

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

September 2020
Last updated January 2021



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.

Establishment:

Icknield Walk First School

Assessment by:

Jane Sherwood

Date:

8.3.21

Risk assessment number/ref: 14

Manager Approval:

Date:

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
Individual risk factors	Staff, Students / pupils / wider contacts Spread of COVID 19	<p>All staff who have underlying health conditions to have a risk assessment reviewed and if necessary agreement from GP/consultant that it is safe to return. During the New national restrictions, Those children whose doctors have confirmed they are still clinically extremely vulnerable to be educated remotely and not attend education whilst the national restrictions are in place.</p> <p>Clinically extremely vulnerable pupils and staff are not to attend work /school.</p> <p>Children with significant emotional needs to be discussed with Head teacher before entering the school.</p> <p>Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms. Reminders to parents to follow guidance over school holidays and to check if they need to quarantine if they travel abroad</p>	<p>Share the medically vulnerable staff list so staff know who should try to avoid various tasks</p> <p>Plans to be in place for children with anxiety – some will return to P block, some will be invited in a staggered times/shorter sessions</p> <p>COVID-19 homeschool agreement to be updated to reflect this</p>	<p>Jane Sherwood to ask office to distribute</p> <p>SENCo</p> <p>Jane Sherwood - to be approved by govs – jot form to be sent for parents to confirm they will comply</p>	<p>Sept 2020</p> <p>Ongoing</p> <p>Share with parents before return to school in September 2020</p>	<p>Done for all existing conditions – on going</p> <p>Ways of supporting all children to continue</p> <p>Jot form filled in by vast majority of parents. Regular reminders in news letter</p>

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<p>Suspected case whilst working on site</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.</p> <p>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>In the event of a suspected case whilst working on site 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) and a 2m distance should 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. The pack 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) 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. 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 If while they are waiting for collection they need the toilet, they are to use the Year 4 toilets – the cubicles and sinks that neither Eagle nor Falcon children use. 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. All areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected (see PHE cleaning advice) by the adult who was supervising and then inform the cleaning team to clean thoroughly when they are in.</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 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>Office</p>	<p>Ongoing reminders</p>	

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		<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>Pupils/staff informed via NHS test and trace or the NHS COVID-19 App they have been in close contact with a positive case to self-isolate for 14 days.</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 or taste they should: -</p> <p>Ensure SLT / Head are notified. Go home immediately and self-isolate. Book a test. See https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#additional-questions https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings.)</p> <p>Testing Staff / pupils who develop symptoms should be tested. Testing is most sensitive within 3 days of symptoms developing. Guidelines on who can get tested and how to arrange for a test can be found in the COVID-19: getting tested guidance.</p> <p>Tests can be booked online through the NHS https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</p> <p><u>Guidance for school testing kits</u> 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 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 tests kits will also help ensure that symptomatic staff can also get a test and if</p>	A small number of testing kits available			

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		<p>they test negative, can return to work as soon as they no longer have symptoms of coronavirus (COVID-19). Further information is provided in our guidance</p> <p>As a child goes off to self-isolate office to remind them of where to find school work to complete initially. Follow the Office COVID-19 checklist to see if any further support must be offered.</p> <p>Before returning to school a negative test result must be presented to the office staff (must be a NHS one) - a copy of the text or email. If the test is not taken then the child/staff member must self-isolate for 14 days before returning to school.</p> <ul style="list-style-type: none"> • If someone tests negative, 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. • 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 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days <p>Positive case in school 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 School to report to HCC: COVID.EYSEducation@hertfordshire.gov.uk or if this takes too long to respond go to: Public Health England East of England 0300 303 8537 opt 1 https://www.gov.uk/guidance/contacts-phe-health-protection-teams#east-of-england-hpt</p>				

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		<p>Action in school: Notify all parents of children who need to isolate and all staff members. Follow COVID-19 office action check list to ensure all steps are completed General letter to rest of school population to keep them aware.</p>				
Child unwell	Staff, students	<p>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 full 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.</p>	<p>Order enough thermometers for one per year group. Order more stocks of PPE</p>	<p>Office Office</p>	<p>September 2020 On going</p>	<p>Yes</p>
<p>General Transmission of COVID-19 Ineffective hygiene protocols</p>	<p>Staff, Students / pupils / wider contacts Spread of COVID 19</p>	<p>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.</p>	<p>All staff members to keep a check on the sinks they use and notify cleaning/site staff if stocks are running low. Add into letters to parents ensure children can wash hands properly before September. Consider more hand sanitiser stations if waiting for sinks causes unnecessary queuing and lack of social distancing. 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</p>	<p>On going Reminders to parents and staff about supporting children with handwashing</p>	<p>On going On going</p>	<p>On going On going</p>

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Transmission of COVID-19		<p>Stock adequate supplies of soap, hand sanitiser and paper towels and 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>Ineffective cleaning</p>		<p>Documented cleaning schedule in place. Enhanced cleaning schedule implemented throughout the site during the school day. 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 2 times as 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>Use of stylus to use the photocopier and wiped frequently.</p> <p>Only cleaning products supplied by the school to be used.</p> <p>Deep cleaning- in the event of a suspected case/confirmed case on site- TA/Teacher to wipe down hard surfaces etc. with anti-viral wipes: Cleaning staff carry out a deep clean / disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.).</p> <p>See PHE advice the COVID-19: cleaning of non-healthcare settings guidance</p> <p>Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p>When cleaning a contaminated area Cleaning staff to:</p> <ul style="list-style-type: none"> • Wear disposable gloves and apron • Wash their hands with soap and water once they remove their gloves and apron • Fluid resistant surgical mask if splashing likely • Hands should be washed with soap and water for 20 seconds after all PPE has been removed. • PPE to be double-bagged, then stored on the floor by outside bins for 72 hours then thrown away in the regular rubbish after • Any cloths and mop heads used must be disposed of. 	<p>Cleaning nursery at lunchtime. Cleaning of dining room chairs and tables at lunchtime between year groups</p> <p>Dressing up clothes to be washed frequently and if going between bubbles 72 hour quarantine</p> <p>Stylus pens to be ordered and photocopier to be moved.</p> <p>Purchase of viral destroying wipes for use on contaminated rooms.</p>	<p>Office team</p> <p>Office order</p>	<p>July 20</p> <p>September 20</p> <p>July 20</p> <p>September 2020</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Done</p> <p>Done</p>
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<p>General Transmission of COVID-19</p> <p>Minimising contact and maintenance of social distancing</p>	<p>Staff, students/pupils wider contacts</p>	<p>Ensure good ventilation of rooms – 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. Can use the CO2 monitor 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>Minimising contact in main school:</p> <p>One-way system 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 when outside of bubble. Staff can wear face coverings for much of the day if desired.</p> <p>Nursery</p> <p>Regard the two register groups as pods within the larger nursery bubble. Staff to work the register groups together as much as possible – if this is not possible then make sure the children are kept apart a bit i.e. at snack time give them enough space to sit apart on the carpet.</p> <p>Where a supply teacher is used – they are to try to keep 2m from the children and other adults as much as possible.</p> <p>Reception – Year 4</p> <p>Look at the two classes as pods within the year group bubble. Keep the pods as separate as possible but if staff do need to mix across then staff to try to keep 2m from children and adults in the alternate pod.</p> <p>Classrooms set up with front facing desks (in year 1-4)</p> <p>All children to have a named pack of own equipment</p> <p>In reception children when working at desks children to face the same way as much as possible and in small groups. Working with an adult outside in a small group is going to be safer.</p> <p>Children sitting on the carpet to sit in rows facing the same way.</p> <p>Children to stay seated as much as possible</p> <p>If teacher needs to walk around then walk to the back of children to look at their work.</p> <p>If possible children to leave books open on their tables, teacher to mark when the children have left the room, without touching the book if</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>Caretaker 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. Find a way of fixing them to make sure they are close to the face – no gaps at the sides.</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 uses.</p> <p>Useful marking to be carried out – i.e. marking to set a target, assess against a previous target or to move the 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>Monitor use of masks and order more if necessary – office</p> <p>Medical grade masks to be available for all staff</p>	<p>When requested by staff</p>	<p>On going</p>

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		<p>possible or use a post it note to write a comment/target. Children to put the books away (either in zip wallet or drawer or class tray). Equipment such as equipment for maths to be placed in maths trays and sent down the rows for each child to select their item and pass the tray on then teacher does not need to walk around classroom sharing out equipment.</p> <p>Reading books sent home on a return and wash system. Reading records are going to be introduced at FS and KS1 as it is felt that children's reading at home needs boosting. When the reading record is returned to school the child to open it to show if they have read, then return to own drawer or bag – no need for the teacher to touch it.</p> <p>No learning logs - use google classrooms to set tasks</p> <p>Outside in reception: Divide the canopy in two – to allow both classes access to a covered space. Take turns to use the two gardens – one class in each.</p> <p>Courtyard in year 1: Used on a week by week basis, one week for Owl and one for Robin, to allow cleaning at the end of the week ready for the other class. Use Mon- Thurs then 72 hours will have elapsed before next group. Similar approach to climbing equipment in year 1 playground. If using sand use for one bubble and quarantine before the next bubble.</p> <p>PE –kit to be bought in weekly (years 2-4). Children in reception and year 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. Sports coach to keep distance of two metres. Sports coach not to come into the classrooms and will meet the children outside – class TA to do the register and first aid etc.</p> <p>If it is really raining then the sports coach can bring half the children into the hall and do some yoga – all children in rows facing front. Class TA to do a quiet activity in the classroom for half the time, then swap. All equipment used in PE to be wiped down with detergent after use Schools must only provide team sports listed on the return to recreational team sport framework</p> <p>Assembly: class assemblies led by class teams. Jane Sherwood to record assembly and use Google Meet for year groups to do superstars and birthdays.</p> <p>Music in half class groups, well spread out over the hall, ideally 1m apart. Do not use instruments that involve blowing and limit singing – if singing,</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>Jane Sherwood to put this in a letter to parents about PE kit</p>	Jane S	Sept 20	Done

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		<p>make sure all children are well spread out and facing the same way – use very quiet voices, or preferably outside.</p> <p>Supply staff: 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>Specialist support staff visiting many rooms (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>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>		Oct 20	Done
Breakfast club/after school club		<p>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 4 in their classroom. Allocate a member of staff to be in charge of food preparation. Wearing gloves and mask – only cereal to be offered and wrapped baked goods offered – see below.</p> <p>During the New national restrictions Breakfast / afterschool clubs only continue where they are reasonably necessary to support parents to work, search for work, or undertake training or education, or where the provision is being used for the purposes of respite care</p>	Additional staff needed	Jane Sherwood	Sept 20	Done

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Playtimes/staff breaks		<p>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.</p> <p>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> <p>Maximum in staff room at one time likely to be 4 people – so only one staff room needed for mornings.</p> <p>On Thursday when Dove have music Dove class playtime on year 1 playground at 10.30.</p> <p>Rota for play equipment</p> <p>If children use the benches on the large playground then these must be cleaned as you leave the playground (cleaning roll and cleaner in the storage bench in the quiet area)</p> <p>Share the field so that bubbles do not come together</p>	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</p> <p>If any class needs to change their time on one day – make sure you work with other year groups to ensure that there are no more than 4 people in the staffroom at any one time</p> <p>Vanessa to update rota for outdoor equipment and identified benches</p> <p>Sue Reeder to sort playtime equipment boxes for each class</p>	<p>Vanessa Stubbs</p> <p>Sue Reeder</p>	<p>March 20</p> <p>March 20</p>	<p>Ongoing</p> <p>Ongoing</p>
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Access to & egress from site	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Staff</p> <p>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 all times. Communicate changes and allocated times to parents. This is to be based on surnames (or childminder's surname in case of multiple families)</p> <p>A-H 8.40</p> <p>I-P 8.50</p> <p>Q-Z 9.00</p> <p>Pick up</p> <p>A-H 3.00</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> <p>Markings to be sprayed on the ground – order paint</p>	<p>Ongoing</p>	<p>Ongoing</p>	<p>Ongoing</p>																				

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		<p>I-P 3.10 Q-Z -3.20 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. Only one parent and no siblings if possible to drop off. 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>Limit bags etc. that are bought on site – to stop pegs getting too crowded and adults having to pick up children’s belongings.</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>Nursery: children dropped via the nursery tarmac playground. Parents follow one-way route through side gate to rejoin school one way system.</p> <p>Visitors: 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).</p>	<p>Children can start in nursery at 8.30 if parents prefer and follow one-way system</p> <p>Jane Sherwood to inform parents in a newsletter (if there is a significant problem i.e. would need to use public transport instead we could adapt arrival time to allow this to happen for very limited number)</p> <p>Parents to be informed to email office not come into school</p>	<p>Mr Smith /Mr Taylor</p> <p>Letter</p> <p>Letter – Jane Sherwood</p> <p>Jane Sherwood and office</p>	<p>Sept 20</p> <p>Sept 20</p> <p>Oct 20</p>	<p>Done</p> <p>Done</p> <p>Done</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>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 – seek parental permission. If parents request, a mask should be worn by adult. Sit side by side if possible rather than face to face. Use outside as much as possible</p> <p>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>Virtual tour made.</p>	<p>Make film – postpone open morning until after lock down</p>			
<p>Contact points Equipment use printers, workstations, apparatus, machinery etc.</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: Avoid as much as possible. All resources shared across bubbles 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 bubbles: These should be cleaned regularly (at least once a week)</p> <p>Children to have their own named set of equipment.</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>Switch off the water fountain</p>	<p>Letter – Jane Sherwood</p> <p>Wipes to be purchased for photocopier, phones and laptops.</p>	<p>Office</p>	<p>On going</p>	<p>On going</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
Proximity of students/ staff	Staff, Students / pupils / wider contacts Spread of COVID 19	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.	Buy more door wedges	Office	Sept 20	Done
		Meetings / 1-2-1's / training 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.	Purchase new laptops for home working and meetings	Office	Sept 20	Done
		PPA: 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.	Office staff continue in two rooms as two teams	Sue Barrett	Oct 20	Done
		Staff meetings: To take place virtually wherever possible	Kettles for use in cabin Extra cleaning needed for cabin Check that no instrumental lessons are booked for lunchtimes Find a way to show the number of staff in the staffroom at any one time – hang up your lanyard?	Office staff Office staff	September 2020	Done
		Offices Workstations acceptable distance apart (2m) / alternate workstations occupied; No parents to come into school – use email or external post box SENCO to work in the main office				
		Staffroom : only four people in staff room (rota) at any one time create a staffroom in the cabin and music room for lunchtime break Main staff room to be cleaned at least twice a day Mugs washed on hot setting in dishwasher At lunchtime the staff room can be used and the cabin and music room				

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>Corridors 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>Adult Toilets 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>Children's toilets To be used for only for that class. Eagle and Falcon toilets to have identified toilets within the block for each class. If any child needs the toilet at lunchtime send them back to the toilet in their room. Nursery will have to use the disabled toilet but this will then need to be thoroughly wiped.</p> <p>Photocopier Copier to be moved to entrance hall to avoid too many people using the corridor to the staff room and toilet</p>	<p>Need to put a unisex sign on the adult toilet door.</p> <p>This needs to be set up in new location, staff to be given a copier pen. Wipes to be left by the copier.</p>	<p>Ian Smith</p> <p>James Taylor to organise move and Office to order pens for all staff to use for copier</p>	<p>Sept 20</p> <p>Sept 20</p> <p>Sept 20</p>	<p>Done</p> <p>Done</p> <p>Done</p>
Canteen use / lunchtimes	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Children to bring in packed lunch in disposable bag. All rubbish thrown away nothing to be taken home. Children should wash hands thoroughly prior to eating food. Hand sanitiser to be readily available for adults working in the dining room. Children to enter the dining room in year groups – use the hall for half a separate year group (split year 1) Children to sit in rows not facing each other. One year group in the dining room and half year group or nursery in the hall.</p>	<p>Glass guard for dining room hatch Hot plate for hall serving Markings on floor for children to follow in hall to keep 2 m away from server. Ask parents to make sure children can open their lunches – i.e. cut the top off crisp bags, provide yogurt in</p>	<p>Jane to order glass guard and hot plate. Ian/Jane/James hall floor marking</p>	<p>By September</p> <p>Sept 2020</p>	<p>Done</p> <p>done</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>Children in reception – year 3 to be given lunch bands for their lunch requirements and these to be collected in class boxes (separate from other classes) so that these can be placed in Milton by class team. Children to bring own water bottle to dining room/hall (not nursery or reception)</p> <p>Year 3 and 4 to eat in the classroom</p> <p>All full time staff can go home over lunch but should not use shops (this is different for those on split shift pattern of work).</p> <p>Screen to be put in front of hatch in dining room. Serving staff to wear masks. In the hall children to stand 2m away from the serving area and only step in to collect plate All children to sit and wait for all children to finish before returning to class. Wash hands on return to the classroom</p> <p>Food operators continue to follow Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.</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. No food waste to go home. 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 have a rota for being outside and are supervised by MSAs and TAs 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>pots not tubes that are hard to open. Ask parents to make sure they can cut up their food Warn parents that children have 30 minutes to eat.</p> <p>Boxes for rubbish to be provided by the kitchen, one station set up in hall, and one in the dining room, one box provided for flight trays for those eating in the classroom. All rubbish from packed lunches to be bagged up to be collected from outside the classroom door at 1.30</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>	Jane to put in a letter		

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
Travel off site	Staff, Students / pupils / wider contacts Spread of COVID 19	Travel is only required for essential purposes. No overnight offsite visits. Any visits made must keep consistent grouping. Re-assurance of Covid secure measure in place at destination to be undertaken as part of the usual planning. Implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family). All persons to limit their use of public transport. Where travel is essential, use private single occupancy where possible.				
Contractors	Contractors, Staff, Students / pupils / wider contacts, Spread of COVID 19	All contractors will read and comply with signs in reception regarding good hygiene. 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. Staff and contractors are to maintain a safe distance between themselves and others (2 metres). All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site. 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's to seek confirmation of the contractors method statement / risk assessment.				
Hiring	Hirers, staff, pupils, wider contacts	Hiring and lettings 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 http://www.thegrid.org.uk/info/healthandsafety/documents_manual/covid-19_supplementary_hire_considerations_2020.pdf?1 Social distancing (ideally 2m, 1m+ only with mitigation) must be maintained. Agree your maximum occupancy based on the room size and nature of activities (static vs a range of movement).	Hirings / lettings reviewed, determine when these may be able to return to school in line with national advice and relaxation of restrictions. Activities as part of educational provision and	Sue Barrett	Oct 20	Done

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>Review hirer's activity against relevant Government guidance and any existing restrictions.</p> <p>Room layouts and areas able to be accessed are agreed and additional furniture is not used by hirers Time of hire avoids any unnecessary mixing with members of the school community and access is arranged to avoid such contact. Welfare facilities are cleaned before / after use by hirers and adequate supplies of soap/water, paper towels, hand sanitiser etc. are provided. Consider how well ventilated the hired space is and if this can be improved, for example by opening windows / doors where appropriate. Is any additional signage for hired spaces to remind users on social distancing, hand washing etc.</p> <p>All areas used, particularly touch surfaces are cleaned before / after use / before occupation by school. 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. Record should be kept of all visitors / lead booker (maintained for 21 days) to aid track and trace. In the event of a subsequent positive case returned by a hirer / member of a 3rd party group ensure there is a process in place to notify the school. During the New national restrictions extra-curricular activities /clubs only continue where they are reasonably necessary to support parents to work, search for work, or undertake training or education, or where the provision is being used for the purposes of respite care All hiring's / lettings reviewed and suspended in line with national advice and restrictions. (sports clubs, dance, swimming, social groups etc.) https://www.gov.uk/guidance/new-national-restrictions-from-5-november</p>	<p>wraparound care can return from March 8th</p> <p>No return of grassroots outdoor sport until at least March 29th</p> <p>See also Sport England FAQs on return of sport</p> <p>Sport as part of educational provision and wraparound care can return from March 8th</p>			
Lack of awareness of PHE / school controls	<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
Emotional wellbeing of children and staff	Staff/pupils	<p>Children: See SDP for more detail.</p> <ul style="list-style-type: none"> Child struggling to come into school : <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>Emotional wellbeing for children: Have time to talk to each other about what it was like at home – revisit events Reassurance about statistics around children getting sick from the virus etc. Increase of mindfulness activity – colouring, music, relaxing Ensure plenty of time outside – running and enjoying being outside 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"> 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) In case of emotional outburst from a child which puts the whole class in danger or distress - children who are due to return to school with a history of this type of behaviour will be individually risk assessed to decide whether they are likely to struggle and whether they need to come in for a shorter period of time. Some children are attending P block. 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. Children who frequently leave the classroom without permission will need a social story to explain that they are endangering others by going into their rooms or areas. If this does not stop involve parents to reinforce message or reduce time in school. Bluebird room: all soft furnishings removed and EWB mentor to monitor the equipment being touched and ensure it is wiped down in between times. 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 	<p>Letters advising parents to keep looking at the transition book and talking about school over the summer. Encourage them to contact school if they feel their child is going to be very distressed and arrange a later start in the day for them or a much shorter day to start with.</p> <p>Sign on the door to tell children bluebird room is in use. Adults in class bubble to clean Bluebird once the child has finished. Tell children they will have come back if necessary Warn year 4 to check the corridor is clear when they walk to and from the toilet.</p> <p>Update risk assessment for using trampette.</p>	<p>Office</p> <p>Claire H</p>	<p>Sept 20</p> <p>Nov 20</p>	<p>done</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>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</p> <p>Staff:</p> <ul style="list-style-type: none"> • 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 • SAS counselling service number shared frequently with staff 	<p>Teams meets for parents who wish to discuss these issues in the week beginning 1st March – Jane and Claire</p>			
Closing		<ul style="list-style-type: none"> • In case of closure of a bubble or whole school due to infection school staff to resume sending work home incorporating the use of google classrooms. 	<p>Staff training on google classrooms Policy on remote learning to be written</p>	<p>James Taylor Jane Sherwood</p>	<p>October 2020 November 2020</p>	<p>Done</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
Provision of first aid	Staff, Students / pupils / wider contacts Spread of COVID 19	Each class will have its own first aid kit and book. TAs to be responsible for restocking as necessary. It is accepted that 2m social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so. Those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion. First aid to be carried out in child's own classroom where possible. See also 'provision of personal care' and 'Suspected case whilst working on site'. First aiders to be aware of advice on CPR from The Resuscitation Council https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/ If medication comes in from home it will need to go directly to classroom team and parent fill in form on line or paper copy. Medicine will not be kept in the fridge but in a cool place in the classroom Medication to be given to the child via a syringe so that they can do it themselves allowing the adult to distance.	Only the adult from the bubble to provide first aid. Leave a mask on any epipen box to be grabbed quickly-wear at least a mask – no time for gloves or apron Posters for information for staff – how to remove PPE safely First aid books to be in every year class and first aid kit. Plus a thermometer per year group. Jane to inform parents re: medication	Maria to check ready for new school year Jane to identify what we need to buy to ensure each year group has what they need	Sept 2020 Sept 2020	Done Done
Provision of personal care	Staff, Students / pupils / wider contacts Spread of COVID 19	Additional PPE in place if required e.g. for intimate care, to be risk assessed and to be based on nature of task and level of contact (e.g. disposable apron, gloves, fluid resistant surgical mask and if there is a risk of splashing to the eyes, coughing, spitting, vomiting then eye protection should be worn.) 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, disposable apron and gloves.				
Emergency procedures (Fire alarm activations etc)	Staff, Students / pupils / wider contacts Spread of COVID 19	Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but will be for short period). Maintain 2m separation at assembly areas (where space permits). Increased supervision and reiteration of messages to occupants				
Deliveries & Waste collection.	Staff,	Do not approach delivery staff, allow packages to be left in a safe place, preferably at the gate and then collected by office or site staff.				

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
	Students / pupils / wider contacts Spread of COVID 19	Hands are to be thoroughly washed after handling all deliveries or waste materials.				
Premises safety	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.)				
Staffing levels	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, 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.			
Lateral Flow Self Testing programme	Staff and students	<ol style="list-style-type: none"> 1. Detailed description of the test and the expectations sent to staff to help them to see how simple the test is so they will opt in. 2. All tests and test numbers are logged and staff know not to share with others 3. Staff are reminded to go for a PCR test if they display symptoms, even if the lateral flow test is negative. 	Continue to order tests so that we don't run out and so everyone has one spare in case of a void test. Warn parents that on testing days we will get the results after 7.00pm and so they need to watch for information on potential bubble closure.			

Lunchtime rota – example of wk1

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)	MSA + class TA (for the whole of lunch not on PPA days)?	On playground
nursery	11.15-11.50	hall	In through main school door out through library door	Nursery staff	N/A
reception	11.40 - 12.10	Dining room	In through main door carpark door and out through main door	Sam Redrup, Sarah Lemay Kim T Jones	Playtime in separate areas of reception garden or inside and outside.
Year 1	12.00- 1.10	Hall owl (12.00 -12.30) Hall Robin (12.40-1.10)	In from classroom door and out from classroom door	Sara-Jane Dodkin Becki Holt Caroline McDermott Claire Watson	Robin on year 1 playground 12.00-12.30 Owl on Year 1 playground 12.40-1.10
Year 2	12.20 – 12.50	Dining room	Year 4 carpark door in and out	Theresa Rushton Katie Day Karen Emmett	11.50-12.10 on large playground half each
Year 3	12.40-1.10	classroom	Collect trolley at 12.40	Lorraine Tough Sue Reeder	12.10-12.40 on large playground half each
Year 4	12.15...	classroom	Return trolley at 12.30	Pam Kavanagh Anna Alford	12.40-1.10 on large playground half each

Tickets: Christine Lawrence

Cleaning : Elaine Frasi , Lisa Douglas and Kim Jones

Need to see how this works with TAs some already do lunchtimes. Be aware of the days when TAs are needed straight after lunch for PPA time – teachers to ensure TAs get a break

P block lunch to be delivered– ie Claire Harward /Jane Sherwood

Breakfast Club: Elaine to deliver food to each room – cereal only.

Year group	Room	Staff member	Additional notes
Nursery	Nursery	Mrs Tough + Miss Hills to be available	Mrs Frasi to collect empty bowls to go in dishwasher
reception	Kitchen side of music room	Mrs Holt	Mrs Frasi to clean equipment and set up for staff lunchbreak in the area at end of club
Year 1	Music room	Mrs Holt	Mrs Holt to also do register
Year 2	Cabin one side	Mrs Bonnifait	
Year 3	In the year 3 classrooms	Mrs Reeder	
Year 4	Year 4 classroom	Mrs Hannigan	

Music Rota up until Easter – groups of 15

After Easter years 1 and 2 and Summer 2 – years 4 and 3 (hopefully year 4 working towards a leavers concert of some kind)

Time	class
9.10- 9.45	Year 4
9.50-10.15	Year 4
10.20- 10.40	Year 4
10.45-11.10	Year 4

Time	Class
1.10-1.35	Year 3
1.40-2.00	Year 3
2.05-2.25	Year 3
2.30-2.55	Year 3

Relevant links

Guidance for educational settings

<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

Guidance for full opening from Sept 2020

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

Cleaning of non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Managing premises <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>

Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

First aid guidance <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

Therapeutic use of Hydrotherapy pools ATACP <https://atacp.csp.org.uk/documents/atacp-recommendations-safe-aquatic-physiotherapy-practice-relation-covid-19-pandemic-0>