

Risk Assessment Coronavirus – COVID-19
For use by schools during partial reopening

Location / Site	Bearwood Primary and Nursery School
Activity / Procedure	School open for all pupils
<p>The school has prepared this risk assessment following guidance from Central Government, the Local Authority (Borough of Bournemouth, Christchurch and Poole) and Hamwic Education Trust.</p> <p>We as educators commit to all reasonable actions to uphold the Government's 'Stay Alert' campaign and we take this to mean that we (as a community) do things differently to function in a climate of virus awareness and vigilant practice. We will endeavour to ensure that our school environment is as safe as it can be. Extra measures (outlined below) will be taken to ensure our school observes regular hand-washing, sanitising, cleaning and social-distancing (where possible). Please note that, whilst we will do our utmost to ensure we provide our staff and pupils with a safe place to work, a safe environment and follow government guidance, we can only do so to our best endeavours and our working-knowledge of the Covid-19. However the risk remains medium even with all the control measures in place due to the unseen virus. If any member of staff has any concerns they must discuss it immediately with the School Leader.</p>	
Assessment date	05/01/2021 10/01/2021 11/01/2021 12/01/2021 15.01.2015
Assessment serial number	15

Identify hazards	Record all hazards that could cause harm or injury
Lack of or poor hygiene & cleanliness across the site	
Inadequate staff ratios	
Deliveries & Waste collection means outside workers expose the school population to the virus	
Poor communication means that staff, parents, pupils or visitors do not follow guidance	
Contractors expose the school population to the virus	
Close contact with others causes virus to spread throughout the staff and pupil population.	
Lack of knowledge of the NHS Test and Trace process.	

Lack of PPE (if required).

Identify people at risk	Circle boxes where persons may be affected by hazards	
Employees	YES	NO
Visitors	YES	NO
Contractors	YES	NO
Vulnerable persons	YES	NO
Pupils	YES	NO

Existing control measures	List controls already in place to reduce risk from of injury
	Schools to follow all DFE/Government guidance which will be made available through updates from the Hamwic Education Trust (HET).
	School leaders will ensure the school can open with the correct adult to pupil ratios and that 1-1 pupils have the correct support. If this cannot be achieved then the headteacher will notify the Trust immediately
	A DSL must be available on site or via phone
	No parent must enter the classroom or school office unless asked to do so or in the event of an emergency
	Remove or disable entry systems that require skin contact e.g. fingerprint scanners.
	All visitors and meetings will be significantly reduced. Where visits can be conducted remotely this will be prioritised. Where visitors can attend after school hours, this will be encouraged. If visitors and meetings are required on site, clear visitor guidelines will be shared prior to visit and strictly followed throughout.
	Classrooms are organised so that pupils are positioned 2 metres apart
	Staff and pupils are placed in separate groups (or bubbles) which minimises contacts and mixing between people and reduces transmission of coronavirus across the school. No staff will move across classes. Where there are more than one adult in a room, they will remain two metres from children and other adults as much as possible. Exceptions will only be made if a child is unsafe or if learning is being significantly hindered. In these circumstances, an interaction of less than two metres should be short and must avoid a face-to-face contact.
	Adults should avoid face-to-face contact with children and reduce time spent 1 to 1 with a child.
	<ul style="list-style-type: none"> • Avoid the sharing of resources where possible. However, those resources that need to be shared in class will be cleaned regularly and children will wash hands after they have touched any resource that is not their own. • Any resources, such as PE equipment/playtime equipment will be kept in bubbles and will be dipped in disinfectant at the end of a lesson and left to dry.

<p>Other:</p> <ul style="list-style-type: none"> - Stop hand shaking of children and visitors - Do not use shared cups in class (e.g. using cups for water) - Inform parents to ensure children have water bottles in school, rather than placing these in containers close together ensure they are separate on the side.
<p>Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed.</p> <p>‘Women who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, should take a more precautionary approach. Employers should ensure pregnant women are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable (this group may previously have been advised to shield).’</p>
<p>All staff are aware of what to do should they feel unwell. Notify SLT immediately if you feel unwell at any time during the day and follow guidance.</p>
<p>All staff in school are aware of what to do in the event of a fire and have had appropriate training.</p>
<p>Hot food is being supplied for the remainder of the week and then from Monday 11th we swap to packed lunches.</p> <p>Please can Clare and Laurian set up then go down to their respective classes.</p> <p>Julie-Ann and Lynne, you should come in just before 12pm and please go straight down to your classes, not mixing in the hall/servery in any way and clear down after lunch when you come back in at 1pm.</p> <p>When in the hall/servery at any point with another member of staff (which should only be two at a time) please ensure you are keeping 2m away from each other.</p> <p>When we start with packed lunches you will only need to come in to cover your class's lunch break from 12-1pm as the lunches will already be taken down to class.</p>
<p>Staff to ensure pupils with a Personal Emergency Evacuation Plan (PEEP) are evacuated as per the plan.</p>
<p>SLT to ensure pupils with a Behavioural Risk Assessment have their 1-1 support where stated. Ensure an SEN risk assessment is updated for the child to help them adjust to any new expectations so they can continue with their learning.</p>
<p>School to liaise with their catering provider and notify the Trust if school meals hot or cold are no longer available for staff and pupils.</p>
<p>Only one child to the toilet at a time. This will be communicated through the use of walkie-talkies.</p>
<p>As all pupils are back at school first aid cover will be in place and a 3 day trained first aider at work at all times. Strict hygiene rules will be followed in giving any medication, including use of PPE if appropriate.</p>
<p>If a pupil becomes unwell with signs of coronavirus, PPE must be worn by staff caring for the pupil while they await collection if a distance of 2 meters cannot be maintained. Pupils will be moved to a space away from other pupils and a separate area to be allocated for use during that time. Schools will aim to secure three contact numbers for every child in case of this emergency</p>
<p>Staff members are aware of the NHS Test and Trace process and are ready and willing to book a test if they are displaying symptoms, provide details of anyone they have been in close contact with if they were to test positive for coronavirus, and self-isolate if they have been in close contact with someone who develops coronavirus.</p>
<p>Physical Activity</p> <p>Physical activity is prioritised to outdoor sports where possible and large indoor spaces where not; Cleaning is timetabled into between indoor sessions which includes sanitizing the floor space. If PE mats or any additional PE equipment is used, teachers are to ensure that these are sanitized with the products provided.</p> <ul style="list-style-type: none"> • PE to be taught outside where possible and only indoors if weather does not allow this. Maximum 15 children in the hall at one time from the same bubble. - maximising distance between pupils must be two metres where possible as it is particularly

- important due to the way people breath during exercise;
- pupils are kept in consistent groups (bubbles);
 - sports equipment is thoroughly cleaned between each use by different individual groups;
 - contact sports are avoided.- the school will closely follow England grassroots guidance.

STATUTORY COMPLIANCE -

Prevention:

- 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
- 2) clean hands thoroughly more often than usual – *(as now, starts and ends of all activities)*
- 3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach – expect increased frequency
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE) – *(face covering still not recommended generally in school)*

Numbers 1 to 4 must be in place all the time.

Response to any infection

- 7) engage with the NHS Test and Trace process – *(parents need to know this has to happen)*
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

- All checks will be up to date when the school opens.
- Fire checks have been completed.

Fire procedures – All bubbles to vacate from their nearest exit and safely remain 1 metre apart in their designated location. Staff that are not assigned to bubbles and visitors to follow normal fire procedures.

MEDICINES- Epipens/inhalers and medication in each classroom in a clearly labelled box kept out of the way of pupils, so that the pupil won't have to leave the bubble.

SEN - There is a range of PPE available for those who may need to touch children. This is in the PPE boxes in each room. There is an allocated safe space that can be used (community room) for children (JW/JG) who may show challenging behaviours and may need additional space to themselves for calming down.

FIRE - Fire drills will be practised in the first few weeks of each new term

WELFARE FOR STAFF

- Make shift staff rooms have been set up in the bases. Furniture has been arranged so that social distancing is required and this is regularly monitored by SLT. A maximum of three staff in each staffroom at any one time.
- All staff are responsible for taking their own temperatures on entry to the school and notifying SLT if they have a high temperature.
- EYFS staff to enter and exit via EYFS corridor. KS1 and KS2 staff now to enter school via their classroom doors to minimise human traffic around the office area (except staff arriving after 8.40). In order to sign in; please send an email to bearwood school. If teachers/TAs leave the school premises during the day, then they must sign out and sign in via sending an email to Bearwood school. If leaving at the end of the school day, then please leave via the main entrance for the lighting to the car park.
- Lunchtime supervisors to enter and exit via the main office.
- Toilets hand washing stations are available in each base as well as anti bacterial gel.
- Staff sign in and out using their own pen if using the main entrance.
- A fridge is provided in the 'make shift' classroom
- Hot drinks are available in the make shift staff room. If you wish to, staff may bring in their own mug, wash it up and take it home. A mug is to be kept in their class bubble and used by them only. Mugs are available in the make shift staffroom which you can allocate as your own. Thermos cups made available to all staff with their name written on it. Please email if you would like this.
- Anti bac wipes to be left by the kettle and staff to wipe down the handles of the fridge, cupboards and kettle/ water dispensers.
- Counselling service, the health & wellbeing pages and that information can be found on the intranet.

Communication to parents

When parents drop off and pick up the pupils:

- 2 metre lines will be drawn around the pavement of the car park and a one-way system set up. One entry, pupils will be met in the car park the SLT and welcomed and asked to stand on two metre markers inside the green gates by EYFS. Pupils will wait on the markers to be called in to the classroom. Pupils will have anti bacterial gel applied to their hands, water bottles wiped done and temperature taken.
- Exit times – parents will be asked to stand on two metre lines in car park and a pupil will be sent out one at a time. Teachers to bring class to the shelter where they will line up in two lines with each child being 2m apart.

Tell parents that if their child needs to be accompanied to school, only one parent should attend.

Tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimizing adult to adult contact (for example, which entrance to use).

Nursery/Reception	Oak Base cloakroom
Year 1	Holly 1 Classroom
Year 2	Holly 2 Classroom
Year 3	Willow 1 Classroom
Year 4	Willow 2 Classroom
Year 5	Maple 1 Classroom
Year 6	Maple 2 Classroom
Breakfast club	Main entrance

	Location for break/lunch	Start time	Break	Lunch	End of day
Nursery	Acorn/ EYFS outdoor area	9.00	n/a	n/a	12
Reception	EYFS	9.00	n/a	12.00-12.30	3.30
Year 1	Zone 1	8.55	10.30-11.00	12.00-12.30	3.25
Year 2	Zone 5	8.55	10.30-11.00	12.00-12.30	3.25
Year 3	Zone 1 (Zone 4 at break time)	8.50	10.30-11.00	12.30-1.00	3.20
Year 4	Zone 2	8.50	10.30-11.00	12.30-1.00	3.20
Year 5	Zone 3	8.50	10.30-11.00	12.30-1.00	3.20
Year 6	Zone 4 (orchard/outside classroom at break)	8.50	10.30-11.00	12.30-1.00	3.20

Where parents cannot drop siblings off/collect at separate times, all siblings will be dropped off at the start time of the earliest pupil and collected at the latest pick up time. Teachers will be provided with a list of children that this will apply to.

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)

All information needed to be given to parents must be done via text, email or phone call. Parents to contact school via email or phone.

Lunchtimes

All lunches will be in the classrooms and Reception will eat in the EYFS base. All classes will be allocated a time slot. All classes will be allocated a lunch supervisor who will stay with their class bubble for the duration of lunchtime. Hot meals will be delivered to the classroom by SW/LB. Week beginning the 11.01.2021 cold lunches will be delivered. Each lunch supervisor to collect from the servery before going down to designated class.

Year group	Location	Adults	Lunchtime supervisor
Reception	Oak Base	JR/KG	Jacky Wilson
Year 1	Holly 1	EP	Carole McClennan
Year 2	Holly 2	HG	Clare Danslow
Year 3	Willow 1	RM/RP	Lynne Randall
Year 4	Willow 2	DL	Julie Ann Nash
Year 5	Maple 1	TG	Jackie O'Grady
Year 6	Maple 2	JH	Laurian Robertson

Deliveries/Waste collection

If practicable drivers should wash or clean their hands before unloading goods and materials.

Do not approach delivery staff; allow packages to be left in a safe place.

Hands are to be thoroughly washed after handling all deliveries or waste materials.

Waste to bags and containers - to be kept closed.

Waste collections to be made when the minimum number of persons are on site (i.e. after normal opening hours).

Testing

- Sent to test – no-one else goes home
- Test negative – person comes back to school
- Test positive – follow stay at home advice – school contacts local health protection team, they risk assess who has been in close contact and say who needs to be sent home to self-isolate for 14 days (close contacts within 1m, 1-2m for more than 15 mins, travelled in small vehicle with infected person)
- As now, someone sent home to isolate because of contact, doesn't mean rest of house need to isolate
- If more than two cases, health team contacted and will advise

All staff have the opportunity to have a weekly COVID test on their first working day each week. This must be completed and the result received before contact with pupils. This will be timetabled and in the 'hot' room (meeting room) which will have no furniture and plastic flooring.

Staff can be tested by either Peter Leddin or Sally Wall or may test themselves supervised by SW/PL

Process for administering testing:

Staff member requests tests and have the opportunity to opt out.

PL/SW - must wear a mask and visor, gloves and apron during the COVID testing process.

Member of staff blows their nose gently.

The member of staff can administer putting the swab up their own nose or PL/SW can do this for the staff member if they prefer.

Swab given to PL/SW to undertake the testing.

Member of staff will be informed of their result.

In the event of a positive result - a second test will be undertaken to ensure that the test is not faulty.

If the second test shows a positive result the member of staff will leave the school site immediately and any people who have been in close contact.

The member of staff who has had a positive result will then organise an NHS test.

Following every test all the equipment will be disposed of in a Bio Waste bin and the area will be wiped down with anti-bac to ensure that the area is clean before the next member of staff is tested.

PROCESS FOR TESTING

Testing pupils: there is a one way system where pupils come in one door and are registered – they are given 3 barcodes which are used to track their test. One bar code is used on a registration sheet so in the event of a positive result the pupil can be identified. Bar code – last 4 digits are the unique part. Staff involved in testing must wear mask, visor, apron and gloves. Poole grammar were able to do 90 people in 30 mins with a team of 5.



Pupil goes to the first table where they gently blow their nose and the swab is administered.

The swab is placed up each nostril as far as it will go and the swab is rotated 5 times up each nostril.



The swab is then passed to the next table where 6 drops of testing solution is placed into a clear vial. The swab is then placed in the vial and rotated in the solution for 10 rotations. The swab is removed and it recommended that the vial is squeezed against the swab. The swab should be disposed of securely. The lid is then placed on the vial. 2 drops of solution from the vial is placed on the test. Ensure that pupils bar code is placed on the test.



The test is then past to final table and monitored for 15 mins to check for result. Single line shows that the test is working, second test shows covid.

Poole high ran this in batches – rather than timing each one individually.

In the event of a faint second line, redo the test in case it is a rogue test.

Following this, if the second test is positive the pupil must go and have an NHS test either postal one or go to a testing centre.

If you have a positive test – everything must be disposed of aprons, gloves and everywhere must be thoroughly cleaned.

If a child has a positive test – the testers must do a daily test for 5 days.

Consent from parents – they did this as a consent for every test and then parents inform you if they wish to opt out. They do not have screens between but have 2 m markings on the floor.

Cleaning & Hygiene

Site Managers will ensure they have enough cleaning staff and cleaning products to ensure the site remains cleaned to a high standard. A cleaner will be on site from 12 o'clock each day. See separate cleaning rota for times and areas.

A cleaning schedule will be implemented throughout the site, ensuring that high risk contact points, e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.

A rota will be introduced for the library, ICT suite, music room and PE.

Ensure adequate stock levels of hand sanitiser and tissues are available and replenish as needed. If stocks are low, please contact Estates Officer (Graeme Staddon).

Inform parents of hygiene expectations and discuss with children

Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal

Ensure that all adults and children:

- frequently wash their hands (at least 5 times a day) with soap and water for 20 seconds and dry thoroughly.
- clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing
- are encouraged not to touch their mouth, eyes and nose
- use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')
- Hand sanitizer is available in every classroom
- Hand sanitiser is located in the foyer and the staffroom for all adults to use
- Children to bring nothing in from home into school apart from library books, lunch and water bottles/small snack pots which can be wiped down in the same way as the bottles.

Ensure that bins for tissues are emptied throughout the day (cleaner to do this between 12-1 when pupils out). Site manager to do this at break times. NO PUPILS should be present in the social bubbles when adult enters.

Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.

Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. You must ensure when you leave the room finally the door must be closed.

Cleaners may wear gloves to clean each class bubble and must dispose of them after each clean. Disposable cloths/ blue roll to be used. If cloths are used they can go in the school washing machine on a hot wash for the next day's use. Disposable aprons are available if needed.

Pupils to use antibacterial gel going out & wash their hands coming back in at breaktime and lunchtime. Pupils must NOT have physical contact with each other and social distance where possible.

Breaktime/lunchtime – Pupils to leave through the outside classroom door and enter the base through the outside double doors. Pupils to be supervised washing hands and going to the toilet using girl/boy/disabled toilet (KS2).

Contractors /Visitors

Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with good hygiene by prior appointment. Where possible, contractors only allowed in after school hours.

Staff and contractors are to maintain a safe distance between themselves and others (2 metres).

All contractors are to wash their hands upon entering the site.

Strict hygiene rules to be implemented, all contractors are to be asked to do the following:

- Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser.
- Repeat the hand washing/sanitising every hour.

The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned.

All contractors/visitors must inform office of their full details on arrival which will be stored electronically, in case required. **A record should be kept of all visitors with sufficient detail to support contact tracing if required by NHS test and trace.**

Existing level of risk	Consider current level of risk with existing controls in place
Due to the nature of the virus there will be a higher risk compared to other illnesses. Schools will monitor the situation and as soon as they feel the risk has increased in their setting they will notify Bob Farmer, Gemma Carr and Louise Adams at the Trust.	

Additional control measures	List additional control measures required to reduce risk
<ul style="list-style-type: none"> • The school car park will be closed to parents. Although staff can use the car park, you will need to be in by 8.20am or park outside the school gates please. Staff must not drive out of the car park whilst children are leaving the school site 3-3.30pm. Site Manager to monitor the car park to ensure the safe entry/exit of pupils to Bearwood Primary & Nursery School and Bearwood Preschool. 	
<p>Parents need to be reminded that if they choose to send children in with a mask then the following rules apply (unless pupils have a medical need and 1-1 support is in place);</p> <ul style="list-style-type: none"> • The pupil is responsible for it at all times. • It must stay on them at all times and not be left lying around. • A teacher can't help them with putting it on & off • The pupil must not play or fiddle with it or it will be disposed of immediately 	

- Community room to be used for PPA for KS2
- Do everything possible to minimise contacts and mixing ,while delivering a broad and balanced curriculum

Handling of post, paperwork and deliveries

All staff should avoid sending items via post where possible. Electronic formats are preferable. Try to reduce printing where possible.

Staff must follow social distancing rules when handling post or paperwork and should particularly avoid touching their face or mouth.

Paperwork should be kept to a minimum and should not be sharing pens etc

When dealing with high volumes of paperwork ensure that frequent effective handwashing or hand sanitisation is undertaken.

Where possible, delivered items should not be sorted immediately after delivery. If possible, allow 24 hours for cardboard items and four days for paper. Minimise the number of people handling new items. Increase the cleaning frequency, particularly surfaces that have had direct contact with post items.

Where possible consider methods to reduce the number of deliveries, for example, by ordering larger quantities, less often. Consider deliveries during quieter or outside school hours.

Revise pick up and drop off collection points, procedures, signage and markings. Where it is possible and safe to do so, have single workers unload vehicles, or use the same pairs of people where this is not possible.

Any items brought in late by parents must be left outside the school office.

Adversely affected mental health

The government has produced [guidance](#) for parents and carers on supporting children and young people's mental health during the pandemic.

All staff to be made aware that mental health support is available through the Hawic Employee Assist counselling service and Occupational Health. Staff have been made aware of mental health resources available to them.

Many other free sources of help and support are available via the NHS and online in addition to council initiatives such as #TogetherWeCan.

Managers etc. to maintain frequent contact with their teams.

Encourage staff to discuss any concerns.

Home or agile working staff are encouraged to maintain contact with teams and support one another through use of Skype or other electronic communications, regular team calls or e-meetings

1) Any member of staff carrying out intervention or catch up work with individual pupils should:

- Wear suitable PPE (mask and/or visor) and are two metres apart where possible
- Ensure that there is a suitable, well-ventilated space that the session can take place in
- Ensure that the child goes and meets the member of staff
- Ensure that the surfaces and chairs are wiped down after the session and before the next session begins

- Car park and parking suggestions to be sent to parents to aid in the transition of the closing of the carpark to pick up/drop off

- Two lines operate in the morning to ensure that pupils enter safely and quickly ready for learning
- Recognise youngest children will not be able to distance – this is acceptable, however should be encouraged. Likely groups for younger children and distancing for older children – aim for not touching others if possible

Returning from overseas holidays

Staff and parents have been told that if they are planning a trip abroad, to consider the current quarantine laws.

Exemption rules - from 10 July 2020 you will not have to self-isolate when you arrive in England, if you:

- are travelling or returning from one of the countries with travel corridor exemption
- have not been to or stopped in a country that's not on the travel corridors exemption list in the previous 14 days

This applies to all travel to England, by train, ferry, coach, air or any other route.

If they have been to or stopped in a country that is not on the travel corridors exemption list they will have to self-isolate until 14 days have passed since you left that country.

- School Ventilation – when temperatures fall and the classroom atmosphere is not conducive to a productive working environment, external doors maybe be closed. Windows must remain open. Internal classroom doors must remain open at all times. **In cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space.**

- Any pupil who is awaiting a result of a test should not be in school, even if they are showing no symptoms.

- **Clinically Extremely Vulnerable and Shielding** – these staff should be remote working from home. Please alert SLT if you receive a letter.

- **CT pupil Year 6 to use community room from 9.15 -11 with outside tutor 1:1. Site manager to clean down after session**

Willow 1 into 2 rooms although will remain one bubble.

Classroom (RM/RP) - Lexi, Maxi, Raghda, Riley Sh, Louie (M, T, Th, Fr), Jack N (T, W, Th), Bethany (Th, Fri).

ICT room (AC/JB) - Joey, Chloe, Leo, Taylor, Charles (not in this week), Sebby (M, W, Fri).

The class will be split for all lessons.

Exceptions - playtimes outside, 1/2 hour eating lunch 12:30 - 1 in the classroom, Story time 2:45 - 3:15 in the classroom.

ICT room can log into the zoom lessons in the mornings

PM lessons - organised between JB and RM/RP whether to zoom or not depending on the lesson

- **CL to use the music room to take target groups on Thursday and Friday 9-2 and wipe down after use**
- **NG using the pines to teach remotely AM**
- **JH in the orchard room am to teach remotely**
- **JO'G in the community room PM**

- Nikodem's 'next space' is in the library rather than mezzaine

- Large indoor spaces can be used (hall). Please let the cleaners/Lee know so that they can ensure it is disinfected in between sessions. KG to create a timetable and share with staff.

- Book corners will not be present in classrooms until further notice due to soft furnishings. It is still recommended that pupils limit the amount of equipment they bring into school each day. Pupils and teachers can not take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to full education and development. Staff to scan library books being borrowed. Books being returned should be placed in a designated box where they will be quarantined over the weekend ready for use the following Monday. Each class is responsible for returning books to the appropriate area, wearing disposable gloves to do so.

- Staff lunchtimes – please use your designated staff room and stay 2 metres apart. KS1 and EYFS main staffroom, Year 3 and 4 orchard and Year 5 and 6 community room.

- **Key Worker Provision** – the current guidance says that only one parent has to be a key worker in order for them to access school provision and attend school. School leaders can send out a reminder to parents asking them to only send their children to school where absolutely necessary as the purpose of remote learning is to keep the transmission rates low.

- KS2 staff to use the community room adult toilet and KS1 the disabled toilet.

- All staff must notify SLT if they are taking a COVID test, even if this is during the holidays or part of a pilot.

- **Free School Meals:** We will still provide vouchers to any vulnerable child who not able to attend school.

- **School Uniform:** Due to ventilating the school, pupils can either wear warm clothing underneath school uniform and coats. The decision has been made that as long as all windows are open in the classroom and in the open plan corridor outside the classroom, then external doors can be closed.

- Adults should avoid face-to-face contact with children and reduce time spent 1 to 1 with a child.

- Pupils will be asked to bring in packed lunches in plastic bags. The contents of the lunch and bag will be disposed of once eaten. Plastic bags will be available at drop off if parents require.

- Children to have own regularly used items such as pens etc in smart sacks.

- Home learning/spellings will be set and completed online. No homework books to be sent home.

- A two metre tape will be placed around the teachers desk to remind pupils and the adults of social distancing distance.

- Dfe advise against any educational visits at this time.

- Pupils should continue to have access to a quality arts education. Music, dance and drama build confidence and help children live happier, more enriched lives, and discover the joy of expressing themselves, while ensuring that all safeguards are in place to reduce the risk of infection in environments where singing, chanting, playing wind or brass instruments, dance and drama takes place.

- Schools should take particular care in music, dance and drama lessons to observe social distancing where possible. This may limit group activity in these subjects in terms of numbers in each group. It will also prevent physical correction by teachers and contact between pupils in dance and drama.
- Additionally, schools should keep any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. If possible, use microphones to reduce the need for shouting or prolonged periods of loud speaking or singing. If possible, do not share microphones

- Schools can continue to engage peripatetic teachers during this period, including staff from music education hubs

1. Singing - Singing takes place only in larger well-ventilated spaces, or outdoors.

2. Performance or rehearsal is for limited periods of time at a reduced level of loudness, using microphones for amplification if available.

3. Limited numbers of people sing together.

4. Singers are spaced at least 2 metres apart in all directions (at least 1 metre apart if the additional measures or controls recommended in government

- Resources should not be shared between bubbles (such as sport/art equip). If they are then they 'should be cleaned frequently and meticulously and always between bubbles' (or quarantined for 48hr – 72 if plastics). Any resources used e.g. sports equipment will need to be wiped down with antibacterial spray by the adult using them. Each class has colour coordinated sports equipment for break and lunchtimes. Please wipe this down at the end of the day.

- Under no circumstance should any form of uniform go home with the wrong pupil e.g. jumpers

- All staff in school are aware of what to do in the event of a fire and have had appropriate training.
- Fire drill practiced as bubbles 15.01.2021. ME in reception to be 'the leader' for reception with the adult.
- All teachers aware of the new area for lining up to ensure that social distancing is applied.

Face coverings

Masks – All staff to wear masks around school unless staff have a medical lanyard or medical conditions that would be potentially exacerbated by wearing a mask, they do not have to wear a mask. If staff are in an office by themselves, they also do not have to wear a mask. We would recommend that masks are worn in the playground by staff.

There is growing evidence that wearing a face covering in an enclosed space helps protect individuals and those around them from COVID-19.

A face covering can be very simple and may be worn in enclosed spaces where social distancing isn't possible. It just needs to cover your mouth and nose. It is not the same as a face mask, such as the surgical masks or respirators used by health and care workers. Similarly, face coverings are not the same as the PPE used to manage risks like dust and spray in an industrial context. Supplies of PPE, including face masks, must continue to be reserved for those who need them to protect against risks in their workplace, such as health and care workers, and those in industrial settings like those exposed to dust hazards.

Face coverings are not a replacement for the other ways of managing risk, including minimising time spent in contact, using fixed teams and partnering for close-up work, and increasing hand and surface washing. These other measures remain the best ways of managing risk in the workplace and government would therefore not expect to see employers relying on face coverings as risk management for the purpose of their health and safety assessments.

Employers should support their workers in using face coverings safely if they choose to wear one. This means telling workers:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before and after removing it
- when wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands
- change your face covering if it becomes damp or if you've touched it
- continue to wash your hands regularly
- change and wash your face covering daily
- if the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste
- practise social distancing wherever possible

Please be mindful that the wearing of a face covering may inhibit communication with people who rely on lip reading, facial expressions and clear sound.

- **Staff may not take books home to mark due to the high cases in Bearwood** Staff may stay on site until 6pm however, we wish staff to leave the premises as soon as possible to allow cleaners to safely clean.

- Arrange forward facing desks with one child only at a desk which is 2 metres apart. Remove unnecessary furniture from class.

- If a pupil is recognised as being vulnerable, then a PE kit may be sourced and GIVEN to the pupil to change into and from to ensure that they can join in. THIS MUST NOT GO HOME OR BE LENT TO ANY OTHER PUPIL.

- KS1 afternoon break – please use radio to coordinate timings with each other.

- Any adult entering the school grounds is requested to wear a face covering/ mask.

- Radio frequency will be different for EYFS/KS1 and KS2 to minimise the disruption to learning. SW to monitor EYFS/KS1 and LB to monitor KS2.

- Toilet breaks use radio to inform others when pupils are going to the toilet; this does not include oak base. Ensure NO cross over of pupils on the way one system or in the toilet area. Radio to say leaving the classroom and when pupil returns. Every adult to have a radio to communicate to other which MUST be kept with an adult at ALL TIMES.

- For small first aid treatment, please use your first aid packs in the classroom and RECORD on the online first aid form. This is essential. If you need first aid for a child who may need to go home or is injured, then please radio for first aid. PPE equipment will be in each classroom. ST linked to KS1 base for first aid if required and JB to KS2.

<ul style="list-style-type: none"> • Please use email rather than coming to the office area for enquiries unless urgent or needing to phone a parent. This will minimise traffic in the office area.
<ul style="list-style-type: none"> • Please be consistent in using the one way system marked around the school.
<ul style="list-style-type: none"> • The first aid room will become the 'cold' room where any pupil is showing symptoms of COVID 19 will be placed. LB and SW are the assigned adults to wear the PPE equipment and deal with the pupil. The meeting room will be the 'hot' room where any first aid is administered. All furnishing will be removed and plastic chairs will be placed in the room. This is due to the flooring (plastic covering is down) as a covid test may be administered her with the parent's permission. The floor will then need to be sanitised.
<ul style="list-style-type: none"> • Following the closure of schools to most pupils on January 4th 2021 the school has risk assessed its available teaching spaces and each bubble can only accommodate 15 pupils in each classroom.
<ul style="list-style-type: none"> • Children are organised into year group bubbles which do not mix in school with other bubble.
<ul style="list-style-type: none"> • PPE equipment will be located in: Each room used by class bubbles; in the first aid room; in the 'hot' room and in SLT office.
<ul style="list-style-type: none"> • Site manager to check levels of PPE equipment in the locations mentioned above every morning.
<ul style="list-style-type: none"> • Vulnerable children not in school – schools should be contacting those vulnerable children not attending onsite at least twice a week. This could be carried out by staff that are shielding or remote working and not necessarily the class teacher. OP to record and share any concerns with SLT.
<ul style="list-style-type: none"> • Wrap Around Care – wrap around care can continue if it is being provided by internal school staff. If the provision is too difficult to manage, then it is up to School Leaders as to whether they continue with it or not. • Breakfast club will be offered in the school hall from 7.50 for 10 children only.
<ul style="list-style-type: none"> • Play equipment has been provided and is colour co-ordinated to each class bubble. Equipment needs to be counted in after each outdoor session. Play equipment will need to be cleaned down by teacher after each use using the disinfectant spray and cloths provided.
<ul style="list-style-type: none"> • ITT – we will have two students, one in year 4 and one in year 2. Students to be made aware of the risk assessment and staff are to ensure that they are following guidelines.
<ul style="list-style-type: none"> • Social bubbles for adults and pupils have been allocated. These must be adhered to and social distancing must be applied within the bubbles. Staff must remain in their class bubbles.

School Leader's comments	Insert comments relevant to assessment as appropriate
<p>The risk assessment will be used as a working document to ensure that best practice is adhered to in practice. There are unknowns at the moment and as factors present themselves, the document will be adapted.</p>	

Name of School Leader	Signature of School Leader	Date
Laura Bennett		06.01.2021

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Risk assessment reviews	Set future review dates & sign/comment upon completion
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Review date	Reviewed by	Reviewer signature	Remarks
05.01.2021	Laura Bennett	L. Bennett	New government lockdown – key workers and vulnerable pupils only
10.01.2021	Laura Bennett	L. Bennett	New government lockdown guidance and Hamwic update
11.01.2021	Laura Bennett	L. Bennett	Further reflection on provision for all pupils
12.01.2021	Laura Bennett	L. Bennett	Guidance from Hamwic
15.01.2021	Laura Bennett	L. Bennett	End of week review