

Risk assessment WNAT Heacham Junior School



<p>Department: WNAT Section/Team: Snettisham Primary Location: Activity/Area: Assessor Name: L Jackson (Fitzpatrick) Manager Name: A Johnson</p>	<p>Assessment Number: 03 Assessment Date: 31/07/20, updated 10/9/20 Review Date: 31/07/21 or in the event of significant change.</p>
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<p>The system of controls: protective measures</p>	<p>Having assessed the risk, schools must work through the below system of controls, adopting measures in a way that addresses the risk identified in their assessment, works for their school, and allows them to deliver a broad and balanced curriculum for their pupils, including full educational and care support for those pupils who have SEND.</p> <p>If schools follow the guidance set out here they will effectively reduce risks in their school and create an inherently safer environment.</p> <p>System of controls</p> <p>This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.</p> <p>Prevention</p> <ol style="list-style-type: none"> 1) 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. 2) Where recommended, use of face coverings in schools. 3) Clean hands thoroughly more often than usual. 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach. 6) Minimise contact between individuals and maintain social distancing wherever possible. 7) Where necessary, wear appropriate personal protective equipment (PPE). <p>Numbers 1 to 5 must be in place in all schools, all the time.</p> <p>Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.</p> <p>Number 7 applies in specific circumstances.</p> <p>Response to any infection:</p> <ol style="list-style-type: none"> 7) engage with the NHS Test and Trace process 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community 9) contain any outbreak by following local health protection team advice <p>Numbers 7 to 9 must be followed in every case where they are relevant.</p>
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		Approach to risk estimation and management						
		<p>Schools should work through the following steps to address their risks, considering for each risk whether there are measures in each step they can adopt before moving onto the next step:</p> <ol style="list-style-type: none"> 1. Elimination: stop an activity that is not considered essential if there are risks attached. 2. Substitution: replace the activity with another that reduces the risk. Care is required to avoid introducing new hazards due to the substitution. 3. Engineering controls: design measures that help control or mitigate risk. 4. Administrative controls: identify and implement the procedures to improve safety (for example, markings on the floor, signage). 5. Having gone through this process, PPE should be used in circumstances where the guidance says it is required. 						
What are the hazards?	Who might be harmed and how	Existing Risk controls	Assessment of Risk			Action by whom	Action by when	Remarks/Actions
			L	C	RR			
Awareness of policies and procedures	Pupils, Employees, Visitors and Contractors	<ol style="list-style-type: none"> 1. All staff, pupils, parents, governors, visitors and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ol style="list-style-type: none"> a. Health and Safety Policy b. First Aid Policy 2. All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ol style="list-style-type: none"> a. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 b. The Health Protection (Notification) Regulations 2010 c. Public Health England (PHE) (27 March 2019) 'Health protection in schools and other childcare facilities' d. DfE and PHE (2020) 'COVID-19: guidance for educational settings' e. PHE (Sept 18) 'The Spotty Book Notes on infectious diseases in Schools and Nurseries' 3. The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. 4. The school keeps up-to-date with advice issued by, but not limited to, the following: <ol style="list-style-type: none"> a. DfE b. NHS c. Department for Health and Social Care d. PHE e. The school's local health protection team (HPT) 5. Staff are made aware of the school's infection control procedures in relation to coronavirus via email, briefs and contact the school as soon as possible if they believe they may have been exposed to coronavirus. 6. Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. 7. Pupils are made aware of the school's infection control procedures in relation to coronavirus via an assembly and are informed that they must tell a member of staff if they feel unwell. 8. The Staff and Volunteer Confidentiality and Pupil Confidentiality are respected at all times. 	2	4	8	Headteacher	03/09/2020	<p>LJ to update shared folder for all new guidance for Sept 20 to include safeguarding and CPD</p> <p>LJ to email staff to ensure guidance and RAs are read and understood before 3/9/20 Zoom meeting to inform all staff on 3/9/20</p> <p>Complete sign in info for contractors and visitors for track and trace, info before entering site</p>
Poor hygiene practice	Students, Employees, Visitors and Contractors	<ol style="list-style-type: none"> 1. Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. 2. Pupils, staff and visitors are to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60 percent alcohol) 3. Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are supplied in all toilets and kitchen areas. 4. Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. 5. Pupils must not share cutlery, cups or food. 	3	4	16	Headteacher	03/09/2020	<p>Increase and refresh posters for handwashing across classes, indoors and outdoors</p> <p>Check orders have arrived for soap, hand sanitizer, tissues</p>

		6. All cutlery and cups are thoroughly cleaned before and after use. 7. Cleaners are employed by the school to carry out daily, thorough cleaning that follows Gov guidance ‘COVID-19: cleaning of non-healthcare settings’ 8. The site manfor full opening ager arranges enhanced cleaning to be undertaken where required						
Actions if a person becomes unwell with COVID-19 symptoms	Students, Employees, Visitors and Contractors	1. Maintaining records - a. Records of contacts are updated on a daily basis, noting that it may need to be retrieved for the previous 21 days. 2. Data review and escalation - The setting will collect the data identified and follows the responsibilities section for escalation and data sharing. 3. Planning for if a person becomes unwell with COVID-19 symptoms and isolation requirements – a. A suitable room has been identified to wait in and is large enough to keep a 2 metre distance between the ill person and any supervising staff (close to a toilet where possible) b. Where possible there is separate use of toilet and handwashing facilities nearby. c. The room has been emptied of unnecessary items. d. Tissues and a waste bag have been provided in the room e. If a pupil develops symptoms, they will wait in the room that has been identified as soon as possible. f. Where it is possible the door will be closed and window opened for ventilation. g. In the unlikely event that a pupil spent a significant amount of time in a classroom or other area after they developed symptoms, arrangements will be made to move pupils and staff while that area is cleaned. h. Staff who look after a symptomatic person will wear PPE if they are supervising the person in the same room while waiting for collection in accordance with the PPE guidance and must wash their hands thoroughly if they have contact with the person and after they have left. i. Isolation requirements will be followed. 4. Cleaning – a. Surfaces that the symptomatic person has come into come into contact with (after they became symptomatic) will be cleaned, follow the management of cases guidance using the appropriate disinfectant solution and equipment required. b. The school will not be closed where it is possible to carryout cleaning by moving pupils to a different area while cleaning is carried out or unless as a result of Health Protection Team Advice. c. The minimum PPE worn for cleaning an area where a possible case of COVID-19 is gloves and an apron. Hands will be washed after all PPE has been removed. d. Soft surfaces that are visibly contaminated will be steam cleaned such as upholstered chairs. e. Areas where a person has passed through and spent minimal time and are not visibly contaminated with body fluids will not be cleaned in addition to normal cleaning arrangements. 5. Actions following someone from the setting developing symptoms – a. Preparations are in place to communicate with parents as appropriate. b. Parents/carers will be advised to notify the setting as soon as the test result is known. 6. Symptomatic staff member a. Staff members have been advised about the information detailed in COVID-19 Your health and your safety when working in educational settings. b. An offer will be made to notify other settings where the member of staff has household members in other settings on the staff members behalf in order to support isolation action. c. Managers will check contact records for the previous 48 hours as soon as they are aware of a symptomatic staff member. Where they identify other staff members who are not part of that person's bubble or group who have been close contacts e.g. unintentional or ad-hoc, managers will follow the guidance to ensure that work arrangements are altered where required. d. The employer referral process for testing information will be provided to the employee in order to obtain a test. e. The employee will be asked to provide their test result to the school as soon as it is known. 7. Contact tracing - The school will notify the PHE HPT and the Trust straight away if they are made aware of a member of staff or child in a cohort has tested positive. 8. PHE HPT Actions - The school will notify the PHE HPT and the Trust straight away if they are made aware of a member of staff or child in a cohort has tested positive. 9. Test result actions – a. The school will contact the Trust in the event of a positive test.	2	4	8	Headteacher	03/09/2020	Make sure ICT team have completed sign in info for contractors and visitors for track and trace, info before entering site, admin to know these are vital Make sure first aid rooms are ready again after holiday Replenish cleaning sprays, wipes and bleach are available so all bubbles have sufficient equipment to clean through day – inform staff to email office or ask caretaker for reorder before equipment runs out If suspected case – use CHECKLIST to inform parents, trust and other organisations that are relevant Share checklist with SLT Sign sheet for staff to ensure they agree they have read understood documents Contact BS/ AJ at once if positive case and HTP

		<p>10. Education contingency planning - The setting has plans in place to be able to provide remote education to pupils who are isolating or staying at home under localised outbreak control arrangements.</p> <p>11. Waste - If a person is symptomatic on the premises the cleaning cloths used and tissues etc is double bagged and tied and kept separately for 72 hours (secured from pupil access) before being disposed of with normal waste.</p>						
Spread of infection	Students, Employees, Visitors and Contractors	<ol style="list-style-type: none"> 1. Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with Gov guidance 'COVID-19: cleaning of non-healthcare settings'. 2. Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. 3. Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. 4. Pupils who are unwell are not taken on school trips or permitted to enter public areas used for teaching, 5. Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. 6. Any additional provisions for pupils who are vulnerable to infections are put in place by the headteacher, in liaison with the pupil's parents where necessary. 	2	4	8	Headteacher	03/09/2020	1st Aug- 10 days after positive case if better and 14 days for others in household
Poor management of infectious diseases	Students, Employees, Visitors and Contractors	<ol style="list-style-type: none"> 1. Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. 2. Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to their line manager or headteacher 3. The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. 4. The school is informed by pupils' parents when pupils return to school after having coronavirus – the school informs the relevant staff. 5. Staff inform the headteacher when they plan to return to work after having coronavirus. 6. The site manager monitors the cleaning standards of school cleaning staff/contractors and discusses any additional measures required with regards to managing the spread of coronavirus. 	2	4	8	Headteacher	03/09/2020	Remind everyone that info regarding those who are ill is confidential.
Communication	Students, Employees, Visitors and Contractors	<ol style="list-style-type: none"> 1. General Arrangements - <ol style="list-style-type: none"> a. Arrangements have been put in place to ensure communication and collaboration between pupils, staff, staff representatives (e.g. unions) and parents. Communication routes are publicised and have been formally planned. b. Arrangements are in place to ensure that parents support the school requirements and to support hygiene requirements with pupils both in and outside the school. c. Parents and carers have been communicated with about symptoms and household isolation requirements d. Staff report immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure. e. The headteacher contacts the local HPT immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. f. Schools put into place any actions or precautions advised by their local HPT. g. Schools contact their local HPT for specific recommendations for their school. h. Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary. i. A letter (Communicating arrangements with parents and parent engagement (primary and Early Years or Secondary) has been completed and sent to all parents/Carers, where required the School has added additional information that has been identified in this risk assessment. 2. Visitors - Information about visitor arrangements are displayed in a suitable place where necessary, including information about social distancing, hygiene and not attending the person has symptoms. Where possible this information is also shared on the school website or directly with visitors in advance. <ol style="list-style-type: none"> a. A record of all visitors should be kept 3. Communicating safety arrangements - <ol style="list-style-type: none"> a. Site signage has been reviewed b. Site changes such as entrances and exits will be identified where required c. Communication will include the use of recommended information on notice boards and throughout the school, for example, handwashing, key staff notices d. The arrangements that have been put in place have considered additional and inclusive support measures where needed, for example, routes have been marked in braille or with other meaningful symbols. 	2	4	8	Headteacher	03/09/2020	

		<p>i. Instructions have been given to all users of hand sanitiser to ensure that they allow it to dry before going near to ignition sources or touching any surfaces as well as How to hand rub.</p> <p>i. The COVID-19 Secure in 2020 notice is displayed to confirm that all required measures have been implemented.</p>						
Disruption to the running of the school and exams	Students, Employees, Visitors and Contractors	<ol style="list-style-type: none"> The school adheres to and keeps up-to-date with the latest local and national advice about school closures – advice is sought from the LA, local HPT or DfE helpline where required. 	2	3	6	Headteacher	03/09/2020	
Preparing for a school closure	Students, Employees, Visitors and Contractors	<ol style="list-style-type: none"> The school communicates with parents via letter, text or eMail as soon as possible about a school closure and the cancellation of any school trips or extra-curricular activities. Pupils are informed via small group/virtual assembly about the school closure and what is expected of them should they need to work from home. The headteacher puts a plan in place to manage staff workload in preparation for a school closure. The headteacher puts a plan in place for pupils' continued education during a school closure to ensure there is minimal disruption to pupils' learning – this includes a plan to monitor pupils' learning while not in school. The Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely. Communication lines are kept open between staff during a school closure – staff know to report to their line manager if there is an issue. The headteacher ensures all pupils have access to school work and the necessary reading materials at home, prior to a school closure. The headteacher works with the WNAT ICT team to ensure that all technology used is accessible to all pupils – alternative arrangements are put in place where required. The headteacher liaises with the relevant organisations to ensure adequate provision is in place for all pupils to be able to work from home, e.g. learning support. The Site Manager arranges for the school to be deep cleaned if necessary in the event there is a school closure if required. The school manages the use of parents' and pupils' contact details in line with the Data Protection Policy and Records Management Policy, e.g. collecting emails to send school work to the pupil. 	2	3	6	Headteacher	03/09/2020	SLT Use Trust checklist and refer to steps
Vacant and partially open premises	Students, Employees, Visitors and Contractors	<ol style="list-style-type: none"> During partial or full closure, educational settings continue to be responsible for a range of health and safety measures and statutory compliance. Gov Guidance Guidance for full opening: schools Access to the school is restricted – additional security is arranged and put in place in line with the Security Policy. The headteacher and site manager remain on-call in case of an emergency or if access to the school is required. External signage is visible to show that the school is closed and that access is restricted. Valuable school property and equipment is identified and reasonable measures are in place to ensure security. The site manager ensures the school premises are safe to return to before school activity resumes. Any hazards are reported to the headteacher as soon as possible and issues are resolved prior to staff and pupils returning to school. The headteacher ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice. 	2	2	4	Headteacher	03/09/2020	Ensure staff have senior leader/caretaker numbers
Contractor working	Students, Employees, Visitors and Contractors	<ol style="list-style-type: none"> Contractors should be directed to follow guidance issued and approved by HM Gov delivered by the Construction Leadership Council: Site Operating Procedures - Protecting Your Workforce. Where possible visits that are not essential to education and safeguarding can happen out of hours. Where visits cannot take place outside of school ours, e.g. because they cannot be rescheduled or are needed during the day, an assessment of how social distancing can be maintained must be carried out and agreed in advance. Contractors who provide services on school premises have confirmed they are COVID-19 secure 	2	4	8	Headteacher	03/09/2020	Print this document and hand out to contractors
Emergencies	Students, Employees, Visitors and Contractors	<ol style="list-style-type: none"> Fire evacuation - <ol style="list-style-type: none"> Fire assembly points have been reviewed to ensure that pupils do not gather in groups, where required, separate assembly points have been introduced in order to prevent large gatherings in one place. Fire drills that are carried out encourage social distancing. Staff and pupils understand that in an emergency they must leave without delay A fire drill has been planned to take place within the first two weeks of the recovery phase (or sooner if there are significant changes to evacuation routes). First aid – 	2	4	8	Headteacher	03/09/2020	RA for MDR/BP in place.

		<p>a. A risk assessment to identify pupils with specific first aid requirements and or behaviour issues should be conducted. Where appropriate first aid cannot be provided to pupils, they should not attend.</p> <p>b. First Aid arrangements have been checked and meet risk assessment training level and ratio requirements for the number of staff and pupils in attendance (including trained staff whose certification expired on or after 16 March and is now extended for 3 months). If this is not possible the following steps have been taken:</p> <ul style="list-style-type: none"> i. Higher risk activities are avoided where it is possible e.g. use of D & T machinery ii. The previous 3 months accident history has been reviewed and all previous investigations have been completed with control measures in place to reduce future risk. iii. There are arrangements in place to respond to a first aid event, e.g. two people respond to provide instructions from a trained responder by calling 999. iv. A member of staff has been nominated to check and maintain first aid kit contents v. First aid boxes are located in prominent places vi. The location of the automatic defibrillator is known to all staff vii. Staff who do not have training have been provided with Basic First Aid Skills information and familiarised themselves with the relevant areas they may be required to use. viii. Changes to first aid arrangements are communicated to all staff ix. To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate <p>c. Where close contact is required the first aider uses PPE as outlined in COVID 19 - Personal Protective Equipment Guidance</p> <p>d. Normal first aid cover identified in the First Aid Risk Assessment is provided.</p> <p>e. Staff who require refresher training use Basic First Aid Skills information and familiarised themselves with the relevant areas they may be required to use.</p> <p>f. To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate</p> <p>g. Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance</p> <p>h. All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.</p> <p>i. Pupils' parents are contacted as soon as practicable in the event of an emergency.</p> <p>j. Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted.</p> <p>k. Where staff hold a first aid certificate (paediatric, general or emergency first aid) that expired on or after 16 March 2020, and requalification cannot be accessed because of coronavirus, the setting can:</p> <ul style="list-style-type: none"> i. Explain why requalification hasn't been possible ii. Demonstrate the steps taken to access training 						<p>Basic first aid took place in March 2020. EYFS paediatric still in place.</p> <p>First aid boxes checked by Denise Bridge/Di Roper</p> <p>Collect pupil details Sept 20 for updates and two contacts per pupil</p>
<p>Executive Management Team responsibilities</p>	<p>Students, Employees, Visitors and Contractors</p>	<ol style="list-style-type: none"> 1. Ensuring Compliance - The school will follow their normal arrangements to encourage safe behaviours and actions if Trust/School standards are not followed. <ol style="list-style-type: none"> a. The Senior management team have reviewed the operation of the setting in the light of welcoming all children and young people back during the pandemic and have made alterations so that: b. The number of contacts that pupils and staff have during the school day are minimised c. The distance between people in the setting is maximised as much as possible, d. Implementation of robust universal hygiene measures is supported through the provision of hygiene stations, reducing contact points and touch surfaces and supporting effective hand drying e. Enhanced cleaning arrangements can be implemented f. The whole setting community are engaged with and support the national effort to reduce the spread of the virus g. Specific consideration has been given to the management of the first day back and consideration given to staggering returns to eliminate groups gathering together 2. Trustee engagement - Trustees are involved and supporting the school to ensure that required actions are completed and have reviewed this assessment as part of their role. 3. Safeguarding - The introduction of new arrangements have been reviewed by the Executive Management Team ensure that they do not impact on safeguarding requirements in the Trust/School 4. Premises adaptations - Small adaptations identified through risk assessment such as installation of door guards to keep doors open in order to improve ventilation; efficient hand driers to ensure thorough hand drying have been authorised and actioned. 5. Supply chain - 	<p>2</p>	<p>4</p>	<p>8</p>	<p>Headteacher</p>	<p>03/09/2020</p>	<p>Working in bubbles that have limited staff across site. Staggered playtimes, and no visitors encouraged.</p> <p>Some minimal cross bubble working to make sure pupils learn and are safe.</p> <p>Staff know to wash hands when crossing bubbles.</p> <p>Staff have break out spaces for rest/refreshments</p> <p>Staggered starts, separate entrances, SLT outside to</p>

		<ul style="list-style-type: none"> a. Business management teams will ensure that arrangements are in place for the continuity of essential supplies, for example, cleaning and disinfection products, liquid soap, paper towels (where used), hand sanitiser and PPE that is specified in PPE guidance. b. Arrangements have been made to ensure that equipment purchased is fit for purpose e.g. meets with required standards. 						support children in and ask parents to distance
Staffing arrangements	Students, Employees, Visitors and Contractors	<ol style="list-style-type: none"> 1. Staffing levels – Temporary staff, external specialist support staff and specialist coaches are permitted on the following basis: <ul style="list-style-type: none"> a. Short duration, ad hoc work is avoided where possible b. They are assigned to consistent groups in the same way as permanent staff are to limit the number of children they interact with (coaching timetables have been rearranged to longer rotas than normal where necessary) c. All infection control requirements are followed. d. Temporary staff who work at more than one setting is avoided where it is possible. e. Where multisite working is necessary 48 hours between site visits are applied where it is possible in order to reduce the number of close contacts between different settings. f. Longer assignments with supply teachers are agreed where possible in order to limit the number of temporary staff entering the school premises. g. Teaching staff breaks are organised in a way that avoids staff covering from a different group h. Consistent working arrangements are applied to ITT trainees. i. Where teachers and other staff need to operate across different classes and year groups in order to facilitate the delivery of the school timetable, they are assigned consistently in line with wider principles of bubbles. j. Wherever bubbles are compromised as a result of timetable, curriculum or other delivery needs the setting ensures scrupulous compliance with all of the required infection control measures because the increases in staff changes increases the opportunity for the virus to transmit k. Where volunteers are used the same staff principles are applied. 2. Business support and premises management staff - <ul style="list-style-type: none"> a. Staff work from home is instigated as a normal activity b. Hot desking is avoided 3. Premises and cleaning staff - <ul style="list-style-type: none"> a. Staff who carry out cleaning are familiar with the cleaning and disinfecting processes that are required at this time. b. Activities are scheduled to avoid times where pupils and staff are using the same areas unless staff are part of the same bubble/group. c. Staff who carry out cleaning and disinfection have the appropriate equipment required if cleaning is needed after a symptomatic person has left the building. 4. Volunteers - will work in the school only where essential and will be provided with the same information, instruction and support as staff members. 5. Peripatetic teachers <ul style="list-style-type: none"> a. Schools can continue to engage peripatetic teachers during this period, including staff from music education hubs. b. Peripatetic teachers can move between schools, for instance, but you/ should consider how to minimise the number of visitors where possible. They will be expected to comply with arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils. To minimise the numbers of temporary staff entering the premises, and secure best value, you could consider using longer assignments with peripatetic teachers and agree a minimum number of hours across the academic year. c. If a teacher is operating on a peripatetic basis, and operating across multiple groups or individuals, it is important that they do not attend a lesson if they are unwell or are having any symptoms associated with coronavirus (COVID-19) such as fever, a new and sustained cough, loss of sense of taste or smell. In addition, they should: <ul style="list-style-type: none"> i. Maintain distancing requirements with each group they teach, where appropriate. 	2	4	8	Headteacher	03/09/2020	<p>In order to maintain organisation of schools ELT may travel between sites more frequently than 48 hour gaps but will remain socially distanced from bubbles and respect good hygiene by changing clothes, washing hands</p>

		<ul style="list-style-type: none"> ii. Avoid situations where distancing requirements are broken; for an example demonstrating partnering work in dancing. iii. Make efforts to reduce the number of groups taught and locations worked in, to reduce the number of contacts made. d. Further information on the music education hubs, including contact details for local hubs, can be found at music education hub, published by the Arts Council England. 						
Pupil and staff grouping	Students, Employees, Visitors and Contractors	<ul style="list-style-type: none"> 1. Developing Groups - Main bubble groups have been developed that are the smallest practicable whilst enabling all pupils to return and a full curriculum to be taught. <ul style="list-style-type: none"> a. Groups are kept as static as possible including staff assigned to the groups b. Only where necessary, eg phonic tuition, mixed groups have been created to accommodate specific activities. c. Extended groups remain as small and consistent e.g. for wraparound care, specialist teaching and transport needs. d. Extended or separate groups applied to specific activities e.g. transport or wraparound care are arranged in line with main setting groups as much as possible e. Contact within and between groups is minimised through distancing measures which are outlined in this assessment. f. Consideration has been given to reducing the number of children to staff ratio further where necessary to assist with social distancing measures. Circumstances considered include: <ul style="list-style-type: none"> i. some curriculum practical activities ii. music iii. With very young children iv. Because of health conditions or understanding of the children g. In order to enable distancing through designing spaces that achieves more separation. 2. Keeping cohorts together where possible - <ul style="list-style-type: none"> a. Pupils will stay in their class/group wherever it is possible throughout the day, or on subsequent days. b. Arrangements have been put in place to avoid mixing with other groups throughout the day e.g. During lunchtimes, breaks, PE, or on subsequent days. c. Staff are paired consistently for two person activities e.g. supervision, teaching, personal care. d. Where possible the same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days. e. Where possible pupils use the same desk each day where they attend on consecutive days f. Only essential clubs are operating. g. Larger spaces are not used by more than one group without partitioning in order to create physical separation. 3. Contact records - Contact records of groups are maintained in line with COVID Management Guidance. 	2	4	8	Headteacher	03/09/2020	Breakfast club will be small number of pupils and consistent. They will wash hands on entry and before class.
Reducing and managing visitors	Students, Employees, Visitors and Contractors	<ul style="list-style-type: none"> 1. Parents must be advised that they should only come into the school for essential reasons e.g. illness or safeguarding factors and information about contacting by phone instead of having face to face meetings. Only one parent will be allowed to visit the school in these circumstances. 1. The number of visitors has been minimised as much as possible 2. Visitor times are planned to separate visitors from other site users 3. Visits are by appointment only 4. Visitors are advised of the following in advance: <ul style="list-style-type: none"> a. Expectations while they are on the site, which entrances and exits to use, vehicle movement and parking and how you will ensure their safety b. Any specific arrangements for example, areas of the premises that are suitable for use, and to not use spaces that are already occupied. c. Action to take if they cannot maintain keep away from others d. To leave the setting immediately if they develop symptoms, not matter how mild. 5. Visitors are provided with further information on arrival and asked to perform hand hygiene 6. Visitors confirm that they do not have symptoms no matter how mild. 7. Visitors who sign in either use their own pen or are provided with a pen that they take with them. 8. The reception is operating on a one in and one out basis for essential visitors 9. Where reception desks are open, staff maintain a 2 metre distance from visitors, (the use of floor markings may be considered useful). Where this is not possible screens have been installed to protect staff 10. Visitor records are maintained for contact tracing requirements 	2	4	8	Headteacher	03/09/2020	Avoid visitors on site Appointment only Sign in info gives H+S, ,safeguard details Visitors that facilitate learning to be risk assessed

Travel and parking	Students, Employees, Visitors and Contractors	<ol style="list-style-type: none"> 1. General - <ol style="list-style-type: none"> a. The school have assessed that any additional vehicles and vehicle movements can be carried out safely (a vehicle movement assessment has been carried out where required) b. Carers/parents in clinically vulnerable groups are discouraged through communications, from dropping off and picking up children 2. Cycling - Pupils are instructed to use bike racks one at a time. Additional bikes racks or areas are provided where required. 3. Car journeys - <ol style="list-style-type: none"> a. Parents, staff and pupils have been advised not to gather in parking areas. b. Parents and staff have been advised that only the same household members should travel together by car 4. On Foot - <ol style="list-style-type: none"> a. Pupils and parents have been advised that it is preferable that members of the household should walk to the school together where possible b. Pupils and parents have been advised that they should not walk together in large groups 5. Public and School Transport - <ol style="list-style-type: none"> a. Pupils, parents and staff have been advised not to use school transport if they have symptoms b. Pupils, parents and staff have been advised to wash their hands before and after using transport services c. Pupils, parents and staff have been advised of the government advice to wear face coverings when travelling on public transport, unless it is not safe to do so d. Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply from the autumn term on dedicated transport. e. Markings are provided where queuing is required for transport services on school premises f. Windows are opened during journeys where it is safe to do so g. Touch points on school minibuses/vehicles and vehicle keys are wiped down with disinfectant wipes after use h. Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting) 	2	4	8	Headteacher	03/09/2020	<p>Contact should be made to re-establish who are vulnerable parents in Sept 20.</p> <p>Separate entrances will be in use for 4 classes- some management of front outside school expected</p>
Arriving at and leaving the School	Students, Employees, Visitors and Contractors	<ol style="list-style-type: none"> 1. General principles <ol style="list-style-type: none"> a. Particular attention has been given to how the first day of term will be organised with both new and existing pupils supported to follow infection control requirements. Consideration has been given to staggering the return to school by welcoming back different year groups/classes on different days to help everyone get used to the new way of operating. b. Consideration has been given to 'walking buses' (supervised walking groups to and from school. c. Where possible entrances are supervised to support hand sanitising on arrival. d. Where possible arrival and leaving times are staggered by adjusting the start and finish in order to keep groups apart and avoid rush hour e. Where times cannot be altered, for example, due to public transport, plans are in place to prevents groups from mixing once at the setting and busy transit routes. f. There are hand sanitiser stations for pupil and visitor use g. Disinfection arrangements are in place for potential points of contact in receptions, entrances and transit routes during periods of high use h. The impact of weather changes e.g. where external queuing will become a significant part of safety arrangements is considered. i. The management of deliveries to eliminate close contact e.g. having a pre-arranged drop off point, the delivery driver signing for you 2. Parents and pupils – arriving and leaving the premises – <ol style="list-style-type: none"> a. All site movements will be supervised by staff members who will ensure that social distancing measures are being followed b. Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoiding gatherings. c. Parents should be advised that only one parent is to conduct dropoff and pickup of their child. d. Reception teachers will check with the parent and/or pupil about the pupil's health and ask them to wash their hands, on arrival in the building. 	2	4	8	Headteacher	03/09/2020	<p>Sanitizer stations will be used on arrival</p> <p>Caretaker/SLT will be present outside before and after school Signs are displayed to inform staff</p>

		<p>e. For all other years not including Reception class parents are expected to drop their child at the gates and a member of staff from the group will greet each child, ask them to wash their hands and check in with them to ensure they do not have symptoms.</p> <p>f. Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible</p> <p>1. Managing peak times -</p> <p>a. Additional entrances, such as fire exits and other direct classroom exits are used and supervised to reduce gatherings at the school entrance (hand sanitiser has been provided at these points)</p> <p>b. Where alternative entrances cannot be provided, times have been staggered to prevent queuing.</p> <p>c. Floor marks have been added to assist with social distancing in outside areas.</p> <p>d. Staff supervise at peak times.</p> <p>2. Reception class -</p> <p>a. Parents and carers will be given drop off times in order to avoid groups arriving together and using entrances at the same time.</p> <p>b. Where possible, additional supervised entrances will be used to avoid people gathering at the same time</p> <p>c. Parents should be advised that only one parent is to conduct dropoff and pickup of their child.</p> <p>3. Bags and coats -</p> <p>a. Alternative areas that are not being used have been allocated for cloak room use in order to prevent pupils gathering. Times of use are supervised and managed.</p>							Staff should avoid close contact with distressed child during drop off, talk, sooth but do not let parent into bubble
Educational activities	Students, Employees, Visitors and Contractors	<p>1. Classrooms and other learning environments -</p> <p>a. Distancing is encouraged by reconfiguring furniture and chairs are forward facing</p> <p>b. Unnecessary furniture and objects are removed where possible</p> <p>c. The position of the teachers space/desk is considered as part of the configuration to support distancing from the class.</p> <p>d. The teaching approach is modified to keep a distance from children in the class as much as possible, particularly close face to face support</p> <p>e. Where close contact is needed this is conducted side by side rather than face to face</p> <p>f. Pupils are not called to the front of the class</p> <p>g. Shared resources are avoided as much as possible, particularly those used frequently such as pens and pencils</p> <p>h. Pupils do not share or swap resources and materials including ceasing the marking of each other's books.</p> <p>i. Classroom based resources, such as books and games, that are used and shared within the bubble are cleaned regularly</p> <p>j. The resources brought in from home by children is kept to a minimum e.g. lunch boxes, hats, coats, books, stationery and mobile phones. and these are not shared with the group.</p> <p>k. There are picking-up and dropping-off collection points for resources rather than passing them hand-to-hand</p> <p>l. How pupils enter and exit the classroom is managed to maintain distancing.</p> <p>m. Where a room is used by more than one extended group the class teacher will clean down high use touch points between use</p> <p>2. Playgrounds - Signage identifies the maximum number of users for equipment, distancing is encouraged for waiting and while using equipment</p> <p>a. Equipment use is supervised, and time limited to enable other users to take their turn</p> <p>b. Seating has been removed or marked off to encourage distancing on individual items of equipment.</p> <p>c. A one-way system has been introduced around outdoor gym equipment and trim trails</p> <p>d. Equipment that is positioned in close proximity to other equipment has been taken out of use or repositioned (considering general safety requirements)</p> <p>e. Hand sanitiser stations are positioned near to play equipment and users instructed to perform hand hygiene before and after use.</p> <p>f. Bins are installed to encourage use of tissues and appropriate disposal</p> <p>g. Time is allocated for play equipment for each group/bubble</p> <p>h. Equipment touch points are cleaned frequently and between each groups use.</p> <p>i. Multiple groups do not use outdoor play equipment at the same time.</p>	2	4	8	Headteacher	03/09/2020	<p>Desks face forward Children remain in seats Teachers direct from front TA /Tch to live mark without face to face or bending down</p> <p>Live mark LO and 1 SPAG</p> <p>Encourage self edit and working at same pace</p> <p>TA/TCh cover during lesson time so staff out at playtimes use sprays to clean touch point</p> <p>Limit number on frames</p> <p>Playtimes are staggered With space allocated to classes at distance from other bubbles</p>	
Specialist curriculum considerations	Students, Employees, Visitors and Contractors	<p>1. Music - When planning music provision for the next academic year, schools should consider additional specific safety measures. Although singing and playing wind and brass instruments do not currently appear to represent a significantly higher risk than routine speaking and breathing at the same volume,</p>						03/09/2020	

		<p>there is now some evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space. This is particularly evident for singing and shouting, but with appropriate safety mitigation and consideration, singing, wind and brass teaching can still take place. Measures to take follow in the next sections.</p> <ol style="list-style-type: none"> a. Playing outdoors - Playing instruments and singing in groups should take place outdoors wherever possible. If indoors, consider limiting the numbers in relation to the space. b. Playing indoors - If indoors, use a room with as much space as possible, for example, larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission. If playing indoors, limiting the numbers to account for ventilation of the space and the ability to social distance. It is important to ensure good ventilation. Advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak. c. Singing, wind and brass playing - Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including audiences) and strict social distancing and mitigation as described below can be maintained. d. Social distancing - In the smaller groups where these activities can take place, schools should observe strict social distancing between each singer and player, and between singers and players, and any other people such as conductors, other musicians, or accompanists. Current guidance is that if the activity is face-to-face and without mitigating actions, 2 metres is appropriate. e. Seating positions - Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Position wind and brass players so that the air from their instrument does not blow into another player. f. Microphones - Use microphones where possible or encourage singing quietly. g. Handling equipment and instruments - Measures to take when handling equipment, including instruments, include the following <ol style="list-style-type: none"> i. Handwashing - Requiring increased handwashing before and after handling equipment, especially if being used by more than one person. ii. Avoiding sharing instruments - Avoid and equipment wherever possible. Place name labels on equipment to help identify the designated user, for example, percussionists' own sticks and mallets. If instruments and equipment have to be shared, disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users, following government guidance on cleaning and handling equipment available at hygiene: handwashing, sanitation facilities and toilets. Instruments should be cleaned by the pupils playing them, where possible iii. Handling scores, parts and scripts - Limit handling of music scores, parts and scripts to the individual using them. iv. Suppliers - Consider limiting the number of suppliers when hiring instruments and equipment. Schools should agree whose responsibility cleaning hired instruments is with the suppliers. Clean hire equipment, tools or other equipment on arrival and before first use. Equipment and instruments should be stored in a clean location if you take delivery of them before they are needed, and they should be cleaned before first use and before returning the instrument. v. Pick up and drop off points - Pick up and drop off collection points should be created where possible, rather than passing equipment such as props, scripts, scores and microphones hand-to-hand. h. Individual lessons and performance in groups <ol style="list-style-type: none"> i. Individual lessons in music, dance and drama can resume in schools. This may mean teachers interacting with pupils from multiple groups, so you will need to take particular care, in line with the measures set out above (staffing arrangements) on peripatetic teachers. ii. In individual lessons for music, dance and drama, social distancing should be maintained wherever possible, meaning teachers should not provide physical correction. iii. Specific safety measures for individual music lessons are set out in the following sections: <ol style="list-style-type: none"> 1. Social distancing - Measures should include specific social distancing between pupil and teacher (current guidance is that if the activity is face-to-face and without mitigations, 2 metres is appropriate), accounting for ventilation of the space being used. Pupil and teacher should be positioned side by side if possible. 						<p>Music lessons in small groups way smaller than 15 who distance</p> <p>Peripatetic staff use hall for lessons or outdoors if feasible hall has high ceiling and ventilation</p> <p>Side to side facing tch but 2 m+ distance</p> <p>PE should be outdoors as hall is out of action – will be reviewed but hall is small</p> <p>Lou P has developed PE equipment and ideas for bubbles</p> <p>No swimming</p>
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		<p>2. Avoid sharing instruments - Avoid sharing instruments and equipment wherever possible and place name labels on equipment to help identify the designated user, for example, percussionists' own sticks and mallets If instruments and equipment have to be shared, they should be regularly disinfected (including any packing cases, handles, props, chairs, microphones and music stands) and always between users, following government guidance on cleaning and handling equipment. Instruments should be cleaned by the individuals playing them, where possible</p> <p>3. Scores, parts and scripts - Limit the handling of music scores, parts and scripts to the person using them.</p> <p>2. Drama and performances –</p> <ol style="list-style-type: none"> Identifying where items would be passed directly to each other and removing direct contact by using drop-off points or transfer zones. One-way systems and mapping movements are carried out in order to ensure social distancing Prop handling is limited Costume use is avoided. Audiences are not invited. <p>3. Physical activity –</p> <ol style="list-style-type: none"> Outdoor space is maximised. Where it is not possible, e.g. due to inclement weather, the largest available, well ventilated spaces will be used. Prioritisation of low impact activities is given over high impact Contact sports will not take place Distance between participants is maximised. The use of non-personal kit is avoided as much as possible, where it is used e.g. bibs kit will be carefully cleaned/laundered between uses. External facilities are used in line with Educational Visits arrangements. The following advice has been referred to as part of the risk assessment process: <ol style="list-style-type: none"> guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport advice from organisation such as the Association for Physical Education and the Youth Sport Trust The use of changing rooms and showering facilities are avoided where possible. Where used: <ol style="list-style-type: none"> their use has been limited e.g. allowing PE kits to be worn on arrival and for the whole day, or part of the day after the lesson. Social distancing is maintained in these facilities, including limited the numbers in the space, the use of floor markings, planning movement around the space and cleaning arrangements. Facilities will be used as quickly as possible <p>4. Swimming pools – The COVID-19 Educational Settings – Swimming Pools risk assessment has been completed for school operated pools.</p> <p>5. Subjects involving practical activities –</p> <ol style="list-style-type: none"> Practicals and experiments have been reviewed for appropriateness in order to keep pupils distanced from each other. Consideration has been given to how practical demonstrations will take place without the need for pupils to congregate at the front of the class e.g. technology will be utilised to project the demonstration onto a smart board or screen to aid visibility Where it is not safe to maintain social distancing such as D & T, smaller teaching groups will be employed. Where close contact activity is required this will be for the shortest duration that is safe and practical, the teacher will position themselves next to rather than in front of the pupil, all parties should undertake hand hygiene before (where practical and this doesn't delay safety) and after the interaction. Particular thought has been paid to the use of fume cupboards, Bunsen burners, sinks and other shared equipment/spaces to prevent close contact. CLEAPSS COVID-19 resources and advice are used as part of lesson planning and for room use, this includes: <ol style="list-style-type: none"> Guide to doing practical work in Science Guide for science departments returning to school after an extended period of closure Guide for managing practical work in non-lab environments Guidance for schools where pupils spend all day in a lab 						
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		<p>v. Guidance for schools where pupils spend all day in a D&T, food or art room</p> <p>vi. Relevant primary schools guidance for example, Practical activities in a bubble</p> <p>6. Supervised toothbrushing programmes -</p> <p>a. COVID-19: guidance for supervised toothbrushing programmes in early years and school settings has been followed and procedure documented.</p>							
Educational visits	Students, Employees, Visitors and Contractors	<ol style="list-style-type: none"> 1. No overnight educational visits are carried out 2. Outdoor spaces in the local area are used to support delivery of the curriculum 3. A risk assessment will be carried out for all educational visits: 4. A check will be made that the venue or provider are COVID-Secure via a declaration or Good to Go accreditation 5. The venue will be requested to provide updated visitor information and briefings, including their COVID-19 arrangements 6. The school will review the arrangements to ensure that they are appropriate applying the principles that are known in relation to infection control, specially: <ol style="list-style-type: none"> a. Do they include measures relating to limiting contact between your group and other visitors? b. Do they support you to maintain distances within your group? c. Do they support good universal hygiene by visitors and staff e.g. hand washing/sanitisation stations? d. Do their communications and instructions remind people of the symptoms and ask them to stay away if they should be isolating for any reason? e. Are appropriate cleaning and disinfection arrangements in place? 7. The school will arrange a pre-visit where necessary to ensure that visit leaders understand the arrangements and requirements for visiting groups. 					03/09/2020	Local walks and trips to outdoors only considered in Autumn 20	
Where a pupil attends more than one setting	Students, Employees, Visitors and Contractors	<ol style="list-style-type: none"> 1. Schools work together to ensure that the approach is consistent and does not compromise the group/bubble 						03/09/2020	Contact KD parents in Sept about their intentions to continue dual placement – then conduct minimal risk assessment for his return – consider quarantine if infection rate in Peterborough is high (usual plan is to leave HJS in Oct and return Feb half term)
Extra-curricular provision	Students, Employees, Visitors and Contractors	<ol style="list-style-type: none"> 1. Pupils will keep within their main bubble where possible. 2. Where it is not possible to maintain the bubbles used during the day, small consistent groups created are as follows: <ol style="list-style-type: none"> a. Keeping the groups to no more than 15 children with one or two staff members (group sizes are smaller than 15 children depending on factors such as age of the children in attendance, size of the premises or the type of activity). Social distancing will be maintained both within and between groups b. Parents and carers are encouraged to limit the number of settings their child attends, ideally ensuring they only attend ensuring they only attend one setting consistently c. Parents and carers are encouraged to attend clubs that are local to them and to walk or cycle to the club or activity d. Where groupings cannot be consistent or static only outside provision will be offered and the group limited to up to 6 people including staff members. e. Records are maintained of all bubbles or groups for 21 days f. Consideration is given to the types of activities organised in line with Covid 19 direction for HM Gov g. The total number of people permitted to attend the activity whether indoor or outdoor is limited by the space available to enable social distancing both within and between groups h. Cleaning, hand sanitisation and waste requirements outlined in the compliance code apply to outdoor provision as well as indoor. Particular attention is given to touch points such as gates and hand rails, providing hand sanitiser at suitable outside locations and the provision of waste facilities and tissues i. Access to and use of toilet facilities will be considered. In particular the number of children using the toilet at any one time is managed and limited, and, where possible mixing of groups while using these facilities is avoided. 3. As with physical activity during the school day, contact sports will not take place and activities that encourage shouting, singing or chanting, or the use of wind/brass instruments in groups will be avoided 4. Where parents use childcare providers or out of school activities for their children, the setting has encouraged them to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this. 					03/09/2020	No after school clubs initially Review October 2020	

Lunchtime and breaks	Students, Employees, Visitors and Contractors	<ol style="list-style-type: none"> 1. Lunch provision considers distancing requirements and avoiding group mixing and queues and is staggered where possible. 2. Consideration has been given to using other spaces for lunch, including classrooms and outside spaces. 3. The use of pre-ordering and trolley services have been considered 4. Staff continue to apply social distancing within their grouping and do not gather with other groups during breaks 5. Staff room area use supports social distancing 6. Social distancing continues with staff groups during these times and furniture has been arranged to support this. 7. Touch points are wiped down between different groups. 8. Where possible breaks are staggered to reduce the numbers of pupils who take a break at the same time and groups do not mix. 9. Equipment use is supervised to ensure that pupils do not gather. 10. Pupils and staff have identified suitable play activities for break times 11. Markings where required have been added to outside spaces to assist with queues when coming back into the building. 12. Additional staff supervision is employed to ensure social distancing takes place 	2	4	8	Headteacher	03/09/2020	<p>Classrooms used in Sept 20 for lunch with MSA</p> <p>MSA will need support from TA and discussion with SLT early in Sept 20</p>
Catering	Students, Employees, Visitors and Contractors	<ol style="list-style-type: none"> 1. Arrangements comply with guidance for food businesses on coronavirus (COVID-19). 2. Where catering services are contracted, the setting has ensured that the service is COVID-19 secure. 3. The way in which essential food deliveries are received are managed 4. Social distancing is employed at meal collection points when the trolley is taken to classroom , canteen staff do not enter classroom 5. Alternative payment methods are being used to eliminate cash handling 					03/09/2020	
General interactions and movement around the building	Students, Employees, Visitors and Contractors	<ol style="list-style-type: none"> 1. Circulation spaces – <ol style="list-style-type: none"> a. Movement of groups is planned to avoid group gathering/mixing, movement limited to each bubble b. Alternative routes have been provided, such as outside areas, alternative entrances and exits c. Central dividers have been installed where necessary to avoid group mixing. d. Posters have been used to encourage social distancing and good hygiene e. Hand sanitiser is provided around building and at entrances 	2	4	8	Headteacher	03/09/2020	
Offices and other work spaces	Students, Employees, Visitors and Contractors	<ol style="list-style-type: none"> 1. The following measures are applied where staff cannot work from home: <ol style="list-style-type: none"> a. Where possible furniture has been rearranged/marked as not to be used to prevent face to face working and create separation to enable distancing of staff. b. Rooms are well ventilated (see section on ventilation) c. Staff are cohorted in consistent working groups d. Unnecessary items have been removed to support effective cleaning of the area e. Hot desking is avoided f. desks near busy circulation spaces are not used g. Shared equipment has been moved to reduce group mixing such as printer location 2. The following measures are implemented where the above measures cannot be followed: <ol style="list-style-type: none"> a. additional work spaces are be allocated where possible b. sharing of workspace is minimised and workspaces are thoroughly cleaned between users. c. Consideration is given to individual risk assessments when considering who occupies different workspaces and shared facilities d. Screens are installed as a last resort 					03/09/2020	<p>Office staff have own work desks in majority of cases – VR could work alongside ELT at HIS/HJS</p> <p>office staff cleaning of phone, pc, keyboard completed at end of day with spray and wipes</p> <p>Teachers email office to use photocopier</p>
Toilets and handwashing facilities	Students, Employees, Visitors and Contractors	<ol style="list-style-type: none"> 1. Facilities are assigned to bubbles where possible and consider the increased handwashing times that have been introduced. 2. Staff using cleaning of toilets, basins, handles through day 3. Where there are no suitably located hand wash basins, hand sanitiser points have been provided e.g. in classrooms, at building entrance points, learning environments, in dining areas. 4. Hand sanitiser is stored appropriately and safely according to pupil age and individual risks. 5. Hand dryers have been replaced with paper towels and lidded bins 	2	4	8	Headteacher	03/09/2020	
Meetings and events	Students, Employees, Visitors and Contractors	<ol style="list-style-type: none"> 1. Meetings - Where possible, meetings and events such as staff training are conducted remotely in order to reduce the risk associated with increasing contact. <ol style="list-style-type: none"> a. Meetings only take place in person where: b. There is a need to be in person for safeguarding, well-being or statutory reasons or c. Limitations of technology, poor or unstable signal 2. The following measures have been implemented for in person meetings: 	2	4	8	Headteacher	03/09/2020	Developing conferencing in staffroom

		<p>a. They are kept to the smallest number necessary to enable the meeting to take place, considering existing groupings</p> <p>b. All other participants will connect to the meeting remotely.</p> <p>c. The meeting will take place outdoors unless for reasons of confidentiality, need to use technology or equipment in a building or weather</p> <p>d. Use separate spaces or rooms where possible to limit the number of people in the same area</p> <p>e. Ensure 2 distance is maintained at all times, not sitting face to face</p> <p>f. No activities are undertaken that require or encourage people to raise their voices or shout</p> <p>g. Paperwork is shared electronically where possible</p> <p>h. Consideration is given to meeting etiquette to maintain distancing, e.g. when meeting indoors leave the room in single file starting with the person nearest the door first.</p> <p>i. People do not shake hands.</p> <p>j. Participants practice good hand and respiratory hygiene before, after and during the meeting.</p> <p>k. Where held indoors they are held in well ventilated spaces.</p> <p>l. All in person meetings are authorised by the Head teacher, who has satisfied themselves that all reasonable measures have been implemented.</p> <p>3. Events - Parents evenings - Meetings are undertaken by telephone or internet.</p> <p>4. Urgent meetings - Unplanned meetings are avoided in the School unless they are essential e.g. safeguarding, health related.</p> <p>5. School clubs and community sports (non curriculum) - The premises will not be used for clubs that are not essential (see below for breakfast and afterschool clubs)</p> <p>6. Hire and use of school premises - Additional hire and use will not be planned until further notice.</p> <p>7. Staff rooms –</p> <p>a. Additional staff room areas have been provided in order to avoid compromising cohorted staff groups.</p> <p>b. Times of use for staff breaks are staggered to prevent staff groups from mixing</p> <p>c. Furniture has been arranged to encourage distancing and not sitting face to face</p>						
Breakfast and afterschool clubs	Students, Employees, Visitors and Contractors	<p>1. School clubs that are essential -</p> <p>a. An assessment of activities has been carried out applying the control measures that are detailed in this risk assessment.</p> <p>b. Where findings differ from this assessment, they have been recorded on a separate risk assessment form using this format.</p>	2	4	8	Headteacher	03/09/2020	Curriculum linked clubs not taking place in Sept but will be reviewed Oct 20
Cleaning and disinfection	Students, Employees, Visitors and Contractors	<p>1. A review of the current cleaning arrangements has been carried out in order to identify the existing cleaning and disinfection arrangements to inform the additional cleaning required as outlined in Gov guidance ‘COVID-19: cleaning of non-healthcare settings’</p> <p>2. Cleaning –</p> <p>a. If a surface is visibly dirty it is always cleaned prior to disinfection. Even where you use a dual product as described in the compliance code.</p> <p>b. Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas.</p> <p>c. The School will need to identify the specific cleaning methods for the items that require cleaning.</p> <p>d. The School will continue with their enhanced cleaning and disinfection arrangements that have already been put in place.</p> <p>e. Early Years Schools have increased the frequency of general cleaning and disinfection paying particular attention to hand contact surfaces to counteract the reduced ability to follow other infection control measures</p> <p>f. Cleaning and disinfection arrangements take place several times a day, paying particular attention to hand contact surfaces</p> <p>g. Teaching staff are provided with cleaning materials to enable them to clean contact points in their classrooms between groups/classes.</p> <p>h. Staff who under take cleaning follow the instructions for cleaning products and disinfectants to ensure it is effective to ensure that all of the surface has disinfectant applied and not to wipe items dry before the required contact time has been achieved.</p> <p>i. Where the same space or equipment is used by different groups or cohorts of children cleaning takes place between each group’s occupation or use</p> <p>j. Disinfectant wipes are more generally available for staff to use where they wish to.</p> <p>k. All touch points that are fixed to the premises (inside and out) have been identified and are disinfected on a twice daily basis (more frequently for Early Years settings) (for example: door handles, handrails, gate latches),</p> <p>l. More frequent cleaning requirements have been identified and implemented where appropriate, for example, where pupils may find it difficult to maintain personal hygiene, toilet facilities and frequently touch shared items on the premises</p>	2	4	8	Headteacher	03/09/2020	Replenish cleaner for staff and wipes Identify touch points- eg-desks Light switches, toilets and clean through day

		<p>m. A system has been put in place to store used equipment prior to cleaning in order to avoid inadvertent use between groups.</p> <p>n. Learning equipment such as computers and tablets are cleaned with a disinfectant wipe prior to use.</p> <p>o. Where staff handle pupils books they disinfect the surfaces that they are using before and after as well as undertaking hand hygiene.</p> <p>p. Handheld and frequently touched sports/PE equipment is disinfected prior to use</p> <p>q. Staff and pupil shared workstations are cleaned with a disinfectant wipe prior to use</p> <p>r. Touch point cleaning will be carried out between each group for activities using equipment such as outdoor play and PE.</p> <p>3. Water coolers and drinking water - Where water coolers and drinking water is provided from a shared source, use must be supervised and the outlet wiped by a staff member between filling receptacles in order reduce the risk of cross contamination between filling.</p> <p>4. Storage - Hand sanitiser that is not in use will be stored with other flammable cleaning equipment (please note: some types have an increased risk). This is particularly important where larger quantities are in storage</p> <p>5. Cleaning play equipment and toys –</p> <p>a. Toys that are more difficult to clean have been taken out of use temporarily, for example play dough and wooden toys or these are allocated to individual children</p> <p>b. Toys that are put into children’s mouths are cleaned between use</p> <p>c. Soft toys and dressing up items are washed after use in a washing machine at 60°C wash cycle for 10 minutes through a wash cycle or taken out of use where this is not possible.</p> <p>d. Items which need specialist washing or machine washing such as rugs, cushions and mats are not used, unless they are assigned for individual use e.g. young children could be assigned their own carpet tile</p> <p>6. Resources - Children are allocated their own resources e.g. pencils where possible .</p> <p>7. Laundry - Early Years setting items such as cot sheets, flannels etc should be treated as single use items and washed according to manufacturer’s instructions between uses</p> <p>8. Books (books are items that are difficult to clean) –</p> <p>a. Books are issued to pupils on a rotational basis</p> <p>b. Where teachers handle pupils books they disinfect the surfaces that they are using both before and afterwards as well as undertaking hand hygiene.</p> <p>c. Used books are set aside for 72 hours after use to reduce microbial load, plastic covers are disinfected after that time.</p> <p>d. Books and posters checked for visible soiling and disposed of where necessary</p> <p>9. Wooden desks and wooden work surfaces –</p> <p>a. The following process is followed:</p> <p>i. Apply disinfectant and leave for the appropriate contact time applied</p> <p>ii. Re-apply disinfectant and leave to dry naturally</p> <p>10. Lunchtime - Trays, tables and chair touch points are disinfected after use</p> <p>11. Cleaning equipment after breaks - Outdoor play equipment is cleaned between group use</p> <p>12. Tissues and waste from bins provided –</p> <p>a. Tissues are provided in classrooms and other areas to ensure good respiratory hygiene.</p> <p>b. Bins are provided in classrooms and other key locations such as dining areas for pupils and staff to dispose of used tissues and are emptied regularly throughout the day</p> <p>c. Bins and tissues are provided in the same place.</p> <p>d. Waste bags for tissues are double bagged for disposal.</p>						
Handwashing	Students, Employees, Visitors and Contractors	<p>1. Staff are ensuring that handwashing is carried out more frequently than normal (pupils and staff) following the requirements of NHS guidance ‘How to wash your hands’ in an age appropriate way e.g. observing young pupils, instructing in the class</p> <p>2. Handwashing frequencies include: on arrival, before and after eating, before and after breaks, after going to the toilet, before leaving and at other required intervals during the day.</p> <p>3. Hand sanitiser points are provided at key locations around the site including: at all entrance doors to the setting, at the entrance to toilet facilities, at the entrance to dining facilities, at points of high contact such as near non-automatic doors in corridors, lifts and stairs, classrooms, office facilities etc.</p> <p>4. Consideration has been be given to outside points being provided in a manner that enables removal and securing at the end of the day e.g. on tables/temporary or movable stands etc.</p> <p>5. Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls)</p> <p>6. Event related prompts are given to pupils by staff.....<i>after</i>..... <i>before</i>.... when as a more effective means of promoting hand hygiene that fixed time prompts.</p>	2	4	8	Headteacher	03/09/2020	Posters refreshed through school for toilets and corridors

		<p>7. Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home.</p> <p>8. Hand sanitiser is stored appropriately and safely according to pupil age and individual risks. Where the provision of hand sanitiser points presents a risk of ingestion, this risk is managed through pupil supervision (contact will be made with the WNAT Facilities Manager where this is not possible)</p> <p>9. Where children are not able to wash their hands due to age or health conditions skin friendly cleaning wipes such as baby wipes are available to use as an alternative.</p> <p>10. Supervision arrangements are in place to support pupils with handwashing where it is needed.</p> <p>11. Handwashing is being encouraged rather than using hand sanitizer wherever it is possible</p> <p>12. Age and developmentally appropriate ways are being used to encourage pupils to follow requirements.</p> <p>13. All staff and pupils are regularly reminded about following Catch it, Kill it, Bin it requirements. Tissues and bins are provided for use and handwashing is carried out after.</p> <p>14. Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed.</p>						
Staff health	Students, Employees, Visitors and Contractors	<p>Staff who are clinically extremely vulnerable</p> <p>Rates of community transmission of coronavirus (COVID-19) are now reduced to levels below those seen when shielding was introduced. Shielding measures will therefore be paused from 1 August 2020, with the exception of areas where local lockdown means that shielding will continue. Therefore, we advise that those who are clinically extremely vulnerable can return to school in September 2020 provided their school has implemented the system of controls outlined in this document.. In all respects, the clinically extremely vulnerable should now follow the same guidance as the clinically vulnerable population, taking particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home and/or workspace.</p> <p>Staff who are clinically vulnerable</p> <p>Clinically vulnerable staff can return to school in September. While in school they should follow the specific measures in this document to minimise the risks of transmission.</p> <p>This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in section 5, Prevention, of 'The system of controls: protective measures' section of this guidance. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children/adolescents.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</p> <p>1. Individual assessment - All individuals requiring a specific risk assessment have been identified, risk assessments have been undertaken in line with COVID-19.</p> <p>2. Wellbeing - Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support</p> <p>a. Where possible, flexible work practices have been put in place to promote a positive work-life balance for all staff.</p> <p>3. Symptoms - Staff will go home as soon as possible if they develop symptoms</p> <p>4. COVID Testing - Staff are encouraged to have testing when they or a member of their household develop symptoms, this will reduce the need to self-isolate in the event of a negative test.</p>	2	4	8	Headteacher	03/09/2020	<p>Optional additional equipment acquired - face shields and screens for working with pupils</p> <p>posters throughout site to remind staff of key messages - hands face space</p> <p>Optional remote support CPD in first week of opening</p> <p>Risk assessments completed where appropriate.</p>
Pregnant persons	Students, Employees, Visitors and Contractors	<p>Pregnant women are in the 'clinically vulnerable' category, and are generally advised to follow the above advice, which applies to all staff in schools. A risk assessment for pregnant women should be conducted in line with the Management of Health and Safety at Work Regulations 1999 (MHSW).</p>	2	4	8	Headteacher	03/09/2020	<p>2 pregnant staff are over 28 weeks in Sept 20 – work from home</p>

		The Royal College of Obstetrics and Gynaecology (RCOG) has published occupational health advice for employers and pregnant women . This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk. WNAT advise schools and pregnant women to follow this advice and to continue to monitor for future updates to it						
Staff who may otherwise be at increased risk from coronavirus (COVID-19)	Students, Employees, Visitors and Contractors	Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report , which looked at different factors including age and sex, where people live, deprivation, ethnicity, people's occupation and care home residence. These staff can return to school in September as long as the system of controls set out in this guidance are in place. People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace	2	4	8	Headteacher	03/09/2020	
Pupil health	Students, Employees, Visitors and Contractors	<p>1. Symptoms</p> <p>a. Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild</p> <p>b. Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day</p> <p>c. Arrangements are in place for the management of pupils who are not able to communicate their symptoms and staff are aware of these arrangements e.g. temperature checks</p> <p>2. COVID Testing - Parents are encouraged to have testing carried where it is available, where their child or member of their household develops symptoms to reduce the impact of isolation in relation to negative testing.</p> <p>a. Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at COVID-19 - 'shielding' guidance for children and young people</p> <p>3. Increased supportive measures for pupils/ psychological needs –</p> <p>a. Individual Support plans have been reviewed for pupils where required, for example for pupils who are: less able to report symptoms; cannot follow strict hygiene; display behaviours that are challenging to manage in the current context and require close contact tasks. Plans are agreed with staff (parent and pupil where required).</p> <p>b. Support plans include:</p> <ul style="list-style-type: none"> i. Specific cleaning and disinfection requirements such as changing beds and wheelchairs. ii. Ensuring that staff increase their level of self protection, iii. Ensure that the pupil washing their hands before and after where able to or use skin friendly handwipes before and after iv. Checking that the person does not have symptoms as detailed in the compliance code. <p>c. Staff are aware of the required infection control measures and understanding that the normal PPE that would have previously been used is still required.</p> <p>4. Pupil well-being, mental health and behaviour –</p> <p>a. Arrangements are in place to ensure that mental health and well-being difficulties for pupils as a result of their experiences while staying at home. This may particularly be the case for vulnerable children, including those with a social worker and young carers.</p> <p>b. Support will be provided for: pupils who need support to re-adjust to school, those who may be reluctant to return, those showing signs or more severe anxiety and depression.</p> <p>c. The existing arrangements will be followed for supporting students who are distressed and where safeguarding issues come to light.</p> <p>d. Pupils are encouraged to understand that it is normal to experience different reactions and are encouraged to discuss their questions and concerns. It is important to contextualise these feelings as normal responses to an abnormal situation.</p> <p>e. Available resources are used to identify and support students and staff who exhibit signs of distress.</p> <p>f. Behaviour will be managed as it normally would in order to encourage universal hygiene and new safety arrangements.</p>	2	4	8	Headteacher	03/09/2020	<p>Lego therapy training undertaken</p> <p>Jigsaw PSHE recovery docs to be used</p>
Staff instruction	Students, Employees, Visitors and Contractors	<p>1. All staff instruction -</p> <p>a. Staff have been instructed on the nature of COVID-19 and its transmission. They have confirmed they understand the reason for the control measures that are required.</p> <p>b. All staff have confirmed that they are confident in applying the control measures identified in this assessment.</p> <p>c. Staff have received appropriate instructions in relation to the specific measures that have been put in place in the school (as detailed in this assessment)</p>	2	4	8	Headteacher	03/09/2020	<p>Discuss and agree on 3rd Sep</p> <p>Invite staff into remote meeting to consult on success and adjustments on procedures in first week back</p>

		<p>d. Staff have been involved in the practical implementation of this guidance.</p> <p>e. A record is maintained by the setting which details all of the specific areas of instruction and training that have been provided for all members of staff.</p> <p>f. Staff have been advised that there is no need for anything other than normal personal hygiene and washing of clothing following a day in school.</p> <p>g. Staff have been given the opportunity to discuss and resolve any concerns that they have (prior to opening and during school activities).</p> <p>h. Staff have received instruction in the actions to take if they or a member of their household develops symptoms, how to arrange for testing and will share test results as soon as they are available.</p> <p>i. Staff confirm they will follow instructions that they are provided as a result of being advised to isolate through tracing arrangements.</p> <p>j. The School has ensured that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.</p>							Gdrive folder filled with instruction and advice
PPE and Face coverings	Students, Employees, Visitors and Contractors	<p>1. PPE - Arrangements are in place to ensure that PPE guidance is applied in line with the circumstances that are outlined only.</p> <p>2. Face coverings - Pupils have been advised that it is mandatory to wear face coverings on public transport,</p> <p>3. Arrangements are in place for the safe removal of face coverings on arrival at the setting which has been communicated to pupils and staff including:</p> <p>a. The wearer must not touch the front of their face during use or when removing the face covering.</p> <p>b. They must bring a bag or other suitable receptacle with them to place the covering in or dispose of it in a bin.</p> <p>c. They must perform hand hygiene on arrival at the setting and after removing their face covering.</p>					03/09/2020		
Increasing ventilation	Students, Employees, Visitors and Contractors	<p>1. Using fans –</p> <p>a. Where fans are needed in offices, discussion has taken place with staff who use that space to agree terms of use.</p> <p>b. Where fans are needed in classrooms and other educational areas, a decision for their use has been made by the Headteacher in conjunction with staff.</p> <p>2. Ventilation</p> <p>a. Once the school is in operation, it is important to ensure good ventilation and maximising this wherever possible, for example, opening windows and propping open doors, as long as they are not fire doors, where safe to do so (bearing in mind safeguarding in particular). Advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak.</p> <p>3. Air Conditioning</p> <p>a. The risk of air conditioning spreading coronavirus (COVID-19) in the workplace is extremely low as long as there is an adequate supply of fresh air and ventilation.</p> <p>b. You can continue using most types of air conditioning systems as normal. But, if you use a centralised ventilations system that removes and circulates air to different rooms it is recommended that you turn off recirculation and use a fresh air supply.</p> <p>c. You do not need to adjust air conditioning systems that mix some of the extracted air with fresh air and return it to the room as this increases the fresh air ventilation rate. Also, you do not need to adjust systems in individual rooms or portable units as these operate on 100% recirculation. You should still however maintain a good supply of fresh air ventilation in the room.</p> <p>d. If you're unsure, ask the advice of your heating ventilation and air conditioning (HVAC) engineer or adviser</p>					03/09/2020		
Educational tools		<p>1. Infection control education</p> <p>a. Age appropriate education is used to encourage pupils to:</p> <p>i. become advocates for disease prevention and control at home, in school, and in their community by talking to others about how to prevent the spread.</p> <p>ii. encourage pupils to follow social distancing, increased hand washing and information about developing symptoms of viruses</p> <p>2. The following resources are used where appropriate:</p> <p>a. e-Bug resources to teach pupils about hygiene</p> <p>b. the Educational Settings poster</p> <p>c. the Coronavirus Toolkit for Professionals which contains campaign materials.</p>	2	4	8	Headteacher	03/09/2020		

Review of existing assessments	Students, Employees, Visitors and Contractors	4. 5.	The setting regularly reviews their arrangements in line with compliance code updates Review arrangements ensure that the control measures are effective and working as planned.					03/09/2020	
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(L - Likelihood C – Consequence RR – Risk Rating NRR – New Risk Rating)