

# Hawridge & Cholesbury C of E School



## Risk Assessment for the Full Re-opening of School following the Covid19 Lockdown

**September 2020 V6  
(with updates Autumn & Spring 2021)**

Oct 9<sup>th</sup> 2020

Nov 6<sup>th</sup> 2020

Dec 4<sup>th</sup> 2020

Jan 4<sup>th</sup> 2021

March 2021

Approved by Headteacher, Caretaker and Governing Body at FGB Date: 7.10.20

Access to site			
Risk	Control measures currently in place	Responsible person	Risk rating
<p>All children &amp; family members entering &amp; exiting site on foot.</p> <p>Risk of spread of Covid-19 Through physical contact / aerosol spray from exhalation / cough</p>	<ul style="list-style-type: none"> <li>• <b>All visitors entering the school site asked to wear face coverings whilst on site and to practise social distancing of 1+ metre (ideally 2m)</b></li> <li>• Access to and exit from school via a one-way system (Due to low numbers entering and exiting site and wide drop off and pick up window, one way system not required)</li> <li>• Reception, Year 1 and Year 2 enter from field gate, across field to queue at 2m intervals at garden gates as necessary. (stopped October 2020 due to conditions under foot – see Nov 6<sup>th</sup> update)</li> <li>• Years 3,4,5 &amp; 6 enter the site via the school drive</li> <li>• Years 4 and 5 enter from the grassy area next the car park via a 'corridor' created by temporary fencing, queue at 2 m intervals from door.</li> <li>• Years 3 &amp; 6 enter via the front door queuing at 2 m intervals along main path as required.</li> <li>• Year 3 &amp; 6 enter via office door and along corridor to Year 3 &amp; 6 classrooms.</li> <li>• All classes exit via alley way. Pathways to three entrance points to be marked with 2 metre markers. Designated staff and Caretaker to supervise.</li> <li>• Staggered drop off and pick up times as outlined in Appendix B</li> <li>• Updated so that all classes enter along the path by the school drive and exit through the alleyway at staggered times. (mud making field entrance unsafe and not viable) This Drop off and pick up system will continue to be in place from 8<sup>th</sup> March.</li> <li>• See Appendix B</li> <li>• Driveway gate locked to vehicles and signposted no entry at all times unless an adult is standing at gate supervising entrance/exit.</li> <li>• All other gates locked after drop off as per usual practise.</li> <li>• Pedestrian gate closed next to drive closed outside pick up times with a message to phone school office and not to enter.</li> <li>• White lines/ fences used to indicate 2 metres. Signage requesting compliance and supervision/ presence of caretaker/ designated staff pick up/ drop off times.</li> <li>• Only one adult to accompany each child and <b>request that siblings are not brought onto site if not attending where possible.</b></li> </ul>	HT Review & adjust as necessary	Low

<p>Vehicle access During drop off and collection Being hit by moving vehicles Risk of spread of Covid-19 Through physical contact / aerosol spray from exhalation / cough of adults/ siblings waiting in car park (disabled badge holders only)</p>	<ul style="list-style-type: none"> <li>• Not permitted (all staff using car park on site by 8.30 am or by agreement)</li> <li>• Disabled badge holders access by arrangement. Staff on duty to open and close gate – lock when last visitor leaves.</li> <li>• Nominated staff to collect and bring children to the parents in the car park or as agreed with the HT. <b>By agreement with family</b></li> <li>• Car park users asked to wear coverings on site if they get out of the car and follow social distancing requirements.</li> <li>• Siblings and adults waiting for children to be brought down asked to remain in the car.</li> </ul>	<p>HT Review &amp; adjust as necessary</p>	<p>Low</p>
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Infection outbreak and reporting			
<p>Suspected case of Covid-19 in school  Spread of disease</p>	<ul style="list-style-type: none"> <li>• If a symptomatic child is well enough and it is safe to do so, a member of staff will wait with them for the collecting adult outside the main entrance.</li> <li>• In other circumstances, a symptomatic child or staff member will isolate in Noah's Ark</li> <li>• Open windows and make patient comfortable</li> <li>• Access and put on PPE as per county guidance</li> <li>• Check temperature</li> <li>• Alert parent and send child home with isolation instructions / send staff member home with isolation instructions. (Self-isolate for 10 days/ household members to self-isolate for 14 days or until a negative test result is received.)</li> <li>• Identify all others in close contact and prepare contacts list for PHE, notify parents and explain isolation practice.</li> <li>• Report case to PHE</li> <li>• Deep clean all areas used or visited by child / staff member</li> <li>• Alert all staff to hazard and reassure</li> <li>• Follow further guidance from PHE</li> <li>• Alert Governors to hazard and actions</li> </ul>	<p>All</p>	<p>Low</p>
<p>Early detection leading to a reduction in spread of Covid19 between staff – Lateral Flow tests</p>	<ul style="list-style-type: none"> <li>• Twice weekly lateral flow tests for all participating staff in school on a Sunday and Wednesday evening (or according to days in school).</li> <li>• Results emailed to school office and records kept in addition to NHS notification</li> </ul>	<p>HT/ SBM</p>	<p>Low</p>

Confirmed case of Covid-19 in school	<ul style="list-style-type: none"> <li>• Contact PHE and follow their guidance.</li> <li>• DFE helpline : 0800 046 8687 (Monday to Friday from 8am to 6pm Saturday and Sunday from 10am to 6pm)</li> <li>• Covid Helpline 0344 2253861 or 0844 9670083 (out of hours)</li> </ul>	HT/ SLT	Medium
Spread of disease			
Tracing possible contacts	<ul style="list-style-type: none"> <li>• Staff to complete Weekly Contact sheets indicating contacts and close contacts</li> <li>• Seating plans to be kept in a file by HT and updated by teachers if changes are made</li> </ul>		

Quarantining when well			
Staff Spread of disease	<ul style="list-style-type: none"> <li>• If staff need to quarantine whilst waiting for a test result, they will be provided with a lap top or other suitable device if needed. (this may have to be loaned by another member of staff) and guidance will be provided as to tasks to be completed at home.</li> <li>• Teachers will remain in daily contact with their class via zoom and will provide planning, feedback and guidance to support staff who will be asked to cover the class. They will be available by email or phone throughout the working day unless otherwise agreed.</li> </ul>	Staff	Low
Children Spread of disease	<ul style="list-style-type: none"> <li>• A member of SLT or the class teacher will initially discuss arrangements with the child's family. It may be possible to loan IT equipment if not available at home. This will be followed up by a discussion with the class teacher if needed.</li> <li>• Work will be provided for the child/ren as agreed between the teacher and the family. This may include printed worksheets (collected by family if possible, but otherwise doorstep dropped off by a member of staff)</li> <li>• Worksheets and planning will be uploaded on the eSchools academy.</li> <li>• Children will be offered one weekly (or more if needed and capacity allows) live Zoom 'surgery' with a member of staff to help clarify misconceptions or give feedback as necessary. (NB These are recorded for safeguarding and kept on the school drive.) See Contingency plan for full information.</li> </ul>	Teachers & families	Low

Classrooms			
<p><b>Maintaining social distancing.</b></p> <p><b>Physical layout: Reducing risk of cross contamination</b></p> <p>Cross contamination</p>	<ul style="list-style-type: none"> <li>• In line with government guidance, class bubbles of up to 30/32 will not be expected to social distance.</li> <li>• All adults are expected to social distance from each other and wear face coverings when this is not possible regardless of whether they are in the same bubble.</li> <li>• Where adults work across more than one bubble, they will social distance from children (ideally 2 metres) and wear a face covering/ limit occasions when this is not possible.</li> <li>• KS1 and 2 children will sit at tables facing the front (teacher/ whiteboard etc.)</li> <li>• Classes will enter school separately at staggered intervals at beginning/ end of day/ breaks etc. (see drop off/ pick up outlined above)</li> <li>• Year 4 &amp; 5 will access the field for break via the car park door – temporary fencing in place across</li> <li>• EYs and KS1 will access the playground/ field via their class garden gates. (driveway gate locked)</li> <li>• Y3 &amp; 6 will access their play area via the covered area field door.</li> <li>• Cloakrooms will be used. Year 2 and Reception will work together to ensure children are not in the same area at the same time and avoid cross contamination in Rec/ Y2 cloakroom area.</li> <li>• Children to come to school in their PE kits and remain in their kit all day, bringing spare in case of accidents.</li> </ul> <p><b>KS1 and 2:</b></p> <ul style="list-style-type: none"> <li>• Equipment allocated to each pupil to be kept on own table at all times or under chairs.</li> <li>• Children asked to provide own small pack of tissues also to be kept on desk at all times.</li> <li>• Water bottle kept on own table at all times</li> <li>• Exercise books to be kept in piles and handed out by the class teacher/ LSA or one child who will wash hands/ hand sanitise before and after. Kept on own table at all times.</li> <li>• Tables and chairs arranged to face the front and at least 2 metres from the front where the teacher/ LSA stands.</li> </ul> <p><b>Reception:</b></p> <ul style="list-style-type: none"> <li>• As above except equipment packs &amp; tissues will be kept in drawers and water bottles in bottle trays.</li> </ul>	<p>Adults to monitor</p>	<p>Low</p>

<p><b>Site security</b> Children leaving the school site without permission.</p> <p>Adults entering the site without permission.</p>	<ul style="list-style-type: none"> <li>• All doors to outside areas (except classroom doors) to be kept closed at all times unless supervised by a member of staff.</li> <li>• No such doors to be left propped open including, Y5 car park door, covered area/ Y3 door and door to the field from the covered area.</li> </ul>	All	Low
<p><b>Doors left open</b> Fire v spread of infection</p>	<ul style="list-style-type: none"> <li>• Doors to be propped open when children enter and exit the building to minimise contact with door handles. (including front door during Critical worker/ Vulnerable children attendance only. Staff member closely monitoring at all times)</li> <li>• All doors to be closed when rooms are empty to minimise the spread of fire if this occurs. Ventilation to be increased when empty.</li> <li>• Windows to be opened fully when room is empty to allow for max ventilation</li> </ul>	All	Low

<b>Music and drama lessons</b>			
<p><b>Class music lessons/ singing</b></p> <p>Spread of infection</p>	<ul style="list-style-type: none"> <li>• Reduced class sizes for singing, to allow for social distancing. Windows open for ventilation or outside. Singing to take place outside or in the hall if absolutely necessary (well-spaced)</li> <li>• Children to sit side by side or back to back when singing or using wind/ brass instruments.</li> <li>• Reduced class sizes may also be necessary for dance and drama depending on tasks planned. (consider need to project voice, ability to social distance if projecting voice/ getting out of breath)</li> <li>• Background or accompanying music levels to be kept to a minimum to discourage the need for raised voices/ shouting for a prolonged period.</li> <li>• Consideration of lowering ambient noise to reduce need for raising voices/ shouting etc.</li> <li>• Avoiding partner work if working in groups from different bubbles</li> <li>• Nativity play: decision will be made by half term but expect each EYs/ KS1 class to produce simpler individual class performance to be filmed and shared with the rest of the school/ families virtually.</li> </ul>	All	Medium
<p><b>Instruments</b></p> <p>Spread of infection</p>	<ul style="list-style-type: none"> <li>• Hand washing/sanitising before and after handling instruments.</li> <li>• Instruments not to be shared within a lesson without being disinfected between use (including cases/ handles/ beaters etc.).</li> <li>• Children to clean their own instruments</li> <li>• Name label instruments if being used over a period of time and keep to the same user if possible.</li> </ul>		

External Providers, Peripatetic teachers/ individual lessons			
<p>Infection brought in from other settings</p> <p>Cross contamination between our bubbles.</p>	<ul style="list-style-type: none"> <li>• Peripatetic music teaching will continue. Teachers are expected not to attend if they are unwell or have any Covid19 symptoms or if they have been instructed by Test and Trace to self-isolate. They will undertake twice weekly lateral flow testing.</li> <li>• Individual lessons will take place in the Music room with the windows open or outside by arrangement.</li> <li>• Teachers will be asked to come to the main office to be signed in and then walk back along the path to the staffroom door where a member of staff will meet them and let them in to the Music Room. A Walkie Talkie will be available in the Music Room and channel 4 is used to contact all staff (to request a child or if support is needed/ a query)</li> <li>• After the music lessons for the day are complete, the teacher will need to radio of a member of staff to let them out of the staff room door and to sign them out of the office.</li> <li>• Peripatetic teachers should not come out of the Music room into other rooms if at all possible and should social distance from staff and pupils if possible.</li> <li>• Face coverings do not need to be worn in lessons.</li> <li>• Teachers should social distance in lessons and not physically correct pupils.</li> <li>• Teachers to sit next to a pupil and not facing them.</li> </ul>		
<p><b>Art therapy sessions</b></p> <p>Cross contamination between our bubbles</p> <p>Infection brought in from other settings</p>	<ul style="list-style-type: none"> <li>• Art therapist to sign in at office</li> <li>• Symptoms checked (asked) on arrival in line with policy for all visitors.</li> <li>• All children to wash their hands before session and after session.</li> <li>• Hand sanitiser and wipes to be used as appropriate during session</li> <li>• Art therapist to sign in at office and then a member of office staff to let her in through the kitchen door where she will wash her hands before going to nurture room.</li> <li>• Children to be taken by member of staff to art therapy session and then collected at the end. Walkie talkies used for communication</li> <li>• Window and doors to be kept open during therapy session for ventilation</li> <li>• Therapist to sit behind a table in therapy room.</li> <li>• Own risk assessment to be provided showing how risks between settings are mitigated.</li> <li>• They will undertake twice weekly lateral flow testing.</li> </ul>		

<p><b>PE coach</b> Cross contamination between classes and adults</p> <p>Infection brought in from other settings</p>	<ul style="list-style-type: none"> <li>• One PE coach to be used. (own risk assessment detailing how cross contamination between settings will be limited)</li> <li>• Teaching two classes over a morning. Regular hand washing. Hand sanitising in place.</li> <li>• Symptoms checked (asked) on arrival in line with policy for all visitors.</li> <li>• Equipment to be washed after each class has used.</li> <li>• Coach to maintain 2 metre social distancing with all adults and children on site.</li> <li>• Coach to be signed in at office and then let on to the playground. Walkie talkie provided to communicate with classes and office. Not to come in to school building unless critical.</li> <li>• All PE lessons using an external coach to be outside and not in the hall whilst cases remain high. If the weather is too awful, the lesson will need to be cancelled or taken by the class staff in the hall. Following the start of twice weekly lateral flow testing by the Sports Coach, the hall may be used if outdoor Games is not possible.</li> <li>• They will undertake twice weekly lateral flow testing.</li> </ul>		
<p><b>Forest Schools</b> Cross contamination between classes and adults.</p> <p>Infection brought in from other settings</p>	<ul style="list-style-type: none"> <li>• Forest Schools staff to come to office to sign in and walk around the site to enter the Forest School area.</li> <li>• Symptoms checked (asked) on arrival in line with policy for all visitors. Our forest school staff are undertaking twice weekly lateral flow testing.</li> <li>• Walkie talkie to be provided for communication</li> <li>• Hand sanitiser to be taken to Forest Schools area for use.</li> <li>• Adults to maintain a 2m social distance where possible, but risks are partially mitigated by being outside.</li> <li>• Own risk assessment to be provided detailing how cross contamination between settings will be limited.</li> </ul>		



Lessons			
<b>General</b> Maintaining social distancing Cross contamination	<ul style="list-style-type: none"> <li>Resources remain with pupil</li> <li>Teach from front, use board to demonstrate if child needs help rather than their book.</li> <li>Marking to take place as previously. Teacher to avoid taking books home and to mark in school if possible. If not keep contact at home to a minimum.</li> <li>Windows and doors open in classrooms for ventilation when room in use.</li> <li>Book bags, lunch boxes and water bottles only.</li> </ul>	KS1 & 2	Low
<b>Ventilation and cold</b>	<ul style="list-style-type: none"> <li>All inside areas to be ventilated at all times by opening windows and internal doors.</li> <li>When areas are occupied and the temperature is very cold, windows can be opened less fully but then must be opened more fully before and after occupation to allow for possible infection in the air to clear.</li> <li>Heating will continue to be used to help mitigate cold and staff and children are advised to wear extra layers. (If cold, children are encouraged to wear a base layer/ vest in addition to their full school uniform. If they are still cold, an additional school coloured sweatshirt may be worn in addition.</li> <li>School caretaker to open windows in communal areas and classrooms when unlocking each morning.</li> </ul>	All staff    Caretaker	Low
<b>Interactive White Boards</b> Cross contamination	<ul style="list-style-type: none"> <li>Avoid surface contact games and activities where ever possible</li> <li>Wipe down surface with recommended cleaner if touched by children</li> </ul>	Adult only use	Low
<b>P.E.</b> Maintaining social distancing Cross contamination	<ul style="list-style-type: none"> <li>Outside only – children to have full PE kits</li> <li>Hall used if outside is unsafe and lesson cannot be changed to a different time (e.g with PE coach)</li> <li>Non-contact games preferably</li> <li>No contact sports during in door lessons</li> <li>Maintain spacing where possible</li> <li>Limit equipment</li> <li>Identify equipment for cleaning at end of day</li> <li>Children arrive in PE kit.</li> </ul>	Teachers & Sports coach	Low
<b>Noise levels</b> Cross contamination	<ul style="list-style-type: none"> <li>Noise levels should be kept reasonably low (quiet buzz) to prevent the need to raise voices or shout to be heard.</li> <li>Any videos or music to be played at lowish volume to prevent the need to raise voices or shout to be heard.</li> </ul>		Medium

Library/ reading books			
Cross contamination/ spread of infection	<ul style="list-style-type: none"> <li>• Hand sanitiser dispenser in library – everyone entering to hand sanitise as they enter</li> <li>• Library to be used by one class a week (Friday) to allow for books to be quarantined for 72 hours between classes. <b>Library will be out of use until further notice.</b></li> <li>• Box kept in classroom for adults to collect library books as they returned. (books to be collected after 2 weeks to avoid loss or damage)</li> <li>• Classes to have their own sets of reading boxes that only their class chooses from. These should be swapped/ refreshed each half term.</li> <li>• Individual reading books: children to choose a book from their class colour boxes (or extended reader boxes) to take home and read.</li> <li>• Books to be placed inside a box to be quarantined for 72 hours when they are returned. (classes develop their own systems for ensuring this happens)</li> <li>• Home reading to be recorded either on an online form on eSchools or using Home reading records. Class staff hand sanitiser wash hands after handling records.</li> </ul>	All	Low

General hygiene			
Cross contamination/ spread of infection	<ul style="list-style-type: none"> <li>• Children and adults to wash their hands for 20 secs with warm water and soap when they arrive at school, return from break, change rooms, before and after eating and at regular intervals throughout the day. (approx. 5 times a day or more) or use school provided/ approved alcohol hand sanitiser.</li> <li>• Adults to supervise hand washing and actively teach children effective hand washing.</li> <li>• Children to carry own packs of tissues for personal use.</li> <li>• Any throat clearing – children taught to use elbows.</li> <li>• Children taught that equipment/ surfaces need to be wiped in between use and to get in to the habit of doing so.</li> <li>• hand sanitiser may be used if need be, but hand washing is preferable.</li> <li>• Children taught to keep to their own resources when provided and to minimise physical contact. (appropriateness discussed – how others may feel uncomfortable etc.)</li> </ul>	All classes have their own sink and toilet facilities for hand washing	Medium

Visitors			
<b>Covid-19 awareness</b>	<ul style="list-style-type: none"> <li>Visitors will be kept to a minimum (essential only) only to enter school via the main school entrance and when an appointment has been made.</li> <li>On entering the site, office staff will check (ask) the visitor if they have any Covid 19 symptoms, (temperature of 38.5 or above, persistent dry cough, loss of sense of taste/ smell). Visitors will be asked to hand sanitise and office staff will sign them in to the school. A disposable visitor's sticker will be provided to wear and be collected at the end of the visit.</li> <li>Signage to be displayed in entrance area reminding anyone of the Covid19 symptoms and actions needed if they have a symptom.</li> <li>Office to keep a detailed form indicating where visitor has been whilst on site.</li> <li>Noah's Ark will be used for staff to meet with visitors as required. A table with perspex screen will be provided for this purpose.</li> <li>Alert visitor to social distancing policy in school</li> <li>Monitor access away from children / staff – separate times if possible</li> </ul>		Low
Cross contamination			

Travelling arrangements			
<b>Covid-19 awareness</b>	<ul style="list-style-type: none"> <li>Families are encouraged to travel to school in a one household vehicle or walk if possible</li> </ul>		Low
Cross contamination			
<b>Children travelling on the school bus</b>	<ul style="list-style-type: none"> <li>Children arriving by bus- bus company/ school staff will ensure that there is adequate ventilation and that children are spread out or sat in class/ family bubbles as far as is possible.</li> <li>Children are expected to wash their hands/ hand sanitise before getting on the bus and on disembarking.</li> <li>Children are expected to social distance whilst waiting for and when getting on the bus.</li> </ul>	Bus company Staff managing children using bus.	Low
<b>Children travelling by taxi</b>	<ul style="list-style-type: none"> <li>Face coverings may be worn (procedures must be followed (see Face coverings section)</li> <li>Taxi must be ventilated as above</li> <li>As above</li> </ul>	Taxi company Staff managing children using bus.	Low

<b>Emergency &amp; First aid</b>			
<b>Evacuating the school</b> Personal injury/ Cross contamination	<ul style="list-style-type: none"> <li>• Assembly point on the school playground as marked. (Classes to remain in bubbles and social distance from other classes)</li> <li>• EYS/ KS1 exit garden gates and head straight to assembly point. Y3 &amp; 6 exit from class doors via covered area door to assembly point. Y4 &amp; 5 exit through car park door and walk across field to assembly point.</li> <li>• Risk of congestion at exit points – classes to wait if necessary and use field to space if needed to overtake/ social distance en route</li> <li>• Register order maintained</li> <li>• Drill practiced and reviewed with Fire Risk Assessment</li> </ul>	Guidance states that risk from classes passing each other is reduced.	Low
<b>Emergency requiring Lockdown</b> Personal injury Cross contamination	<ul style="list-style-type: none"> <li>• Classes to enter through designated areas according to Lockdown plan.</li> <li>• Some designated areas will include more than one class – in that case classes should gather in areas away from each.</li> <li>• Procedures to be explained to children on return and physical practise later in term/ year so as not to exacerbate initial anxieties.</li> <li>• All classes to practise procedure(as a class) before half term</li> </ul>		
<b>First aid</b> Cross contamination	<ul style="list-style-type: none"> <li>• Deliver support and welfare as normal within EYFS setting</li> <li>• Deliver support and welfare in all classes where possible in class rooms</li> <li>• Medical room only to be used for more serious injuries or unwell children.</li> <li>• One child in the medical room at a time</li> <li>• Seating at 2m distancing outside room to maintain social distancing along corridor opposite HTs office</li> <li>• Training on safe use of PPE given to all staff and protocol for suspected infection</li> <li>• PPE used in suspected cases</li> <li>• PPE used when administering first aid</li> <li>• All staff to carry a walkie talkie</li> </ul>	All classes to have basic first kits.  Allocated first aider for break times in PPE and contacted via walkie talkie	Low

## Clubs

<b>Story Start/ Homework Club (not operating during periods of Critical Worker/ Vulnerable Children attendance only)</b>	<ul style="list-style-type: none"> <li>• Carry out a survey to find out demand for these clubs.</li> <li>• ICT room used for Homework club with children at least 2 metres apart and at fixed stations. Adult at the front. 2 metres from children/ Perspex screens in place. Strict booking of places. March 2021: Homework club to take place in the school hall with children sat in their bubbles at fixed stations (each station spaced and dividers used – max 4 stations). Homework Club staff to maintain social distance and wear a face covering when this is not possible and for as short a period as possible. Children to remain at their stations. Snacks may be taken outside as a break from sitting at tables.</li> <li>• Story Start to take place in the library with 2 metre distancing (unless from same family/ year group). Tables/ chairs to be disinfected after use. Strict booking of places. Morning Phonics groups to take place in Y1 or Y2 bubbles (on separate days) Staff member to social distance from / use screen with children.</li> </ul>		
<b>After school Clubs</b> Cross contamination between bubbles	<ul style="list-style-type: none"> <li>• There will be no mixed year group after school or before school clubs for the first half term when this will be reviewed and risk assessed. (other than above)  Continue Outside Sports Clubs being explored.</li> </ul>		
<b>Grounds maintenance</b>			
<b>Grass cutting etc.</b>  Cross contamination	<ul style="list-style-type: none"> <li>• Onsite only when children are indoors or well away.</li> <li>• See visitors section</li> </ul>	Caretaker check	Low

Communal Spaces			
<p><b>Staff breaks/ staffroom</b></p> <p>Maintaining social distancing</p> <p>Cross contamination</p>	<ul style="list-style-type: none"> <li>• Breaks to be taken in the staff room or own classrooms. <b>STAFF ROOM CLOSED DUE TO RISE IN CASES LOCALLY</b> March 2021: Staffroom to remain closed for staff breaks. All full time staff to be given a 'break station' space to take time away from the children. This will not be shared, other than between adults sharing a bubble.</li> <li>• Staff kitchens/ facilities: The fridge, microwave and toaster from the drink station have been moved into the hall to make it easier for staff to social distance when using facilities and to make access to the staff toilet less congested. The main school kitchen will also be available for staff to use for preparing/ storing their lunch/ drinks etc. This is limited to three people at a time and staff are expected not to congregate and to exit quickly to allow access by those who need it. Ideally staff will bring drinks and utensils from home</li> <li>• All adults to hand sanitise when entering the <del>staff room</del> <b>shared kitchen areas</b> and <del>use one of the 6 chairs to sit on.</del></li> <li>• <del>6 people on break using the staff room at any time. (separate rota provided)</del></li> <li>• Adults to keep 2 metres apart when on breaks and moving around.</li> <li>• Tea/ Coffee facilities point in staff kitchen. (AVOID USING IF POSSIBLE)</li> <li>• Wipes provided next to kettle. Staff to provide and keep their own mugs and other utensils and take home each day.</li> <li>• Microwave use avoided if possible.</li> </ul>	All	Low

<p><b>Adult working spaces</b></p>	<ul style="list-style-type: none"> <li>• PPA – staff to use allocated areas as on PPA plan. ICT room to be blocked out for staff use as indicated. March 2021 – ICT room closed to children and further stations allocated for staff breaks/ PPA</li> <li>• School office to be kept for office staff only. Walkie talkies will be put in the hall on a table at entrance for collection each day and signing in book is by the front door. (use own pen)</li> <li>• Portable phone to be used for phone calls (office staff to pass) and wiped with disinfectant wipe afterwards.</li> <li>• Additional phone purchased to be accessed from the staffroom. Two classroom phones (Y6 &amp;R) connected to outside lines.</li> <li>• OFFICE CLOSED TO STAFF OUTSIDE OFFICE BUBBLE Parent contact details to be accessed via SIMS not by looking in the paper file in office.</li> <li>• Walkie talkies moved to far end of hall next to staffroom so that other staff do not need to enter the office.</li> <li>• School Business Manager to work remotely whilst case numbers locally and nationally have increased (during National Lockdown) limiting number of office staff on site. March 2021: No more than 2 staff members working in the office at any one time. (rota agreed between staff for home working.)</li> <li>• Noah’s ark to be used for essential visitor meetings which cannot take place on the telephone or virtually.</li> </ul>	<p>All</p>	
<p><b>Communal spaces for group work/ interventions</b></p>	<ul style="list-style-type: none"> <li>• Where possible children to keep to the same places and tables per bubble (see rotas). All tables/ chairs to be disinfected before and after use including the hall, the library, and areas outside rooms.</li> <li>• Partitions to be used in the hall to provide a corridor for adults moving around moving around school (to staff room).</li> <li>• Following a staff survey, all staff to wear face coverings whilst in any communal areas or away from their bubble e.g. corridors, kitchen, loos, at the photocopier, outside at pick up and drop off times. Face coverings at other times when in bubble remain optional.</li> </ul>	<p>All</p>	

<b>Face coverings</b>	<ul style="list-style-type: none"> <li>• Children are discouraged from wearing face coverings whilst on site. If they wear them whilst travelling to school safe removal and storage procedures will need to be followed.</li> <li>• Staff wearing face coverings and children using face coverings whilst travelling to school are expected to follow the procedures listed below: <ul style="list-style-type: none"> <li>○ Wash or hand sanitise hands before putting a face covering on</li> <li>○ Store face coverings in an individual, sealable plastic bag between use,</li> <li>○ Not to touch front of face covering whilst wearing or removing it.</li> <li>○ Dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin)</li> <li>○ Carry a spare face covering</li> <li>○ Do not wear damp face coverings (replace with spare if need be)</li> <li>○ Wash hands or sanitise after putting face covering on.</li> </ul> </li> <li>• Face shields will not be used instead of face coverings.</li> </ul>		
<b>Store rooms</b> Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> <li>• Limit to one person at a time</li> <li>• Clean door handle after use and anything else which has been touched.</li> <li>• All areas to have a packet of wipes available for disinfecting areas after contact.</li> </ul>	All	Low

<b>Break times</b>			
<b>Supervision.</b>  Safety and security of children whilst playing.	<ul style="list-style-type: none"> <li>• Classes to play in large area subdivided with at least three adults. (one on break)</li> </ul>		
Play equipment  Cross contamination	<ul style="list-style-type: none"> <li>• Equipment may be used within class bubbles. It should be kept specifically for that class or disinfected/ quarantined after use.</li> <li>• All children to hand sanitise before and after using equipment. Adult on duty to bring hand sanitiser out with them.</li> <li>• Trim trail: this can be used by one class Monday – Thursday and then left untouched for 72 hours before the next class. A rota will be used. It must not be used before or after school by anyone.</li> </ul>		

<b>Lunchtimes</b>			
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Cross contamination	<ul style="list-style-type: none"><li>• All classes to eat in their classrooms (at own desks) or outside (weather permitting). Tables to be cleaned before and after eating.</li><li>• School meals to be provided in individual take away containers (hot and cold) and handed to children by supervising adults. <b>March 21 Cold lunches only to allow kitchen to be used by staff.</b></li><li>• All children to wash hands/ sanitise before and after eating.</li><li>• Class staff to supervise – breaks to be allocated <b>and taken at set stations (no congregating).</b></li></ul>		Low
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<b>Movement around the school</b>			
Cross contamination as children or adults move around the school.	<ul style="list-style-type: none"> <li>• Class groups to enter and exit as described above.</li> <li>• One way system for adults and children moving along corridor by ICT room and offices – anti clockwise looping past KS1 classes past y6 through the side of hall.</li> <li>• Y3 Staff to access staff room via the Y3/4 corridor. Staff to access across hall (side by kitchen/ end by staff kitchen/ room) or through the library</li> </ul>		
<b>Kitchen</b>			
Cross contamination	<ul style="list-style-type: none"> <li>• Closed to children until further notice</li> <li>• Used by lunchtime supervisors (ink KS1 staff as needed) only and cleaned after use. March 2021 – kitchen to be used by staff only as outlined under Staff Breaks and Staffroom section</li> </ul>		Low
<b>Use of kettle as a source of boiling water</b> <b>Using a toaster</b> <b>Use of a microwave</b> Maintaining social distancing Cross contamination	<ul style="list-style-type: none"> <li>• Wipe down after individual use</li> <li>• Microwave/ toaster used with wipes in between only or ideally not at all.</li> </ul>	All	Low
<b>Whole school events</b>			
<b>Collective Worship</b>	<ul style="list-style-type: none"> <li>• CW lead will provide a rota. Whole school worship will take place remotely in the classroom. Class worship as before.</li> </ul>		
<b>PSA/ fundraising events</b>	<ul style="list-style-type: none"> <li>• All site events will be cancelled for first half term and then reviewed.</li> <li>• Just Giving page is being established and alternative 'remote' events will be considered.</li> <li>• March 2021 – Only remote fundraising until guidance permits larger gatherings.</li> </ul>		
<b>Parent engagement events</b>	<ul style="list-style-type: none"> <li>• Workshops will be planned over Zoom/ Teams.</li> <li>• Surveys will be used</li> <li>• Parents consultation evenings will be reviewed closer to the time and a decision will be made about whether that will be virtual or in person.</li> </ul>		

Office			
Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> <li>Office staff to return to office based working unless agreed otherwise. <b>March 2021 Only 2 office staff in the office. (home working plan agreed with to allow that to be the case)</b></li> <li>Sit apart facing away from each other</li> <li>Keep reception window to entrance hallway closed, to talk to parents / visitors</li> <li>Keep office window to outside open</li> <li>Keep door open when possible</li> <li>Wipe keyboards down at end of day and throughout the day.</li> <li>Wipe phone down after use</li> <li>No other staff in the office. Portable phone to be used if needed by staff.</li> </ul>	Buy another portable phone.	Low

Off site visits			
Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> <li>Following County advice no trips to take place currently. This will be reviewed as appropriate. <b>March 2021 – advice remains in place – no trips</b></li> <li>These will be individually risk assessed.</li> <li>Outdoor trips to locations limited to the public will be considered. E.g. River chess</li> </ul>	All	Low

Play equipment, external			
<b>Playground furniture</b> <b>Benches</b> <b>Trim trail</b> Cross contamination	<ul style="list-style-type: none"> <li>Wipe down at end of day</li> <li>Trim trail to be used by one class at a time, 4 days on 3 days off on a rota basis.</li> <li>Closed before and after school</li> </ul>	All	Low

Playground			
<b>Maintaining social distancing at break times</b> Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> <li>Break and lunch times staggered to avoid contact with other classes. <b>March 2021 – up to four classes to use the field for break at the same time.</b></li> <li>Limit toys to one ball or hoop between two users if possible</li> <li>Hand washing before re-entering class. Balls/ hoops to be disinfected.</li> </ul>		Low

<b>EYs Play equipment</b>			
<b>EYs Internal play equipment</b> Maintaining social distancing Cross contamination	<ul style="list-style-type: none"> <li>• Limit equipment out at one time</li> <li>• Remove soft furnishings and equipment that cannot be safely washed between children or at end of day</li> <li>• Allocate resources by child in plastic pockets – pencils, books, etc.</li> <li>• Individual packs of resources for children used in any one day. Limit number of resources available each day but rotate and wash/ disinfect in between</li> </ul>		Low
<b>EYs Outdoor equipment</b> Maintaining social distancing Cross contamination	<ul style="list-style-type: none"> <li>• Limit equipment out at one time</li> <li>• Climbing frame and other outdoor EYS equipment back in use by Reception children only. (following strict hygiene guidelines)</li> <li>• Bikes and scooters can be used by reception children but wiped when there is change of user.</li> <li>• Remove soft furnishings and equipment that cannot be safely washed between children or at end of day</li> <li>• Close sandpit</li> <li>• Mud kitchen to be opened again but regular handwashing/ sanitising to take place.</li> </ul>		Low

<b>Toilets</b>			
<b>Toilet access and use</b> Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> <li>• Each class to have their own allocated toilet/s.</li> </ul>	All	Low
Supporting children with toileting/ changing/ providing intimate care.	<ul style="list-style-type: none"> <li>• Adults to wash hands/ hand sanitise and wear an apron &amp; mask whilst supporting any pupils with intimate care.</li> <li>• Adults to wash hands/ sanitise afterwards.</li> </ul>		

<b>Staff Wellbeing/ Mental Health</b>			
Covid related Stress and anxiety. Isolation for staff shielding or self-isolating	<ul style="list-style-type: none"> <li>• All staff have access to Art therapist/ PAM Assist (County counselling scheme) and SLT for support. (SLT available at all times)</li> <li>• Regular Zoom staff meetings to support and see each other</li> <li>• Regular staff meetings in bubbles of approx. 8 socially distanced.</li> <li>• Confidence in risk assessment and planned actions</li> </ul>		Medium

<p><b>Challenging behaviour</b> Risk of spread of Covid19 infection through physical contact – to staff especially</p>	<ul style="list-style-type: none"> <li>• Staff to be extra vigilant to signs of behaviour escalating and for pupil to leave designated room to dedicated space (Y2 cloakroom at KS1 end of school) (Music/ nurture room at Y6 end) very early. (Some pupils to start in dedicated space so that risk can be assessed)</li> <li>• Pre-empt and avoid negative behaviours from arising as much as possible with distraction and avoidance.</li> <li>• If situation does escalate, rest of bubble to leave the designated space to go outside (weather permitting or at 2m intervals in the corridor).</li> <li>• Room made as safe as possible and strategies used according to child's BIP to de-escalate. Staff to put on PPE in case there is no option but to physically manage child. If that fails, parents will need to be called to collect child.</li> <li>• Parents to be made aware of possible actions and risks and to sign updated BIP with procedures outlined.</li> <li>• All parents and children to be sent Home School agreement and asked to agree through Google survey. To include understanding that if children cannot cope they will be sent home.</li> </ul>	<p>Constant review of individual cases</p>	<p>Medium</p>
<p><b>Separation anxiety</b> Risk of spread of Covid19 infection through physical contact – to staff especially</p>	<ul style="list-style-type: none"> <li>• A lot of preparation work to take place between school and family photo pack of what school looks like/ video tour and books used such as 'The Invisible Thread'.</li> <li>• Teachers to have regular contact with families where separation anxiety is particularly expected in order to plan a strategy/ e.g. separate arrival time, delay return to school or shortening school day may be necessary.</li> <li>• Teacher and parents to agree physical contact which both sides feel comfortable with e.g. leading a child in to school by their hand. Hand washing to taken place immediately before and after. In writing?</li> </ul>	<p>Constant review of individual cases</p>	<p>Med</p>

Pupil Wellbeing/ Mental Health			
<p>Covid related Stress and anxiety. Bereavement support. Isolation for children shielding or self-isolating</p>	<ul style="list-style-type: none"> <li>• Preparation sessions planned for returning year groups.</li> <li>• Video/ photos of school to re-assure children of plan.</li> <li>• Bereavement training. Resources to be shared.</li> <li>• Classroom displays to show pictures of 'home learning experience'.</li> <li>• SENCOs to offer an on line 'worry box' for children to share questions and concerns prior to returning and then produce a FAQs sheet</li> <li>• Zoom session in younger classes to show the children what school will be like when they return.</li> </ul>		

Cleaning & Waste			
<b>General waste</b>  contamination	<ul style="list-style-type: none"> <li>• Bins to be emptied twice a day at all sinks, loos and at hand washing areas. Gloves to be worn when emptying into a larger sack and then put straight in outside bin.</li> <li>• Food waste to be collected and emptied to outside bin straight after lunch time.</li> <li>• Staff emptying bins to wash hands immediately afterwards</li> </ul>	Caretaker/ LSA	Low
<b>Hazardous waste</b>  contamination	<ul style="list-style-type: none"> <li>• PPE worn before any handling of waste</li> <li>• All waste from potential Covid-19 case to be double bagged and marked as such</li> <li>• Removed from building to outside storage area and contractor notified</li> </ul>	Get a separate bin with a lid.	Low
<b>Cleaning supplies</b>  Cleaning chemicals  Safe use and low supplies of adequate surface cleaner	<ul style="list-style-type: none"> <li>• Caretaker to ensure each class has sufficient cleaner for surfaces each morning and afternoon</li> <li>• Ensure labels are clear and material safety data sheet available and shared with all staff</li> <li>• Renew order min 3 weekly basis.</li> </ul>		
<b>Cleaning:</b> Classroom surfaces - tables, doors and handles Toilet doors and handles  Cross contamination	<ul style="list-style-type: none"> <li>• Use usual cleaning detergent</li> <li>• Store out of reach of children – locked drawer</li> <li>• Wear gloves when cleaning</li> <li>• Spray onto cloth and wipe all surfaces contacted by children / adults at end of every session, morning break, lunch afternoon break or after any direct coughing or sneezing including table tops</li> <li>• Class adults to ensure top up cleans throughout the day, wiping door handles, loos and surfaces around loos at lesson breaks or as required.</li> <li>• Loos to be thoroughly cleaned by caretaker after lunchtime and deep cleaned at the end of the day.</li> <li>• Class adults to spray and wipe tables at the end of the day. Caretaker &amp; nominated staff to vacuum and mop all floors.</li> <li>• Any shared resources (Lego/ games etc.)- if possible individual sets to be allocated if not resources to be disinfected at end of day. If disinfection is not possible, resources should be quarantined for 72 hours.</li> <li>• Cleaning charts to be placed in all classrooms/ loos and communal areas and completed by adults when cleaning is completed.</li> </ul>	Increase use as needed, after sneezing or coughing episodes	Low

<p><b>Cloakrooms / Toilets and toileting.</b></p> <p>Cross contamination</p>	<ul style="list-style-type: none"> <li>• Class staff to wipe high risk/ contact areas on rotation throughout school day (9.30 - 3.15)</li> <li>• Deep clean at end of day by caretaker/ cleaner/ nominated staff</li> <li>• Toilets: each class to have its own set of toilets (unisex) only used by that class. (EYs toilets have been divided into 2 sections (EYs and Y2))</li> <li>• All children to be encouraged to use the toilets if needed before they go out to break and as they come in. Children only allowed to use toilets at break times if really desperate and must then be taken by an adult to their class loo. KS2 teachers make their own judgement as to whether children can re-enter via covered area door to use the loo and follow the one way system. This will be tightly monitored.</li> </ul>	<p>Ensure check rota in place</p>	<p>Low</p>
<p><b>Adult toilet facilities</b></p> <p>Cross contamination</p>	<ul style="list-style-type: none"> <li>• There will be no toilet facilities for visitors.</li> <li>• There will be two staff toilets. One off the staff kitchen and the other will be the disabled toilet currently also used as a changing room for one pupil.</li> <li>• March 2021 Staff will be allocated a toilet to use to reduce frequency of use.</li> <li>• Anti-bacterial wipes for staff to wipe taps, around sink area, door handles etc. after use. Toilet wipes also provided.</li> <li>• Staff toilet to be deep cleaned/ floors mopped after lunch and at end of day.</li> </ul>		
<p><b>Computer keyboards used by children</b></p> <p>Cross contamination</p>	<ul style="list-style-type: none"> <li>• Computing to be taught in blocks therefore each class to be allocated whole days in a block of time to use the Computer room. All screens, keyboards, mice and worktops to be sprayed and cleaned at the end of each day and after Homework club by class staff. Allocate set computers and desk spaces for lessons and for Homework Club</li> <li>• Wipe keyboard surface with alcohol cloth after use</li> <li>• iPad and Chrome books (when not on loan) to be used for other on rotation in class– wiped with alcohol cloth regularly and before moving a new pod.</li> <li>• March 2021 Computer room closed to children. iPads and Chrome books will be on rotation across classes to allow Computing to be taught still as part of the curriculum. These will be quarantined between changing classes.</li> </ul>	<p>Under adult supervision</p>	
<p><b>Equipment</b></p> <p>Cross contamination</p>	<ul style="list-style-type: none"> <li>• Classes to create their own system for disinfecting/ quarantining shared equipment.</li> <li>• Soft furnishing may be used but kept to a minimum and washed in the washing machine each week. (items which cannot be put in the washing machine should not be used unless agreed with HT)</li> <li>• Aprons etc. should be used by individual children and then washed.</li> <li>• A washing machine has been purchased and a tumble dryer (for occasional use). Washing machine to be used each Friday to allow for drying over the weekend. (on racks in the hall)</li> </ul>		

**DATE OF REVIEW:**

23.9.20 9<sup>th</sup> October 2020 6<sup>th</sup> November 2020 4<sup>th</sup>  
 December 2020 January 2021 March 2021

**COMMENTS:**

RESIDUAL RISK RATING	ACTION REQUIRED
<b>VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring</b>	<b>The activity must not take place at all.</b> You must identify further controls to reduce the risk rating.
<b>HIGH (H) Possibility of fatality/serious injury occurring</b>	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
<b>MEDIUM (M) Possibility of significant injury or over 3 day absence occurring</b>	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
<b>LOW (L) Possibility of minor injury only</b>	No further action required.



## Appendix A Class on going cleaning responsibilities

Reception	<ul style="list-style-type: none"> <li>• Classroom desks, door handles, other high contact surfaces</li> <li>• Rec toilets – wipes taps, door handles, cubicle partitions and door handles/ flush button</li> </ul>
Year 1	<ul style="list-style-type: none"> <li>• Classroom desks, door handles, other high contact surfaces</li> <li>• Y1 toilets – wipes taps, door handles, cubicle partitions and door handles/ flush button</li> </ul>
Year 2	<ul style="list-style-type: none"> <li>• Classroom desks, door handles, other high contact surfaces</li> <li>• Y2 toilets – wipes taps, door handles, cubicle partitions and door handles/ flush button</li> <li>• Y2 cloakroom door</li> </ul>
Year 3	<ul style="list-style-type: none"> <li>• Classroom desks, door handles, other high contact surfaces</li> <li>• Y3 toilets – wipes taps, door handles, cubicle partitions and door handles/ flush button</li> <li>• Wipe internal and external door to covered area</li> </ul>
Year 4	<ul style="list-style-type: none"> <li>• Classroom desks, door handles, other high contact surfaces</li> <li>• Y4 toilets – wipe taps, door handles, cubicle partitions and door handles/ flush button</li> <li>• Door to hall &amp; kitchen door (shared Y5)</li> </ul>
Year 5	<ul style="list-style-type: none"> <li>• Classroom desks, door handles, other high contact surfaces</li> <li>• Y5 toilet – wipes taps, door handles, cubicle partitions and door handles/ flush button</li> <li>• Door to hall &amp; kitchen door (shared Y4)</li> </ul>
Year 6	<ul style="list-style-type: none"> <li>• Classroom desks, door handles, other high contact surfaces</li> <li>• Y6 toilets – wipe taps, door handles, cubicle partitions and door handles/ flush button</li> <li>• Wipe handle on door to ICT room from covered area</li> </ul>
KS1 staff - lunchtimes	<ul style="list-style-type: none"> <li>• Spray and wipe all lunch tables and chairs in hall after use</li> <li>• Spray and wipe doors going in to hall and staff room/ kitchen</li> </ul>

## Appendix B

### Amended pick up and drop off times from November 2020 **Continue March 2021**

#### Morning drop off times and locations

	Front Door	Car Park Door	Classroom Door
8.45	Y6	Y5	
8.40	Y3	Y4	
8.50			Y1 & Y2
8.55			Windmills

#### Afternoon pick up times and locations

	Front Door	Car Park Door	Classroom Door
2.55			Windmills
3.00			Y1 & Y2
3.10	Y3	Y4	
3.15	Y6	Y5	

#### Families with children in both KS1 and KS2

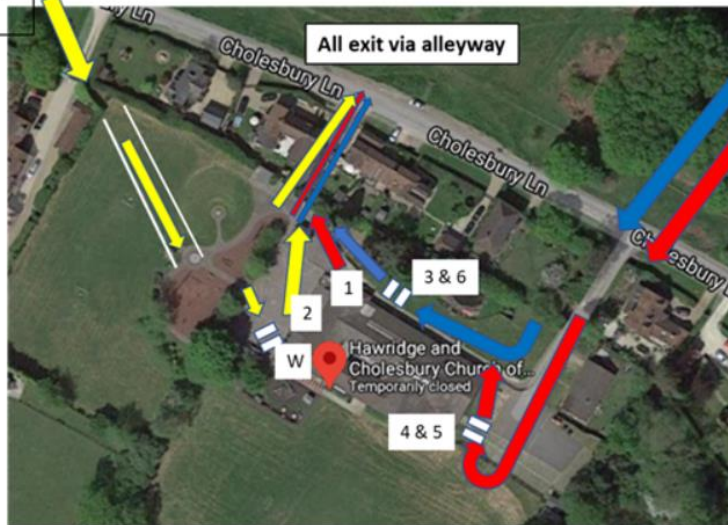
Morning - Eldest siblings to be dropped off first (Please stick to times on table below)

Afternoon - Eldest siblings are to be collected first. Younger children will be kept in the classroom until the older sibling(s) have been collected. Parents will then collect younger child(ren).

#### Other siblings

Year 3 teacher to hold siblings of Year 5/6 at the end of the day in Y3 classroom and then meet parents on the playground at 3.15pm

Windmills, Year 1 and Year 2  
Entrance: Field gate  
Walk across field to classroom  
gate/door



Year 3,4,5 and 6 Entrance : Main entrance  
Year 3 and 6 Front Door  
Year 4 and 5 Car park door