



Charlton Manor Primary School

COVID-19 - updated January 2021
School-based risk assessment

Contents

Context	3
Plan	5
Risk assessment	9
Appendix 1: School re-opening timetable	36
Appendix 2: Staff information Pack	38

Context

The Government announced plans for primary schools in London to close to the majority of its pupils from January until at least and including February half term. The School has in place a provision for online remote learning for all pupils. As required, the school is providing an education on site for pupils who have specific needs and for those whose parents are keyworkers. There is a clear bubble system in every year group to protect adults and children as well as to support with track and trace efforts if necessary.

- There is reasonable scientific evidence suggesting younger children are less likely to become unwell if infected with coronavirus (COVID-19).
- A new, mutation of Covid-19 has been identified which is more transmissible among people, although there is no evidence that it makes people more ill than they would have been with the previous strain.
- The detrimental impact which time spent out of education can have on younger children is being fully considered and live remote learning is in place for the majority of the school day for all year groups.

Alongside the decision to close schools to more children, the Government published detailed guidance for schools to support us in maintaining a safe environment for children and staff to learn in. This guidance is based on the Government's scientific advice from the Chief Medical Officer, Chief Scientific Advisor and SAGE the Government's group of Scientists focussed on this issue. We also consult with and take guidance from the Local Authority at Royal Greenwich Council.

The Government acknowledges in the guidance that, unlike adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. Schools are therefore working through the hierarchy of measures set out below:

- Avoiding contact with anyone with symptoms – those with symptoms must isolate
- Frequent hand cleaning and good respiratory hygiene practices.
- Frequent and increased cleaning, including a specialist anti viral fogging clean with anti viral solution on a monthly basis
- Minimising contact and maintaining consistent bubbles wherever possible.

In addition to the measures detailed above, the Government explained that it is still important to reduce contact between adults as much as possible. The Government states that schools can achieve this and reduce transmission risk by ensuring, where possible, that children, young people and staff, mix in a smaller, consistent group, and that that smaller group stays away from other people and groups. Public Health England (PHE) is also clear that if early years' settings, schools and colleges do this, the risk of transmission will be lowered.

The Government has stated that the wearing of PPE in educational settings is not required except when a member of staff is caring for a child or adult who has become symptomatic whilst at school or, for children whose care already routinely involved the use of PPE due to their intimate care needs. The government recognise that the wearing of a mask in the classroom is not conducive to effective communication and similarly for the delivery of quality teaching and learning. The School has chosen to advise staff and visitors to the site to wear a mask when in communal areas for added protection. The School may consider the use of masks to be allowed in the classroom where an individual risk assessment judges this is the best course of action and where it is advised by a medical professional and/or is operationally feasible.

The three principles upon which we are making all decisions, are as follows:

- Safety first
- Fairness and equality
- Quality learning for all children

In completing a thorough plan and a comprehensive school based risk assessment we will aim to demonstrate how we achieve the **best possible safety** that we can in the context that we find ourselves and in the parameters set by government guidelines. By attending the environment, practices and attitudes we develop in our school, we will recognise risk and seek to implement the procedures necessary to **minimise risk whilst recognising we cannot eliminate risk completely.**

Plan

It is expected that this staggered opening plan will form part of a wider school development plan for when school fully re-opens.

Name of school:	Charlton Manor Primary School
Approximate no. of children with specific needs / key worker attending the school site currently	Nursery: 2 (1 AM / 1PM) Reception: 6 Year 1: 10 Year 2: Closed up to and including 25 th Jan prior to that 8. Year 3: 11 Year 4: 8 Year 5: 7 Year 6: 4
Approximate no. of staff who will be on site?	8 teachers, 8 TA's, 1 SLT, 2 cooks, 1 caretaker, 3 Midday Meals supervisors, 3 cleaners (evenings) 1 teaching chef, 1 gardener
Are you confident that staffing capacity will enable this including back up if staff members need to isolate or become ill? What staffing ratios will you maintain for safety purposes?	Staff are working on a rota basis and can be called upon when needed. The school is trying to adhere to consistent bubbles for staffing at this time wherever possible. Those in the shielded category have been advised to work from home. We intend to have a minimum of two staff per bubble to ensure safeguarding, learning and effective organisation can be carried out.
Where will children be located in the school?	Children will be learning in their regular classrooms; we have also made the empty partner class available for each bubble.
What are your plans for drop off and collection? Include details of how siblings will be collected.	The guidance for drop and collection will be as follows: <ul style="list-style-type: none"> • Yr. 3 – 6 will be collected from the playground by their class teacher. • Yr. 1, 2 children will be met at the designated classroom door/entrance by their teacher (external door) • Nursery and Reception children are met at the designated gate. Reception the gate to their playground and Nursery the gate/door by the teaching kitchen. • Parents/carers are not permitted to enter the school building without prior appointment. They may visit the main office and follow distancing guidelines clearly displayed. • Entrance doors are held open, reducing the number of people touching the doors (only in accordance with safeguarding and fire regulations) • Parents of years 3-6 asked to avoid entering the

	<p>site unless in the morning unless it is unavoidable. Children will be lined up in the playground and released when their adult arrives. Adults can then follow the one-way system to the KS1 playground to collect siblings in years R, 1 and 2 if applicable and leave the site.</p> <ul style="list-style-type: none"> • Sanitiser available to those visiting the Main office • All occupants are required to clean their hands (soap/water or hand sanitiser) on entry to the school • Good hand washing signage to instruct children how to do this effectively is displayed and reinforced in class • Help is available for children who require support in cleaning their hands • Hand washing demonstrations have been provided to children on how to adequately wash their hands and children are well practised
What are the timings for the school day for each group?	As the school is just open for Key worker children and those identified as vulnerable, the hours are 9-3:30 for all those attending the school building.
How do you plan to limit movement and cross contamination between groups?	Every 'bubble' will have consistent adults as far as is operationally feasible. They will have use of a consistent classroom which will be clearly labelled. With the minimal children on site it is not necessary to stagger the lunchtimes and playtimes however each bubble is still allocated a zone to play in. When in the dinner centre, only children in the same bubble may sit together on a table. Where applicable Nursery and Reception outside areas will be demarcated. Equipment will be allocated to every 'bubble' including play equipment and where applicable equipment for outside areas. Guidance for the cleaning of equipment will be shared with all staff. Further, 'bubbles' will be instructed to use the shortest possible routes when moving around the school (inside and outside).
What are your plans for lunch time?	Every child will bring a labelled water bottle to school. Every 'bubble' will have a first aid kit and all water fountains (inside and outside) will be turned off. A one-way system in the dinner centre and the floor and seating areas will be clearly marked to ensure distance is kept. Hand washing and sanitiser will be a regular feature of the routine.
How will you partition the playground to enable groups to avoid opportunities of groups to mix?	The playground will be demarcated using cones/tape to set out play areas for 'bubbles'.
What are your arrangements for first aid?	Every class will have a first aid kit. Emergency quarantine will be in the meeting room. Existing procedures for recording accidents, administration of medicine, etc. will continue.
What if any changes to the environment will need to be made?	In addition to the controls set out initially the following guidance will be shared with staff:

	<ul style="list-style-type: none"> • Remove fabric • Remove cushions and soft toys e.g. in book areas • Limit resources e.g. pencils, etc. and if possible provide children with individual packs of resources in sealable bags • Organise desks and chairs to face forwards as much as possible. • Use masking tape to demarcate carpet positions if necessary • Reading books which go home will be quarantined upon return for 72 hours before going back in to circulation. • For EYFS Lego or other malleable items may be used if cleaned thoroughly after use. <p>This guidance will be regularly reviewed and updated. Every 'bubble' will have a cleaning kit which can be used to clean equipment throughout the day.</p>
<p>What other practical arrangements have you considered e.g. access to resources, use of toilets, access to water, etc.?</p>	<p>In addition to the controls set out above the following controls will be adhered to. Every class bubble will be allocated:</p> <ul style="list-style-type: none"> • A fixed set of laptops • Separate hand washing equipment including disposable paper towels and a bin with a lid
<p>No. of children for whom individual risk assessments are required?</p>	<p>children returning with an EHCP. Risk assessments completed before children return to school.</p>
<p>What systems will you have in place to enable parental communication that may normally happen at drop off and pick up?</p>	<p>Existing systems which include telephone, zoom and email. In exceptional or urgent circumstances a socially distanced meeting can be organised.</p>
<p>How do you plan to ensure social distancing amongst staff?</p>	<ul style="list-style-type: none"> • Avoiding contact with anyone with symptoms e.g. use of PPE • Frequent hand cleaning and good respiratory hygiene practices e.g. use of signage in school • Regular cleaning of settings e.g. class 'bubble' cleaning kits • Minimising contact and mixing e.g. protocol for use of equipment in the staff room • Set out in staff handbook and reminders from SLT • Adjustments made to the staffroom, reducing the seating and having a maximum person capacity stated and displayed • Maximum person capacity stated and displayed for staff areas and offices • Staff will not be permitted in each other's classrooms (SLT and permitted SMT exempt) • Desks (suitably distanced) will be provided in the staff room for joint PPA, or PPA may happen via zoom.

How will you induct staff in using PPE and cleaning products as required?	They will be inducted by a member of SLT as required
What arrangements do you have if a child or member of staff become symptomatic during the school day?	SLT and School office will be alerted immediately so that support from 111 can be obtained. Parents/carers will be alerted immediately. The child or staff member will be isolated in the meeting room while they await collection. Staff supervising will be provided with adequate PPE to protect themselves.
Any additional school arrangements:	In addition to the controls set out above the following additional arrangements will be made: <ul style="list-style-type: none"> • All timetabling to maintain the integrity of the 'bubbles' • The school will be deep cleaned during the half term holiday and have a regular specialist clean monthly. • Adequate ventilation; a gap should be left in the window of your room to allow good air flow. Security and the comfort of site users must be taken into consideration too. SLT can advise where there is uncertainty. • Toilets and sinks to be cleaned frequently throughout day • Premises and other staff deployed to sanitise touch points and door handles etc. throughout the day • At the end of the day teaching staff to sanitise classroom equipment and spaces e.g. door handles, etc. • Children can keep a reading book at home and a reading book at school (which will be quarantined upon return to school).
How will you communicate plans to staff and consult on their effectiveness?	Upon each update the risk assessment will be circulated with staff and consulted upon prior to wider publication.
What plans are in place for staff to communicate concerns?	Please see above. Email or telephone contact with line managers or the SLT, staff briefings, phase team meetings.
How will you work with site managers and cleaners to ensure cleaning routines are robust? How will leaders monitor this?	In addition to regular premises checks, cleaning of premises to be monitored on a daily basis with the premises manager reporting any issues to the head teacher or school business manager.
How do you plan to share the school based risk assessment with staff and ensure they understand and adhere to the control measures?	Guidance and procedures to be revisited on a regular and ongoing basis e.g. professional development meetings, SLT and staff briefings, phase team meetings.

Risk assessment

Implementing Protective measures in education and childcare settings for the continuation of education provision for vulnerable children and children of critical worker.

The risk assessment template below sets out the known hazards and importantly controls that have been advised either by the Government/DfE, the World Health Organisation (WHO), Public Health England (PHE), NHS (safe practice) or good practice (unions and their joint checklist)

There are some specific issues that are addressed in the risk assessment but for clarity please read the following Government advice to schools:

Personal Protective Equipment (PPE) including face covering and face masks:

- Wearing a face covering or facemask in schools or other education settings is not recommended in the classroom. We are advising they are worn in communal areas of the school, this advice is discretionary, unless they form an agreed course of action as part of an individual risk assessment or where medical opinion insists on it.
- Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in shops, especially coming to and from school.
- Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.
- The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.

PPE is only needed in a very small number of cases including:

- Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way.
- If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a facemask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.

Where PPE is required, the following is a general checklist for PPE management:

- Communicate suitable information to pupils, parents, and carers on what to expect in relation to staff wearing additional PPE.
- Ensure training is provided to the relevant staff on how to correctly put on and wear items of PPE, when it should be replaced throughout the day and how it should be disposed of (videos and guidance is available and noted on the assessment template below).
- Ensure that where a need for disposable half facemasks that provide a higher level of protection (e.g. disposable FFP3 masks and reusable half masks) is identified. Face fit testing is provided by a competent person (and how this will be applied to staff who have facial hair).
- Identify staff that have relevant pre-existing medical conditions which may restrict or prevent some workers wearing certain types of PPE and clarify how this will be managed (e.g.: asthma or skin allergies).
- Ensure a maintained stock of all identified items of PPE, including a contingency surplus, is available to ensure that the identified additional controls can be sustained throughout the phased return period and into full occupation of each school building until such a time that control measures can be reviewed and reduced accordingly.

Social distancing in early years and primary schools:

We know that, unlike teenage children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. We are taking this into account. Schools should therefore work through the hierarchy of measures set out above:

- Avoiding contact with anyone with symptoms.
- Frequent hand cleaning and good respiratory hygiene practices.
- Regular cleaning of settings.
- Minimising contact and mixing.
- Consistency of the bubbles

It is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, only mix in a small, consistent group and that small group stays away from other people and groups.

Public Health England (PHE) is clear that if early years' settings, schools and colleges do this, and crucially if they are also applying regular hand cleaning, hygiene and cleaning measures and handling potential cases of the virus as per the advice, then the risk of transmission will be lowered.

Where settings can keep children and young people in those small groups 2 metres away from each other, they should do so. While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk.

For pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply as set out here, and we recommend using these to group children.

For primary schools, classes should normally be split in half, with no more than 15 pupils per small group and one teacher and a teaching assistant. If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher.

Covid-19 Testing:

As essential workers, support and teaching staff can apply for a covid-19 test on the government portal or the school can arrange the test on their behalf: <https://www.gov.uk/apply-coronavirus-test>

School Name: Charlton Manor Primary School	Risk Assessment Date: 04/01.21	Assessed by: Amy Goold Joseph Turner-Wing Tim Baker Rebecca Steele	Approved Governing Body: Royal Borough Greenwich
Details of workplace/activity:	Pupils and employees partaking in school activities within the school premises, including general classroom activities, dining, break-times, playgrounds, pick-up and drop off (where applicable), First aid and external visitors to the school.	Persons affected:	Pupils, staff, Contractors and Visitors

What are the hazards?	Controls in Place	Additional control measures	Action by who?	Action by when?	Date action completed
Health & safety compliance checks for sites remained open	All health safety and compliance testing up to date in required timescales Regular (virtual) meetings with Health and Safety Governor Daily cleaning of premises		Joseph Turner-Wing	04/01/21	
Health & safety compliance checks for closed sites	<p>Water systems to be flushed in accordance with the school's legionella risk assessment and policy. To check there are no leaks in the water system and there is provision of hot water. Ensuring the safety and quality of the water by:</p> <ul style="list-style-type: none"> • disinfecting the water system by raising the temperature of the heating of the system; or • in schools which have cooling towers/AC systems, legionella testing the water and receiving a positive clearance. <p>Testing fire alarms/smoke alarms/panic and accessible-toilet alarms.</p> <p>Checking:</p> <ul style="list-style-type: none"> • fire-door mechanisms; • gas supply; • kitchen equipment; • ventilation system; • key holder information; • fixed wiring (if the scheduled tests required by regulations have not taken place in the last sixth months); • emergency lighting; 		Colin Rivers Joseph Turner-Wing	04/01/21	

What are the hazards?	Controls in Place	Additional control measures	Action by who?	Action by when?	Date action completed
	<ul style="list-style-type: none"> inspection of lifts (if the scheduled tests required by the regulations have not taken place in the last six months); inspection of all known asbestos sites. These may have been damaged by rodent activity during the closure. Inspection for rodent activity and/or infestations. Commissioning of pest control may be required. <p>Cleaning of the premises: Deep cleaning is not required if no-one has been into the premises during the time of closure. However, if someone goes into the premises within five days before the date of reopening, any areas accessed by that person must have a deep clean of touch surfaces. Servicing of reprographic and other equipment in accordance with the manufacturer's/provider's requirements.</p> <p>Regular (virtual) meetings with Health and Safety Governor.</p>		<p>MayHarris/ Raigans Ltd specialist cleaners</p> <p>Joseph Turner- Wing</p>	<p>Daily As required</p> <p>Monthly and as required</p>	
Staff Well-being	<p>Availability and well-being of all staff is assessed taking into consideration staff who are self-isolating, have underlying health conditions, family considerations, staff who are subject to shielding or are in a household where someone is shielding.</p> <p>Staff to be advised to wear a face covering (mask) in communal areas such as: staff room, offices, corridors, stairs, dinner centre and playground. This is discretionary</p>	<p>Staff updated with information: The government have published guidance on who is able to return to work: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <p>Class Teachers have been</p>	<p>Joseph Turner- Wing</p> <p>Amy Goold /</p>	<p>Regular HR and Occupational Health updates</p> <p>08/01/21</p>	

What are the hazards?	Controls in Place	Additional control measures	Action by who?	Action by when?	Date action completed
	<p>Staff have had sufficient training and briefing regarding infection control and school protocols.</p> <p>Staff are up to date on other related guidance and support in relation to themselves and pupils such as stress and wellbeing including: 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</p> <p>In relation to mental health and stress support organisation, details are available to staff including the confidential Employee Assistance Programme.</p> <p>There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively.</p> <p>Hazard reporting mechanisms are in place and easily accessible.</p> <p>Talks with staff about the planned changes (e.g. safety measures, timetable changes and staggered arrival and departure times), have taken place, including</p>	<p>Details of employee assistance programme sent out by email</p> <p>Each staff member and "bubble" will report to appropriate line manager who will then report to the head teacher if necessary</p> <p>Staff have a virtual meetings to inform of changes, protocols and staggered start/end times.</p>	<p>Joseph Turner-Wing</p> <p>Joseph Turner-Wing</p> <p>Tim Baker</p> <p>Tim Baker</p>	<p>08/01/21</p> <p>22/01/21</p> <p>Weekly</p> <p>On-going</p>	

What are the hazards?	Controls in Place	Additional control measures	Action by who?	Action by when?	Date action completed
	<p>discussing whether additional training would be helpful.</p> <p>Staff will only be permitted in their year group partners class (bubble) for educational purposes. Where ever possible staff should use zoom or emails to communicate.</p> <p>Staff briefings and staff meetings will be held via zoom or outside where possible.</p> <p>Parents evenings and meetings will also be held via zoom or phone calls to minimise the amount of adult face to face and also to minimise the presence of parents in the school building.</p>	<p>PPA will be advised to be conducted via zoom. Where not possible, staff in the same bubble may enter each others class room while remaining socially distanced.</p> <p>Desk will be put in the staff room for staff to perform PPA or management release time together, while maintaining social distancing.</p> <p>Where a parent/carer is unable to gain access to a computer or phone, a meeting will be arranged with the relevant staff member/s in a room where social distancing can be adhered to.</p>	Amy Goold	On-going	
Staffing levels	Assessing availability of staff for all activities during school day, including lunchtime and break supervision, and to provide support for pupils with special or additional needs taking into account:	<p>Senior Leaders have coordinated a timetable that ensures that all staff remain in a "bubble" with children. Where this is not the case, additional measures need to be followed (i.e hand washing)</p> <p>Senior Leaders have sectioned areas of the playground for break and lunchtime.</p> <p>Staff emailed with information:</p>	Amy Goold	04/01/21 and updated as required	

What are the hazards?	Controls in Place	Additional control measures	Action by who?	Action by when?	Date action completed
	<ul style="list-style-type: none"> Staff who have underlying medical conditions (as defined in government guidance) Staff who are subject to shielding Staff who are self-isolating, and staff on maternity or any other form of leave Availability of supply staff to cover any vacancies or long-term absences 	<p>The government have published guidance on who is able to return to work: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings Staff are to speak to Head teacher if any of the planned measures do not consider specific needs</p>	Joseph Turner-Wing	On-going	
Teaching & learning expectations	<p>State how number of pupils returning to school each day will be managed to ensure that social distancing is maintained as far as possible, taking into account:</p> <ul style="list-style-type: none"> Which categories of pupil may be given preference in any phased modification of controls on schools, such as pupils with special/additional education and support needs or who might otherwise be vulnerable, or pupils in particular year groups; for example, the ability of certain pupils to maintain social distancing Arrangements for staff and pupils during breaks and lunchtimes, including supervision of pupils in the context of social distancing The extent to which existing planning, schemes of work and curriculum will need to be adapted to take account of the impact of Covid 19 on learning. 	<p>School timetable states year group, classroom, teacher, additional adults, 1:1 support and start and end times of day</p> <p>All teaching staff have met with their virtual team and senior leader. Curriculum will be published online and followed by staff</p> <p>Additional PPE has been ordered</p>	Amy Goold	on-going	

What are the hazards?	Controls in Place	Additional control measures	Action by who?	Action by when?	Date action completed
	<p>Bridge the Gap are still in place in our weekly timetables to explicitly cover gaps in knowledge due to the impact of Covid-19 and school closures.</p> <ul style="list-style-type: none"> • The number of pupils who will be on site • The age and stages of development of these pupils • The frequency with which pupils will be expected to attend • The suitability of materials and resources for working with pupils who may need to attend school irregularly • Those pupils with special/additional educational support needs • The support, time and resources that will need to be made available to teachers and other staff to make any necessary preparations in respect of the above • Availability of appropriate personal protective equipment (PPE) for staff dealing with someone exhibiting COVID-19 symptoms in school/children whose intimate care routines already require use of PPE, and access to running water and soap and arrangements for the regular cleaning of touch surfaces throughout the day • All children are currently learning via google classrooms. This includes over 3 hours of live teaching per day with opportunities for individual activities. The children who attend the school site will also take part on the same teaching as 		Joseph Turner-Wing	Jan 2021 and on-going	

What are the hazards?	Controls in Place	Additional control measures	Action by who?	Action by when?	Date action completed
	their peers at home.				
<p>Music</p> <p>There may be an additional risk of infection in environments where singing, chanting, playing wind or brass instruments or shouting happens.</p>	<p>Pupils will not be permitted to play woodwind or brass instruments or participate in singing, unless a maximum of 15 pupils can be achieved.</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#contents</p> <p>All music lessons are currently being conducted online by our Music teacher however there will be children accessing these lessons from school who may have access to instrument and therefore should follow the advice above.</p>	<p>Pupils will be encouraged to sit back-to-back or side to side. There should be no sharing of instruments and any instruments used should be properly cleaned and wiped down prior to another using them.</p> <p>No singing assemblies.</p> <p>No choir or ensemble singing will be permitted in groups of 15 or larger.</p>	<p>Music teacher lead. – James Davies</p>		
<p>PE</p>	<p>Children are not currently required to wear school uniform but should be wearing exercise appropriate clothing on their PE days. PE lessons are being conducted online by our PE teacher however those children accessing these lessons from within the school building should follow the advice below. This includes when children take part in the bike riding sessions with Mr Shelley – this is timetabled for one bubble per week.</p> <p>Children to come to school on their designated PE days already wearing their PE clothing.</p>	<p>In the initial stages of the school year, the nursery class will be halved to help maintain social distancing and limit the amount of hands on one to one contact</p>	<p>PE teacher lead – Tess Collier</p>		

What are the hazards?	Controls in Place	Additional control measures	Action by who?	Action by when?	Date action completed
	<p>Contact sports should be avoided where possible and any PE equipment used, should be properly wiped down and cleaned after each individual use.</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#contents</p>				
Teaching kitchen	<p>Good hygiene measures are already in place in the teaching kitchen and it is regularly cleaned and wiped down.</p> <p>We have timetabled 1 cooking session a week for those key worker and vulnerable children who are on site. The teaching chef will have 2 bubbles a day with adequate time between to clean and wipe down everything.</p> <p>Ensuring there is adequate time between different bubbles using the space to ensure all surface space and equipment are cleaned effectively.</p>		Tess Coller		
Pupil wellbeing	<p>Individual pupils who need specific care which cannot be delivered whilst ensuring social distancing have been risk assessed and staff are provided with appropriate PPE</p> <p>Pupils with behaviour issues or who may be potentially violent, especially those with a</p>		<p>Shelley Johannessen</p> <p>Justine Hood</p>		

What are the hazards?	Controls in Place	Additional control measures	Action by who?	Action by when?	Date action completed
	<p>known risk of spitting and or requiring physical restraint, have been risk assessed. Pupils who may be worried about returning to school or who have been in challenging home circumstances or experienced bereavement during the pandemic (covid19 related or not) have been risk assessed.</p> <p>Use age appropriate materials to explain and maintain social distancing</p> <p>Promote understanding of the different experiences for our children and young people during lockdown</p> <p>Consider how pupils with specific needs are reintegrated</p> <p>Deliver activities that focus on relationships – adult/pupil, pupil/pupil</p> <p>In relation to mental health and stress support organisation, details are available of help lines and information that can be provided to pupils and their parents.</p> <p>Home reading books will be quarantined upon return to the school for 72 hours before being allowed to be recirculated back to another child.</p> <p>Parents will be asked to wash their hands</p>	<p>Parents and carers will be signposted to appropriate services for support with self-isolating etc. AHT and pastoral care manager will continue to make regular calls to vulnerable families.</p> <p>Children will be taught to remove these books from their bags themselves and place them in the quarantined box/tray provided by the class teacher.</p>	<p>Justine Hood Joseph Turner-Wing</p>	<p>On-going</p>	

What are the hazards?	Controls in Place	Additional control measures	Action by who?	Action by when?	Date action completed
	prior to and after using the reading records.				
Pupils with individual risk assessments	Individual pupil risk assessments have been reviewed to take account the new situation relating to the change in the nature of the provision being made and the provisions of COVID-19 guidance. Individual pupil risk assessments have been consulted on with the relevant staff.	All returning children with an EHCP have been risk assessed. Children with behaviour issues have been risked assessed.	Shelley Johannessen	02/09/20 and on-going	
Other pupils who may now require individual risk assessments	Pupils who have not previously been risk assessed but in the new circumstances may pose a risk have been identified including: <ul style="list-style-type: none"> • Pupils who need specific care, which cannot be delivered whilst ensuring social distancing; • Potentially violent pupils, especially those with a known risk of spitting and/or requiring physical restraint These pupil risk assessments have been consulted on with the relevant staff.	In the event of another lockdown, Senior Leader vulnerable call logs will be monitored for potential risk. Teachers call logs and cpoms have been monitored for potential risk	Tim Baker	02/09/20 and ongoing	
Class group & size configuration	Early years staff to pupil ratio In accordance with the early year's framework class sizes for early years will adhere to the following: <ul style="list-style-type: none"> • Children under two – one adult for every three children • Children aged two – 1 adult for every 4 children 		Amy Goold	02/09/20 ongoing	

What are the hazards?	Controls in Place	Additional control measures	Action by who?	Action by when?	Date action completed
	<ul style="list-style-type: none"> Children three or over – one adult for every 13 children <p>The timetable has been reviewed to decide which lessons or activities can be delivered to reduce movement around the school All other classroom controls are the same as primary below Primary:</p> <ul style="list-style-type: none"> Classroom sizes are restricted to 30 pupils, 1 teacher and TA if required (specific needs of class) Pupils are kept in small groups as they cannot socially distance themselves at all times The class group will not interact with other groups within the school The timetable has been reviewed to decide which lessons or activities can be delivered to reduce movement around the school <p>However at this time we are seeing significantly less pupils attending the site as we are open for just key worker and those identified as vulnerable.</p>		Tim Baker		
Classroom environment	Desks and chairs laid out in rows facing forwards to minimise the amount of time children are spending face to face. Windows are opened where possible to provide a good flow of fresh air. Play equipment is appropriately cleaned	Teaching staff to arrange classrooms in line with government guideline: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-	Amy Goold / Rebecca Steele		

What are the hazards?	Controls in Place	Additional control measures	Action by who?	Action by when?	Date action completed
	<p>between groups of children and multiple groups do not use equipment simultaneously</p> <p>Where pupils are old enough, they are allocated resources and are not encouraged to share</p> <p>Unnecessary items have been removed from classrooms and other learning environments</p> <p>Classroom furniture has been reduced.</p> <p>Displays, soft furnishings, soft toys and those with intricate parts that are hard to clean have been removed</p> <p>Wherever possible, children use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms before the start of the next school day</p> <p>Pupils to sit at the same desks and have their own personal equipment which will not be shared as much as possible (e.g. scissors and glue sticks)</p> <p>Rooms are accessed directly from outside where possible (EYFS/KS1)</p>	<p>measures-in-education-and-childcare-settings</p> <p>Viricidal/disinfectant spray and cloths provided for cleaning play equipment during the day.</p> <p>Cleaning contractors cleaning all rooms used in school daily.</p>	Tim Baker / SLT		
Timetable	<p>Fulfil the requirements of the curriculum for all children whether in school or at home.</p> <p>The current remote timetable consists of an hour for maths, an hour for English, half an hour for a dedicated guided session (whether this be reading, GPV, Phonics or BtG), 45mins for a foundation lesson and 15mins for a story time.</p> <p>We have shortned the school day to finish at 2:30pm to allow staff to make</p>	Senior Leaders to support the dissemination and weekly offer of curriculum	Tim Baker	Jan 2021 and on-going	

What are the hazards?	Controls in Place	Additional control measures	Action by who?	Action by when?	Date action completed
	<p>reasonable and appropriate contact with those not engaging or those they have concerns about. Key worker and Vulnerable children will remain onsite until 3:30 and during this time will be supervised by the TA on rota for that bubble.</p> <p>The school timetable is less than if the school were fully open to allow appropriate breaks from screens for both staff and pupils and because all our lessons are current believe taught live.</p> <p>All school trips and offsite visits cancelled until further notice, although local visits where walking or our own minibus can be used will be considered.</p> <p>Consider which lessons or classroom activities could take place outdoors</p> <p>Use the timetable and selection of classroom or other learning environment to reduce movement around the school or building.</p> <p>The timetable has been prepared in order to supplement remote education with some face to face support for pupils. This includes deciding which lessons or activities can be delivered to reduce movement around the school</p> <p>The curriculum enables same offer to be provided to children both attending school and learning at home. Management of teacher workload through joint planning across year groups.</p> <p>PPA will still be timetabled with the children receiving remote PE and Music lessons</p>		Tim Baker	Jan 2021	

What are the hazards?	Controls in Place	Additional control measures	Action by who?	Action by when?	Date action completed
	<p>while being supervised by the TA on roat for that bubble.</p> <p>Activities in the teaching kitchen, bike riding and graden have all been timetabled for each bubble to allow those on site to continue using the resources available.</p>				
Curriculum & Transition	<p>The need for remedial work and "catch up" with the social/emotional needs of the children & young people has been balanced</p> <p>Addressing gaps in learning in a structured and appropriately paced way to maximise impact of teaching without overwhelming the pupils</p> <p>Maximising impact of additional adults matched to those identified pupils who need the support most</p> <p>Managing transition (at all stages) to best support the next stage of learning</p> <p>Supporting the handover of critical information to best support transition (e.g.: Y6/7, SEND pupils)</p>	Staff to contact Pastoral AHT or Pastoral team if concerned about children's emotional wellbeing or safeguarding	Joseph Turner-WIng Justine Hood	Jan 2021 On-going	
Shared space and movement around schools	<p>Communal spaces are not in use during this time except for the playground and the dinner centre.</p> <p>Due to the minimal numbers, the dinner centre is shared by multiple bubbles however the bubbles are kept separate and assigned to designated tables.</p> <p>The playground is still zoned for those in the same bubble to play together and for bubbles to not mix.</p> <p>Adequate cleaning between groups is in</p>	Staggered break and lunchtimes	Tim Baker / SLT	On-going	

What are the hazards?	Controls in Place	Additional control measures	Action by who?	Action by when?	Date action completed
	<p>place, following the COVID-19: cleaning of non-healthcare settings guidance</p> <p>Stagger the use of staff rooms and offices to limit occupancy</p> <p>The staff room will operate a maximum capacity of 10. The chairs will be zoned to ensure social distancing for staff and hand sanitiser will be provide throughout and at the doors.</p> <p>The PPA room will have a max capacity of 1.</p> <p>The resource rooms will have a max capacity of 1.</p> <p>Corridors will be marked to allow people to pass safely in both directions.</p> <p>The one-way system for entry and exit to the playground site will remain.</p> <p>Number of pupils who use the toilet facilities at one time are limited to ensure they do not become crowded.</p> <p>Pupils who may need additional support to follow these measures are identified and appropriate arrangements have been put in place to support them in understanding how to follow the procedures</p> <p>Where possible classes/activities will be completed outside</p> <p>Maximise the use of outdoor space for outdoor education, exercise and breaks</p>		Tim Baker / SLT		
Start and end of day	Due to the minimal amount of children on site all children start at 9 and finish at 3:30. Bubbles are allocated a door to exit the building from to avoid bubbles crossing in	All parents and carers have been asked to wear a face covering while in the playground during	SLT	Jan 2021 and on-going	

What are the hazards?	Controls in Place	Additional control measures	Action by who?	Action by when?	Date action completed
	<p>the corridor or stairs.</p> <ul style="list-style-type: none"> • Drop-off and collection points and timings for each group have been identified, this information has been shared with parents • The playground has been demarcated to enable parents to remain safely away from staff during dropping off their children • Parents are asked to not congregate in the playground for longer than 5 minutes before the designated school start time for their child (if more than one child is to be dropped off, parents will be able to remain in the playground keeping 2m away from others) • Parents are reminded to leave the site once their children have entered the building • One parent/carer from each family is encouraged to wait off-site to reduce the numbers of people visiting • If there are additional siblings who have no other carers at home and who are not at school, they are permitted to stand with their parent. They are not to be allowed to run around the playground or interact with other families or use playground equipment <p>Entry to the school:</p>	<p>drop and and collection.</p> <p>Staff have been told to wear a face covering when in the playground for drop off and pick up too.</p> <p>Zones have been painted on to the playground outside the KS1` classrooms with a 2m distance from the classroom doors. Parents/carers are not permitted in these zones.</p> <p>Zones have been painted in the KS2 playground for year 3+6, 4+5 and nursery. Parents/carers remain one side and pupils and teachers remain the other during end of day dismissal (until the child is dismissed to their adult.</p>	<p>Amy Goold / SLT</p>	<p>On-going</p>	

What are the hazards?	Controls in Place	Additional control measures	Action by who?	Action by when?	Date action completed
	<ul style="list-style-type: none"> • Pupils will be collected in the playground by their teacher (year 3-6) • Pupils will be met at the designated classroom door / entrance by their teacher (Nursery, Reception, 1, and 2) • Parents/carers are not permitted to enter the school buildings • Entrance doors are held open, reducing the number of occupants touching the doors (only in accordance with safeguarding and fire regulations) • Hand-wash stations are located at the entrance to the school (classroom or other). All occupants are required to wash their hands (soap/water or hand sanitiser) on entry to the school • Good hand washing signage to instruct pupils how to do this effectively is displayed • Help is available for pupils who require support in cleaning their hands • Hand washing demonstrations have been provided to pupils on how to adequately wash their hands 		Tim Baker / SLT / Class Teachers	On-going	
Travel arrangements	Encourage walking and cycling to school where possible (the school is part of the play street initiative). Follow government safer travel guidance and liaise with Local Authority for transport of pupils with SEND	Parent email will be sent to advise parents/carers of the guidelines in travelling to and from school and regarding the Safer Streets Initiative	Theresa Coller	Jan 2021	
Pupils, parents and carers	Inform pupils, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of	Email informing parents that standard coronavirus awareness is in practice	Tim Baker	Jan 2021	

What are the hazards?	Controls in Place	Additional control measures	Action by who?	Action by when?	Date action completed
	<p>coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)</p> <p>Parents to inform the school if anyone in the house is displaying symptoms</p> <p>Inform parents that if their child needs to be accompanied to the school, only one parent should attend</p> <p>Inform parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)</p> <p>make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</p>				
Contractors and visitors	<p>Vistors are asked to sign a visito agreement to confirm that they are safe to enter the school.</p> <p>Communicate early with contractors and suppliers that may need to prepare to support plans for operating for example, cleaning, catering, food supplies, hygiene suppliers.</p> <p>Discuss with cleaning contractors the additional cleaning requirements and agree additional hours to allow for this if needed.</p> <p>Deliveries will be accepted at designated quiet times only.</p> <p>Deliveries to be dropped at designated</p>	<p>Markings will be identified throughout school premises</p>	<p>Joseph Turner-Wing</p> <p>Colin Rivers</p>	<p>Jan 2021 On-going</p> <p>On-going and updated weekly or as required</p>	

What are the hazards?	Controls in Place	Additional control measures	Action by who?	Action by when?	Date action completed
	<p>areas & delivery person to be advised in advance deliveries will not be physically signed for. Delivery drivers to be advised to maintain 2m distance from collecting staff</p> <p>There is currently no perceived increase in risk for handling post or freight from specified areas</p> <p>Markings have been added to the floor asking visitors to stay back at least 2m from the reception desk</p> <p>Visitors and/or contractors will only be permitted into the school if they have confirmed that they are not symptomatic of COVID-19 or been with anyone who is symptomatic within the last 14 days prior to arrival</p> <p>Visitors will only be permitted at their designated time and will be asked to wait in a designated area until their school contact is available</p> <p>The school contact is required to attend reception in good time to meet their visitor</p> <p>Meetings with visitors will be via video conference or phone where possible</p> <p>If meetings are not possible via video conference/phone, social distancing measures will be adhered to at all times</p>		School office	As required	
Cleaning and Hygiene	<p>COVID-19: cleaning of non-healthcare settings guidance is followed</p> <p>Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, hand sanitiser is provided in classrooms and other learning environments</p> <p>All adults and children are required to:</p>	Posters placed throughout the school	Amy Goold	Jan 2021	

What are the hazards?	Controls in Place	Additional control measures	Action by who?	Action by when?	Date action completed
	<ul style="list-style-type: none"> • Frequently wash their hands with soap and running water for 20 seconds and dry thoroughly and recommended at the following times: <ol style="list-style-type: none"> 1. Entry and exit from the school 2. After using the toilet 3. On entry to the dining hall 4. Before and after eating 5. After sneezing or coughing • Are encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') <p>Help is available for children and young people who have trouble cleaning their hands independently</p> <p>Consider how to encourage young children to learn and practise these habits through games, songs and repetition</p> <p>Bins for tissues are emptied daily</p> <p>Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units</p> <p>Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</p> <p>Cleaning supplies are monitored & replenished as required</p> <p>there is no need for anything other than normal personal hygiene and washing of</p>				

What are the hazards?	Controls in Place	Additional control measures	Action by who?	Action by when?	Date action completed
	<p>clothes following a day in an educational or childcare setting Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste. The school has implemented additional cleaning regimes. This includes the following:</p> <ul style="list-style-type: none"> • Frequent cleaning of all touched surfaces, such as door handles, light switches, handrails, table tops, play equipment and toys • Classroom furniture and soft furnishings have been reduced in order to improve the ability to effectively clean • Toilets will be cleaned at lunchtime and at the end of the day • Equipment used by the pupils and staff will be suitably cleaned at the end of each day or before it is used by another person • If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be closed for 72 hours and then deep cleaned as per the guidance set on COVID-19: cleaning un non-healthcare settings • Staff and parents are encouraged to use education resources such as PHE schools resources • All those entering the school are 	<p>Additional cleaning supplies will be available in each classroom</p>	<p>Joseph Turner-Wing</p>	<p>Jan 2021 on-going</p>	

What are the hazards?	Controls in Place	Additional control measures	Action by who?	Action by when?	Date action completed
	<p>required to wash/sanitise their hands on arrival</p> <ul style="list-style-type: none"> • Hand washing sinks are located within each toilet provision • Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively • Pupils and staff have been shown how to wash hands properly • Teachers will remind pupils to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm 				
Mixing of groups	<p>Accessing rooms directly from outside where possible Keep left and right signs in the corridors to keep groups apart as they move through the setting where spaces are accessed by corridors Groups should be kept apart as much as possible and tables should be cleaned between each group. Ensuring that toilets do not become crowded by limiting the number of children who use the toilet facilities at one time Noting that some children will need additional support to follow these measures to support them in understanding how to follow the procedures.</p>		SLT All staff to monitor	Jan 2021	
Playground Equipment	<p>Allow for distance between children and staff Regular wiping down of equipment</p>	<p>Equipment will be kept with each "bubble" Equipment will be taken to the</p>	Teaching staff	Jan 2021	

What are the hazards?	Controls in Place	Additional control measures	Action by who?	Action by when?	Date action completed
	Read COVID-19: cleaning of non-healthcare settings	playground and retrieved once the break has ended.			
Symptomatic of COVID-19	<p>If anyone becomes unwell with a new, continuous cough or a high temperature in school, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.</p> <p>If anyone is awaiting collection, they should be moved, to the meeting room where they can be isolated behind a closed door with appropriate adult supervision. Ideally, a window should be opened for ventilation and PPE will be provided for the appropriate adult.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE should be worn by staff caring for the individual while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care</p>	<p>To use meeting room</p> <p>Ensure office staff know- the disabled toilet will be used.</p>	<p>SLT Gloria Friday / Office Staff</p> <p>Joe T-W</p>	<p>Jan 2021 and on-going</p> <p>Jan 2021</p>	

What are the hazards?	Controls in Place	Additional control measures	Action by who?	Action by when?	Date action completed
	<p>centre or a hospital.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the individual subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below).</p> <p>They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>The staff will be informed by a member of SLT via email if a child has gone home with symptoms of COVID-19.</p> <p>If the child tests negative they may return to school and staff will be informed.</p> <p>If the child tests positive the school will take the action to close the bubble. Staff will be informed, via email, if this occurs.</p>	<p>G.Friday to inform SLT</p>	<p>R.Steele</p>	<p>Jan 2021</p>	
<p>Lack of suitable premises management</p>	<p>The school adheres to the government guidance on managing buildings. Premises staff levels are maintained and</p>		<p>Colin Rivers</p>	<p>On-going</p>	

What are the hazards?	Controls in Place	Additional control measures	Action by who?	Action by when?	Date action completed
	<p>suitable for the use of the building; Appropriate cleaning and premises staffing levels are in place Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste Contingency in place for sudden premises staff absence</p>				
<p>Hazardous substance management, unsuitable COSHH management and use of chemicals leading to ill-health or fire.</p>	<p>Suitable storage and management of flammable hand sanitizer is in place All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately Material safety data sheets are held for all chemicals and readily available to all staff All cleaning chemicals are stored safely and securely in accordance with requirements COSHH safety training has been completed by all those using chemicals for cleaning Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment</p>		Colin Rivers	On-going	
<p>Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without</p>	<p>Evacuation plans including the following have been reviewed:</p> <ul style="list-style-type: none"> • Safe assembly of occupants following social distancing requirements • Safe exit via the nearest final exit • Training occupants of any changes to evacuation 	<p>Updated fire evacuation procedures will be delivered to all staff and pupil and any visitors on site.</p>	Tim Baker	Jan 2021	

What are the hazards?	Controls in Place	Additional control measures	Action by who?	Action by when?	Date action completed
suitable procedures in place.	<ul style="list-style-type: none"> Ensuring there are enough trained fire wardens on site with the ability to sweep all used areas of the school <p>All other fire system testing and maintenance has continued as normal.</p>				
Office spaces & meetings	<p>Desks where staff are sitting are at least 2m apart & not face to face, use back to back or side to side working where possible</p> <p>Reduce number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others)</p> <p>Office surfaces, telephones and computers to be wiped with appropriate cleaning products in between users</p> <p>Rooms to be kept well ventilated</p> <p>Keeping meetings virtual where possible. If taking place in-person, ensure 2m minimum distance and that employees are not remaining in confined spaces – open windows & doors where possible</p> <p>Remove excess furniture in the staff room and mark out zones for chairs to remain in and not be moved following the 1m+/2m guidance.</p>		Joseph Turner-Wing	Jan 2021	

Please note:

All controls are subject to change should government guidance change due to changes to the 'R' rate. This could change on a daily basis. Government and Department for Education guidance must be regularly reviewed. Risk assessment must be reviewed if there is a significant change.

