

# ST MATTHEW'S C of E PRIMARY SCHOOL & NURSERY

## COVID-19 RISK ASSESSMENT



**Reviewed January 2021 - MM**

***NB: As Government and Local advice changes regularly, the school practice and procedures could change very quickly. If needed, staff will be informed of any changes by email or text. All the latest Government and Local advice will be followed and the Risk Assessment then be updated accordingly.***

Persons at Risk		School staff, pupils, contracted staff, parents, visitors.				
Hazard	Existing Controls, Safe Work Procedures & Reference to Safe System of Work (Where applicable)	Risk Rating**			Further Action	
		L	C	Total		
1 Spread of virus in school via direct contact with infected person  (staff member and pupil).	<p><b>Signs and Symptoms</b></p> <ul style="list-style-type: none"> <li>• All staff have been briefed and aware to not attend work if feeling unwell. <b>Staff asked to inform school ASAP of any possible symptoms and to book a test on the internet ASAP, even if unsure if their symptoms are COVID related. Staff to keep school leaders informed of the test results. Unusually, this may be by text in the 'early hours' to aid smooth organization of any isolations or staff cover issues. Once a negative test result has been received and if the staff member is well, they are asked to return to work as soon as possible.</b></li> <li>• Parents will be instructed (via the 'learn safe' document and summary sheet sent home and by regular reminders on <b>(text/DOJO systems)</b>) not to send children to school if any member of their household is presenting with any of the following symptoms:                             <ul style="list-style-type: none"> <li>○ dry cough</li> <li>○ sore throat</li> <li>○ difficulty in breathing</li> <li>○ tiredness</li> <li>○ fever</li> <li>○ Loss of smell and/or taste</li> <li>○ <b>School staff are now also aware that many of our cases have started with headaches, general weariness, aches, stomach issues and so are now also monitoring children who display these symptoms.</b></li> </ul> </li> <li>• <b>Parents and carers will be regularly reminded and informed using DOJO / text systems of the most current guidance and expectations regarding COVID, symptoms and isolations etc.</b></li> <li>• Staff and parents are reminded (via link on the school website) of the latest UK Government Guidance. <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></li> <li>• Any staff or pupil who displays any <b>symptoms whilst</b> at school will be required to self-isolate from others and leave school immediately <b>in the library</b> of if not available in a space which is 2m from others in a ventilated space e.g. table in the school hall which may be cleaned afterwards, the red sofas at the bottom of the stairs. Staff and children must keep 2m+ from the children. If, due to the child's age or needs the distance cannot be maintained then staff must wear full PPE. PPE (mask, gloves, plastic apron) must be worn by staff if there are any bodily fluids. A distance of 2m must be kept wherever possible and the room/space ventilated by keeping door and/or windows open. The surfaces in the area must be cleaned after use with anti bac wipes.</li> <li>• Temperature of staff or pupil presenting with covid symptoms, or generally unwell, will be undertaken where appropriate. This will be undertaken by the SLT.</li> </ul>	3	5	15	<ul style="list-style-type: none"> <li>• Ensure <b>signage is maintained</b> to mark entrances for the various year groups</li> <li>• Ensure that <b>2-metre reminders are maintained</b> in areas where queuing by parents/children is required</li> <li>• Ensure a fire drill is <b>conducted in each half term</b></li> <li>• Ensure pupils are reminded of the <b>behaviour policy on return to school at the start of each term.</b></li> <li>• Ensure <b>signage is maintained for Reception classes</b> lining up on New Hall Lane.</li> <li>• Ensure regular reminders are sent to parents about the latest guidance relating to COVID in the local area. <b>DOJO and texts.</b></li> </ul>	

	<ul style="list-style-type: none"> <li>• If any child or staff member has been into school in the 48 hours preceding display of their first COVID-19 symptom and subsequently tested positive for COVID-19, the rest of their class and staff related to the class, will be sent home and advised to self-isolate for 10 days from the test date or last date of contact. – this will be decided on a case by case basis using the guidance.</li> <li>• If a parent reports a child’s absence from school and staff identify this as a possible COVID symptom, either ‘classic’ or perceived/recorded, school staff will ask for a test to be arranged as soon as possible. Any siblings will also be asked to stay at home until a test result is obtained. If the test is negative the child (and siblings) can return to school once well. If positive, then the isolation actions from LCC/ PHE will be followed. If the parents refuses to book a test, the child (and siblings) will be asked to isolate for 10 days.</li> </ul> <p><b><u>Entering and leaving school</u></b></p> <ul style="list-style-type: none"> <li>• The school will utilise separate entrances for children during main drop off and pick up times for parents and children. Space is limited, and parents/carers are asked to maintain 2-metre distancing wherever possible and are encouraged / expected to wear masks. Parents will not be allowed on the school grounds, children will be expected to wait off the school grounds until their entry time.</li> <li>• Staggered times will be used. R, Y2, Y4, Y6 – start 8.45, finish 3.00. Y1, Y3, Y5, start 9.00, finish 3.15. The gates will be unlocked by staff and may be locked in between the entry times.</li> <li>• During the 3<sup>rd</sup> National Lockdown – Spring 2021, school hours change to 8:50 – 3:00. Children continue to use nominated entrances as below:</li> <li>• Nursery children will enter their usual building through the usual entrance on Delaware St. Parents will stay on the street and children enter the playground independently.</li> <li>• Reception children will enter school via the main church yard gate off Derby Square. This entrance way is limited for space, so classes will be required to line up on either side of the gate. Signage to be provided. The children will be guided by staff through playground and to their classroom. Parents/carers should maintain 2-metre distancing wherever possible and will be asked to wear a mask. Parents will not be allowed on the school grounds.</li> <li>• Year 1 &amp; Year 2 children are to enter school via the ‘junior gate’ entrance from Derby Square into the KS2 yard.. The children will line up in the playground before moving through to the classrooms with their staff. Parents will not be allowed on the school grounds.</li> <li>• Year 3 &amp; 4 children will enter through the gate onto the Infant Yard. They will enter school through the fire exit door. <b>Year 3 &amp; 4 children must have hand sanitiser on arrival into their classroom as they will not have it at the entrance to the building.</b> Parents will not be allowed on the school grounds.</li> <li>• Entrances into school buildings all equipped with hand sanitiser facilities. (except fire exit door as any drips from the sanitizer dispenser would create a slip / trip hazard on concrete steps) <b>Year 3 &amp; 4 children must have hand sanitiser on</b></li> </ul>		<ul style="list-style-type: none"> <li>• Ensure parents are reminded regularly about wearing masks at school gates.</li> <li>• Remind staff that they have the opportunity to refuse to speak to parents if a mask is not worn, or if they would prefer a phone call, DOJO message or email communication.</li> </ul> <p>Parents/carers to be reminded to hand dinner money, letters, toast money etc to the children to hand in, to reduce the number of visitors to the office.</p>
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**arrival into their classroom as they will not have it at the entrance to the building.**

- All staff, pupils and visitors are required to hand sanitise on entering the school. Visitors are discouraged from entering school, but if visitors do enter school for any reason a mask **must** be worn. They would enter via the main reception area.
- All visitors must use the school intercom to ascertain the reason for the visit. If a visit into school is necessary, they will be allowed into the porch way only. The glass shutters will be kept shut, and only the lower half opened to allow for communication. The office staff may ask parents to hand small items in such as money, letters etc through the office window, rather than being 'buzzed' into the building. This will reduce the number of visitors accessing the building.

**Adaptations in the school environment**

- Windows in all areas to be opened in the morning before school to create a 'blow through' of fresh air. School caretaker to be asked, but if for some reason this has not happened, staff to open windows in their work area.
- Windows to be left open/ajar in the classroom to allow for ventilation during lesson times. Where practical classroom doors to be kept open to create easier ventilation.
- If the temperature becomes too cold for practical working for staff/ children, additional jumpers / clothing can be worn. If this becomes unpleasant then close some of the windows, but the room must have windows and doors opened at playtime to give the room ventilation whilst empty.
- Pupils in classes Y2 – Y6 should be sat in forward facing rows.
- Taped areas in each classroom doorway known as the 'yellow box' are the place where any necessary visitors to the classroom may stand. This may be for: pupil observations from outside agencies, observing pupils for other reasons, giving messages to members of staff, greeting staff and pupils, monitoring behaviour of identified children, the observation/monitoring of teaching and learning.
- Tape is on the floor to divide the main corridor areas and the stairs with arrows showing the direction of movement in these areas.
- Y6 have additional access difficulties due to a shared doorway. A taped pathway highlights the route for entrance and exit through 6W. The pathway is now further away from pupils and staff tables/workspaces. This movement is classed as transitory. The entrance to 6S is using the door which passes along the 'landing' at the top of the steps. Children to be reminded not to touch the tables and surfaces as they move through 6W. Pathway must be kept clear of chairs etc.

**Hand Hygiene, Protection (masks/visors) and Cleaning**

- Staff and pupils are asked to wash their hands regularly throughout the day. Children are asked to **WASH their hands with soap and water after visiting the toilet and before lunch.** Children will use sanitizer at other times. These will be: on entry to school in the morning, after all breaks on entry to the classroom, before eating snacks / fruit / toast etc.
- Pupils will be taught how to wash their hands thoroughly using government guidelines. Posters are installed throughout school to remind them of hand washing.

Reminder to parents that children may need to wear additional layers / clothing especially as the weather turns colder.

		<ul style="list-style-type: none"> <li>• This information will be shared regularly and children reminded about hand hygiene and the Catch it, Bin it, Kill it approach to coughs and sneezes. They will be reminded regularly about coughing sneezing into a tissue or elbow. Then immediate washing of hands.</li> <li>• Children will wear school uniform. They will wear pumps only for PE, no other PE kit required, to reduce the need for storage of PE kits in school.</li> <li>• Should any staff, pupil, parent or visitor who recently attended school be diagnosed, with COVID-19, a <b>thorough</b> clean of the school areas they occupied will be undertaken immediately. On top of a more thorough clean of the usual items and areas covered in the Covid-19 cleaning schedule.</li> <li>• All pupils will be expected to follow all guidance and instructions regarding hygiene. Pupils of any age who intentionally disregard these safety instructions or present a higher risk to staff and other children due to their poor behaviour will be reminded of the school behavioural policy and may be asked to <b>work separately from their class</b> if they are unable to comply with instructions and compromise the safety of staff or children. The child will receive a warning and we <b>may</b> call parents/carers to discuss. The safety of our staff and children is paramount.</li> <li>• Staff to remind all pupils of school evacuation plans and make sure they are aware of evacuation routes in the event of a fire</li> <li>• All staff expected to wear face masks in communal areas. If a member of staff is exempt, then they must discuss this with the HT or DHT. There is no requirement to wear a face mask when teaching, however a visor may be worn if preferred by the member of staff. In the staff room/rest areas, face masks are to be worn unless eating and drinking.</li> <li>• If meeting with other members of staff in classrooms/offices, masks should be worn and a clear distance of 2m kept from others.</li> <li>• Face masks may be worn when working with individuals or small groups if the staff member prefers. Visors rather than masks are recommended for small group sessions in phonics, communication and speech sessions.</li> <li>• Face masks should be stored in a plastic bag/tub. They should not be left out on surfaces around school.</li> </ul>				
2	Spread of virus via direct contact with contaminated surface.	<p><b>Cleanliness of surfaces</b></p> <p>Hand wash facilities are available throughout the school, typically in toilet areas and classrooms.</p> <ul style="list-style-type: none"> <li>• Each handwash station is equipped with at minimum: <ul style="list-style-type: none"> <li>• Soap</li> <li>• Disposable hand towels (hand dryers should not be used)</li> <li>• Running water</li> </ul> </li> <li>• 'Green baskets' are located at many points around school. These are clearly visible. These contain sanitizing gel and a pack of anti bacterial wipes. These must be refilled by staff as they notice they are running out. These must be used to wipe down classrooms, work areas and equipment during the day.</li> <li>• Each classroom has at least 3 bottles of sanitizing gel to aid quicker cleaning of hands at identified points of the day.</li> <li>• Play times are staggered 2 year groups at a time are on the playground. Each year group / class bubble to have their own</li> </ul>	3	5	15	<ul style="list-style-type: none"> <li>• Identify locations where water bottles could be safely stored</li> <li>• Prepare separate bags of play equipment for each bubble to use at break &amp; lunch times</li> <li>• Remove ALL soft toys and furnishings from classrooms</li> </ul>

		<ul style="list-style-type: none"> <li>• bag of play equipment.</li> <li>• If using an identified workstation: ICT suite, KS2 corridor, KS1 Hall, Diamond room, Emerald room, Rainbow room with different individuals or small groups of children, the tables and contact points of chairs must be wiped thoroughly with anti bac wiped in between each child / group. As staff leave the area the tables and chairs must be cleaned, so it is clean for the next person.</li> <li>• Before using any shared equipment hand gel must be used by staff. After use, wipes must be used to clean all equipment to leave them clean for the next person's use: e.g. water heater / kettle, drawer handles, fridge door handles, photocopier buttons, laminators, paper trimmer handles, computer keyboards and mouse, toaster, microwave buttons and handles.</li> <li>• <b>Resources must not be shared between classrooms. Any resources e.g. shapes, coins, science and DT resources, must be kept in the classroom where they have been used for 72 hours quarantine, before staff return them to their cupboard/storage. Resources must not be taken from another classroom as these may still be in quarantine. I pads must be cleaned after use with wipes.</b></li> <li>• Direct contact with handheld teaching equipment, IT equipment, learning aids other resources must only be done after a period of quarantine (72 hours) or cleaning with wipes.</li> <li>• Malleable resources, such as play dough will be made daily and will not be shared between classes and the sand in the sand pit will be treated with Milton daily. Sand will also be changes every 2 weeks. Children must wash their hands before and after playing in the sand pit.</li> <li>• EYFS cleaning routines – All equipment, toys and surfaces will be cleaned/sterilised at the end of each day. All tables will be wiped down at lunchtimes.</li> <li>• ALL soft furnishings, cushions, soft toys etc to be removed from all areas.</li> <li>• School cleaners clean and sanitise all school areas, touch points, banister rails, doors, toilets, refreshment areas, wash stations and toilet facilities daily. All KS2 classrooms will be cleaned after eating. KS1 tables will be cleaned at lunchtime. Nursery classroom will be cleaned between sessions at lunchtime. The Rainbow room will be cleaned between am &amp; pm sessions. (the lunchtime classroom cleaning will be more difficult at wet playtimes in KS2)</li> <li>• Staff and pupils are discouraged from bringing in any additional items from home into the school environment unless these are absolutely necessary. Coats and handbags etc must not be stored on table tops.</li> <li>• Staff should make sure they wash/sanitise their hands and surfaces, before and after handling pupils' books e.g. for marking work.</li> <li>• Where practicable, all main thoroughfare doors will be propped open to minimize door handle contact. Note – Doors to be closed at the end of school day to minimise fire spread risk.</li> <li>• Pupils bring their own named water bottle which needs to be sent home and cleaned each night. Only the pupil whose name is on the bottle should handle the bottle.</li> <li>• Water bottles should not be stored near the sink, so that clear access is kept to the handwashing facilities. Water bottles should be stored on/under a child's table. In younger classes R Y1 Y2 a groups bottles may be kept in a number of baskets</li> </ul>				<ul style="list-style-type: none"> <li>• including bean bags</li> <li>• Ensure any chemicals located in classrooms or areas where children may frequent are safely secured and COSHH assessed</li> <li>• Include a paragraph in the fire risk assessment to say that fire doors will be kept open during the day whilst Covid-19 safety precautions are in place. Fire doors will be closed again at the end of each day - Check.</li> </ul> <p>Review procedures for table cleaning at lunchtimes in KS2 at wet break.</p>
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		<p style="color: red;">/ tubs to reduce the possible cross contamination.</p> <ul style="list-style-type: none"> <li>• Unrestricted water fountain use prevented in school.</li> <li>• Staff and pupils instructed to sneeze or cough into a tissue which is then disposed of in a dedicated pedal bin which is double bagged or if no tissue is to hand then to sneeze or cough into the crook of their elbow. Staff and pupils to then immediately wash their hands.</li> <li>• Classroom equipment that is regularly used should be cleaned with anti bac at least once a week. E.g. pencil sharpeners, sanitizer bottles, children's own pencil cases and contents, the 'touch points' on children's trays.</li> <li>• In the staff rest areas: all cutlery, and crockery must be thoroughly cleaned with warm water and soap. Use of the dishwasher is preferred in the staff room for better cleaning. Tables and chair touch points must be cleaned after use, so they are ready for the next person. Staff rest areas are classrooms, staff room, Diamond Room, Rainbow Room.</li> </ul>				
3	<p>Spread of virus via close proximity to infected persons</p> <p>(staff, pupils, parents, visitors)</p> <p>NB an infected person may not be displaying symptoms</p>	<p><b>Distancing and keeping safe</b></p> <ul style="list-style-type: none"> <li>• Visitors/contractors/parents entering school premises are prohibited unless <b>necessary/critical</b>.</li> <li>• If a visitor is unavoidably in school for a meeting this MUST be in a well ventilated space where 2m+ distancing can be observed. E.g. hall. This must not be in a small office space. Masks must be worn.</li> <li>• Any contactors will be asked to enter school at times when there are no children present, where possible. Masks must be worn.</li> <li>• School delivery drivers are all required to wear a mask and use the hand sanitizing provided before entering school premises.</li> <li>• Any visitor/contractor/parent or delivery driver who appears to be unwell will not be permitted entry.</li> <li>• 2 metre distancing strictly adhered to by staff in all communal areas and when with those not in the class / bubble.</li> <li>• Within the classroom, staff to attempt to keep as much distance from other staff as is practicably possible. 1m+, or 2 metres at all times to reduce the risk of transmission.</li> <li>• When the children are not in school or classroom, staff members may enter other rooms which are not in their bubble. Any surfaces they touch must be cleaned with wiped/anti bac after use.</li> <li>• When working with individuals or small groups of children from within the class (e.g. reading), staff to sit side by side, or stand whilst supporting the group if distancing cannot be practically kept done. Masks/visors may be worn.</li> <li>• If working with children from outside of the bubble (e.g. Inclusion team, SLT, Reflection Room etc) <b>strict 2m</b> distancing must be kept. Masks or visors advised in this case.</li> <li>• 2 metre distancing requirements communicated to staff regularly and reinforced with signage around school wherever possible.</li> <li>• During the period of the 3<sup>rd</sup> National Lockdown – Spring 2021, the guidance for schools indicates that there is no limit on the number of Critical Worker children who can enter school but that there is discretion over vulnerable. However, press indicates that any child without access to laptop or decent space for working in at home can request/expect a place. If we follow this closely then we will be increasing the possibility of children being 'vectors of transmission' (as</li> </ul>	3	5	15	<ul style="list-style-type: none"> <li>• <b>Maintain</b> appropriate signage indicating 2-metre distancing on display around school communal areas.</li> <li>• <b>Maintain appropriate</b> PPE (disposable face masks, aprons and gloves) are available in the school 'grab box' in the <b>staff room and Diamond Room Library / DHT office</b> where those displaying covid symptoms may be quarantined before leaving school premises</li> <li>• <b>Update intimate care</b> policy to address PPE requirements for staff dealing with</li> </ul>

		<p>described by the Prime Minister, 4<sup>th</sup> Jan 2021) and potentially undermine the local and national effort to bring the virus under control. There is no specific guidance on maximum numbers of children/adult that can be in the school and remain safe; setting an arbitrary number restricts us should there be an urgent need to get a vulnerable child into school.</p> <ul style="list-style-type: none"> <li>• The following priority list is considered for Critical Workers: <ul style="list-style-type: none"> <li>○ NHS frontline clinical staff or administrators (e.g. NHS 911 etc) whose work is critical during the pandemic</li> <li>○ First responders.</li> <li>○ Police officers and some civilian police staff</li> <li>○ Firefighters</li> <li>○ Those in NHS support services needed to help hospitals and clinics running</li> <li>○ School staff who are attending on site provision at their own schools</li> <li>○ Food chain</li> <li>○ Local Government / Financial services</li> </ul> </li> <li>• If numbers require it, we will prioritise families where both parents are Critical Workers over those where only one parents is a CW (if it is a single parent family this will be treated as though there are two parents who are CW)</li> <li>• If necessary we will use our professional discretion to prioritise Vulnerable Children over those of Critical Workers.</li> </ul> <p><b><u>Caring for children – first aid, personal care, PPE etc</u></b></p> <p>For tasks where there is a requirement to work within 2 metres, such as medical or care routines with pupils, staff have suitable PPE such as gloves and face masks. Instruction given to use of PPE. Face masks and gloves are disposable. The sharing of PPE is not permitted.</p> <p>Staff members caring for any pupil with COVID19 symptoms should be in the COVID Isolation room (library) or if not available then a well ventilated ‘open’ space, such as a table/chair in the hall or the red sofas in the stair well. All accompanying staff should keep <b>at least 2 metres</b> away, ensure ventilation by opening the door <b>and wear a mask</b>. <b>If dealing with bodily fluids, or the distance of 2 metres cannot be maintained from the pupil perhaps due to the ages/needs of the pupil, staff are recommended to wear a face mask, eye protection, gloves and apron. The surfaces in the room must be thoroughly cleaned with wipes or by the cleaners directly after use.</b></p> <p>PPE must be correctly worn and disposed in general waste in a hygienic manner.</p> <p>The emergency packs of PPE etc is <b>stored in well signed COVID grab boxes around school. These are kept in the staff room, Diamond room and Library.</b></p> <p><b>Additional stock of COVID related wipes, sanitiser, PPE etc is kept in the Headteacher’s office.</b></p>			<p>children who require personal care e.g. nappy changing. <b>Check</b></p> <p><b>Additional tables to be bought for Y2 and for workstations in the hall.</b></p> <p><b>Toilet protocol in place – check</b></p>
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**Classroom Organisation & Bubbles**

- Each Year group is in a bubble. This bubble must not be crossed by adults or children, unless for reasons of emergency, safety, changes in class cover or other unusual reasons, which must be agreed by SLT.
- Within the year group bubble the two classes are to operate as much as possible as 'near bubbles'. However, there will be some crossing of PPA / Cover / Intervention staff between the 2 classes.
- When the Intervention member of staff is working with children, this should be done outside of the classroom on one of the identified workstations: Hall – 2 or 3 tables are available, KS2 corridor, small tables are available, ICT suite, 2 tables are available. This will reduce the numbers of adults and children in the classroom.
- Workstations - There are a small number of chairs available at these workstations. Please do not add more to these groups, as this is to keep numbers small and the risks of transmission lower.
- The revised staffing structure, Bubbles organisation and lunchtime cover rota, (PINK ROTAS– attached) all ensure that bubbles are kept tight. All staff must keep 1m+ distant from children not within their own Bubble where the physical layout of the building allows.
- There is cover flexibility built in to the year group bubbles and wherever reasonably possible, school will endeavour not to use supply staff. If supply staff are being used we will ask for a longer term and 'exclusive' member of staff wherever possible. However, this may not always be possible and the use of supply staff is permitted within the Government guidance, and may be unavoidable to cover staff absence in some cases to prevent classes having to be sent home.
- Pupils in classes Y2 – Y6 should be sat in forward facing rows.
- Pupils should work/play outside as often as practicable.
- If not outside, children should be in well ventilated areas.
- Should a child require the toilet, they must be accompanied to the toilet by a member of staff from their bubble. Please refer to the separate toilet protocol which outlines the procedure to be followed.
- Pupil and staff welfare issues considered with distancing in mind, e.g. hiring a cleaner to keep staff toilet and pupil toilets clean, first aiders provided with mask and gloves etc. The cleaner will be on site from 10am until 3pm. They should also clean staff facilities e.g. Staff room, Rainbow Room, Diamond Room.
- Gathering such as worship, carpet times, parents evenings, school shows and other school events will not be held. The use of remote platforms e.g. ZOOM, TEAMS may be used if able.

**EYFS**

Reception classes operate as one Bubble, Nursery as another bubble.

The practice is EYFS is largely unchanged in line with guidance for Early Years Providers.

Link to up to date guidance - <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare->

Review the coning off of the playground.

Originally Assessed By:

JAMES HEATH (on behalf of DBE Services)

Date:

Reviewed: 7/1/21 MM

Authorised By:

MARK MACKLEY

Date Next Review Due:

15.02.2021

[closures/coronavirus-covid-19-early-years-and-childcare-closures](#)

### **Record Keeping & Contact Tracing in school**

- If staff work with children who are not in their bubble ( e.g. inclusion team, SLT, Sp&L, Outside agencies, etc) it is important that clear records are kept so we can trace any contacts if necessary. E.g. If class teachers send a child to read with an intervention/catch up staff member, they must keep a daily list of who has worked with them outside the classroom, this may be in a folder or in their school diary, so this information can be quickly and easily be located if/when a positive case is reported. Members of inclusion team must keep a daily list of the children they have worked with for any contact tracing, their folders are kept in the end cupboard of the diamond room and are clearly labelled with DAILY REGISTERS.
- Any 'live' meetings in school must be kept 2m+ distanced, even between members of the same year group or bubble to reduce transmission risks.
- Any necessary 'live' meeting e.g. relating to SEND/safeguarding or regarding a parental concern/complaint must be kept distanced 2m+ and the member of staff involved add the names of those present 'LIVE' at the meeting are added to the 'notes' section relating to the meeting on Google calendar
- No alterations to rotas and timetables must be made without asking a member of SLT so that we can ensure bubbles are not being compromised, and that SLT are aware of alterations, in case of any need for contract tracing.

### **PE**

- The PE timetable and planning has been adapted to reduce the of equipment. This has been shared with staff.
- Any equipment used in PE must be either thoroughly cleaned by staff or quarantined for 72 hours before use by another class or year group.
- The advice from local PHE, LCC PE organisations is followed to maintain good practice and hygiene with PE.
- Children are not changing for PE, they are only changing into their pumps/footwear.
- Commando Joe will operate outside at 2m distance unless the weather is very poor. If so he will work in the hall at 2m distance, with good ventilation.

### **SINGING/MUSIC**

- Government guidance allows quiet singing to take place, if children are either back to back, or in a space which has a designated number of litres of air per child. To be safest, we are not singing in school (other than Reception/Nursery).
- Children may sing outside in the playgrounds if well-spaced.
- Peripatetic teacher will teach Ukulele in the hall at 2m distance with good ventilation. He will wear a mask. If the hall is in use due to poor weather the ukulele will be taught in classroom with windows open. He will keep 2m distance from children.

Originally  
Assessed By:

JAMES HEATH (on behalf of DBE Services)

Date:

Reviewed: 7/1/21 MM

Authorised By:

MARK MACKLEY

Date Next Review Due:

15.02.2021

		<p><b><u>LUNCHTIMES</u></b></p> <ul style="list-style-type: none"> <li>• Nursery &amp; Reception children eat in the hall at the same time, but are on separate tables. The staff who cover these classes must keep 2m+ distanced from each other to reduce the risk of transmission across another bubble.</li> <li>• Year 1 &amp; Year 2 children eat in the hall on separate tables. The staff who cover these classes must keep 2m+ distanced from each other to reduce the risk of transmission across another bubble.</li> <li>• KS2 children will eat their lunches at their place in the classroom. After this they will play outside on the yard. Staff from within their bubble are almost always the ones on duty with the class.</li> </ul> <p><b><u>PLAYGROUND</u></b></p> <ul style="list-style-type: none"> <li>• 2 year group bubbles may be are on the playground at any time. Y1/2, Y3/4, Y5/6. This is outdoors and much of the contact between children from other classes is transitory. Reception do not mix with another year group on the yard.</li> <li>• The cones are available and may be used to separate the playground into a half with 'MUGA' and playground and a half with just playground access. This will be reviewed regularly.</li> </ul> <p><b><u>FIRE DRILL / EMERGENCY PROCEDURES</u></b></p> <ul style="list-style-type: none"> <li>• An unannounced fire drill will be carried out in Autumn 2. Then at least once a term.</li> <li>• During a fire drill, children to be asked to maintain their class bubbles as much as possible whilst exiting safely.</li> <li>• In the case of a real fire or evacuation, COVID procedures may need to be overridden by the need to ensure all children exit safely and quickly.</li> </ul>				
4	Spread of virus when travelling to / from school.	<ul style="list-style-type: none"> <li>• Walking to school or travelling by bicycle encouraged.</li> <li>• Wherever possible pupils should travel to school with household members only – ideally children should only be accompanied by one adult. (Within Tier 3 restrictions or further lockdown restrictions – no mixing between households unless in a childcare or support bubble.)</li> <li>• Sharing of transport or walking groups with non-household members to be discouraged. (Within Tier 3 restrictions or further lockdown restrictions – no mixing between households unless in a childcare or support bubble.)</li> <li>• If pupils have no option but to share transport or use public transport: <ul style="list-style-type: none"> <li>• Wherever possible ensure good ventilation (i.e. keeping the windows open) and facing away from others may help to reduce the risk of transmission.</li> <li>• Keep touch contacts to the minimum wherever possible.</li> <li>• Frequent hand sanitisation both during and after the journey is strongly recommended.</li> <li>• Face masks must be worn on public transport.</li> </ul> </li> </ul>	2	5	10	

		<ul style="list-style-type: none"> <li>Suitable signage installed to guide parents and carers about where and when they should drop off and pick up their children.</li> <li>Entry to school premises is controlled depending on age group and which bubble the children are assigned to. A process for staff to greet classes at the gates, then go straight to their classroom will be implemented.</li> <li>Parents/carers instructed to practice social distancing when dropping off/picking up pupils.</li> </ul>				
5	Spread of virus when handling delivered items, food deliveries, money etc.	<ul style="list-style-type: none"> <li>Any delivery driver or post office worker who appears to be unwell will not be permitted entry.</li> <li>Good hand sanitizing and washing practices to be adhered to at all time, particularly after handling deliveries/money.</li> <li>Packaging to be disposed of hygienically as soon as possible.</li> <li>Gloves available if required when handling delivered goods.</li> </ul>	1	5	5	
6	Mental health issues for staff in the workplace and home workers.	<ul style="list-style-type: none"> <li>Close communications <b>sharing concerns etc</b> between Management team and all staff.</li> <li>Regular contact when staff are working at home. <b>(staff meetings, peer support, email contact etc)</b></li> <li>Should management become aware of any mental health issue with an individual, they will be referred to suitable Occupational Health support.</li> <li>Staff advised to contact Education Support for free on 0800 562 561 or online at <a href="http://educationsupport.org.uk">educationsupport.org.uk</a></li> </ul>	3	4	12	<ul style="list-style-type: none"> <li><b>Ensure regular review of processes/ plans with staff are established in staff meeting schedule.</b></li> <li><b>Provide staff with details of support networks and telephone numbers if required (staff noticeboard)</b></li> </ul>
7	Mental health issues for pupils in the school or at home.	<ul style="list-style-type: none"> <li><b>The school will offer:</b> <ul style="list-style-type: none"> <li><b>Additional PSHE sessions and time to talk when returning to school.</b></li> <li><b>Opportunities for pupils to talk about their experiences.</b></li> <li><b>opportunities for pupil one-to-one conversations with trusted adults where this may be supportive.</b></li> <li><b>other enriching developmental and pastoral activities.</b></li> </ul> </li> </ul>	2	4	8	
8	A Clinically Vulnerable person contracting COVID-19	<ul style="list-style-type: none"> <li>Clinically Vulnerable staff to notify school management of their specific health needs.</li> <li>Parents of Clinically Vulnerable pupils to alert school management as to their specific health needs and medical advice received. <b>Latest medical, HR and Government Guidance will be followed.</b></li> <li>Staff and Pupil school specific Risk Assessments will be made, taking into account the individual's latest medical advice. Staff who work with the pupil, or the line manager of the member of staff, will have the risk assessment shared with them.</li> <li>Staff and pupil specific protection measures and controls will be put in place wherever practicable.</li> <li>Clinically Vulnerable (CV) staff and pupils are expected to fully comply with the requirements detailed in this risk</li> </ul>	1	5	5	

		<p>assessment as a minimum and <b>their own individual Risk Assessments.</b></p> <ul style="list-style-type: none"> <li>Clinically Extremely Vulnerable (CEV) staff and pupils are likely to be prevented from attending the school premises and home working should be considered. <b>Latest medical, HR and Government Guidance will be followed.</b></li> </ul>				
9	Inability to operate emergency systems or procedures	<ul style="list-style-type: none"> <li><b>Fire drills will take place at least termly.</b></li> <li>Fire assembly points have been reviewed to allow for some elements of social distancing.</li> <li>Fire procedures adapted and shared with staff. Site staff aware of how to operate/understand fire panels</li> <li>PEEP's in place for staff and pupils who require assistance during an emergency evacuation – reviewed to reflect current situation</li> <li>Arson prevention measures in line with advice from the Fire Service in place and under review</li> <li>Records kept of Fire monitoring tasks</li> <li>Staff to undergo induction in the fire and emergency routines during training in advance.</li> <li>If fire doors are held open, ALL fire doors must be closed if the fire alarm sounds or fire is discovered.</li> <li>Ensure fire doors to rooms not being used are closed.</li> <li>Use wedges to hold open doors – these can be easily kicked out should there be an emergency situation. Only hold doors open where access through them is required during the day and where the room beyond is occupied. This will reduce the risk of contamination. The risk of a fire starting is lower than the risk of infection spread.</li> <li>At the end of each day, ALL fire doors must be closed. Wipe down contact points with a cleaning product ready for the next day</li> </ul>	1	5	5	

**\*\*Risk Level Rating**

**Likelihood**

- 1 – Rare
- 2 – Unlikely
- 3 – Possible
- 4 – Likely
- 5 – Certain

**Consequence**

- 1 – Damage/Loss of Production
- 2 – Minor Injury
- 3 – Lost time Injury
- 4 – Major Injury
- 5 – Death

**Risk Rating**

- 1-4** **Acceptable** No further action required. Ensure that controls are maintained.
- 5-9** **Adequate** Look to improve at next review.
- 10-16** **Tolerable** Look to improve within specified timescale.
- 17-25** **Unacceptable** Stop activity and make immediate improvements