

**Coronavirus (COVID-19): Risk Assessment Action Plan**

**Maidensbridge Primary School**

Assessment conducted by: <b>Mrs K Thomas</b>	Job title: <b>Headteacher</b>	Covered by this assessment: <b>Maidensbridge Primary School</b>
Date of assessment: <b>January 2021</b>	Date of next review: <b>March 2021</b>	

The sole purpose of this risk assessment is to support schools in preparing for all pupils, in all year groups, to return to school full-time from the beginning of the Spring term **while reducing the risk of coronavirus transmission**. The risk assessment has been written in collaboration with a number of local authorities.

- For the purpose of this risk assessment, the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19). Schools must ensure that this risk assessment reflects the local setting and context of the school. Staff must be consulted with regard to this risk assessment (this must take into consideration all types of workers including agency workers, casual staff and contractors and any other adult on site as well as your permanent staff).
- This risk assessment is not exhaustive and is issued to schools as a template to assist in the production of a comprehensive document that covers the particular circumstance of the setting – **as such, the risks and risk controls should be deleted/amended/added-to to reflect the school.**
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- For further reference and updated guidance, <https://www.gov.uk/government/latest?departments%5B%5D=department-for-education>

January 2021

<b>Key:</b>	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken
Risk Description:	Outlines the area of concern. This list is not exhaustive, and schools should add/amend/delete where appropriate e.g. risks for pupils with complex needs.
Risk Controls:	The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context. Add <a href="#">additional information</a>
Impact:	Could be L/M/H or numeric, depending on what is used in the school setting.
Likelihood:	Could be L/M/H or numeric, depending on what is used in the school setting. <b>NB IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.</b>
Responsible person:	The identified staff member(s) responsible for implementing the risk controls.
Completion Date:	The date by which required plans for controls will be in place. <b>To support planning, identify which controls need to be in place before pupils return to the setting. Individual schools can then personalise to their own setting.</b>
Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
The school lapses in following national guidelines and advice, putting everyone at risk	L	To ensure that all relevant guidance is followed and communicated: <ul style="list-style-type: none"> <li>The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review its risk assessment accordingly</li> <li>Information on the school website is updated.</li> <li>Pupils updated via classrooms/email/text as necessary.</li> <li>Any change in information to be shared with Chair of Governors and passed on to parents and staff by email</li> </ul>	L	L	KT CQ	Ongoing	CQ



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		<ul style="list-style-type: none"> <li>Collaborate with Public Health and attend Incident Management Team meetings when required in the result of an outbreak. Minutes will be shared with governors.</li> <li>Notes are circulated to all Headteachers of weekly call with Local Authority and the Department of Education.</li> <li>Headteacher receives regular updates from the NAHT union and other unions.</li> </ul> <p>As a result, the school has the most recent information from the government, and this is distributed throughout the school community.</p>					
Poor communication with parents and other stakeholders	L	<ul style="list-style-type: none"> <li>All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems</li> <li>Headteacher to share risk assessment with all staff</li> <li>Parents notified of risk assessment plan and shared with parents via website.</li> </ul> <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p>	L	L	KT CQ	Shared risk assessment by August  Ongoing communication	CQ
Lack of awareness of policies and procedures	L	<ul style="list-style-type: none"> <li>School leaders will ensure that all policies impacted on by coronavirus controls are updated</li> <li>All staff, pupils and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following:               <ul style="list-style-type: none"> <li>Health and Safety Policy</li> <li>Infection Control Policy</li> </ul> </li> </ul>	L	L	KT DN SM MB	September 2020	KT CQ



January 2021

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		<ul style="list-style-type: none"> <li>- First Aid Policy</li> <li>- Intimate care policy</li> <li>- Behaviour policy</li> <li>- Staff absence reporting procedures</li> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>- DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> </ul> </li> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> <li>• Staff are made aware of the school's infection control procedures in relation to coronavirus via email</li> <li>• Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/social media/poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus</li> </ul>			KT MB		KT CQ

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		<ul style="list-style-type: none"> <li>Pupils are made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning of their first day in school. Care should be taken to do this for every pupil even if they do not attend on the first day. All are informed that they must tell a member of staff if they begin to feel unwell.</li> <li>Pupils are regularly reminded about hand washing, space from each other and good respiratory hygiene.</li> <li>Daily/weekly electronic briefing issued to staff.</li> </ul> <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p>			All Staff  KT		KT  CQ
Poor hygiene practice in school - <b>general</b>	M	<ul style="list-style-type: none"> <li>Posters are displayed at the entrance to the school, around school reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g. washing hands before entering and leaving school)</li> <li>Pupils to wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds, as well as when they enter school and before they leave at the start and end of the day. Some children who have consent may use sanitiser throughout the day.</li> <li>Teachers to reiterate key messages in class-time (when directed) to pupils to:               <ul style="list-style-type: none"> <li>Cover coughs and sneezes with a tissue,</li> <li>To throw all tissues in a bin</li> </ul> </li> </ul>	L	L	KT  All Staff  All Staff  MB	September 2020	CQ  KT  KT



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		<ul style="list-style-type: none"> <li>- To avoid touching eyes, nose and mouth with unwashed hands.</li> <li>- To say if they feel unwell or have a headache</li> <li>- To avoid being too close to their peers</li> <li>- To not share equipment in classrooms</li> <li>• Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, dining hall, classrooms and other key locations for staff, pupils and visitors</li> <li>• Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance</li> <li>• 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</li> <li>• Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas</li> <li>• Pupils and staff do not share cutlery, cups or food.</li> <li>• Staff to bring in their own cups and utensils</li> <li>• All utensils are thoroughly cleaned before and after use using the dishwasher</li> <li>• Cleaners are employed by the school to carry out additional cleaning. Door handles, doors and tables will be cleaned regularly by classroom staff and toilets are cleaned twice a day. Once in the morning and once at lunchtime. Paper/hand towels are refilled regularly by M Bott. Toilets shared by year 2, 3 and 4 will also</li> </ul>			<p>MB</p> <p>MB KP</p> <p>All Staff</p> <p>MB All Staff</p>		<p>KT</p> <p>KT</p> <p>KT</p> <p>KT</p>

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		<p>be cleaned mid-morning due to only toilets being shared by 3 classes. School club staff will clean these before after school club starts.</p> <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>					
<p>Poor hygiene practice – <b>specific – school entrance</b></p>	<p>M</p>	<ul style="list-style-type: none"> <li>• Clear signage in place regarding social distancing</li> <li>• Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors</li> <li>• Areas touched to be wiped down</li> <li>• Discourage parents from entering the school building</li> <li>• Email information is taken on sign in from Invenry to allow for contact tracing if necessary</li> <li>• Rearrange furniture in reception area to facilitate social distancing.</li> <li>• If possible, arrange for a separate staff entrance to the workplace – stagger start times for staff where possible.</li> <li>• All visitors will have to wear a mask</li> </ul> <p>As a result, reception staff are protected.</p>	<p>L</p>	<p>L</p>	<p>SS  KT</p>	<p>September 2020</p>	<p>KT</p>
<p>Poor hygiene practice – <b>specific – office spaces.</b></p>	<p>M</p>	<ul style="list-style-type: none"> <li>• Start and end times for administrative staff are staggered to support social distancing</li> <li>• Tissues/hand sanitiser to be available in office locations</li> </ul>	<p>L</p>	<p>L</p>	<p>SS</p>	<p>September 2020  Ongoing</p>	<p>KT</p>



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		<ul style="list-style-type: none"> <li>Staff to wash hands on arrival at school</li> <li>Each individual is responsible for wiping down their own work area before and after use.</li> <li>Staff will not use phones in the main office, unless necessary to cover office staff role. Phones in the staffroom can be used and must be wiped down after use. If a confidential phone call is needed to a parent then offices of D Nolan and K Thomas can be used but phone must be wiped before and after use.</li> <li>Office will remain locked from the outside throughout the day and staff will communicate with office staff through the window to the corridor.</li> </ul> <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>					
<p>Poor hygiene practice – <b>specific - spread of potential infection at the start of the school day.</b></p>	M	<p>In line with government advice:</p> <ul style="list-style-type: none"> <li>Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus</li> <li>Parents will be asked to wear face masks when on school site</li> <li>Staff will wear face masks to collect children from parents and hand children over to parents at the end of the day</li> <li>Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up</li> <li>Inform each year group and their parents of their allocated times for the beginning and end of their school day</li> </ul>	L	L	<p>KT</p> <p>KT</p> <p>KT</p>	<p>September 2020</p> <p>July 2020</p> <p>July 2020</p>	<p>CQ</p> <p>CQ</p> <p>CQ</p>



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		<p>During lockdown, KS1 bubble will enter via the R and Year 1 classroom doors and the KS2 bubble will enter via Maidenbridge Road. Any siblings can come together to the youngest sibling entrance.</p> <ul style="list-style-type: none"> <li>• Inform each year group and their parents of the allocated entrance and exit points to school and where they should go on arrival. See above.</li> <li>• Ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.</li> </ul>																															

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		<ul style="list-style-type: none"> <li>• If children have arrived to school in face coverings due to traveling on public transport, they will be asked to remove them while at school due to the government guidance stating that they are not necessary in schools. Children will be asked to wash their hands, then remove the mask and put it in their bag. They will then wash their hands again. This will be the same arrangement for staff unless they are wearing PPE due to a first aid or intimate care need.</li> <li>• Soap and water is the best approach to this and schools should endeavor to ensure there are enough hand washing facilities available. The correct hand washing routine should be followed.</li> <li>• Hand sanitiser 'stations' are an alternative and sufficient of these should be available so that all pupils and staff can clean their hands regularly between washings.</li> <li>• Consent will be gained from parents to ensure children can use sanitiser</li> <li>• ensure supervision of hand sanitiser use given risks around ingestion.</li> <li>• Small children and pupils with complex needs should continue to be helped to clean their hands properly.</li> <li>• All staff to wash hands on arrival in school or sanitise</li> <li>• Make it clear to parents and pupils that they cannot congregate at the front of school prior to the start of the school day</li> <li>• Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport</li> </ul>					



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		<ul style="list-style-type: none"> <li>Issue information to pupils in relation to restrictions on their movement around the site</li> <li>Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day.</li> </ul> <p>As a result, the risk of infection is reduced as pupils and staff arrive at school.</p>					
<p>Poor hygiene practice – <b>specific – toilet/changing facilities.</b></p>	M	<ul style="list-style-type: none"> <li>Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron</li> <li>All changing surfaces to be cleaned before and after each use</li> <li>Nappies/soiled items to be disposed of in yellow bags</li> <li>Staff to follow specific intimate care procedures. Follow intimate care policy.</li> <li>Any soiled clothes are put into a plastic bag (double bagged) and sent home.</li> </ul> <p>As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.</p>	L	L	SM  All Staff responsible for children who require intimate care	Ongoing	KT
<p>Poor hygiene practice – <b>specific - end of the school day.</b></p>	M	<ul style="list-style-type: none"> <li>Issue information to parents about departure procedures, including safe pick-up</li> <li>Inform pupils and parents of their allocated times for the end of their school day.</li> <li>Parents will be asked to wear face masks on school site</li> </ul>	L	L	KT	July 2020	CQ



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		<ul style="list-style-type: none"> <li>Staff will wear face masks to collect children from parents and to hand children over to parents at the end of the day</li> </ul> <table border="1" data-bbox="445 461 1395 948"> <thead> <tr> <th>Year Group</th> <th>Start and finish time</th> <th>Entrance and Exit</th> </tr> </thead> <tbody> <tr> <td>R</td> <td>8.45am-3.15pm</td> <td>Reception Playground via Main Office pathway</td> </tr> <tr> <td>1</td> <td>8.55am-3.25pm</td> <td>Year 1 Playground via Main Office pathway</td> </tr> <tr> <td>2</td> <td>8.35am-3.05pm</td> <td>Hall Entrance via Beachcroft Road driveway</td> </tr> <tr> <td>3</td> <td>8.45am-3.15pm</td> <td>Hall Entrance via Beachcroft Road driveway</td> </tr> <tr> <td>4</td> <td>8.55am-3.25pm</td> <td>Maidensbridge Road Entrance</td> </tr> <tr> <td>5</td> <td>8.45am-3.15pm</td> <td>Maidensbridge Road Entrance</td> </tr> <tr> <td>6</td> <td>8.35am-3.05pm</td> <td>Maidensbridge Road Entrance</td> </tr> </tbody> </table> <p data-bbox="445 951 1395 1054">During lockdown, KS1 bubble will enter via the R and Year 1 classroom doors and the KS2 bubble will enter via Maidensbridge Road. Any siblings can come together to the youngest sibling entrance.</p> <ul style="list-style-type: none"> <li>Inform pupils and their parents of the allocated exit points and pick up points. See above.</li> </ul>	Year Group	Start and finish time	Entrance and Exit	R	8.45am-3.15pm	Reception Playground via Main Office pathway	1	8.55am-3.25pm	Year 1 Playground via Main Office pathway	2	8.35am-3.05pm	Hall Entrance via Beachcroft Road driveway	3	8.45am-3.15pm	Hall Entrance via Beachcroft Road driveway	4	8.55am-3.25pm	Maidensbridge Road Entrance	5	8.45am-3.15pm	Maidensbridge Road Entrance	6	8.35am-3.05pm	Maidensbridge Road Entrance					
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		<ul style="list-style-type: none"> <li>• Make it clear to parents and pupils that they cannot congregate at the front of school/in the playground prior to the end of the school day. If waiting to collect pupils, parents are to remain in cars and park safely</li> <li>• Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport and potential road closures.</li> </ul> <p>As a result, the risk of infection is reduced as pupils and staff leave school.</p>					
Ill health in school.	M	<ul style="list-style-type: none"> <li>• Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, high temperature and Loss of taste or smell and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus</li> <li>• Appropriate PPE is sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell</li> <li>• All staff are informed of the procedure in school relating a pupil becoming unwell in school</li> <li>• All staff advised of the procedure in school if a member of staff becomes unwell.</li> <li>• Ensure all staff absences are appropriately recorded.</li> </ul>	L	L	KT  All Staff	September 2020	CQ  KT

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		<ul style="list-style-type: none"> <li>Any pupil who displays signs of being unwell is immediately taken to the care room and KT to be informed. A member of staff will put on PPE and supervise the child in the care room from the door while the office contact the parent to collect. The SOP procedure will then be followed.</li> <li>Any staff member who displays signs of being unwell immediately refers themselves to K Thomas and is sent home</li> <li>Where the named person is unavailable, contact D Nolan and staff ensure that any unwell pupils are moved to the care room whilst they wait for their parent to collect them. School admin team to contact parents. Parents advised to follow the COVID-19: Guidance for households, including accessing testing</li> <li>If a pupil needs to use the bathroom, they should use a separate bathroom (The Care Room) which will be cleaned after use.</li> <li>Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained</li> <li>If contact with a child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing, eye protection should also be worn</li> <li>The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen</li> </ul>			DN/SS  KT  KT  All Staff  SS  All Staff		KT  CQ  KT  KT

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		<ul style="list-style-type: none"> <li>Unwell pupils who are waiting to go home are supervised in the care room where they can be at least two metres away from others</li> <li>Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated.</li> </ul> <p>As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.</p>					
Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing.	M	<ul style="list-style-type: none"> <li>Leaders to identify and communicate clearly to parents and pupils who is to attend and the times they are to attend</li> <li>Leaders to calculate capacities of classrooms. <b>Currently under review with the DFE but we will not have more than 15 children in one class as we know we can manage this for social distancing. A weekly critical worker booking form is completed to ensure numbers in classrooms adhere to our safety measures.</b></li> <li>Classrooms allocated for provision and small adaptations made to to support distancing where possible without compromising safety routes or fire escapes.</li> <li>Classrooms to be arranged so adults maintain 2 meter distance from each other, and from children where possible and when circumstances allow.</li> </ul>	L	L	All Classteachers  SLT	September 2020	KT  CQ

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		<ul style="list-style-type: none"> <li>Classrooms to be arranged to support adults to avoid face to face contact and minimise time spent within 1 metre of anyone. (2m ideally during lockdown)</li> <li>Staff can use a visor or face mask if feeling vulnerable working 1:1 with a child</li> <li>Timetable reviewed and refreshed and programme communicated to teachers and staff</li> <li>Where possible, pupil movement to be limited to make social distancing easier and specialist teachers to move between allocated classrooms</li> <li>Leaders to consider how best to supplement remote education with face-to-face support for pupils. Remote learning policy in place</li> </ul> <p>As a result, staff and pupils are clear about where they should be, the times that they should be there and what they are delivering.</p>					
A pupil is tested and has a confirmed case of coronavirus.	M	<p>In line with government advice:</p> <ul style="list-style-type: none"> <li>The rest of the class/group should be advised to self-isolate for 10 days when risk assessed by PHE. Do not take any action regarding notifying bubbles until you have contacted PHE. Refer to the school symptom management Standard Operating Procedure (SOP)</li> </ul>	L	L	KT	Ongoing	CQ





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		<ul style="list-style-type: none"> <li>The Headteacher will contact PHE. Then PHE's local protection teams to conduct a rapid investigation and will advise school on appropriate action.</li> </ul> <p>As a result, school leaders take appropriate action in the event of a confirmed case of coronavirus.</p> <p>The most current version of the SOP to be referred to, senior leaders and S Starkey have a copy of this and it can be accessed on Revolution</p>					
Insufficient staff to run face-to-sessions for pupils.	H	<ul style="list-style-type: none"> <li>Leaders to ensure that they have a complete list of clinically extremely vulnerable and clinically vulnerable adults for their school in case guidance for these groups changes from the government. Currently CEV should work from home in tier 4 but CV should be at work. CEV will have received a message from the GP</li> <li>Leaders to ensure that the clinically extremely vulnerable offered the safest available on-site roles where possible if allowed to be in school</li> <li>Protocols for staff to inform leaders if they need to self-isolate are clearly in place</li> <li>Leaders ensure there is a rota in place for cover in the instance that staff have to self-isolate.</li> <li>Bubbles to be collapsed to remote learning if not enough staff to safely open</li> </ul>	M	M	KT	Ongoing	CQ

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Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check																												
		As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.																																	
Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection.	M	<ul style="list-style-type: none"> <li>Staggered starts to be put in place for breaktime and lunchtime</li> </ul> <table border="1" data-bbox="443 687 1469 1174"> <thead> <tr> <th data-bbox="443 687 607 767">Year Group</th> <th data-bbox="607 687 846 767">Break</th> <th colspan="2" data-bbox="846 687 1469 767">Lunchtime</th> </tr> <tr> <td></td> <td></td> <th data-bbox="846 767 1137 807">Hall</th> <th data-bbox="1137 767 1469 807">Outside</th> </tr> </thead> <tbody> <tr> <td data-bbox="443 807 607 879">R</td> <td data-bbox="607 807 846 879">10.30am</td> <td data-bbox="846 807 1137 879">11.45am</td> <td data-bbox="1137 807 1469 879">12.05-12.25pm</td> </tr> <tr> <td data-bbox="443 879 607 951">1</td> <td data-bbox="607 879 846 951">10.45am</td> <td data-bbox="846 879 1137 951">12.05am</td> <td data-bbox="1137 879 1469 951">12.25-12.45pm</td> </tr> <tr> <td data-bbox="443 951 607 1023">2</td> <td data-bbox="607 951 846 1023">10.15am</td> <td data-bbox="846 951 1137 1023">12pm</td> <td data-bbox="1137 951 1469 1023">12.20-12.45pm</td> </tr> <tr> <td data-bbox="443 1023 607 1094">3</td> <td data-bbox="607 1023 846 1094">10.30am</td> <td data-bbox="846 1023 1137 1094">12.25pm</td> <td data-bbox="1137 1023 1469 1094">12.45-1.05pm</td> </tr> <tr> <td data-bbox="443 1094 607 1174">4</td> <td data-bbox="607 1094 846 1174">11am</td> <td data-bbox="846 1094 1137 1174">12.25pm</td> <td data-bbox="1137 1094 1469 1174">12.45-1.05pm</td> </tr> </tbody> </table>	Year Group	Break	Lunchtime				Hall	Outside	R	10.30am	11.45am	12.05-12.25pm	1	10.45am	12.05am	12.25-12.45pm	2	10.15am	12pm	12.20-12.45pm	3	10.30am	12.25pm	12.45-1.05pm	4	11am	12.25pm	12.45-1.05pm	L	L	KT KP  Dinner Staff	Implemented September 2020	CQ
Year Group	Break	Lunchtime																																	
		Hall	Outside																																
R	10.30am	11.45am	12.05-12.25pm																																
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Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls				Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		5	11.15am	12.50pm	1.10-1.35pm					
		6	10.45am	12.50pm	1.10-1.35pm					
<p>These times vary slightly during Lockdown. The KS1 and KS2 bubble with have separate playtimes and lunchtimes and on different playgrounds.</p> <ul style="list-style-type: none"> <li>One way system is set up in the most narrow part of the corridor in school. Children and staff will follow the arrows on the floor. One way system where possible to be put in place for pupils arriving and leaving shared lunch space/lessons.</li> <li>Allocated outdoor areas for each year group to be identified for breaktime and lunchtime</li> <li>Lunchtime to be staggered for different year groups. See Above. <b>KS1 and KS2 bubbles at different times.</b></li> <li>Pupils advised not to play contact games at breaktime or lunchtime. Ball games and shared outdoor equipment can be used but only with equipment that is just for that bubble not out of shared cupboards etc and must be sprayed after use.</li> <li>Pupils to be supervised in washing hands before and after lunch, use sanitiser if consent has been given, if not they will wash their hands</li> </ul>				KT  MP SM  KT   KP	CQ  KT   KT					

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Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>In canteen/eating spaces, consideration given to marking seats that can be used and removing other seating. Bench style seating clearly marked. Screen provided to protect food in canteen when pupils purchase food</li> <li>Only two year groups will be in the hall at the same time and they will only be the children who are ordering a hot dinner. The two year groups will have designated tables and will be separated by the gym mat stands.</li> <li>Touch terminals/cashless catering is not used. Till operator searches for pupils by name on the electronic system (rather than using fingerprint recognition)</li> <li>Tables to be cleaned between year groups using lunchtime facilities. These will be washed down with hot soapy water first and then sprayed with anti-bac solution before a different bubble sits at the table</li> <li>Body fluid accidents should be cleaned in the usual way if they occur in the hall. There will be access to yellow bags and separate cleaning solutions to the COVID cleaning of the tables and chairs</li> <li>Sauce sachets should only be opened for children using hands (not to be opened with teeth) staff should sanitise before helping any children with cutting up food or helping with sachets of sauce.</li> <li>Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness</li> <li>Screen will be used over the food counter</li> <li>Children to be told not to touch the counter</li> </ul>			<p>KP Dinner Staff</p>		<p>KT</p>

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Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>• Benches will be put 1m away from the counter to ensure children do not touch the counter</li> <li>• Pupils who bring a packed lunch will eat in classrooms to reduce movement and maintain social distancing.</li> <li>• While in lockdown all children will eat in the dinner hall. The KS1 bubble at 12pm and the KS2 bubble at 12.40pm. The tables are wiped down in between and sprayed with sanitiser.</li> <li>• Tables in classrooms will be wiped down after eating</li> </ul> <p>As a result, the risk of infection during unstructured time is reduced.</p>					
Spread of infection in classrooms/shared areas.	M	<ul style="list-style-type: none"> <li>• All unnecessary items to be removed from classrooms and learning environments and stored elsewhere</li> <li>• All soft furnishings and items that are hard to clean to be removed</li> <li>• Only plastic chairs used in the staffroom</li> <li>• Pupils to be directed to specific seats in classrooms and to maintain seats during the day as far as possible</li> <li>• Tissues and hand sanitiser to be located in each classroom/learning space</li> <li>• Bins to be emptied at least twice daily in classrooms, if used heavily</li> <li>• Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open</li> <li>• Where possible, windows to be opened to provide ventilation. Ventilation is very important in reducing risk, so they will be open as often as possible throughout</li> </ul>	L	L	SM MP  MB  All staff	September 2020	KT  KT  KT

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Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<p>the day, while also considering the temperature in the room. If very cold day, have windows open fully during playtime and lunchtime when children are not on the room.</p> <ul style="list-style-type: none"> <li>• Inform all the pupils that they must not bring any unnecessary equipment to school, basic stationary will be provided to the children and will not be shared to reduce the risk of infection</li> <li>• Children will attend in PE kit in their PE day to reduce the need for changing</li> <li>• Children can bring 2 filled water bottles to reduce the need for re-filling during the day. Staff cannot re-fill water bottles unless it is an urgent situation</li> <li>• Pupils/staff to clean IT equipment (esp keyboards) with anti-bacterial wipes before and after each use and telephones</li> <li>• Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use</li> <li>• Shared teaching resources to be cleaned prior to and after use.</li> <li>• Staff will not make drinks for anyone outside of their bubble.</li> <li>• Staff will not enter other bubbles in the morning before school unless an emergency or directed to by the Head.</li> <li>• If any bodily fluids come into contact with classroom equipment, ensure that gloves are worn to remove the piece of equipment before it is thoroughly cleaned</li> </ul>			<p>KT</p> <p>MB</p> <p>All Staff</p>		<p>CQ</p> <p>KT</p> <p>KT</p>

January 2021

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>Guidance issued to staff on the use of the staff room and staff toilet area, including maximum numbers at any one time. Posters are in place to show 3 staff members in the staff room and 3 in the office at any one time. 2 in the staff toilets at any one time. Staff to be reminded to adhere to social distancing at all times</li> <li>Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc</li> <li>Staff must wash and dry their own cups, plates and utensils, using disposable towels.</li> </ul> <p>As a result, the risk of infection to staff and pupils in classrooms is reduced.</p>					
<p>Poor pupil behaviour increases the risk of the spread of the infection.</p>	<p>M</p>	<ul style="list-style-type: none"> <li>Pupils are reminded of the behaviour policy on their return to school</li> <li>Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to pupils and parents. Behaviour policy is adjusted as a consequence</li> <li>Pupils individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessary.</li> </ul> <p>As a result, pupils and staff understand the behaviour policy/individual plans in context.</p>	<p>L</p>	<p>L</p>	<p>SM DN</p>	<p>September 2020</p>	<p>KT</p>



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Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Pupils with complex needs are not adequately prepared for a return to school or safely supported.	M	<ul style="list-style-type: none"> <li>• Specific arrangements for pupil transport have been risk assessed and agreed with local providers</li> <li>• Leaders and staff should review individual pupils handling plans, including the use of PPE</li> <li>• Additional advice should be sought from external agencies where appropriate in relation to moving and handling (physiotherapy, occupational therapy)</li> <li>• Review individual communication plans where close proximity is expected e.g. on-body signing</li> <li>• Plans should be understood, shared and followed consistently by all staff working with those pupils</li> <li>• Prepare additional social stories to support pupils with autism / learning difficulties (highlighting changes to classrooms/arrangements/use of PPE, for example) and share with parents and pupils prior to pupils returning to school.</li> </ul> <p>As a result, pupils with complex needs are well supported.</p>	L	L	SM  SM	September 2020	KT  KT
Vulnerable pupils and pupils with SEND do not receive appropriate support.	M	<ul style="list-style-type: none"> <li>• Appropriate planning is in place to support the mental health of pupils returning to school</li> <li>• Agree what returning support is available to pupils with SEND in conjunction with families and other agencies.</li> </ul>	L	L	SM	September 2020	KT





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Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		As a result, pupils with SEND and those concerned about returning to school are well supported.					
Increased number of safeguarding concerns reported after lockdown.	M	<ul style="list-style-type: none"> <li>Agree safeguarding provision to be put in place to support returning pupils</li> <li>Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns</li> <li>Follow up any referrals made by staff swiftly, while maintaining social distancing.</li> </ul> <p>As a result, safeguarding remains of the highest priority and practice.</p>	L	L	KT SM	Ongoing	KT
Emergency evacuation due to fire etc.	M	<ul style="list-style-type: none"> <li>Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained</li> <li>Leaders to communicate procedures to all staff</li> <li>Staff to communicate emergency evacuation procedures to pupils at the beginning of each day. Half termly practise of these procedures.</li> </ul> <p>As a result, social distancing is maintained in the event of an emergency evacuation.</p>	L	L	KT MB	September 2020	CQ
Cleaning is not sufficiently comprehensive.	M	<ul style="list-style-type: none"> <li>Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening</li> <li>A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures</li> </ul>	L	L	MB  KT	Ongoing	KT  CQ

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Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>Where possible, additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning</li> <li>Whilst pupils are at breaktime/lunchtime, adults in each bubble will clean tables/door handles with a disinfectant spray. Gloves to be worn during this and hands washed afterwards</li> <li>Disposable gloves/wipes/sprays are next to photocopiers/printers etc</li> <li>Cleaners to act upon guidance normally linked to 'deep cleans' as part of their daily procedures (i.e. a focus on door handles, toilets, changing room, toys in the Early Years).</li> <li>Cleaning team and wider staff have had further training on contact time and use of sprays to be most effective</li> </ul> <p>As a result, high standards of cleanliness are maintained in school.</p>			All Staff  Cleaning Team		KT  MB
Contractors, deliveries and visitors increase the risk of infection.	H	<ul style="list-style-type: none"> <li>All contractors to be checked to ensure that they are essential visitors prior to entry to the school</li> <li>Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils</li> <li>Visitors will be prompted to use the hand sanitiser on the wall before they enter the school building and as they leave.</li> <li>Visitors will be 'high need' visitors in school. Parents will be encouraged to use the school email or phone number to request a call back or video meeting on</li> </ul>	M	M	SS MB SS/EP MB	July 2020	KT

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Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<p>Teams with the relevant member of staff. This will reduce the contacts in school and reduce the chance of transmission.</p> <ul style="list-style-type: none"> <li>• All contractors to wash hands either prior to or on entry to the school site in their own welfare unit in the compound on the playground.</li> <li>• All areas in which contractors work are cleaned in line with government guidance</li> <li>• Contractors working in the school building will wear face masks</li> <li>• Contractors to bring own food, drink and utensils onto site.</li> <li>• Staff who receive deliveries to the school to wash hands in line with government guidance after handling</li> <li>• Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not permitted to enter the school premises when making deliveries</li> <li>• If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building</li> <li>• Surfaces to be cleaned after any deliveries have been made.</li> </ul> <p>As a result, any external visitors/contractors are kept safe and the risk to other members of the school is minimised.</p>			<p>MB</p> <p>SS</p> <p>SS</p>		



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School-specific arrangements relating to risk assessment that may need additional detail:

**Capacity and organisation of teaching spaces**

- Each class will be their own bubble and will have a teacher and teaching assistant attached to that bubble. **In lockdown the critical workers will be organised in to a KS1 bubble and a KS2 bubble to ensure the continuity of learning as much as possible.**
- Furniture needs to reduce the opportunity for children to be facing each other, so should be all facing the front or some back to back arrangements. This will be different for EYFS, where the 3 key worker groups will maintain distance from each other.
- Most staff will have PPA on Friday afternoon to ensure cover can be organised internally and reduces the need for outside staff.

**Arrival to and departure from school**

Year Group	Start and finish time	Entrance and Exit
R	8.45am-3.15pm	Reception Playground via Main Office pathway
1	8.55am-3.25pm	Year 1 Playground via Main Office pathway
2	8.35am-3.05pm	Hall Entrance via Beachcroft Road driveway
3	8.45am-3.15pm	Hall Entrance via Beachcroft Road driveway
4	8.55am-3.25pm	Maidensbridge Road Entrance
5	8.45am-3.15pm	Maidensbridge Road Entrance
6	8.35am-3.05pm	Maidensbridge Road Entrance

- **In lockdown, the KS1 bubble will enter at 8.45am by the R and Year 1 classroom door and leave at 3.15pm from these doors. The KS2 bubble will enter and leave by the Maidensbridge Road gate at 8.45am and 3.15pm. Siblings can come to their youngest sibling door.**
- Families also have the option to drop all of their children at their youngest sibling’s time and location to avoid multiple pick ups and drop offs. The older children must not touch anything in the bubble that they are arriving in and must go to wash their hands immediately before arriving at their own bubble.
- If children or staff are wearing face coverings due to traveling on public transport, they will be asked to remove these while at school. Government guidance states that these are not needed in schools. Children and staff must wash their hands before and after removing the face covering and then either dispose of the mask in a bin or put in their own bag.
- Parents and visitors will wear face masks on school site at all times



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- Staff will wear face masks to walk through the clubs using the school for lettings, to collect and hand over children to parents and if in a meeting where social distancing can't happen (lettings are not currently happening)
- Staff can wear visors or face masks when working 1:1 with a child of feeling vulnerable
- Staff meetings and SLT meetings will now be undertaken as much as possible through Teams
- Parents evening will be undertaken on Teams
- **Staff in school will have access to regular testing to ensure screening for asymptomatic cases**

#### **Movement around the school**

- One way system in main corridor
- Designated toilets for particular year groups
- Children will eat sandwiches in the classroom supervised by a dinner member of staff, hot dinners will be taken to the hall and will be supervised by another member of dinner staff and the kitchen team. **In lockdown all children will eat in the dinner hall. KS1 bubble at 12pm and then KS2 bubble at 12.40pm. Tables will be washed down with hot, soapy water and then sanitizer by staff.**
- Assembly will be remotely delivered in classrooms by K Thomas
- Designated days for each class for indoor and outdoor PE. Indoor can use equipment such as mats and benches but it must be cleaned after use.

#### **Classroom allocations**

- Each class is a bubble with a teacher and teaching assistant attached. **In lockdown, each Key Stage is a bubble and they have designated staff attached to them.**

#### **Timetable arrangements**

- PE time has been increased for KS2 children to reflect the changes to their active lives outside of school in Tier 4
- Mindfulness will be used when necessary
- Music will be restricted initially due to guidance of no singing in large groups, inside and no wind instruments to be used
- Daily reading lessons have been added to ensure we 'catch-up' with children's reading skills
- Maths lessons have been extended to allow for revision and 'catch-up' time within every lesson
- Children will come to school in PE kit the day or days that they have PE to reduce the need for changing in classrooms
- Children can bring 2 water bottles to reduce the need to re-fill drinks during the day in toilets or by adults touching pupils' water bottles



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- Children will be able to take reading books home and when they are returned, they will go in to a quarantine box for 3 days before being returned to the shelf for someone else to choose. This will reduce the transmission of the disease from other households.
- Homework will mostly be set using Teams and Century

### Role of teaching assistants

- Additional adult in every bubble to allow for phonics teaching, interventions, Sen support, challenge for higher ability and any pastoral issue that may arise

### Break time plan and Lunchtime plan

Year Group	Break	Lunchtime	
		Hall	Outside
R	10.30am	11.45am	12.05-12.25pm
1	10.45am	12.05am	12.25-12.45pm
2	10.15am	12pm	12.20-12.45pm
3	10.30am	12.25pm	12.45-1.05pm
4	11am	12.25pm	12.45-1.05pm
5	11.15am	12.50pm	1.10-1.35pm
6	10.45am	12.50pm	1.10-1.35pm

### Catering staff

- See kitchen risk assessment

### Cleaning

- Cleaning team will be following all government guidance and checked by M Bott
- Cleaning will be done at the start of every day and toilets and classrooms will be cleaned regularly throughout the day
- The dining hall will be cleaned in between each group of children

### Toilets

- These will be cleaned twice a day. 3 x a day for the toilets used by 3 classes
- Signage displays how many children are allowed in at any one time, staff will supervise this

### Staffroom and offices



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- Signage displays how many members of staff can be in these shared spaces at any one time
- Hand sanitiser dispensers are situated outside all of these areas for staff to gel on the way in and the way out of these spaces.

### The Bridge

- Breakfast and After School Club will be available for parents in need of child-care in order to maintain working in key roles, as long as there is access to sufficient numbers of qualified staff
- Booking will need to be made in advance to allow us to assess the needed staff ratios and child requirements as well as allowing information for contact tracing
- While lettings are not in use, The Bridge will be in the school hall to allow good ventilation and space
- Children from different year groups will not sit together. Each year group will have a designated table to sit at
- Staff will try to stay a 2m distance from the children
- Children will wash hands on entrance and exit to The Bridge
- Staff will clean toilets used by The Bridge before after school club
- **The Bridge will not operate during lockdown.**

Useful links:

- Safeguarding: <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>
- Remote learning: <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>
- Attendance: <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>
- 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>
- Prevention and control- <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- Advice: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>
- Vulnerable: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>
- Extremely vulnerable: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- SEND - <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
- Home learning support: <https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>
- Remote support: <https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19>



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- Accountability measures: <https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures/coronavirus-covid-19-school-and-college-accountability>
- Pupils' mental health support/pastoral care at home: <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helping-children-and-young-people-cope-with-stress> Parents: <https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>
- Parents with pupils with SEND: <https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19>
- Supporting parents: <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#working-with-parents>
- Financial support: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care>
- Exceptional costs: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020>
- Reducing burdens: <https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on-educational-and-care-settings>
- Social distancing: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
- PPE: <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>
- Public health England <https://www.gov.uk/government/organisations/public-health-england>
- NHS: <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>
- Government advice: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- DfE <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- A detailed checklist and key guidance for action for health and safety is available at: [www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak](http://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak)
- Information re testing: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

