

Coronavirus (COVID-19): risk assessment for pupils at school

Carlton C of E Primary School

Assessment conducted by: Gail Highton	Job title: Headteacher	Covered by this assessment: pupils, staff and other relevant individuals.
Date of assessment: 28/8/ 2020 Ratified by Governing Body	Review interval: in line with government updates	Date of next review: live document – 5/6/21

All staff asked to reread risk assessment at INSET on 12/4/21

BBC monitoring visit on September 2020 to audit and review risk assessments and practice.

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

For the purpose of this risk assessment, we have used the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19). Carlton C of E Primary School ensures this risk assessment reflects local arrangements and will only close if we do not have enough participating pupils or staff to warrant the school remaining open or if instructed to do so by BBC/DFE/PHE

Please note the term “parent” refers to any parent. Furthermore, the term “pupils” refers to all pupils attending school.

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Preparation for opening After Christmas holidays Awareness of policies and procedures	H	<ul style="list-style-type: none"> • All Legionella, Fire, Alarm and health and safety checks have been carried out prior to opening and will be checked as per the school schedule – to be minuted in GB meeting • All staff and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> • Health and Safety Policy • Infection Control Policy • First Aid Policy • Flowchart of what to do in the event of Covid-19 BBC • Site manager ill – cover through office team, staff and CY. • Legionella and all usual checks carried out by Head Teacher and Office manager • Updated Risk assessment to be read before return and key changes discussed on INSET day. • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> • The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 • The Health Protection (Notification) Regulations 2010 • Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' • DfE and PHE (2020) 'COVID-19: guidance for educational settings' • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • new Member of staff inducted and toe to toed through risk assessments and all safety measures • Updated Behaviour Management Policy to be followed 	Y	Headteacher	7.9.2020 4/1/2021 22/2/2021 12/4/21 12/4/21	M

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		<ul style="list-style-type: none"> • All staff are involved in the drawing up of risk assessment and contributing to safety procedures and protocols. • Videos of coming into school, washing hands and using individual trays shown to children to support their wellbeing and ensure parents and children are aware of and follow safety procedures. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> • DfE • NHS • Department of Health and Social Care • PHE • Children and staff to make a fire plan to ensure safe procedures and no mixing of the class bubbles. Last fire drill 24/03/2021. Next Fire drill to be carried out - carried out 4/2021 • Staff are made aware of the school's infection control procedures in relation to coronavirus via email. Guidance for the 'Donning and doffing' of PPE has been shared with staff to ensure correct safety procedures are followed. • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to corona virus. Emails/letters to parents as govt. updates guidelines. • Active participation by school in the NHS Test, Track and Trace • Pupils are made aware of the school's infection control procedures in relation to coronavirus via their teacher and are informed that they must tell a member of staff if they begin to feel unwell. • The Confidentiality Policy are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus. • BAME – not to clear up any bodily fluids, deal with children showing signs of Covid-19, strict 1m rule followed (when 2m rule cannot be followed) including 1:2:1 				

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		<ul style="list-style-type: none"> Meetings to be virtual as far as possible - if face to face meetings all staff wear face masks. 1m distance will be maintained –face masks will be worn to photocopier and toilet by all staff as well as in the event of Covid-19 symptoms/bodily fluid spillages by designated staff as laid out in this risk assessment or in close 1:2:1 work by vulnerable staff. <p>If your child is clinically extremely vulnerable, or living with someone who is in this group, they should come back to school. If your child is clinically vulnerable they should come back to school. Please refer to <u>government guidance</u> see below:</p> <p>NB: The usual rules on school attendance will apply, including:</p> <ul style="list-style-type: none"> parents’ duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age; schools’ responsibilities to record attendance and follow up absence the availability to issue sanctions, including fixed penalty notices in line with local authorities’ codes of conduct Tier 4 tighten up the procedures – communication to parents to ask for their support in ensuring all safety guidelines are followed. <p>The guidance for the clinically extremely vulnerable is that shielding has been paused. This means:</p> <ul style="list-style-type: none"> you do not need to follow previous shielding advice you can go to work as long as the workplace is <u>Covid-secure</u>, but should carry on working from home wherever possible clinically extremely vulnerable children should attend education settings in line with the wider <u>guidance on reopening of schools</u> and <u>guidance for full opening: special schools and other specialist settings</u> <p><u>Staff who are clinically extremely vulnerable</u></p> <ul style="list-style-type: none"> Rates of community transmission of coronavirus (COVID-19) are rising. Shielding measures have been paused from the 1 August 2020, with the 				

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		<p>exception of areas where local lockdown means that shielding will continue. Therefore, we advise that those who are clinically extremely vulnerable can return to school in September 2020 provided their school has implemented the system of controls outlined in this document, in line with the school's own workplace risk assessment. In all respects, the clinically extremely vulnerable should now follow the same guidance as the clinically vulnerable population, taking particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home and/or workspace.</p> <p><u>Staff who are clinically vulnerable</u></p> <ul style="list-style-type: none"> Clinically vulnerable staff can return to school in September. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission. This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in section 5 of the 'Prevention' section of this guidance. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others Conversations with previously shielded staff will be ongoing and staff will be proactive in implementing the risk assessment - ensuring they feel supported and protected within the current guidelines/arrangements. Visors and other PPE will be made available. 				
Increased infection rate due to new strain of Covid	H	<p><u>CHANGES IN PROCEDURES: New signage in place</u> <u>All staff do LFD test 2x weekly Mon am and Thurs am report to DFE and office</u></p> <ul style="list-style-type: none"> ALL STAFF to use their bubble door to enter building. Office area out of bounds – marker on carpet to demarcate 2m rule from front desk. Ipads to be left on chair for collection and must be cleaned by staff in bubble where the device has been used before being returned. 	Y	Head Teacher All staff involved in updating Risk Assessment	4/1/2021 22/2/2021 12/4/21	M

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		<ul style="list-style-type: none"> Staff room is not to be used by anyone other than EYFS staff – all breaks to be taken in classes by staff in that bubble. Lunchtimes to be covered by staff from the bubble. Packed lunches and staff lunches to be eaten in classrooms. Wipe down tables before and after eating. Staff Toilets: All staff to use masks in toilets 1 person at a time! Owls and HH staff to use the disabled toilet in Owls classroom – clean down after use. All other staff to use staff toilets 1 at a time – door to be left open after use and masks to be worn. Staff to clean down after use. Joint use rooms eg ICT suite/art room to be accessed from the outside door and cleaned down after use. Windows and doors to be left open to fully ventilate the room. Office staff to maintain a 2m distance and keep windows open. Masks to be worn at the photocopier and staff to clean down after use. 				
Vulnerability of CEV staff (New govt Guidelines for lockdown)		<p><u>Staff who are clinically extremely vulnerable</u> NEW WHOLE SCHOOL PROCEDURES IN PLACE, DISCUSSED WITH STAFF, TO MITIGATE RISK.</p> <ul style="list-style-type: none"> To remain at home unless Doctor/hospital permission to return to work Return to work when individual risk assessment is in place if needed for mental health reasons. Contact HR BBC to ensure safety of staff and needs are met. maintain 2 metre distance from others; clear facemasks to be worn when moving about school; eat lunch and have breaks outside of staffroom in own bubble. Wash hands more regularly; catch it, kill it, bin it; follow good respiratory hygiene; all contact with parents carried out remotely if longer than just handing over child at beginning and end of the day. All teaching to be carried out from a distance of 2m where possible and group work to be done outside for CEV staff Regular review of risk assessment and procedures with GH 	Y	GH/CW/UB HR dept of BBC	9/11/2020 22/2/2021 12/4/21	

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
2/11/2020 Vulnerability of CV staff (New govt Guidelines for lockdown)		<p><u>Staff who are clinically vulnerable</u></p> <ul style="list-style-type: none"> • TD – maintain 2 metre distance from others; clear facemasks to be worn when moving about school; supervise children outside and not inside. • Wash hands more regularly; catch it, kill it, bin it; follow good respiratory hygiene; all contact with parents carried out remotely if longer than just handing over child at beginning and end of the day. • Regular review of risk assessment and procedures with GH <p>NEW WHOLE SCHOOL PROCEDURES IN PLACE, DISCUSSED WITH STAFF, TO MITIGATE RISK.</p>	Y	GH/TD	<p>1/9/2020 2/9/2020 4/1/2021 22/2/2021</p> <p>12/4/21</p>	
Vulnerability of BAME staff January revision		<ul style="list-style-type: none"> • To remain at home if unwell • No cleaning of bodily fluids, supervising of ill/covid symptomatic children • maintain 2 metre distance from others; • Wash hands more regularly; catch it, kill it, bin it; follow good respiratory hygiene; • Regular review of risk assessment and procedures with GH <p>NEW WHOLE SCHOOL PROCEDURES IN PLACE, DISCUSSED WITH STAFF, TO MITIGATE RISK.</p>		GH/PT	<p>1/9/2020 4/1/2021 22/2/2021</p> <p>12/4/21</p>	M
Increased risk of staff over 60 years of age	H	<ul style="list-style-type: none"> • To remain at home if unwell • maintain 2 metre distance from others; • Wash hands more regularly; catch it, kill it, bin it; follow good respiratory hygiene; all contact with parents carried out remotely if longer than just handing over child at beginning and end of the day. • Regular review of risk assessment and procedures with GH <p>NEW WHOLE SCHOOL PROCEDURES IN PLACE, DISCUSSED WITH STAFF, TO MITIGATE RISK.</p>	Y	GH/LP	<p>1/9/2020 4/1/2021 22/2/2021</p> <p>12/4/21</p>	M
Increased risk of staff over 70 years of age	H	<ul style="list-style-type: none"> • To remain at home if unwell • maintain 2 metre distance from others; • Wash hands more regularly; catch it, kill it, bin it; follow good respiratory hygiene; all contact with parents carried out remotely if longer than just handing over child at beginning and end of the day. • BS to only attend to job outside of school hours – before school and at weekends • Wear gloves when carrying out their duties • MS to work with only 2 bubbles per day – no packed lunch pupils in hall • Recommend face masks be worn when in school 	Y	GH/BS/MS	<p>1/9/2020</p> <p>2/11/2020 4/1/2021 22/2/2021</p> <p>12/4/21</p>	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Poor hygiene practice	H	<ul style="list-style-type: none"> • Tier 4 tighten up the procedures – communication to parents to ask for their support in ensuring all safety guidelines are followed. • Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school. • Adult supervision ESSENTIAL • New Additional signage in high risk areas such as staff room and staff toilets to remind staff to clean after use. • Pupils wash their hands with soap and warm water on entry, before and after break times, before eating, after practical activities, before going home for no less than 20 seconds. Adult supervision • Stringent respiratory hygiene is adhered to by pupils and staff – Catch it, Kill it, Bin it; wash hands after sneezing and coughing • Additional alcohol-based sanitiser (that contains no less than 70% alcohol) is provided for use when no soap or water available. • Infection control procedures are adhered in accordance with the DfE and PHE’s guidance. • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas. • Bar soap is not used, in line with the Infection Control Policy– liquid soap dispensers are installed and used instead. • Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. • Pupils and staff do not share cutlery, cups or food – washed in dish washer. • All utensils are thoroughly cleaned before and after use. • Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. • Deep clean carried out during Half term Extra cleaning during Easter • All cleaning and protocols are rigorously monitored by SLT and regularly updated in line with most recent guidance. 	Y	<p>Headteacher</p> <p>All Staff</p>	<p>01.09.2020</p> <p>4/1/2021</p> <p>22/2/2021</p> <p>12/4/21</p>	M

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		<ul style="list-style-type: none"> The Headteacher arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local HTP. Regular liaison with Cleaning company and Head Teacher. Site agent oversees daily quality of work as well as teaching/support staff. Staff to disinfect handled objects at the end of each session; items which cannot be cleaned thoroughly (e.g. cuddly toys, soft furnishings etc) to be removed from the setting and stored safely away. Hot dinners or packed lunches will be eaten in school hall - hand washing before eating supervised by adults. Dining area will be organised into 2 sittings – and 2 separate sections – tables disinfected between settings. Same seats for children in class bubbles. No crossing over or intermingling between staff and pupils from different class bubbles. Meals will be served to children at tables. Dishes will be cleared by staff to ensure class bubbles are kept distinctly separate. 				
Ill health	H	<ul style="list-style-type: none"> Tier 4 tighten up the procedures – communication to parents to ask for their support in ensuring all safety guidelines are followed. Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, loss of smell/taste and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. Active participation in NHS Test, Track and Trace programme. Staff act in line with the Infection Control Policy and ensure that any unwell pupils are moved to Committee room whilst they wait for their parent to collect them via the outside door Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and stay with staff from their bubble who is wearing PPE, whilst still ensuring the pupil is safe. The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff and asked to come and collect the child 	Y	Headteacher All Staff	01.09.2020 4/1/2021 22/2/2021 12/4/21	M

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		<p>immediately. Parents are advised to keep child at home and get tested. Parents asked to inform school of test results. NHS Test, Track and Trace programme.</p> <ul style="list-style-type: none"> • Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy. School will call for emergency assistance immediately if the pupil's symptoms worsen. • Unwell pupils who are waiting to go home are kept in a separate room – committee room, ventilated, and picked up using an outside access door so parent and child do not have to walk through school - each setting has a PPE pack and have had 'donning and doffing' training – keep at least two metres away from others. • Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated - by staff wearing PPE. All PPE is disposed of by removing safely, double-bagging and left for 72hours in a safe place before disposal. • If unwell pupils are waiting to go home, they are instructed to use different disabled toilet in Owls to minimise the spread of infection. The toilet will then be cleaned thoroughly and not used for 72 hours if child tests positive. • Parents to take their children home via the outside of the school, minimising contact with people and rooms. • Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk. Follow Flow chart issued by BBC. • Any medication given to ease the unwell individual's symptoms, e.g. paracetamol is administered in accordance with the Administering Medications Policy. • If staff or child is tested positive – self-isolate for 10 days from the onset of symptoms or a positive test, close contacts will be told to self-isolate for 14 days. Advice would be sought as to whether the rest of the setting will remain open or be shut. School will follow Flow chart issued by BBC. In line with govt guidelines. • Record keeping of all covid cases strictly maintained. 				

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Meeting National Curriculum Requirements (Curriculum / Enrichment opportunities / SEND support)	H	<ul style="list-style-type: none"> No outside providers to be allowed in school during lockdown – French to move to remote learning; PE to be taught by school staff. No visitors – Hazard Alley/Online safety/plays to be remotely accessed From 12/4 continue face to face following all procedures rigorously. Risk assessments from outside providers: Premiersport; La Petite Etoile; 4Corner coaching; Forest school; Bedford Music Service; Additional employed teachers Professionals delivered essential, specific curriculum teaching will be allowed into school. A risk assessment will be carried out - government and local guidelines will be stringently followed. Tier 4 tighten up the procedures – communication to parents to ask for their support in ensuring all safety guidelines are followed. Remote lessons will be used for French if possible. Premier Sports and Corner 4 may be allowed to continue as long as outdoor. Individual risk assessments will be carried out and reviewed. Safeguarding and SEND professionals will be allowed into school after carrying out a risk assessment and following NHS Test and Trace process. Remote sessions will be used whilst in Tier 4. Social Workers allowed. Wear a mask. Disinfect room/equipment after visit. Non-essential visitors will not be allowed into school until further notice. Following Govt guidelines, Supply teachers, peripatetic teachers, therapists and other specialists are permitted to move between schools if essential - These teachers are advised to ensure they minimise contact and maintain as much distance as possible from other staff. Remote sessions will be used as much as possible. 	Y	HT/SLT	<p>1/9/20 4/1/2021</p> <p>22/2/2021 5/3/21 12/4/21</p>	M
Spread of infection	H	<p><i>PPE is only needed if a child, young person or other learner becomes ill with coronavirus (COVID-19) symptoms in school or college, and only then if a distance of 2 metres cannot be maintained. The symptoms of coronavirus (COVID-19) are a high temperature, a new, continuous cough, or a loss or change to your sense of smell or taste(DFE Guidelines Aug 2020)</i></p> <p>No staff to enter school building without Head Teacher's permission during weekends and holidays</p> <p>Reduce mixing within education or childcare setting by:</p> <ul style="list-style-type: none"> accessing rooms directly from outside where possible 	Y	<p>Headteacher</p> <p>All Staff</p>	<p>01.09.2020</p> <p>4/1/2021</p> <p>22/2/2021</p> <p>5/3/21</p> <p>12/4/21</p>	M

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		<ul style="list-style-type: none"> • one-way circulation, class bubbles kept apart as they move through the setting where spaces are accessed by corridors • staggered breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time • Different access routes into and out of the building will be used where possible. • staggered lunch breaks - children clean their hands beforehand and eat in the class bubbles they are already in, class bubbles to be kept apart. • ensure that toilets do not become crowded by limiting the number of children who use the toilet facilities to 4 at a time. • some children will need additional support to follow these measures (for example, with meaningful symbols, and social stories to support them in understanding how to follow rules) <p>Reduce teacher-student ratio</p> <ul style="list-style-type: none"> • KS 2 Class bubbles are limited to 30 pupils and one member of teaching staff. – 121 TA still to support with access to PPE as appropriate but at 1m distance • Teaching staff will not be asked to teach other class bubbles for any reason • KS/EYFS children will be kept in a bubble of no more than 30 children, remaining with the same children and adults as far as possible. <p>Frequent and effective handwashing:</p> <ul style="list-style-type: none"> • Children supervised by adult, 20 secs, warm water, on arrival into setting, timetabled after each activity, before eating, after coming in from outdoor activity, after coughing or sneezing, on leaving school. <p>Personal hygiene:</p> <ul style="list-style-type: none"> • children and staff encouraged to avoid touching eyes, nose and mouths • fresh clothes every day • windows open and rooms well ventilated • all internal to be propped open to limit use of door handles and aid ventilation • Tissues in every classroom – follow the ‘catch it, bin it, kill it’ procedure following PHE strict respiratory hygiene. <p>Use outside space:</p>				

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		<ul style="list-style-type: none"> • for exercise and breaks • for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff - outdoor equipment will have timetabled use by 1 class bubble per day as long as parks remain open. • For shared rooms: Tier 4 tighten up the procedures – ensure all safety guidelines are followed. Wiping down after use – well-ventilate etc. • use halls and internal and external sports facilities for lunch and exercise will be timetabled to 1 class per day and adequate cleaning between groups will take place, following the <u>guidance on reopening of schools</u> • Classroom layout ensures space is maintained between seats and desks where possible. • Desks may be set in groups of 4-6 children • Children will remain at same desk – 2 children per desk • Children will have the same assigned staff as far as is possible • Tier 4 - EYFS use staff room, breaks taken in classrooms • Office out of bounds. • All staff to use face masks when walking around school • Greater use of outdoor areas for learning where practicable. • Movement around the school will be kept to a minimum – a one way system will be in operation where possible. Different class bubbles will use different access and exit doors where possible. HH to exit school for playground via the outside door in hallway to library and NOT the art room. • Staggered break and lunch times – see September Opening Plan for more detail. • Staggered drop off and pick up times - see September Opening Plan for more detail. • Protocols for minimising adult to adult contact - see September Opening Plan for more detail. <p>Reduce the use of shared resources:</p> <ul style="list-style-type: none"> • limit the amount of shared resources that are taken home and limit exchange of take-home resources between children and staff. System for returning books and resources in place and stringently followed. • Y5/6 children will bring in their own pencil case 				

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		<ul style="list-style-type: none"> • Individual stationery and other equipment in individual trays for each child. Except Squirrels who may share pots of pencils and crayons/play dough • Where resources are shared, more frequent cleaning, allocated to one group only • practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts • timetabled washing of hands following guidelines. • Toys and resources cleaned in Milton after every session and left overnight. <p>Cleaning:</p> <ul style="list-style-type: none"> • more regular than normal cleaning of: all surfaces such as toys, books, desks, chairs, doors, sinks, toilets, light switches, • bins available for tissues and these will be emptied more regularly throughout the day. • Tier 4 deep clean during Christmas Break – half term – spring break <p>Transport to school –</p> <ul style="list-style-type: none"> • children bussed or taxied to school - adults must wear facemasks • advise parents not to share a car with other families • staff not to lift share <ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy using PPE at all times. No BAME staff to carry out this task. • Pupils are instructed to cough or sneeze into their elbow or use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units and washing hands immediately. • Pupils wash their hands after they have coughed or sneezed. Adult supervision. • Parents are informed via letter not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. Advise family to take test or seek further medical guidance. • Children displaying covid symptoms – Must get tested and to inform the school of the result as soon as possible. If first in the household to have symptoms or start 				

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		<p>to display symptoms where another person in the household has symptoms they are required to self-isolate for at least 7 days from when the symptoms appeared.</p> <ul style="list-style-type: none"> • Pupils queue 2 metres apart at entrances and exits to avoid risks of transmission. • Tier 4 new signage • Drop off and pick arrangements include 2m queuing system, 1 parent, keep access clear, avoid group and lingering, staggered starts and finish times, filter children into settings as they arrive to reduce congestion, Only allow YR/1 parents on school site when needed to accompany their children. • Markings on the way into school and a one-way system is marked out <p>Minimising contact with individuals who are unwell with symptoms</p> <ul style="list-style-type: none"> • Recommend reading and following self-isolation guidelines – also included in parent emails and Reopening Plan – timely reminders to all parents and staff 				
Visitors spreading infection	H	<p>Lockdown – no visitors or outside providers – switch to remote where necessary Only essential Ed Psych visits for assessment purposes. Tier 4 - Visitors will be kept to an absolute minimum during this period</p> <ul style="list-style-type: none"> • French teaching to be carried out remotely • PE lessons from other providers carried out outside only – if weather does not permit then the session will be cancelled and bubble staff will take session. • Cancel all planned visits except social workers and essential educational assessments <p>Visitors will enter through the main door only and will answer a set list of questions to ascertain their wellness. They will be signed in/out by a member of staff:</p> <ul style="list-style-type: none"> • Their risk assessments will be required and kept on record • They will follow school covid guidelines and safety measures • If moving from one class to another, they must wash hands and clean down equipment • Their contact details will be available for NHS Test and Trace • They must adhere to 2m rule <p>The SLT will monitor to ensure both school and their own risk assessments are being followed.</p>	Y	Admin/SLT Visitors	1/9/2020 4/1/2021 22/2/2021 5/3/21 12/4/21	M
Full opening of school	H	<ul style="list-style-type: none"> • Drop off arrangements • All staff will enter school via their designated doors and not the main door. 	Y	HT SLT	7/9/2020 4/1/2021 22/2/2021	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>Owls children will enter the school via the Village Hall doors at 8.45am - entering on arrival or waiting at the white 2m marker lines.</p> <p>Woodpecker children will enter school via the ICT doors at 8.45am – waiting on the white 2m marker lines.</p> <p>Hedgehogs will enter through the school gate at 8.55am and follow the one-way system marked on the playground and follow the path through the nature area.</p> <p>Squirrels children will come into school via the school gate. Parents of YR children will be allowed to come onto the playground with their child and line up on the white 2m marker lines.</p> <p>Y1 children will be handed over at the playground gate.</p> <p>On entry, all children will be supervised by adults in washing their hands thoroughly.</p> <ul style="list-style-type: none"> • As per Govt guidelines, Before School Club will be up and running from 8am – 8.45am only. Pre-school staff will carry out careful cleaning and resources will be managed to mitigate cross-contamination. Close liaison between school and pre-school will be maintained. Children may cross the bubbles in this instance. <p>Only one adult should accompany a child to school/ collect at the end of the school day and where at all possible, no other siblings should be on school premises (although it is recognised that childcare arrangements may necessitate this, in which case they must be by the side of their adult at all times).</p> <p>MONDAY-FRIDAY: PICK UP times will be staggered as follows: OWLS – 8:45 am to 3.30pm Village Hall door WOODPECKERS - 8:45 am to 3.30pm playground gate HEDGEHOGS – 8.55am through playground gate to 3.20pm via VILLAGE HALL DOORS SQUIRRELS – 8.55m to 3.15pm – continuous provision for YR/1 means no formal break time.</p> <p>No curriculum time will be lost even with staggered starts and for KS 2 children, they will be in school up to 10 mins earlier.</p> <p>At pick up parents will be asked to queue in the same manner and upon reaching the front of the queue, their child will be sent over to them.</p> <ul style="list-style-type: none"> • For 'pick up' to work safely, we ask that once a child has been collected, then the family leave promptly. 		All teaching and non-teaching staff including dinner ladies	5/3/21 12/4/21	

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • After School Club will be up and running, and children booked in and paid for will be sent through at 3.30pm. • In the case of siblings in different groups, we will ensure that they all leave together at the earliest appointed time. We ask for parents to keep to these times diligently in order to minimise contact between bubbles. Should parent need to discuss their child with the teacher, please do so by email or telephone. <p>NB: As soon as the pupil enters the EYFS gate their parent should leave the premises promptly. Parents will not be permitted to enter the school buildings. All bubbles enter and exit via separate doorways with no crossing over. Only one adult should accompany a child to school/ collect at the end of the school day and where at all possible, no other siblings should be on school premises (although it is recognised that childcare arrangements may necessitate this, in which case they must be by the side of their adult at all times). siblings maybe collected at the earlier time to avoid congestion</p> <ul style="list-style-type: none"> • We ask parents to keep to these times diligently in order to minimise contact between groups. Should parent need to discuss their child with the teacher, do so by email. • As soon as the pupil enters the EYFS gate their parent should leave the premises promptly. <p>Parents will not be permitted to enter the school buildings. Hot dinners will be served to children in their class bubbles in the hall, or outside if packed lunch (weather permitting). Each class bubble will have their own allocated areas in the hall and outdoors. One member of dinner staff will stay with1 bubble at each sitting. Squirrels and Hedgehogs - 12 - 12.30pm Woodpeckers and Owls – 12.40 – 1pm Tas will stay with the children in their bubble The hall will be used as a dinner hall and divided into half – each Bubble will have the same half each day, all children will sit at the same table which will be disinfected after each sitting. A one-way system will be in operation where possible.</p> <ul style="list-style-type: none"> • If any group use the hall, it will have to be thoroughly cleaned and disinfected after use, before any other group use it. A timetable will be in place so that only one class per day will use the hall outside of dinner times. 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> Children will have 20/30 minutes stationary to eat lunch and 40/30 minutes playtime within their own group. All spaces should be well ventilated using natural ventilation (opening windows and doors) or ventilation units. Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation – even in colder weather. Staff room – use front door only and not the door to Squirrels class. No more than 5 members of staff at any one time – tape off seats, signage to remind staff. 				
Poor management of infectious diseases	H	<ul style="list-style-type: none"> Staff are vigilant and report concerns about a pupil's symptoms to SLT. The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. In the event of positive Covid 19 case/s, School will contact BBC/PHE Health Protection Team Tel: 03003038537 and follow most up to date guidelines Social distancing measures are implemented as much as possible and PPE is worn when required The HT/SLT monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. Close liaison with cleaners – weekly. Staff and Site agent to monitor cleaning standards to ensure highest quality cleaning. Close communication with Village Hall Committee as to when the hall is let – access to VH risk assessment. Review with VH Committee. New Flow Chart followed Twice weekly lateral flow testing of all staff. Record kept and uploaded to govt. 	Y	SLT All staff LP	1/9/2020 2/11/2020 4/1/2021 22/2/2021 5/3/21 12/4/21	M
Lack of communication	H	<ul style="list-style-type: none"> Staff report immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure. The headteacher contacts the local HPT immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. 	Y	Headteacher All Staff	Ongoing 5/3/21 12/4/21	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> Schools put into place any actions or precautions advised by their local HPT. Schools contact their local HPT for specific recommendations for their school Schools keep pupils and parents adequately updated about any changes to infection control procedures as necessary. Active engagement with NHS Test, Track and Trace programme New Flow Chart followed 				
Partial school closure	H	<ul style="list-style-type: none"> The school communicates with parents via letter regarding any updates to school procedures which are affected by the coronavirus pandemic. Pupils continuing education at school are informed of social distancing rules and how to maintain good levels of personal hygiene. Pupils continuing education at school are seated two per desk, facing forwards. Pupils working from home are assigned work to complete to a timeframe set by their teacher. The Behaviour Policy and Staff Code of Conduct are adhered to at all times, even while working remotely. Remote Learning Guidelines shared with pupils, parents and staff and monitored by SLT In preparation for full or partial closure, all classes will have <u>at least 1 remote session per week in the school</u> to enable the children to know what school expectations are and to enable them to confidently access Gsuite/classroom at home and to keep up learnt skills/improve on what we did in lockdown. Blended/Remote Learning Offer – on website, shared with parents/govs The headteacher ensures all pupils have access to school work and the necessary reading materials at home, prior to a school closure. Where ICT equipment is not accessible then alternative arrangements are put in place where required. 	Y	Headteacher All Staff	Ongoing 22/2/2021 5/3/21 12/4/21	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> The headteacher liaises with the relevant organisations to ensure adequate provision is in place for pupils to be able to work from home, e.g. learning support. The school manages the use of parents' and pupils' contact details in line with the Data Protection Policy and Records Management Policy, e.g. collecting emails to send school work to pupils. The headteacher liaises with other schools to find pupils a temporary place at a different school where their usual school has to close. The headteacher accepts pupils from other schools where necessary to help children access essential education during the coronavirus pandemic. Fire checks to continue; fire drills – children talked through fire plan, drill when secure and settled. 				
Vacant premises	H	<ul style="list-style-type: none"> Access to the school is restricted The Headteacher and site team remain on-call in case of an emergency or if access to the school is required. External signage is visible to show that the school is closed and that access is restricted. Valuable school property and equipment is identified and reasonable measures are in place to ensure security. The Site Agent/Headteacher ensures the school premises are safe to return to before school activity resumes. Any hazards are reported to the headteacher as soon as possible and issues are resolved prior to school returning to usual business. The headteacher ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice. 	Y	Headteacher Site Agent	Ongoing 22/2/2021 5/3/21 12/4/21	L
Staff and Pupil Well-being		<ul style="list-style-type: none"> OPEN DOOR POLICY Recovery Curriculum in place Nurture group provision for SEND and vulnerable children – Art –To –Heart session weekly. Remote learners receive weekly phone calls from class teacher. Separate Remote Learning Risk Assessment and Plan B drawn up. 	Y	HT/SLT CTs TAs	7/9/2020	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> Targeted phone calls by Head teacher to vulnerable families or to gather feedback from parents. TAs to supervise and monitor pupils during live lessons and feedback any concerns to CT; register kept and engagement monitored. Weekly phone calls to shielded staff and inclusion in all decision making and given key tasks to do to support staff in school. Signposted to mental wellbeing support via emails, whatsapp group and conversations. Staff to have regular face to face opportunities to discuss well-being with the head teacher. Open door policy and proactive 'chats' in school. Regular, timetabled PSHE lesson with focus on mental health and wellbeing Daily chill out sessions GSuite up and running for remote learning and Parent's Consultations Training for staff – Mental Health First Aider; Wellbeing for Schools; Understanding Anxiety and Low Mood Parents signposted to support. 			<p>2/11/2020 4/1/2021 22/2/2021 5/3/21 12/4/21</p>	
Emergencies	H	<ul style="list-style-type: none"> All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. Pupils' parents are contacted as soon as practicable in the event of an emergency. Pupils' alternative contacts are called where their primary emergency contact cannot be contacted. The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. <i>"In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will also need a contingency plan for this eventuality. This may involve a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other pupils".</i> 	Y	<p>Office Manager HT/SLT All Staff</p>	<p>Ongoing 22/2/2021 5/3/21 12/4/21</p>	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 10 days or until a negative test is returned. Their fellow household members should self-isolate for 14 days or until a negative test is returned. All staff and children who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. • Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. • Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. <p>As part of the national test and trace process, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary. Health Protection Team Tel: 03003038537 Follow the up to date BBC flow chart in the first instance</p> <p>Review Pastoral support for both staff and children in terms of supporting families where Covid-19 is confirmed and where outcomes are serious: ie. Life-threatening and life-taking.</p>				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • Vulnerable staff and children – asthma, diabetes, those taking immunity suppressants – following PHE guidelines and liaising with staff and parents to ensure needs are met on a day by day basis. • SEND – no underlying health issues. All have individual risk assessment plan • BAME – all BAME staff have had discussion about safe practice in setting, PPE available, discussed willingness and ability to work, excluded from dealing with body spillages and children with covid-19 symptoms. • staff are aware of the Bereavement Policy. 				