



Thakeham Primary School



GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR:

CORONAVIRUS (COVID-19)

Used with Existing Risk Assessments & Government Guidance

PART 1 : ADMINISTRATIVE DETAILS

Section/Establishment Name: Thakeham Primary School

Date of Assessment	25th May 2020	Date of Issue	25 th May 2020 & 24 th Aug 2020
Assessment carried out by	Sam Norton (Headteacher) Supported by All staff	Signature	<i>S. Norton</i>

Reviews				
Review Date	Reviewed by	Date	Changes Made	
			Y	N
25.05.2020	Headteacher	25.05.2020		
	Leadership Team	29.5.20	x	
	Headteacher	29.5.20	x	
	CoG	29.5.20		x
	H&S Governor	30.5.20	x	
	All Governors	29-30.5.20	x	
	Headteacher	30.07.2020	x	
	Headteacher & Governors	19.08.2020	x	
	Headteacher	11.09.2020	x	
	WSCC H & S team	15.9.20		x

Affected persons:

Young People/Clients

X

Staff

X

Visitors

X

Contractor

X

Others (specify)

Name of Manager confirming and agreeing Assessment:

Sam Norton

Signature:

S. Norton

In agreement with Government guidance Thakeham Primary School will use reasonable endeavours to be flexible and work together with the Local Authority to ensure our school is supported to stay open wherever possible, taking into account circumstances and cohort.

RISK ASSESSMENT – TO BE USED WITH EXISTING RISK ASSESSMENTS & GOVERNMENT GUIDANCE						
What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned from
Lack of current and relevant information / guidance	Headteacher ensures daily checks are made with Government updates and West Sussex County Council (WSSfS) Health and Safety Resources page. Any key changes in information are implemented and shared with all relevant stakeholders (staff, governors, parents and pupils).	✓	SN	<ul style="list-style-type: none"> ➤ Headteacher will provide updates to all stakeholders via email. ➤ AH/SBM/Premises manager will ensure that school specific issues are reported to the Headteacher so that changes can be made and information disseminated to stakeholders. 	SN EH GR PH SN	26.5.20 and ongoing
	In addition to the Government guidance, TPS will actively carry out dynamic risk assessments as part of our work and take steps which we believe are the most prudent to limit Covid-19 spread. At any point, if specific advice or clarification is required in relation to health and safety, contact is made with the WSCC Health and Safety team directly.	✓	SN	<ul style="list-style-type: none"> ➤ Updated site-specific guidance has been provided to all stakeholders prior to the end of summer term 2020 and will be discussed on INSET 04/09/2020 including any updates over the summer holiday. 	SN (& EH)	17.07.20 04.09.20
	School Website information is automatically updated.	✓	SN/ JA/ GH	<ul style="list-style-type: none"> ➤ Key contact info for summer holiday provided to WSCC 	SN	18.07.20
	All staff and pupils (visitors/contractors) are informed of the rules and procedures for social distancing and hygiene precautions.	✓	SN/ JA/ GH	<ul style="list-style-type: none"> ➤ Information held centrally and in personnel file. ➤ Risk assessment (EHCP/clinically extremely vulnerable pupil to be updated following GP consultation and liaison with parent. 	SN /G R AM /S N	Ongoing 05.09.20
	All staff (including new staff) with underlying health issues or those within vulnerable groups have been asked to make their condition known to the Headteacher. Regular contact made with staff member in shielding category and in relation to GP consultation due in the summer holiday for clinically extremely vulnerable pupil (also EHCP).	✓	SN	<ul style="list-style-type: none"> ➤ Risk assessment implemented for individual staff member if any adjustments are required. 	SN	05.09.20
	TPS communicates on a regular basis with parent of a clinically vulnerable pupil re medical update on their ability to return to school in Sept 2020.	✓				

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned from
(Continued) Lack of current and relevant information / guidance	Parents are informed of social distancing for adults (and wherever possible for children and particularly in older year groups) and hygiene expectations and for the need to communicate this message in the home environment	✓	SN	➤ Updates provided by email.	SN	ongoing
	Our Behaviour Policy has been updated, removing need for Time Out (2) to partner class as children need to remain in class/key stage bubbles. Housepoints resumed. Celebration Assemblies will be in key stages with the 2 classes separated, also on separate days to avoid.	✓	SN	➤ Behaviour Policy agreed by Full Governing Body. Procedures communicated to staff and parents. Full policy to be sent to staff (and parents via website)	SN GH	13.7.20 17.7.20 31.7.20 (5.9.20)
	Coronavirus posters and/or information posters are posted around each school as deemed appropriate	✓	SN			
	Wherever possible appointments are agreed in advance for contractors and WSCC visitors. On or before arrival they will be informed of our protocols via updated guide to ensure key points of our risk assessment are communicated e.g. procedures for social distancing and hygiene precautions etc	✓	SN	➤ School Websites and answer machine messages will make clear that no-one should visit the school without an appointment. ➤ Ideally any visitor appointments to be arranged after school. ➤ Contractors to also have C19 risk assessments in place.	JA/GH/SN	ongoing
Precautionary transmission measures not being followed in school Precautionary transmission	Staff will not report for work if feeling unwell with 1 or more of the current COVID-19 symptoms or if in self-isolation until the full recommended period of self-isolation has expired (now 10 days). Staff will inform the HT if returning from a country that the government has deemed necessary to self-isolate on return (if the isolation period will affect their contracted hours of work). Self-isolation is for 14 days.	✓	SN	➤ Spreadsheet log of staff/dates of self-isolation. ➤ Staff to be informed of need to keep HT updated re foreign travel and need for self-isolation. ➤ Staff to be updated re changes to self-isolation period if experiencing C19 symptoms	GR SN staff	26.5.20 31.7.20 31.7.20

measures not being followed in school(<i>Continued</i>)	Families to be updated re current advice re travel and return to school WB 24.08.20. Families/children to self-isolate if visited country where quarantine is required on return (14 days).			<ul style="list-style-type: none"> ➤ Updates on travel/return to school and self-isolation period change to be communicated to families 	SN & families	WB 24.8.20
Illness during the day	Staff will follow the WSCC 'PPE requirements for staff' guidance where required. Note; DfE advise most staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.			<ul style="list-style-type: none"> ➤ Online staff meetings/emails re PPE. Staff aware of emergency use of PPE but also 2 face masks were provided (for school use). Staff requesting visors will be supplied with one for school use. Other than this PPE is available for emergency use in line with DfE/WSCC guidelines. ➤ Follow isolation procedures for suspected cases during the day; see weekly bulletin for available First Aiders. 	First Aiders Staff	1.6.20
Risk of virus transmission : Money handling	The school uses a cashless system to limit cash handling.			<ul style="list-style-type: none"> ➤ Any expenses to be paid by cheque 	GR	1.6.20
Precautionary transmission measures not being followed in school(<i>Continued</i>) Staff crockery etc Staff drinks	<p>Staff will ideally use their own cup, cutlery, plates etc stored in their own area and will be responsible for loading these themselves into the dishwasher before leaving site.</p> <p>Premises Manager to empty dishwasher each morning, washing hands before/after putting items away.</p> <p>Staff will not make drinks for each other and will take it in turns to use staffroom facilities where possible, maintaining current social distancing, wherever possible.</p>			<ul style="list-style-type: none"> ➤ Easily distinguishable items/labelled items would support this. Wash hands before/after handling items and also before/after using communal tea/coffee/milk/touch points in staffroom ➤ Touch surface cleaning in operation during the day as per allocated list. 	All staff	

<p>Precautionary transmission measures not being followed in school(<i>Continued</i>)</p> <p>Staff toilets</p>				and front reception (supervised use).			
				➤ For KS2 classes start/end of day can use hand sanitiser to ease congestion as 3 classes only have access to 1 set of girls/boys toilets and sink in class. On entry to hall before eating and on return to class after break/lunch.			11.09.20
				➤ See quoit system in place – only 3 pupils in toilets at one time (use basins at opposite ends of bathroom). Y6 girls use disabled toilet (1 at a time)		Y1-6 pupils	7.9.20
				➤ Visitors to use wash hands on arrival or use hand sanitiser on arrival at reception– to be used at reception before entering grey door.		Visitors	11.09.20
				➤ Grey door open at arrival time for staff to reduce touch points; staff to wash hands on arrival in their dedicated toilet area.		Staff	7.9.20
							3.9.20

<p>Pupil illness</p> <p>Precautionary transmission measures not being followed in school(Continued)</p>	3 adult staff toilet areas are allocated for use by specific groups of staff.	✓	SN	➤ Staff allocated between 2 staff toilets. Posters re handwashing at basins.	Staff	11.9.20
	Pupils who are unwell with any Covid-19 symptoms will not be allowed to attend school.	✓	SN	➤ Detailed parent/carers PowerPoint sent home 17.7.20 re Sept protocols (incl symptoms). Parents also sent previous communications ➤ Parents sent update 28.8.20 re changes to isolation period and any other updates. ➤ Other updates sent to parents ➤ Secretaries to maintain spreadsheet log of COVID-19 absence on staff common so all staff can access re attendance	SN/JA/GH	17.7.20 28.8.20 ongoing 22.5.20
		✓	SN	➤ Any staff concerned about a pupil's temperature can check temperature using infra-red thermometer stored in First Aid room (though temperature reading not essential – person will feel hot to touch on back/chest) ➤ All staff have received parent letters which contain info re COVID-19 symptoms and will be briefed again on INSET 05/09/20 and have received a staff and parent info PowerPoint. Update as needed	Staff Staff	7.9.20 17.7.20 05.09.20

Hygiene	<p>Teachers (and support staff) follow and regularly reiterate the hygiene message to pupils;</p> <ul style="list-style-type: none"> cover your cough or sneeze with a tissue if you don't have any tissues available, then cough and sneeze into the crook of your elbow throw the tissue in a bin wash hands – 20s with soap (see PHE)/sanitise hands avoid touching your eyes, nose and mouth with unwashed hands 	✓	CTs/TAs	<ul style="list-style-type: none"> Posters around school with C19 information/symptoms. Classroom posters up as a visual reminder Pedal bins for classes, cookery room and staff room in place to minimise touch point Staff will monitor if bins are close to overflow. 	CTs	07.09.20
Classroom resources	<p>Pupils are seated at the same desk/chair each day (if needed to move, adult in class to clean chair and desk prior to another child using them).</p> <p>Pupils are seated facing forwards in class in line with DfE guidance (side by side) – Y1-6.</p>	✓	SN CTs/TAs	<ul style="list-style-type: none"> Seating plan on display in case of supply/other adult leading class. Desks and other key touch points cleaned at break/after lunch Desks cleaned after end of school day 	CTs/TAs	
Precautionary transmission measures not being followed in school(Continued)	<p>Soft furnishings e.g. cushions, cuddly toys etc. removed from class and First Aid room (cookery room).</p> <p>Each child to have their own set of regularly used resources for sessions as far as possible in a container on their table.</p> <p>Children are in class bubbles and resources where possible stay in these, rotated and use made of quarantine. Cleaned with Milton weekly.</p> <p>Whole-school resources must be cleaned in between each class using them.</p> <p>Wherever possible children to have own resources where these are regularly used e.g.</p> <ul style="list-style-type: none"> Pens/pencils/scissors/chalks Paint brushes/pallets/paints/paper <p>Children sat next to each other may need to share glue and other resources.</p>	✓	SN	<ul style="list-style-type: none"> Visual check of pupils on arrival for (cuddly) toys and these to be returned to parent before entering class. Reminders sent to parents via email/newsletters. Children will be reminded to keep personalised items to themselves. Children will be gently encouraged not to put things/hands in their mouth. During break and at the end of lunch service all tables and touchpoints surfaces will be cleaned with anti-bacterial spray. At the end of the day all surfaces will be cleaned by 	Shield All staff SN/GH/JA All Shield	ongoing

<p>Precautionary transmission measures not being followed in school(<i>Continued</i>)</p> <p>IT equipment</p>	<p>Adult laptop will be wiped at the start of the day/lunch time and at the end of the day. Children's laptops will be cleaned in between use as they are shared across the school.</p>			<p>Shield according to the agreed contract</p> <ul style="list-style-type: none"> ➤ Make use of online reading resources as much as possible: Oxford Reading Tree, Epic etc ➤ 3-day book quarantine in operation, including use of library. ➤ Shared resources to be cleaned (Milton disinfectant for smaller items, larger items to be wiped with anti-bacterial spray) at the end of each day or between groups using if shared. ➤ Adults to be alert to body fluids on surfaces and anti-bacterial wipe during the day if necessary. ➤ Water trays to have warm clean soapy water in, the water will be replaced in the morning and at lunchtime. ➤ Children to have their own labelled bike helmet and wellies (from school resources) If items need to be brought in from home these should be kept outside/cloakroom wherever possible. ➤ If a laptop/PC needs to be shared then this should be cleaned between use with an antibacterial wipe. 	<p>Teachers</p> <p>CTs/TAs</p> <p>All</p>	<p>7.9.20</p>
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Clothes	<p>Interactive whiteboards should not be controlled with hands; use the pen provided and wipe down pen at end of the day between uses if need to share.</p> <p>Pupils do not bring pencil cases/own resources/toys to school; only bring bag if needed for lunchbox, Each child to bring in its own clearly labelled water bottle, sun hat.</p> <p>Children to wear clean school uniform.</p>			<ul style="list-style-type: none"> ➤ Staff IT equipment not to be used by children. ➤ Monitor and address issues with pupil/parent if issues arise ➤ Items such as coats, bags and PE kits to be kept in cloakroom. 		
Outdoor play	<p>Children will play outside in Key stage bubbles, though each class has their own area of playground so classes are not mixing (just outside at the same time). Equipment will not be available during break/lunch currently until routines are embedded.</p> <p>At end of KS2 eating lunch (12:45/50) all children to return to class for calm/relaxation time – cannot have whole school on playground at same time.</p>	✓	SN	<ul style="list-style-type: none"> ➤ INSET for staff training – playground games. ➤ Pupils taught a variety of playground games by CTs and supported at play with these. ➤ Play Leaders not used at the moment (to prevent mixing bubbles) ➤ Buddies are not possible due to bubbles. 	CTs/TAs	<p>5.7.20</p> <p>WB 7th September 2020</p>
Office areas and whole-school shared equipment	<p>Wherever possible resources should be individual -pens etc.</p> <p>Use own pen for signing in.</p> <p>Wash hands before and after handling shared resources.</p> <p>SBM/HT to use own printers in their rooms</p>	✓	SN		All staff	1.6..20

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned from
Precautionary transmission measures not being followed in school (<i>Continued</i>) Doors	Internal classroom/staffroom/admin doors left open to reduce touch points (not grey secure door). Exception being fire doors which must remain closed.	✓	All staff	➤ Cleaning of key touch points during after break and lunch is served (each area has staff linked to cleaning areas – see staff PowerPoint)	HT/ CTs/ TAs/ MMS /ad min	1.6.20
Use of outside space	External doors and windows are opened to allow additional ventilation, where possible (including offices)	✓	SN	➤ CT to open/close each day ➤ CT to open/close blinds in classrooms and HT/SBM in offices each day (not PM/Shield)	CTs/ Adm in	1.6.20
Cleaning – touch points	Where possible and weather permitting, the school will try to maximise the use of outdoor spaces for teaching	✓	SN	➤ CT to liaise with other staff to avoid using same space at the same time and take out walkie talkies	CT	2.6.20
Precautionary transmission measures not being followed in school (<i>Continued</i>)	Surfaces and key touch points cleaned during break and after lunch.	✓	SN	➤ Wipe down surfaces and key touch points in class areas during break and lunch.	CT/ TA	1.6.20
				➤ Clean shared resources at the end of each day/between groups		
				➤ Staff to use pass to enter main front door in a contactless way; wash hands in dedicated toilet area	All staff	1.6.20
				➤ Ensure Shield cleaning company are aware of updated requirements and rooms in use and review their risk assessments	SN	1.6.20
					SN	26.5.20

Cleaning – First Aid equipment				<ul style="list-style-type: none"> ➤ Follow WSCC/DfE guidelines re cleaning products and materials ➤ Adherence to COSHH regulations ➤ Before/after operating burglar/fire alarm use hand sanitiser/wash hands. Antibac wipe the keypad and door 	Shield & PH	05.09.20
PPE – Emergency & general use	<p>Staff to wash hands before/after using First Aid equipment. Wipe equipment with antibacterial wipe and dispose of in bin. Ice pack covers to be washed in washing machine once used or paper towel to be used.</p> <p>Each class has their own First Aid kit (which includes disposable ice packs and sick bags). When items are used they are replaced the same day. First Aid takes place in class bubble wherever possible. Children with health conditions are identified by our usual procedures – photo and info in Supply File.</p>	✓	SN	<ul style="list-style-type: none"> ➤ Limit of 1 adult in First Aid room at a time. ➤ Where not possible use same Key Stage staff or office staff in unavailable. 	All staffs & 1 st aiders	7.9.20
PE activities	<p>First aiders dealing with suspected COVID-19 cases to wear emergency PPE from WSCC/DfE</p> <p>Visors to be cleaned with antibacterial spray (and clean gloves).</p> <p>Usual staffing in place (school staff alongside SGS staff- in line with DfE advice adults can move between bubbles). Use outdoors as much as possible. Equipment cleaned between users in different bubbles. No taster/tournament sessions until at least Aut 2 and only if safe to do so.</p>	✓	SN	<ul style="list-style-type: none"> ➤ In addition, visor to be worn. GR to be informed if emergency PPE used to order further supplies. Suspected Covid-19 case waste (tissues, PPE to be double bagged and stored in area off excess hall until advised to dispose of) ➤ Staff shown how to put on/take off PPE correctly - reminder on INSET ➤ Avoid contact sports. ➤ SGS staff to be fully briefed on TPS protocols. 	All	1.6.20
						5.9.20
					SN/ MKB	INSET 5.9.20

Clubs	<ul style="list-style-type: none"> • Clubs split by key stage (KS1/KS2 in line with class bubbles). • Max 15 children. • Must follow TPS and DfE C19 protocols and guidance. • Children experiencing C19 symptoms must not attend. 	✓	SN	<ul style="list-style-type: none"> ➤ At end of Maple and Elder early morning clubs, pupils to line up at external class doors; (club leader to supervise). ➤ Parents must pre book clubs ➤ All club leaders must produce robust risk assessment in line with DfE requirements and to fit with school procedures. ➤ Risk assessments must be checked and authorized by Headteacher. 	Club lead ers	7.9.20
Library	<ul style="list-style-type: none"> • Children able to chose books in small groups (no more than ½ class at a time) • Wash hands before and after using the library. • Children reminded not to touch their face if possible and to use tissue to catch sneezes and bin it, use hand sanitizer afterwards • Books returned need to be boxed and left for 72 hours. • Rotate use of Library fortnightly: Week 1 –Acorn: Tuesday; Oak: Thursday. Week 2: Elder –Tuesday; Maple: Thursday 			<ul style="list-style-type: none"> ➤ No soft furnishings in library. ➤ Plastic/vinyl seating and tables cleaned before/after. ➤ Adult to use scanner/computer (use hand sanitizer) ➤ Children to be supervised by an adult at all times 	SN CTs & TAs	7.9.20
Social distancing failure (serving/eating lunch)	<p>Children to wash hands before and after lunch (KS2 have hand sanitiser on arrival/exit to/from hall.</p> <p>Children to eat in key stage bubbles (2 classes each at opposite ends of hall; servery in between).</p> <p>Children seated in rows facing forwards in one direction.</p> <p>Children come to collect hot food no more than 4 at a time, with distance in between; leaving a gap before serving point (marked).</p> <p>Separate waste, cutlery and drinks/desert areas for both classes.</p> <p>Classes enter/leave the hall through separate entrances.</p> <p>Tables/benches cleaned in between the 2 servings.</p>			<ul style="list-style-type: none"> ➤ Gloves to be worn by cook and MMS; adult supporting in hall to use hand sanitiser before/after duty ➤ MMS/cook/adults to maintain social distancing with each other ➤ Only cook to be in kitchen ➤ Each class has a lunchbox trolley in the hall and a cloakroom trolley - reduces traffic in the corridor and keeps each class in their own bubble at each end of the hall. 	Pupils, MMS / cook / TAs	7.9.20

Music	<ul style="list-style-type: none"> Group size must be no greater than 15 for singing; children should be spaced 2 metres apart. Avoid sharing of instruments, and ensure good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. 			<ul style="list-style-type: none"> Pupils will be placed either back-to-back or side-to-side. 	CTS. TAs	07.9.20
Assemblies	<ul style="list-style-type: none"> Celebration Assemblies will be key stage based (two classes and these will be with a gap between classes, also a gap between lines from same class and down the centre of the hall.) KS1 will have one other key stage assembly; KS2 will have two key stage assemblies a week. Other assemblies will be class based. 			<ul style="list-style-type: none"> Children will face forwards. No singing in assemblies. If adult presenting an award, ensure wash hands before/after Any key stage assemblies will be separated by a school day to ensure hall floor is cleaned. Any assemblies in the hall will take place in the morning before PE (in case of early morning clubs, they will use upper section of hall nearest to entrance). 	CTS Sports club leaders	07.9.20
As a class 'bubble'	A pupil classroom desk and seating allocation plan is drawn up and on display in each class (Y1-6).	✓	SN	<ul style="list-style-type: none"> DfE acknowledge social distancing is difficult with younger children. 	All staff /pup ils	1.6.20
	All pupils (Y1-6) to sit facing forwards; adults to aim to maintain social distancing wherever possible from children and from each other.	✓	SN	<ul style="list-style-type: none"> Where possible keep windows/external door open (subject to weather) 		
	Children in cloakroom at start/end of day are monitored by an adult and only a small group sent at a time to prevent overcrowding.			<ul style="list-style-type: none"> Keep internal door open to limit touch points. 		
	Pupils are always in the same class bubble each day. This is extended at break/lunch to key stage bubbles but both classes have separate areas on playground/field/hall and do not mix.			<ul style="list-style-type: none"> PowerPoint explaining protocols sent to staff and parents and outlined during INSET 5.9.20 		

At beginning/end of day	On arrival pupils and adults will respect social distancing rules and follow instructions communicated in PowerPoint re entrances/exits etc. 2m markers are attached to the fence, indicating where pupils/parents should line up. There are staggered starts/ends to the day. Only 1 parent to attend (ideally not with siblings). Only Acorn parents are allowed access to the playground in the mornings and to stay with their child. Only Oak and Maple parents have access to playground at end of day in their 2 separate collection times (to stay in top 1/3 playground near canopy). Parents discouraged from gathering/mingling.	✓	SN	<p>➤ (Thumb turn) lock Acorn internal door to medical room. Acorn toilet door left open.</p> <p>➤ Children must remain with their parents at all times before/after school. They must not ride bikes/scooters etc. until they have left the site. They should not climb the trees.</p> <p>➤ Class adult to accompany class wherever possible for transitions and each time at least until routines are established.</p> <p>➤ Class adults to monitor corridor traffic and any possible congestion and raise with HT any issues to discuss any changes that may be required.</p> <p>➤ MMS/TA to wipe down coat rack and lunchbox trolleys after lunch (and box for Oak if lunchboxes used).</p>	Staff & parents	17.7.20/ 28.8.20
Social distancing failure	<p>Movement internally reduced for pupils and congestion eased outside school at end of day:</p> <ul style="list-style-type: none"> • Staggered start/end of day for classes. • Acorn class to use external door to enter classroom at start of day and for break/lunch. Toilets are inside classroom. Use main entrance to dismiss at end of day. • Oak: Y1 enter/leave via 100 square door. Tues-Thurs Y2 enter via main entrance (leave via 100 square door). Use external door to go to break. At lunch bring coats to hall, put on rack. • Maple class to use 100 square door at start/end of day. Use blue double doors to leave building at start of break/lunch. At lunch, enter hall via 1st fire exit. At break exit via blue double doors. Leave hall 2nd after Elder after lunch via internal corridor. • Elder class to use fire exit doors to enter/leave classroom at start/end of day and for break/lunch. Use 2nd fire exit doors to enter hall for lunch. Leave hall 1st after lunch via internal corridor. • Only 1 set of girls and boys toilets for Y1-6 so this needs careful management to ensure social distancing with 3 pupils in the toilets at any given time from 1 bubble. Quoit system to be used whereby 1 red quoit (for girls) placed outside classroom door by (using foot) when a girl from their class is in the toilet. Blue quoit to be used for boys. Any Y1-6 class based adult can then see by looking up the corridor if a boy/girl is in the toilet. • pupils/adults using toilet at one time are limited each group has a designated set of toilets to use 	✓	SN		CTs & TAs	7.9.20
Around the school as class bubbles						
Pupil use of toilet during lessons						

Around the school as bubbles	Children are not to be sent to the office/other areas of the school for any reason (other than toilet). 2 nd adult in classroom to be used or contact made from classroom to office by email. 2 nd adult to speak to office maintaining social distance.	✓	SN		All staff	2.6.20
Social distancing failure (cont'd) Deliveries/visitors/access to building	<p>Office hatch to be kept closed at all times; only Secretaries to open/close both blinds in office.</p> <p>Visitors by prior arrangement to be allowed access to site and must follow risk assessment protocols. No parent access to building, Acorn/Oak/Maple parents as per protocols on playground at start/end of day.</p> <p>Deliveries will be signed for by courier and left outside main entrance for collection by office staff (communicating via entry phone only).</p> <p>Brakes continue to deliver food round to side entrance doors. Office staff go outside to unlock/lock the gate each time. If there are children using the playground at the time of delivery then staff will need to be advised to move children away from route to access the side entrance doors and maintain social distancing.</p> <p>Barbara (school cook) visitor pass and security card kept in key safe outside kitchen so they only need to be buzzed through to kitchen. No admittance by staff/pupils to kitchen.</p> <p>Contact with SBM/HT: Use internal phone/personal mobile for urgent messages, or adult to visit in person, maintaining current social distance.</p> <p>Contact with class based adults: Adults can enter different bubbles, though ideally limit visit to doorway). Other non-urgent messages can be relayed by email. Children cannot enter other bubbles.</p> <p>Keys for Maths stock cupboard, cookery room and cleaning cupboard to remain in key safe outside cookery room as before.</p>	✓	SN	<ul style="list-style-type: none"> ➤ Only 1 person in office/photocopier at any 1 time (not whilst office is occupied) ➤ Photocopier wiped after break/lunch. ➤ Gloves to be worn whilst handling post/deliveries/unlocking padlock/gate or wash hands before/after handling ➤ Barbara to be fully aware of risk assessment and protocols ➤ Internal phones wiped with antibacterial wipe between users ➤ Class doors to remain open to minimise touch points (not cookery room due to it being a fire door) ➤ Register must be taken immediately once children are settled in class to avoid office staff having to make journeys to classes ➤ Class based staff to open/close blinds and fire exits ➤ Avoid sending paper based messages between staff/children – use email 	<p>All staff</p> <p>Secretaries All staff</p> <p>All staff</p> <p>CTs /TAs</p> <p>All staff</p>	<p>7.9.20</p> <p>1.6.20</p> <p>1.6.20</p> <p>1.6.20</p> <p>1.6.20</p> <p>1.6.20</p>
Around the school Social distancing failure (cont'd)						

	Laptop trolley keys stored in key safe outside kitchen as before. See also section Office areas and whole-school shared equipment			➤ Wash hands before/after using key safe/keys – do not need to use disposable gloves.		
Break/luchtime toilet access	Breaktime toilet routines to be used to support social distancing and control flow of pupils around school to/from toilets in Y1-6. Breaktimes are staggered with 2 classes on break at any one time; children to go to the toilet before going out to break and at the end of break. 1 adult to monitor flow of children to/from toilets.	✓	SN	➤ Social distancing signs in corridor ➤ Different exits/entrances used to avoid crossing over of classes. ➤ Whistle to indicate end of break/lunch (no toilet whistle). At break come in a few minutes earlier to ease use of toilet for hand washing.	Cts & TAs	7.9.20
At break/lunch	KS1 children can use toilet before eating and on arrival back at class (also go before lunch and wash hands too.) KS2 go to the toilet before going outside to play and once returned to class for calm activities at 12:50pm). Handwashing to be done then on hand sanitiser on entry to hall and on return to class.	✓	SN	➤ First Aiders on playground duty can enter other class bubble; ideally use First Aider from same class bubble as priority. Minor first aid (graze), can be administered by non-trained First Aider.		
Outside play/routes	Use of outside playground space during breaks/lunchtimes to be staggered so: <ul style="list-style-type: none"> Acorn class in their own area, 100 square area and last 1/3 of lower playground) whilst Oak on upper playground and other 2/3 of lower playground. Elder on lower playground (last 2/3) whilst Maple on upper playground (with class adult) and remaining 1/3 of lower playground Non-contact play is introduced and a variety of playground games. Cones to separate upper and lower playground, benches, hut and trim trail out of use. As much as possible, pupils and staff are spaced apart at all times i.e.	✓	SN	➤ Wherever possible adults to keep social distance between themselves and child and drawing on pupil themselves as age, appropriate to support their own first aid under the adult's direction. ➤ Parents to ensure all clothes are named. ➤ All clothing to be claimed before leaving playground, adult to check nothing left behind. CTs/TAs to ensure all clothing goes home at end of day ➤ Aim to limit use of lost property.	Parents CTs /TAs	7.9.20 1/6/20

Movement around school. Social distancing failure (cont'd)	<ul style="list-style-type: none"> the use of staff rooms and break out areas are staggered to limit occupancy using a one-way circulation direction of travel rule i.e. keep left break times are staggered to minimise staff and pupils contact and mixing where necessary due to space restrictions avoiding unnecessary gatherings pupils to leave the class, one at a time to manage pinch points. Follow social distancing wherever possible (age appropriate) 				All staff	
During administration of First aid (lesson times)	<ul style="list-style-type: none"> Wherever possible First Aid to be provided by First Aider adults in class bubble. First Aid kits provided. If no class First Aider available, other adults in class are able to deliver minor First Aid (e.g. treat a graze) if feeling comfortable. Where no First Aider is available in the class bubble and more significant First Aid treatment/advice is needed, draw on First Aider from key stage bubble and if not available draw on office First Aider (see bulletin for staff availability). Use PPE options available as you chose (not emergency PPE packs unless COVID-19 related) Try to maintain as much distance as possible. Use child/adult in question to support administration of First Aid as age/injury appropriate. See section on cleaning First Aid Equipment. 	✓	SN	<ul style="list-style-type: none"> ➤ All staff have been supplied with x2 cloth facemasks for school use; disposable aprons and gloves are available in each bubble and in First Aid room. Visors will be provided in line with requests to HT (available for emergency – C19 use) ➤ Isolation area (excess hall) has full emergency PPE and visors ➤ Staff absence may affect provision of First Aiders and risk assessment may need to change dynamically ➤ No visitors will be allowed unless agreed in advance, ideally after school. WSCC auditors and Police may be exception 		7.9.20
Parent and other adult communication	<ul style="list-style-type: none"> Essential visitors (by appointment only) are reminded to maintain our C19 protocols and observe social distancing between other visitors/staff. To reduce queues and face-to-face conversations, parents and any potential known visitor(s) to the school are informed to phone/email the school, if they have any queries. Any essential face to face meeting is undertaken socially distanced, ideally outside. 					
Car Park/travel	See section 'At beginning/end of day' re staggered starts/end of day. 2m markers on fence.			<ul style="list-style-type: none"> ➤ Premises Manager and HT to support management of car parking and social distancing especially in 1st few weeks. 	DM & SN	7.9.20

- All encouraged to walk/cycle/scoot.
- Parents to only arrive at correct time for child's class.
- Parents must not use coach bay unless they are Y5/6 dropping off/collecting as SGS will be back on site.
- Parents to use parent/visitor spaces and SGS parking as usual.

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Staff illness/absence from class for training/meetings	Ideally draw on HLTA support from key stage bubbles or other teaching staff linked to school, though can use supply in line with DfE guidance.			➤ Staff to inform HT ASAP if unwell or need cover.	SN	7.9.20
	If capacity of staff cannot be achieved to keep the school open, then the schools will contact the Local Authority for further advice before making decisions to temporarily close on health and safety grounds.	✓	SN	➤ If staffing and/or capacity issues arise, we will initially review our capacity as a locality.	SN	As required
	If there is a need to move any pupils, teachers or other school staff to an alternative school, we will liaise with the Local Authority.	✓	SN	➤ Inform staff and contact parents with WSCC agreed statement if the school is to temporarily close or move staff and pupils to another school		
Staff and pupil wellbeing	In event of local lockdown workloads are carefully managed, and staff are assessed if they are having to stay at home due to health conditions if they are able to support remote education, while others focus on face-to-face provision.	✓	SN	➤ The design of the school curriculum will be adapted to manage the workload and well-being of staff and pupils	Lead ership team & AM	Ongoing
	Staff are mindful and supportive to pupils and fellow colleagues who may have experienced loss, require time to express their feelings and for pupils, make friends again. The first week is focussed on routines, settling in and mental well-being.	✓	SN			
	The mental health and wellbeing of all staff (including the Headteacher) and the need to implement flexible working practices in a way that promotes good work-life balance is endeavoured for where practicable.	✓	SN			
	All classes must include RHE activities on a regular basis each week and be mindful of a range of issues/emotions they may be experiencing/have experienced. Any safeguarding concerns must be referred to DSL/Deputy DSL. Pupils who may require further emotional support to be referred to HT/AH/InCo where referrals/signposting to external agencies may be required.	✓	SN			

	Staff well-being contacts/support available on staffroom noticeboard and by email. Supervision (online) to be provided for key staff closely involved in child protection issues (as agreed).	✓	SN	➤ All stakeholders will be kept informed of the latest testing arrangements	SN	ongoing
	Staff to take breaks/lunch as per bulletin.	✓	SN			
	Staff are informed that access to Coronavirus (COVID-19) testing/track and trace is available and to follow our Local Authority procedure.	✓	SN			
Staff, pupils or visitors develops symptoms of coronavirus (COVID-19) on site	When a child, young person or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 10 days. Household members should self-isolate for 14 days. Testing to be booked by parents.	✓	SN	➤ TPS will ask for all suspected cases to be tested. Once a test shows no case of Covid-19, staff or pupils can return to school. If a case is confirmed, see 'Confirmed Staff or pupil Covid-19 case' section below ➤ Office staff to contact parent; where office staff acting as First Aider, HT/SBM to contact parent ➤ Communication by walkie talkie ➤ Full emergency PPE to be worn ➤ In an emergency, staff will call 999 if they are seriously ill or injured or their life is at risk. ➤ Waste double bagged and placed in room off excess area ➤ Inform WSCC of suspected case	SN/ SBM /Office, First Aiders	Ongoing
	Staff (or visitor) will self-isolate and take the journey home by car. If they require the use of a taxi, they should wear a face mask (provided by the school)	✓	SN			
	Pupil reported to First Aider and Headteacher and taken to isolation area (excess hall) where a pupil can be isolated until parent arrives to collect. Window opened for ventilation. Shield to clean this area – note in communication book and discuss with cleaners. A separate toilet (Disabled Toilet) is used by the pupil if this is required to limit disruption (as this would require enhanced cleaning before being used by anyone else). Enhanced cleaning is undertaken in the excess hall area, classrooms, offices and any other room(s) used by the person with symptoms of coronavirus (COVID-19).	✓	SN		HT	Ongoing
Confirmed staff or pupil Covid-19 case	Where the child, young person or staff member tests positive, DfE to be informed and advice followed which may be the rest of their class or group within their education setting to be sent home and advised to self-isolate for 14 days.	✓	SN		SN	ongoing

	Classrooms(s), offices and other room(s) used by the member of staff or pupil with a confirmed case of Covid-19, are closed off for enhanced cleaning. Where cleaning and disinfecting is not required <u>immediately</u> , for instance where we can use another room/classroom /office then, and where practical to do so, the process will be delayed for 72 hours, during which time these areas will be secured with appropriate signage on the door 'Closed for Cleaning'	✓	SN			
	Areas where the individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids are cleaned thoroughly as normal	✓	SN			
Lack of hygiene provision and effective cleaning	Where safeguarding and security is not adversely affected, all: <ul style="list-style-type: none"> • internal doors that are not designated fire doors; • fire doors with automatic closers; • doors that do not need to be kept closed for security reasons; are left open during the day when building is in operation to reduce the risk of having to touch communal door handles and push plates.	✓	SN	➤ KS2 pupils to use hand sanitiser under supervision on entering/leaving building to ease congestion in toilets. KS1 on leaving hall.	CT/ TAs	1/6/20
	Hand sanitisers are located at key points where handwashing is not viable or to assist with logistics.	✓	JH	➤ DM to monitor levels of soap, hand towels in toilets and hand sanitiser CTs to monitor levels of soap/hand sanitiser/tissues/cleaning products in class. Liaise with GR (SBM) for orders promptly	DM , GR, CTs	1/6/20
	Soap dispensers and hand towels within toilet areas are fully stocked at the start of each day and regular checks are made throughout the day to ensure adequate supply	✓	JH	➤ Staff to wipe surfaces within their bubble using antibacterial spray during break/lunch.	Shield CT S & TAs	1/6/20
	Additional cleaning requirements will be assessed with SBM and cleaning contractors, which may include additional hours to allow for this.	✓	SN GR	➤ Other key areas cleaned after break and lunch – toilets, staffroom, office, photocopier – see staff PowerPoint	GR/ SN/	1/6/20
	Classrooms, tables and chairs are cleaned at the end of the day. Special attention given to frequently-touched surfaces (contact points) i.e. light switches, hand rails, door handles and toilets etc.	✓	Shield	➤ See earlier section re resource cleaning		
	Effectiveness of cleaning to be monitored by HT/SBM/PM and swift liaison with Shield Manager and cleaners where concerns arise. Hours and quality of work will be monitored closely.	✓	SN GR Shield			

	Delivery containers/packaging are cleaned entering the site and handled in line with usual manual handling safety practices and hands are washed immediately after handling or gloves used.	✓	Office	Staff and parents are informed with WSCC agreed statement if the school is to temporarily close or move staff and pupils to another school	JA/GH	1/6/20
	The school/setting would pursue external cleaning services/temporary cleaners/request services of Premises Manager if alternative arrangements cannot be made. In the event the school cannot be cleaned then contact made with WSCC re temporary closure. Text alert and email service to parents to notify them of any exceptional temporary closure due to insufficient staff cover or if the school cannot be cleaned.	✓	SN			1/6/20
Site staff absence	Support sought from HT/AH/SBM & SGS Premises staff	✓	SN		SN	As required
Unsafe Buildings	All statutory inspections are up to date and compliant	✓	SN	➤ Office staff will sign visitors in. ➤ All normal evacuation procedures will remain in place. Staff to socially distance as appropriate.	SN/DM	01.6.20
Operating in a different manner to normal operation	Contact is made with Property Services if any problems are identified	✓	SN		SN	ongoing
	The operational Fire risk assessment has been reviewed and appropriate controls are in place	✓	SN JH			
	Staff know how the fire alarm system works	✓	SN			
	There is an evacuation plan that ensures the areas being used are clear and everyone has exited the building should the alarm go off	✓	SN			
	Leadership Team know where utility isolation points and firefighting equipment are	✓	JH			
	Activities undertaken do not increase the potential for fire	✓	SN			
	Fire drills are undertaken and recorded in usual way.	✓	SN			
	Alarm points and the Fire log book checks are completed	✓	SN			

Travelling to and from work	Staff are advised to stay 2 metres (6 feet) away from other people where possible on the way into work if walking and wash hands immediately on arrival in dedicated toilet area.	✓	SN	➤ Staff (and children) should also ensure they wash their hands before leaving home as per current guidance	All staff	1/6/20
	Staff are informed (for information) to read Government Coronavirus (COVID-19): safer travel guidance for passengers, which is available online	✓	SN			
Driving to and from work	If staff have to get out of the vehicle en-route, and cannot wash their hands or do not have an appropriate alcohol-based hand sanitiser, they are advised to avoid touching their face; avoid eating or drinking; and wash their hands as soon as they can.	✓	SN		All staff	1/6/20
	Staff will wear impervious gloves where possible/available and/or wash hands after refuelling or making other adjustments on external hard surfaces. If the above was not possible then clean the car touch points with appropriate household disinfectant products when you get home (before your next journey or someone else using the vehicle)	✓	SN			
Viability of staff for work/children for school – medically critically vulnerable/vulnerable	Discussion held with every member of staff re health and personal circumstances. Follow DfE guidance re critically vulnerable/vulnerable groups. Personal risk assessments in place for these staff as needed. Risk assessments in place for pupils as needed.	✓	SN	➤ See GP/School Nurse Service/HR advice		1/6/20