

RISK ASSESSMENT FOR: Full School Reopening September 2020 during COVID 19 outbreak.

Schools should share the results of their risk assessment with their workforce. If possible, they should consider publishing it on their website to provide transparency of approach to parents, carers and pupils.

Risk assessment applies to mainstream schools, Special schools, special post-16 institutions and hospital schools:

Establishment: Christ Church Primary School, Hampstead	Assessment by: Katy Forsdyke, Headteacher	Date: 13.7.20
Risk assessment number/ref: RA-003	Headteacher Approval: K. Forsdyke	Date: 13.7.20
	Chair of Governors Approval: Oliver Chesser	Date: 13.7.20
All employers have a duty to consult employees on health and safety. Have staff been consulted in production of this risk assessment? Yes		

Yellow sections are Christ Church actions already put in place or further actions to take (added to national guidance and suggested actions already in the template)

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?
Risk to clinically vulnerable groups from COVID	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> Government guidance on clinically vulnerable people to be followed. (link to schools Government Guidance referenced above). Pupils who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield. Clinically extremely vulnerable individuals (including persons over the age of 70, those with serious underlying health conditions) which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter should not work outside the home and must rigorously follow shielding measures in order to keep themselves safe. Read COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable for more advice. Clinically vulnerable individuals who are at higher risk of severe illness (for example, those who are pregnant and people with some pre-existing conditions as set out in the Staying at home and away from others (social distancing) guidance) have been advised to take extra care in observing social distancing and should work from home where possible. <p>Follow current shielding or other guidance for those most at risk in September, including for pupils and staff members.</p>	<p>Ensure we have knowledge of current guidance for clinically vulnerable people in September.</p>	KF	By 31/8

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<p>SEND pupils</p> <p>Black, Asian and Minority Ethnic Groups (BAME)</p>	<p>Evidence suggest that people from Black, Asian and Minority Ethnic (BAME) groups are disproportionately affected by COVID-19.</p>	<ul style="list-style-type: none"> Pupil local individual SEND care plans and risk assessments (where in place) reviewed regularly. To include the need for possible close contact and relevant PPE use (See First Aid section) No current pupils have need for close contact and use of PPE. All medical needs have been reviewed to ensure staff know that emergency medication should still be administered. Risk assessment undertaken with BAME staff members using Individual Risk Assessment form All staff have been asked if they feel they require an individual risk assessment to be completed (13.7.20) 			
<p>Possible transmission of the virus through person to person contact.</p>	<p>Staff, pupils, contractors, visitors</p> <p>People can catch the virus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc 	<p>Schools should refer to this guidance Guidance for full reopening of schools</p> <p>PREVENTION:</p> <ol style="list-style-type: none"> Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school Clean hands thoroughly more often than usual Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach Minimise contact between individuals and maintain social distancing wherever possible Where necessary, wear appropriate personal protective equipment (PPE) <p>RESPONSE TO ANY INFECTION</p> <ol 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 <p>Relevant section from ‘September information for staff, parents and governors’ copied below:</p>			

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	<p>• people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth</p>	<p>Minimising the spread of infection</p> <p>The Government guidance sets out the following 'system of controls' to reduce risks and create a safer environment. There are six 'prevention' actions which are set out below. Numbers 1 to 4 must be in place in all schools all the time. Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 6 applies in specific circumstances.</p> <table border="1" data-bbox="577 411 1603 1509"> <thead> <tr> <th data-bbox="577 411 842 475">Prevention actions</th> <th data-bbox="842 411 1603 475">How will we implement this at Christ Church in September?</th> </tr> </thead> <tbody> <tr> <td data-bbox="577 475 842 903"> <p>1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges</p> </td> <td data-bbox="842 475 1603 903"> <p>If your child or anyone in your household has symptoms of COVID-19, your child must not come to school.</p> <p>Symptoms are: a high temperature, a new continuous cough or a loss or change to your sense of taste or smell.</p> <p>If a child (or adult) becomes unwell at school we will follow the guidance to isolate that person and send them home as soon as possible.</p> <p>There will be regular reminders of this in communications and signage for parents and staff.</p> </td> </tr> <tr> <td data-bbox="577 903 842 1152"> <p>2. Clean hands thoroughly more often than usual</p> </td> <td data-bbox="842 903 1603 1152"> <p>Supervised handwashing with soap and water</p> <ul style="list-style-type: none"> - as children enter the classroom in the morning - as children come in from breaks or learning outside - before children leave the classroom to go home <p>and unsupervised hand washing as usual after going to the toilet.</p> <p>We will promote and teach how to wash hands properly with all classes in September and at regular intervals afterwards.</p> <p>Regular hand washing for all staff.</p> </td> </tr> <tr> <td data-bbox="577 1152 842 1347"> <p>3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> </td> <td data-bbox="842 1152 1603 1347"> <p>We will promote the 'catch it, bin it, kill it' approach with all classes in September and at regular intervals afterwards.</p> <p>Provision of tissues and regularly-emptied lidded bins in all classrooms.</p> </td> </tr> <tr> <td data-bbox="577 1347 842 1509"> <p>4. Introduce enhanced cleaning, including cleaning frequently</p> </td> <td data-bbox="842 1347 1603 1509"> <p>Cleaning by our contracted cleaners at the end of each day will continue to enhanced standards, including cleaning of all frequently touched surfaces.</p> </td> </tr> </tbody> </table>	Prevention actions	How will we implement this at Christ Church in September?	<p>1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges</p>	<p>If your child or anyone in your household has symptoms of COVID-19, your child must not come to school.</p> <p>Symptoms are: a high temperature, a new continuous cough or a loss or change to your sense of taste or smell.</p> <p>If a child (or adult) becomes unwell at school we will follow the guidance to isolate that person and send them home as soon as possible.</p> <p>There will be regular reminders of this in communications and signage for parents and staff.</p>	<p>2. Clean hands thoroughly more often than usual</p>	<p>Supervised handwashing with soap and water</p> <ul style="list-style-type: none"> - as children enter the classroom in the morning - as children come in from breaks or learning outside - before children leave the classroom to go home <p>and unsupervised hand washing as usual after going to the toilet.</p> <p>We will promote and teach how to wash hands properly with all classes in September and at regular intervals afterwards.</p> <p>Regular hand washing for all staff.</p>	<p>3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p>	<p>We will promote the 'catch it, bin it, kill it' approach with all classes in September and at regular intervals afterwards.</p> <p>Provision of tissues and regularly-emptied lidded bins in all classrooms.</p>	<p>4. Introduce enhanced cleaning, including cleaning frequently</p>	<p>Cleaning by our contracted cleaners at the end of each day will continue to enhanced standards, including cleaning of all frequently touched surfaces.</p>			
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		<p data-bbox="638 220 817 384">touched surfaces often, using standard products, such as detergents and bleach</p> <p data-bbox="855 220 1592 379">Mid-morning and mid-afternoon cleaning regime will continue, carried out by school staff, to clean frequently-touched surfaces, including door handles, stair bannisters, staff room, office areas and surfaces in child and adult toilets. Cleaning carried out using standard cleaning products and disposable cloths</p> <p data-bbox="855 416 1532 475">Cleaning of tables and chairs/benches between use by different classes (e.g. lunch hall tables and chairs, outside tables)</p> <p data-bbox="593 512 817 730">5. Minimise contact between individuals and maintain social distancing wherever possible</p> <p data-bbox="855 512 1576 571">See also the section above 'keeping children in consistent, separate class groups'</p> <p data-bbox="855 576 1489 603">No mixing/contact between children in different classes</p> <ul data-bbox="855 608 1585 927" style="list-style-type: none"> - classes to stay in own classrooms as much as possible - no whole school or mixed-class activities - staggered break times with no mixing between classes (junior playground divided to allow use by two classes at once, infant playground used by one class at a time) - staggered lunch times with no mixing between classes (two classes maximum to use the hall to eat, at different ends) - staggered start and end of the day to minimise congestion and contact of children and parents - designated toilets for use by each class <p data-bbox="855 963 1397 991">Minimise children's contact with staff members</p> <ul data-bbox="855 995 1576 1155" style="list-style-type: none"> - classes taught and supervised by two consistent staff members for the majority of each day; where additional supervision or contact is needed with other staff members (e.g. short periods of lunch time, teacher PPA cover or to cover the full curriculum) this will be carried out at a distance or outside as much as possible <p data-bbox="855 1192 1323 1219">Minimise contact between staff members</p> <ul data-bbox="855 1224 1592 1383" style="list-style-type: none"> - routines in place to minimise use of staff room and other staff areas, including ongoing use of a second, temporary 'staff room' in the library - limit staff face-to-face meetings to those that are essential and these to be carried out outside or using social distancing <p data-bbox="855 1420 1532 1447">Minimise staff contact with parents or visitors to the school</p> <ul data-bbox="855 1452 1576 1505" style="list-style-type: none"> - encourage ongoing parent use of email/telephone to communicate with staff; no face to face access with school office staff 			

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		<p>- limit face-to-face parent meetings with staff members to those that are absolutely necessary and observe social distancing</p> <p>- limit visitors to the school to those who are absolutely necessary (essential therapy or support for children, essential maintenance); visitors to wash hands on arrival and observe social distancing</p> <p>Contact between children within a class Where it is appropriate, particularly for older classes, we will put in place some of the Government's suggested actions to minimise contact within groups, for example facing children towards the front rather than towards each other or seating children side by side. We will not, however, be able to separate all children within the classroom – children will still continue to work on the same table as others (and adults) and sit on the carpet together, especially in younger year groups. Children will be able to play normally in a group in the playground with any other child in their class.</p> <p>6. Where necessary, wear appropriate personal protective equipment (PPE). This only applies in specific circumstances when a child or staff member develops symptoms at school and cannot be cared from at a distance of 2m or where a child requires specific intimate care. We have a supply of appropriate PPE in school should these specific circumstances occur.</p> <p>There are also three actions to be taken by schools in response to any infection which must be followed in every case where they are relevant:</p> <p>7. Engage with the NHS Test and Trace process</p> <p>8. Manage confirmed cases of coronavirus (COVI-19) amongst the school community</p> <p>9. Contain any local outbreak by following local health protection team advice</p> <p>The Government guidance contains detail of actions that the school will take should there be a suspected or confirmed case within the school community, including supporting parents or staff members to access testing, identifying and advising all close contacts to self-isolate and engaging with NHS Test and Trace and the local health protection team.</p>			
<p>PREVENTION:</p> <p>Personal Hygiene</p>		<p>See 1 above</p> <ul style="list-style-type: none"> Ensure adequate supplies of soap, paper hand towels and hand sanitiser, with ongoing stock monitoring and re-ordering procedures set up. <p>GD to monitor stocks and reorder as necessary as usual</p>			

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		<ul style="list-style-type: none"> • Ensure soap and hand towels are regularly topped up at all washing stations. GD to check stocks in each area as part of daily pre 8.30am routine • Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. Bins available in all areas, emptied at least daily • Ensure proper handwashing and hand sanitiser technique are prominently displayed at all stations, as directed by NHS guidance. Handwashing technique posters displayed at all sinks • Site staff to regularly clean the hand washing facilities. Cleaning of sink areas part of mid-morning and mid-afternoon cleaning by GD, plus cleaning by contracted cleaners at end of day • Alcohol hand sanitiser provided at reception / entrance/exit and should be used by all persons when entering/leaving. Sanitiser at Reception desk, all visitors also directed to wash hands on arrival • Tissues will be provided for classrooms. Staff to replenish as needed. • Ensure bins are provided for tissues in every classroom. • Ensure catch it, bin it, kill it message is displayed, discussed and understood in each class. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. Tissues, catch it, bin it, kill it posters and lidded bins in all classrooms 			
PREVENTION: Enhanced Cleaning		<p>A cleaning schedule will be implemented throughout the site, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Thorough cleaning of rooms at the end of the day.</p> <p>Cleaning protocol is as follows: Hard surfaces to be cleaned using standard cleaning products and disposable cloths / paper towels throughout day. Only cleaning products supplied by the school / contract cleaners are to be used.</p> <p>Cleaning of frequently touched surfaces – mid-morning and mid-afternoon - by school staff following written cleaning regime, using standard cleaning products and disposable cloths. Full daily clean of school by cleaning contractors at the end of each day – with enhanced cleaning of any frequently touched surfaces. Cleaning materials available in each classroom (out of reach of children)and in offices so that all staff can clean tables/resources as necessary.</p>			

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		<p>For a deep clean / disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.).</p> <p>See PHE advice the COVID-19: cleaning of non-healthcare settings guidance</p> <p>Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p>When cleaning a contaminated area Cleaning staff to:</p> <ul style="list-style-type: none"> • Wear disposable gloves and apron • Wash their hands with soap and water once they remove their gloves and apron • Fluid resistant surgical mask if splashing likely • Hands should be washed with soap and water for 20 seconds and dried thoroughly, after all PPE has been removed. <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished. Any cloths and mop heads used must be disposed of as single use items.</p> <p>Correct cleaning products in school for cleaning after a suspected case. Procedure above to be followed.</p> <p>School to obtain the risk assessment from contract cleaning staff for assurance on social distancing and their methods for cleaning the school site each day in particular to the cleaning required for door handles and taps etc. Risk assessment received and social distancing has been followed since return on 1/6/20</p>			
<p>PREVENTION:</p> <p>Cleaning of Contact points Equipment use printers, workstations, apparatus, machinery etc</p>		<p>Parents to ensure children have their own water bottles in school to reduce contact with water fountains Water fountains remain turned off. All children provided with school water bottle or encouraged to bring their own. Can be refilled in school.</p> <p>Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks). Part of mid-morning and mid-afternoon cleaning regime.</p>			

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		<p>Activities and resources</p> <ul style="list-style-type: none"> • Re-plan lessons / activities to avoid shared resources. • Further consideration to be given to the teaching of curriculum in practical subjects and how this can be amended to ensure minimum contact with equipment. Equipment to be properly cleaned after use. <p>For secondary Science and DT also consider CLEAPPS advice for suggested considerations in undertaking practical work when schools reopen in September 2020</p> <p>All shared resources to be cleaned after use (including computers, PE equipment etc.). This must be built into end of lesson activity routines.</p> <p>Schools to ensure anti-bacterial wipes are available in all IT rooms and teacher to ensure students wipe down after use. If student is too young then arrangements for IT support staff etc. to clean.</p> <p>Use of shared resources kept to a minimum, even within classes where possible. Frequently used resources (pencil, ruler etc) kept individually. Playtime equipment kept for use by one class only. Shared resources cleaned before use by another class (e.g. ipads, PE equipment, music equipment)</p> <p>Try to avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically), photocopying, etc.</p> <p>Copies given out where possible to minimise close sharing of resources.</p>			
<p>Managing cases of confirmed coronavirus in a setting</p> <p>Covid-19 Outbreaks on site</p>	<p>Staff, pupils, contractors, visitors</p>	<p>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 and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19).</p> <ul style="list-style-type: none"> • Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. • All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario. • If someone tests negative, they can return to their setting and the fellow household members can end their self-isolation. • if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then 			

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		<p>return to school only if they do not have symptoms other than cough or loss of sense of smell/taste.</p> <p>This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days</p> <ul style="list-style-type: none"> Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. <p>Where settings are adhering to guidance to reduce risk of transmission, closure of the whole setting will not generally be necessary.</p> <p>Follow procedure above in the case of a confirmed or suspected case.</p>			
Testing and contact tracing	Staff, Pupils, visitors, contactors	<p>Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team.</p> <p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace 			

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		<ul style="list-style-type: none"> • self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) • Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. • All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit. <p><i>By the September 2020, all schools will be provided with a small number of home testing kits that they can give directly to staff or parents/carers collecting a child who has developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.</i></p> <p>Follow procedure above related to test and trace process.</p>			
Communication to parents and carers	Staff, Pupils, visitors, contactors	<p>Protocol in place and includes:</p> <ul style="list-style-type: none"> • Advise parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend • Advise parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) • 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) • Phone or email notification to be urgently made to the school and affected persons to stay away from site until required isolation periods have passed. • Parents/carers to be advised to follow guidance below COVID-19: guidance for households with possible coronavirus infection guidance <p>Clear information has been sent to parents (inc new parents) and staff re pick up/drop off and limiting contact in school. Processes have been running well since 1/6/20 and then 22/6/20 for all classes, but have been improved and refined for September.</p>	<p>Reminders of timings and processes for drop off/pick up will be resent to all parents just before beginning of term, including reminder of symptoms.</p>	KF	By 2/9/20

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<p>Access and egress onto school premises</p>	<p>Staff, pupils, contractors, visitors</p> <p>Possible transmission of the virus between staff and children, and into the wider community.</p>	<ul style="list-style-type: none"> • Entry into building must be controlled • Traffic management plan revised to ensure pedestrian / vehicle separation is maintained. Particular consideration given where queuing areas are introduced • Demarcation to be made at school entry points to ensure adequate social distancing • Pictorial notices for social distancing to be displayed • Supervision of queues by nominated staff members • Staggered start times to be considered where possible • Staff supervising entry to school to follow social distancing guidelines <p>Processes for entry and exit from school have been running well since 1/6/20 and then 22/6/20 for all classes, but have been improved and refined for September. Staggered start times and supervised entry remain in place.</p> <ul style="list-style-type: none"> • Hand washing / sanitisation stations (ideally soap and water to minimise possible adverse dermatological effects) at point of entry to school. All people entering the school must sanitise hands prior to entry. • Staff trained on hygiene protocols to eliminate cross-infection risks • Age appropriate instruction provided to pupils on hand washing methods <p>Supervised handwashing with soap and water</p> <ul style="list-style-type: none"> - as children enter the classroom in the morning - as children come in from breaks or learning outside - before children leave the classroom to go home <p>and unsupervised hand washing as usual after going to the toilet.</p> <p>We will promote and teach how to wash hands properly with all classes in September and at regular intervals afterwards.</p> <p>Regular hand washing for all staff.</p> <ul style="list-style-type: none"> • Used PPE and any disposable face coverings that staff, children, young people or other learners arrive wearing should be placed in a refuse bag and can be disposed of as normal domestic waste unless the wearer has symptoms of coronavirus, in line with the guidance on cleaning for non-healthcare settings. • Any homemade non-disposable face coverings that staff or children, young people or other learners are wearing when they arrive at their setting must be removed by the wearer and placed into a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands. <p>Staff and visitors responsible for own face covering when entering the site. Bins provided. Children have not work face coverings into the school site</p>			

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Reception areas	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> • Telephone appointments/emails to office where possible to minimise queues at reception • Notices to maintain social distancing displayed • Sanitisation / hand washing protocols to be observed when handling deliveries. • Enhanced cleaning regime in place at reception and all school settings in line with COVID-19: cleaning of non-healthcare settings guidance <p>No face-to face-contact at school office unless essential – email and telephone communication encouraged.</p> <p>Notices displayed</p> <p>Cleaning of Reception areas part of mid-morning and mid-afternoon cleaning regime</p> <p>Deliveries left at gate and collected, hand washing afterwards if necessary.</p> <p>Visitors</p> <ul style="list-style-type: none"> • Only essential visitors are allowed onto the school site. • Ensure all visitors / building users are aware of expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school. • Signage in reception regarding good hygiene. • A record should be kept of all visitors • Reschedule contractor visits (unless emergency situation) to times when pupils are not present <p>Only essential visitors on site, with social distancing and hand washing routines observed.</p> <p>Maintenance limited to after pupils have left.</p>			
Staff Areas	Staff, contractors, visitors	<ul style="list-style-type: none"> • Social distancing guidelines to be applied • Increased cleaning frequencies of hard surfaces. • Minimise sharing of items • Items to be sanitised before sharing / re-use by another person • Handwashing /sanitisation protocols to be followed <p>Additional temporary staff room space set up so that social distancing can be observed – keep this for September.</p> <p>Staff routines agreed and shared.</p> <p>Anti-bacterial wipes in both staff areas to wipe down areas after use.</p> <p>No shared resources.</p>			

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?
Corridors / staircases	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> • While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits. • Demarcation of adequate social distancing where queuing is expected. • Pictorial notices to maintain social distancing displayed • One-way systems introduced where reasonably practicable • Increased natural ventilation by opening windows • Reduce need for children to regularly leave the classroom where possible (containment/non mixing) • Where corridor use is required, consider release of a classroom at a time and stagger to reduce traffic and avoid spread of infection. <p>Staff and pupils aware of routes to be used. No unnecessary leaving of classroom – classes to stay together to go to break/lunch etc One class waits for another to avoid passing on stairs/corridors etc Staggered dismissal and arrival. Windows open where possible</p>	•		
Classrooms	Staff, pupils, contractors,	<ul style="list-style-type: none"> • For younger children the emphasis will be on separating year groups, • For older children social distancing should be implemented where possible i.e. they should also be supported to maintain distance and not touch staff where possible. • Tables / desks taken out of use to maintain safe distance e.g. cordon off / remove chairs, where possible • Pictorial notices to maintain social distancing displayed • Increased natural ventilation and avoid rooms with no natural ventilation where possible. • Soft play / furnishing and items with intricate parts removed (Early years settings) • Increased cleaning frequencies of hard surfaces/emptying of bins • Classroom based resources, such as books and games, can be used and shared within the bubble and these should be cleaned regularly • Resources that are shared between classes or bubbles, such as Sports, Art and Science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. • Adequate tissues are available to clear up spills and to catch sneezes in line with Catch it / Bin it / Kill it advice • Items to be sanitised before sharing / re-use by another person • Teachers to ensure they clean their hands and surfaces, before and after handling pupils' books. • Wherever possible keep the same teacher with the same pupil group 			

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?
		<p>See measures outlined above plus: Children kept in class groups (up to 28) with two consistent adults as far as practical. Limited, at a distance or outside, contact with other staff members. Resources cleaned between use by different classes. Face same direction where possible – especially in older classes. Removal of hard to clean soft shared resources, e.g. blankets in Reception</p>			
Lunch times	Staff, pupils, contractors,	<ul style="list-style-type: none"> • Staggered lunch times to keep groups apart • Social distancing guidelines to be applied • Adequate supervision ratios to enforce social distancing guidelines • One-way systems introduced where reasonably practicable • Hand washing / sanitisation prior to food consumption – children to be supervised • Increased cleaning frequencies of hard surfaces. • Minimise sharing of items and crockery • Items to be washed / sanitised before sharing / re-use by another person • Consider other reduced risk option for kitchen staff and pupils e.g. have packed lunches prepared and delivered to the classrooms for consumption. This will allow for segregation and reduced traffic, areas to be cleaned down, utensils/surfaces touching and transmission <p>Supervised hand washing before lunch One class served at a time for lunches Children sit only with class group when eating Two classes maximum to eat in the hall – separate ends, separate bin/tray trolleys so no cross over of groups Eating outside where possible Tables and benches cleaned between sittings No shared utensils – no shared salad bar</p>			
Hall / assemblies	Staff, pupils, Contractors,	<ul style="list-style-type: none"> • Groups should be kept apart, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group. • Social distancing guidelines to be applied, where possible • Adequate supervision ratios • Pictorial notices to maintain social distancing displayed • One-way systems introduced where reasonably practicable • Enhanced cleaning regime in place to clean hard surfaces in between groups. • Utilise outdoor spaces for PE where practicable. <p>No assemblies, no mixed-class or whole school events Use of outside for PE wherever possible, and for other specialist lessons such as music</p>			

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?
Toilets	Staff, pupils, Contractors, visitors	<ul style="list-style-type: none"> • Entry into WC to be controlled • Pictorial notices to maintain social distancing displayed • Children to remain in team 'bubbles' • Hand washing after use of toilet facilities • Hand washing poster displayed in all WCs • Increased cleaning protocols <p>Designated toilets for use by each class Enhanced cleaning of toilet surfaces, locks, flushes etc</p>			
School Kitchens / school meal provision	Staff, pupils, contractors	<ul style="list-style-type: none"> • Staggered lunch and break times • Social distancing guidelines to be applied • Handwashing /sanitisation protocols to be followed • Increased cleaning frequencies of hard surfaces. • Work with school meal providers (Caterlink) to ensure safe systems and protocols are in place to reduce risk to kitchen staff and pupils • Combination of packed lunches / hot meal provision to minimise dining room traffic / volume <p>Discussion with Caterlink re their procedures – sharing of risk assessments and training which staff have undertaken Agreement of staggered serving times so that classes do not mix in lunch hall queue</p>			
Break times	Staff, pupils, visitors	<ul style="list-style-type: none"> • Staggered break times to minimise mixing of groups • Playground to be sectored to help keep groups separate • Social distancing to be implemented to minimise contact with other groups • Adequate supervision ratios to monitor social distancing • Rotate indoor / outdoor play to minimise contact • One-way systems introduced where reasonably practicable • Prevent / reduce use of outdoor play equipment wherever possible as the virus lasts longer on metal surfaces • Soft play items removed (early years settings) • Water fountains taken out of use – individual water bottles/disposable cups to be used • Rigorous cleaning regimes to be introduced between groups. <p>Staggered break times Junior playground divided for use by two classes, infant playground in use by one class at a time. Each class has own set of balls/playground equipment, stored in classrooms</p>			

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?
		No use of water fountains – children have own water bottles			
Fire drills / Emergency situations	Staff, pupils, Contractors, visitors	<ul style="list-style-type: none"> Adequate numbers of trained staff to safely evacuate all personnel on the school premises Demarcation of safe distancing in place at assembly points in line with social distancing guidelines where reasonably practicable Fire drill to be undertaken as soon as possible after re-occupation <p>Full staff team in place, including trained fire marshals Assembly point – staff asked to line classes up at a distances where possible Fire drill to take place early in September as usual</p>			
First Aid	Staff, pupils, visitors	<ul style="list-style-type: none"> Adequate numbers of trained staff to administer First Aid Check First aid boxes content and facilities available Where closer contact may be necessary, wear appropriate PPE to protect First Aider and casualty. This would include disposable gloves, disposable apron and fluid resistant surgical facemask. Eye protection is also required if the casualty is coughing, spitting or vomiting PPE / Handwashing protocols to be followed <p>Full staff team in place, including adequate trained first aiders All first aid equipment in place as usual PPE available if any closer contact is needed. Hand washing after providing first aid – part of staff routines</p>			
Transport Arrangements	Staff, pupils, Contractors, visitors	<ul style="list-style-type: none"> Protocol in place in line with Government Guidance Discussion with transport provider to confirm suitable safe protocols are in place e.g. social distancing / cleaning / hygiene and supervision arrangements. If using your own school minibus follow the government guidance for social distancing and cleaning/hygiene and supervision arrangements. <p>No school transport Encourage walking/cycling for families and staff</p>			
Protocol for managing cases where staff/pupil feels unwell whilst on site	Staff, pupils, contractors, visitors	<p>Protocol developed in line with Government Guidance to include:</p> <ul style="list-style-type: none"> If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and 			

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?
		<p>with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <ul style="list-style-type: none"> • 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. • PPE should be worn by staff caring for the child 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). • 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. • If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive • 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 COVID-19: cleaning of non-healthcare settings guidance <p>Follow procedure above if a suspected case in school PPE available if close care of symptomatic person is needed</p>			
School Trips	Staff, pupils	<ul style="list-style-type: none"> • School trips to be planned and risk assessed in line with current government social distancing guidelines. <p>School trips to Hampstead Heath Education Centre only under consideration for start of Autumn term Parent helper use to be reviewed and adults limited to class staff only if possible, or other staff or adults who will keep at a distance. Trips with younger groups which require large numbers of adults will not go ahead to start with. No use of public transport No Y6 residential trip in Autumn term</p>			
Reoccupation of areas which have not been in use during lockdown.	Staff, pupils, contractors, visitors. Due to some or all parts of the school premises	<p>Visual inspection of whole school premises to identify and remedy health and safety hazards.</p> <ul style="list-style-type: none"> • Building services maintained in accordance with the PPM schedule: • Maintenance checks of plant and equipment undertaken – including school kitchen equipment. • Fire alarms and systems checked and operational including: <ul style="list-style-type: none"> ○ Fire alarm panel status green 			

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?
	not being used for a period of time, inspection and testing of building services and safety devices to ensure they are in full working order is required.	<ul style="list-style-type: none"> ○ Fire call points operational ○ Emergency lighting operational ○ Firefighting measures e.g. fire extinguishers, blankets all present and maintained ● Gas systems maintained ● Water flushing of little used outlets undertaken to minimise risk of legionella and checks/maintenance undertaken/up to date on hot and cold water systems (and pools) in accordance with Legionella water risk assessment. Every tap (hot and cold) should be run for minimum of 2 minutes in all areas of the school premises which have not been used during lockdown period ● Electrical equipment and systems maintained ● Electrical gate systems maintained ● Lifts and lifting equipment/hoists maintained ● Ventilation / air conditioning / extraction systems maintained ● Asbestos management arrangements in place ● Boiler room plant inspected / maintained ● Fume cupboards maintenance up to date (Secondary schools only) ● Identify and remedy possible vermin infestations <p>Full building has been in use since 1/6/20 (parts of building remained in use throughout school closure period).</p> <p>All usual maintenance checks are up to date.</p> <p>H+S inspection of site before beginning of school year in September as usual.</p>			
Fire Safety	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> ● Fire risk assessment and Emergency Evacuation Plans revised to take into account areas which may not be in use and changes of use to the building. ● Personal Emergency Evacuation Plans (PEEPS) in place and revised where necessary ● Ensure emergency evacuation routes out of the building are not compromised including fire doors and final exit doors. ● Consider if separate class assembly places are required rather than a very large gathering at one place to reduce prolonged close contact and adhere to social distancing requirements. <p>Full building has been in use since 1/6/20 and parts of building in use throughout. Fire checks and maintenance all up to date.</p>	●		
COSHH Cleaning / Sanitisation products	Staff, Pupils Due to required increased cleaning/sanitising of hard surfaces	<ul style="list-style-type: none"> ● Chemical Inventory and COSHH risk assessment updated to include all newly introduced cleaning products ● Manufacturers Safety Data Sheet provided to users of chemical outlining safe use, storage, emergency arrangements and PPE to be used. 			

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?
	and items in classrooms, there is a need to ensure no harmful effects arise from cleaning/sanitising product	<ul style="list-style-type: none"> • Strict instruction to staff / cleaning provider to keep any cleaning / sanitisation products stored / secure and out of reach of children at all times • Work with in house or external cleaning provider to ensure safe systems and protocols for use and storage are in place. <p>Safe storage of cleaning products, out of children's reach Addition to COSHH lists where necessary</p>			
Dealing with / clearing up with Body Fluids	Staff, pupils, visitors	<p>Protocol for cleaning Body Fluids to be updated to include COVID-19 risks to include:</p> <ul style="list-style-type: none"> ○ Where clearing up of body fluids is required, the staff member must full appropriate PPE. This will include disposable gloves, disposable apron and fluid resistant surgical facemask and eye protection or face shield ○ PPE and waste disposal protocols to be followed (double bag waste) ○ Handwashing protocols to be followed <p>PPE available for cleaning up bodily fluids</p>			
Business Continuity	Staff, pupils	<ul style="list-style-type: none"> • Schools Business Continuity Plan reviewed to include COVID-19 related risks • Contingency Plans to be developed for school recovery in the event of local lockdown being initiated <p>Processes have been developed over last four months which could be deployed again (e.g. financial, building or communication processes)</p>	Remote learning review to take place in September to ensure strong contingency plans for home learning is in place, taking into account pupil and parent views gathered in summer term	KF to lead with all teaching staff	Revised plan in place by end of September
Contractors and Visitors		<ul style="list-style-type: none"> • Schools should consider how to manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. • Where visits can happen outside of school hours, they should. • Site inductions are to be carried out following social distancing principles • All contractors will be informed before entering school regarding social distancing and good hygiene control measures. • Staff and contractors are to maintain a safe distance between themselves and others. • All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering and leaving the site. • Agree approach to scheduled / ongoing building works. • Settings to seek confirmation of the contractor's method statement / risk assessment. • Tell children, parents, carers or any visitors, such as suppliers, not to enter the setting if they are displaying any symptoms of coronavirus. • A record should be kept of all visitors. 			

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?
		Only essential visitors on site – clear process for hand wash on arrival and maintaining social distancing. Maintenance to take place after pupils have left where possible.			
Mental Wellbeing	Staff, pupils	<ul style="list-style-type: none"> Schools mental wellbeing and support mechanisms for staff and pupils reviewed Staff to be reminded of Employee Assistance Programme <p>High priority given to staff and pupil well being – through school ethos and specific coronavirus discussion and support</p> <p>Ongoing discussion with staff about staff well being and work life balance measures.</p>			
Adherence to rules within school		<ul style="list-style-type: none"> Update behaviour policies Communicate the new rules to staff, students and parents Reinforce the new rules through daily teacher reminders Display the new rules prominently through the school and at the gate <p>No new rules needed but new routines introduced at beginning of the year, behaviour policy reviewed and suitable for use with these new routines.</p> <p>Behaviour and routines have worked well since return on 1/6/20</p>			
Taking Fees		<p>Payments should be made by direct debit or contactless methods wherever possible. Consider risks from fingerprint contact payment, (handwashing / sanitizing to be enforced).</p> <p>Very limited payments expected at school office – payments online for uniform, lunches etc</p>			

Relevant links

Guidance for full opening - Schools (Autumn 2020)

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks>

Implementing protective measures in education

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>

Cleaning of non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

COVID-19 poster https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876220/COVID19_Guidance_Education.pdf

Managing premises <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider> (applicable to May 31st)

Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

First aid guidance <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

Travel guidance [Coronavirus \(COVID-19\): safer travel guidance for passengers](#)