

Risk Assessment Coronavirus – COVID-19
For use by schools during reopening in the autumn term

Location / Site	Harefield Primary School
Activity / Procedure	Opening school in Autumn Term
Assessment date	14.7.20
Assessment serial number	03
<p>The school has prepared this risk assessment following guidance from Central Government, the Local Authority (Southampton City Council/Borough of Bournemouth, Christchurch and Poole, Dorset, Portsmouth) and Hamwic Education Trust.</p> <p>We as educators commit to all reasonable actions to uphold the Government's <i>'Stay Alert'</i> 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>	

Identify hazards	Record all hazards that are specific to this task
Lack of or poor hygiene and cleanliness across the site.	
Inadequate staff ratios.	
Poor communication means that staff, parents, pupils or visitors do not follow guidance.	
Deliveries and waste collection means outside workers expose the school population to the virus.	
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 they will notify the HET immediately.	
The DSL must be available on site.	
No parent must enter the school buildings unless asked to do so or in the event of an emergency.	
All staff are to take their temperature before entering the school. Use the thermometer provided notify a member of SLT immediately if their core body temperature is above 37.8 degrees. All equipment must be wiped down by each adult after use using the wipes provided. Any staff or pupils with high readings should be sent home and follow coronavirus guidance. Any pupils suspected of having a high temperature, should be also tested and sent home and follow the guidance.	
Signing in on the inventory system – staff to use ID badges. Visitors to use wipes to clean the screen. Staff and visitors to use hand gel before passing security doors.	
All visitors and meetings will be cancelled or significantly reduced unless an emergency. 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. Visitors to site will only happen with the express permission of the Headteacher.	
Classrooms are organised so that pupils are positioned side by side and facing forwards. This includes on carpet spaces where possible. School closed to all pupils – only those children of key worker & vulnerable (DfE has given HTs authority to invite pupils at their discretion who are believed to be vulnerable for other reasons than those expressly listed). Class sizes not to exceed 18 pupils. HT & SBM to prioritise key worker spaces 1. Both parents key workers (or lone parent) 2. Only one parent is a key worker.	
1-1 contact times should be reduced to avoid staff and pupils being less than 2 metres from each other. Where this is not possible staff and pupils should avoid close face to face contact and minimise time spent within 1 metre of anyone. Visors are available for those working in 1:1 capacity. Staff should only touch a child in exceptional circumstances eg extreme distress or injury.	
Staff and pupils are placed in separate groups (or class Pods) which minimises contact and mixing between people and reduces transmission of coronavirus across the school. Staff that move across classes, such as those teaching PPA and school leaders, will remain two metres from children and other adults in the group as much as possible. Exceptions will only be made if a child is unsafe or if learning is being hindered. In these circumstances, an interaction of less than two metres should be short and must avoid a face-to-face contact. (Staff moving across class Pods may wish to wear visors to protect the Pod further). No staff are permitted to move across a Pod or enter another allocated Pod (whether children are present or not). All staff have been provided with a high quality	

3 layer face mask. All staff must wear this mask (or one directly comparable to its protection level – check information about mask with SBM before wearing it on site) at all times when leaving their Pod, including on the playground and entering/exiting the school site.

- 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, that will need to be shared across Pods, will be dipped in disinfectant at the end of a lesson and left to dry.
- Those staff who have returned from shielding will be allocated their own equipment for their Pod to prevent them handling equipment outside of their own environment. This includes outdoor equipment, subject specific equipment, general stock and library/reading books

Other:

- Stop hand shaking of pupils and visitors;

- Do not use shared cups in class (e.g. using cups for water), replace with disposable cups;

- Inform parents/carers to ensure pupils have water bottles in school, rather than placing these in containers close together ensure they are separate on the side. Use disposable cups where you can.

-ask parents/carers to use plastic lunchboxes so these can be easily wiped down when they arrive in school

-ensure pupils bring no equipment to school – water bottle (named), plastic lunch box (named and only brought in if not in key group), coat and pupils to attend school in kit on PE days

-choirs and orchestras will not reconvene

-peripatetic lessons for any wind instrument will be discussed with the provider to ensure that safety measures and meticulous cleaning of the room takes place between lessons. Where possible, wind instrument lessons will take place in an empty room with a hard floor that can be easily washed where possible. These lessons will not be taking place in the first half of the Autumn term. **Not restarted**

-Saints coaches to be onsite between 8:15-8:30am to avoid arriving at the same time as children. Access to the PE cupboard (if necessary) must be from the external door. Any equipment/setting up for the lesson must be done in the top corner of KS2 field. **Temporarily suspended**

Any existing individual risk assessments (disability, young persons or new/expectant months) to be reviewed.

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. **They must go to the Covid medical room with their mobile phone and contact SLT from there. An unwell member of staff must not walk around the building or go into the school office area. Any resources/ personal belongings/technology will be brought to them by an adult wearing PPE. The unwell staff member must then leave the school site via the playground (not exit through the building).**

All staff in school are aware of what to do in the event of a fire and have had appropriate training. Each class to arrange to do a class 'fire evacuation' during the first week of term. **This half term's fire evacuation will take place in classes only as in the Autumn Term (site manger to instruct on information required.)**

Staff to ensure pupils with a Personal Emergency Evacuation Plan (PEEP) are evacuated as per the plan.

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.

School to liaise with their catering provider and notify the HET if school meals hot or cold are no longer available for staff and pupils.

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. Medicines will be administered in the classroom where possible to prevent children coming to an office. Strict hygiene rules will be followed in giving any medication, including use of PPE if appropriate. For general first Aid and illness pupils will use the First Aid Room

There is one separate First Aid room for any person experiencing Covid-19 symptoms and the procedure followed as per the Government guidelines. In this instance an adult will escort the pupil to the **Medical Room in KS2** (Cookery Room) immediately where temperature will be re-checked. Parents/carers to be contacted for immediate collection of the child. PPE must be worn by staff caring for the pupil while they await collection if a distance of 2 meters cannot be maintained. They will be isolated behind a closed door ventilated with open windows. If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.

Correct PPE will be stored in this room. Schools will aim to secure three contact numbers for every child in case of this emergency.

This room will be thoroughly cleaned after use.

Covid tests to be stored in this room. 50% of these tests will be reserved for members of staff to ensure that they can be tested quickly to ensure the safe running of the school. Test log to be completed for each individual when one is distributed.

All staff offered twice weekly Lateral Flow Testing – to take place at home on Sunday and Wednesday evenings and results reported to DfE Covid testing site and email sent to staffresults@hpslive.net to be monitored by SBM & HT. Pods closed and parents informed that evening if positive result. Staff provided with PCR test to complete following positive/void result – if result is negative Pod will reopen. Staff not wishing to take part in the LFT program need to inform SMB.

Teachers and TAs over 50 - signposted to the NO Waste scheme to be offered vaccines.

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.

Physical Activity

- physical activity is prioritised to outdoor sports where possible and large indoor spaces where not;
- maximising distance between pupils is particularly important due to the way people breath during exercise;
- pupils are kept in consistent groups (Pods);
- sports equipment is thoroughly cleaned between each use by different individual groups;
- contact sports are avoided.
- the school will closely follow England grassroots guidance.

School transport

- pupils where possible are grouped together on transport in the Pods that are adopted within school;
- hand sanitiser is used upon boarding and/or disembarking of the vehicle;
- additional cleaning of the vehicle takes place;
- organised queuing and boarding is in place;
- distancing of occupants within vehicles should take place where possible;
- pupils over the age of 11 should use face coverings where appropriate i.e. if they come into very close contact with people of their group or who they do not normally meet.

Communication to parents

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.

All parents/carers To wear a face covering for Drop off and collection.

When parents/carers drop off the pupils during their Year Group's allocated 10min time slot they will enter via the main gate, follow directions and take their child to stand on an X in their correct playground zone. They will leave their child and exit the site via the top gate.

When parents/carers collect the pupils during their Year Group's allocated 10min time slot they will enter via the main gate, follow directions to where their child will be standing on an X in their correct playground zone. They will collect their child and exit the site via the top gate.

If a pupil/parent misses their allocated slot they will be asked to wait until a time is available for the child to enter the school building or be reunited with parents safely without coming into contact with other Pods.

Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent/carer should attend. All pupils in YR, Y1, Y2 and Y3 must be dropped off/collected by a parent. Pupils in Y4, Y5 and Y6 can walk home on their own if the school has received written permission. Parents to email consent to the school office and lists given to class teachers.

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).

Additional cordons added to separate parents so that they do not mix coming off of KS1/2 playgrounds.

All information needed to be given to parents must be done via text, email or phone call. Updates to continue on the school website from the Headteacher and key information displayed on school gates.

All parents/carers sent a COVID-19 Home/School agreement. Parents to sign and return it during the first week of term via a post boxes inside the main gate.

Children isolating (but not ill), in quarantine or those subject to Pod closure will receive remote learning - lessons mirrored to those taking place in class using the SeeSaw platform. All new codes to be generated and sent to parents via Parentmail/email.

Information shared with parents/carers regarding rapid LFT home kits being made available to the school community. Link also added to school website. <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>

Welfare for Staff:

Staff facilities- Staffroom will only be used by school staff – only 10 people must be in the staffroom at a time. **Additional staff room (Treetops) available – only 8 people must be in this room at a time** Additional area being sought to enhance ability to distance in classes not Year Groups. Staff must ensure that they remain more than 2m away from ANY member of staff that is not from their Pod – This may mean eating in own classroom to ensure that safe distances can be maintained.

- Staff toilets - Will be regularly cleaned and toilet rolls/paper towels/soap topped up. Staff toilets in the KS1 building will be shared male and female with a cubicle designated for each
- Staff signing in & out – Use ID badges to limit the need to touch the screen on entry (on exit please wipe the screen after signing out) **All staff must continue to sign in and out daily**

Staff may use PPE equipment. 1:1, MDSs (full PPE when inside with children) and those moving across class Pods, adults running Breakfast/After school club should give this particular consideration. **All staff must wear their school issued (or one checked by SBM) every time they leave their class Pod.**

- On return to the family home it is a good idea for staff to shower before having contact with other members of the household. Although it is not necessary to wear clean clothes daily, staff may wish to consider this.
- Staff will come into contact with a limited number of children. **Only those children from their class given a space during lockdown. SLT significantly reduce class visits.**
- Staff lunch – staff may bring their own lunch or pay for a school packed lunch
- Refreshments - Hot drinks are available but each member of staff is responsible for washing up the cup and keeping it in their Pod/area of work. Staff may bring in their own cup and take it home each day if they wish
- Anti bac wipes/sanitiser spray to be left by the kettle and staff to wipe down the handles of the fridge, cupboards and kettle/ water dispensers
- All staff have access to the counselling service, and have been sign-posted to the health & wellbeing pages which can be found on the intranet.
- Office staff will only deal with enquiries via telephone or email, no parents/carers will be permitted in the building unless it's an emergency. Staff should avoid congregating in the office area. **All staff needing support from the office should do so by Phone or email – please do not come to reception/office unless it**

is unavoidable. Clear barriers in place and all staff must wear their mask at all times when coming into this Office Pod to protect office staff.

- Paper work for office staff to be placed in correct labelled folders on the wall outside of the office to minimise number of people entering the internal office areas
- Staff to observe social distancing even when in the staff room/Treetops.
Staff must not go into each other's classrooms before school – they should go to the staffroom to have any necessary discussions. Staff must not be in any other allocated Pod at any time (including staff meetings – these must be Zoomed from own class or home).
- Staff to have a free place at Breakfast Club/After School Club (food not supplied) to support them in being able to adjust to staggered timings. Staff must adhere to the timings for the wrap-around provision. All wrap around care suspended temporarily.
- Staff to arrive/leave site with the flow if parents/Pods are moving to or from the playground eg do not leave via the main gate if parents are entering the site for collection and do not enter via the staff gate if Pods are coming onto site.
- Staff to have fabric 'teacher' chairs in classroom with cleanable temporary covers

Risk assessment shared with staff during INSET 3rd/4th September 2020. Ideas about improvements should be given to the Headteacher via email or in person where appropriate.

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).

Statutory Compliance

- All checks are up to date for school opening on June 1st 2020
- Legionella checks have been carried out and all unused outlets flushed.
- Fire checks have been completed
- I Auditor checks are up to date.

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 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.

One toilet allocated to each class Pod, information to be shared with pupils and toileting routine practised with class. Toilets clearly labelled for each class Pod.

Toilets closed half way through the school day for additional cleaning.

Equipment that is shared across Pods must be cleaned meticulously before used by another set of children.

Once products begin to run low, notify the estates officer (Graeme Staddon) who will ensure supplies from other schools are shared out/sourced.

Shut off all classrooms and areas that are not in use and ensure staff and pupils do not access the rooms/offices.

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

Inform parents of hygiene expectations and discuss with pupils.

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

Fogging machine and steamer to be used for speed and efficiency in cleaning areas used.

Overtime for additional cleaning hours to ensure that the school can meet health, safety and hygiene standards set.

Ensure that all adults and pupils:

- frequently wash their hands with soap and water for 20 seconds and dry thoroughly;
- **All adults should wear a face covering in communal areas. All staff to wear school issued (or one checked by SBM) at all times when leaving class Pod.**
- 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').

Ensure that each class and communal area has 'catch it, bin it, kill it' posters displayed

Ensure bins for tissues are emptied throughout the day, in office and communal areas

Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units. **On colder days external classroom doors and windows must be fully opened during breaktime and lunchtime to ventilate spaces. Windows MUST remain partially open even during the cold days. Heating will remain on.**

Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.

Contractors

Only contractors carrying out essential maintenance and statutory testing deemed necessary to the safe running of the school are to be allowed on site and will read and comply with good hygiene.

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.

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 Hamwic Education Trust.	

Additional control measures	List any additional control measures that are required
YR class ratios 1:10 once full time (where possible) These will be lower due to restricted opening	
Y1-Y6 class ratios 1:15 (where possible)	
All class logistics for entering and exiting the site remain the same	

All children to remain in class Pods during the Pod's school day. Year groups enter/exit the school site and have the same staggered timings (including break & lunch).

Additional members of staff present on site during drop off/collection to ensure that procedures are clear to all site users.

Member of SLT to be present across drop off/collection to ensure that procedures are adhered to by site users

Xs sprayed on the playground in different colours for playground zone 1 and 2. Children are dropped off on an X (**now go straight into class**) and collected from an X at the end of the day to ensure appropriate distancing measures are in place.

One way system for parent/carer for drop off/collection. Enter via main entrance gates and exit via top gates.

Classrooms cleared of excess furniture, soft furnishings and resources

All classrooms to have disinfectant spray for staff to clean across the day

All teachers/TAs to receive Bromcom training during INSET 3rd/4th Sept as class registers will complete electronically for ALL classes from 7th Sept

All teachers to carry out a class Pod fire drill during the first week of term and email the time & date completed to the site manager. Full fire evacuation drill planned for Autumn 2. **After 2.12.2020, Site Manger to send instruction for class only fire evacuation for Spring 1.**

YR to limit shared resources – no use of sand/playdough etc. Water tray to have soap in.

YR to ensure that children are well spaced during carpet time.

YR classes to alternate use of outdoor space.

All tables must be appropriately spaced and children facing forward only. No 'horseshoe' or 'L shaped' configurations.

Y1 to limit carpet time. (Must ensure that it can only take place if there is sufficient room and children are appropriately distanced)

Y2-Y6 children seated at a table

Y1-Y6 children to put their hand up – not to move around the classroom for support/resources etc.

Allergies – new folders to be made for the kitchen and each individual class Pod so that all staff in the Pod (including MDSs) can identify children with particular allergies quickly

Medication – must be named and given the office team who are taking temperatures. A clip board with medical consent forms must be completed on taking each medicine. These will be wiped down and stored in the fridge in the First Aid Room. (Asthma inhalers and Epipens will be sent to the class Pods where they must be safely stored). If a child has used their medication during the school day a log must be kept at the school office so that parents/carers can be notified where appropriate.

All minor First Aid to be carried out in classroom/on playground with portable kits. All staff to have completed online training before the start of the Autumn Term. Information regarding the child/class/injury/first aid given relayed to the school office to complete the first aid form and contact parents where necessary. MDSs to inform class teachers if one of their children has been injured during lunchtime so that they can monitor them across the afternoon. Office staff to distribute any First Aid notes to classes before 2:30pm.

For serious First Aid use either the classroom phone or walkie talkie used to contact office – Level 3 First Aider to go to where the child is injured to assess them. Child to then be brought into the First Aid Room if necessary.

Midday Supervisors to supervise just one class Pod and to wear **school face mask**/visor/apron/gloves when in class / **The Hall** whilst children are eating. MDS to clean class Pod play equipment at the end of timetabled lunch time and to dispose of all classroom rubbish in the bin store.

Children to remain in class Pods – they are not permitted to walk around the school building.

Children to adhere to the one way system in corridors when going to the toilet.

Children only to play in their designated class Pod playground zone

No child should be sent unaccompanied to any area of the school. Ensure that you telephone the office to inform them that you need assistance.

No materials to be sent home in the first instance but this will be regularly reviewed – initial focus will be Reading books

Class reading/library books kept in class Pods – go into quarantine on Friday afternoon before being swapped with the parallel class in Year Group

ELSA support re-evaluated for all children. Newly prioritised list draw up. Perspex screen to be used across ELSA table and physical packs printed for children to have support in class. Table and chairs must be cleaned after each use. If working with more than 1 child from the same class Pod the outdoor space must be used. **Face to face temporarily suspended - unless able to facilitate via Zoom.**

Phonic support will take place in the Learning Lounge only with one class Pod (not a Year Group as before). The tables will be rectangular with 2 chairs at each, all will be facing forward and appropriately spaced. Tables and chairs used will be wiped down after use by a class Pod. **Temporarily suspended**

Speech and Language support will take place in the area outside Y1. Perspex screen to be used across the S&L table. Table and chairs must be cleaned after each use. **Temporarily suspended**

Children will not learn in corridors or any areas of the building

PPA will take place with a maximum of 3 people using the KS2 Group Room (**PPA Room has now been cleared so PPA will take place in the PPA Room**). **Option for teachers to take PPA at home but must inform the Headteacher to agree this.** Furniture will remain appropriately distance and tables/chairs must be wiped down on completion of the PPA session. **Temporarily suspended – staff must take PPA in separate areas or at home (no longer in Y Teams together).** **To avoid staff crossing Pods, in class TAs to continue to provide PPA cover until Easter – teachers can still continue to take PPA at home.**

PPA led by Saints coach – children to be led to PE on the field by the TA. KS2 children will use their external doors to access this area whilst children in KS1 will use their access doors to walk around the 'walkway' on the KS1 playground and through the KS2 entrance to access the field. TAs will lead classes back using this same route. **Temporarily suspended**

No school trips/visitors to school across Autumn 1 – reassessed for after ½ term. **Or before the end of Autumn 2.** **No trips/visitors for the foreseeable future**

Not full hot meals available (hot option for lunch available in class hot boxes) – lunch bags prepared for all UFSM & PP. To be reviewed for Autumn 2. **All children to eat in the hall.** **Children to have lunch in their classrooms due to lower numbers of children in school.**

Teachers to prepare PPT to share daily with children focusing on key information, changes to routines, expectations etc. This should be shared twice weekly for the rest of the half term

Photocopy Room – only 2 members of staff must use this room at one time. Additional staff must wait in the corridor until a space is available.

Any books/forms that need to be returned to school will be done so via a box labelled and located in the school grounds. Materials returned to school will then be quarantined before use.

SEND - There will be a range of PPE available for those who may need to touch children. Allocated safe spaces for Pods with children who exhibit challenging behaviours can be used (indoors or outdoors) as they may need additional space to themselves for calming down.

Contact numbers of those children who may struggle to manage their behaviour in these new conditions checked so that parents can be contacted immediately should a child become distressed or unsafe.

All external agencies involved with supporting SEND will be permitted into school. They will now only be permitted to come into school in exceptional circumstances.

Break out room (KS2 Group Room) prepared for EHCP child to support reintegration back into school

Vulnerable pupils – external agencies permitted to come into the building if they have not made visits 48hrs before expected visit, therefore visits encouraged on a Monday to support this. Virtual visits also facilitated by DSLs . Exception made in where judged absolutely necessary.

FIRE - Fire drills will be practised straight away (as pupils will be in a new classroom and will need to know where to go) this can be done without the main alarm having to be sounded at first. All staff will practice the evacuation as a class Pod during the first week of the Autumn Term. Site manager to be emailed by the class teacher with date and time of class practice

INSET/staff training on 3rd & 4th September to be carried out in different rooms via Zoom so that material is delivered to staff safely with chairs a minimum of 1+m apart, rooms well ventilated with doors and windows open. 2x classrooms to be used with 16 staff in each including a member of SLT and a maximum of 35 staff in the hall including the Headteacher. All future INSET and staff meetings to take place via Zoom in Year Teams.

Continued as below for those KW/V children only.

Children will be grouped in class Pods. Each class Pod has a 10 min window before it closes.

Staggered Starts - A Year Group will be called on to site by a member of staff at the main school gate. They will then follow the correct coloured feet for their playground.

Before they enter the internal gates they will have their temperature checked.

All Parents/carers to wear a face covering while on school grounds.

Parents/carers will then take them onto their playground. They will place the lunch box & water bottle into a crate in their zone. They will drop their child off on an X in the correct playground zone. (These will be clearly marked and will stay the same. There will be 2 zones on each playground.) YR, Y1, Y2 and Y3 will only use the KS1 playground and Y4, Y5 and Y6 will only use the KS2 playground.

Parents/carers will immediately exit via the top gate and ensure that the one way system around the school site is followed.

Once parents/carers have left the site children's hands will be sanitised by the class teacher/TA and lunch boxes/water bottles sprayed and cleaned before being taken inside.

Classes enter and exit via their external classroom door where possible

Break time - Year groups have staggered 15 min break times where classes play in their playground zone. There is a 2m walkway around the edges of each zone so that class Pods stay separate.

Each class Pod has a playground equipment box – staff clean the equipment at the end of each break.

Staff in each Year Group will arrange breaks between them. Organise amongst class Pod staff

Lunch time - Year groups have staggered 40 min lunch times where classes eat in their classroom for 20 mins and play in their playground zone 20 mins. Each class has 1 MDS who remains with the class Pod at all times.

Year groups have staggered 40 min lunch times. Classes eat in their dinner hall for 20 mins and play in their playground zone 20 mins. The classes sit in rows all facing the same direction two rows per class group. Each class has 1 MDS who remains with the class Pod at all times. All lunches in classrooms

MDS will wear apron gloves and visor, school provided face masks when supporting the eating of lunch inside the Dinner Hall.

Each class Pod has a playground equipment box – MDS clean the equipment at the end of each lunch.

PPE visors will be cleaned and PPE aprons and gloves will be replenished in their kit.

Staggered end – Teachers will bring their class Pod into their correct playground zone at the beginning of their Pod's collection time. Each child will stand on an X with their possessions (lunchbox/water bottle/jumper/coat)

A Year Group's parents/carers will be called on to site by a member of staff at the main school gate. They will then follow the correct coloured feet for their playground.

Parents/carers collect their child and immediately exit via the top gate following the one way system.

Any child not collected will be taken back into their class Pod by their teacher until another staff member comes to inform them that a parent/carer has arrived and there is appropriate time and space to leave.

YR 9:00 (Pod closes at 9:10) - 3:00 (Pod closes at 3:10)

Break: flexible- must alternate with YR classes in YR area

Lunch: 11:45-12:25 (one class eats in class whilst other play in YR area then swap)

Y1 8:45 (Pod closes at 8:55) - 2:45 (Pod closes at 2:55)

Break: 10:35-10:50 on KS1 playground zones 1 & 2

Lunch: 11:55 - 12:15 eating in class 12:15-12:35 KS1 playground zones 1 & 2

Y2 9:15 (Pod closes at 9:25) - 3:15 (Pod closes at 3:25)

Break: 10:55-11:10 on KS1 playground zones 1 & 2

Lunch: 12:35 - 12:55 eating in class 12:55-1:15 KS1 playground zones 1 & 2

Y3 8:30 (Pod closes at 8:40) - 2:35 (Pod closes at 2:45)

Break: 10:15-10:30 on KS1 playground zones 1 & 2

Lunch: 11:55 - 12:15 sensory garden 12:15-12:35 eating in class

Y4 8:45 (Pod closes at 8:55) - 2:50 (Pod closes at 3:00)

Break: 10:35-10:50 on KS2 playground zones 1 & 2

Lunch: 11:55-12:15 eating in class 12:15-12:35 KS2 playground zones 1 & 2

Y5 9:15 (Pod closes at 9:25) - 3:20 (Pod closes at 3:30)

Break: 10:55-11:10 on KS2 playground zones 1 & 2

Lunch: 12:35-12:55 eating in class 12:55-1:15 KS2 playground zones 1 & 2

Y6 8:30 (Pod closes at 8:40) - 2:35 (Pod closes at 2:45)

Break: 10:15-10:30 on KS2 playground zones 1 & 2

Lunch: 11:55-12:15 KS2 playground zones 1 & 2 12:15-12:35 eating in class

Amend:

YR 9:00 (Pod closes at 9:10) - 3:00 (Pod closes at 3:10)

Break: flexible- must alternate with YR classes in YR area

Lunch: 12.15-13.15 Eating in Hall zone 2 and playing in Year R garden

Y1 8:45 (Pod closes at 8:55) - 2:45 (Pod closes at 2:55)

Break: 10:35-10:50 on KS1 playground zones 1 & 2

Lunch: 12.05-12.25pm eating in Hall Zone 1 12:25-12:45 KS1 playground zones 1 & 2

Y2 9:15 (Pod closes at 9:25) - 3:15 (Pod closes at 3:25)

Break: 10:55-11:10 on KS1 playground zones 1 & 2

Lunch: 12:25-12.45 eating in hall Zone 1 12:45-13.05 KS1 playground zones 1 & 2

Y3 8:30 (Pod closes at 8:40) - 2:35 (Pod closes at 2:45)

Break: 10:15-10:30 on KS1 playground zones 1 & 2

Lunch: 11:45 - 12:05 eating in hall Zone 1 12:05-12:25 KS1 playground zones 1 & 2

Y4 8:45 (Pod closes at 8:55) - 2:50 (Pod closes at 3:00)

Break: 10:35-10:50 on KS2 playground zones 1 & 2

Lunch: 12.05-12.25 eating in hall zone 2 12:25-12:45 KS2 playground zones 1 & 2

Y5 9:15 (Pod closes at 9:25) - 3:20 (Pod closes at 3:30)

Break: 10:55-11:10 on KS2 playground zones 1 & 2

Lunch: 12.45-13.05 eating in hall zone 1 13.05-13.25 KS2 playground zones 1 & 2

Y6 8:30 (Pod closes at 8:40) - 2:35 (Pod closes at 2:45)

Break: 10:15-10:30 on KS2 playground zones 1 & 2

Lunch: 11.45-12.05 eating in hall zone 2 12:05-12.25 playground zones 1 & 2

Wrap-Around Provision - Below is temporarily suspended Not reinstated before Easter

Breakfast club – will start at 8:00 (all children to be in by 8:15am to access this provision). Places will be allocated to those children whose parents/carers are critical workers in the first instance. Places will be limited to 7 per class and must be pre-booked and pre-paid. (Y5 additional places - 9 per class due to high demand. Y6 have very low numbers who also share this zone.)

Three areas to be set up: Y1 & Y2 (Learning Lounge), Y3 & Y4, Y5 & Y6 (Hall). Hall with a screen to partition. Four sets of mats to be set out in the corner of each area, - one set for each of the four classes. This will ensure that a maximum of 28 children will be in each designated area and well distanced from other class Pods.

Parents/carers to enter the school site via the main entrance gates where children will line up on their correct coloured feet

Entrance to the Breakfast Club will be via fire exit of the hall in KS2 building.

Temperatures checked and water bottle/lunch box wiped down on entry.

Breakfast Club staff to sign children in on pre-populated register – add name of adult dropping off and time of drop off

Parents/carers to exit the school site via the staff gates.

Children to keep lunch boxes/water bottles with them in their designated area.

Children have limited activities.

Breakfast provided - individually wrapped items in breakfast bags.

Designated member of staff to escort each class Pod to their classroom once their Pod has closed on the playground to ensure that an adult is present in the classroom.

After School Club – will open at 2:35pm. Places will be allocated to those children whose parents/carers are critical workers in the first instance. Places will be limited to 7 per class and must be pre-booked and pre-paid.

Three areas to be set up: Y1 & Y2 (Learning Lounge), Y3 & Y4, Y5 & Y6 (Hall). Hall with a screen to partition. Four sets of mats to be set out in the corner of each area, - one set for each of the four classes. This will ensure that a maximum of 28 children will be in each designated area and well distanced from other class Pods.

Teachers to bring children to After School Club once their Pod has closed

Children put belongings in their designated area.

Children have limited activities.

Snack provided - individually wrapped items in paper bags.

Parents must not collect children from After School Club before 3:30pm (after the final class Pod closes and the site is clear).

Parents will ring the buzzer and the child will be brought to the main gate.

Notices on Breakfast Club/After School Club doors to ensure that nobody access those areas during the sessions.

Adult from hall brings the older sibling across and collects the younger sibling from the Learning Lounge so that each area still has an adult on duty.

Prevention is still the best approach:

- 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
- 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
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

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

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

School leader's comments	Insert comments relevant to findings as appropriate
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The risk in schools remains medium as it is an unseen virus. These measures show that the school has done all that is reasonably practicable to ensure the safety of staff/pupils/parents/carers/any other adult whilst on site.

Name of school leader	Signature of school leader	Date
Emma Charlton		14.7.20

Risk assessment reviews	Set future review dates & sign/comment upon completion
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Review date	Reviewed by	Reviewer signature	Remarks
7 th September 2020	EC, EM, TJ (SLT)		Any changes necessary will appear in the highlighted colour opposite.
9 th September 2020	Emma Charlton & Sue Wells (H&S)		Any changes necessary will appear in the highlighted colour opposite.
11 th September 2020	Emma Charlton & Paula Burgess (SBM)		Any changes necessary will appear in the highlighted colour opposite.
18 th September 2020	Emma Charlton & Sue Wells		Any changes necessary will appear in the highlighted colour opposite.
25 th September 2020	Emma Charlton & SLT		Any changes necessary will appear in the highlighted colour opposite.
9 th October 2020	Emma Charlton & Paula Burgess		Any changes necessary will appear in the highlighted colour opposite.
23 rd October 2020	Emma Charlton & Paula Burgess		Any changes necessary will appear in the highlighted colour opposite.
9 th November 2020	Emma Charlton & Paula Burgess		Review of risk assessment to ensure compliance with new Government Guidelines
7 th January 2021	Emma Charlton & Paula Burgess		Review of risk assessment to ensure compliance with new Government Guidelines – lockdown on 5 th Jan

15th January 2021	Emma Charlton & Paula Burgess		Review of risk assessment to ensure compliance with new Government Guidelines – All staff given opportunity to have input.
22nd January 2021	Emma Charlton & Paula Burgess		Information added due to DfE LFTs coming into place from week of 25th Jan 21
1st March 2021	Emma Charlton & SLT		Reviewed risk assessment in line with DfE & preparation for full school reopening to all pupils on 8 th March

RISK ASSESSMENT MATRIX - LEVEL OF RISK

		LIKELIHOOD				
5 Fatalities	SEVERITY	5	10	15	20	25
4 Major		4	8	12	16	20
3 Serious		3	6	9	12	15
2 Minor		2	4	6	8	10
1 Negligible		1	2	3	4	5
		1 Very Unlikely	2 Unlikely	3 Moderate	4 Likely	5 Very Likely

Low Risk	Acceptable – Monitor. See note 1 below.
Moderate Risk	Acceptable - subject to guidance. See note 2 below.
High Risk	Unacceptable. Activity must not proceed.

Note 1. If the risk after controls is established as low, then no further action is required. However, you should continue to monitor the residual risk and ensure that it remains as low as **‘so far as is reasonable practical’**

Note 2. Tasks which have been identified as containing moderate residual risk, after controls are in place, may only be undertaken providing the risk has been reduced **‘so far as is reasonable practicable’** and must be reduced to a minimum commensurate with the needs of the task.