

**RISK ASSESSMENT FOR:**  
**School activities during COVID**  
**19 outbreak.**

September 2020  
Last updated January 22  
Swan class outbreak



The guidance states that keeping away from individuals who are unwell, cleaning hands, ensuring good respiratory hygiene and enhanced cleaning are essential at all times.  
The additional measure that must be 'properly considered' is that schools should minimise contact between individuals and maintain social distancing wherever possible.

<b>Establishment:</b> Icknield Walk First School	<b>Assessment by:</b> Jane Sherwood	<b>Date:</b> January 22
<b>Risk assessment number/ref: 22 –January 22</b>	<b>Manager Approval:</b>	<b>Date:</b>

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
<p><b>Individual risk factors</b></p> <p><b>Clinically extremely vulnerable (CEV) individuals</b></p> <p><b>Shielding for CEV individuals paused on 1st April 2021.</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p><b>Staff</b> Individuals classed as clinically extremely vulnerable to have a risk assessment undertaken on their role. School to discuss arrangements / concerns with individuals and provide assurance of controls in place (i.e., hand washing, enhanced cleaning, ventilation, managing confirmed / suspected cases, LFD testing) and through the risk assessment process determine if any additional measures are required. This should consider if these staff are able to work from home or in areas / roles where limiting close contact is easier.</p> <p>See <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <p>Protect vulnerable workers - Working safely during the coronavirus (COVID-19) pandemic (<a href="https://www.hse.gov.uk">hse.gov.uk</a>)</p> <p>Encourage vaccine take up for staff (both doses and booster)</p> <p><b>Pupils</b> Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms.</p>	<p>Share high risk staff list so staff know who should try to avoid various tasks</p> <p>Regular communication-newsletter/school comms</p> <p>From 1st April CEV staff were able to return to the workplace In the event of an individual following specific clinical advice (e.g., a letter from their consultant/GP stating they should refrain from attending the workplace) it is strongly recommended that Schools contact their HR Advisor.</p>	Jane Sherwood to ask office to distribute	immediate	
<p><b>Suspected case whilst working on site</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>School community made clear on symptoms of coronavirus: high temperature (37.8 deg C or more), a new continuous cough or a loss of, or change, in their normal sense of taste or smell. Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection followed.</p> <p>No symptomatic individuals to present on site.</p> <p><b>In the event of a suspected case whilst working on site</b> Ensure SLT / Head are notified.</p> <p>Individual goes home immediately (if awaiting collection by their parent, isolate child in the literacy room with the door open or an area at least 2m away from others, open a window for ventilation) and then tell them to self-isolate when home.</p> <p>School staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask, type IIR) <b>and</b> a 2m distance should</p>	<p>Send this in initial letter and frequent reminders.</p> <p>Part of the COVID-19 section of the home school agreement.</p> <p>Part of the COVID-19 home/school agreement – an</p>	Office	Ongoing reminders	

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		<p>be maintained as much as possible. The supervising member of staff from the class team if possible, if not request Jane S to supervise. Child to sit still at the table on one chair – given a piece of paper and some colouring pencils from their pack (or class). The pack/pencils to be left in a safe place up high in the literacy room and not returned to the bubble (in a labelled bin bag). Paper thrown away in lidded bin (wear gloves).</p> <p>If more than one case at one time ensure children are seated facing away from each other. If the weather is suitable and the parent is not going to be long consider waiting outside with the children.</p> <p>If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask (type IIR), disposable apron and gloves and face shield</p> <p>If while they are waiting for collection they need the toilet, they are to use the Year 4 toilets. This must be thoroughly cleaned after use.</p> <p>Clear message to parents that if a student is unwell at school they are to be sent home or collected immediately.</p> <p>Anyone who has had contact with those with symptoms to wash hands thoroughly.</p> <p>All areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected (using the Clinell wipes) by the adult who was supervising and then inform Ian so that the cleaners can clean thoroughly (using anti-viral disinfectant) when they are in.</p> <p>Any items of equipment that the individual has touched to either be placed in a black sack and quarantined for 72 hours and then thrown away or quarantined for 72 (clearly labelled) and then cleaned or soaked in Milton.</p> <p>If a staff member displays symptoms of coronavirus: high temperature (37.8 or more) or a new continuous cough, loss of or change in sense of smell they should go home immediately and self-isolate. Book a PCR test.</p> <p>Guidance for school testing kits Having a test at a testing site will deliver the fastest results. The test kits sent to schools are provided to be used in the exceptional circumstance that an individual becomes symptomatic and schools believe they may have barriers to accessing testing elsewhere. It is for schools to determine how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the</p>	<p>adult must be available for collection at all times.</p> <p>Staff and pupils who are tested for Covid-19 to inform the school of result and date of test</p> <p>A small number of testing kits available</p>			

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		<p>education of their pupils.</p> <p>These kits can be given directly to staff or parents and carers collecting a child who has developed symptoms at school. In particular, these test kits will also help ensure that symptomatic staff can also get a test and if they test negative, can return to work swiftly.</p> <p>As a child goes off to self-isolate office to remind them of where to find schoolwork to complete initially. Follow the Office COVID-19 checklist to see if any further support must be offered.</p> <p>If the child does not have Covid, school need to see evidence of a negative PCR test if they have left school displaying symptoms.</p> <p>If the PCR test is not taken then the child/staff member must self-isolate for 10 days before returning to school or can do a lateral flow on 6 and 7 if negative they can return.</p> <ul style="list-style-type: none"> <li>• If someone tests negative and if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.</li> <li>• If someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 7 days (if testing negative on lateral flow on day 6 and 7 24 hours apart)</li> </ul> <p>Counting the days – day 1 is the day after the symptoms started. If they still have a high temperature after 7 days, they should keep self-isolating until their temperature returns to normal.</p> <p><b>Positive case in school</b> In the event of a positive test – please can staff and pupils report this immediately to the school - via school phone number 01763 243392 and out of hours number 07730813044</p> <p><b>Action in school:</b> Office staff to encourage parent of the child to contact Test and Trace and ask them to contact school. Message to all contacts to inform them – incase Test and Trace take too</p>				

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		long – strongly suggest a Lateral Flow Test for 7 days. . Follow COVID-19 office action check list to ensure all steps are completed General letter to rest of year group to raise awareness				
<b>Child unwell</b>	Staff, students	If a child presents as unwell in anyway a member of staff to take the child's temperature using the head scan thermometer (not the ones that touch the head). Staff member to wear PPE. If they continue to be unwell after an hour take the temperature again. Err on the side of caution an unwell child should be sent home. Children with COVID have a fluctuating temperature throughout the day. If the child does have temperature then COVID procedure to be carried out- send child home and family self-isolate, get a test.	Check PPE stocks			
<b>General Transmission of COVID-19</b> <b>Ineffective hygiene protocols</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	Welfare facilities are provided which contain suitable levels of soap and paper towels.  All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Use correct handwashing technique. Regularly reinforce this technique with children – supervise handwashing. Use alcohol hand sanitiser, if soap and water is not available, hand washing technique to be adopted as directed by NHS guidance.  Site staff to regularly clean the hand washing facilities and check soap and sanitiser levels.  Alcohol hand sanitiser provided at reception/entrance points to be used by all persons when entering this way or leaving.  If necessary, ask young children to also use hand sanitiser after they return from the toilet if they have washed their hands unsupervised.  Catch it, kill it, bin it message to be reinforced frequently. Tissues will be provided for classrooms. Staff to replenish as needed. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the lidded bin before washing hands.  For paper towels use lidded rubbish bins or bin with bin bag that is tied up as soon as hand towels are in there (enabling more than one sink to be used for handwashing etc.) and placed in a bin.  Stock adequate supplies of soap, hand sanitiser and paper towels and	All staff members to keep a check on the sinks they use and notify cleaning/site staff if stocks are running low.  Monitor this and to make sure their hands do not get sore.  If the cleaner is unavailable – staff to do much of the cleaning –ensure staff are trained by caretaker	On going  Reminders to parents and staff about supporting children with handwashing		

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<p><b>Transmission of COVID-19</b></p> <p><b>Ineffective cleaning</b></p>		<p>these should be securely stored.</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p>	<p>Cleaning nursery at lunchtime.</p> <p>Frequent cleaning of dining room chairs and tables at lunchtime between year groups</p> <p>Disinfectant bottles made up weekly and dated with use by – do not use if out of date, a</p>			

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		<p>Documented cleaning schedule in place.  All classroom teams to have disinfectant and paper towels to use in class and on equipment such as PE equipment  TAs to ensure that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, tables, chair backs wiped with detergent and paper towels, these to be thrown away.  Classroom team to do this at least twice a day and cleaning staff once a day as part of the usual clean.  Classroom team to use Milton/sterilising fluid in solution for soaking items that has been touched i.e. Lego – at least weekly if not more frequently.  Office staff to ensure that telephones and keyboards are wiped down at least once in the day and then at the end of the day.</p> <p>Wipe photocopier after use</p> <p>Only cleaning products supplied by the school to be used.</p> <p><b>Deep cleaning- in the event of a suspected case/confirmed cases on site- TA/Teacher to wipe down hard surfaces that the child will have touched with anti-viral wipes:</b>  Cleaning staff to use an anti-viral solution</p> <p>Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p>	<p>replacement</p> <p>Purchase of viral destroying/solutions wipes for use on contaminated rooms.</p>			

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<p><b>General Transmission of COVID-19</b></p> <p><b>Minimising contact and maintenance of social distancing</b></p>	<p>Staff, students/pupils wider contacts</p>	<p><b>Ensure good ventilation of rooms</b> – windows open (at least the high level ones) internal doors open to ensure through draft of air, external doors and all windows opened at break time to ensure the air is purged. Use the Co2 monitors to check if the room has become too stuffy or to check if the doors can be closed. Move children if they are sitting in a draft.</p> <p><b>Minimising contact in main school:</b></p> <p><b>One-way system</b> around the outside of the school used by children and staff as much as possible. Identified pinch points to be monitored by a member of staff on drop off and pick up. Front gate monitored to help with traffic into school at drop off and pick up.</p> <p>Staff should try to keep 2m from each other and children as much as possible. Avoid close face-to-face contact and minimise time spent within 1 meter of anyone at any time.</p> <p>Staff to wear face coverings in communal areas such as corridors and staff room and always if a distance of 2m cannot be maintained from another adult. Staff can wear face coverings for much of the day if desired.</p> <p>Those wearing face coverings should clean hands before and after touching – including to remove or put them on – and store them in individual, sealable plastic bags between use.</p> <p><b>Reception – Year 4</b></p> <p>Look at the year groups as pods within the year group bubble. Keep the pods as separate as possible indoors but if staff do need to mix across then staff to try to keep 2m from children and adults in the alternate pod. Children sitting on the carpet to sit in rows facing the same way. Children to stay seated as much as possible</p> <p>No learning logs - use google classrooms to set tasks</p> <p><b>PE</b> –kit to be bought in weekly (year 2-4). Children in reception and year</p>	<p>When it is cold the air pressure difference due to heat in class, between the classroom and the outside will draw the air through the windows – so only high windows are necessary to be open – then purge with open doors and windows at playtime</p> <p>Care taker to open doors and windows every morning.</p> <p>Face shields alone are not enough – medical masks give the most protection to those wearing them. Use a way of fixing them to make sure they are close to the face – no gaps at the sides.</p> <p>Please note if you need to keep touching a mask to reposition it, then it is not working effectively – try another mask or put one on top.</p> <p>Wash masks at 60degrees daily or throw disposable masks if they feel wet or at least daily.</p> <p>Each year 2 class to keep separate from each other. No singing in music for Swan while outbreak lasts. PE outside for Swan while outbreak lasts at least week beginning 10<sup>th</sup> and 17<sup>th</sup> Jan.</p> <p>Useful marking to be carried out – i.e. marking to set a target, assess against a previous target or to move the</p>	<p>Monitor use of masks and order more if necessary – office</p> <p>Medical grade masks to be available for all staff</p>		

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		<p>1 to come into school on PE days in their kit bringing their school uniform with them in a bag (as children do struggle to change independently and staff cannot help). PE to be carried out outside as far as possible. If using the hall one class only each time and purge the air between classes. Use the Co2 monitor to check air flow. Sports coach to keep distance of two meters. All equipment used in PE to be wiped down with detergent after use</p> <p><b>Assembly:</b> class assemblies led by class teams. Jane Sherwood to record assembly- and do superstar one class at a time until breakout has receded.</p> <p>Music in class groups well spread out over the hall ideally 1m apart. . Do not use instruments that involve blowing - use Co2 monitor to check levels when singing.</p> <p><b>Supply staff:</b> Only use supply who is working in the local area (preferably our school only) Ensure regular staff are aware of the 2m distance rule for supply staff and they step in to help the children.</p> <p>Limit non-contact supply – use supply in one or two classes only and these members of staff carry out monitoring activities on behalf of other subject leaders.</p> <p><b>Specialist support staff visiting many rooms</b> (i.e. Mrs Walsh): Keep to the front of the class 2 m away from the front row of children. Do not go close to the children to help them, direct from the front of the class and ask class TA to support. Wash hands between groups. Ideally teach each group in their own room.</p>	<p>child on as in VF. If touching the books teacher to wash hands before and then at end of marking. Do not take books home. Use sticky labels to reduce the amount of contact teachers have with the books (Marking policy has been amended to reflect this)</p> <p>Sewing or other fine motor skills – if having to help a child with something move away from the child to solve the issue and sanitise between each child.</p> <p>In case of staff sickness use staff who are usually in that room year group. Try to cover with existing staff members if possible</p> <p>Individual music lesson risk assessment for lessons with peripatetic teachers written by Jane Sherwood in conjunction with music service</p>			
<b>Breakfast club/after school club</b>		Keep the children at breakfast club in their year group bubbles – allocate a separate room for each year group (i.e. half the cabin, music room, and kitchen) nursery children in the nursery and year 2,3,4 in their classroom.	Additional staff needed As far as possible Swan and Lark to keep separate indoors	Jane Sherwood		

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		Allocate a member of staff to be in charge of food preparation. Wearing gloves and mask – only cereal to be offered	but not if a child is unhappy or lonely, find an alternative activity where a 2m distance is achievable																							
<b>Playtimes/staff breaks</b>		<p>Ensure the playgrounds are not too crowded use the field where possible. Rota for playtimes (see below)</p> <p>Maximum in staff room at one time limit to 5 people – use both areas as a staff room. Rota for playtimes to ensure that the children are kept apart for play and the staff room is not too crowded. PE to be taught on year 1 playground and large playground to be divided for year group playtime. Teacher and TA to supervise for playtime and one member of staff to go before play for a break, second member to go after play. Children to follow the one-way system onto the playground.</p> <table border="1"> <thead> <tr> <th>Year group</th> <th>Snack (teacher break)</th> <th>play</th> <th>TA break</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>10.00</td> <td>10.15</td> <td>10.30</td> </tr> <tr> <td>2</td> <td>10.15</td> <td>10.30</td> <td>10.45</td> </tr> <tr> <td>3</td> <td>10.30</td> <td>10.45</td> <td>11.00</td> </tr> <tr> <td>4</td> <td>10.45</td> <td>11.00</td> <td>11.15</td> </tr> </tbody> </table>	Year group	Snack (teacher break)	play	TA break	1	10.00	10.15	10.30	2	10.15	10.30	10.45	3	10.30	10.45	11.00	4	10.45	11.00	11.15	<p>Staff to wipe down surfaces, handles after use. Cups in dishwasher Until Friday 21<sup>st</sup> January Swan and Lark separate playtimes</p>			
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<b>Access to &amp; egress from site</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p><b>Staff</b> On arrival all staff are required to wash hands using nearest available sink or use the sanitiser provided in reception / staff room or in own classroom if staff enter through external doors</p> <p>All parents/carers on site to wear a mask (unless officially exempt) – spare masks will be available at the gate</p> <p>Staggered start and finish times to reduce congestion and contact at <b>all times</b>. Communicate changes and allocated times to parents. This is to be based on surnames (or childminder's surname in case of multiple families) A-M 8.40 N-Z 8.50 Pick up</p>	<p>This needs to be continually monitored to ensure there is not too much gathering.</p> <p>Make sure this is in the letter and made clear to parents</p>																							

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		<p>A-M 3.00 N-Z 3.10 Monitor site access points to facilitate social distancing – one way system for drop off and pick up – back gate shut Staff member near the gates to encourage parents to keep moving</p> <p>Introduce visual aids to help parents socially distance / supervise entry and collection and map sent out. External doors to be used – limit the traffic through school building. Gates locked while school is in use Back gate never opened</p> <p>Ensure staff and parents know that : The use of face coverings does not replace social distancing, good hand washing and hygiene protocols. Where staff choose to wear a face covering they should be supported to do so.</p> <p>No bikes or scooters on site as the shelters are on the wrong side of the one way system and would also cause congregating</p> <p><b>Nursery:</b> children dropped via the entrance. Parents follow one-way route through side gate to rejoin school one-way system.</p> <p><b>Visitors:</b> Only essential visitors allowed Ensure all visitors are aware of expectations of social distancing If a visitor comes to school ensure they use hand sanitizer and office staff to write their names/contact details in the book for them Keep a note of their contact details in case they are needed in the test or trace system Speak to the visitor through the glass screen or step out of the office into the outside of the school and keep a 2m distance Face coverings for visitors be worn in corridors and communal areas, including staffrooms (where 2M social distancing can't be maintained). Visitor must wear a mask if they enter a bubble. Those wearing face coverings should clean hands before and after touching – including to remove or put them on – and store them in individual, sealable plastic bags between use.</p> <p>If a visitor is working with a child aim for this to be carried out at a safe distance. If parents request a mask should be worn by adult. Sit side by</p>	<p>Markings to be sprayed on the ground – order paint</p> <p>Children can start in nursery at 8.30 if parents prefer and follow one way system</p>			

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		<p>side if possible rather than face to face. Use outside as much as possible Visitors to be reminded to keep any resources used for that one child and clean them afterwards</p> <p>Contractors not working directly with children will need to wear a mask if requested by the staff member, when interacting with staff members. If working in isolation on a task a mask is not needed.</p>				
<p><b>Contact points</b> <b>Equipment use</b> <b>printers,</b> <b>workstations,</b> <b>apparatus,</b> <b>machinery etc.</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Parents to ensure children have their own water bottles in school. These will be kept in the nursery and washed and refilled, returned home at the end of the week. In the main school water bottles will be sent home daily for deep cleaning and refilling.</p> <p>Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks). Resources between bubbles: All resources shared across year groups to be cleaned after use and before another group uses them (including computers, PE equipment etc.). Build into end of lesson activity routines. Resources can be quarantined (for 48 hours or 72 hours for plastic)</p> <p>Resources within year groups: These should be cleaned regularly (at least once a week)</p> <p>Nursery/Reception to limit offered equipment so that it is clear what has been chosen during CIP and what needs to be cleaned.</p>	<p>Letter</p> <p>Wipes to be purchased for photocopier, phones and laptops.</p>			
<p><b>Proximity of students/ staff</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Ensure the windows are open for fresh air Enter only from external doors Keep all doors open if possible to reduce handle touching. Staff to keep 2m apart from other adults.</p> <p><b>Meetings / 1-2-1's / training</b> Limit face to face meetings to those which are essential and cannot be delivered in any other way. Ensure these are conducted in large enough areas to maintain social distancing; or via electronic means (Microsoft Teams etc.) No physical large scale / all staff briefings should be undertaken.</p>				

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		<p><b>PPA:</b>            Afternoon PPA time can be taken at home – staff can use the literacy room, music room, library –year 2 and reception cannot use the same room/ consider if one year group would rather work at home.            Year 1 and year 2 could swap PPA after half term so Year 1 can work at home, likewise Year 4 can swap with year 3 after half term.</p> <p><b>Staff meetings:</b>            To take place virtually wherever possible</p> <p><b>Offices</b>            No parents to come into school – use email or external post box</p> <p><b>Staffroom :</b> Max 5 people in staff room (rota) at any one time. Staffroom Cabin and music room can be used for a break – spread out this can take 6 or 7 people.            Staff to wipe down where they have touched.</p> <p><b>Corridors</b>            Minimise transitions as far as possible use external doors and stagger break and lunch times. Children follow the closest route to the outside and then follow the one-way system around the school.            Swan and Finch outside doors as much as possible.</p> <p><b>Adult Toilets</b>            Only one person to use the adult toilets at a time. Close the lid when flushing (if there is one). Sign displayed in the corridor to show if the toilet is being used.            Disabled toilet to become a unisex toilet</p> <p><b>Children’s toilets</b>            To be used for only for that class.. If any child needs the toilet at lunchtime send them back to the toilet in their room. Nursery and reception will have to use the disabled toilet but this will then need to be thoroughly wiped.</p> <p><b>Photocopier</b>            Do not enter the work room if someone is in there – queue in the dining room</p>				

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<b>Canteen use / lunchtimes</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<p>Home packed lunch children can take any uneaten food home. The boxes must be hot washed daily at home, as they will not be able to be stored at school without touching other children's lunch boxes. Children should wash hands thoroughly prior to eating food. Hand sanitiser to be readily available for adults working in the dining room.</p> <p>Nursery to eat in the hall – served from hatch in dining room- move in 3 tables of 10. See separate plan at the end of this document</p> <p>All children to sit and wait for all children to finish before returning to class. Wash hands on return to the classroom</p> <p>Tables and chairs to be cleaned after use before next group.</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>Staffing: one MSA to check bands and allergy lanyards from a distance. Identified MSAs to wipe down after the children have left. TAs to support the children throughout lunchtime where necessary. See separate rota at end of this document. Children to wait until all have finished eating before returning to classroom, Class TAs to collect food for the children eating in their room and check allergies carefully.</p> <p>Toilet for nursery and reception (if absolutely necessary) while in the hall or dining room to use disabled toilet – must be cleaned afterwards. Other children to go back to class for the toilet.</p>	<p>Ask parents to make sure children can open their lunches – i.e. cut the top off crisp bags, provide yogurt in pots not tubes that are hard to open.</p> <p>Ask parents to make sure they can cut up their food Warn parents that children have 30 minutes to eat. Move 3 low tables to the back of the hall and put up higher tables in place in the dining room.</p> <p><b>Week beginning 10<sup>th</sup> and 17<sup>th</sup> Jan Swan class to have lunch in classroom</b></p> <p>If there are children who regularly take much longer than allotted time consider sending them back to classroom to finish their puddings. Make sure they are first in the dining room.</p>			
<b>Contractors</b>	Contractors, Staff, Students / pupils / wider contacts,  Spread of COVID 19	<p>All contractors will read and comply with signs in reception regarding good hygiene.</p> <p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</p> <p>All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site.</p>				

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		<p>Agree approach to scheduled / ongoing building works.  Where works can be carried out outside of the school day if possible.  Site inductions are to be carried out following social distancing principles (2m separation).  School to seek confirmation of the contractors method statement / risk assessment.</p>				
<b>Hiring</b>	Hirers, staff, pupils, wider contacts	<p><b>Hiring and lettings</b> risk assessments on delivery required from providers, suspend if controls are not as robust as the school's.  Supplementary conditions of hire in place See <a href="#">M:\Lettings\COVID addendum to hirings agreement\COVID Supplementary conditions of hire-nov2021-v10.docx</a>  <b>There is now no legal restriction on hire or capacities, controls should be determined by the school's risk assessment.</b>  Agree your maximum occupancy based on the room size and nature of activities (static vs a range of movement).  Review hirer's activity against relevant Government guidance and any existing restrictions.  <b>Identify any areas of crowding and consider any steps needed to avoid congestion.</b>  <b>Face coverings are required in enclosed crowded areas.</b>  <b>Organised and informal sport and physical activities, both indoors and outdoors, can take place without set restrictions; full contact versions of team sports can take place. National governing bodies (NGB) guidance should also be referred to; this may set out specific measures.</b>  <b>See also grassroots sports guidance for safe provision</b>  <b>Cleaning</b>  <b>Hirers are expected to clean contact surfaces ensure visible notices are in place as reminders and ensure materials are provided (such as disinfectant sprays and paper towels).</b>  <b>Areas occupied</b>  <b>Be clear on what areas hiring groups can access and which toilets they should use.</b>  School equipment should ideally not be used by hirers, if it is it must be thoroughly cleaned after use -or left in 'quarantine' for 72 hours before being used by the school / other users.  <b>Minimise flow around the site and the number of areas being used to reduce subsequent cleaning and potential contamination arising in the event of a positive case.</b>  <b>Hirers must be clear they are responsible for ensuring their attendees do not attempt to access other areas of the site.</b></p>	<p>Children to get ready for football feet in own class, -if doing close partner work pair Swan with Swan and Lark with Lark- until Friday 21<sup>st</sup> Jan</p>			

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p><b>Maintain ventilation levels by ensuring doors and windows remain open throughout.</b>  <b>Contact details: You are no longer legally required to collect contact details, however doing so will help to support NHS Test and Trace to reduce the spread of the virus. This can be done via an NHS QR code poster or by retaining the lead bookers contact details.</b></p> <p>Out side hiring such as football feet to be delivered for separate year group bubbles in outbreak conditions</p>				
<b>Lack of awareness of PHE / school controls</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>All staff consulted on plans and risk assessment.</p> <p>Posters will be displayed in the reception, welfare areas and in suitable places around site.</p> <p>Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.</p> <p>Clear instructions to all visitors about how to comply with school risk assessment.</p>				

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
<b>Emotional wellbeing of children and staff</b>	Staff/pupils	<p><b>Children:</b></p> <ul style="list-style-type: none"> <li>Child struggling to come into school :</li> </ul> <p>Parents and class team to work together to find a way to support children to come into school. Find an object that they like or identify a person who can stand at the door that they will respond to best of all</p> <p><b>Emotional wellbeing for children:</b></p> <p>Have time to talk to each other about what it was like at home – revisit events</p> <p>Reassurance about statistics around children getting sick from the virus etc.</p> <p>Increase of mindfulness activity – colouring, music, relaxing</p> <p>Ensure plenty of time outside – running and enjoying being outside</p> <p>Follow a time table to give a routine but not too much formal academic work to start with –shorter lessons</p> <ul style="list-style-type: none"> <li>If a child is crying staff member to put on a medical grade, water proof mask. Talk to the child and try to calm them by offering a story or a distraction. If necessary call for the child to be picked up by parent or calmed down by parent (outside of the classroom in the playground)</li> <li>If a child is in crisis the rest of the children will need to leave the room with one adult and the child left in the room (probably go outside) – use Hertfordshire Steps approach to talk the child down but children can only be open mitted if there is imminent danger to a child or another child.</li> <li>Bluebird room: Baskets of equipment to be created and swap the basket for each child to allow cleaning. If EWB Mentor is not present child to use basket in the room and accompanying adult to remove that basket once the child has finished and if possible clean. Place a new clean basket in the room for next child and clean down the mats</li> </ul> <p><b>Staff:</b></p> <ul style="list-style-type: none"> <li>Ensure each member of staff has a member of staff working with them that they can talk or access via email etc with their line manager</li> <li>SAS counselling service number shared frequently with staff</li> </ul>	<p>Adults in class bubble to clean Bluebird once the child has finished.</p>			



What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
	Spread of COVID 19	Increased supervision and reiteration of messages to occupants				
<b>Deliveries &amp; Waste collection.</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	Wear a mask when collecting deliveries Hands are to be thoroughly washed after handling all deliveries or waste materials.				
<b>Premises safety</b>	Staff, Students / pupils  Wider safeguarding / safety risks	Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc. Ensure all key services are operational Legionella: Follow all normal practices for Legionella controls.  Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross-corridor, on single directional routes etc.)	Air conditioning in the cabin can be used if the whole cabin is being used for a year group- if it is separate year groups in each side please do not use the air con.			
<b>Staffing levels</b>	Staff, Students / pupils  Spread of COVID 19  Wider safeguarding / safety risks	Dynamic decisions on staffing levels made dependent on numbers / needs of pupils present in school.  Reviewed to ensure adequate number of staff in attendance to maintain an appropriate ratio with pupils and ensure key competencies (first aid etc maintained)  Options such as supply staff, splitting classes, SLT cover, and partial closure may be required in event of staff shortages.	Local operational decisions on partial closure / closure to be made in event of insufficient available staff to supervise pupils. With a move to remote learning in such circumstances for those pupils affected.			
<b>Lateral Flow Self Testing programme</b>	Staff and students and contractors	<ol style="list-style-type: none"> <li>Increase lateral flow test for staff to every other day</li> <li>Staff are reminded to go for a PCR test if they display symptoms, even if the lateral flow test is negative.</li> </ol>	Continue to order tests so that we do not run out and so everyone has one spare in case of a void test.			

### Lunchtime Rota

Year group	time	location	Entering and leaving (ideally unless it is raining – if you go through a room where there are other children keep to the edge and move swiftly through)	On playground
nursery	11.15-11.50	Hall – but will be served from hatch, need to be served by adults	In through main school door out through library door	N/A
reception	11.30 - 12.00	Dining room	In through main door carpark door and out through main door	Playtime in reception garden
Year 1	12.00-12.40	Dining room	In from classroom door and out from classroom door	year 1 playground 12.40-1.10
Year 2	12.40–1.00	Dining room	Year 4 carpark door in and out	12.00-12.40 year 1 playground (separately until 21 <sup>st</sup> Jan)
Year 3	12.10	classroom		Large playground at 12.40
Year 4	12.40	classroom		12.00-12.40 on large playground

Tickets: Christine Lawrence

Cleaning : Elaine Frasi and Kim Jones