



# Charlton Manor Primary School

COVID-19 2020  
Returning to universal provision  
Staggered opening plan and school-based risk assessment

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## Context

The Government announced plans this week for primary schools to begin a phased return for children in Nursery, Reception, Year 1 and Year 6, from June 1<sup>st</sup> 2020, at the earliest. The Government explained that this was based on the following reasons:

- There is moderately high scientific confidence in evidence suggesting younger children are less likely to become unwell if infected with coronavirus (COVID-19).
- The detrimental impact which time spent out of education can have on younger children.
- Older children are more likely to have higher numbers of contacts outside of school so pose a greater transmission risk, and they are typically better able to learn at home.

Alongside the decision to begin to open 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 also based on the Government's scientific advice.

The Government acknowledges in the guidance that, unlike older children and 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.
- Frequent hand cleaning and good respiratory hygiene practices.
- Regular cleaning of settings.
- Minimising contact and mixing.

In addition to the measures detailed above, the Government explained that it is still important to reduce contact between people 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, only mix in a small, consistent group, and that that small 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 also 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 guidance is found at: <https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

We will open our school to more children if we can do so safely and within the parameters set by government guidance. The three principles upon which we are making all decisions are as follows:

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

In completing a thorough plan for staggered return 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 to 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.**

# 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 eligible for return in each year group:	Nursery: 64 Reception: 58 Year 1: 59 Year 2: 60 Year 3: 60 Year 4: 59 Year 5: 58 Year 6: 57
How many staff will be on site?	76 + 4 caterers and 3 cleaners
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?	We have all teaching staff due to return. All TA's and other support staff have been contacted too and are confident to return. Those in shielded category have been talked through the risk assessment and procedures for return.  We will maintain a staffing ratio of 2: 30 where possible to ensure the integrity of the class 'bubbles'. Intervention TA's / teachers may withdraw children for specialist teaching in line with the guidance.
Where will children be located in the school?	Children will be learning in their regular classrooms, we have also made additional spaces available for intervention work.
What are your plans for drop off and collection? Include details of how siblings will be collected.	Staggered start and end times coupled with designated drop off and collection points will be used. Younger siblings will follow the timetable set out for older siblings. The guidance for drop and collection will be as follows: <ul style="list-style-type: none"> <li>• Yr 3 – 6 will be collected from the playground by their class teacher.</li> <li>• Yr 1, 2, Nursery and Reception children will be met at the designated classroom door/entrance by their teacher</li> <li>• 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.</li> <li>• Entrance doors are held open, reducing the number of people touching the doors (only in accordance with safeguarding and fire regulations)</li> <li>• Parents of years 3-6 asked to avoid entering the site unless in the morning unless it is unavoidable. Children will be lined up in the playground and</li> </ul>

	<p>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"> <li>• Handwashing and sanitiser available</li> <li>• All occupants are required to wash their hands (soap/water or hand sanitiser) on entry to the school</li> <li>• Good hand washing signage to instruct children how to do this effectively is displayed and reinforced in class</li> <li>• Help is available for children who require support in cleaning their hands</li> <li>• Hand washing demonstrations have been provided to children on how to adequately wash their hands</li> </ul> <p>For further guidance see risk assessment.</p>
What are the timings for the school day for each group?	<p>(5+6) will start the day at 9-3:15. (R,1,2,3,4) will start at 9:15-3:30 (this is to minimise the amount of parents and children in one particular playground) The large traffic gates will be opened and manned by staff to control the flow of people in and a one-way system will be in operation for entry and exit.</p>
How do you plan to limit movement and cross contamination between groups?	<p>Every class 'bubble' will have consistent adults as far as is possible, and the use of a consistent classroom which will be clearly labelled. Play time and lunch time will be staggered with partial zoning in place where overlap may occur. Where applicable Nursery and Reception outside areas will be demarcated. Equipment will be allocated to every class 'bubble' including play equipment and where applicable equipment for outside areas. Guidance for the cleaning of equipment will be shared with all staff. Further, class 'bubbles' will be instructed to use the shortest possible routes when moving around the school (inside and outside).</p>
What are your plans for lunch time?	<p>Every child will bring a labelled water bottle to school. Every class '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.</p>
How will you partition the playground to enable groups to avoid opportunities of groups to mix?	<p>The playground will be demarcated using cones/tape to set out play areas for class 'bubbles'.</p>
What are your arrangements for first aid?	<p>Every class 'bubble' 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.</p>
What if any changes to the environment will need to be made?	<p>In addition to the controls set out initially the following guidance will be shared with staff:</p> <ul style="list-style-type: none"> <li>• Remove fabric</li> </ul>

	<ul style="list-style-type: none"> <li>Remove cushions and soft toys e.g. in book areas</li> <li>Limit resources e.g. pencils, etc. and if possible provide children with individual packs of resources in sealable bags</li> <li>Space chairs and desks out</li> <li>Use masking tape to demarcate carpet positions if necessary</li> <li>Reduce the number of books available in the book area to facilitate regular cleaning</li> <li>For EYFS no small toys e.g. Lego or malleable</li> </ul> <p>This guidance will be regularly reviewed and updated. Every class 'bubble' will have a cleaning kit which can be used to clean equipment at the end of every day.</p>
What other practical arrangements have you considered e.g. access to resources, use of toilets, access to water, etc.?	<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"> <li>A fixed set of laptops</li> <li>Separate hand washing equipment including disposable paper towels and a bin with a lid</li> </ul>
No. of children for whom individual risk assessments are required?	6 children returning with an EHCP. Risk assessments will be completed before children return to school.
What systems will you have in place to enable parental communication that may normally happen at drop off and pick up?	Existing systems which include telephone and email. In exceptional circumstances a socially distanced meeting can be organised.
How do you plan to ensure social distancing amongst staff?	<p>An INSET day on 2<sup>nd</sup> September to share guidance and procedures supported by signage in school. Key guidance will be focused on the following controls:</p> <ul style="list-style-type: none"> <li>Avoiding contact with anyone with symptoms e.g. use of PPE</li> <li>Frequent hand cleaning and good respiratory hygiene practices e.g. use of signage in school</li> <li>Regular cleaning of settings e.g. class 'bubble' cleaning kits</li> <li>Minimising contact and mixing e.g. protocol for use of equipment in the staff room</li> <li>Set out in staff handbook and reminders from SLT</li> <li>Adjustments made to the staffroom, reducing the seating and having a maximum person capacity stated and displayed</li> <li>Maximum person capacity stated and displayed for staff areas and offices</li> </ul>
How will you induct staff in using PPE and cleaning products as required?	An INSET day on 2 <sup>nd</sup> September to share guidance and procedures supported by signage in school.
What arrangements do you have if a child or member of staff become symptomatic during the school day?	An INSET day to share guidance and procedures, including for use of PPE and emergency quarantine in the meeting room. School office will be alerted immediately using walkie talkies so that support from 111 (or 999 in an emergency) can be obtained. Parents/carers will be alerted

	immediately.
Any additional school arrangements:	<p>In addition to the controls set out above the following additional arrangements will be made:</p> <ul style="list-style-type: none"> <li>• All timetabling to maintain the integrity of the class 'bubbles'</li> <li>• The school will be deep cleaned during the half term holiday and a regular specialist clean.</li> <li>• Where possible all doors to be held open, where security isn't compromised</li> <li>• Toilets and sinks to be cleaned frequently throughout day</li> <li>• Premises and other staff deployed to sanitise touch points and door handles etc throughout the day</li> <li>• At the end of the day teaching staff to sanitise classroom equipment and spaces e.g. door handles, etc.</li> <li>• Children can keep a reading book at home and a reading book at school (which will be cleaned on return to school).</li> <li>• Children will leave books open on their desk so that teachers can provide verbal feedback on learning</li> </ul>
How will you communicate plans to staff and consult on their effectiveness?	An INSET day to share guidance and procedures. Followed by weekly review of guidance and procedures at a regular SLT meeting.
What plans are in place for staff to communicate concerns whilst we open to more children?	Please see above. In addition the maintenance of the existing leadership structure, professional development meetings, SLT and staff briefings, phase team meetings, etc.
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 headteacher 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?	An INSET day to share guidance and procedures with staff signing to confirm shared and understood. Guidance and procedures to be revisited on a weekly basis e.g. professional development meetings, SLT and staff briefings, phase team meetings, etc.



## Risk assessment

Implementing Protective measures in education and childcare settings for the continuation of education provision for vulnerable children and children of critical workers and the return of all pupils and staff.

We are also asking nurseries and other early years providers, including child-minders, to begin welcoming back all children. Alternative provision settings should mirror the approach being taken for mainstream schools and also offer some face-to-face support for Years 10 and 11 students (as they have no year 12). Special schools, special post-16 institutions and hospital schools will work towards a phased return of more children and young people without a focus on specific year groups.

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/other sources).

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.
- 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. This does not apply to schools or other education settings.
- Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings.
- 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 older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, 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.

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, if needed, 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. Vulnerable children and children of critical workers in other year groups should also be split into small groups of no more than 15. Desks should be spaced as far apart as possible.

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>

<b>School Name:</b> Charlton Manor Primary School	<b>Risk Assessment Date:</b> 03.08.20	<b>Assessed by:</b> Tim Baker Amy Goold Joseph Turner-Wing Rebecca Steele	<b>Approved Governing Body:</b> Royal Borough Greenwich
<b>Details of workplace/activity:</b>	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.	<b>Persons affected:</b>	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	24/08/20	
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"> <li>• disinfecting the water system by raising the temperature of the heating of the system; or</li> <li>• in schools which have cooling towers/AC systems, legionella testing the water and receiving a positive clearance.</li> </ul> <p>Testing fire alarms/smoke alarms/panic and accessible-toilet alarms.</p> <p>Checking:</p> <ul style="list-style-type: none"> <li>• fire-door mechanisms;</li> <li>• gas supply;</li> <li>• kitchen equipment;</li> <li>• ventilation system;</li> <li>• key holder information;</li> <li>• fixed wiring (if the scheduled tests required by regulations have not taken place in the last sixth months);</li> <li>• emergency lighting;</li> </ul>		Colin Rivers Joseph Turner-Wing	24/08/20	

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"> <li>inspection of lifts (if the scheduled tests required by the regulations have not taken place in the last six months);</li> <li>inspection of all known asbestos sites. These may have been damaged by rodent activity during the closure.</li> <li>Inspection for rodent activity and/or infestations. Commissioning of pest control may be required.</li> </ul> <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 are briefed and consulted on school</p>	<p>Staff updated with information: The government have published guidance on who is able to return to work:  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p>	Joseph Turner- Wing	Regular HR and Occupational Health updates	

What are the hazards?	Controls in Place	Additional control measures	Action by who?	Action by when?	Date action completed
	<p>procedures and the plans for re-entry of pupils.</p> <p>Staff have had sufficient training and briefing regarding infection control and school protocols.</p> <p>Staff are up to date on other related</p>	<p>Class Teachers have been informed on the school procedures and changes to classroom layouts including:</p> <ul style="list-style-type: none"> <li>• Organise classrooms and other learning environments such as workshops, music groups and science labs for groups of no more than 15 children, maintaining space between seats and desks where possible.</li> <li>• Consider how play equipment will be used ensuring it is appropriately cleaned between groups of children using it and that multiple groups do not use it simultaneously.</li> <li>• Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere.</li> <li>• Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts).</li> </ul> <p>Staff will have a virtual meeting Weekly and an INSET day on 02.09.20 to inform of changes and protocols</p>	<p>Amy Goold / Rebecca Steele</p> <p>Tim Baker</p>	<p>24/08/20</p> <p>Ongoing</p>	

What are the hazards?	Controls in Place	Additional control measures	Action by who?	Action by when?	Date action completed
	<p>guidance and support in relation to themselves and pupils such as stress and wellbeing including:  <a href="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">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</a></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 discussing whether additional training would be helpful.</p>	<p>Details of employee assistance programme sent out by email</p> <p>Each staff member and "bubble" will be allocated a specific senior leader to report all concerns</p> <p>Staff have a virtual meeting weekly and an INSET day on 01.06.20 to inform of changes, protocols and staggered start/end times. Senior leaders informed of possible changes 12.05.20</p>	<p>Joseph Turner-Wing</p> <p>Joseph Turner-Wing</p> <p>Tim Baker</p> <p>Tim Baker</p>	<p>On-going</p> <p>24/08/20</p> <p>02/09/20</p> <p>Weekly</p>	
Staffing levels	Assessing availability of staff for all activities during school day, including lunchtime and break supervision, and to provide support	Senior Leaders have coordinated a re-opening timetable that ensures that all staff remain in a			







What are the hazards?	Controls in Place	Additional control measures	Action by who?	Action by when?	Date action completed
Pupil wellbeing	<p>Circumstances of pupils likely to be returning have been reviewed and any new circumstances that may pose a risk have been assessed.</p> <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 known risk of spitting and or requiring physical restraint, have been risk assessed.</p> <p>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>All returning children with an EHCP have been risk assessed. Children with behaviour issues have been risked assessed.</p> <p>Timetabled class community lessons will include material and support on: mindfulness, circle time, community and wellbeing.</p> <p>Parents and carers will be signposted to The Royal Borough of Greenwich Community Hub: <a href="http://www.royalgreenwich.gov.uk/coronavirus">www.royalgreenwich.gov.uk/coronavirus</a> for support with self-isolating etc. AHT and pastoral</p>	<p>Shelley Johannessen</p> <p>Justine Hood</p> <p>Justine Hood Joseph Turner-Wing</p>	<p>02/09/20</p> <p>02/09/20</p> <p>On-going</p>	

What are the hazards?	Controls in Place	Additional control measures	Action by who?	Action by when?	Date action completed
		care manager will continue to make regular calls to vulnerable families.			
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 Johanssen	02/09/20	
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"> <li>• Pupils who need specific care, which cannot be delivered whilst ensuring social distancing;</li> <li>• Potentially violent pupils, especially those with a known risk of spitting and/or requiring physical restraint</li> </ul> These pupil risk assessments have been consulted on with the relevant staff.	Senior Leader vulnerable call logs have been monitored for potential risk. Teachers call logs and cpoms have been monitored for potential risk	Tim Baker	02/09/20	
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"> <li>• Children under two – one adult for every three children</li> <li>• Children aged two – 1 adult for every 4 children</li> </ul>	School re-opening timetable identifies staff: pupil ratios and identifies named staff member	Amy Goold	02/09/20	

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"> <li>Children three or over – one adult for every 13 children</li> </ul> <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"> <li>Classroom sizes are restricted to 30 pupils, 1 teacher and TA if required (specific needs of class)</li> <li>Pupils are kept in small groups as they cannot socially distance themselves at all times</li> <li>The class group will not interact with other groups within the school</li> <li>The same Teacher and TA (where applicable) are assigned to a class for a minimum period of a week</li> <li>The timetable has been reviewed to decide which lessons or activities can be delivered to reduce movement around the school</li> </ul>		Tim Baker		
Classroom environment	Desks and chairs organised with space between as far as possible. Windows are opened where possible to provide a good flow of fresh air. Classrooms and other learning environments are organised to maintain social distancing space between seats and desks as far as possible.	Teaching staff to arrange classrooms in line with government guideline: <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a>	Amy Gould / Rebecca Steele	02/09/20	

What are the hazards?	Controls in Place	Additional control measures	Action by who?	Action by when?	Date action completed
	<p>Play equipment is appropriately cleaned 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 (e.g. scissors and glue sticks)</p> <p>Rooms are accessed directly from outside where possible</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>All school trips and offsite visits cancelled until further notice</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>	Senior Leaders to support the dissemination and weekly offer of curriculum	Tim Baker	02/09/20	

What are the hazards?	Controls in Place	Additional control measures	Action by who?	Action by when?	Date action completed
	<p>Assemblies are delivered virtually in classrooms.</p> <p>Break times (including lunch) are staggered, so that all children are not moving around the school at the same time</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>		Tim Baker	02/09/20	
Curriculum & Transition	<p>The need for remedial work and "catch up" with the social/emotional needs of the children &amp; 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	On-going	

What are the hazards?	Controls in Place	Additional control measures	Action by who?	Action by when?	Date action completed
<p>Shared space and movement around schools</p>	<p>Use of halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity.            If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix and do not play sports or games together. Adequate cleaning between groups is in place, following the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>            Stagger the use of staff rooms and offices to limit occupancy            The staff room will operate a one way system. Staff leave through the fire exit. Corridors will be marked to allow people to pass safely in both directions.            The one way system for entry and exit to the playground site will remain.            Staggered starts will limit the number of children in corridors at the same time?            Breaks are staggered to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time            Lunch breaks are staggered – pupils should clean their hands beforehand and enter in the groups they are already in; groups should be kept apart as much as possible and tables should be cleaned between each group.            Number of pupils who use the toilet facilities at one time are limited to ensure they do not become crowded.</p>	<p>Staggered break and lunchtimes</p>	<p>Tim Baker / 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
	<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> <p>Outdoor spaces are timetabled for each group</p>		Tim Baker / SLT		
Start and end of day	<p>Drop-off and collection times have been staggered. Drop-off and collection protocols for parents established that minimise adult to adult contact</p> <ul style="list-style-type: none"> <li>• Drop-off and collection points and timings for each group have been identified, this information has been shared with parents</li> <li>• The playground has been demarcated to enable parents to remain safely away from other parents during dropping off their children</li> <li>• 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)</li> </ul>		SLT	02/09/20 and on-going	





What are the hazards?	Controls in Place	Additional control measures	Action by who?	Action by when?	Date action completed
	<p>regulations)</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Good hand washing signage to instruct pupils how to do this effectively is displayed</li> <li>• Help is available for pupils who require support in cleaning their hands</li> <li>• Hand washing demonstrations have been provided to pupils on how to adequately wash their hands</li> </ul>				
Travel arrangements	Encourage walking and cycling to school where possible (the school is part of the play street initiative). Follow government safer travel <a href="#">guidance</a> 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	02/09/20	
Pupils, parents and carers	<p>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 coronavirus (following the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>)</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</p>	Email informing parents that standard coronavirus awareness is in practice	Tim Baker	02/09/20	

What are the hazards?	Controls in Place	Additional control measures	Action by who?	Action by when?	Date action completed
	<p>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>Communicate early with contractors and suppliers that will need to prepare to support plans for wider opening 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>Delivered items will be left outside of the school building for staff to collect</p> <p>Deliveries to be dropped at designated areas &amp; 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</p>	<p>Site has not been closed.</p> <p>Deep cleaning in summer break together with specialist cleaning.</p> <p>Markings will be identified throughout school premises</p>	<p>Joseph Turner-Wing</p> <p>Colin Rivers</p> <p>School office</p>	<p>On-going</p> <p>On-going and updated weekly or as required</p> <p>As required</p>	03/08/20

What are the hazards?	Controls in Place	Additional control measures	Action by who?	Action by when?	Date action completed
	<p>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 outside of the school building 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>				
Cleaning and Hygiene	<p><a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> 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> <ul style="list-style-type: none"> <li>• 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"> <li>1. Entry and exit from the school</li> <li>2. After using the toilet</li> <li>3. On entry to the dining hall</li> <li>4. Before and after eating</li> <li>5. After sneezing or coughing</li> </ol> </li> <li>• Are encouraged not to touch their mouth, eyes and nose</li> </ul>	Posters will be placed throughout the school	Amy Goold	02/09/20	

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"> <li>Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> </ul> <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 throughout the day</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 &amp; replenished as required</p> <p>there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting</p> <p>Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste.</p> <p>The school has implemented additional cleaning regimes. This includes the following:</p> <ul style="list-style-type: none"> <li>Frequent cleaning of all touched surfaces, such as door handles, light</li> </ul>	<p>Additional cleaning supplies will be available in each classroom</p>	<p>Joseph Turner-Wing / Adele Greenall Tim Baker / SLT</p>	<p>24/08/20</p>	

What are the hazards?	Controls in Place	Additional control measures	Action by who?	Action by when?	Date action completed
	<p>switches, handrails, table tops, play equipment and toys</p> <ul style="list-style-type: none"> <li>• Classroom furniture and soft furnishings have been reduced in order to improve the ability to effectively clean</li> <li>• Toilets will be cleaned at lunchtime and at the end of the day</li> <li>• 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</li> <li>• 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 <a href="#">COVID-19: cleaning un non-healthcare settings</a></li> <li>• Staff and parents are encouraged to use education resources such as <a href="#">e-bug</a> and <a href="#">PHE schools resources</a></li> <li>• All those entering the school are required to wash/sanitise their hands on arrival</li> <li>• Hand washing sinks are located within each toilet provision</li> <li>• Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively</li> <li>• Pupils and staff have been shown how to wash hands properly</li> <li>• Teachers will remind pupils to use tissues</li> </ul>				

What are the hazards?	Controls in Place	Additional control measures	Action by who?	Action by when?	Date action completed
	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</p> <p>Keep left and right signs in the corridors to keep groups apart as they move through the setting where spaces are accessed by corridors</p> <p>Staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time</p> <p>Staggering lunch breaks - children and young people should clean their hands beforehand and enter in their 'bubble'</p> <p>Groups should be kept apart as much as possible and tables should be cleaned between each group.</p> <p>Ensuring that toilets do not become crowded by limiting the number of children who use the toilet facilities at one time</p> <p>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	02/09/20	
Playground Equipment	<p>Allow for distance between children and staff</p> <p>Regular wiping down of equipment</p> <p>Read <a href="#">COVID-19: cleaning of non-healthcare settings</a></p>	<p>Equipment will be kept with each "bubble"</p> <p>Equipment will be taken to the playground and retrieved once the break has ended.</p>	Teaching staff	03/09/20	

What are the hazards?	Controls in Place	Additional control measures	Action by who?	Action by when?	Date action completed
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 <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a>.</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.</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 centre or a hospital.</p> <p>If a member of staff has helped someone</p>	To use meeting room	SLT Gloria Friday / Office Staff	03/09/20 and on-going	



What are the hazards?	Controls in Place	Additional control measures	Action by who?	Action by when?	Date action completed
	<p>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 <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</p>				
Lack of suitable premises management	<p>The school adheres to the government guidance on managing buildings that are partially open  Premises staff levels are maintained and 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>		Colin Rivers	On-going	
Hazardous substance management, unsuitable COSHH management and	<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</p>		Colin Rivers	On-going	

What are the hazards?	Controls in Place	Additional control measures	Action by who?	Action by when?	Date action completed
use of chemicals leading to ill-health or fire.	<p>assessed and managed appropriately</p> <p>Material safety data sheets are held for all chemicals and readily available to all staff</p> <p>All cleaning chemicals are stored safely and securely in accordance with requirements</p> <p>COSHH safety training has been completed by all those using chemicals for cleaning</p> <p>Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment</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 suitable procedures in place.	<p>Evacuation plans including the following have been reviewed:</p> <ul style="list-style-type: none"> <li>• Safe assembly of occupants following social distancing requirements</li> <li>• Safe exit via the nearest final exit</li> <li>• Training occupants of any changes to evacuation</li> <li>• Ensuring there are enough trained fire wardens on site with the ability to sweep all used areas of the school</li> </ul> <p>All other fire system testing and maintenance has continued as normal.</p>	Updated fire evacuation procedures will be delivered to all staff and pupil and any visitors on site.	Tim Baker	02/09/20	
Office spaces & meetings	<p>Desks where staff are sitting are at least 2m apart &amp; 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>		Joseph Turner-Wing	02/09/20	

What are the hazards?	Controls in Place	Additional control measures	Action by who?	Action by when?	Date action completed
	Office surfaces, telephones and computers to be wiped with appropriate cleaning products in between users Rooms to be kept well ventilated 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 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.				

**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.

Appendix 1

YEAR	9:00	9:15	9:30	10:30	10:50	11:10	11:15	12:15	12:45	1:15	1:45	3:15	3:30
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5,6	Arrive KS2 play ground					Break			Lunch		Home	
3,4		Arrive KS2 play ground			Break			Lunch				Home
R,1,2		Arrive KS1 play ground		Break			Lunch					Home

## Appendix 2

# Charlton Manor Primary School Staff information regarding re-opening. September 2020



Dear Staff,

In this pack you will find all the current information we have about re-opening the school from September.

## Return dates

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Date	Nursery	Reception	Year 1 - 6
3 <sup>rd</sup> Sept		Parent meetings	Attend school
4 <sup>th</sup> Sept	Parent meetings		Attend school
7 <sup>th</sup> sept	Attend school	Attend school	Attend school
8 <sup>th</sup> Sept	Attend school	Attend school	Attend school

## Staggered timings

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The school day will also be staggered to allow each year group to arrive and leave in as much isolation as possible. Please see the table (Appendix 1) for details of arrival, break, lunch and dismissal times.

PPA will need to happen via video call as staff members are not allowed into another bubbles' room. If there is a bubble being led by a member of staff who is not a teacher they will not be required to do the planning or resourcing and this should be done by the "head of year"..

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## Bubbles

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For your information, we have split each year group into a bubble.

As far as we are able to, each bubble will consistently have the same classroom, equipment and staff member/s. These bubbles will have their own designated areas for both breaks and lunches and kept at a reasonable distance from other bubbles throughout the day. All outdoor equipment will be out of bounds so please do not allow the children on any of the climbing or play equipment.

## One-way system

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The main entrance will be Indus Road; children and parents will be asked to wait at a designated spot, 2 metres apart which will be clearly signposted.

Once their child has been called forwards they will follow the 1-way system round into the KS1 playground and out via Nigeria Road (History Street exit)

Inside the school building there will be no one way system. Please ensure that you walk to the left of the corridor this way you can pass safely. Also please do not stop to talk with anyone in the corridors.

## Toilets

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Please ensure children are reminded to wash their hands after going to the toilet. Children should not be going to the toilet frequently so please discourage toilet use during lesson time.

## Registers

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All registers will be done electronically in the class.



## Dress code

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School uniform will be enforced.

This is the same for staff. Dress code is expected to be professional. Refer to handbook

Please ensure that you are wearing fresh, clean clothes each day, especially if you have been in contact with children.

## Communal spaces

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Communal spaces will be timetabled.

Communal spaces include:

- Teaching kitchen
- Ks2 hall
- Garden
- Playground (outside of break and lunch times)
- Sensory room
- Ball court (outside of break and lunch times)

## Key points for children

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- Remain in your bubble.
- When in the playground remain in your zone.
- Stay off the outdoor play equipment
- You will have you own lesson equipment, desk and seat. This must stay the same.
- No show and tell allowed
- You must bring in a water bottle; water fountains have been switched off.

## Child protection

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For any concerns regarding child protection or safeguarding please report them as soon as possible as is the usual way. Please use CPOMs to record any incidents.

## Isolation/symptoms

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If a child shows symptoms of having Covid-19, the meeting room will be used as an isolation room while the child waits to be collected. A member of staff will be required to sit in the room at a safe distance and will be provided PPE for this occasion.

A reminder that the symptoms include:

- A persistent cough
- High temperature
- Loss of smell or taste

If a child gets tested and comes back positive for Covid-19, then that entire bubble and staff members will be told to go home and self-isolate.

## PPE

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Staff and children have the choice to wear PPE.

We will be providing PPE for those members who are dealing with children with particular difficult behavioural needs, including SEN children.

We will also provide PPE for staff who need to administer first aid and those that are required to be in the isolation room.