



**RISK ASSESSMENT FOR: School Operations during COVID 19 outbreak – January 2021 onwards**

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.

<b>Establishment:</b> Christ Church Primary School, Hampstead	<b>Assessment by:</b> Katy Forsdyke, Headteacher	<b>Date:</b> 12.1.21
<b>Risk assessment number/ref:</b> RA-004	<b>Headteacher Approval:</b> K. Forsdyke  <b>Chair of Governors Approval:</b> Oliver Chesser	<b>Date:</b> 12.1.21  <b>Date:</b> 12.1.21
	<b>All employers have a duty to consult employees on health and safety. Have staff been consulted in production of this risk assessment?</b>  Yes	

The main government guidance for schools from January 2021 can be found here:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/950510/School\\_national\\_restrictions\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf)

The protective measures detailed this risk assessment have been taken from the guidance above.

Sections in yellow are Christ Church school-based additions/actions/responses to the official guidance or original template risk assessment provided by Camden.

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?
<b>Risk to clinically vulnerable groups from COVID</b>	<p>Staff, pupils, contractors, visitors</p> <p><b>CEV and CV individuals</b></p> <p><b>SEND pupils</b></p> <p><b>Black, Asian and Minority Ethnic Groups (BAME)</b> Evidence suggests that people from Black, Asian and Minority Ethnic (BAME) groups are disproportionately affected by COVID-19.</p>	<p>➤ Government guidance on clinically vulnerable and CEV people to be followed as in the schools' guidance above.</p> <p>➤ Pupils who have been <a href="#">classed as clinically extremely vulnerable due to pre-existing medical conditions</a> have been advised to shield.</p> <p>➤ 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 <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</a> for more advice.</p> <p>➤ Clinically vulnerable individuals who are at higher risk of severe illness (for example, those who are pregnant and people with some pre-existing conditions) have been advised to take extra care in observing social distancing and should work from home where possible.</p> <ul style="list-style-type: none"> <li>• Ensure we have knowledge of current guidance for clinically vulnerable people and CEV people in staff and pupil groups.</li> <li>• Ensure staff have the opportunity to share any change in health status. KF email to all staff 6.1.21</li> <li>• Follow current shielding or other guidance for those most at risk, including for pupils and staff members – CEV staff members offered opportunity to work from home</li> <li>• If CEV staff members want to work on site –individual risk assessment to be completed and agreed with staff member, shared more widely as needed and followed – risk assessment completed 11.1.21, to be reviewed regularly with staff member</li> </ul> <p>➤ 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)</p> <p>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.</p> <p>➤ Risk assessment undertaken with BAME staff members using Individual Risk Assessment form</p> <p>All staff have been asked if they feel they require an individual risk assessment to be completed (email 12.1.21)</p>	<p>Regular (monthly) review of risk assessment for CEV staff member(s) wanting to work on site</p>	<p>KF and CEV staff member (s)</p>	<p>Monthly</p>

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<p><b>Possible transmission of the virus through person to person contact.</b></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"> <li>• virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales</li> <li>• the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc</li> <li>• people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth</li> </ul>	<p>January 2021 Schools guidance  <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf</a></p> <div style="border: 1px solid black; padding: 10px; background-color: #e6f2ff;"> <p><b>Prevention</b></p> <ol style="list-style-type: none"> <li>1) Minimise contact with individuals who are unwell by ensuring that those who are required to stay at home do not attend school.</li> <li>2) Where recommended, the use of face coverings in schools.</li> <li>3) Clean hands thoroughly more often than usual.</li> <li>4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</li> <li>5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.</li> <li>6) Minimise contact between individuals and maintain social distancing wherever possible.</li> <li>7) Where necessary, wear appropriate personal protective equipment (PPE).</li> <li>8) Always keeping occupied spaces well ventilated.</li> </ol> <p>Numbers 1 to 5, and number 8, must be in place in all schools, all the time.</p> <p>Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.</p> <p>Number 7 applies in specific circumstances.</p> <p><b>Response to any infection</b></p> <ol style="list-style-type: none"> <li>9) Engage with the NHS Test and Trace process.</li> <li>10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.</li> <li>11) Contain any outbreak by following local health protection team advice.</li> </ol> <p>Numbers 9 to 11 must be followed in every case where they are relevant.</p> </div>			

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		<p>Each action in the prevention/response list above is addressed in more detail first in the below and then in the separate sections underneath.</p> <p>These measures are being taken alongside limiting attendance of pupils to children of critical workers and vulnerable children and limiting attendance of staff to those who cannot work from home.</p> <table border="1" data-bbox="577 419 1606 1501"> <thead> <tr> <th data-bbox="577 419 842 488">Prevention actions</th> <th data-bbox="842 419 1606 488">How will we implement this at Christ Church</th> </tr> </thead> <tbody> <tr> <td data-bbox="577 488 842 1003"> <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 school.</p> </td> <td data-bbox="842 488 1606 1003"> <p><b>If a staff member, a child (or anyone in their household) has symptoms of COVID-19, the staff member or child must not come to school.</b></p> <p>Symptoms are: a high temperature, a new persistent 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>If a child or adult has been in contact with someone with COVID symptoms or a positive test we will follow guidance on self isolation.</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 1003 842 1163"> <p>2. Where recommended, the use of face coverings in schools</p> </td> <td data-bbox="842 1003 1606 1163"> <p>This prevention action applies to education settings with pupils in Years 7 and above</p> </td> </tr> <tr> <td data-bbox="577 1163 842 1501"> <p>3. Clean hands thoroughly more often than usual</p> </td> <td data-bbox="842 1163 1606 1501"> <p>Supervised handwashing with soap and water</p> <ul style="list-style-type: none"> <li>- as children enter the classroom in the morning</li> <li>- as children come in from breaks or learning outside</li> <li>- before eating</li> <li>- before children leave the classroom to go home</li> </ul> <p>and unsupervised hand washing as usual after going to the toilet.</p> <p>We will continue to promote and teach how to wash hands properly with all children at regular intervals.</p> <p>Regular hand washing for all staff, including on arrival – with regular reminders and signage</p> <p>Hand sanitizer available in school</p> </td> </tr> </tbody> </table>	Prevention actions	How will we implement this at Christ Church	<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 school.</p>	<p><b>If a staff member, a child (or anyone in their household) has symptoms of COVID-19, the staff member or child must not come to school.</b></p> <p>Symptoms are: a high temperature, a new persistent 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>If a child or adult has been in contact with someone with COVID symptoms or a positive test we will follow guidance on self isolation.</p> <p>There will be regular reminders of this in communications and signage for parents and staff.</p>	<p>2. Where recommended, the use of face coverings in schools</p>	<p>This prevention action applies to education settings with pupils in Years 7 and above</p>	<p>3. Clean hands thoroughly more often than usual</p>	<p>Supervised handwashing with soap and water</p> <ul style="list-style-type: none"> <li>- as children enter the classroom in the morning</li> <li>- as children come in from breaks or learning outside</li> <li>- before eating</li> <li>- before children leave the classroom to go home</li> </ul> <p>and unsupervised hand washing as usual after going to the toilet.</p> <p>We will continue to promote and teach how to wash hands properly with all children at regular intervals.</p> <p>Regular hand washing for all staff, including on arrival – with regular reminders and signage</p> <p>Hand sanitizer available in school</p>			
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		<p><b>4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</b></p>	<p>We will promote the 'catch it, bin it, kill it' approach with all children in school at regular intervals Provision of tissues and regularly-emptied lidded bins in all classrooms.</p>			
		<p><b>5. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products, such as detergents</b></p>	<p>Midday and end-of-day cleaning 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>Cleaning of tables and chairs/benches between use by different classes (e.g. lunch hall tables and chairs, outside tables, cleaned by staff in critical worker provision) and by different staff members (.e.g. communal computers in library and staff room, cleaned by staff member after use)</p> <p>Cleaning regime detailed in a daily rota/tick sheet</p>			
		<p><b>6. Minimise contact between individuals and maintain social distancing wherever possible</b></p>	<p>NB attendance at school restricted to children of critical workers and vulnerable children at this time 4.1.21 onwards</p> <p><b>Minimise contact between children</b></p> <ul style="list-style-type: none"> <li>- one KS1 and one KS2 group of children in school</li> <li>- no indoor contact within 2m of the other group</li> <li>- may be limited, within 2m, outdoor contact between the groups in PE or break sessions</li> <li>- within the KS group children will sit at class tables to limit close contacts further</li> <li>- register of children in school each day to aid contact tracing if necessary</li> <li>- designated toilets allocated per two classes</li> <li>- pegs in separate areas for each KS</li> <li>- KS groups to sit at either end of the hall or of Y5 classroom (for lunch/zooms)– 2m+ gap in middle</li> <li>- clean tables/chairs before use by different children</li> <li>- soft start and dismissal times (over 15 minutes) to limit contacts on arrival/dismissal of children and parents/carers</li> </ul>			

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		<p>Within KS groups, 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 the larger KS1/KS2 group.</p> <p><b>Minimise children’s contact with staff members</b></p> <ul style="list-style-type: none"> <li>- KS groups in school supervised by rota of staff members each day</li> <li>- staff members allocated to either KS1 or KS2 group</li> <li>- children reminded to limit close contact (no hugging etc) and to keep distance from all staff members where possible</li> <li>- staff members to have close contact with a limited number of children within the KS1/2 group – e.g. just Y3 and Y4 – and to record this at the end of the day to aid contact tracing</li> <li>- where additional supervision or contact is needed with other staff members (e.g. short periods of lunch time/outside) this will be carried out at a distance or outside as much as possible</li> </ul> <p><b>Minimise contact between staff members</b></p> <ul style="list-style-type: none"> <li>- only staff who need to be in school should be in school. This will include: <ul style="list-style-type: none"> <li>- staff members working with critical worker group</li> <li>- teaching staff leading live zoom sessions with classes</li> <li>- site officer and SLT members to provide H+S/site cover</li> <li>- teaching staff who cannot carry out their remote learning responsibilities (e.g. recording and setting lessons) from home due to child care/space issues – these staff members should limit their attendance in school to as few days per week as they can</li> </ul> </li> <li>- other staff members will be supported to work from home</li> <li>- 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 and staggered break times for staff with critical worker group</li> <li>- limit staff face-to-face meetings to those that are essential and these to be carried out outside or using social distancing (weekly zoom whole staff meetings and email update)</li> <li>- staff to clean communal areas/computers/copiers after use</li> </ul>			

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			<p>- staff to keep at a distance from other staff members wherever possible and to record any close contact with other adults in the critical worker group at the end of the day to aid contact tracing</p> <p><b>Minimise staff contact with parents or visitors to the school</b></p> <ul style="list-style-type: none"> <li>- encourage ongoing parent use of email to communicate with staff; no face to face access with staff</li> <li>- limit face-to-face parent meetings with staff members to those that are absolutely necessary and observe social distancing</li> <li>- 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</li> <li>- at drop off and arrival for the critical worker/vulnerable children group parents will not enter the school building but sign in/out at a table at a distance from staff members</li> </ul> <p><b>Resources</b></p> <ul style="list-style-type: none"> <li>- frequently-used resources kept to individuals or small groups (own pencil case for older children and year group resources for younger children, allocated chrome book or ipad and headphones)</li> <li>- resources swapped between KS1 and KS2 groups cleaned between use by different groups or left unused for 48 hours/72 hours for plastics</li> </ul>			
		<p><b>7. Where necessary, wear appropriate personal protective equipment (PPE).</b></p>	<p>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><b>8. Keeping occupied spaces well ventilated</b></p>	<p>Windows open in spaces used by pupil/staff groups at all times (hall and Y5, staff room) to ensure background ventilation. Doors opened more widely (corridor door, hall to infant playground door and front entrance door) periodically throughout the day to ensure good ventilation. Increased ventilation at times when spaces are unoccupied to ensure spaces are also warm enough.</p>			

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		<p>There are also three response actions to be taken by schools in response to any infection which must be followed in every case where they are relevant:</p> <p>9. Engage with the NHS Test and Trace process</p> <p>10. Manage confirmed cases of coronavirus (COVI-19) amongst the school community</p> <p>11. 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>School to follow all guidance in the event of an infection, seeking advice from appropriate bodies where necessary.</p>	<p>KF to lead</p>	<p>When necessary</p>
<p><b>PREVENTION:</b></p> <p><b>Personal Hygiene</b></p>		<p><b>See also the summary and overview of prevention actions in table above.</b></p> <ul style="list-style-type: none"> <li>• Ensure adequate supplies of soap, paper hand towels and hand sanitiser, with ongoing stock monitoring and re-ordering procedures set up. <b>GD to monitor stocks and reorder as necessary (as usual)</b></li> <li>• Ensure soap and hand towels are regularly topped up at all washing stations. <b>GD to check stocks in each area as part of daily end of day routine</b></li> <li>• Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. <b>Bins available in all areas in use, emptied at least daily in areas in regular use.</b> <b>Staff working in other areas of the building instructed to bring their own rubbish to the hall bins</b></li> <li>• Ensure proper handwashing and hand sanitiser technique are prominently displayed at all stations, as directed by NHS guidance. <b>Handwashing technique posters displayed at all sinks</b></li> <li>• Site staff to regularly clean the hand washing facilities. <b>Cleaning of sink areas part of mid-morning and end of day cleaning by GD</b></li> <li>• Alcohol hand sanitiser provided at reception / entrance/exit and should be used by all persons when entering/leaving. <b>Sanitiser at Reception desk, all visitors also directed to wash hands on arrival</b></li> <li>• Tissues will be provided for classrooms. Staff to replenish as needed.</li> <li>• Ensure bins are provided for tissues in every classroom.</li> <li>• 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. <b>Tissues, catch it, bin it, kill it posters and lidded bins in all classrooms</b></li> </ul>			

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<p><b>PREVENTION: Enhanced Cleaning</b></p>		<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-day and end of day - by school staff following written cleaning regime, using standard cleaning products and disposable cloths.</p> <p>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> <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 <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></p> <p>Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p><b>When cleaning a contaminated area</b> Cleaning staff to:</p> <ul style="list-style-type: none"> <li>• Wear disposable gloves and apron</li> <li>• Wash their hands with soap and water once they remove their gloves and apron</li> <li>• Fluid resistant surgical mask if splashing likely</li> <li>• Hands should be washed with soap and water for 20 seconds and dried thoroughly, after all PPE has been removed.</li> </ul> <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>			

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<p><b>PREVENTION:</b></p> <p><b>Cleaning of Contact points Equipment use printers, workstations, apparatus, machinery etc</b></p>		<p>Parents to ensure children have their own water bottles in school to reduce contact with water fountains  <b>Water fountains remain turned off. All children provided with school water bottle or encouraged to bring their own. Can be refilled in school.</b></p> <p>Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks).  <b>Part of mid-morning and mid-afternoon cleaning regime.</b></p> <p><b>Activities and resources</b></p> <ul style="list-style-type: none"> <li>• Re-plan lessons / activities to avoid shared resources.</li> <li>• 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.</li> </ul> <p>All shared resources to be cleaned after use (including computers, PE equipment etc.). This must be built into end of lesson activity routines.  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><b>Use of shared resources kept to a minimum, even within classes where possible.</b>  <b>Frequently used resources (pencil, ruler etc) kept individually.</b>  <b>Playtime equipment kept for use by one class only – shared equipment between both KS1/KS2 groups in school for critical worker provision</b>  <b>Shared resources cleaned before use by another class (e.g. ipads, PE equipment, music equipment)</b></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><b>Copies given out where possible to minimise close sharing of resources.</b></p>			
<p><b>Managing cases of confirmed coronavirus in a setting</b></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 '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>', which sets out that they must self-isolate for at least 10 days and should <a href="#">arrange to have a test</a> to see if they have coronavirus (COVID-19).</p> <ul style="list-style-type: none"> <li>• Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.</li> </ul>			

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		<ul style="list-style-type: none"> <li>• 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.</li> <li>• If someone tests negative, they can return to their setting and the fellow household members can end their self-isolation.</li> <li>• if someone tests positive, they should follow the <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a> and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste.</li> </ul> <p>This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-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 10 days</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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 10 days since they were last in close contact with that person when they were infectious.</li> </ul> <p><b>Where settings are adhering to guidance to reduce risk of transmission, closure of the whole setting will not generally be necessary.</b></p> <p>Follow procedure above in the case of a confirmed or suspected case. Take advice from PHE/DfE coronavirus helpline if needed</p>			

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<b>Testing and contact tracing</b>	Staff, Pupils, visitors, contactors	<p><b>Schools must ensure they understand the NHS Test and Trace process and how to contact their local <a href="#">Public Health England health protection team</a>.</b></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"> <li>• <a href="#">book a test</a> 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.</li> <li>• 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 &amp; Trace</li> <li>• <a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> <li>• Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a>, 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.</li> <li>• 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.</li> <li>•</li> </ul> <p><b>Follow procedure above related to test and trace process.</b></p>	School to follow all guidance in the event of an infection, seeking advice from appropriate bodies where necessary.	KF to lead	When necessary
<b>Communication to parents and carers</b>	Staff, Pupils, visitors, contactors	<p>Protocol in place and includes:</p> <ul style="list-style-type: none"> <li>➤ Advise parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend</li> <li>➤ 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)</li> <li>➤ 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)</li> <li>➤ 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.</li> <li>➤ Parents/carers to be advised to follow guidance below <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a></li> </ul> <p><b>Clear information has been sent to parents and staff re pick up/drop off and limiting contact in school.</b></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?
<p><b>Access and egress onto school premises</b></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"> <li>• Entry into building must be controlled</li> <li>• Traffic management plan revised to ensure pedestrian / vehicle separation is maintained. Particular consideration given where queuing areas are introduced</li> <li>• Pictorial notices for social distancing to be displayed</li> <li>• Supervision of queues by nominated staff members</li> <li>• Staggered start times to be considered where possible</li> <li>• Staff supervising entry to school to follow social distancing guidelines</li> </ul> <p>Sign in/out for parents of children in critical worker/vulnerable group – at a distance from staff members and outside school building</p> <p>15 minute arrival/pick up window to limit number of families at school gates at one time. Reminders on gates to social distance.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Staff trained on hygiene protocols to eliminate cross-infection risks</li> <li>• Age appropriate instruction provided to pupils on hand washing methods</li> </ul> <p>Supervised handwashing with soap and water</p> <ul style="list-style-type: none"> <li>- as children enter in the morning</li> <li>- as children come in from breaks or learning outside</li> <li>- before eating</li> <li>- before children leave the classroom to go home</li> </ul> <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 children at regular intervals</p> <p>Regular hand washing, including on arrival, for all staff.</p> <p>Hand sanitizer on reception desk at entrance</p> <ul style="list-style-type: none"> <li>• 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 <a href="#">guidance on cleaning for non-healthcare settings</a>.</li> <li>• 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.</li> </ul> <p>Staff and visitors responsible for own face covering when entering the site. Bins provided. Children have not worn face coverings into the school site</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?
Reception areas	Staff, pupils, contractors, visitors	<p>➤ Telephone appointments/emails to office where possible to minimise queues at reception</p> <p>➤ Notices to maintain social distancing displayed</p> <p>➤ Sanitisation / hand washing protocols to be observed when handling deliveries.</p> <p>➤ Enhanced cleaning regime in place at reception and all school settings in line with <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></p> <p>No face-to face-contact with school staff unless essential – email communication encouraged.</p> <p>School office staff working from home as much as possible</p> <p>Notices displayed</p> <p>Cleaning of Reception entrance areas part of regular cleaning regime - including entrance buzzers and intercom</p> <p>Deliveries left at gate and collected, hand washing afterwards if necessary.</p> <p><b>Visitors</b></p> <ul style="list-style-type: none"> <li>• Only essential visitors are allowed onto the school site.</li> <li>• 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.</li> <li>• Signage in reception regarding good hygiene.</li> <li>• A record should be kept of all visitors</li> <li>• Reschedule contractor visits (unless emergency situation) to times when pupils are not present</li> </ul> <p>Only essential visitors on site, with social distancing and hand washing routines observed.</p> <p>Maintenance limited to after pupils have left or kept strictly to separate areas of site</p>			
Staff Areas	Staff, contractors, visitors	<ul style="list-style-type: none"> <li>• Social distancing guidelines to be applied</li> <li>• Increased cleaning frequencies of hard surfaces.</li> <li>• Minimise sharing of items</li> <li>• Items to be sanitised before sharing / re-use by another person</li> <li>• Handwashing /sanitisation protocols to be followed</li> </ul> <p>Additional temporary staff room space set up in the library so that social distancing can be observed</p> <p>Staff routines agreed and shared (e.g. email 6.1.21)</p> <p>Anti-bacterial wipes and cleaning materials in staff areas to clean areas after use - including copiers, shared computers and staff rooms.</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?
<b>Corridors / staircases</b>	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> <li>• While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits.</li> <li>• Demarcation of adequate social distancing where queuing is expected.</li> <li>• Pictorial notices to maintain social distancing displayed</li> <li>• One-way systems introduced where reasonably practicable</li> <li>• Increased natural ventilation by opening windows</li> <li>• Reduce need for children to regularly leave the classroom where possible (containment/non mixing)</li> <li>• Where corridor use is required, consider release of a classroom at a time and stagger to reduce traffic and avoid spread of infection.</li> </ul> <p>Staff and pupils aware of routes to be used by group in school.  No unnecessary leaving of classroom – children to stay together to go to break/lunch etc  Longer period for arrival/dismissal  Windows open at all times and air flushed through at regular intervals (see ventilation section above)</p>	<ul style="list-style-type: none"> <li>•</li> </ul>		
<b>Lunch times</b>	Staff, pupils, contractors,	<ul style="list-style-type: none"> <li>• Staggered lunch times to keep groups apart – only two smaller KS groups at present</li> <li>• Social distancing guidelines to be applied</li> <li>• Adequate supervision ratios to enforce social distancing guidelines</li> <li>• One-way systems introduced where reasonably practicable</li> <li>• Hand washing / sanitisation prior to food consumption – children to be supervised</li> <li>• Increased cleaning frequencies of hard surfaces.</li> <li>• Minimise sharing of items and crockery</li> <li>• Items to be washed / sanitised before sharing / re-use by another person</li> <li>• 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</li> </ul> <p>Supervised hand washing before lunch  Packed lunches – all parents have agreed to this, including infant parents and individual support/vouchers offered to FSM families (inc those with children in school)  Children sit only with KS group when eating  Eating outside where possible  Tables and benches cleaned between different children using them, where needed  No shared utensils</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?
<b>Toilets</b>	Staff, pupils, Contractors, visitors	<ul style="list-style-type: none"> <li>• Entry into WC to be controlled</li> <li>• Pictorial notices to maintain social distancing displayed</li> <li>• Hand washing after use of toilet facilities</li> <li>• Hand washing poster displayed in all WCs</li> <li>• Increased cleaning protocols</li> </ul> <p>Designated toilets for use by each two classes (Rec, 1/ 2, 3/ 4, 5/ 6) Enhanced cleaning of toilet surfaces, locks, flushes etc</p>			
<b>Break times</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>• Staggered break times to minimise mixing of groups – two smaller KS groups play together currently</li> <li>• Playground to be sectored to help keep groups separate</li> <li>• Social distancing to be implemented to minimise contact with other groups</li> <li>• Adequate supervision ratios to monitor social distancing</li> <li>• Rotate indoor / outdoor play to minimise contact</li> <li>• One-way systems introduced where reasonably practicable</li> <li>• Prevent / reduce use of outdoor play equipment wherever possible as the virus lasts longer on metal surfaces</li> <li>• Soft play items removed (early years settings)</li> <li>• Water fountains taken out of use – individual water bottles/disposable cups to be used</li> <li>• Rigorous cleaning regimes to be introduced between groups.</li> </ul> <p>Junior playground used for critical worker/vulnerable group – bigger space Consistent set of playground equipment. No use of water fountains – children have own water bottles</p>			
<b>Fire drills / Emergency situations</b>	Staff, pupils, Contractors, visitors	<ul style="list-style-type: none"> <li>• Adequate numbers of trained staff to safely evacuate all personnel on the school premises</li> <li>• Demarcation of safe distancing in place at assembly points in line with social distancing guidelines where reasonably practicable</li> <li>• Fire drill to be undertaken as soon as possible after re-occupation</li> </ul> <p>Adequate staff members in school each day, including key holders and/or those who are trained fire marshalls Assembly point – staff asked to line KS groups up at a distance where possible Fire drill to take place before end of Spring term as planned All fire doors accessible and opened</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?
<b>First Aid</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>Adequate numbers of trained staff to administer First Aid</li> <li>Check First aid boxes content and facilities available</li> <li>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</li> <li>PPE / Handwashing protocols to be followed</li> </ul> <p>Adequate staff team in place, including adequate trained first aiders or those trained in emergency paediatric first aid 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 Older children to give own first aid (e.g. plasters) where possible</p>			
<b>Transport Arrangements</b>	Staff, pupils, Contractors, visitors	<ul style="list-style-type: none"> <li>Protocol in place in line with <a href="#">Government Guidance</a></li> <li>Discussion with transport provider to confirm suitable safe protocols are in place e.g. social distancing / cleaning / hygiene and supervision arrangements.</li> <li>If using your own school minibus follow the government guidance for social distancing and cleaning/hygiene and supervision arrangements.</li> </ul> <p>No school transport Encourage walking/cycling for families and staff</p>			
<b>Protocol for managing cases where staff/pupil feels unwell whilst on site</b>	Staff, pupils, contractors, visitors	<p>Protocol developed in line with <a href="#">Government Guidance</a> to include:</p> <ul style="list-style-type: none"> <li>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.</li> <li>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 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.</li> <li>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.</li> <li>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).</li> </ul>	School to follow all guidance in the event of an infection, seeking advice from appropriate bodies where necessary.	KF	When necessary

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?
		<ul style="list-style-type: none"> <li>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.</li> <li>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</li> <li>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 <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> </ul> <p>Follow procedure above if a suspected case in school PPE available if close care of symptomatic person is needed</p>			
<b>Fire Safety</b>	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> <li>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.</li> <li>Personal Emergency Evacuation Plans (PEEPS) in place and revised where necessary</li> <li>Ensure emergency evacuation routes out of the building are not compromised including fire doors and final exit doors.</li> </ul> <p>Fire checks and maintenance all up to date.</p>			
<b>COSHH Cleaning / Sanitisation products</b>	Staff, Pupils  Due to required increased cleaning/sanitising of hard surfaces and items in classrooms, there is a need to ensure no harmful effects arise from cleaning/sanitising product	<ul style="list-style-type: none"> <li>Chemical Inventory and COSHH risk assessment updated to include all cleaning products</li> <li>Manufacturers Safety Data Sheet provided to users of chemical outlining safe use, storage, emergency arrangements and PPE to be used.</li> <li>Strict instruction to staff / cleaning provider to keep any cleaning / sanitisation products stored / secure and out of reach of children at all times</li> <li>Work with in house or external cleaning provider to ensure safe systems and protocols for use and storage are in place.</li> </ul> <p>Safe storage of cleaning products, out of children's reach Addition to COSHH lists where necessary</p>			
<b>Dealing with / clearing up with Body Fluids</b>	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"> <li>Where clearing up of body fluids is required, the staff member must wear full appropriate PPE. This will include disposable gloves, disposable apron and fluid resistant surgical facemask and eye protection or face shield</li> <li>PPE and waste disposal protocols to be followed (double bag waste)</li> <li>Handwashing protocols to be followed</li> </ul> <p>PPE available for cleaning up bodily fluids</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?
<b>Contractors and Visitors</b>	Staff, pupils, contractors	<ul style="list-style-type: none"> <li>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.</li> <li>Where visits can happen outside of school hours, they should.</li> <li>Site inductions are to be carried out following social distancing principles</li> <li>All contractors will be informed before entering school regarding social distancing and good hygiene control measures.</li> <li>Staff and contractors are to maintain a safe distance between themselves and others.</li> <li>All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering and leaving the site.</li> <li>Agree approach to scheduled / ongoing building works.</li> <li>Settings to seek confirmation of the contractor's method statement / risk assessment.</li> <li>Tell children, parents, carers or any visitors, such as suppliers, not to enter the setting if they are displaying any symptoms of coronavirus.</li> <li>A record should be kept of all visitors.</li> </ul> <p>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.</p>			
<b>Mental Wellbeing</b>	Staff, pupils	<ul style="list-style-type: none"> <li>Schools mental wellbeing and support mechanisms for staff and pupils reviewed</li> <li>Staff to be reminded of Employee Assistance Programme</li> </ul> <p>High priority given to staff and pupil well being – through school ethos and specific coronavirus discussion and support Ongoing discussion with staff about staff well being and work life balance measures, Formal and informal offers of and signposting to support for staff members and families</p>			
<b>Adherence to rules within school</b>	Staff, pupils	<ul style="list-style-type: none"> <li>Update behaviour policies</li> <li>Communicate the new rules to staff, students and parents</li> <li>Reinforce the new rules through daily teacher reminders</li> <li>Display the new rules prominently through the school and at the gate</li> </ul> <p>No new rules needed but new routines introduced to school group in January. Behaviour and routines have worked well at every stage of school closures/return</p>			
<b>Taking Fees</b>	Parents, staff	<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>No in-person payments expected– payments online for uniform, lunches when re-started etc</p>			