



COVID-19 Risk assessment – Jubilee Primary School

The following risk assessment is based on guidance published by the government, taking into account Jubilee's individual context. For the full government guidance please see the links below:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Separate guidance is available for early years, further education colleges and for special schools, as follows:

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

Separate guidance for SEN school provision:

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>

The government guidance says the following:

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise the potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward-facing desks
- staff maintaining distance from pupils and other staff as much as possible



Employers must protect people from harm. This includes taking reasonable steps to protect staff, pupils and others from coronavirus (COVID-19) within the education setting.

The School has remained open to some pupils since 20th March, welcoming more pupils back from 1 June. The School has therefore already assessed the risks and implemented proportionate control measures to limit the transmission of coronavirus (COVID-19) for a limited number of pupils.

We have revisited and updated our risk assessments (building on the learning to date and the practices we have already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term. Settings should also review and update their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19). Schools should ensure that they implement sensible and proportionate control measures which follow the health and safety hierarchy of control to reduce the risk to the lowest reasonably practicable level.

We will continue to review this risk assessment to ensure that it is:

- effective
- working as planned
- updated appropriately considering any issues identified and changes in public health advice.

The risk assessment below sets out the known hazards and important controls that have been advised either by the Government/DfE, the World Health Organisation (WHO), Public Health England (PHE), NHS (safe practice) or good practice.

Personal Protective Equipment (PPE) including face coverings and face masks:

Currently, whilst there is (as of the 26th of August) there is guidance for secondary schools and further education settings, there is currently no specific guidance for primary schools. Previously the guidance was that wearing a face covering or facemask in schools or other education settings was **not** recommended. Here at Jubilee we will be advising the use of clear visors for those members of staff coming within 1 metre contact with pupils for sustained periods whilst working indoors (these will be provided by the school).

Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.

The other scenarios where PPE should be used are:

- For children, young people and students whose care routinely already involves the use of PPE due to their **intimate care needs** should continue to receive their care in the same way.
- If a child, young person or other learner becomes **unwell with symptoms of coronavirus** while in their setting and needs direct personal care until they can return home. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a facemask should be worn by the supervising adult. If a risk



assessment determines that there is a risk of splashing to the eyes, for example, from coughing, spitting, or vomiting, then eye protection should also be worn.

- PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as a very young child or a child with complex needs). More information on PPE use can be found here <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

The system of controls:

Protective measures

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

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.
- 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.

Number 6 applies in specific circumstances identified on the risk assessment.

Response to any infection

- 7) Engage with the NHS Test and Trace process.
- 8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
- 9) Contain any outbreak by following local health protection team advice.

Number 7 to 9 **MUST** be followed in every case where they are relevant.

Social distancing in early years and primary schools:

We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account. Schools should therefore work through the hierarchy of measures set out above:

- Avoiding contact with anyone with symptoms
- Frequent hand cleaning and good respiratory hygiene practices
- Regular cleaning of settings



- Minimising contact and mixing

The overarching principle to apply is **reducing the number of contacts between children and staff**. This can be achieved through **keeping groups separate (in 'bubbles')** and through **maintaining a distance between individuals**. With younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible.

It remains important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, **only mix in a small, consistent group** and that small **group stays away from other people** and groups.

Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible. Siblings may be in different groups.

All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 meters from other adults. Where this is not possible with younger children, teachers in primary schools can still work across groups if it is required to enable full educational provisions. Teachers working between bubbles will be asked to wear clear visors.

Primary schools:

It is recommended that groups should be kept as small as possible. For Jubilee, year groups will operate as bubbles with minimal indoor contact between classes within each year group. Some staff will work across bubbles but this will be limited to as small a number of bubbles as possible. Large gatherings will be avoided, with assemblies taking place online.

Social distancing in primary schools is difficult. Adults should remain 2 metres apart where possible, close face to face contact should be avoided and contact within 1 metre of anyone must be limited. For children that are old enough, they should be supported to maintain distance and not touch staff or their peers where possible. It is recognised that this will not always be possible with the youngest students.

Changes to classrooms so that students sit side by side and facing forwards, rather than face to face or side on have been completed. Children should be allocated spaces to sit (where is up to teachers discretion). Changes can be made to a classrooms seating plan, but these should be limited to only when necessary. Space has been marked out at the front of the classroom around the teachers desk and board to allow teachers up to 2 metres space from children's desks.



Measures not in the classroom:

Groups should be kept apart and movement around the school site kept to a minimum. Busy corridors, entrances and exits should be avoided (groups moving around school should be announced using the walkie talkies, and groups should not move unless expected or announced). Breaks and lunchtimes will be staggered. The use of the staffroom should be minimised (see section 8 for further details).

Measures for arriving at and leaving school:

Staggered start and end timings have been established and shared with parents.

Staff should arrive a minimum of 30 minutes before their bubble's staggered start time. Staff are requested to move directly to their bubble space on arrival in school and not to congregate in communal areas.

Pupils and staff will need to be taught the correct process for removing face coverings when arriving at school. Pupils should be taught how to do this correctly (not touching the front of their face or the outside of the mask), washing hands immediately on arrival, disposing of temporary coverings appropriately and placing reusable ones in plastic bags to take home.

Equipment in schools:

Each pupil in school will be provided with a resource pack, including age appropriate equipment for them to use. For all children, this should include a whiteboard, whiteboard pen and rubber, and pencils. Otherwise equipment will be based on age appropriate needs.

Classroom based resources can be shared within a bubble. These must be cleaned regularly as should surfaces. Resources shared between bubbles, such as sports, art and science equipment can be used but please see guidance in section 7.

Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, and the school should ensure such resources are cleaned when they are returned to school.

Outdoor equipment should be more frequently cleaned. It is recommended that students limit the amount of equipment they bring to school to only essentials. Shared resources can be taken home but avoided where unnecessary. All such resources will need to be cleaned before used by others.

Engage with the NHS Test and Trace process:

Jubilee will fully engage with the NHS Test and Trace process and will contact their local Public Health England protection team when necessary. The guidance will be consulted to ensure this is all fully understood and followed by staff members and parents/carers.

Manage confirmed cases of COVID-19:

Jubilee will take swift action when we become aware that someone who has attended has tested positive for COVID-19. We will contact the local health protection team. The school will implement any advice, specific procedures and contain any outbreak as directed.

Manage Local Outbreaks

In the event of local restrictions being put in place the school will follow local and national advice in the application of tiers of restriction.



Tier 1: the school will remain open as normal with all precautionary measures described in his assessment applied

Tier 2: as in tier 1

Tier 3: As in tier 1 and 2 unless further local advice differs or the school makes an independent decision in order to safeguard its pupils

Tier 4: the school will remain open only to vulnerable pupils and pupils of key workers.

Premises Management

In conjunction with this risk assessment and guidance Judicium Education have previously provided a detailed risk assessment template for 'Managing Premises Functions' during this time and a six-part series of guidance documents (in the form of newsletters) titled 'Managing School Premises during COVID-19 outbreak'. The school's management and H&S Lead have been sent this guidance and have access to all Judicium templates. The premises team will refer to this information in order to ensure the school buildings are suitably managed at this time.

Prior to the autumn term starting, all the usual pre-term building checks have been undertaken in order to ensure the school is safe.

Sharing Coronavirus (COVID-19) risk assessment

The school has shared the results of this risk assessment with the workforce. It will also be published on the school website to provide transparency of approach to parents, carers and pupils.

COVID-19 Health and Safety Risk Assessment – Re-opening Jubilee Primary School

Academy / School	Jubilee Primary School			Assessment No.	1
Site	Jubilee Primary School	Location	Brixton, Lambeth		
Subject of Assessment	Re-opening Jubilee to full use for the Autumn term.				
Assessed by	SLT	Date	19th August 2020	Review date	October 2020
Details of workplace/activity	Students and employees partaking in school activities within the school premises, including general classroom activities, dining, break-times, playgrounds, pick-up and drop off (where applicable), First aid and external visitors to the school.			Persons Affected (Who may be harmed)	
				Students, Employees, Parents, Contractors and Visitors.	



Hazards and Risks	Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions ✓/X <i>(If ✓ See Actions)</i>
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<p>1.</p>	<p>Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information on how infection risks are controlled in the school.</p> <p>Stress or anxiety caused due to lack of support, information or staff consultation.</p>	<ul style="list-style-type: none"> • The school has informed parents, students, carers, employees and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection); • Parents receive guidance on school times for their child and protocols set out for attending the school i.e. should remain 2m apart from others, should follow staff members instruction and should not congregate outside the school; • Parents issued specific school protocols for school attendance for them to explain to their children; • Parents of SEN students or those with care plans are individually consulted in order that plans are reviewed to include any new safety measures; • Staff are briefed and consulted on school procedures and the plans for re-entry of students; • Employees have had sufficient training and briefing regarding infection control and school protocols; • Staff are up to date on other related guidance and support in relation to themselves and students such as stress and wellbeing including: https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak • In relation to mental health and stress support organisation, details are available to staff including confidential employee helplines, and information that can be provided to students identified as needing support; • Staff can access the free helpline and website (Health Assured) for school staff and targeted support for mental health and wellbeing; • Staff will be able to access 1:1/year group supervision with EP; 	<p>High</p> <p>High</p>	
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		<ul style="list-style-type: none"> • There are communication, consultation and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively; • Hazard reporting mechanisms are in place and are easily accessible (hazard reporting form on the staff drive); • Talks with staff about the planned changes (E.g. safety measures, timetable changes and staggered arrival and departure times), will continue to take place, including discussing whether additional training would be helpful; • School's COVID-19 guidelines are published in the school's website; • Parents/Carers will be informed of the general arrangements being made and what is expected of them in terms of dropping off and collecting children and any other local important procedures, emphasising their role in terms of the local and national approach would also be appropriate as that potentially impacts on school life and the whole pandemic control measures; • When possible staff will be permitted to work from home; • Whenever possible, meetings will take place remotely via videoconferencing or phone, and letters are also used for communications • People deemed vulnerable should take particular care to minimise contact with others and are advised to follow <u>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</u> • Risk assessments and plans are consulted and discussed with relevant staff, including on a one-to-one basis for some to enable staff to speak about their own situation and reasonable adjustments to be made • The school will try as far as practically possible to be flexible and accommodate additional measures for vulnerable people where appropriate. individual risk assessments to be completed as required; • Specific risk assessments for new and expectant mothers are completed; 		
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		<ul style="list-style-type: none"> Staff that travel abroad/high risk areas.. during the summer holiday to countries that are not on the <u>Coronavirus (COVID-19): travel corridor list</u> will self-isolate for 14 days before they are due to return to work in the autumn term. Where it is not possible to avoid a member of staff having to quarantine during term time, the school will consider if it is possible to temporarily amend working arrangements to enable them to isolate and work from home 		
2.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> Drop off / entry to the school. 	<p>Drop off:</p> <ul style="list-style-type: none"> Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents * appendix 1 The playground has been demarcated to enable parents to remain 2m away from other parents during drop off of students; Parents are asked to not congregate in the playground before the designated school start time for their child (if more than one child is to be dropped off, parents will be able to remain in the playground keeping 2m away from others), and to leave the school premises as soon as the children are with a school member of staff. Start times have been staggered for each class in order to prevent large numbers of parents in the playground/on school grounds; Start times are designed to enable one group of parents to leave the site before the next group arrive; Parents are reminded to leave the site once their children have entered the building; Only one parent/guardian per child is permitted on site; If there are additional siblings who have no other carers at home and who are not at school, they are permitted to stand with their parent/carer. They are not to be allowed to run around the playground or interact with other families. SLT to support morning drop off. A one-way system for parents arriving and leaving has been introduced. 	Medium	

		<ul style="list-style-type: none"> Parents of children in 4-6 to drop off at the gate and not enter school premises. <p>Entry to the school:</p> <ul style="list-style-type: none"> Students will be collected in the playground by their Teacher; OR Students will be met at the designated classroom door / entrance by their Teacher; Parents/Guardians are NOT permitted to enter the school buildings; Entrance doors are held open, reducing the number of occupants touching the doors; Hand-wash stations are located at the entrance to the school (classroom or other). All occupants are required to wash their hands (soap/water or hand sanitiser) on entry to the school; Good hand washing signage to instruct students how to do this effectively is displayed; Help is available for children and young people who have trouble cleaning their hands independently; Hand washing demonstrations have been provided to students on how to adequately wash their hands. Where ground floor classrooms/offices have fire exits leading directly outside, these are utilised as entry points to reduce congestion in main entry point- year 3 entering via school office/reception area 		
3.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> Pickup / leaving the school. 	<p>Pick up (primary):</p> <ul style="list-style-type: none"> Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents. The playground has been demarcated to enable parents to remain 2m away from other parents during drop off of students; Parents are asked to not congregate in the playground before the designated school finish time for their child (if 	Medium	

		<p>more than one child is to be picked up parents will be able to remain in the playground/pick-up point keeping 2m away from others);</p> <ul style="list-style-type: none"> • Finish times have been staggered for each class in order to prevent large numbers of parents in the playground/on school grounds; • Finish times are designed to enable one group of parents and students to leave the site before the next group arrive; • Parents are reminded to leave the site once their children have been collected; • Only one parent/guardian per child is permitted on site; • If there are additional siblings who have no other carers at home and who are not at school they are permitted to stand with their parent. They are not to be allowed to run around the playground or interact with other families. • A one-way system for parents arriving and leaving has been introduced. • If an older sibling finishes before they are due to pick up a younger sibling, they will leave the school site, and wait outside the school. SLT will be on duty outside of school to ensure that they are not congregating in groups. If the younger sibling finishes earlier, then parents will need to collect. There will be fines for late collection. <p>Leaving the school:</p> <ul style="list-style-type: none"> • KS1 students will be collected in the playground by their parent; KS2 home alone children leave school first, remaining parents to collect from the gate (use the sport area as a space for parents to wait- staff to remind parents to socially distance in this space). • Parents/Guardians are NOT permitted to enter the school buildings; • Exit doors are held open by staff from that bubble, reducing the number of occupants touching the doors; • Students are reminded to wash hands as they leave the school building; • Hand-wash stations are located at the exits from the school (classroom or other); 		
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		<ul style="list-style-type: none"> • Help is available for children and young people who have trouble cleaning their hands independently; • Hand washing demonstrations have been provided to students on how to adequately wash their hands; • Good hand washing signage to instruct students how to do this effectively is displayed. • Late collection, children will be taken back to their classroom. Children not collected on time will exit from normal exit. in the case of another bubble being dismissed the parent will have to wait until children have left. 		
4.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> • Classroom use / activities. 	<p>There will be no large gatherings such as assemblies with more than one group/‘bubble’ (assemblies to take place online and put onto drive).</p> <p>Transition between areas will be limited to timetabled transition. Any transition outside of the timetables must be communicated during morning briefing.</p> <p>Early years staff to student ratio: In accordance with the early year’s framework class sizes for early years will adhere to the following:</p> <ul style="list-style-type: none"> • Children three or over – one adult for every 13 children (see lunchtime rota) • The timetable has been reviewed so that the children will only move around the building for P.E, computing and music sessions (community room). • All other classroom controls are the same as primary below. <p>Primary:</p> <ul style="list-style-type: none"> • Classroom sizes are restricted to a normal number of students (approximately 30), 1 teacher and TA if required (specific needs of class); • Students are kept in class bubble as they cannot socially distance themselves at all times; • The class group will not interact with other groups within the school; 	Medium	

		<ul style="list-style-type: none"> • Hand washing is completed on entrance to the class and between specific activities; • Students are allocated resources and are not encouraged to share; • Individual student desks will be assigned, 2 children per desk, facing the front; • Individual student packs to be produced; • Wipe-clean folder with equipment to be provided for each pupil to keep on designated desks; • Individual and very frequently used equipment such as pencils and pens are not shared; • Staff and pupils have their own items; • Classroom based resources are only shared within a bubble. These resources are cleaned regularly as are classroom surfaces; • Resources shared between bubbles, such as sports, art and science equipment are cleaned frequently and meticulously between use; • PE to be timetabled so that year groups have a different sports focus each term from each other. • Each bubble to be given the equipment for that sport to keep for the term. • P.E taking place in the classroom has to be limited to activities which do not accelerate breathing levels. • Where resources are shared between bubbles, they should be rotated to allow them to be left unused and out of reach for a period of at least 48 hours (72 hours for plastics); • Outdoor equipment is more frequently cleaned; • The school limits the amount of equipment students bring to school to only essentials such as lunch boxes, hats, coats, books, stationary and mobile phones; • Shared resources can be taken home but this is avoided where unnecessary. All such resources are cleaned before used by others; • Students are regularly reminded not to touch their or other students faces; • Classroom furniture has been reduced. Interactive displays, unnecessary cupboards and soft furnishings, soft toys and 		
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		<p>those with intricate parts have been removed and are not permitted. This is designed to enable suitable social distancing and successful and effective cleaning of all surfaces;</p> <ul style="list-style-type: none"> • Classrooms are arranged so that students sit side by side and facing forwards, rather than face to face or side on; • Where possible classes/activities will be completed outside; • Play equipment will be used in rotation. Equipment is cleaned before use by each designated class group; • The same Teacher and TA (where applicable) are assigned to a class each day. Where possible this will be one teacher for the whole and subsequent days; • The timetable has been reviewed to decide which lessons or activities can be delivered to reduce movement around the school. Transition to be kept within allocated time slots wherever possible for the following curriculum areas: PE Music including violin Computing EAL Sunshine Room • Children will be able to take one reading book home each week. This should be returned to a separate box and then left for 72 hours until they are replaced in the book corner. • Homework will be given out via the Google Classroom - there will be no paper homework books going home. 		
5.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> • Dining; • Moving around the school; • Break-time / playgrounds. 	<p>Primary (early years):</p> <ul style="list-style-type: none"> • Separate lunch breaks are designated for each teaching group (bubble). Students will stay in these groups during lunch; see appendix 2 • Lunch area cleaned before and after each group's lunch (not just at the end of break). Only one student will use a clean lunch space before it is cleaned again. • All students are to clean hands before and after eating lunch in the lunch hall. 	Medium	

		<p>Moving around the school:</p> <ul style="list-style-type: none"> • Movement to different areas within the school is reduced as much as possible; • External doors are used to move students from one area to another, effectively creating external corridors in the open air; • Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units; • Additional furniture, coats, bags are not permitted in the school corridor; • Corridors are sterile environments and kept as clear as possible, maximum 5 pupils at lockers at one time. In the morning, all children to enter the classroom and wait to be directed to put their things away. At hometime, adequate time should be left so that 5 children at a time can collect their belongings from their lockers and return to their desks before learning the building. • A one way system will be implemented on completion of decking outside year 6 classrooms, until that is completed, there is a movement timetable and announcements on walkie talkies. • Corridor floors are demarcated to safe distance signage and to avoid unnecessary touching of corridor walls. • Times are allocated for each group to reduce the need to pass one another in open spaces; • Where possible students will move with their group only and will not mix with other groups; • Staff will generally manage student movement but keep a suitable social distance from students and other staff. <p>Break-times / playgrounds:</p> <ul style="list-style-type: none"> • Separate times or areas (at a safe distance using government guidance) are issued for each separate year group. <p>Primary (early years):</p> <ul style="list-style-type: none"> • Students are only permitted to complete suitable activities with their year group; 		
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		<ul style="list-style-type: none"> • Due to potential issues with reduced numbers of staff and trained first aiders, playground activities are strictly controlled with structured play. Rough play is not permitted and addressed according to the school's behaviour policy; • Daily inspection and enhanced cleaning programs are in place for external areas and equipment; • Outside play equipment and toys will be used in year group packs- these will be wiped down daily • Equipment is cleaned before use by each designated class group; • Outside play equipment and toys have been reduced, this is designed to enable successful and effective cleaning of all outside toys / play equipment. 		
6.	Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.	<p>Primary (early years):</p> <ul style="list-style-type: none"> • Staff and parents are encouraged to use education resources such as e-bug; • Hand washing stations are positioned at each student, staff and visitor entrance to the school; • All those entering the school are required to wash/sanitise their hands; • Hand washing stations are located on each floor, within each classroom and on entry to the dining hall; • Hand washing sinks are located within each toilet provision; • Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively; • Students and staff have been shown how to wash hands properly; • Help is available for children and young people who have trouble cleaning their hands independently; • Hand washing is recommended frequently and required at the following times: <ul style="list-style-type: none"> ☐ Entry and exit from the school; ☐ After using the toilet; ☐ When returning from breaks 	Medium	

		<ul style="list-style-type: none"> ☐ On entry to the dining hall; ☐ Before and after eating; ☐ On entry and exit from each classroom. <ul style="list-style-type: none"> ● Unnecessary touching of the face is discouraged. ● Teachers will remind students to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm, 'catch it, bin it, kill it'; ● Toilets and wash stations have single-use paper towel for drying hands. 		
7.	Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	<ul style="list-style-type: none"> ● The school has implemented additional cleaning regimes. This includes the following: <ul style="list-style-type: none"> ☐ Frequent cleaning of classrooms, toilets, common areas and dining halls; ☐ Frequent cleaning of all touched surfaces, such as door handles, handrails, table tops, play equipment and toys. ● Classroom furniture and soft furnishings have been reduced in order to improve the ability to effectively clean rooms; ● Classrooms will be cleaned at lunch breaks and after school; ● Toilets will be cleaned after lunch and at the end of the day; ● Common areas will be cleaned once a day; ● Equipment used by the students and staff will be suitably cleaned at the end of each day or before it is used by another person; ● Playground and PE equipment to be organised into bags for each bubble to prevent cross contamination and then ● If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be subject to a hard surface clean with disposable cleaning materials and the associated waste will be double bagged to be stored securely for 72hours before disposal as per the guidance set on <u>COVID-19: cleaning un non-healthcare settings</u>. 	Medium	

8.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures. In particular school employees.</p>	<ul style="list-style-type: none"> • Employees are required to conform with social distancing requirements at all times; • School offices are either reduced in occupation and desks are positioned in order to provide adequate separation or staff are moved to other areas to reduce contact; the office not to be used as a walkway • The staff room may be used for the preparation of hot food and drinks, staff are encouraged not to congregate in the staff room. Members of support staff to eat in the staff room at allocated times. Teachers eat in classrooms during allocated break. Staff may eat in the lunch hall with their year group bubbles. • When staff are eating in the staff room 2 metre social distancing should be maintained. • Each staff area has been assessed, a maximum number of staff occupancy per room has been placed on the door; staffroom - 8, photocopiers - 2, reception area - 4. offices - 2. • Students will practice social distancing from staff, appropriate to their age and as described in additional points of this assessment; • Employees will be provided with and wear PPE when required in accordance with Government guidance, as per individual risk assessments for children that need personal care or other individual needs. 	Medium	
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<p>9.</p>	<p>Spread/contraction of COVID-19 due to insufficient First aid measures or poor arrangements when handling student's medication. This includes:</p> <ul style="list-style-type: none"> • Dealing with general First aid; • Lack of trained first aiders; • Dealing with a suspected case of Covid-19; • Inappropriate handling/removal of clinical waste • Intimate care procedures. 	<ul style="list-style-type: none"> • A specific First aid needs assessment has been completed – see other 'First Aid Needs assessment – COVID-19; • The FA assessment takes into account numbers and ages of students, number and training of employees; • This information forms the decision on what activities and groups can safely be managed within the school; • This includes sufficient first aiders for the school to the number of students with a particular focus on early years provision; • Qualified first aiders are in place at an appropriate ratio for paediatric first aiders for Early Years provision (Note there is a three month additional time allowed for requalification due to current restrictions); • The school has a specific room/area dedicated for suspected cases of COVID-19 (the school library). • Where an individual exhibits symptoms during the school day, the individual will be escorted to the marked Isolation Room/Area (the library) to isolate them from the main population until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate; • Staff escorting the individual will be provided with disposable gloves and apron if the 2 meter social distancing rule cannot be maintained Where the risk of contact with droplets to the face, e.g. from coughing or vomiting, face protection should be provided; • The classroom area or workspace the individual leaves will be subject to a hard surface clean with appropriate disinfectant products and all waste double bagged and stored securely for 72 hours before disposal. • Staff or contractors carrying out the area clean should be provided with a minimum of disposable gloves, aprons, mop heads or paper towels. • Where visible contamination, e.g. saliva droplets, is present face protection in the form of mask, goggles or face shield will be provided. • All building users advised re monitoring their own health, reporting of symptoms and self-isolating 	<p>High</p>	
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		<ul style="list-style-type: none"> ● In some cases where it is impossible for families/staff to access testing via testing centres, the school will provide individuals displaying symptoms with a home testing kit – where the individual is a pupil, the kit will be provided to their parent or carer ● First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor; ● First aiders have completed appropriate training for 'donning and doffing' PPE – PHE guidance: https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures ● PPE is disposed of in accordance with NHS COVID-19 waste management guidance; https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings ● The first aid room (community room until first aid room completed) is cleaned frequently and after each use (when first aid care has been provided). ● Staff dispensing medication to students should minimise contact and their wash hands before and after dispensing the medication. If required, gloves will be worn by staff when giving medication ● Where appropriate, students should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc. <p>Waste disposal measures</p> <p>Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> ● Put in a plastic rubbish bag and tied when full; ● The plastic bag is placed in a second bin bag and tied; ● It is put in a suitable and secure place and marked for storage until the individual's test results are known (the lockable personnel store cupboard); 		
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		<ul style="list-style-type: none"> • Waste is stored safely and kept away from children; • Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours; • If the individual tests negative, this can be put in with the normal waste; • If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste; • If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment. 		
10	<p>Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including:</p> <ul style="list-style-type: none"> • Parents; • Maintenance contractors; • External Teachers; • Inspectors; • Delivery personnel 	<ul style="list-style-type: none"> • Parents are not permitted to enter the school; • Parents have been informed to call the school office or email if they have any questions or concerns; • If parents need to drop off items for students, they should be left at the school's main entrance for staff to collect; • The SLT are able to meet parents via video link, if face to face meetings are required; • Office staff to wear visors at all time, especially when communicating with parents. • Markings have been added to the floor asking visitors to stay back at least 2m from the reception desk; • Touch screen sign in equipment in Reception to be wiped after use • Visitors will only be permitted into the school if they have an appointment; • A record of all visitors, including contractors, to site will be kept and maintained; • Visitors will only be permitted onsite at their designated time and will be asked to wait outside of the school building until their school contact is available; • The school contact is required to attend reception in good time to meet their visitor; 		

		<ul style="list-style-type: none"> • Meetings with visitors will be via video conference or phone wherever possible; • If not possible, social distancing measures will be adhered to at all times; • Face to face meetings in small rooms or within 2m are not permitted; • Premises' contractors will be managed in accordance with a separate premises maintenance risk assessment written specifically for this time; • Deliveries will be accepted at designated quiet times only; • Delivered items will be left outside of the school building for staff to collect; • The number of ITT trainees, supply teachers, peripatetic teachers and volunteers has been reduced where possible; they all receive an induction to inform them of the school's risk assessment and controls to prevent infection risks in the school, when pertinent, relevant training is also provided. 		
11.	Spread/contraction of COVID-19 due to lack of social distancing measures. This includes unsuitable use of toilets.	<ul style="list-style-type: none"> • One in one out management of toilets is in place (for years 4 and 5, only one child per class allowed to go). • Toilet use protocols are managed by Teachers if located adjacent to classrooms; • Student use of toilets outside of early years' is managed by staff and communicated to students; • Toilets are cleaned throughout the day; • Students and staff are encouraged to close toilet lids where applicable before flushing. • Staff toilets are not specifically allocated to bubbles, staff should exercise caution when queuing for the toilet (keeping 2 metres apart) and ensure they clean their hands before and after use <i>unless the specific staff member is at high risk</i> in which case staff will have their own risk assessment in place. 	Medium	
12.	Lack of staffing / insufficient staff ratios	<ul style="list-style-type: none"> • Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation; where possible general TAs to move across 	Medium	

		<p>classes within year groups to cover absence. SLT, HLTAs and PPA teacher to be used to cover absence to avoid bringing in supply staff.</p> <ul style="list-style-type: none"> • Children are suitably supervised at all times; 		
13.	Lack of suitable premises management	<ul style="list-style-type: none"> • The school adheres to the government guidance on managing buildings that are partially open; • The school has applied the series of guidance documents and advice sent out by Judicium regarding continued premises management at this time; • Premises staff levels are maintained and suitable for the use of the building; • Appropriate cleaning and premises staffing levels are in place; • Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste; • Contingency in place for sudden premises staff absence; • The guidance provided in Judicium Education Newsletters 'Managing School Premises during COVID-19 outbreak', a six-part series of guidance documents (in the form of newsletters) and a 'Managing Premises Functions' separate risk assessment has been completed; • Good ventilation can help reduce the risk of spreading coronavirus, where possible windows doors (unless fire doors) will be opened to improve general ventilation through fresh air, when this is not possible, the Premises Manager will look at improving mechanical systems. 	Low	
14.	Hazardous substances management, unsuitable COSHH management and unsafe use of chemicals leading to ill-health, environmental contamination or fire.	<ul style="list-style-type: none"> • Suitable storage and management of flammable hand sanitizer is in place; • All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately; • Material safety data sheets are held for all chemicals and readily available to all staff; • All cleaning chemicals are stored safely and securely in accordance with requirements; 	Low	

		<ul style="list-style-type: none"> • COSHH safety training has been completed by all those using chemicals for cleaning; • Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment. 		
15.	Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.	<ul style="list-style-type: none"> • Evacuation plans including the following have been reviewed: <ul style="list-style-type: none"> ☐ Safe assembly points for occupants following social distancing requirements; ☐ Safe exit via the nearest available final exit; ☐ Training occupants of any changes to evacuation; ☐ Ensuring there are enough trained fire wardens on-site with the ability to sweep all used areas of the school; ☐ Use of the school has been reduced to enable safe sweeping and evacuation. • All other fire system testing and maintenance has continued as normal. 	High	
16	Transmission of Covid-19 via food preparation, handling, storage, contact surfaces or packaging.	<ul style="list-style-type: none"> • The Kitchen/Catering Manager has reviewed and implemented the <u>Guidance for food businesses on coronavirus (COVID-19)</u> • The Kitchen/Catering Manager has reviewed and implemented FSA <u>guidance on good hygiene practices</u> in food preparation and <u>PHE guidance</u> • The HACCP processes and waste disposal arrangements have been reviewed to reduce the spread of coronavirus 	Medium	
17	Spread/contraction of COVID-19 during an educational visit.	<ul style="list-style-type: none"> • In line with Government advice, overnight and overseas educational visits will not be carried out during the autumn term • A risk assessment – in line with the school’s policy will be carried out for non-overnight domestic educational visits. 	Low	

18	<p>Spread/contraction of Covid-19 due not acting appropriately when a case is suspected or confirmed.</p>	<ul style="list-style-type: none"> • If anyone becomes unwell in school with a new, continuous cough or a high temperature they are sent home/their parents or carer are contacted to collect them and they are advised to follow COVID-19: guidance for households with possible coronavirus infection • Parents/Carers are informed that a responsible adult should be on standby in order to collect their child from school if they become unwell during the school day. The name of the person who will collect the child needs to be provided and recorded for safeguarding • The school has identified the Local Health Protection Team (HPT) so they can be contacted immediately in the case of a case, the HPT details are available to the SLT • The school keeps informed of Government and Department for Education guidance and updates • To avoid attendance to the school, remote education plans are in place for students or groups that need to self-isolate • A contingency plan is in place for a local outbreak, and if the school is asked to close temporarily by HPT or local authority to help control transmission. The plan may involve a return to remaining open only for vulnerable children and the children of critical workers only, and providing remote education for all other pupils. 	High	
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Please note:

All controls are subject to change should government guidance change due to changes to the 'R' rate. This could change on a daily basis. Government and DfE guidance MUST be regularly reviewed. Risk assessment must be reviewed if there is a significant change.

Staggered start and end times with entry/exit points

Year Group	Start Time	Finish time	Entrance/Exit point
Nursery	9am	3.30pm	EYFS entrance



Reception	9.15am	3.15pm	EYFS entrance
Year 1	8.45am	3.15pm	KS1 playground
Year 2	9.15am	3.45pm	KS1 playground
Year 3	9am	3.30pm	Main office entrance
Year 4	8.45am	3.15pm	KS2 playground
Year 5	9.15am	3.45pm	KS2 playground
Year 6	9.00 am	3.30pm*	KS2 playground

Breaktimes and Lunchtimes

All support staff to work double lunch shifts daily to supervise lunch breaks.

30 minutes of lunch break to be taken inside including lunch, supported by the staff from the year group bubble.

30 minutes outside in designated outdoor space.

Year group (EYFS/KS1)	Morning	Lunch	Afternoon
Nursery		11.25am - walk through the KS1 playground to lunch hall. Return through KS2 corridor back to the nursery classroom.	
Reception		11.30- walk through the KS1 playground to lunch hall. Return	



		through KS2 corridor to the reception playground.	
Year 1 :	10.15 - 10.30	11.50 - walk through the KS1 playground to lunch then straight outside for lunch. Playtime slot 12.00 -12.30, 12.30 - 1pm play in the classroom.	2.15 -2.30
Year 2 :	10.30 -10.45	12.10 - walk through internal corridor to lunch. Return to classroom internally, classroom play from 12 - 12.30, playtime slot 12.30 -1.00.	2.30 - 2.45
Year 3 :	10.45 -11.00	12.25 - walk through KS1 playground to the lunch hall, return externally to the classroom, classroom play from 12.30 - 1pm, playtime slot 1.00 1-30 in the KS1 playground.	N/A

Year group (KS2)	Morning (this includes transitions)	Lunch
Year 4 :	10.15 - 10.35	12.45 - walk internally to lunch hall. Classroom break from 12.30 until 1pm, go straight to KS2 playground for slot 1.00 - 1.30 outside.



Year 5 :	10.35 -10.50	1.00 - walk internally to lunch hall, 12.30 - 1.00 outside playtime in the KS2 and lower sports area. Lunch time 1.00 - 1.15 then inside via top corridor.
Year 6 :	10.55 -11.10	1.20 - inside playtime from 1.00 - 1.30, outside 1.30 - 2.00 in the KS2 playground.