

THE HAWTHORNS PRIMARY SCHOOL COVID-19 RISK ASSESSMENT

| | | |
|---|--|------------|
| Area/Activity being risk assessed: COVID 19 management in school | Date of Risk Assessment: | 14.06.2021 |
| | Next Review Date: | Sept 2021 |
| <p>Background:</p> <p>Covid-19 is a newly discovered Coronavirus, it is infectious. The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The most important symptoms of coronavirus (COVID-19) are recent onset of any of the following:</p> <ul style="list-style-type: none"> • a new continuous cough • a high temperature • a loss of, or change in, your normal sense of taste or smell (anosmia) <p>The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p> <p>The country was asked to lockdown to prevent infection during March 2020. From week commencing 1 June 2020, the Government suggested schools welcome back more children to early years, primary schools and further education settings. EYFS, Year 1 and Year 6 were identified as priority groups. All children returned to school from September 2020. A second national lockdown was put in place from 5 November until 2 December, with no requirement for school closure. The school did not have any positive COVID-19 cases in autumn 2020.</p> <p>The new highly transmissible variant of COVID-19 triggered the need for a third national lockdown, closing all schools from 5 January 2021 up until at least February half term. Schools were asked to restrict attendance only to children of critical workers and vulnerable children. The numbers of requests for school places was significantly higher during this period than the first lockdown.</p> <p>On the 22 February 2021 the Government announced that all pupils will return to school on 8 March 2021.</p> | <p>Sources of Information:</p> <p>Government guidance:</p> <ul style="list-style-type: none"> ➤ Guidance for full opening: schools ➤ DfE Guidance for education and childcare settings ➤ Guidance for schools ➤ World Health Organisation Guidance ➤ National Health Service Guidance ➤ Public Health England Guidance <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> | |

**THE HAWTHORNS PRIMARY SCHOOL
COVID-19 RISK ASSESSMENT**

The new Delta variant was the cause of increased cases in Wokingham and all residents and schools were advised to carry out surge testing to identify and isolate asymptomatic cases.

This risk assessment has been created for dealing with Covid-19 at The Hawthorns Primary School, it covers all reasonably practical measures to reduce the risk to our pupils, staff and their families.

This risk assessment will be reviewed and updated by the SLT regularly following guidance from the PHE, HPT, the Government and DfE.

Agreed and signed Headteacher: 

Date:18.06.2021.....

Agreed and signed Chair of Governors: 

Date: ...25.06.21.....

**THE HAWTHORNS PRIMARY SCHOOL
COVID-19 RISK ASSESSMENT**

| Step 1 | Step 2 | Step 3 | | Step 4 | |
|--|--|--|---|---|---|
| What are the hazards? | Who might be harmed? | What controls are put in place? | Any further actions necessary? | How will this risk assessment be put into action? | |
| | | | | Who needs to carry out the action? | Action by when? |
| <p>DIRECT TRANSMISSION OF COVID-19 (contact with someone who has the coronavirus – with/without symptoms)</p> | <ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors | <p>Everyone is given guidance not to come into school if they need to self-isolate under <u>current guidance</u> for at least 10 days from when their symptoms started.</p> <p>Anyone self-isolating with symptoms will be encouraged to access <u>testing</u> and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. They will remain in an isolated room with good ventilation until they are collected. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic child who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • The child will be supervised in the medical tent to prevent contact with others. • At least a 2m distance will be maintained by the supervising staff. • If contact is necessary, supervising staff will wear PPE: a face covering, a face shield, disposable gloves and a disposable apron. | <p>Regular reminders for parents in the weekly bulletin and HT letters about not coming in if unwell.</p> <p>If there are home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested.</p> <p>The school took part in the local surge testing to identify the spread of the new Delta variant, providing all staff with a PCR test on 16.6.21.</p> <p>Refer to the action card for COVID-19 management.</p> <p style="color: red;">Positive case notification or queries to:</p> <p>ChildrensCV19Support@wokingham.gov.uk</p> | <p>Headteacher</p> <p>Admin staff</p> <p>First Aid staff</p> <p>All staff</p> | <p>Processes in place adhered to from 14.6.21</p> |

**THE HAWTHORNS PRIMARY SCHOOL
COVID-19 RISK ASSESSMENT**

| | | | | | |
|--|--|---|---|--|--|
| | | <ul style="list-style-type: none"> Supervising staff will wash their hands thoroughly for at least 20 seconds after the pupil has been picked up. <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be removed and disposed of properly, following <u>decontamination guidance</u>.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the <u>local health protection team</u>. The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate for 10 days.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> The pupils and staff in each bubble Any close contact that takes place between children and staff in different groups <p>Lateral flow testing being carried out by staff from January 2021. Staff testing twice a week and reporting results to NHS and the school.</p> <p>Lateral flow devices are a vital tool to finding more asymptomatic cases and the government's approach to testing in schools will reduce transmission.</p> | <p>Inform the DFE of single case of staff or pupil: 0800 046 8687</p> <p>The school's local Health Protection Team (HPT) is: Thames Valley Health Protection Team (South East) Tel: 0344 225 3861</p> <p>If there are 2 or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p> <p>The school will report all confirmed positive cases using the DFE online attendance form daily return.</p> <p>Inform Caterlink, Energy Kidz and cleaners about any confirmed cases as appropriate.</p> <p>For more information, refer to: https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-</p> | | |
|--|--|---|---|--|--|

**THE HAWTHORNS PRIMARY SCHOOL
COVID-19 RISK ASSESSMENT**

| | | | | | |
|--|--|---|---|--|--|
| | | <p>The national vaccination program has begun and staff members are to advise the school when they have received each dose of the vaccination.</p> <p><u>What is meant by a contact?</u></p> <p>You can be a contact anytime from 2 days before the person who tested positive developed their symptoms, and up to 10 days after, as this is when they can pass the infection on to others.</p> <p>A contact can be:</p> <ul style="list-style-type: none"> • anyone who lives in the same household as someone with COVID-19 symptoms or who has tested positive for COVID-19 • anyone who has had any of the following types of contact with someone who has tested positive for COVID-19 with a PCR test: <ul style="list-style-type: none"> • face-to-face contact including being coughed on or having a face-to-face conversation within one metre • been within one metre for one minute or longer without face-to-face contact • been within 2 metres of someone for more than 15 minutes (either as a one-off | <p>the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person</p> | | |
|--|--|---|---|--|--|

**THE HAWTHORNS PRIMARY SCHOOL
COVID-19 RISK ASSESSMENT**

| | | <p>contact, or added up together over one day)</p> <ul style="list-style-type: none"> travelled in the same vehicle or a plane <p>An interaction through a Perspex (or equivalent) screen with someone who has tested positive for COVID-19 is not usually considered to be a contact, as long as there has been no other contact such as those in the list above.</p> <p>If you are a contact of someone who has tested positive for COVID-19 you will be notified by the NHS Test and Trace service via text message, email or phone and should follow this guidance closely.</p> | | | | | | | | | | | | | | | | | | | | | |
|--|---|---|--|------------|-------|--------|----|--------------------------------|------|--------|------|--------|------|--------|------|--------|------|--------|------|--------|------|--|---|
| <p>Contact with coronavirus when getting to and from school.</p> | <ul style="list-style-type: none"> Staff Pupils Parents Visitors Contractors | <p>Everyone will be encouraged to walk, scoot or cycle into school, and asked to avoid taking public transport during peak times if possible. Anyone who needs to take public transport will be referred to government guidance.</p> <p>Parents/carers who need to drop off and pick up pupils will be told through messages and signage:</p> <ul style="list-style-type: none"> Their allocated drop off and collection times, with different groups being given different times. The protocols for minimising adult to adult contact by staggered start and | <p>The drop off window in the mornings and staggered finish times will help avoid peak times.</p> <table border="1"> <thead> <tr> <th>Year Group</th> <th>Start</th> <th>Finish</th> </tr> </thead> <tbody> <tr> <td>FS</td> <td rowspan="7">Drop off between 8:45 and 9:00</td> <td>3:20</td> </tr> <tr> <td>Year 1</td> <td>3:30</td> </tr> <tr> <td>Year 2</td> <td>3:20</td> </tr> <tr> <td>Year 3</td> <td>3:30</td> </tr> <tr> <td>Year 4</td> <td>3:25</td> </tr> <tr> <td>Year 5</td> <td>3:20</td> </tr> <tr> <td>Year 6</td> <td>3:30</td> </tr> </tbody> </table> <p>All class bubbles will have their designated entrance and exits.</p> | Year Group | Start | Finish | FS | Drop off between 8:45 and 9:00 | 3:20 | Year 1 | 3:30 | Year 2 | 3:20 | Year 3 | 3:30 | Year 4 | 3:25 | Year 5 | 3:20 | Year 6 | 3:30 | <p>Headteacher</p> <p>SLT</p> <p>Admin staff</p> <p>All classroom staff</p> <p>Parents</p> <p>Pupils</p> | <p>Processes in place adhered to from 14.6.2021</p> |
| Year Group | Start | Finish | | | | | | | | | | | | | | | | | | | | | |
| FS | Drop off between 8:45 and 9:00 | 3:20 | | | | | | | | | | | | | | | | | | | | | |
| Year 1 | | 3:30 | | | | | | | | | | | | | | | | | | | | | |
| Year 2 | | 3:20 | | | | | | | | | | | | | | | | | | | | | |
| Year 3 | | 3:30 | | | | | | | | | | | | | | | | | | | | | |
| Year 4 | | 3:25 | | | | | | | | | | | | | | | | | | | | | |
| Year 5 | | 3:20 | | | | | | | | | | | | | | | | | | | | | |
| Year 6 | | 3:30 | | | | | | | | | | | | | | | | | | | | | |

**THE HAWTHORNS PRIMARY SCHOOL
COVID-19 RISK ASSESSMENT**

| | | | | | |
|--|--|--|---|----------------------------|------------------------------------|
| | | <p>finishing times, using different entrances and exits.</p> <ul style="list-style-type: none"> • That only one parent/carer should drop off/collect. • Parents are not permitted beyond the school playground, will be reminded not to gather at entrance gates or doors, or enter the school building unless they have a pre-arranged appointment. • Wear face coverings unless exempt. • Keep at least a 2m distance from others. • Only approach teachers/TAs for urgent messages. <p>Anyone wearing reusable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. If they're using disposable face coverings, these will be put in a covered bin with a black bin liner.</p> <p>Anyone wearing any sort of face covering when arriving to school will wash their hands on arrival (as all individuals will), dispose of/store the covering, and wash their hands again before going to their classroom to teach.</p> <p>Everyone will be made aware that they mustn't touch the front of the covering during use or removal.</p> | SLT and staff on gate duty ensure adherence to these rules. | | |
| Spreading infection due to touch, sneezes and coughs | <ul style="list-style-type: none"> • Staff • Pupils • Parents | Handwashing facilities will be provided in most classrooms or the designated year group toilets. | All staff will wear face coverings (and face shields if they choose) at all times around the school apart from when directly teaching | Classroom staff SLT | Processes in place adhered to from |

**THE HAWTHORNS PRIMARY SCHOOL
COVID-19 RISK ASSESSMENT**

| | | | | | |
|--|---|---|---|--|----------------|
| | <ul style="list-style-type: none"> • Contractors • Visitors | <p>Hand sanitisers available at entrances and exits to the school, in all classrooms, offices and shared areas.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, after sneezing or coughing, and before going home. • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste • Promote the ‘catch it, bin it, kill it’ mantra <p>Pupils will be encouraged to learn and practise these habits in lessons and be reminded by posters put up in classrooms and around the school.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently. Skin friendly cleaning wipes can be used as an alternative. Young children will be supervised during hand washing.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they’re not close to running out.</p> | <p>in their class bubble and when they are eating/drinking in the staffroom.</p> <p>SLT checks to ensure adherence.</p> <p>Additional measures will be put in place for any children that won’t be able to maintain good respiratory hygiene, such as pupils with complex needs who spit or use saliva as a sensory stimulant, including discussions with parents for providing solutions to control these behaviours, extra training, extra handwashing and cleaning, keeping a 2m distance from other children, provided with a work station at least 2m away from others, providing staff who work with them PPE to wear for protection.</p> | <p>Admin Team</p> <p>Site controller</p> | <p>14.6.21</p> |
|--|---|---|---|--|----------------|

**THE HAWTHORNS PRIMARY SCHOOL
COVID-19 RISK ASSESSMENT**

| | | | | | |
|--|---|---|---------------------------------|---|--|
| | | Large lidded bins, operated by a foot pedal, placed in all classrooms and toilets and emptied on a daily basis. | | | |
| Spreading infection through contact with coronavirus on surfaces | <ul style="list-style-type: none"> • Staff • Pupils • Parents • Contractors • Visitors | <p>Cleaning staff and classroom staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. anti-bacterial spray, detergent), including:</p> <ul style="list-style-type: none"> • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids • Books and games and other classroom-based resources • Computer equipment (including keyboards) • Sports equipment • Hard toys • Telephones • Outdoor play equipment <p>Children and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, water bottles, hats, coats, books, stationery.</p> | SLT checks to ensure adherence. | <p>Teachers</p> <p>TAs</p> <p>Admin staff</p> <p>Cleaners</p> <p>Site Controller</p> <p>SLT</p> | Processes in place adhered to from 14.6.21 |

**THE HAWTHORNS PRIMARY SCHOOL
COVID-19 RISK ASSESSMENT**

| | | | | | |
|--|--|---|--|--|--|
| | | <p>All areas of the school that are used by pupils will be cleaned thoroughly at the end of the day.</p> <p>Areas of the school not in use will be shut off to make cleaning more manageable.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> • Cleaned frequently and meticulously, and always between groups using them; or • Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared. Each child will be given a bag/container with all the resources they require which will be used only by them and kept on their workstation.</p> <p>Children will remain on the same tables/workstations at all times and will not be permitted to freely move around the classroom.</p> <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> | | | |
|--|--|---|--|--|--|

**THE HAWTHORNS PRIMARY SCHOOL
COVID-19 RISK ASSESSMENT**

| | | | | | |
|---|---|---|---|--|---|
| | | <ul style="list-style-type: none"> • Restricted to one user; or • Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p> | | | |
| Spreading infection due to excessive contact and mixing between pupils and staff in lessons | <ul style="list-style-type: none"> • Staff • Pupils • Volunteers • Visitors | <p>Although we will be operating in year group bubbles, children from each class will be encouraged to avoid mixing indoors and follow social distancing as much as possible.</p> <p>Staff will ensure the bubbles will not cross with any other year group at any point.</p> <p>Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will take place outside wherever possible (if taking place inside, the large space will be well ventilated). Pupils will be positioned either back-to-back or side-to-side at an appropriate distance. Instruments won't be shared. Singing or instrument playing won't</p> | <p>Temporary staff will not be used.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p> <p>A separate guidance document/risk assessment is in place for student teachers.</p> <p>All visitors to the school are required to wear a face covering at all times and maintain at least a 2m distance from everyone.</p> | <p>Headteacher</p> <p>SLT</p> <p>Classroom staff</p> <p>Music Leader</p> <p>PE Leader</p> <p>SENDCO</p> <p>Admin staff</p> | <p>Processes in place adhered to from 14.6.21</p> |

**THE HAWTHORNS PRIMARY SCHOOL
COVID-19 RISK ASSESSMENT**

| | | | | | |
|--|--|---|--|--|--|
| | | <p>take place in any larger groups such as choirs or assemblies.</p> <p>For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible.</p> <p>A few staff members will work across different bubbles in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene. They will wear face coverings and face shields.</p> <p>First aiders and first aid kits will be available for each bubble.</p> <p>Covid procedures written on intimate care and first aid as an addendum to existing policies available for guidance.</p> <p>Behaviour management plans and procedure reviewed and addendum to the policy is in place.</p> | <p>A visitor protocol is in place and will be issued to any visitors prior to their arranged visit.</p> <p>Children will be asked to come into school wearing their PE kits and Forest Schools clothes to avoid the need to bring a PE bag and get changed in school.</p> <p>The Forest School teacher will work with four year groups, but always outside and with small groups of children.</p> | | |
|--|--|---|--|--|--|

**THE HAWTHORNS PRIMARY SCHOOL
COVID-19 RISK ASSESSMENT**

| | | | | | |
|--|---|---|---|---|---|
| <p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school</p> | <ul style="list-style-type: none"> • Staff • Pupils • Visitors • Contractors • Parents | <p>Pupils will be kept in the same bubbles at all times each day, and be kept separate from other bubbles.</p> <p>For pupils who routinely attend other settings on a part-time basis, such as an alternative provision setting, the school will work with these other settings to work out a system to keep these pupils safe.</p> <p>Bubbles will have staggered timetables, including for start and finish times, break and lunch times, and assemblies, to avoid too many pupils being in one place at the same time. Rotas and zones are in place for break time and lunchtime staggered provision.</p> <p>Whole school assemblies will take place virtually.</p> <p>Movement around the school site will be kept to a minimum.</p> <p>Pupils will be supervised at all times to ensure mixing between bubbles doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>Rooms will be accessed directly from outside where possible, and any corridors will have one-way circulation with everyone walking on the left hand side.</p> <p>All shared rooms, such as the school hall, will be kept at half capacity to allow groups to keep apart when using them. They will be cleaned between each use. Dining areas, will be used for one bubble at a time if necessary.</p> | <p>Non-overnight domestic educational visits can take place in the same bubbles, but only subject to a separate risk assessment that considers the coronavirus measures in place at the destination.</p> <p>Energy Kidz will be resuming breakfast and after-school provision, they have put in place preventative measures and risk assessments of their own which are shared with the school and parents. They have been made aware of the school bubble system and will try to keep pupils in their same groups where possible, but if that's not possible then they will try to stick to small, consistent groups.</p> <p>Outdoor external clubs are in place and leaders of clubs are made aware of our risk assessments.</p> <p>Children are taught to stand back if they come across children from different bubbles and keep at least a 2m distance from them at all times.</p> <p>In the dining hall, spots are placed on the floor in front of the serving hatch to encourage the</p> | <p>Headteacher</p> <p>SLT</p> <p>Classroom staff</p> <p>Admin staff</p> | <p>Processes in place adhered to from 14.6.21</p> |
|--|---|---|---|---|---|

**THE HAWTHORNS PRIMARY SCHOOL
COVID-19 RISK ASSESSMENT**

| | | | | | |
|--|---|---|--|---|---|
| | | <p>Years 3-6 bubbles will be having lunch in their classrooms.</p> <p>Toilet use will be monitored by staff to avoid crowding or mixing of bubbles.</p> <p>Staff use of staff rooms and offices will be staggered to limit occupancy. Limit numbers in communal areas:</p> <ul style="list-style-type: none"> • Staffroom 15 max, must sit 2m apart for no longer than 15 mins with staff from other bubbles • Photocopy room 1 max • First Aid room 1 max • Staff toilets 2 max • Offices 2 max <p>Visitors to the site, such as contractors, will be sent our visitor protocol prior to their visit and have guidance on physical distancing and hygiene explained to them on arrival. They will be required to wear a face covering at all times. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors. A risk assessment is provided to all visitors prior to their site visit.</p> | <p>children to stand away from this area and keep a 2m distance.</p> <p>Lunchtime Controllers and kitchen staff will wear face coverings at all times and keep as much distance as possible from children and staff.</p> <p>SLT checks to ensure adherence.</p> <p>All staff will wear face coverings (and face shields if they choose) at all times around the school apart from when directly teaching in their class bubble and when they are eating/drinking in the staffroom.</p> <p>Staff to wear face coverings while in the playgrounds/school site at the start and end of the day.</p> | | |
| <p>Spreading infection due to the school environment</p> | <ul style="list-style-type: none"> • Staff • Pupils • Visitors | <p>Checks to the premises have been done to make sure the school is up to health and safety standards before opening in January 2021.</p> <p>Fire, first aid and emergency procedures have been reviewed to make sure they can</p> | | <p>Site Controller</p> <p>Headteacher</p> <p>Business Manager</p> | <p>Processes in place adhered to from 14.6.21</p> |

**THE HAWTHORNS PRIMARY SCHOOL
COVID-19 RISK ASSESSMENT**

| | | | | | |
|---|---|--|--|--|--|
| | | <p>still be followed with the new systems in place.</p> <p>Areas in use will be well ventilated by opening windows. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>Lidded bins have been provided in classrooms, toilets and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p> <p>The indoor space used for children in the EYFS will meet the following requirements:</p> <ul style="list-style-type: none"> • 2.3m² per child for children aged 3 to 5 years old | | <p>Admin team</p> <p>H&S Administrator</p> <p>H&S Governor</p> <p>SLT</p> <p>EYFS Leader</p> | |
| Spreading infection due to excessive contact and mixing in meetings | <ul style="list-style-type: none"> • Headteacher • SLT • Governors • PTA • Other staff | <p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing (the school hall). All staff to wear face coverings during any meetings that are required to take place face to face. Staff need to keep face to face meetings as short as possible.</p> <p>2m distance rule followed at all times to minimise contact between adults.</p> | | Headteacher | Processes in place adhered to from 14.6.21 |
| Individuals vulnerable to serious infection coming into school | <ul style="list-style-type: none"> • Staff • Pupils | The school will continue to follow any shielding guidance in place to decide who should come into school. | Staff who are clinically extremely vulnerable and have received a doc/hospital letter must not come into work. | Headteacher H&S Administrator | Processes in place adhered to |

**THE HAWTHORNS PRIMARY SCHOOL
COVID-19 RISK ASSESSMENT**

| | | | | | |
|--|---|--|---|--|-----------------|
| | | <p>If the guidance is paused, all staff and pupils are expected to come into school.</p> <p>Staff who are clinically vulnerable and coming into school will have individual risk assessments in place and will be reminded to follow stringent social distancing and hygiene measures.</p> <p>Staff in clinically vulnerable categories will wear a rainbow coloured lanyard which the children have been taught is due to being vulnerable and therefore, they must not go within 2m distance of these staff.</p> | | H&S Governor | from 14.6.21 |
| Children/staff mental health and wellbeing | <ul style="list-style-type: none"> • Staff • Pupils | <p>Ongoing curriculum focus on wellbeing</p> <p>Regular discussion on mental health through PSHE program</p> <p>Staff alert to those pupils and colleagues that may require additional support</p> <p>Open conversations with staff about their wellbeing and feelings</p> <p>Meetings with the HT to discuss any concerns are regularly encouraged.</p> <p>Useful resources and information regarding emotional and mental wellbeing regularly shared with staff.</p> | <p>Sharing of the Jigsaw program with the parents</p> <p>NHS coping strategy</p> <p>Pastoral support and guidance for pupils, families and staff.</p> <p>Staff kept up to date about guidance and how to keep themselves safe</p> <p>Staff to be reminded of the support available.</p> | <p>PSHE Lead</p> <p>SLT</p> <p>Headteacher</p> <p>SENDCo</p> <p>Teachers</p> | Ongoing |