bring their own mugs and avoid making drinks in school when possible</li> </ul>				
Staff room (old)	Staff well being	<ul style="list-style-type: none"> <li>This room can be used as a medical room to isolate individual suspected of having COVID19</li> <li>This room will be used by office staff and BD class bubble as a second staff room</li> <li>Staff to have specific mugs no one else uses</li> <li>Chairs must be plastic and able to be cleaned, they must be spread out 2m distances</li> <li>Lunchtime and breaks are staggered</li> </ul>				
Staff room (new)	Staff well being	<ul style="list-style-type: none"> <li>This room can be used as a medical room to isolate individual suspected of having COVID19</li> <li>This room will be used by FM, SQ and HH class bubbles as a staff room</li> <li>Staff to have specific mugs no one else uses</li> <li>Chairs must be plastic and able to be cleaned, they must be spread out 2m distances</li> <li>Lunchtime and breaks are staggered</li> </ul>	Need to change displays and make safeguarding forms available in both rooms		20.04.21	
Toilets and sinks and drinking water	Children and using hygiene facilities	<ul style="list-style-type: none"> <li>FM: have their own set of toilets with two sinks and a classroom sink</li> <li>SQ: have their own set of toilets with two sinks and two classroom sinks</li> <li>HH/BD: now have their own toilet blocks to be used carefully with smaller number of pupils, two girls OR two boys can go in at any time – the lunchtime supervisors need to know this</li> <li>HH/BD: currently share the learning pod which has one sink and water dispenser and this needs consideration</li> <li>Facilities will be cleaned every day</li> <li>Hand dryers are now fine to use</li> <li>Staff toilets to be separated into the staff room groups – staff MUST wash hands afterwards and use gloves or paper towels to open the doors afterwards</li> </ul>	Parents need to know there will NOT be cups available and children need a water bottle HH/BD share water dispenser but need to clean hands afterwards and ensure no one else is using it – adult directed Water fountains are NOT to be used Spare water bottles available if necessary Ensure lunchtime supervisors	■	08.03.21	

# RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	By when?	Done
		<ul style="list-style-type: none"> <li>Staff to reiterate importance of hygiene and washing hands</li> </ul>	know about toilet regime			
Field and lunchtimes	Segregation	<ul style="list-style-type: none"> <li>The field will have four designated zones – one adult in each as determined by the plan.</li> <li>Bubbles can go out at the same time but remain separate</li> <li>In the event of bad weather and field out of action, the same process happens in the playground by splitting it into two</li> </ul>	Adults on duty to lead provision			
Doors, windows ventilation Air con	Mitigates stuffy rooms and risks of bacteria	<ul style="list-style-type: none"> <li>Doors and windows open as much as possible</li> <li>Air conditioning is now allowed to be on if needed</li> <li>If classrooms are very hot then go outside</li> <li>Doors now have door hooks to keep them open</li> <li>Reduce number of doors children can use</li> <li>Close door to hall at lunchtime due to YR running risk</li> <li>Doors and windows to be open at least every hour</li> </ul>	Board up one door in HH class to create a new wall and display board		01.08.21	
H and s check	Ensure building has the relevant checks completed	<ul style="list-style-type: none"> <li>Site officer to complete site check as well as ensuring all checks take place for water etc.</li> <li>Check for signs of damage, rodent evidence outside and inside</li> <li>Inspection with virus control expert</li> <li>Use NEU tick list</li> </ul>	Health and safety check		08.03.21	
Changes in bubble structure	Cross bubble contamination	<ul style="list-style-type: none"> <li>In order for quarantine to be effective there needs to be a gap of 7 days if staff are asked to move from one bubble to another</li> <li>Staff can move from one bubble to another but this is to be avoided at all costs</li> <li>The emphasis is on maintaining bubble integrity as much as possible</li> </ul>				
Symptoms presented out of school	Spread of infection to all	<ul style="list-style-type: none"> <li>Children do not come in</li> <li>If staff, they do not come in and the bubble is quarantined</li> <li>Updates upon symptoms regularly reviewed</li> <li>High vigilance by all staff</li> </ul>	Clear guidelines to be presented in poster form and sent to parents again		08.03.21	
Symptoms presented in school	Spread of infection to all	<ul style="list-style-type: none"> <li>Children sent to 'old' staff room or outside if possible to sit in medical area with a member of staff wearing PPE whilst the office call parents to take them home</li> <li>Use plastic chairs which are then wiped down and the room can no longer be used</li> <li>Updates upon symptoms regularly reviewed</li> <li>High vigilance by all staff</li> </ul>	Clear guidelines to be presented in poster form			
Intimate care	Spread of infection to all	<ul style="list-style-type: none"> <li>Normal procedures apply according to health and safety briefing by county on 19/05/20</li> <li>Gloves to be worn and should it be needed masks</li> <li>Promotion of child supporting their own needs from a distance</li> <li>Spare clothes available if needed</li> <li>Intimate Care Plan to be devised for individual pupil and</li> </ul>				

# RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	By when?	Done
		<ul style="list-style-type: none"> <li>communicated to adults</li> <li>General intimate care procedures to be followed</li> </ul>				
Masks and gloves	Protection of others	Up to individual staff, if they wish to wear them for themselves <ul style="list-style-type: none"> <li>that is fine and their personal choice, visors and gloves can also be worn by staff</li> <li>For T4W activities, teachers to hold these outside where possible and wear visor, definitely visor for inside – but until after Easter this is not to be implemented</li> </ul>	Find out latest advice	■	29.03.21	
Fruit delivery	Spread of infection to all	<ul style="list-style-type: none"> <li>TA to organise fruit with gloves on, one adult per class will hand out fruit to their bubble</li> </ul>	■ to ensure fruit delivery	■	08.03.21	
Hand washing	Spread of infection to all	<ul style="list-style-type: none"> <li>Children will wash their hands/sanitise after an hours worth of activity.</li> <li>This process may take 2-3 minutes per child and time needs to be allowed to do this 1 or 2 children at a time</li> <li>Younger children may need support and guidance but adults to remain 2m away</li> <li>Posters placed throughout the school</li> <li>Hand sanitisers placed in every bubble on the wall</li> </ul>	Teachers to consider how to complete handwashing with increased class sizes	Teachers	08.03.21	
Pupil anxiety	Children emotionally	<ul style="list-style-type: none"> <li>Teachers to be aware of the issue</li> <li>Teachers to provide time for their classes to talk to children about how they feel and watch out for key individuals</li> <li>Children have been brilliant and this is not necessarily an issue but we will be vigilant</li> <li>Might need to watch out for this again</li> <li>Really worth considering this by teachers – highlight concerns and contact SLT if issues to signpost to family workers</li> </ul>	Daily circle time first two weeks and then slowly reduce Small group integration first two days ELSA will only be used if a real need arises. Teachers to email for advice first – however, SL will be unavailable	Teachers	08.03.21	
Upset children	Children emotionally	<ul style="list-style-type: none"> <li>Adults to remove child, to an outside area preferably, to talk 1-2-1 about their issue but retaining a distance away</li> <li>Potential involvement of parents to help support</li> </ul>				
School refusers	Children emotionally	<ul style="list-style-type: none"> <li>Adult responsibility to get children into the school but they are NOT to enter the school</li> <li>If needed they will need to take the child home and try again later</li> </ul>				
Clothing	Cross contamination from home	<ul style="list-style-type: none"> <li>Both pupils and adults to have clean clothing every day</li> <li>Spare clothing available for intimate care</li> <li>Uniform is expected other than on PE days – nursery exception – but understanding that children may not have uniform for the first few days</li> </ul>	Lead adults to check equipment is there		08.03.21	
Pupil belongings	Cross contamination from home	<ul style="list-style-type: none"> <li>Pupils need to bring very little and this should be encouraged</li> <li>Water bottle and coat is all that is needed</li> <li>PE kit worn on PE days for the whole day</li> </ul>	Need to communicate this with parents – within the newsletter	■	08.03.21	

# RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	By when?	Done
Walk through process	Staff awareness of procedures	<ul style="list-style-type: none"> <li>• Induction to all bubbles separately</li> <li>• Discuss this risk assessment and provide everyone with a copy</li> <li>• Walk through beginning and end of day procedures</li> <li>• Talk through daily procedures and how to keep safe and 2m physical distancing</li> </ul>	<ul style="list-style-type: none"> <li>• to deliver induction to individual bubbles</li> </ul>		01/09/20	
Reading	Cross contamination from home - school	<ul style="list-style-type: none"> <li>• Book boxes – Monday and Thursday use by SQ and HH respectively</li> <li>• TA to collect and disseminate book bags</li> <li>• Old bags brought back to be isolated in a box and placed back into circulation before TA hands out next sets</li> <li>• TA to wear gloves</li> <li>• Reading for pleasure – no sharing of resources</li> <li>• Children to read standing up to adult</li> <li>• Reading records to be stamped NOT written in by staff (no home/school contamination)</li> </ul>				
Stock cupboard	Cross contamination between staff	<ul style="list-style-type: none"> <li>• Teachers to ensure they have enough stock and do not need to enter the stock cupboard</li> <li>• Staff to sanitise hands/wear gloves beforehand</li> </ul>				
Photocopier, laminator, trimmers etc	Staff Cross contamination	<ul style="list-style-type: none"> <li>• Sanitise hands before use</li> <li>• Wear gloves</li> <li>• Clean key buttons and areas</li> </ul>				
Resources	Cross contamination with pupils	<ul style="list-style-type: none"> <li>• Text books – if using then number them so the same ones go to the same pupils</li> <li>• Handing out resources should be avoided but a monitor who washes their hands before and after where not possible</li> <li>• Pupils to have their own equipment and tray to keep their belongings</li> <li>• Systems in each class different, use gloves, sanitise hands</li> </ul>				
School dinners	Keeping bubbles separate	<ul style="list-style-type: none"> <li>• Hot food to be started full time in 8<sup>th</sup> March</li> <li>• Fieldmice and Y1/2 to be served food in the hall but kept separate and at separate times</li> <li>• Y3-6 to eat in the classrooms</li> </ul>				
After school sports	Keeping bubble separate	<ul style="list-style-type: none"> <li>• Sports coach will find out if there are children keen to take part in multi sports activities after Easter</li> <li>• Clubs will be in bubbles – Tues SQ, Weds BD, Thurs HH and all led by sports coach who will be socially distant</li> <li>• One member of staff will be in school to support</li> <li>• Sports coach is emergency first aid trained but we are putting him on a paediatric first aid course too</li> <li>• Equipment used will be different for each group and quarantined</li> <li>• Risk assessment compiled by sports coach in discussion with school</li> </ul>	Decision to be made by SLT, regarding rates, covid19 and numbers	SLT	22.03.21	

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	By when?	Done
Temperature	Possible infection	<ul style="list-style-type: none"> <li>Every child will have their temperature taken before entering the classroom as well as washing their hands</li> <li>Children with high (or low) temperatures will be sent home and kept outside where possible before being picked up</li> </ul>				
Ventilation	Possible infection	<ul style="list-style-type: none"> <li>Given the increase in rate for January, ventilation must be increased within the classrooms, regardless of the weather outside</li> <li>Families must be informed to bring in additional clothing</li> <li>Each class must be cleared with fresh air once an hour</li> </ul>				
Trainee teachers		<ul style="list-style-type: none"> <li>Trainees will be tested before coming into school and have a two week gap between placements</li> <li>Here for a couple of days before Easter but then 8 weeks afterwards</li> <li>Pod being the base if we have Y5/6 placement</li> <li>Vacate pod from 1.15-1.30 so HH class can refill water bottles</li> <li>Use of the hall for interventions</li> </ul>	<ul style="list-style-type: none"> <li>to consider where the trainee will base themselves</li> </ul>		08.03.21	
Testing	Potential asymptomatic cases	<ul style="list-style-type: none"> <li>LFT tests delivered every three weeks</li> <li>Staff are asked to take them twice a week – Saturday by 1pm and Tuesday by 8pm</li> <li>See separate risk assessment for LFT tests</li> </ul>				

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## Useful Guidance

The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)

The NASUWT has also produced a useful checklist for reopening of schools which can be found [here](#).

CLEAPSS [Guide to doing practical work in a partially reopened school Science](#)

CLEAPSS [Guidance for science departments returning to school after an extended period of closure](#)

Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)

COVID-19: guidance on supporting children and young people's mental health and wellbeing can be found [here](#)

## **General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting**

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

Handwashing techniques advice can be found [here](#)