



High Ash CE School

Additional Risk Assessment for COVID 19 Full opening of Schools from 1<sup>st</sup> September 2020

Approval by Headteacher and Governors from 1<sup>st</sup> September 2020

Review date: On-going updates and reviews as needed. It is a working document and not an exhaustive list.



Please note this risk assessment is in accordance with DFE Guidance and other supporting documents from Bucks LA, local public health team and teaching unions. It is also in addition to normal Health and Safety measures in school as per our Health and Safety policy and normal risk assessments and checks. This risk assessment is also in conjunction with updated Home/School Agreement issued for September 2020.

Hazard/ Activity	Persons at Risk	Risk	Control measures currently in place	Are further controls needed?	Residual risk rating
Spread of COVID 19	Children, staff, parents and community	Risk of spread of COVID 19	School are currently following all latest DFE guidance and will check the <a href="#">latest Government advice</a> on a daily basis.  School is following the latest guidance for protecting vulnerable adults and children and will continue to review DFE guidance regularly. Parents who feel their children are particularly vulnerable are encouraged to speak to the Headteacher to discuss arrangements so that they can attend full time education in school. Regular checks on <a href="#">current advice</a> can be found here.	Review on daily basis	As per Govt guidance and local data

Access Egress					
Pedestrian access to school	Pupils, staff, parents, visitors, contractors	Risk of spread of Covid-19	<p>One way access into school - via the blue gate and Green End access to school will be shut off</p> <p>Staggered start and finish times for each year group 15 minutes apart to allow for clearance and turnaround- see communication to parents for September 2020.</p> <p>Sibling groups all arrive at the earliest relevant drop off time</p> <p>Signage reminding parents/visitors of social distancing will be on display at blue gate, black gate, pathway to office and in playground</p> <p>Parents to enter via pathway next to car park, staying 2 m apart. Parents to leave via opposite path way to maintain the 2 metres apart.</p> <p>In and Out signage on the relevant blue gate.</p> <p>3 x Staff to supervise the one way flow at the start and end of the day.</p> <p>1 X SLT on playground and 1 x SLT at main gate</p> <p>Parents to be asked to arrive promptly at allocated drop off time and to stay in vehicle if arrive early to wait in class</p> <p>Children to line up on class cones- once 15 are filled- teacher to take to class and other adults supervise until the next 15 arrive. This then means parents are not waiting around on playground and maintains separation of bubbles. Also staggers hand washing time.</p> <p>Parents are encouraged to wear face coverings on school site and reminded to keep socially distant.</p> <p>Children under the age of 11 do not need a face covering. If they choose to do so on coming to school- these coverings need to be removed once in the school building. See guidance on face coverings further in this risk assessment.</p>	Keep under continuous review	

Lining up on playground at start of day	Pupils Staff Parents	Risk of spread of COVID 19	Staggered start times for each year group 15 minutes apart Parents only to enter via blue gate at the time given to their year group One adult only can accompany child into playground Children to line up in class groups on a cones which will be spaced apart from other 'bubbles'. Children to swiftly enter school building walking apart and access school via outside classroom doors. Children to go straight to classroom- lockers will not be used (minimal equipment to be brought from home) If a child is running late, parents need to bring to front office and wait for admittance.	Keep under continuous review	
Dismissing at end of day	Pupils Staff Parents	Risk of spread of COVID 19	Staggered finish times for each year group 15 minutes apart. Children leave via outside classroom door Rows of cones will be outside at intervals Parents to be admitted to play ground at set time Children to line up on cone class at time. Teacher dismisses child one at a time from front of line. Parent and child to leave immediately If parent is late, child takes step back onto second line of cone to wait. Next class arrives and repeat. If child not collected by end of whole group dismissal, they return with TA to their bubble class. Teacher to come to office to make phone call home. Siblings to be collected at latest collection time	Keep under continuous review	
Face Coverings	Pupil Staff and Parents	Risk of spread of COVID19	Current Government guidance for schools in England does not require staff, children or parents to wear face coverings once on school site.	Keep under continuous review	

			<p>However as an additional precaution to minimise transmission of COVID19 between adults we are implementing the following:</p> <ol style="list-style-type: none"> <li>1. All children/adults who come to school on public transport or dedicated school transport must wear a face covering and remove once in school building</li> <li>2. Parents are encouraged to wear a face covering on the playground at drop off and pick up as well as keep socially distant</li> <li>3. If parents wish their child to wear a face covering to and from, school, that is their prerogative. However the children must remove this mask in the school building once hands are washed and store in school safely.</li> <li>4. Parents/visitors to school asked to wear a face covering</li> <li>5. Staff and children will not be wearing face coverings during the day as we have sufficient safety measures in place re separate bubbles and hand hygiene.</li> <li>6. Staff will be given the option to wear face coverings outside of the school hours if they feel they are in situation with a proximity of contact with other adults that makes social distance harder or are indoors for longer than 15 minutes</li> </ol> <p>Guidance regarding face coverings will remain under review.</p> <p><a href="https://www.gov.uk/government/news/update-on-face-coverings-in-schools">https://www.gov.uk/government/news/update-on-face-coverings-in-schools</a></p>		
Vehicle access During drop off and collection	Pupils, staff, parents	Being hit by moving vehicles	No vehicle access during drop off and pick up times. Deliveries will be outside of these times as they are now.	Keep under continuous review	

Infection outbreak and reporting					
Minimise risk of outbreak in school	Pupils, staff, parents	Spread of disease	<p>Staff to avoid close contact as advised by Government and also to follow national guidance outside of school and inside in school.</p> <p>School will comply with latest DFE guidance in ensuring the following:</p> <ol style="list-style-type: none"> <li>1. Minimise contact with individuals who are unwell and implement self-isolation guidance- they must not attend school</li> <li>2. Clean hands thoroughly and more often than usual</li> <li>3. Ensure good respiratory hygiene</li> <li>4. Ensure enhanced cleaning, especially of key areas</li> <li>5. Minimise contact between individuals (bubbles) and maintain social distancing wherever possible</li> <li>6. Use appropriate PPE as needed</li> <li>7. Use of face coverings as per latest Govt guidance</li> </ol> <p>Parents to be advised to minimise their contacts (e.g. use of external clubs outside of school)</p> <p>Staff and parents to engage with NHS Test and Trace and quarantine rules.</p> <p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <p><a href="https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance">https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance</a></p>	Continue to review guidance daily for any updates.	

		<p>Staff all aware of COVID 19 symptoms and reporting processes. Staff aware of NHS Test and Trace procedures and of self-isolation/quarantine guidelines. Staff have been issued updated staff handbook in light of COVID 19.</p> <p>See also guidance for full opening of schools to which this risk assessment complies with regarding managing confirmed cases within the school community.</p> <p>Home/school agreement to ensure parents do not send their child to school if unwell at all, even if not apparent COVID19 symptoms- see agreement updated for September 2020.</p> <p>If child at home develop COVID19 symptoms, parents to be advise that their child needs to be tested and/or self-isolate for least 10 days. Any sibling attending our school in the household would also need to self-isolate for 14 days.</p> <p>If a child is in a household where someone shows signs of COVID 19, the child will need to self-isolate for 14 days even if no symptoms themselves. However, under new NHS Test and Trace guidelines, whole households do not need to self-isolate if one household member has been contacted and told to isolate.</p> <p>Parents to make school aware if their child is unwell so we can monitor the 'bubble' and risk assess for the safety of others. Parents will then need to take their child for a COVID19 test and inform school of the result. Schools are due to be issued with home tests for those who will struggle to access community testing.</p>		
--	--	---	--	--

			<p>The same above also applies to a staff member. Staff to then go for a test and report back findings to school immediately. Staff asked to check their temperature each day before coming to school, including SLT.</p> <p>School to follow hand washing, hygiene and cleaning latest guidance as outlined by DFE and also referred to later in this risk assessment.</p> <p>All classrooms have their own hand washing facilities and hand sanitisers.</p> <p>Staff and parents reminded in Home/School agreement and in updated Staff Code of Conduct to also ensure they adhere to Govt social distancing advice outside of school as well to minimise risk coming into school.</p> <p>Latest PPE guidance to be followed and local public health flowchart</p> <p><a href="#">..\TVflowchart.pdf</a></p> <p>School will liaise with local public health team if any concerns.</p>		
Suspected case of Covid-19 in school	Pupils, staff, parents	Spread of disease	<ul style="list-style-type: none"> <li>• Isolate child or staff member in medical room</li> <li>• Open windows and make patient comfortable</li> <li>• Access and put on PPE as per county guidance- see PPE flowchart which is in medical room and has been communicated to staff (and see below)</li> <li>• Check temperature</li> <li>• Alert parent and send child home with isolation and testing instructions / send staff member home with isolation and testing instructions</li> </ul>	Review process on regular basis and review in full after any suspected case to add to risk assessment if needed	

			<ul style="list-style-type: none"> <li>• In an emergency call 999</li> <li>• Meanwhile, rest of bubble are moved from their classroom to designated room so that classroom can be fully deep cleaned</li> <li>• Identify all others in close contact and prepare contacts list for PHE- individually risk assess</li> <li>• Any member of staff who has provided close contact care to someone with symptoms, while wearing PPE and all other members of staff or pupils who have been in close contact with that person with symptoms, if wearing a face covering, do not need to go home to self-isolate unless: <ul style="list-style-type: none"> <li>➤ The symptomatic person subsequently tests positive</li> <li>➤ They develop symptoms themselves (in which case, they should arrange to have a test)</li> <li>➤ They are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated).</li> </ul> </li> <li>• Deep clean all areas used or visited by child / staff member</li> <li>• Seek further guidance from PHE/local health team if needed</li> <li>• Alert Governors to potential hazard and actions taken</li> <li>• Monitor and ensure all existing good practice is being maintained</li> </ul>		
Confirmed case of COVID 19	Pupils, staff, parents	Spread of disease	<ul style="list-style-type: none"> <li>• If there is a confirmed case of Covid 19, phone the local health protection team: <b>PHE Thames Valley Health Protection Team (South East) on 0344 225 3861.</b></li> </ul>	Review process on regular basis and complete full risk assessment review after a confirmed	

			<ul style="list-style-type: none"> <li>• Follow the definitive advice from Health Protection Team on what action is needed as this will need to be risk assessed on a case by case basis</li> <li>• Adults and children who have been in close contact (direct close contact, proximity contacts or travelling in a small vehicle) with the person who has tested positive will need to self-isolate for 14 days.</li> <li>• Advise anyone with symptoms to get tested</li> <li>• Lists of children and adults in each group are kept in the office to identify who has been in contact with the infected person.</li> <li>• A letter will be sent out to parents and staff if needed outlining what to do.</li> <li>• Household members of those contacts who are sent home do not need to self-isolate unless the child or staff member who is self-isolating subsequently develops symptoms.</li> <li>• If someone in the class/group who has been asked to self-isolate develops symptoms within the 14 day isolation period they should follow the '<a href="#">stay at home guidance</a>'.</li> <li>• Engage with the NHS Track and Trace</li> <li>• Deep clean the affected areas</li> <li>• Communicate to parents and Governors on next steps</li> <li>• A positive case in school does not mean all of the school will need to close- we will take the advice from health protection team and then implement contingency planning</li> <li>• Within 24/48 hours of a bubble or whole school lockdown home learning will be available to those who are at home on the school website following the curriculum planned for the term. Home</li> </ul>	<p>case and adapt plan as needed. Monitor and check staff and pupil well being following such a case.</p> <p>Report case via RIDDOR</p>	
--	--	--	--	---	--

			learning packs and videos will be available to children to support their learning.		
At risk groups	Children/ staff and parents	Minimise spread of COVID19	<ul style="list-style-type: none"> <li>• If child or staff member feels they need to continue to shield, they should speak to the Headteacher and seek medical confirmation of this. Otherwise attendance at school is expected.</li> <li>• BAME families who are concerned should speak to the Headteacher</li> <li>• Families with a household member who are shielding should also contact the headteacher to agree how best to support their child return to school</li> </ul>		
Local lockdown	Children/ All Staff	Missed learning	<ul style="list-style-type: none"> <li>• Within 24/48 hours of a local lockdown home learning will be available on the school website following the curriculum planned for the term. Home learning packs and videos will be available to children to support their learning.</li> <li>• Class emails will be re-instated to ensure communications between parents and teachers.</li> </ul>	Review if local lockdown occurs	
Safe staffing levels	All staff and children	Ensure safety of all school members	<ul style="list-style-type: none"> <li>• In the event of staff absence, SLT will review cover to ensure school can still operate within safety guidelines</li> <li>• Where possible, staff from within the year group bubble will be deployed within the year group to cover</li> <li>• Should we have significant levels of staff absence, or have insufficient first aiders, we will need to make a decision with Governors as to the safety of opening our school</li> </ul>	Review if absence occurs	
<b>Bins</b>					
Hazardous waste	All staff, Caretaker,	contamination	<ul style="list-style-type: none"> <li>• PPE worn before any handling of waste</li> <li>• Lidded bins to be in classrooms</li> <li>• Bins to be wiped throughout the day</li> </ul>	Review daily cleaning checklist and	

	contractors , pupils		<ul style="list-style-type: none"> <li>All waste to be double bagged</li> <li>All waste from potential Covid-19 case to be bagged and marked as such</li> <li>Removed from building to outside storage area and contractor notified</li> </ul>	<p>monitor/spot checks by SLT</p> <p>Copies of daily completed checklists kept in main office</p>	
<b>Caretaking</b>					
Cleaning chemicals	Caretaker / cleaner/ staff	Safe use and low supplies of adequate surface cleaner	<ul style="list-style-type: none"> <li>Caretaker to ensure each class has sufficient cleaner for surfaces each morning</li> <li>Each room to have a box containing gloves, apron, mask, cloths and surface spray</li> <li>Adults in class room to ensure box is fully equipped each day</li> <li>Ensure labels clear and material safety data sheet available and shared with all staff</li> <li>Complete routine orders to replenish</li> <li>Cleaners to also ensure sufficient materials</li> <li>Cleaners to follow guidance on cleaning of non health care settings <a href="#">COVID-19: cleaning of non-healthcare settings</a></li> <li>Additional cleaning measures are in place, including increased frequency of cleaning of surfaces, door pads, push points. Bleach will be used at the end of the day cleaning when children are not present.</li> </ul>	Keep under continuous review	
<b>Classrooms/ Lessons</b>					
	Pupils, staff,	Cross contamination	<ul style="list-style-type: none"> <li>See separate EYFS Risk Assessment below</li> <li>Following Govt guidance,</li> </ul>	Keep under continuous review	

<p>Maintaining social distancing</p>			<ul style="list-style-type: none"> <li>• Children will be in consistent groups (classes) that do not mix with other groups.</li> <li>• Children will sit where possible facing the front and side by side</li> <li>• Child will sit in same seat every day</li> <li>• Windows and doors to be open for ventilation - high level windows to be opened to reduce the draft in winter months.</li> <li>• Doors and windows to be left open during playtimes, lunchtimes and after school to increase the ventilation.</li> <li>• Outdoor learning where possible</li> <li>• Bags are allowed in school yet it is recommended that children limit the amount of equipment they bring into school to just the essentials.</li> <li>• Lunch boxes and water bottles to be stored under the tables</li> <li>• Equipment such as pens and pencils should not be shared</li> <li>• Books and games can be used and shared within the bubble, these will be cleaned regularly.</li> <li>• Other resources which may be shared between bubbles such as sports, art and science equipment will be cleaned frequently and meticulously or left unused for 48 hours (72 hours for plastics) before being used again.</li> <li>• Children to stay with their class bubble for lunch and play which will be staggered</li> <li>• Adults also allocated to class and year group bubbles for safety</li> <li>• Teachers may take books home to mark. After marking, hands must be washed.</li> </ul>		
--------------------------------------	--	--	--	--	--

			<ul style="list-style-type: none"> <li>• School library may be used- books need to be left untouched for 48 hours before returning or cleaned down.</li> <li>• Children with SEN and Behavioural needs to be risk assessed to ensure appropriate provision can be put in place that is safe for them and staff- this will be agreed with parents.</li> </ul>		
<b>Potential missed learning</b>	Children	Fall behind academically	<ul style="list-style-type: none"> <li>• Children will be baselined in the first half of the Autumn Term. Teachers will cross check this achieved levels at the last point of assessment (Dec 2019), appropriate targets will be set and communicated to parents in Oct Parents consultation.</li> <li>• Where appropriate intense catch-up programmes will run to support children who have fallen behind run by TA's or teachers.</li> <li>• Potential gaps in the curriculum have been identified and a planned catch up put in place over the next 12 months.</li> </ul>	Review after baseline assessments made (Oct half term)	
<b>Cleaning</b>					

Classroom surfaces - tables, doors and handles Toilet doors and handles	All staff / caretaker and cleaners	Cross contamination	<ul style="list-style-type: none"> <li>• Use only specific cleaner see guidance on cleaning of non health care settings. <a href="#">COVID-19: cleaning of non-healthcare settings</a></li> <li>• Store cleaning materials out of reach of children (high shelf in cupboard)</li> <li>• Wear gloves when cleaning</li> <li>• Spray and wipe all surfaces contacted by children / adults at end of every session, morning break, lunch afternoon break or after any direct coughing or sneezing</li> <li>• Teachers and TAs are responsible at end of day for wiping down tables and chairs as a minimum.</li> </ul>	Increase use as needed, after sneezing or coughing episodes	
--	------------------------------------	---------------------	---	---	--

			<ul style="list-style-type: none"> <li>• TAs and teachers during day to wipe down door handles and touch points</li> <li>• Teachers to take responsibility for ensuring classrooms are clean during the day</li> <li>• Deep clean class at end of day by cleaning team</li> </ul>		
Cloakrooms / Toilets	Caretaker and cleaning team and TAS	Cross contamination	<ul style="list-style-type: none"> <li>• Wipe down push points and handles throughout day at end of sessions- adults in class</li> <li>• Deep clean at end of day- cleaning team</li> </ul>	Monitor by SLT on a daily basis and review daily	
Computer keyboards used by children	All staff	Cross contamination	<ul style="list-style-type: none"> <li>• Teacher to ensure all computers or ipads are cleaned along with their own computer/ipad in class.</li> <li>• Wipe keyboard surface with spray onto the cloth after use (do not spray direct on to the computer)</li> </ul>	Keep under continuous review.	
Personal Hygiene and handwashing	Pupils, staff and visitors	Cross contamination	<p>Staff and children to:</p> <ul style="list-style-type: none"> <li>• Wash hands on arrival</li> <li>• Wash hands before and after play and lunch break</li> <li>• Wash hands before leaving at the end of the day</li> <li>• Use handwashing guidelines in classroom (above every sink)</li> <li>• Teachers to manage and train/supervise children to do this</li> <li>• Handwashing is for 20 seconds and must use soap and water.</li> <li>• Teachers to inform site manager if running low on hygiene resources</li> <li>• Use hand sanitisers available in school in addition to hand washing</li> </ul>	Keep under continuous review	

			<ul style="list-style-type: none"> <li>• Site team to ensure these hygiene resources are well stocked and topped up each day</li> <li>• Sinks in classrooms to continue to be cleaned each day</li> <li>• Children to use sinks in classrooms to wash hands as well as in toilet areas so can be monitored.</li> <li>• Older children are able to bring in own hand sanitiser if wish to.</li> </ul>		
<b>Contractors</b>					
Covid-19 awareness	Caretaker and contractors	Cross contamination	<ul style="list-style-type: none"> <li>• Alert to social distancing in school on arrival and only admit to school where this can be adhered to.</li> <li>• Only admit contractors if have prior notice/appointment attempt to arrange outside of school hours.</li> <li>• Check health status of contractors on arrival</li> <li>• Temp check of contractors on arrival if working inside school</li> <li>• Monitor access away from children / staff - separate times if possible</li> </ul>	Keep under continuous review	
<b>Evacuation and Lockdown</b>					
Evacuating the school	Pupils, staff, visitors	Personal injury Cross contamination	<ul style="list-style-type: none"> <li>• Fire Drill to be reminded to all.</li> <li>• Focus needs to be to evacuate as quickly as possible from fire exits</li> <li>• Once lined up outside in class bubbles</li> <li>• Wash down walkie talkies after drill with cleaning spray</li> <li>• If lockdown needed, stay in class and where possible observe 2 metres/follow advice on walkie talkie</li> <li>• Register order maintained</li> <li>• Drill practiced and reviewed with Fire Risk Assessment</li> </ul>	Review after termly fire drill  Carry on with all weekly fire checks as do now	

First aid					
First Aid provision	TAs and those staff First Aid trained	Cross contamination	<ul style="list-style-type: none"> <li>• Deliver support and welfare as normal within EYFS setting and ensure have paediatric first aider in school</li> <li>• Deliver support and welfare in KS 1 and 2 where ever possible in classroom or as normal in medical room</li> <li>• Staff to use PPE if felt necessary in classroom</li> <li>• One child in the medical room at a time</li> <li>• Training on safe use of PPE given to all staff and protocol for suspected infection</li> <li>• PPE used in suspected cases or if staff will give them extra confidence in dealing with other First Aid issues</li> <li>• Staff to follow PPE flowchart and ensure dispose of all materials as per guidance</li> <li>• Children to have access to tissues in classroom and follow 'Catch It, Bin It, Kill It' advice.</li> <li>• All adults and children in school are advised not to touch their face with their hands and maintain regular hand washing</li> </ul>	See updated PPE flowchart  Look into Mental Health First Aid training if needed	
First aid kits	All staff	Cross contamination	<ul style="list-style-type: none"> <li>• First Aid kits available for classroom use and outside use to reduce movement around school to get to first aid resources</li> <li>• TAs to ensure have their First Aid kits are stocked, include gloves and a mask and they collect their First Aid bags every day</li> <li>• Check medical needs and Health Care plans of those in school (e.g.asthma and inhalers)</li> <li>• Managing medicines policies still applies</li> </ul>	Check daily by support staff	
Grounds maintenance					
Grass cutting etc	Contractor / caretaker	Cross contamination	<ul style="list-style-type: none"> <li>• Contractors to be on site and outdoor only before 8:15am and after 4pm when site is clear</li> </ul>	Caretaker check	<b>As above</b>
Gym/Hall					

Hall area	All staff	Maintaining social distancing	<ul style="list-style-type: none"> <li>Hall can be used for classes yet not for mass gatherings.</li> <li>Assemblies/worship will be carried out in class or outside and adult leading assembly will stay 2 metres apart and will stay in room for less than 15 minutes.</li> <li>No assemblies for parents or mass gatherings</li> </ul>	Review regularly for compliance	As above
Meeting room			<ul style="list-style-type: none"> <li>Area to be now used as extension to staff room to allow for social distancing at break times</li> <li>Staff to use meeting room yet stay in their year group bubbles - spaced out 2 metres apart.</li> </ul>	Review on an ongoing basis	
Interactive White Boards	All staff / pupils	Cross contamination	<ul style="list-style-type: none"> <li>Avoid surface contact games and activities where ever possible</li> <li>Wipe down surface with recommended cleaner throughout the day if touched by children</li> </ul>	Adult only use of whiteboards in class	
<b>Kitchen</b>					
General	Lunchtime supervisors / staff	Cross contamination	<ul style="list-style-type: none"> <li>Kitchen area to be used for preparing packed lunches and access only for kitchen staff</li> <li>Ash Tree dining area to be used as temporary classroom</li> <li>Door from Ash Tree into kitchen will be locked</li> <li>Create kitchen bubble for isolation purposes</li> <li>Lunch to be eaten in classes at their tables</li> <li>Packed lunches to be delivered to classrooms via one staff member and left outside the classroom door</li> <li>School packed lunches all to be in disposable bags</li> <li>Children to provide own water. Water fountains not in use- water can be refilled from tap in classroom.</li> </ul>	Agree an alternative plan should kitchen team have to self-isolate for provision of packed lunches- this is in place	
Staff room	Staff	Cross Contamination	<ul style="list-style-type: none"> <li>Staff to only be eating in rota for lunch in their bubble so minimal staff in room at one time- limit to 3 staff members in staff room at any one time and only 1 x staff member in the staff kitchen at any one time</li> <li>Meeting room to be an extension of staff room and to allow for 2m distancing</li> </ul>	Review on an ongoing basis	

			<ul style="list-style-type: none"> <li>• Staff to provide own lunch</li> <li>• Staff advised to use their own thermo mug/water bottle so that staff room can be easily cleaned</li> <li>• After each team finish, need to wipe down tables and chairs</li> <li>• PPA to be taken at school in either the meeting room or teacher workroom (Oak)</li> <li>• Any staff briefings will take place in hall, outside or via Zoom.</li> <li>• Any face to face staff meetings are to be in adult bubbles and SLT to follow 2m rule.</li> </ul>		
<b>Uniform and equipment</b>					
General	All staff Pupils	Maintaining social distancing Cross contamination	<ul style="list-style-type: none"> <li>• See above guidance on social distancing for classrooms</li> <li>• Children to come to school in uniform-</li> <li>• Suitable clothing requested for all weathers</li> <li>• Windows and doors open in classrooms for ventilation</li> </ul>	Keep under on-going review	
P.E.	All staff Pupils	Maintaining social distancing Cross contamination	<ul style="list-style-type: none"> <li>• Outside where possible.</li> <li>• Equipment to be cleaned down after use or put away and not used for 48 hours (72 hours if plastic)</li> <li>• Non-contact games</li> <li>• Maintain 2m spacing where possible</li> <li>• Hands to be washed once PE lesson is over.</li> <li>• Children do not need to change for PE- children will come to school in PE kit on their PE days and stay in kit all day</li> <li>• See guidance on sports allowed provided by DFE</li> </ul>	Keep under on-going review	
Music	All staff and pupils	Cross contamination	<ul style="list-style-type: none"> <li>• No sharing of instruments or blowing</li> <li>• Currently no singing is allowed either in lessons or assemblies</li> <li>• Awaiting further DFE guidance.</li> </ul>	Keep under continuous review	

ICT suite and laptops	All staff and pupils	Cross contamination	<p>Spray cloth and then wipe down after use monitor and key board, desk and chair and again at the end of the day</p> <p>ICT suite to be only used by one bubble at a time</p> <p>Staff no longer to use ICT suite during school hours to maintain consistency of bubbles.</p>	Keep under on-going review	
Books and marking/use of equipment in class	All staff and pupils	Cross contamination	<p>Children encouraged not to bring in pencil cases from home or toys from home. If they do bring in a pencil case, then no equipment to be shared.</p> <p>Each child to have their own resources and keep in their tray.</p> <p>Children will work in books.</p> <p>Library can be used and books read, when books are returned they need to be cleaned or put to one side for 48/72 hours before being returned to the library.</p>	Keep under on-going review	
<b>Office</b>					
Offices or admin area		<p>Maintaining social distancing</p> <p>Cross contamination</p> <p>personal injury</p>	<ul style="list-style-type: none"> <li>• Sit apart facing away from each other and not in close contact .</li> <li>• Keep office windows to outside open when possible</li> <li>• Ensure doors to hall and library area kept shut for safeguarding reasons</li> <li>• Wipe keyboards down at end of day</li> <li>• Wipe phone down after use</li> <li>• Parents to access office via intercom- intercom to then be cleaned after each use</li> <li>• Drop off for any forgotten equipment to be in a box in lobby area</li> </ul>	<p>Work in different office rooms available where ever possible</p> <p>Keep under on going review</p>	

			<ul style="list-style-type: none"> <li>• If parents need to access office (e.g. for medical form) then admitted one at time and to sit in blue chair to fill forms in</li> <li>• Signage to remind parents of 2 metre rule to be at entrance</li> <li>• Head and Deputy to have separate working offices for longer stints of working</li> <li>• Office team to use meeting room/Oak Class if need additional work space</li> </ul>		
<b>Off site visits</b>					
Trips	Pupils, staff, volunteers	Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> <li>• Cancelled until further notice</li> <li>• May resume in Spring and Summer term following the guidance and the venue attending is COVID 19 secure.</li> </ul>	Review by Oct half term	
Specialists/ Therapists	Children Staff	Cross contamination	<ul style="list-style-type: none"> <li>• Parents informed on when visit is to occur.</li> <li>• Intervention can only be carried out where social distancing can be adhered to.</li> <li>• Only admit visitors if have an appointment</li> <li>• Appointments to be ideally afternoon to allow room to be deep cleaned.</li> <li>• Check health status of therapist on arrival</li> <li>• Keep a log of time and date in visitors book</li> <li>• Use meeting room and clean down after visit.</li> <li>• Visitors to wear face coverings if deemed appropriate</li> </ul>	Keep under continuous review	
Visitors	Children/Staff	Cross contamination	<ul style="list-style-type: none"> <li>• Visitors to enhance the curriculum at present are discouraged to minimise the number of visitors in school</li> <li>• If visitors do come into school- face masks to be encouraged</li> </ul>	Keep under review	
<b>Play equipment, external</b>					

Playground furniture Benches Adventure trail	All staff caretaker	Cross contamination	<ul style="list-style-type: none"> <li>Wipe down any used equipment at end of day or after use of each bubble</li> <li>Minimise use of playground equipment</li> <li>Handwashing before and after break</li> <li>Use field where possible in coloured class zones to avoid children mixing in bubbles.</li> </ul>	Keep under on-going review	
<b>Playground</b>					
Maintaining social distancing at break times	Pupils, staff	Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> <li>Break and lunch times staggered to avoid contact with other classes.</li> <li>Limit toys to one ball between two users if possible - create games that support social distancing</li> <li>Handwashing before re-entering class</li> <li>Zones for play areas for each bubble</li> </ul>	Keep under on-going review	
<b>Playtime</b>					
Breaks (play and lunch)	Pupils, staff	Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> <li>Social distancing reinforced as needed</li> <li>No toys from home.</li> <li>Staggered breaks and lunches in bubbles and in set play zones</li> </ul>	Keep under on-going review	
<b>Corridors</b>					
Access and egress	Pupils, staff, visitors	Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> <li>Minimise use of corridors.</li> <li>Enter hall via corridor</li> <li>Leave hall via playground door</li> <li>See signage in schools</li> <li>Lockers not in use so minimal use of corridors needed</li> </ul>	Keep under on-going review	

<b>Store rooms</b>					
Access	Staff	Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> <li>Limit to one person at a time</li> <li>Clean door handle after use</li> </ul>	Keep under on-going review	
<b>Toilets/ shared areas</b>					
Toilet access and use	Pupils, staff	Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> <li>Supervise and manage toilet use at playtime and break time</li> <li>Reinforce washing hands afterwards</li> <li>Toilet doors and handles wiped down regularly throughout day</li> <li>Staff to clean down and dry toilet, sink and door handles after each use.</li> </ul>	Keep under on-going review  Anti-bac spray in toilets and wiped down after use	
Photocopier	All employees Children	Maintaining social distancing Cross contamination	<ul style="list-style-type: none"> <li>Wipe down after regular use</li> </ul>	Keep under on-going review	
<b>Staff well being</b>					
Mental Health	Staff	Coping with COVID 19 Managing stress and workload	<p>Continue to involve staff in health and safety process</p> <p>Ensure have all appropriate PPE</p> <p>PPA in school to support wellbeing and sense of belonging (minimising isolation)</p> <p>Continue with regular welfare updates/staff communication/virtual meetings and briefings and staff consultations</p> <p>Provide staff with details of agencies to support if needed</p> <p>Continue to support any shielded staff</p> <p>Ensure staff are supported if unwell and know the procedures for reporting concerns</p>	Keep under on-going review	

			Ensure staff are aware of testing available to them SLT to review workload regularly		
Pupil Well being					
Mental Health	Pupils and parents	Coping with COVID 19	Support positive transition back into school Adapt PHSE curriculum to support as needed Address on an individual basis and refer to agencies if needed (as now) This will be kept under continual review as will need to be bespoke See also assembly schedule for Autumn Term	Keep under on-going review	
School Transport					
Minimise spread of infection	Children using school bus	Cross-contamination	Ensure updated risk assessments from Coach companies are received and circulated to all parents. At present, they have confirmed sitting children 2m apart, all facing forwards There is hand sanitiser on the buses and the hard surfaces will be cleaned after every journey Drivers will wear masks. Children on buses are required to wear face coverings. Children are asked to remove these before they enter the playground and place reusable masks in a plastic bag and disposable masks in bin in classroom. Wash hands on arrival to school.	Keep under on-going review We know names of bus children for contact tracing if needed  Copies of bus company COVID 19 risk assessments seen by SLT and in COVID19 folder	
Extra-curricular provision					

Mixing bubbles in Wraparound care	Children/ Staff	Spread of disease	<ul style="list-style-type: none"> <li>Limited to a phased re-opening of Wraparound to evenings until 5pm.</li> <li>Consistent groups of children, opening to 24 children with 3 consistent staff members.</li> <li>Children to be grouped into 3 consistent groups of 8, 1 adult per group.</li> <li>Snack to be provided, tables to be wiped down after food.</li> <li>Children to attend for 4 or 5 evenings.</li> <li>Children to be based in the hall</li> <li>Dedicated WRAP resources to be used and cleaned after use</li> <li>Hands to be washed on arrival to WRAP and before departure home.</li> <li>Parents to collect from Hall door.</li> <li>WRAP staff responsible for cleaning resources, chairs and tables after children have left at 5pm.</li> <li>Children to arrive to WRAP via playground entrance and wash hands on arrival.</li> </ul>	Keep under on-going review	
Confirmed Case of COVID 19 in WRAP			<ul style="list-style-type: none"> <li>As in main risk assessment</li> <li>WRAP bubble self-isolate and class which confirmed case has been identified would self-isolate.</li> </ul>	Review if a case arises.	

### EYFS Indoor and Outdoor Classroom Risk Assessments

Hazard/ Activity	Persons at Risk	How Harmed	Control Measures		
Maintaining social distancing	Children/ Staff	Spread of disease	<ul style="list-style-type: none"> <li>Following Govt guidance re bubbles</li> <li>Windows and doors to be open for ventilation</li> <li>Outdoor learning where possible</li> </ul>	Keep under on going review	

			<ul style="list-style-type: none"> <li>• Lunch boxes and water bottles to be stored in Rainbow Room</li> <li>• Resources cleaned using Milton Steriliser at the end of each day</li> <li>• Children to stay with their class bubble for lunch and play which will be staggered</li> <li>• Adults allocated across Acorns and Cherry bubbles each day for safety</li> <li>• Teachers may take books home to mark. When do mark, wash hands afterwards</li> <li>• Role play set up without barriers around so open space wash hands after use of each area</li> </ul>		
Internal resources and equipment	Staff/ children/ visitors	Maintaining social distancing Cross contamination	<ul style="list-style-type: none"> <li>• Limit equipment out at one time in each area</li> <li>• Allocate resources by child in plastic pockets - pencils, books, etc</li> <li>• No water/ play dough or sand pit to be used- this will be kept under review</li> </ul>	Keep under on-going review	
Outdoor play Play equipment	Children/ visitors	Maintaining social distancing Cross contamination	<ul style="list-style-type: none"> <li>• Limit equipment out at one time (no bean bags or equipment that can't be washed clean each day)</li> <li>• Ensure equipment used is then washed at the end of each day</li> <li>• Close sandpit / mud kitchen / water tray</li> <li>• Children to wash hands after each activity</li> <li>• Adults to also wash hands regularly</li> </ul>	Keep under on-going review	
Hygiene	Children Staff	Maintaining social distancing Cross contamination	<ul style="list-style-type: none"> <li>• Children to wash hands after they have visited each area before they move to another</li> </ul>	Keep under on-going review	

			<ul style="list-style-type: none"> <li>Each bubbles resources (construction, small world etc) to be cleaned using Milton at the end of each day</li> </ul>		
Climbing frame	Children	Maintaining social distancing Cross contamination	<ul style="list-style-type: none"> <li>See playground guidance</li> </ul>		Keep under on-going review

<p><b>DATE OF REVIEW:</b></p> <p>1<sup>st</sup> September 2020- by Governors</p> <p>Reviewed weekly by HT</p>	<p><b>COMMENTS:</b></p> <p><i>Approved in principle by governing body as a live document to be reviewed and added to in planning and initial implementation phase. It will be reviewed by Governors formally at each Governing Body meeting (which are currently being held fortnightly)</i></p>
---	--