

Safety, Health and Environment (SHE)

GCC COVID-19 RISK ASSESSMENT PROCESS FOR SCHOOLS & EDUCATIONAL SETTINGS

(Revised for full reopening in September 2020)(further reviewed Sept 2020 autumn 11/9/20 current)(reviewed 13th October 2020)



Schools completed COVID-19 risk assessments when they reopened for priority groups during the summer term and implemented protective measures recommended by DfE and PHE. Now that the Government requires schools to plan for all pupils in all year groups to return to school full-time from the beginning of the autumn term and implement a 'system of controls', the GCC COVID-19 Risk Assessment has been updated to support schools to prepare for this. The aim of the risk assessment is to implement protective measures to prevent COVID-19 or reduce the spread of the infection if there is a positive case, both in the school and transmission to the wider community. Any changes have been **highlighted**, which includes guidance on:

- Face coverings
- PE, Sport and Swimming
- Ventilation
- PPE to be worn by staff caring for pupils with COVID-19 symptoms
- Open days/evenings (updated to reflect GCC recommendation to avoid events)

Deerhurst and Apperley Primary school setting – reflected
in statements below (adapted for setting as advised by
SHE) (V4)

Mrs Jayne Neveu

COVID-19 Risk Assessment for reopening schools

ASSESS

Decide appropriate control measures for managers and employees to implement under a 'Plan', 'Do', 'Review' cycle.

*The preventative measures in this risk assessment are not mandatory but are provided as guidance on reducing the risk of transmission and comply with DfE 'system of control' requirements. Each school/setting must consider their own situation and adapt the assessment by editing the measures where appropriate. Remove any measures that are not relevant or will not be applied in your setting and add any additional local measures that you are implementing. This format does not have to be used but your local risk assessment must be suitable and sufficient.

Who may be at risk: Employees, pupils and young people, families (parents, carers and siblings), visitors, contractors, members of public.

Vulnerable groups: Where schools apply the full measures in this guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. Some people with particular characteristics may be at comparatively increased risk from COVID-19 (due to age, deprivation, ethnicity, etc.). An individual risk assessment may be appropriate for those who are very anxious about returning to their workplace.

PLAN		DO			REVIEW
Prepare Building, timetables and lessons, policies and procedures	Prepare Employees, Parents and pupils and other site users	Control Access and Visitors	Minimise contacts and social distancing	Infection Control Measures	Communicate and Review Arrangements
Buildings <ul style="list-style-type: none"> Ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, lifts, etc.). Reviewing emergency and evacuation procedures (e.g. fire wardens, escape routes, roll-call, assembly areas, etc.). Ventilation – windows and doors open where possible Make provision for children who display COVID-19 symptoms/ 	Employees <ul style="list-style-type: none"> Involve employees in plans to return to school and listen to any suggestions on preventative measures that can be taken. All employees involved in RA and copied in Consider personal risk factors: age, pregnancy, existing health conditions and ethnicity and where necessary conduct individual risk 	Access <ul style="list-style-type: none"> Entry points to school controlled (including deliveries). Building access rules clearly communicated through signage on entrances. School start times staggered so bubbles arrive at different times. Floor markings outside school to indicate distancing rules (if queuing 	Minimising contacts and mixing between people reduces transmission of COVID-19 and the school will consider how to implement this. 'Bubbles' <ul style="list-style-type: none"> Small, consistent groups of pupils split into bubbles. Class groups will be kept together in separate 'bubbles' throughout the day and do not mix with other groups. (other than where 	Minimise contact with individuals who are unwell: <ul style="list-style-type: none"> Refer to PHE guidance Anyone with COVID-19 symptoms, or who have someone in their household who does, not to attend school. If anyone becomes unwell at school they will be isolated, sent home and provided with 	<ul style="list-style-type: none"> Consultation with employees on risk assessments. Risk assessment published on school website. Nominated employees tasked to monitoring protection measures (HT/ChGv Members of staff are on duty at breaks to ensure compliance with rules. Staff encouraged

<p>become ill during the day to be isolated. Space should be identified in addition to the usual medical room (First Aid Room).</p> <ul style="list-style-type: none"> • Ensure school has sufficient supplies of PPE including cleaning materials and hand washing/sanitising liquids that meet DfE/PHE requirements (All classes and public places). • Provide suitable and sufficient bins to support pupils and staff to follow the 'catch it, bin it, kill it' approach. • Provide sufficient tissues in all rooms. • Consider if the school site can be split into separate zones where groups of pupils can remain to minimise mixing. • Create a plan of the building to mark out areas where bubbles do not mix (e.g. classrooms) and where mixing is more likely and so where distancing and other measures are required. Mark out hall to ensure distancing is enforced during breakfast club • Evaluate the capacity of rooms and shared areas. • Plan for staggered lunches with more sittings 	<p>assessments.(individual RA in place)</p> <ul style="list-style-type: none"> • Employees fully briefed about the plans and protective measures identified in the risk assessment. • Regular staff briefings. • Regular communications that those who have coronavirus symptoms, or who have someone in their household who does, are not to attend school. • Information shared about testing available for those with symptoms. • teachers to identify shared resources and how to prevent mixed contact (e.g. cleaning between bubbles or rotas for equipment use).RE specialist – RA created for COVID conditions • Identify and plan lessons that could take place outdoors. All staff aware to use outdoor space where possible 	<p>during peak times).</p> <ul style="list-style-type: none"> • Screens installed to protect employees in reception. Window area to be kept closed to protect administrator • Shared pens removed from reception. • Hand sanitiser provided at all entrances. • Pupils, staff and visitors to remove face coverings at school and wash hands immediately on arrival. • Sealable plastic bags provided for reusable face coverings to take home with them. • Gathering at the school gates prohibited. <p>Visitors</p> <ul style="list-style-type: none"> • Wherever possible keep meetings on a virtual platform (e.g. 1:1 sessions with professionals, recruitment interviews, parental meetings etc.). • Parents/carers 	<p>unavoidable due to breakfast club attendance)</p> <ul style="list-style-type: none"> • School breakfast club will be small and families kept together whilst others will socially distance. There will be a maximum of 10 and they will need to return to their year group bubbles for start of school (as per guidance allows) <p>Minimise mixing</p> <ul style="list-style-type: none"> • Whatever the size of the bubble, they are to be kept apart from other groups where possible. • Groups use the same classroom or area of a setting throughout the day. • Mixing between bubbles kept to a minimum during arrival, lunchtime, breaks and departure.(all staggered and separate to avoid mixing where possible) • Pupil movements around the school site, either in groups or individuals is controlled to limit 	<p>information on what to do next.</p> <ul style="list-style-type: none"> • An unwell child awaiting collection, will be isolated in the First Aid room supervised by HT • Staff caring a child awaiting collection to keep a distance of 2 metres. • PPE to be worn by staff caring for the child if 2 metres distance cannot be maintained. • PPE to be worn by staff caring for the child, including: <ul style="list-style-type: none"> ○ a face mask worn if a distance of 2 metres cannot be maintained. ○ if contact is necessary, then gloves, an apron and a face mask should be worn ○ eye protection where there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting. 	<p>to report any non compliance.</p> <ul style="list-style-type: none"> • The effectiveness of prevention measures will be monitored by school leaders. • This risk assessment will be reviewed if the risk level changes (e.g. following local/national lockdown or cases or an outbreak) and in light of updated guidance.
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<p>to avoid mixing, allowing time for cleaning, devise seating plans, safe capacity etc. Meals will be taken to classrooms and will be packed lunches in the first instance.</p> <ul style="list-style-type: none"> Consider door signs mounted to identify max number in room / toilets at one time. Signs up COVID-19 posters/signage displayed. Consider one-way system if possible for circulation around the building. Put down floor markings along the middle of two-way corridors/stairs to keep groups apart and 'keep left' signs. In areas where queues may form, put down floor markings to indicate distancing. Can separate doors be used for in and out of the building (to avoid crossing paths). Prop hall door to the playground and front office open. Rear door to be locked for children Identify rooms that can be accessed directly from outside (to avoid shared use of corridors). All classrooms will enter and exit through own exits and avoid front entrance Organise classrooms for 	<ul style="list-style-type: none"> Consider how online resources can be used to shape remote learning. Plan for remote education (staff planning contingency for localised lockdown in the case of individual quarantine resources will be sent home) for pupils, alongside classroom teaching in case of a lockdown or pupils having to isolate. <p>Parents/pupils</p> <ul style="list-style-type: none"> Review EHCPs where required. Educate pupils before they return about the need to stay apart from others and expectations around hygiene. (80% of children who attended school in summer term were instructed re hygiene and processes, this will be reinforced in Sept 2020 Communicate to 	<p>and visitors coming onto the site without an appointment is not to be permitted.</p> <ul style="list-style-type: none"> Site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where possible visits arranged outside of school hours. A record kept of all visitors to assist NHS Test and Trace, including: <ul style="list-style-type: none"> the name; a contact phone number; date of visit; arrival and departure time; the name of the assigned staff member. (recorded at front office) 	<p>contact and mixing. (The only movements will be to toilet, PE or into classroom via outside doors from playtimes)</p> <ul style="list-style-type: none"> Groups will stay within a specific "zone" of the site to minimise mixing. The number of pupils in shared spaces (e.g. halls, dining areas and internal and external sports facilities) for lunch and exercise is limited to specific bubbles. Large gatherings such as assemblies or collective worship with more than one group to be avoided. Separate spaces for each group clearly indicated. (Zones marked out) Multiple groups do not use outdoor equipment simultaneously. Limiting the number of pupils who use the toilet facilities at one time. Allow pupils to have access to toilets at all times during the day to prevent queues developing at social 	<ul style="list-style-type: none"> Staff to wash their hands after caring for a child with symptoms. All areas where a person with symptoms has been to be cleaned after they have left. Should staff have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days. <p>Hand washing</p> <ul style="list-style-type: none"> Frequent hand washing encouraged for adults and pupils (following guidance on hand cleaning). Sufficient handwashing facilities are available. Sinks and hand sanitisers in all classrooms Pupils to clean their hands when they arrive at school, when they return from breaks, when they
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<p>maintaining space between seats and desks.</p> <ul style="list-style-type: none"> • Arrange desks seating pupils side by side and facing forwards .All rooms • Inspect classrooms and remove unnecessary items and furniture to make more space.Classes 'slimmed down' • Make arrangements with cleaners to put in place an enhanced cleaning schedule that includes frequent cleaning of rooms, shared areas that are used by different groups and frequently touched surfaces.C TT <p>Timetabling and lessons</p> <ul style="list-style-type: none"> • Consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school. • Stagger break times and lunch times to avoid mixing and time for cleaning surfaces in the dining hall between groups. • When timetabling, groups should be kept apart and movement around the school site kept to a minimum to avoid creating busy corridors, entrances and exits. • Prepare arrangements to allow remote learning to 	<p>parents on the preventative measures being taken.</p> <ul style="list-style-type: none"> • Post the risk assessment or details of measures on school website. • Parents and pupils informed about the process that has been agreed for drop off and collection. • Ensure parents have a point of contact for reassurance as to the plans put in place. • Limit the equipment pupils bring into school each day to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. • Bags are allowed. • All pupils will have personal pencil cases and equipment for class use • Parents informed only one parent to accompany child to school. • Parents and pupils encouraged to walk or cycle where 	<p>Open Days/ Parents Evenings GCC recommends:</p> <ul style="list-style-type: none"> • Open days, parents evenings and other events will be avoided. • Events will be held on a virtual platform to avoid gatherings in school. <p>Where such events do take place:</p> <ul style="list-style-type: none"> • Any large parents' events will be planned and risk assessed for COVID-19. • Measures taken to ensure the strict adherence to social distancing of 2 metres. • The size and circumstance of the rooms/spaces will determine the maximum number of people that can be accommodated while also facilitating social distancing. In 	<p>times.</p> <ul style="list-style-type: none"> • The same teacher(s) and other staff are assigned to each bubble and, as far as possible, these stay the same. • Staff that move between classes and year groups, to keep their distance from pupils and other staff.(This will apply to LTS and PE specialist, any TAs/teachers working in different bubbles) • Avoid dual settings wherever possible to minimise risk of contact with other childcare settings <p>Distancing</p> <ul style="list-style-type: none"> • Staff to keep 2 metres from other adults as much as possible. • Where possible staff to maintain distance from their pupils, staying at the front of the class. • Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone. • Supply teachers, peripatetic teachers and/or other 	<p>change rooms and before and after eating.</p> <ul style="list-style-type: none"> • Staff help is available for pupils who have trouble cleaning their hands independently (e.g. small children and pupils with complex needs). <p>Respiratory hygiene</p> <ul style="list-style-type: none"> • Adults and pupils are encouraged not to touch their mouth, eyes and nose. • Adults and pupils encouraged to use a tissue to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') • Tissues to be provided. • Bins for tissues provided and are emptied throughout the day. • Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or 	
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<p>take place should a partial or full closure of the school be required, at any point in the next academic year.(staff preparing HL packs in readiness for localised lockdown and parents will be directed to White Rose and Oak academy for online provision)</p> <p>Policies and procedures</p> <ul style="list-style-type: none"> Update policies to reflect changes brought about by COVID-19, including: <ul style="list-style-type: none"> Safeguarding/child protection Behaviour Curriculum NQTs Special educational needs Visitors to school – ensure contact details are clear and phone numbers recorded Ensure website is compliant with regards to the publishing of policies. Establish a visitors' protocol so that parents, contactors, professionals working with individual children are clear about the infection control measures that you have in place. Governing boards and school leaders to have regard to staff (including 	<p>possible.</p> <ul style="list-style-type: none"> Clear messages to pupils about minimising the use of public transport and how to reduce the risks of transmission outside of school. Staggered drop-off and collection times planned and communicated to parents. Made clear to parents that they cannot gather at entrance gates or doors. Encourage parents to phone school and make telephone appointments if they wish to discuss their child (to avoid face to face meetings). Communications to parents (and young people) includes advice on transport. <p>Others</p> <ul style="list-style-type: none"> Communication with contractors and suppliers that will need to prepare to support plans for full opening (e.g. cleaning, catering, 	<p>determining the number of people that can reasonably follow 2 metres distancing the total floorspace as well as likely pinch points and busy areas taken into account (e.g. entrances, exits).</p> <ul style="list-style-type: none"> Attendees will be pre-bookings only to manage numbers and will help with the Test and Trace (see below). Weather permitting, stalls set up outside as the risk of transmission is lower outdoors. Making use of multiple exit and entry points. Introduce a one-way flow in and out, with appropriate floor markings or signage. Any changes to entrances, exits and queues take into account the need to make reasonable adjustments for 	<p>temporary staff to minimise contact and maintain as much distance as possible from other staff.</p> <ul style="list-style-type: none"> The occupancy of staff rooms limited and use of pre-school on closed days for welfare/lunchbreaks Use of staff rooms to be minimised. Use a simple 'no touching' approach for young children to understand the need to maintain distance. Older children to be encouraged to keep their distance within bubbles. <p>Minimising contact</p> <ul style="list-style-type: none"> Doors propped open, where safe to do so to limit use of door handles. Ensure closed when premises unoccupied. Taking books and other shared resources home limited, although unnecessary sharing avoided.(Homework to be sent in packs) Staff and pupils to have their own individual and very frequently used 	<p>school assemblies.</p> <ul style="list-style-type: none"> Measures to be taken when playing instruments or singing in small groups such as in music lessons include: <ul style="list-style-type: none"> physical distancing; playing outside wherever possible; limiting group sizes to no more than 15; positioning pupils back-to-back or side-to-side; avoiding sharing of instruments; ensuring good ventilation. <p>Ventilation</p> <ul style="list-style-type: none"> Increase the supply of fresh air by opening windows and doors (where safe to do so). Use ceiling fans or desk fans for good air circulation. Air conditioning systems that normally run with a 	
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<p>the headteacher) work-life balance and wellbeing. Information shared about the extra mental health support for pupils and teachers is available. Staff given web links for well being</p> <p>Response to any infection</p> <ul style="list-style-type: none"> • Leadership understands the NHS Test and Trace process and how to contact their local Public Health England health protection team. Web link sent to all staff and recorded below on table or risk reductions • Plan how to inform staff members and parents/ carers that they will need to be ready and willing to <ul style="list-style-type: none"> ◦ book a test if they are displaying symptoms; ◦ inform the school immediately of the results of a test; ◦ provide details of anyone they have been in close contact with; ◦ self-isolate if necessary. (letters will go out if infection arises) 	<p>food supplies, hygiene suppliers).</p> <ul style="list-style-type: none"> • Assurances that caterers comply with the guidance for food businesses on COVID-19. • Discussion with caterers to agree early drop off of packed lunches • Limit visitors by exception (e.g. for priority contractors, emergencies etc.)Pre- arranged appointments. • 	<p>those who need them, such as people with disabilities.</p> <ul style="list-style-type: none"> • Arrival and departure times of different group will be effectively supervised so as to reduce the pressure at exits and entrances. • Queues managed to reduce the risk of congestion • Socially distanced queuing systems. • Frequently touched surfaces cleaned regularly. • On entering and leaving everyone, to wash their hands. • Wash stations will be provided. • Wearing face coverings if maintaining 2m distancing is difficult. • Toilets kept open and carefully managed e.g. avoid overcrowding, ensure distancing, regular cleaning. • To support the NHS Test and Trace a temporary 	<p>equipment, such as pencils and pens.</p> <p>PE and School Sport</p> <ul style="list-style-type: none"> • Pupils kept in same consistent bubbles where possible during PE and sport. • Sports equipment thoroughly cleaned between each use. • Staff fully aware of COVID-19 guidance for re-starting competitive sport issued by the relevant governing bodies and the required actions for each sport. • Outdoor sports should be prioritised where possible. • Large indoor spaces used where it is not. • Distance between pupils from mixed bubbles will be maximised. <p>Sporting activities delivered by external coaches, clubs and organisations will only go ahead if they can satisfy the above requirements.</p>	<p>recirculation mode set up to run on full outside air.</p> <ul style="list-style-type: none"> • Ventilations system that removes and recirculates air to different rooms is turned off. • Ventilation system remains on at all times, even when the building is unoccupied. The system set to operate at lower ventilation rates during evenings and weekends. <p>Cleaning</p> <ul style="list-style-type: none"> • Sanitising spray and paper towels to be provided in classrooms for use by members of staff. • Thorough cleaning of rooms at the end of the day. • Shared materials and surfaces to be cleaned frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, handrails, etc.). • Resources that are shared 	
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<p>Swimming</p> <ul style="list-style-type: none"> • Staff in schools with pools and swimming teachers read and understood Swim England Return to Pools Guidance. • Review Normal Operating Procedure (NOP) and Emergency Action Plan (EAP). • The capacity of classes calculated before lessons can be permitted. • If using external swimming provision, liaise with the provider and discuss any changes, to check the risks have been assessed and they have implemented COVID-secure control measures following guidance. • The same bubbles from the classroom will be applied to the pool groups. • When delivering swimming lessons teachers and assistant deliver from the poolside. • The numbers of personnel on poolside sufficient to ensure safety and teaching whilst maintaining social distancing. • Where practical, each swimming teacher to deliver from alternate sides of the pool. • A consistent way of 		<p>record of attendees to be kept for 21 days, in a way that is manageable. This will include name and contact number.</p> <ul style="list-style-type: none"> • Car parking to be managed to help people socially distance. <p>Evacuation procedures reviewed, particularly if normal fire exits are changed or inaccessible.</p>	<p>No participation in inter-schools' leagues/matches,</p> <ul style="list-style-type: none"> • <p>Educational Visits and journeys (none planned for our autumn term)</p> <ul style="list-style-type: none"> • Risk assessments of visits and journeys to be undertaken by visit leaders. • Pupils grouped together on transport in the same bubbles that are adopted within school where possible. • Journey's planned with to allow distancing within vehicles (this may mean large vehicles or more are used). • Use of hand sanitiser upon boarding and/or disembarking • Cleaning of vehicles between each journey. 	<p>between bubbles (e.g. sports, art and science equipment) to be cleaned frequently and meticulously and always between bubbles.</p> <ul style="list-style-type: none"> • Outdoor equipment appropriately cleaned frequently. • Toilets to be cleaned regularly. • Staff providing close hands-on contact with pupils need to increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces. <p>PPE</p> <p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> • where an 	
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<p>moving around poolside established to reduce staff cross-overs and promote social distancing practice (e.g. one way).</p> <ul style="list-style-type: none"> • Hand cleaning stations and additional waste bins on poolside and in changing rooms. • Sufficient time between lessons for cleaning and to reduce the chance of bubbles overlapping at the poolside and in changing rooms. • All equipment should be sanitised before and after each activity. Where possible submerge equipment in adequately disinfected swimming pool water. • Pupils do not share equipment. 				<p>individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained</p> <ul style="list-style-type: none"> • where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used. <p>Face coverings (In the event of local lockdowns or restrictions, or at the discretion of the school (parents are asked to wear face coverings when picking up or dropping off their children in the school zones w/c 14/9/20 at D&A)at all other times):</p> <ul style="list-style-type: none"> • Face coverings to be worn by pupils(secondary school age), and staff or visitors (unless exempt), 	
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				<p>where social distancing cannot be maintained moving around the premises (e.g. in corridors).</p> <ul style="list-style-type: none"> • Staff or visitors will be asked to wear face coverings in areas outside of classrooms where social distancing is not possible (e.g. staffrooms or offices). • Pupils, staff and visitors will be expected to provide their own face covering. • A supply of face coverings will be available for anybody that does not have one due to having forgotten it or it has become soiled or unsafe. • Cleaning of hands before and after removing or putting on face covering. • Face coverings placed in sealable plastic bags between use. <p>First Aid</p> <ul style="list-style-type: none"> • staff all trained in 	
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				<p>first aid.</p> <ul style="list-style-type: none"> • Employees providing first aid to pupils will not be expected to maintain 2 metres distance. The following measures will be adopted: • washing hands or using hand sanitiser, before and after treating injured person; • wear gloves or cover hands when dealing with open wounds; • if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives; • if CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest. • dispose of all waste safely. 	
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<ul style="list-style-type: none"> • https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools • https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak • https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace 					

Risk Assessment to reduce risks to COVID -19

All year groups returning	Assess/evaluate risk	Control and management of risk	Monitor/review/report
Transmission - Reducing the risk of transmission	Med	<ul style="list-style-type: none"> Smaller groups of children - not exceeding 30 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools See infection protection and control 	Monitor daily HT/GC

		<p>soap and surface cleaner of high quality)</p> <p>Response to any infection:</p> <ul style="list-style-type: none"> engage with the NHS Test and Trace process manage confirmed cases of coronavirus (COVID-19) amongst the school community contain any outbreak by following local health protection team advice Numbers 7 to 9 must be followed in every case where they are relevant. <p>Engage with NHS Test and Trace process https://www.gov.uk/guidance/contacts-phe-health-protection-teams</p>	
Classroom Layout (YR-6)	Med	<ul style="list-style-type: none"> All classrooms to be laid out with forward facing desks desks/children Floor Tape to be used to 'shield' both staff and children All soft toys/fabrics to be removed All extra furniture to be removed All table settings to be used by the same child on consecutive days Resources boxed or bagged for individual children No items from home apart from lunch and coat to be brought in from home All coats/lunchboxes to be kept in the classroom setting 	HT/GC
Pre- school layout (Med	<ul style="list-style-type: none"> Tables to be spread out and children forward facing where possible for teacher taught sessions Other times of continuous provision ensure other protective measures are in place, such as limiting children to different areas. Close off playhouses due to the close proximity of children to reduce infection Make good use of outdoor area Floor tape to be used to 'shield' and identify areas where children can be Drapes to be removed Soft toys to be removed Dressing up clothes to be removed All tables labelled and used by the same children on consecutive days or wiped down in preparation for next child 	HT/GC

		<ul style="list-style-type: none"> • Individual bags for each child so no sharing of pencils/crayons etc • Malleable resources – playdough only used if in individual pots and named • Limit the use of aprons to allow for cleaning • Remove any toys with intricate parts and those hard to clean • No toys to be brought in from home • All coats/lunchboxes to be kept in the classroom setting • 'Homework' can go home • Avoid dual settings if possible to minimise risk • Refer to early years and childcare setting guidance • 	
Reception class	Med	<ul style="list-style-type: none"> • Tables to be spread out and children forward facing where possible for teacher taught sessions • Other times of continuous provision ensure other protective measures are in place, such as limiting children to different areas. Close off playhouses due to the close proximity of children to reduce infection • Make good use of outdoor area . • Floor tape to be used to 'shield' and identify areas where children can be • Drapes to be removed • Soft toys to be removed • Dressing up clothes to be removed • All tables labelled and used by the same children on consecutive days • Individual bags for each child so no sharing of pencils/crayons etc • Malleable resources – playdough only used if in individual pots and named • Limit the use of aprons to allow for cleaning • Remove any toys with intricate parts and those hard to clean • No toys to be brought in from home • Homework and reading books can go home and be brought in • All coats/lunchboxes to be kept in the classroom setting • 	HT/GC
Need of wearing PPE/First Aid/illness	Low	<ul style="list-style-type: none"> • General use of PPE is not required (implementing protective measures in education and childcare setting document). However if a child becomes unwell with symptoms of Coronavirus and needs direct care then a mask, apron and gloves should be used • If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home. Put in place a procedure for anyone becoming unwell. 	HT/GC

		<ul style="list-style-type: none"> • https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings • P5 	
Shielded and clinically vulnerable children	High	<ul style="list-style-type: none"> • Are now able to return to school 	HT/GC
Shielded and clinically vulnerable adults, including staff	High	<ul style="list-style-type: none"> • https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people • Keep socially distanced and use hygiene measures, these people can now return to work • 	HT/GC
Living with a shielded or clinically vulnerable person	High	<ul style="list-style-type: none"> • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace 	HT/GC
Playtimes	Med	<ul style="list-style-type: none"> • A TT will reflect staggered times of • Bubbles will remain together • Play equipment will be selected for each group and it will remain that groups equipment. No contact sports eg tag etc • Playground will be sectioned off into zones areas for use by same groups 	HT/GC
Toilets (cleaning and hygiene part 1)	Med	<ul style="list-style-type: none"> • Toilets will be cleaned throughout the day by HT and then by cleaner at the end of each day • Pre-school children to use pre-school toilets • disabled toilet to be used by Class 2 to lower infection risk • Only two children at a time in the toilets • Children to wait on tape outside toilet before going in • All toilets will now be open with none taped off due to latest social distancing for children 	HT/GC
Hallways	Med	<ul style="list-style-type: none"> • Children and adults to keep to the direction of the arrows and pass swiftly by each other • Hallway to remain free of clutter and coats/bags to be kept in the classroom so there is access to toilets 	HT/GC
Key Workers/groups	Med	<ul style="list-style-type: none"> • Not applicable from Sept 2020 	HT/GC
Cleaning and Hygiene (part 2) See additional cleaning TT		<ul style="list-style-type: none"> • https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings 	HT/GC
Cleaning contract now with Glen Cleaning 1/10/20		<ul style="list-style-type: none"> • https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings • Access to nearest sinks with soap for handwashing for 20 seconds. hand 	

		<p>sanitisers for follow bacterial remover</p> <ul style="list-style-type: none"> • Posters to be displayed • Children to clean hands on arrival to school, before and after eating, after playtimes and sneezing/coughing • Tissues to be binned immediately after use • Leave doors and windows open, where possible but room must be a comfortable temperature for all in it • Keep areas ventilated • Staff using staff room must maintain the social distance and must clean anything they have used before leaving the room – there is still a need to socially distance from other adults by 2metres. LDs will be available on Tuesdays and Thursday to also use as welfare/break area • Children to use wet wipes to clean their station or staff spray where appropriate • All classrooms will have spray cleaner to use where appropriate during the day in class but especially before lunch 	
Breakfast Club		<ul style="list-style-type: none"> • (".....also allow mixing into wider groups for wraparound care....") p13 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools • Maximum number of 10 children to attend breakfast club. Families can sit together but those not in family groups should socially distance to reduce the risk of infection in that group and when they return to their year group bubble. Socially distance from Breakfast supervisor. These breakfast groups will be small and consistent groups • 	HT/GC
Timetables		<ul style="list-style-type: none"> • Pinch Point TT sent out to all parents and staff • Pick up and drop off points for parents will be marked off to prevent cross over of Bubbles where possible • Internal TTs have been drawn up and shared with staff for playtime and Lunch time 	HT/GC
Lunches		<ul style="list-style-type: none"> • Lunch will be a total of 30 minutes inside and 30 minutes outside • Lunches to be taken in class after tables have been wiped • Lunch will run from 12-1pm • Lunchtime TT – circulated internally • Classes will have designated play areas to reduce risk of infection • 	HT/GC
uniform		<ul style="list-style-type: none"> • Children will wear school uniform all days except Wednesday for Y1-6 when children are asked to wear PE kit into school to avoid changing and 	HT/GC

		extra movement and clothes being left behind	
Posters		<ul style="list-style-type: none"> • Posters to be displayed in all areas including toilets re handwashing 	
Reception area		<ul style="list-style-type: none"> • Emergency visitors do not sign in with same pen • School will not receive any other outside visitors (unless emergency) 	
		<ul style="list-style-type: none"> • Touch free hand sanitisers are now in all classrooms and at both entrances to school 	
ITT students		<p>Schools are strongly encouraged to consider hosting ITT trainees https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <ul style="list-style-type: none"> • Safeguarding induction will be completed • COVID RA read and signed • Expectation they will abide by social distancing rules outside of setting and requirements of COVID • Students to comply with COVID expectations of all staff in school and expected behaviour on the premises. 	

Time Table for 'pinch point' drop off and collection and information you need to know

(THIS COULD CHANGE WHEN/IF FURTHER GUIDANCE FROM THE GOVERNMENT IS RELEASED)

For children (Little Deers, AND ALL YEAR GROUPS FROM 28TH SEPTEMBER 2020) **UPDATED**

PINCHPOINT

- School attendance is mandatory from September
- School uniform to be worn and kept clean regularly please
- Wednesdays all children (**EXCEPT LDs AND RECEPTION CLASS**) to come into school wearing PE clothes (**strictly school kit** and this can include the navy blue joggers/hooded sweatshirts). Also plimsolls or lightweight trainers (check website if in doubt about requirements of school uniform/kit)
- Up to date contact details for family members must be available within school and emergency contact details should your child become poorly/exhibit symptoms of contracting coronavirus. Please ensure **you have updated** us of any changes
- If you become unwell with coronavirus symptoms, you must immediately contact school and arrange for collection of your child.
- Social distancing guidelines relating to government requirements must be enforced whilst your child is not in school if we are to prevent/minimise the spread of infection.
- School must be informed if you have been asked to self-isolate.
- Thorough hand washing to take place at home just before leaving the home.
- Children must be dropped off **strictly at the times** below to help safety procedures
- Government recommendations are to encourage Parents and children to walk or cycle where possible and to avoid public transport
- Please do not bring PE kit into school if you are in year groups 1,2,3,4,5 &6 – PE kit is to be worn into school on WEDNESDAYS – see above
- Please do not bring in books or toys from home- school books only will come in and out of school for homework
- Please do not send your child in ill
- **Please wear a mask when picking up or dropping off your child – unless you are an exempt category**
- **ONLY ONE PARENT/CARER TO DROP OFF PLEASE AND AVOID GATHERING IN GROUPS AT THE GATES OR SCHOOL SITE**

Thank you – let's keep smiling together!



Drop off instructions

Monday – Friday

8.40am – only children with surnames in the alphabet **A-I** inclusive
 8.50am – only children with surnames in the alphabet **J-R** inclusive
 9.00am – only children with surnames in the alphabet **S-Z** inclusive

<p>ALL year groups (Reception times from 7th September – before that it is as transition letter you have received)</p>	<p>Any parents running late must not drop off until 9.10</p>
<p>Pick up Instructions Monday-Friday (exception Y1,2,3,4,5, & 6 Wednesdays from 23rd September when catch up club will run for years 1-6) ALL year groups (Reception times from 21st September – before that it is as transition letter you have received)</p>	<p>CHANGES TO NOTE PLEASE Can you please ensure you come at you time and try not to come early or late to avoid excess gatherings 2.55pm - only children with surnames in the alphabet A-I inclusive 3.05pm - only children with surnames in the alphabet J-R inclusive 3.10pm - only children with surnames in the alphabet S-Z inclusive</p> <p>Wednesdays from 23rd Sept for year groups 1-6 ONLY 4.00pm - only children with surnames in the alphabet A-I inclusive 4.10pm - only children with surnames in the alphabet J-R inclusive 4.20pm - only children with surnames in the alphabet S-Z inclusive</p>
<p>INSTRUCTIONS FOR DROPPING OFF AND PICKING UP</p> <p>SCHOOL</p>	<p>Please remember to social distance at all times</p> <p>Children will exit through outside doors and not come through school Class 2 – front garden Reception/Class 1 and Class 3 their outside doors and onto the field</p> <p>In designated areas there will be a post with your children's Class number on (R/Class 1 and Class 3). In each area will be separated cones. Please make your way to a cone and wait.</p> <p>For Class 2 based children (please wait at a cone in the Class 2 garden and leave via the school field and large gate with other children at allotted times.</p> <p>In the mornings, members of staff will pick your child up from the cone where they are waiting. They will be directed there or into class by Mrs Neveu, after temperature checks and whichever is safest to do depending on numbers of children arriving.</p> <p>At the end of the day, staff will send your child to a cone that you are waiting at, or that is free.</p>

	In the case of Year 6 who walk home they will be sent home at the time according to their alphabetical name.
<u>PRE SCHOOL Time Table for 'pinch point' drop off and collection</u>	
Drop off instructions Monday/ Wednesday and Friday	8.45am - only children with surnames in the alphabet A-I inclusive 8.55am - only children with surnames in the alphabet J-R inclusive 9.05am - only children with surnames in the alphabet S-Z inclusive
Picking Up Mon/Wed/Friday	Changes to note please 2.50pm - only children with surnames in the alphabet A-I inclusive 3.00pm - only children with surnames in the alphabet J-R inclusive 3.05pm - only children with surnames in the alphabet S-Z inclusive
INSTRUCTIONS FOR DROPPING OFF AND PICKING UP Little Deers	Please remember to social distance at all times There will be cones and tape outside of Little Deers on the grass in the car park area. Please wait on one of them and your child will be collected/sent to you as soon as you are there and it is safe. I do understand that some of you have pre-arranged picking up times. This will remain unaffected as long as they are pre-arranged. Please understand you cannot 'drop' in to pick up. Can I please ask that you do not come into Little Deers or attempt to have a face to face conversation with any members of staff? Adults in school still need to remain at 2metres social distancing – currently. Please ring or email into the school office if you need to contact us for anything. Thank you

LA recommended checklist **Cleaning taken over by Glen cleaning company from 1st October 2020**

Area	Action	Guidance	Check status
1. Premises	<ul style="list-style-type: none"> 1.1 Catering contractors have plan in place for restoring services and are able to meet reopening date 	Black Pepper are providing lunch boxes only for the first term of the return of the academic year	Letter sent to parents 6/7/20 for choices of preference – own lunchbox or BP BP organized for early drop off September to be inline with lunch timings change in September due to ‘Bubbles’
	<ul style="list-style-type: none"> 1.2 Cleaner understands the cleaning protocols required on reopening 	https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-	Cleaning has been increased by 4 hours a week Guidance printed and to be given to Cleaner. If an outbreak occurs then Glen cleaning company will be engaged for professional deep clean

		healthcare-settings	
	<ul style="list-style-type: none"> 1.3 Protocols for social distancing of staff, students and parents are in place and required equipment is available e.g. barriers tape 	DFE guidance and school RA	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools sent to staff 2/7/20
2. Attendance	<ul style="list-style-type: none"> 2.1 Students who should not be returning to school have been identified and parents informed & given details of continuing arrangements for online support 	DfE Guidance	All children can now return to school
	<ul style="list-style-type: none"> 2.2 Parents of all children who should be returning to school have been informed of return dates and arrangements 		Letter detailing arrangements sent 6/7/20
	<ul style="list-style-type: none"> 2.3 Attendance staff have been briefed on the new coding for the post-COVID-19 period and systems have been updated for the new codes 	LA guidance	SM/JN – not applicable in Sept 2020
	<ul style="list-style-type: none"> 2.4 Transport contactors have confirmed changes to routes/service and school timetable adjusted in response 	LA guidance	N/A
	<ul style="list-style-type: none"> 2.5 Safeguarding arrangements for students not attending school are in place 	LA guidance	All pupils will be in school
3. Staffing	<ul style="list-style-type: none"> 3.1 Staff who should not be returning to work have been identified and notified. Members of staff not returning understand their duties whilst working from home. 	HR/OH FAQs	Shielding will be lifted on 1/8/20
	<ul style="list-style-type: none"> 3.2 Staff expected to return to work have been notified and are clear on the return date and arrangements. Staff have been fully briefed on their roles and responsibilities on returning to work including supporting those students who will remain at home. 	HR/OH FAQs	HT briefed – all staff set to return

	<ul style="list-style-type: none"> 3.2 Term dates and holidays have been confirmed for the summer and next academic year. 		Academic calendar starts starts 1/9/20 as a school day, inset has been re organised
4. Wellbeing of staff & students	<ul style="list-style-type: none"> 4.1 The curriculum gives students' time for reintegration and readjustment back into school life. Resources are in place to support staff through the reintegration process 	GHLL/GSCE/Inclusion team/Restorative Approach Resource Pack	https://www.ghll.org.uk/covid19/ghll-pshe-bulletin/
	<ul style="list-style-type: none"> 4.2 Pastoral staff are familiar with resources and support available for students who have suffered/are continuing to suffer trauma during the COVID-19 period 	GHLL/GSCE/Inclusion team/Restorative Approach Resource Pack	https://www.ghll.org.uk/covid19/ghll-pshe-bulletin/
	<ul style="list-style-type: none"> Support is in place for staff who have suffered trauma/are continuing to suffer trauma during the COVID-19 period 	HR/OH guidance	Pastoral support offered where applicable OAP access
5. Transition	<ul style="list-style-type: none"> 5.1 Feeder schools & settings have been contacted and dates & details agreed for transfer of information on new cohorts 	LA guidance on expectations	Transition details for children forwarded
	<ul style="list-style-type: none"> 5.2 Information to be transferred for leavers has been identified and dates agreed for transfer 	LA guidance on expectations	completed
	<ul style="list-style-type: none"> 5.3 Transition events have been adapted to comply with social distancing and gatherings guidance 		Transitions for Reception children Sept 2020 have been prepared and have been distributed.
6. Other	<ul style="list-style-type: none"> 6.1 Areas of concern specific to the school site have been identified and assessed. An action plan has been implemented to address these issues. 		None apparent but letter to parents demonstrate where and when to pick up children

Read by All staff via email, copy in staffroom and hard copies in classrooms/pre-school

Sent to Governors 13/7/20

Update shared with governors and staff 11/9/20

Updated and shared with governors and staff 13/10/20