



# Thakeham Primary School



**GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR:**

**CORONAVIRUS (COVID-19)**

**Used with Existing Risk Assessments & Government Guidance**

**Affected persons:**

**Young People/Clients**

☒

**Staff**

☒

**Visitors**

☒

**Contractor**

☒

**Others (specify)**

**Name of Manager confirming and agreeing Assessment:**

Sam Norton

Date 15.01.2021

**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	➤ Headteacher will provide updates to all stakeholders via email.	SN	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	➤ 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. Monitor weekly.	EH GR PH SN	
	School Website information is automatically updated.	✓	SN/JA/ GH	➤ Updated site-specific guidance has been provided to all stakeholders re guidance for local/tier systems.	SN (& EH)	02.01.21
	All staff and pupils (visitors/contractors) are informed of the rules and procedures for social distancing and hygiene precautions.	✓	SN/JA/ GH	➤ See visitor guide (no change).	SN	Ongoing
	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. No pupils/staff CEV. Risk assessment created for staff member with CEV household member and for pregnant teacher. Risk assessment created for pupil visiting site twice a week with IPT member.	✓	SN	➤ Risk assessment implemented for any individual new staff members/pupils if any adjustments are required. ➤ All staff informed of NEU advice and their right to invoke the protection of s44 and 100 ERA.	SN /G R AM /S N	07.01.21 02.01.20 21

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 31.12.21 13.7.20
	Our Behaviour Policy has been updated, removing need for Time Out (2) to partner class as children need to remain in <b>key stage bubbles</b> . <b>Housepoints on hold</b> . <b>Celebration Assemblies will be held face to face in class bubble/remotely on a fortnightly rota basis by SN. All other assemblies also held in key stage bubble</b> , drawing on remote access according to rota.	✓	SN CTs	➤ Behaviour Policy agreed by Full Governing Body. Procedures communicated to staff and parents. Full policy to be sent to staff (and parents via website) Parent updates	SN  GH SN 04.1.21	17.7.20 31.7.20 (5.9.20) Ongoing
	Coronavirus posters and/or information posters are posted around school as deemed appropriate	✓	SN			
	Appointments are agreed in advance for contractors and WSCC visitors. On or before arrival they will be informed of our protocols and risk assessment.	✓	SN	➤ School Websites and answer machine messages will make clear that no-one should visit the school without an appointment. ➤ Only essential visitors e.g. SEND/social workers, play therapists, emergency contractors. ➤ Contractors to also have C19 risk assessments in place. ➤ All visitors to be sent protocol guide and risk assessment in advance wherever possible.	JA/G H/SN	31.12.21

Precautionary transmission measures not being followed in school( <i>Continued</i> )	<p>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 (10 days).</p> <p>(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).</p> <p>(Families to be updated re current advice re travel and return to school.)</p>	✓	SN	<ul style="list-style-type: none"> <li>➤ Spreadsheet log of staff/dates of self-isolation.</li> <li>➤ Staff to be informed of need to keep HT updated re foreign travel and need for self-isolation in line with latest guidance.</li> </ul>	GR SN staff	ongoing
Illness during the day	Staff will follow the WSCC 'PPE requirements for staff' guidance where required. <b>Note;</b> 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. However we have adopted additional control measures.	✓	SN	<ul style="list-style-type: none"> <li>➤ Updates on travel/return to school and self-isolation period change to be communicated to families in newsletters</li> <li>➤ 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. GR to order/replace PPE</li> <li>➤ Follow isolation procedures for suspected cases during the day; see staff rota for available First Aiders.</li> <li>➤ Keep staff updated re any changes in location of C-19 isolation area – now in break out area</li> </ul>	SN & families  First Aiders Staff	31.12.20
Risk of virus transmission :Money handling	The school uses a cashless system to limit cash handling wherever possible and practical. Where cash is needed, handlers to wash hands before/after use/wear gloves.			<ul style="list-style-type: none"> <li>➤ Any expenses to be paid by BACS</li> </ul>	All staff  SN  SN/GR/EH	ongoing  06.01.20  Ongoing

Staff crockery etc Staff drinks Precautionary transmission measures not being followed in school	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. Premises Manager to empty dishwasher each morning, washing hands before/after putting items away.			➤ Easily distinguishable items/labelled items would support this. Wash hands before/after handing items and also before/after using communal tea/coffee/milk/touch points in staffroom	All staff/visitors/pupils	Ongoing
Staff work areas	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.			➤ Ideally bring in own flask/water bottle	All staff	06.01.21 ongoing
Class areas	Staff should limit movement from class to class/area to area as much as possible. Always maintain social distancing with other adults and wherever possible with pupils. Refrain from touching pupils (as per DfE advice) unless for safety reasons, this should be brief, hands to be washed afterwards.  Adults should not ideally not share, pens, scissors or other equipment with different staff and pupil groups. Where this is necessary adults should wash hands with soap before and after equipment use.  Workstations/desks being used at the same time will be placed as close to 2 metres apart as the layout of the room allows. <b>Max 16 in KS2 bubble classroom to support social distancing.</b>  See latest DfE guidance. <ul style="list-style-type: none"> <li>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). Keep seating plan in case of tracing requirements (positive case). (Not Acorns)</li> </ul>	✓	SN	➤ Touch surface cleaning in operation during the day (break) as per allocated list. ➤ Shield to clean at lunch at end of school day. ➤ Staff to remain with their between key stage bubble ➤ No access to kitchen area except for Barbara designated to that area ➤ Staffroom: no more than 2 at longest opposite end of table and 2 on sofa (2m apart); only 2 in PPA room (masks to be worn in PPA room); no other person in office other than member of staff covering role. No entry to office ➤ No entry to SBM office except SBM. ➤ Maximum of 2 in HT office (masks to be worn). ➤ Adults in class may choose to wear face coverings. ➤ Face coverings to be worn by all on site for any occasion	Shield  All staff  All staff	ongoing  Ongoing  31.12.21  06.01.21

Precautionary transmission measures not being followed in school( <i>Continued</i> )	<ul style="list-style-type: none"> <li>Pupils are seated facing forwards in class in line with DfE guidance (side by side).</li> </ul>			<p>when 2 adults together for meeting etc; wherever possible staff meetings to be online</p> <ul style="list-style-type: none"> <li>➤ Observe current social distancing around school</li> <li>➤ Staff to wash hands before/after using shared resources e.g. photocopier laminator, paper cutter (stored in library to support social distancing). Shared resources are cleaned at break and lunch.</li> <li>➤ Medical room to be moved to breakout area.</li> <li>➤ Pupils do not bring pencil cases/own resources/toys to school; only bring bag if needed for lunchbox; keep under their table. Each child to bring in its own clearly labelled water bottle, sun hat, sun cream (and hand cream if needed).</li> </ul>	First Aiders	02.01.21
Classroom resources	<p>Shared resources must be cleaned in between each group 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"> <li>Pens/pencils/scissors/chalks</li> <li>Individual play dough pots</li> <li>Individual sand tray</li> <li>Paint brushes/pallets/paints/paper</li> </ul> <p>Children sat next to each other may need to share glue and other resources.</p> <p>Resources that we anticipate will need sharing and therefore cleaning between use:</p> <ul style="list-style-type: none"> <li>Numicon</li> <li>Cubes</li> <li>Pizzas</li> <li>Water tray plus plastic/metal water tray resources</li> <li>Garden tools</li> <li>Bikes</li> <li>PE equipment</li> <li>Large equipment</li> </ul>			<ul style="list-style-type: none"> <li>➤ Children will be reminded to keep personalised items to themselves. Children will be gently encouraged not to put things/hands in their mouth.</li> </ul>	CTS/TAs	ongoing
IT equipment				<ul style="list-style-type: none"> <li>➤ If a laptop/PC needs to be shared then this should be cleaned between use with an antibacterial wipe/wash hands before/after use.</li> </ul>	All staff	Ongoing

Precautionary transmission measures not being followed in school( <i>Continued</i> )	<p>Adult laptop will be wiped at the start of the day/lunch time and at the end of the day/wash hands before/after use. Children's laptops will be cleaned in between use as they are shared across the school.</p> <p>Chromebooks being used by KS2 bubble only.</p> <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>			<ul style="list-style-type: none"> <li>➤ Staff IT equipment not to be used by children.</li> </ul>		
Clothes	<p>Children to wear own clean clothes changed daily.</p> <p>Soft furnishings e.g. cushions, cuddly toys etc. removed from class and First Aid room (cookery room).</p>			<ul style="list-style-type: none"> <li>➤ 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.</li> </ul>	CTs & TAs	Sept 20
Lunchtime/breaktime	<p>Children play outside in KS bubbles using all playground.</p>			<ul style="list-style-type: none"> <li>➤ Only KS1 to use trim trail.</li> <li>➤ KS1 have own box of equipment.</li> <li>➤ No mixing of KS bubbles outside or inside.</li> <li>➤ Children eat in KS bubbles (KS1 first, wipe down tables/benches then KS2 eat)</li> <li>➤ Staff in hall to wear a face covering in hall (in class too if they wish).</li> <li>➤ Windows to be opened (at height in hall) and wherever possible in class break/lunch at least and during day if weather permits.</li> </ul>	CTs & TAs	06.1.21
					CTs & TAs	06.01.21

Precautionary transmission measures not being followed in school (Continued) Handwashing	Staff/children/visitors will wash hands regularly including on arrival/leaving site, before and after eating, after break/lunch after the toilet and before and after using shared equipment. Handwashing techniques are explained to all pupils and the supervision of pupils' washing hands correctly is periodically undertaken by staff (for Acorn pupils). All pupils/staff are asked and reminded to wash their hands; <ul style="list-style-type: none"> <li>• before leaving home and on arrival at school</li> <li>• after using the toilet and after breaks and sporting activities</li> <li>• before and after food preparation and eating any food, including snacks</li> <li>• before leaving school</li> </ul>			<ul style="list-style-type: none"> <li>➤ Follow PHE advice (20s with soap).</li> <li>➤ Posters next to wash basins</li> <li>➤ Staff not expected to monitor handwashing in the toilets areas (except Acorn, leave door open) – safeguarding concern, though can remind/check!</li> <li>➤ Teachers to provide daily reminders re handwashing.</li> <li>➤ Hand sanitiser also available in classes and front reception, library and dining hall.</li> </ul>	All All KS2 children use hand sanitiser at start/end of day, after break/lunch.	ongoing
Staff toilets	3 adult staff toilet areas are allocated for use by specific groups of staff.	✓	SN	<ul style="list-style-type: none"> <li>➤ KS1 staff use corridor toilet; KS2 staff use disabled toilet; other staff use toilet next to office</li> </ul>	All staff	06.1.21
Hygiene	Teachers (and support staff) follow and regularly reiterate the hygiene message to pupils; <ul style="list-style-type: none"> <li>• cover your cough or sneeze with a tissue</li> <li>• if you don't have any tissues available, then cough and sneeze into the crook of your elbow</li> </ul>			<ul style="list-style-type: none"> <li>➤ For KS2 classes start/end of day can use hand sanitiser to ease congestion. On entry to hall before eating and on return to class after break/lunch.</li> </ul>	KS2 pupils	Ongoing
Toilets	<ul style="list-style-type: none"> <li>• throw the tissue in a bin</li> <li>• wash hands – 20s with soap (see PHE)</li> <li>• avoid touching your eyes, nose and mouth with unwashed hands</li> </ul>			<ul style="list-style-type: none"> <li>➤ See quoit system in place – only 3 pupils in toilets at one time (use basins at opposite ends of bathroom).</li> <li>➤ Acorn &amp; Oak children to use Acorn bathroom; KS2 bubble to use main girls/boys toilets</li> <li>➤ Visitors to use wash hands on arrival or use hand sanitiser on</li> </ul>	KS1/EY FS  Visitors	06.1.21  ongoing



Precautionary transmission measures not being followed in school( <i>Continued</i> )				<p>arrival at reception– to be used at reception before entering grey door.</p> <ul style="list-style-type: none"> <li>➤ Grey door open at arrival time for staff to reduce touch points; staff to wash hands on arrival in their dedicated toilet area.</li> <li>➤ Updates/reminders sent to parents as needed re Covid-19 symptoms and action to take.</li> <li>➤ Secretaries to complete daily DfE attendance data maintain spreadsheet log of COVID-19 absence on staff common so all staff can access re attendance</li> <li>➤ Any staff concerned about a pupil's temperature can check temperature using infra-red thermometer stored in isolation area (though temperature reading not essential – person will feel hot to touch on back/chest)</li> <li>➤ Poster around school with C19 information/symptoms.</li> <li>➤ Classroom posters up as a visual reminder</li> <li>➤ Pedal bins for classes, cookery room and staff room in place to minimise touch point</li> <li>➤ Staff will monitor if bins are close to overflow.</li> <li>➤ Tissues available in classes.</li> </ul>	Staff	ongoing
					JA/GH/JB	ongoing
					"	"
					Staff	ongoing
						ongoing
						ongoing
Touch point transmission	<ul style="list-style-type: none"> <li>• Use own pen for signing in.</li> <li>• Wash hands before and after handling shared resources.</li> <li>• SBM/HT to use own printers in their rooms as much as possible.</li> <li>• See classroom resources and break/lunchtime section</li> </ul>	✓	SN			

				<ul style="list-style-type: none"> <li>➤ Seating plan on display in case of supply/other adult leading class.</li> <li>➤ Adults to be alert to body fluids on surfaces and anti-bacterial wipe during the day if necessary.</li> <li>➤ Desks and other key touch points cleaned at break/after lunch with anti bac spray.</li> <li>➤ Internal phones wiped with antibacterial wipe between users</li> <li>➤ Wash hands before/after using key safe/keys.</li> <li>➤ 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 – no toys onsite.</li> <li>➤ At the end of the day all surfaces will be cleaned by Shield.</li> <li>➤ Make use of online reading resources as much as possible: Oxford Reading Tree, Epic etc</li> <li>➤ 3-day book quarantine in operation, including use of library.</li> <li>➤ 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.</li> </ul>	<p>CTs &amp; TAs</p> <p>All staff</p> <p>CTs/TAs</p> <p>Shield contractors</p> <p>CTs &amp; TAs</p>	<p>ongoing</p> <p>“</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>ongoing</p>
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What are the hazards?	<ul style="list-style-type: none"> <li>Generic Control Measures</li> </ul>	✓ 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> ) Cleaning – touch points	<ul style="list-style-type: none"> <li>Surfaces and key touch points cleaned during break and after lunch.</li> </ul>	✓ ✓	All staff	<ul style="list-style-type: none"> <li>➤ Cleaning of key touch points during break/lunch (each area has staff linked to cleaning areas – <a href="#">see staff PowerPoint</a>)</li> <li>➤ Before/after operating burglar/fire alarm use hand sanitiser/wash hands. Antibac wipe the keypad and door</li> <li>➤ 1st/last CT/TA to arrive/leave to open/close blinds in classrooms and HT/SBM in own offices each day (not PM/Shield)</li> <li>➤ Wipe down surfaces and key touch points in class areas during break and after lunch is served in class</li> </ul>	HT/CTs/TAs/MM S/admin  SN/DM/EH/GR  CTs/TAs /office/ HT/SBM  CTs/TAs  All	Ongoing  17.1.21  "  "  "

<p>Precautionary transmission measures not being followed in school(<i>Continued</i>)</p> <p>Doors/windows</p> <p>Use of outside space/PE</p>	<ul style="list-style-type: none"> <li>Internal classroom/staffroom/admin doors left open to reduce touch points (not grey secure door during day only until AM staff arrive).</li> </ul>			<ul style="list-style-type: none"> <li>➤ Clean shared resources at the end of each day/between groups</li> <li>➤ Staff to use pass to enter main front door in a contactless way; wash hands in dedicated toilet area</li> <li>➤ Ensure Shield cleaning company are aware of updated requirements and rooms in use and review their risk assessments</li> <li>➤ Follow WSCC/DfE guidelines re cleaning products and materials</li> <li>➤ Reminders of COSHH regulations</li> <li>➤ When hall in use keep top windows open.</li> <li>➤ External doors and windows are opened to allow additional ventilation, where possible (including offices). During inclement weather – rain/cold temperatures, open windows as much as possible and where not possible open external windows/doors at break/lunch to purge air flow in line with DfE/WSCC advice.</li> <li>➤ Acorn toilet door left open.</li> </ul>	<p>“</p> <p>Shield</p> <p>All</p> <p>All</p>	<p>“</p> <p>“</p> <p>“</p> <p>“</p>

<p>Clubs</p> <p>Precautionary transmission measures not</p>	<ul style="list-style-type: none"> <li>Where possible and weather permitting, the school will try to maximise the use of outdoor spaces for teaching.</li> <li>PE taught by KS bubble teacher.</li> <li>Equipment cleaned between users.</li> <li>No taster/tournament sessions until safe to do so.</li> <li>No clubs permitted to operate.</li> </ul>	✓	CTS	➤ Avoid contact sports.	CTs/	ongoing
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being followed in school(Continue d)						
Cleaning – First Aid equipment						
First Aid						
PPE – Emergency & general use						
Library						
	<ul style="list-style-type: none"> <li>Staff to wash hands before/after using First Aid equipment. Wipe equipment with antibacterial wipe and dispose of in bin.</li> <li>Ice pack covers to be washed in washing machine once used/use paper towels.</li> <li>Each KS bubble has their own First Aid kit. When items are used they are replaced the same day. First Aid takes place in KS bubble wherever possible.</li> <li>Children with health conditions are identified by our usual procedures – photo and info on First Aid clipboard.</li> <li>First aiders dealing with suspected COVID-19 cases to wear emergency PPE from WSCC (apron, face mask, gloves)</li> <li>Visors to be cleaned with antibacterial spray (and clean gloves)</li> <li>Temporarily closed – use online resources.</li> </ul>	✓	SN	<ul style="list-style-type: none"> <li>KS bubble First Aider to be used.</li> <li>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)</li> </ul>	First aiders  SN & GR  All staff  1 <sup>st</sup> aiders	ongoing "  ongoing  ongoing
Social distancing failure (serving/eat ing lunch)	<ul style="list-style-type: none"> <li>Children to wash hands before and after lunch (KS2 have hand sanitiser on arrival/exit to/from hall/class. KS1 on exit (wash hands before lunch).</li> <li>Children seated in rows facing forwards in one direction in hall – class bubbles only.</li> </ul>	✓	SN	<ul style="list-style-type: none"> <li>Gloves and face covering to be worn by cook</li> <li>Face covering to be worn by adult supporting in hall</li> </ul>	Pupils, MMS, cook, TAs	04.01.21

Social distancing failure	<ul style="list-style-type: none"> <li>Children come to collect hot food no more than 4 at a time, with distance in between; leaving a gap before serving point.</li> <li>Separate waste, cutlery and drinks/desert areas for both KS. Children served drinks/desert in their places.</li> <li>Classes enter/leave the hall through separate entrances.</li> <li>See break/lunchtime section p.7</li> </ul>			<ul style="list-style-type: none"> <li>➤ Adult can wear face covering if supporting with lunch in class</li> <li>➤ Adults to use hand sanitiser before/after duty</li> <li>➤ MMS/cook/adults to maintain social distancing with each other</li> <li>➤ Only cook to be in kitchen</li> <li>➤ KS2 classes have a lunchbox trolley in the hall and a cloakroom trolley as coming off the playground to lunch) – reduces traffic in the corridor</li> <li>➤ Pupils will be placed side-to-side.</li> </ul>		
Music	<ul style="list-style-type: none"> <li>Group size must be no greater than 15 for singing; children should be spaced 2 metres apart.</li> <li>Avoid sharing of instruments, and ensure good ventilation.</li> <li>Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.</li> </ul>					
Assemblies	<ul style="list-style-type: none"> <li>To be KS based delivered by classteacher in person or other teacher according to assembly rota (revised).</li> <li>Celebration Assembly delivered by SN (wearing mask).</li> </ul>			<ul style="list-style-type: none"> <li>➤ Children will face forwards.</li> <li>➤ No singing in assemblies.</li> <li>➤ If adult presenting an award, ensure wash hands before/after</li> </ul>	CTS. TAs	ongoing
As a KS 'bubble'	<ul style="list-style-type: none"> <li>A pupil classroom desk and seating allocation plan is drawn up and on display in each KS (Y1-6).</li> </ul>	✓	SN	<ul style="list-style-type: none"> <li>➤ DfE acknowledge social distancing is difficult with younger children.</li> <li>➤ Where possible keep windows/external door open (subject to weather, open at break/lunch to purge air in inclement weather)</li> <li>➤ Keep internal door open to limit touch points.</li> </ul>	All staff/pupils	ongoing
At beginning/end of day	<ul style="list-style-type: none"> <li>All pupils (Y1-6) to sit facing forwards; adults to aim to maintain social distancing wherever possible from children and from each other.</li> </ul>					
Around the school as KS bubbles	<ul style="list-style-type: none"> <li>Children in KS bubbles enter/leave separately.</li> <li>Pupils are always in the same KS bubble each day.</li> </ul>					

Pupil use of toilet during lessons	<ul style="list-style-type: none"> <li>On arrival pupils and adults will respect social distancing rules and follow instructions communicated.</li> <li>2m markers are attached to the fence, indicating where pupils/parents should line up. <b>Separate areas for each KS.</b> Only 1 parent to attend (ideally not with siblings).</li> <li>Parents discouraged from gathering/mingling.</li> </ul>	✓	All	<ul style="list-style-type: none"> <li>➤ Letter sent parents re onsite arrangements explaining arrangements.</li> <li>➤ Copies of letters sent to staff</li> <li>➤ Updates to risk assessment and protocols sent to staff</li> </ul>	All children /parents onsite Staff	04.1.21  Ongoing from 04.1.21
	<p>Movement internally reduced for pupils and congestion eased outside school at end of day:</p> <ul style="list-style-type: none"> <li>Staggered start/end of day for classes.</li> <li><b>KS1 bubble to use playground/gate to enter/leave school. Use Acorn toilets inside classroom. Only corridor used when travelling to/from hall</b></li> <li><b>KS2 use main entrance to enter/exit school. Girls/boys toilets used.</b></li> <li><b>Maintain quoit system for KS2 - 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.</b></li> <li>pupils/adults using toilet at one time are limited each group has a designated set of toilets to use</li> </ul>	✓	SN	<ul style="list-style-type: none"> <li>➤ Parents to wear face coverings and those aged 11+</li> <li>➤ 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.</li> <li>➤ Reminders of rules via newsletters/texts/</li> <li>➤ KS adults to monitor corridor traffic and any possible congestion and raise with HT any issues to discuss any changes that may be required.</li> </ul>	CTs & TAs	06.1.21
Around the school as bubbles	<ul style="list-style-type: none"> <li><b>Children are not to leave KS bubble unaccompanied (except to use the toilet – KS2)</b></li> <li><b>Children must not be sent to the office/photocopier.</b></li> </ul>	✓	SN	<ul style="list-style-type: none"> <li>➤ <b>No entrance to office other than for staff member working in there.</b></li> <li>➤ 1 at photocopier at any 1 time</li> <li>➤ Photocopier wiped after break/lunch.</li> <li>➤ Wash hands before/after handling post/deliveries/unlocking padlock/gate.</li> </ul>	All staff	6.1.21
Deliveries/visitors/access to building	<ul style="list-style-type: none"> <li>Office hatch to be kept closed at all times; <b>only Secretaries/staff member covering to open/close both blinds in office and open/close fire exit door.</b></li> <li>Essential visitors by prior arrangement to be allowed access to site and must follow risk assessment protocols. No parent access to building.</li> </ul>	✓	SN	<ul style="list-style-type: none"> <li>➤ Wash hands before/after handling post/deliveries/unlocking padlock/gate.</li> </ul>	All staff	ongoing
					Secretaries All staff	6.1.21



Social distancing failure (cont'd) Around the school	<ul style="list-style-type: none"> <li>• <b>Deliveries</b> will be signed for by courier and left outside main entrance for collection by office staff (communicating via entry phone only).</li> <li>• 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.</li> <li>• 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.</li> <li>• Staff to use phone in PPA room.</li> <li>• Premises Manager/other staff to use laptop in PPA room (wash hands before/after)</li> <li>• <b>Contact with SBM/HT:</b> Use internal phone/personal mobile for urgent messages, or adult to visit in person, maintaining current social distance.</li> <li>• <b>Contact with class based adults: limit visit to doorway if immediate communication needed.</b> Other non-urgent messages can be relayed by email. <b>Children cannot enter other bubbles.</b></li> <li>• See also section Office areas and whole-school shared equipment</li> <li>• As much as possible, pupils and staff are spaced apart at all times i.e.</li> <li>• the use of staff rooms – see p.5</li> <li>• using a one-way circulation direction of travel rule i.e. keep left</li> </ul>			<ul style="list-style-type: none"> <li>➤ Frequently used keys stored in red pot in library.</li> <li>➤ Keys for cookery room and cleaning cupboard to remain in key safe outside cookery room as before.</li> <li>➤ First Aid room re-located to break out area.</li> <li>➤ Barbara to be fully aware of risk assessment and protocols</li> <li>➤ Staffroom: no more than 2 at longest opposite end of table and 2 on sofa (2m apart); only 2 in PPA room (masks to be worn in PPA room); only 2 in office (masks to be worn) and minimise entry to office</li> <li>➤ No entry to SBM office except SBM.</li> <li>➤ Maximum of 2 in HT office (masks to be worn).</li> <li>➤ Adults in class may choose to wear face coverings.</li> <li>➤ Class doors to remain open to minimise touch points (not cookery room due to it being a fire door)</li> <li>➤ Register must be taken immediately once children are settled in class to avoid office staff having to make journeys to classes</li> <li>➤ Avoid sending paper based messages between staff/children – use email</li> <li>➤ Social distancing signs in corridor</li> </ul>	First Aiders	6.1.21
					All staff	06.1.21
		✓	SN		All staff Cts & TAs	6/1/21

<p><i>Social distancing failure (cont'd)</i> At break/lunch</p> <p>Outside play/routes</p>	<ul style="list-style-type: none"> <li>break times are staggered to minimise staff and pupils contact and mixing where necessary due to space restrictions</li> <li>avoiding unnecessary gatherings</li> <li>pupils to leave the class, one at a time to manage pinch points.</li> <li>Breaktimes are staggered with 2 classes on break at any one time; in separate areas. Before going out to break and at the end of break. 1 adult to monitor flow of children to/from toilets. <ul style="list-style-type: none"> <li>Adults on duty monitor number of children using toilets.</li> <li>KS2 hand sanitiser on entry to hall and on return to class.</li> </ul> </li> <li>First Aiders on playground duty can enter other class bubble; ideally use First Aider from same class bubble as priority. <b>Minor first aid</b> (graze), can be administered by non-trained First Aider.</li> </ul>			<ul style="list-style-type: none"> <li>➤ Whistle to indicate end of break/lunch. 1<sup>st</sup> stand still, 2<sup>nd</sup> line up. At break come in a few minutes earlier to ease use of toilet for hand washing/sanitising.</li> <li>➤ Non-contact play</li> <li>➤ 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.</li> <li>➤ Isolation area (excess hall) has full emergency PPE and visors</li> <li>➤ Staff absence may affect provision of First Aiders and risk assessment may need to change dynamically</li> <li>➤ No face to face parent meetings. Use online means/phone</li> <li>➤ Online staff meetings.</li> <li>➤ Parents to ensure all clothes are named.</li> <li>➤ 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</li> <li>➤ No parent access to lost property.</li> <li>➤ Parents reminded to leave site promptly</li> </ul>	First aiders /all staff	ongoing
During administration of First aid		✓	SN		Parents CTs/TAs	ongoing
Parent and other adult communication					All staff	ongoing
Car Park/travel					parents	"

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an <a href="#">acceptable</a> level	Person to implement	Date to be actioned
Staff illness/absence from class for training/meetings	<ul style="list-style-type: none"> <li>Draw on teacher/TA/HLTA support from key stage bubbles.</li> <li>School decision not to use supply teachers</li> </ul>			<p>➤ Staff to inform HT ASAP if unwell or need cover between 7:30am and 9pm on the following days:</p> <p>Mon: SN Tues &amp; Weds: EH Thurs: SN Fri: EH At the weekend please phone: Sat: EH 11am-6pm Sun: SN 10am – 8pm</p>	SN/EH/	06.1.21
	If capacity of staff cannot be achieved to keep the school open, then the schools will contact the Local Authority and Chair of Governors for further advice before making decisions to temporarily close on health and safety grounds.	✓	SN	<p>➤ If staffing and/or capacity issues arise, we will initially review our capacity as a locality.</p> <p>➤ Inform staff and contact parents with WSCC agreed statement if the school is to temporarily close</p>	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			
Staff and pupil wellbeing	<ul style="list-style-type: none"> <li>Rota of staff on site/responding to home learning remotely. focus on face-to-face provision.</li> <li>Staff encouraged to raise anxieties with line manager/SN/EH</li> <li>Staff are mindful and supportive to pupils and fellow colleagues who may have experienced loss</li> <li>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.</li> <li>Staff to aim to communicate within contracted hours.</li> </ul>	✓	SN	<ul style="list-style-type: none"> <li>WSCC Employee Assistance Programme (EAP): 0800 030 5182</li> <li>Education Support: 08000 562 561 <a href="http://www.educationsupport.org.uk">www.educationsupport.org.uk</a></li> </ul>	Lead ership team & AM	Ongoing

	<ul style="list-style-type: none"> <li>Staff should communicate with children/adults as per Home Learning Policy.</li> </ul>					
	<ul style="list-style-type: none"> <li>All classes must include PSHE activities on each week and be mindful of a range of issues/emotions they may be experiencing/have experienced.</li> <li>Any safeguarding concerns must be referred to DSL/Deputy DSL.</li> <li>Pupils who may require further emotional support to be referred to HT/AH/InCo where referrals/signposting to external agencies may be required.</li> </ul>	✓	SN			
	<ul style="list-style-type: none"> <li>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).</li> </ul>	✓	SN		SN	ongoing
	<ul style="list-style-type: none"> <li>Staff are informed that access to Coronavirus (COVID-19) testing/track and trace is available and to follow our Local Authority procedure.</li> </ul>	✓	SN	➤ All stakeholders will be kept informed of the latest testing arrangements		
Staff, pupils or visitors develops symptoms of coronavirus (COVID-19) on site	<ul style="list-style-type: none"> <li>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. And seek a Covid-19 test. The school will inform the relevant staff/parents that their fellow household members should self-isolate for 10 days.</li> </ul>	✓	SN	➤ All staff and pupils have access to a test if they display symptoms of coronavirus, and they are encouraged to get tested	SN	12.20  Ongoing
	<ul style="list-style-type: none"> <li>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)</li> </ul>	✓	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		
	<ul style="list-style-type: none"> <li>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.</li> </ul>	✓	SN	➤ 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		

				<ul style="list-style-type: none"> <li>➤ In an emergency, staff will call 999 if they are seriously ill or injured or their life is at risk.</li> <li>➤ Waste double bagged and placed in room off excess area</li> <li>➤ Inform DfE of confirmed case</li> </ul>	HT /SB M/A H	
	<ul style="list-style-type: none"> <li>• 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).</li> </ul>	✓	SN	<ul style="list-style-type: none"> <li>➤ KS2 staff to use office toilet in these circumstances.</li> </ul>	KS2 staff	ongoing
	<ul style="list-style-type: none"> <li>• 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).</li> </ul>	✓	SN	<ul style="list-style-type: none"> <li>➤ Shield to provide deep clean</li> </ul>	SN	
Confirmed staff or pupil Covid-19 case	<ul style="list-style-type: none"> <li>• Where the child, young person or staff member tests positive, PHE will be contacted to advise on test and trace procedures and those identified as a close contact will need to self-isolate for 10 days</li> </ul>	✓	SN	<ul style="list-style-type: none"> <li>➤ All staff and pupils have access to a test if they display symptoms of coronavirus, and they are required to get tested.</li> <li>➤ DfE and WSCC contacted</li> </ul>	SN	
	<ul style="list-style-type: none"> <li>• 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'</li> </ul>	✓	SN			
	<ul style="list-style-type: none"> <li>• 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</li> </ul>	✓	SN			

Lack of hygiene provision and effective cleaning	<p>Where safeguarding and security is not adversely affected, all:</p> <ul style="list-style-type: none"> <li>• internal doors that are not designated fire doors;</li> <li>• fire doors with automatic closers;</li> <li>• doors that do not need to be kept closed for security reasons;</li> </ul> <p>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. NB in inclement weather these can be opened at break/lunch to purge the room of fresh air.</p>	✓	SN	<ul style="list-style-type: none"> <li>➤ KS2 pupils to use hand sanitiser under supervision on entering/leaving building to ease congestion in toilets.</li> <li>➤ 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</li> </ul>	CT/ TAs	ongoing
	<ul style="list-style-type: none"> <li>• Hand sanitisers are located at key points where handwashing is not viable i.e. entrance/reception areas for visitors to use. Also available in KS2 classrooms.</li> </ul>	✓	JH	<ul style="list-style-type: none"> <li>➤ Staff to wipe surfaces within their bubble using antibacterial spray at break and end of lunch service</li> </ul>	DM , GR, CTs Shi eld CT S & TAs	
	<ul style="list-style-type: none"> <li>• 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</li> </ul>	✓	JH	<ul style="list-style-type: none"> <li>➤ Other key areas cleaned after break and lunch – toilets, staffroom, office, photocopier – see staff PowerPoint</li> </ul>	GR/ SN/	
	<ul style="list-style-type: none"> <li>• Additional cleaning requirements will be assessed with SBM and cleaning contractors, lunchtime cleaning provided by Shield.</li> </ul>	✓	SN GR	<ul style="list-style-type: none"> <li>➤ Resources in their bubble to be cleaned at end of day if shared (Milton disinfectant)</li> </ul>		
	<ul style="list-style-type: none"> <li>• Classrooms, tables and chairs are cleaned at the end of the of the day. Special attention given to frequently-touched surfaces (contact points) i.e. light switches, hand rails, door handles and toilets etc.</li> <li>• Break and lunch cleaning routines in place.</li> </ul>	✓	Shie ld		SN/ GR	
	<ul style="list-style-type: none"> <li>• Effectiveness of cleaning to be monitored by HT/SBM/PM and swift liaison with Shield Manager and cleaners where concerns arise. Hours will be monitored closely.</li> </ul>	✓	SN GR Shie ld		JA/ GH	
	<ul style="list-style-type: none"> <li>• Deliveries handled – wash hands after handling.</li> </ul>	✓	Offic e			

	<ul style="list-style-type: none"> <li>The school/setting would pursue external cleaning services/temporary cleaners/request services of Premises Manager if alternative arrangements cannot be made.</li> <li>In the event the school cannot be cleaned then contact made with WSCC re temporary closure.</li> <li>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.</li> </ul>	✓	SN	Staff and parents are informed with WSCC agreed statement if the school is to temporarily close or move staff and pupils to another school		
Site staff absence	Support sought from HT/AH/SBM	✓	SN		SN	As required
Unsafe Buildings	<ul style="list-style-type: none"> <li>All statutory inspections are up to date and compliant</li> </ul>	✓	SN	<ul style="list-style-type: none"> <li>➤ Office staff will sign visitors/contractors in.</li> <li>➤ Updated fire emergency plan in place – see staff protocols powerpoint.</li> <li>➤ Staff to socially distance as appropriate.</li> </ul>	SN/DM SN	Ongoing  6.1.21
Operating in a different manner to normal operation	<ul style="list-style-type: none"> <li>Contact is made with Property Services if any problems are identified</li> </ul>	✓	SN			
	<ul style="list-style-type: none"> <li>The operational Fire risk assessment has been reviewed and appropriate controls are in place</li> </ul>	✓	SN JH			
	<ul style="list-style-type: none"> <li>Staff know how the fire alarm system works</li> </ul>	✓	SN			
	<ul style="list-style-type: none"> <li>There is an evacuation plan that ensures the areas being used are clear and everyone has exited the building should the alarm go off – see staff powerpoint</li> </ul>	✓	SN			
	<ul style="list-style-type: none"> <li>Leadership Team &amp; Fire Wardens know where utility isolation points and firefighting equipment are</li> </ul>	✓	JH			
	<ul style="list-style-type: none"> <li>Activities undertaken do not increase the potential for fire</li> </ul>	✓	SN			
	<ul style="list-style-type: none"> <li>Fire drills are undertaken and recorded in usual way.</li> </ul>	✓	SN			
	<ul style="list-style-type: none"> <li>Alarm points and the Fire log book checks are completed</li> </ul>	✓	SN			
Travelling to and from work	<ul style="list-style-type: none"> <li>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.</li> </ul>	✓	SN	<ul style="list-style-type: none"> <li>➤ Staff should also ensure they wash their hands before leaving home as per current guidance</li> </ul>	All staff	ongoing

	<ul style="list-style-type: none"> <li>Staff are informed (for information) to read Government Coronavirus (COVID-19): safer travel guidance for passengers, which is available online</li> </ul>	✓	SN			
Driving to and from work	<ul style="list-style-type: none"> <li>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.</li> </ul>	✓	SN		All staff	Ongoing
	<ul style="list-style-type: none"> <li>Staff will wear impervious gloves where possible/available and/or wash hands after refuelling or making other adjustments on external hard surfaces.</li> </ul>	✓	SN			
Viability of staff for work/children for school – medically critically vulnerable/vulnerable	<ul style="list-style-type: none"> <li>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.</li> <li>Risk assessments in place for pupils as needed.</li> </ul>	✓	SN	➤ See GP/School Nurse Service/HR advice		