



Preventative Control	Key Actions	Review Date
<p>1)Ensure good hygiene for everyone.</p>	<p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>• Hand sanitiser dispensers provided at entrance gates to the school, outside the House, Office, Creative Arts Block and each classroom. Bottles of hand sanitiser will be available in SLT and Site Manager Offices.</li> <li>• Hand washing facilities with soap and water in place in classrooms, and all toilets.</li> <li>• Guidance for effective hand washing shared with staff and pupils: <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>• Stringent hand washing promoted by all staff to pupils regularly.</li> <li>• Paper towels provided to dry hands in all staff toilets with pedal bins provided to dispose of these safely.</li> <li>• Non-contact hand dryers provided in all pupil toilets.</li> <li>• Soap, paper towels and bins to be renewed/emptied daily by cleaners – monitored by the Site Manager.</li> <li>• Display posters in all toilets and by sinks to remind pupils/staff to wash hands in line with good practice (e.g. at least 20 seconds with running water and soap and dry them thoroughly; or use an alcohol hand rub/sanitiser ensuring that all parts of the hands are covered).</li> <li>• Frequent and thorough hand cleaning is regular practice.</li> </ul> <p><b>Sneezing, Coughing</b></p> <ul style="list-style-type: none"> <li>• Ensure good respiratory hygiene for everyone by promoting the ‘catch it, bin it, kill it’ approach.</li> <li>• Boxes of tissues and lidded bins with bin bags provided in all rooms.</li> <li>• All staff to remind pupils to catch coughs and sneezes in tissues or their elbow. Hand washing should always follow.</li> <li>• ‘Catch it, Bin it, Kill it’ posters displayed around the school</li> <li>• All staff to remind pupils to avoid touching face, eyes, nose or mouth with unclean hands.</li> <li>• Pupils should be told to cover their mouth and nose with disposable tissues when they cough or sneeze. If not available then they should sneeze into the crook of their elbow, not into their hands.</li> </ul>	<p>Daily</p>



	<ul style="list-style-type: none"> <li>• Bins to be emptied daily by cleaners, contents double bagged and replaced with new bin bag – monitored by Site Manager.</li> </ul> <p><b>Use of PPE</b></p> <ul style="list-style-type: none"> <li>• Most staff in schools will not require PPE beyond what they would normally need for their work. The guidance on the use of PPE in education, childcare and children’s social care settings provides more information on the use of PPE for COVID-19.</li> </ul> <p><b>Face Coverings</b></p> <ul style="list-style-type: none"> <li>• On occasions, it may be necessary for staff members working with particular children, or in particular areas, to wear face masks or shields, these will be provided by the school. Face shields must always be cleaned appropriately.</li> <li>• When talking to parents, staff should attempt to maintain some distance from parents/carers.</li> <li>• Staff and pupils should follow <a href="#">wider advice on face coverings</a> outside of school: When to wear a face covering:             <ul style="list-style-type: none"> <li>- when you are coming into close contact with someone at higher risk of becoming seriously unwell from COVID-19 or other respiratory infections</li> <li>- when COVID-19 rates are high and you will be in close contact with other people, such as in crowded and enclosed spaces</li> <li>- when there are a lot of respiratory viruses circulating, such as in winter, and you will be in close contact with other people in crowded and enclosed spaces</li> <li>- If you have symptoms or have a positive COVID-19 test result and you need to leave your home, wearing a well-fitting face covering or a face mask can help reduce the spread of COVID-19 and other respiratory infections. See further advice in the <a href="#">guidance for people with symptoms of a respiratory infection or a positive test result.</a></li> </ul> </li> </ul>	
<p><b>2) Maintain appropriate cleaning regimes, using standard products such as detergents.</b></p>	<ul style="list-style-type: none"> <li>• Daily clean of entire building by cleaners after school from 17:30 (including all surfaces cleaned with anti-bacterial product, toilets disinfected, floors cleaned).</li> <li>• Cleaner to attend site from 11:30 to provide additional clean of toilets, door handles and other high contact areas.</li> <li>• Disposable mops and cloths should be used.</li> <li>• Anti-bacterial spray to be provided in each classroom so that any shared resources or surfaces can be cleaned more frequently. However, shared materials will be limited.</li> </ul>	<p>Daily</p>



- Site Manager to assess cleanliness of school building through the day and provide responsive cleaning if required.
- Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.

#### **The Staff Room**

- All staff should bring their own safety cups to use on a daily basis.
- The water heater, kettles, microwave and fridges are all available for use. Surfaces must be wiped with anti-bacterial spray after each use.

#### **The Sensory Room**

- Staff to wipe down surfaces after use. Cleaning will take place in the middle of the day and after school.
- Rigorous checks will be carried out by SLT to ensure that the necessary procedures are being followed.

#### **Incredible Years**

- Learning areas should not contain unnecessary soft furnishings. Those that are in use, a timetable for regular washing of covers should be in place.
- Learning aids and small world play equipment should be cleaned on a regular basis - water and disinfectant and left overnight to dry.
- Outdoor equipment and toys should be cleaned on a regular basis. Jet wash and disinfectant to be used.
- A set of solid outdoor space dividers keep the Nursery and R/Year 1 pupils separate. This will remain in place for the Summer Term and will then be reviewed for the new academic Year.

#### **ICT Suites & Library**

- Year groups from Year 2 – Year 6 will be allocated a one-hour ICT/Library slot every week. This can be organised according to curriculum planning. The Library will also have 8/10 PCs which can be used to support the key skills and learning. (e.g one week you may have half the class in the



	<p>library and half in the ICT suite; the whole class in the ICT Suite with support staff taking a specific focus group to the library. There are many different options).</p> <ul style="list-style-type: none"> <li>• <b>Keyboards, mice and screens must be cleaned at the end of each class session using the sprays and cloths in the ICT Suite.</b></li> </ul>	
<b>3) Keep occupied spaces well ventilated</b>	<ul style="list-style-type: none"> <li>• All indoor areas used must be ventilated adequately, with windows opened.</li> <li>• When possible, internal doors should be opened to assist with creating a throughput of air.</li> <li>• High level windows should be opened in preference to low level, to prevent draughts.</li> <li>• Ventilation should be increased while spaces are unoccupied.</li> <li>• Heating should be used as necessary to ensure comfort levels are maintained, particularly in occupied spaces.</li> <li>• Only classroom doors should be propped open to increase ventilation and reduce use of door handles. Doors to outside areas must remain closed for Site Security and Fire Safety.</li> </ul>	Daily
<b>4) Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</b>	<p><b>When an individual develops COVID-19 symptoms or has a positive test</b></p> <ul style="list-style-type: none"> <li>• Pupils, staff and other adults should follow guidance on <a href="#">People with symptoms of a respiratory infection including COVID-19</a>.</li> <li>• Pupils and staff should return to school as soon as they can, in line with this guidance.</li> <li>• In the event of an outbreak, a school may also be advised by their local health team or director of public health to undertake testing for staff and students of secondary age and above for a period of time.</li> <li>• In most cases, parents and carers will agree that a pupil with the key symptoms of COVID-19 should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending your school where they have a confirmed or suspected case of COVID-19, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.</li> </ul>	Daily
<b>OTHER CONSIDERATIONS</b>		
<b>School Workforce</b>	<ul style="list-style-type: none"> <li>• Whole-staff updates and INSET will to be provided through a balanced timetable of email, Zoom and face to face.</li> <li>• Face to face meetings will be conducted in large well ventilated areas.</li> <li>• Staff should be aware of skin to skin contact between adults and between adults and children</li> <li>• Staggered breaks will remain in place.</li> </ul>	Daily



<p><b>Organisation across the site</b></p>	<p><b><u>OUTDOOR</u></b></p> <ul style="list-style-type: none"> <li>• Staggered break and lunch times will continue.</li> <li>• Years 6 to 4 will continue to have their break on the back sports pitch, which will be zoned. There will be a staff led circuit activity, ball skills and quiet area. In addition to this, the Adventure Area with play apparatus will also now be part of these Zones. Pupils will have a zone allocated to them on a daily basis.</li> <li>• Outdoor playground equipment and the Adventure apparatus should be cleaned on a regular basis.</li> <li>• Year 2 and 3 will have their break in the following three areas – 1) front playground 2) behind the POD where there will be organised games 3) Adventure Area with play apparatus. The Year 2 &amp; 3 children should be split into three groups which rotate on a daily basis. It is planned that Year 1 children will join them at agreed times.</li> <li>• Staff members assigned to each year group will take pupils for break.</li> <li>• Adventure area with play apparatus will be on offer as a zoned area.</li> </ul> <p><b><u>INDOOR</u></b></p> <ul style="list-style-type: none"> <li>• Classroom based resources, such as books and games, should be used and shared. These should be cleaned regularly, along with all frequently touched surfaces.</li> <li>• One-way circulation system will continue to be implemented within the building to avoid creating busy corridors, entrances and exits.</li> <li>• Year 2/3 will have access to the side stairwell to use as an entrance and exit. Classrooms with exterior doors can also use these as both entrances and exits.</li> <li>• Pupils only allowed to leave the classroom and go to the toilet one at a time. All pupils are familiar with this system which works well. No more than two pupils should be waiting outside at any one time. Pupils should use the appropriately assigned year group cubicles.</li> <li>• Pupils to bring in their own water bottles or cup which should remain on their desks.</li> <li>• PE equipment that is shared between Year Groups should be cleaned regularly.</li> <li>• Any pupils with separation anxiety when leaving parents will need to return home until pupil is comfortable and ready to return to school.</li> <li>• Some pupils with SEND will need specific help and support to enable them to manage any changes to their routines and the school day. The Inclusion Team will manage these plans.</li> </ul>	
<p><b>Behaviour</b></p>	<p>The behaviour policy includes adaptations to ensure the health and safety of all:</p> <ul style="list-style-type: none"> <li>• adhering to the new arrivals and departures routines;</li> </ul>	<p>Termly</p>



	<ul style="list-style-type: none"> <li>• following the hygiene and sanitation rules;</li> <li>• following instructions about moving around school;</li> <li>• following the guidelines around the use of equipment;</li> <li>• pupils not to bring any additional belongings (except packed lunch and a cup/water bottle) into school.</li> <li>• Pupils who are unable to follow our Behaviour Policy and subsequently pose a health and safety risk to others, will receive a timeout in their parallel class for the rest of the day. Year 2 – pupils will be supervised in the Year 2/3 additional classroom. Parents/Carers will be immediately informed.</li> <li>• A further review of the policy will take place in the Summer Term 22.</li> </ul>									
<b>Registration</b>	<ul style="list-style-type: none"> <li>• Registers are completed using SIMs.</li> <li>• School Absence Procedures will be adhered to.</li> <li>• School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school.</li> <li>• Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness).</li> <li>• For pupils abroad who are facing challenges returning, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply. Further guidance about the use of codes is provided in the <a href="#">school attendance guidance</a>.</li> <li>• Parents travelling abroad should bear in mind the impact on their child’s education which may result from any requirement to quarantine or isolate upon return.</li> <li>• Pupils going for medical appointments will be readmitted.</li> <li>• Pupils must be collected on time at their designated gate.</li> </ul> <table border="1" data-bbox="674 1129 1765 1331"> <thead> <tr> <th>Year Group</th> <th>Gate Allocation</th> </tr> </thead> <tbody> <tr> <td>Incredible Years and Nursery</td> <td>Gates along Crowthorne Road.</td> </tr> <tr> <td>Years 2/3 – Gnome, Giant, Troll.</td> <td>Oxford Gardens entrance shared with Grenfell Nursery.</td> </tr> <tr> <td>Years 4, 5 &amp; 6</td> <td>Oxford Gardens double gates (old main entrance)</td> </tr> </tbody> </table>	Year Group	Gate Allocation	Incredible Years and Nursery	Gates along Crowthorne Road.	Years 2/3 – Gnome, Giant, Troll.	Oxford Gardens entrance shared with Grenfell Nursery.	Years 4, 5 & 6	Oxford Gardens double gates (old main entrance)	Weekly
Year Group	Gate Allocation									
Incredible Years and Nursery	Gates along Crowthorne Road.									
Years 2/3 – Gnome, Giant, Troll.	Oxford Gardens entrance shared with Grenfell Nursery.									
Years 4, 5 & 6	Oxford Gardens double gates (old main entrance)									



	<b>Year Group</b>	<b>Start time</b>	<b>Finish Time</b>	
	Pixie Class	08:40	14:50 Friday finish at 13:00	
	Incredible Years (Unicorn, Elf and Gremlin)	08:30	15:00 Friday finish at 13:15	
	Years 2 to 6	08:30	15:00 Friday finish at 13:15	
	<ul style="list-style-type: none"> <li>• Years 4, 5 and 6 will line up in the front playground. They will enter via the double gates and single gate next to the stairs. Staff will support pupils with this arrangement at the beginning and end of the day.</li> <li>• Staff must sign in using the Inventory System. Should this not be working, then the member of Office Staff on duty that day will manually sign them in.</li> <li>• <b>All staff must have vacated the premises by 18:00 to enable cleaning to commence.</b></li> <li>• <b>Sail2Success Club Staff will be on site until the provision ends at 6:00 p.m.</b></li> </ul>			
<b>Lunch</b>	<ul style="list-style-type: none"> <li>• All pupils in Reception, Years 1 and 2 will be offered a hot lunch, in line with entitlement to Universal Free School Meals – packed lunches from home will be actively discouraged except for some pupils with dietary needs or a Health Care Plan, where exceptions will be applied.</li> <li>• Years 3 to 6 can bring in their own packed lunch, or request a school hot lunch. If they are bringing in food from home, then this will be stored safely in the allocated classroom. Packed lunch contents must be in line with our Healthy Packed Lunch Guidelines.</li> <li>• Each Year Group will eat in the lunch hall. There are 9 circular tables in the lunch hall. Each table seats 8.</li> <li>• Lunch hall – Waste left in bag in the hall and disposed of at end of service. Tables to be thoroughly cleaned after use.</li> <li>• All staff working in the lunch hall must wear disposable gloves.</li> <li>• Staff should be aware of skin to skin contact between adults and between adults and children.</li> <li>• Incredible Years – All Year 1 children in Gremlin &amp; Elf and all Reception children in Unicorn and Elf now eat their lunch in the lunch hall in the main building from 11:30. Reception children in Unicorn and Elf classes eat school lunches and packed lunches in the spare classroom with staggered timings. Pixie Class eat in the Nursery learning space from 11:15. The school has purchased hot boxes and all</li> </ul>			Daily



	<p>the necessary equipment to enable the food to be safely and efficiently served. Wipeable table coverings will be used to enable spillages to be quickly removed. The dishwasher in the staff room is used to limit the amount of plates being washed in the main kitchen. This system will be closely monitored to ensure that the service functions well.</p>	
<b>Music Provision</b>	<ul style="list-style-type: none"> <li>• Violin and Cello lessons take place on a Monday.</li> <li>• Violin and cello lessons will continue to be provided for a specified Year Group on a half termly rotation. This Year Group may be different for violin and cello. This system will be reviewed on a half termly basis.</li> <li>• Sharing of instruments should be avoided.</li> <li>• If instruments and equipment need to be shared, then they will need to be disinfected after each individual use.</li> <li>• The music room should be fully ventilated at all times.</li> <li>• Singing can now take place in larger well ventilated spaces.</li> </ul>	Termly
<b>Extended School Day / Enrichment Activities.</b>	<ul style="list-style-type: none"> <li>• Breakfast Club operates on a daily basis.</li> <li>• Parents/Carers need to book places on Friday to attend the following week.</li> <li>• Payment is to be made when booking. Charges are £2:00 per day.</li> <li>• Pupils will enter the school via the allocated Year Group gates.</li> <li>• Cereal bars, cereal (individual boxes), fruit and yoghurt will be available and staff will wear gloves when serving food.</li> <li>• A range of clubs are offered from 3:00-4:00 p.m. Monday to Thursday. These are initially prioritised for the following children: 1) Children whose parents are working and children with an EHCP 2) Children whose parents are in further education.</li> <li>• On Fridays, the learning mentors run sports provision for children from 1:15-3:00 p.m. The same prioritisation applies; with working parents, children with EHCPs and children of parents in further education being given the opportunity to sign up first.</li> <li>• Sail 2 Success Club runs from Monday to Thursday 4-6p.m. Initially this will only be available to parents of children from R-Yr 6 who are working or in Further Education.</li> </ul>	Monthly
<b>Off-Site Sports Activities</b>	<ul style="list-style-type: none"> <li>• A range of off-site sports activities will be arranged throughout the Spring Term.</li> <li>• Separate Risk Assessments are completed for these by the Sports Learning Mentor and reviewed by the Head Teacher.</li> <li>• Sports equipment must be thoroughly cleaned between each use by different individual groups.</li> </ul>	Monthly





	<ul style="list-style-type: none"> <li>• All pupils must take water bottles with them. Spare water to be transported using 5L bottle</li> <li>• SLM to take radio, mobile phone and first aid kit.</li> </ul>	
<b>Educational Day Visits</b>	<ul style="list-style-type: none"> <li>• Any educational day visits must be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination.</li> <li>• Full and thorough risk assessments will be completed in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, schools will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues.</li> </ul>	Weekly
<b>First Aid</b>	<ul style="list-style-type: none"> <li>• First aid equipment (including inhalers and epi-pens) distributed to each classroom to ensure that pupils can receive basic first aid without needing to leave their classroom.</li> <li>• Accident forms in each classroom to be completed in event of any first aid</li> <li>• In case of emergency, staff member to use radio to call the school office or a member of SLT and await advice.</li> <li>• Gloves must be worn when administering First Aid.</li> </ul>	Daily
<b>Parents</b>	<ul style="list-style-type: none"> <li>• For safeguarding reasons, Parents/ Carers will not be permitted on the school site at both the beginning and end of the school day, which will include later timings for those who attend extended provision and enrichment activities.</li> <li>• Parents/Carers are invited on site for events such as: Learning Celebrations, IPC Exit Points, Parent Groups, Assemblies and Community events.</li> <li>• Where possible parents are encouraged to travel to school by foot, scooter or bicycle, and avoid using cars or public transport.</li> <li>• Group gatherings at the school entrance and otherwise coming onto the site is not allowed.</li> <li>• Cones put on school zig-zags to reduce parking and encourage active travel.</li> </ul>	Weekly
<b>School Operations</b>	<p><b>Transport</b></p> <ul style="list-style-type: none"> <li>• Parents, staff and pupils are encouraged to walk or cycle to school if at all possible.</li> <li>• The Traveller 'walking bus' will operate on a daily basis from 08:15.</li> <li>• The Scooter Scoop operates on a daily basis for identified children from 08:00 a.m.</li> </ul> <p><b>Contingency Planning for Remote Education</b></p> <ul style="list-style-type: none"> <li>• Where a class needs to self-isolate, or staff absence or local restrictions require pupils to remain at home, immediate remote education will be offered via Seesaw.</li> </ul>	



	<ul style="list-style-type: none"> <li>• Where appropriate, support is offered to those who are self-isolating because they have tested positive to work or learn from home if they are well enough to do so. Schools subject to the <a href="#">remote education temporary continuity direction</a> are required to provide remote education to pupils covered by the direction where their attendance would be contrary to government guidance or legislation around COVID-19.</li> <li>• Remote education is high quality and safe, and aligns as closely as possible with in-school provision.</li> <li>• All pupils not physically unwell with coronavirus (COVID-19) but who are at home as a result of coronavirus (COVID-19) should have access to remote education by the next school day.</li> <li>• Full details of the educational offer are provided in the Remote Education Policy and on our <a href="#">website</a>.</li> </ul>	
<b>Visitors</b>	<ul style="list-style-type: none"> <li>• Any unexpected visitors attending the building will be kept in the contained Office area until the school has confirmed their visit is essential.</li> <li>• All visitors advised of health and safety procedures and made aware of hand-washing, sanitising and areas which should not be entered.</li> <li>• Screens installed on Office Reception Desk to protect office staff.</li> <li>• A record should be kept of all visitors.</li> <li>• Contractors will be asked to share their risk assessment with the school before accessing the site.</li> </ul>	Weekly
<b>Catering Staff &amp; Cleaners</b>	<ul style="list-style-type: none"> <li>• Catering &amp; Cleaners have provided their risk assessment with the school before accessing the site, appropriate social distances measures are in place.</li> </ul>	Weekly
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Updated safeguarding policy incorporates impact of Covid-19 pandemic.</li> <li>• Staff made aware of updated safeguarding protocols for pupils and staff both in school and outside school.</li> <li>• Any safeguarding concerns should be reported using the set school procedures.</li> <li>• Emergency mobile number shared with staff in case of urgent safeguarding concerns.</li> <li>• Allocated Designated Safeguarding Lead or Deputy (DSL) on site each day.</li> </ul>	Daily
<b>Fire Evacuation</b>	<ul style="list-style-type: none"> <li>• In event of a fire alarm, school follows normal evacuation procedure.</li> <li>• School to assemble at assembly point in year groups.</li> </ul>	
<b>Full Off Site Evacuation</b>	<ul style="list-style-type: none"> <li>• If evacuation of the building and site is necessary then everyone needs to leave the school premises and go to the Netball Court Area, Westway Sports Centre. Should this area not be accessible due to</li> </ul>	



	the nature of the critical incident, then all persons should be taken to St Charles Catholic Primary School, 83 St Charles Square, London W10 6EB.	
<b>Mental Health</b>	<ul style="list-style-type: none"><li>• Staff will be given resources and signposted to local services which are available to support mental health.</li><li>• Staff should immediately speak to a member of SLT if they have any concerns.</li><li>• No member of staff should be on site before 7:30 a.m.</li><li>• All Staff are expected to be off site by 6:30 p.m.</li><li>• All staff will have their PPA on a Friday afternoon from 13:00 / 13:15 onwards.</li></ul>	Daily

***This risk document will be regularly reviewed to ensure it is current and effective.  
During term time, an incident log is kept on a weekly basis.***