

## COVID-19 Risk Assessment for Schools

Approved by Mrs Colling, Chair of Trustees

17th June 2020



### ISBA COVID-19 Risk Assessment

#### Overall Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re- assessment
A	Is government advice being regularly accessed, assessed, recorded and applied?	<p>SLT monitor Government announcements and briefings, and advice from Professional Associations (ISC, ISBA) daily.</p> <p>Collated information from all sources used to develop this RA.</p> <p>Decisions are to be Government led at all times. The main driver is to minimise transmission and the spread of Covid-19. More children at school, other than instructed groups adds to the risk, no matter how effectively mitigated.</p> <p>Insurances may not cover children where the advice is that they should be at home</p>		
B	Are changes regularly communicated to staff, pupils, parents and governors?	<p>Weekly staff briefing.</p> <p>Onsite staff to have daily contact with Line Manager.</p> <p>Pupils have remote working in accordance with timetable. Onsite pupils to have verbal reinforcement of processes by staff</p> <p>Head communicates with parents by ParentMail.</p> <p>Parents can communicate using "office@bishopchallonerschool.com" email.</p> <p>Head communicates with Governors.</p>		

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		Governor meetings to be held remotely		
C	Are changes reviewed by governors?	Risk Assessment to be sent to Governors for review and approval	DR	
D	Is access to school controlled effectively and are visitor (if allowed) details recorded?	<p>No visitors (including parents) without appointment.</p> <p>Signs to be placed in car park in disabled bay by front door at end furthest away from front door stating:</p> <p>“Parents / visitors – do not pass this point. To arrange an appointment ring 020 8460 3546 or email <a href="mailto:office@bishopchallonerschool.com">office@bishopchallonerschool.com</a>”</p> <p>Holding areas to be established for drop off and collection on front lawn (see “Pupils, Parents &amp; Staff RA 7. below )</p>	KM	
E	Are Social Distancing (SD) and other hygiene rules communicated, understood and applied?	<p>This RA distributed to all staff.</p> <p>Government advice states: “We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2m apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account.”</p> <p>Risk is minimised through:</p> <p>Staying in class cohorts/ not mixing with other groups. Same staff to stay with group on subsequent days where possible.</p> <p>Frequent handwashing for at least 20 seconds with soap and running water</p> <p>Promote “Catch it, bin it, kill it.”</p> <p>Consider how to encourage young children to learn and practise these habits through games, songs and repetition</p>		

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		<p>Avoiding contact with anyone with symptoms. Pupils displaying symptoms should be taken to the Chapel to await collection. Chapel to be filled from front to back. Consider outside space if the weather is nice for appropriately aged child.</p> <p>Year 6 pupils to use medical room for non Covid-19 illnesses. Younger children to remain in reception area to be collected.</p> <p>Staff are to apply SD where possible. <b>See “Pupils, Parents &amp; Staff RA” 7. below</b> for detailed processes including: staying in cohorts, drop off/collection, holding areas for parents – staggered arrivals; routes; locations; markings; handwashing; supervising toilets on a one in, one out basis; supervising breaks/lunches)</p> <p>Pupils to be advised that they should change clothes daily and will therefore not be expected to wear full school uniform</p>		
F	Are staff and pupils being reminded and checked to ensure they are complying with hygiene and SD rules?	<p>Risk Assessment to be redistributed to staff when amended</p> <p>Changes to be highlighted at staff briefings</p> <p>Daily verbal reinforcement from staff to pupils (reminding of rules and processes: eg. Handwashing for at least 20 seconds with soap and running water; strict enforcement of behaviour) &amp; parents (reminding them where to stand and to leave site immediately when child has been delivered)</p>		

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G	Is there sufficient supplies of hygiene materials and are they well placed?	<p>Site team to monitor and reorder as necessary.</p> <p>Handsanitiser and wipes to be placed in each classroom in use.</p> <p>Individual handsanitiser ordered for all nursery staff. Antibacterial hand wipes available.</p>	SC	Calabash not anticipating delivery of 21 handsanitiser units for each entrance until end Jun/ beginning Jul
H	Has the cleaning regime been regularly re-assessed and, if necessary, revised to high risk areas such as toilets, door handles, switches, hand rails and regularly used hard surfaces?	<p>Deep Clean of whole school before school reopens.</p> <p>Cleaning to be concentrated on high-use areas</p> <p>Clean surfaces that are high touch areas for children, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, banisters, more regularly than normal</p> <p>Avoid use of shared resources where possible</p> <p>Ensure that bins for tissues are emptied throughout the day if they do not have lids. Site team to wear PPE: gloves &amp; masks</p> <p>All workspaces should be well ventilated</p> <p>Equipment to be left on desks if cleaning required</p> <p>Site team to monitor cleaners</p>	DR	
I	What precautions are being used to keep shared teaching equipment (e.g. musical instruments) hygienic?	<p>No unnecessary lessons</p> <p>Staff to wipe where possible if equipment used by multiple children on same day.</p> <p>i-Pads to be allocated to an individual child.</p> <p>Other equipment to be left on desks at end of day if cleaning required</p>		

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J	Are high risk areas being regularly monitored (including boarding areas) for hygiene?	Regular cleans. Site team to clean medical room (chapel) after each use		
K	Are contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing decisions?	Procedures discussed constantly by SLT. RA and updates to be communicated to staff by email		
L	Are all the risks identified properly mitigated and regularly re-assessed?	Reviewed daily by managers on the ground. RA to be updated as necessary		

### Pupils, Parent and Staff Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Are communication channels working and being reviewed? Email, text, facebook etc	Staff – weekly briefing and email updates Parents – Letters and newsletters sent by Parentmail		
2	Is there a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors?	Staff – emails & AOB at weekly briefings. Parents to contact <a href="mailto:office@bishopchallonerschool.com">office@bishopchallonerschool.com</a> – voicemail on school phone to this effect  Signs to be placed in car park in disabled bay by front door at end furthest away from front door stating: “Parents / visitors – do not pass this point. To arrange an appointment ring 020 8460 3546 or email <a href="mailto:office@bishopchallonerschool.com">office@bishopchallonerschool.com</a> “		
3	If there is a governor and / or officer for the school / department nominated to be responsible for COVID-19 matters, are their	No – staff to contact SLT		

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	contact details known and are they on call?			
4	Is there a system to communicate with parents and staff that have not returned to school for fear of infection?	<p>Remote provision to be adapted to enable teachers to conduct lessons in school</p> <p>Where expected pupils remain offsite for genuine shielding reasons, effort will be made to ensure a good remote learning provision.</p> <p>Communication to continue via email</p> <p>Staff briefings by MS Teams</p> <p>Extremely Vulnerable staff identified and must not attend site.</p> <p>Where SD is difficult to enforce for younger cohorts, staff may consider using their own PPE. The school can provide a face mask and gloves. Government advice is: "Wearing a face covering or face mask in schools or other education settings is <b>not</b> recommended.</p> <p>The majority of 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. PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> <li>• children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</li> <li>• if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask</li> </ul>		

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		<p>should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.”</p> <ul style="list-style-type: none"> <li>Lab goggles, aprons, masks, gloves to be available in every utilised room. Supplies to be stored in office. Face masks to be signed for.</li> </ul>		
5	Who has travelled where: other than home and school? (via app or written diary).	<p>Pupils to be reminded of SD responsibilities by staff</p> <p>Parents to be reminded of SD responsibilities by Parent Mail</p>	PA	
6	What are, and have the hygiene rules set by the school been adhered to by pupils, parents and staff?	<p>Hand sanitiser to be placed in each room used as classroom</p> <p>Hand washing on arrival and at regular intervals</p> <p>Ensure handwashing posters by every sink</p> <p>Toileting – strict one in / one out policy to maintain SD</p> <p><b>(see “Pupils, Parents &amp; Staff RA 7. below )</b></p>	SC	
7	Are all staff trained and regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	<p>Staff to stay alert for Covid symptoms, primarily a persistent cough and/or fever (temperature) and/or loss of taste or sense of smell</p> <p>Social Distancing (SD) is to be applied:</p> <p>by staying in cohorts</p> <p>during drop off/collection including holding areas for parents – staggered arrivals – to be communicated to parents by <b>Head</b>;</p> <p>using designated routes around school – accessing classrooms directly from outside where possible (for detailed routes for each year group, see box below);</p>		

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		<p>remaining in designated locations;</p> <p>loading of desks – pupils to be allocated a consistent desk from day to day; pupils to enter in specific order, where possible, to minimise movements past other desks</p> <p>observing SD markings;</p> <p>ensuring regular handwashing including on arrival;</p> <p>supervising toileting on a one in one out basis – use regular times to minimise pupils having to walk past other desks during lessons</p> <p>staggering supervised breaks/lunches;</p> <p>playgrounds / field to be sectioned off (by site team under direction from junior staff) to maintain bubbles during break and lunchtimes</p> <p>no gatherings: i.e. no assemblies and no events</p> <p>See next box (below) for detailed processes</p>		
<p><b>Nursery –</b></p> <p>Staying in Cohorts – establish maximum capacity (16: 2 rooms of 8); maintain consistent groups; each group to remain in allocated room(s); maintain consistent staff with each group – no switching staff to cover breaks</p> <p>Staggered arrival – pupils to arrive at 08:45, 09:00, 09:15; one parent only (no siblings if possible) to enter via pedestrian gate by cottage entrance; holding area to be established on front lawn near cottage (SC); cone off parking spaces by nursery hedge so staff can observe arrivals from nursery playground (SC).</p> <p>Routes – Nursery staff to supervise entry and exit of pupils via nursery playground gate, one child at a time within their bubble. Staff will be wearing gloves.</p> <p>Breaks – Use nursery playground: remove unwashable play equipment/tape off climbing frame (EL/SC); possible use of ball court for P.E. (using Forest School route)</p> <p>Lunches – All children to bring packed lunches (parents advised to include an ice pack). Cohorts to eat in allocated area within nursery – not to share a room, even if staggered, as would require additional cleaning</p> <p>Staggered collection – Morning sessions will finish at 12.00 and 12.15, afternoons to finish at 15:00 and 15:15; one parent only (no siblings if possible) to enter via cottage entrance; parent to remain in holding area on front lawn near cottage – to step forward on to car park tarmac only to be reunited with child by nursery staff and to leave site immediately</p>				

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### Reception Class –

Staying in Cohorts – Use existing classroom and area under canopy o/s classroom and towards Year 2 classroom; child to keep same desk forever; area under canopy between reception and year 1 to be taped off (SC)

Arrival/Routes - pupils to arrive at 08:30; one parent only (no siblings if possible) to enter via pedestrian entrance by scout hut on Scotts Avenue; holding area to be established on grass by scout hut between exit drive and school field (SC); TA to direct pupils through gate by senior library via infant playground to teacher by classroom entrance under canopy; handwashing to be supervised on arrival, one child at a time

Break – 09:45-10:15 Handwash and use toilet before break. Jnr toilets to be locked from outside. Can use allocated area of canopy/infant playground/field – field to be divided up (staff/SC). Sandpit to be covered / play equipment to be taped off (SC). Observe 2m distancing if possible – reading time?

Lunch – 12:00-13:00. All children to bring packed lunches (parents advised to include an ice pack). Use field or Dining Hall. If dining hall used, wedge open double doors (nearest to DT) opening on to infant playground. Seats to be spaced 2m apart (SC to set up) – child to retain same seat each day if possible. Jnr toilets to be accessed from outside – staff to supervise one in, one out

Collection – pupils to be dismissed at 15:00; one parent only (no siblings if possible) to enter via pedestrian entrance by scout hut on Scotts Avenue; parents to remain in holding area on grass by scout hut between exit drive and school field – to step forward on to car park tarmac only to be reunited with child by TA and to leave site immediately

### Year 1 -

Staying in Cohorts – Use Year 4 classroom (bigger than Yr 1 room) and area under canopy outside Year 1 classroom; child to keep same desk forever; area under canopy between reception and year 1 to be taped off (SC)

Arrival/Routes - pupils to arrive at 08:45; one parent only (no siblings if possible) to enter via pedestrian entrance by scout hut on Scotts Avenue; holding area to be established on front lawn (SC); TA to direct pupils through gate by senior library via field to teacher at field end of junior block – entry via coded door nearest to Year 1 by ball courts (SC to wedge open); handwashing to be supervised on arrival in upstairs junior toilets, one child at a time

Break – 10:20-10:50 Handwash and use upstairs junior toilet before break. Downstairs Jnr toilets to be locked from outside. Can use canopy/infant playground/field – field to be divided up (staff/SC). Sandpit to be covered / play equipment to be taped off (SC). Observe 2m distancing if possible – reading time?

Lunch – 12:15-13:15 All children to bring packed lunches (parents advised to include an ice pack). Use field or Dining Hall. If dining hall used, wedge open double doors (nearest reception) opening on to infant playground. Seats to be spaced 2m apart (SC to set up) – child to retain same seat each day if possible. Jnr toilets to be accessed from outside – staff to supervise one in, one out.

Collection – pupils to be dismissed at 15:15; one parent only (no siblings if possible) to enter via pedestrian entrance by scout hut on Scotts Avenue; parent to remain in holding area on front lawn near cottage – to step forward on to car park tarmac only to be reunited with child by TA and to leave site immediately

### Year 2 -

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Staying in Cohorts – Use Dining Hall – access via 2x double doors from infant playground (half group to enter via double doors from infant playground at DT end of Dining Hall (bubble 2A); half group to enter via double doors from infant playground at Main Reception end of Dining Hall (bubble 2Alpha); child to keep same desk forever. Teacher and TA to remain with their respective bubbles (not to switch between bubble 2A and bubble 2lpha).

Arrival/Routes - pupils to arrive at 09:00; one parent only (no siblings if possible) to enter via pedestrian entrance by scout hut on Scotts Avenue; to use same holding area as reception on grass by scout hut between exit drive and school field (30 mins separation from reception so no overlap); TA to direct pupils through gate by senior library via infant playground to teacher at dining hall; handwashing to be supervised on arrival – bubble 2A to handwash in main kitchen, bubble 2Alpha to handwash in downstairs junior toilets\*, one child at a time. \*Junior toilets to be accessed from outside – Year 2 member of staff to hold key.

Break – 10:20-10:50 Handwash and use toilet before break. Downstairs Jnr toilets to be locked and key controlled by staff from outside. Bubble 2A to use ball court 1. Bubble 2Alpha to use ball court 2. Observe 2m distancing if possible – reading time?

Lunch – 12:15-13:15 All children to bring packed lunches (parents advised to include an ice pack). Use own seat in Dining Hall. Bubble 2A to use ball court 1. Bubble 2Alpha to use ball court 2. Observe 2m distancing if possible. Jnr toilets to be accessed from outside – staff to supervise one in, one out.

Collection – pupils to be dismissed at 15:20; one parent only (no siblings if possible) to enter via pedestrian entrance by scout hut on Scotts Avenue; parent to remain in same holding area as reception on grass by scout hut between exit drive and school field (20 mins separation from reception so no overlap); – to step forward on to car park tarmac only to be reunited with child by TA and to leave site immediately

### Year 3 -

Staying in Cohorts - Use Senior Library – access via front door; child to keep same desk forever.

Arrival/Routes - pupils to arrive at 08:20; one parent only (no siblings if possible) to enter via pedestrian gate by cottage entrance; to use same holding area as nursery on front lawn near cottage (25 mins separation from nursery so no overlap); TA to direct pupils through front door; handwashing to be supervised on arrival in cottage toilets, one at a time.

Break – 09:45-10:15 Handwash and use cottage toilet before break. Use field and gazebo nearest to library. Observe 2m distancing if possible – reading time?

Lunch – 12:00-13:00 All children to bring packed lunches (parents advised to include an ice pack). Use own seat in Library or field and gazebo nearest library. Use cottage toilets – staff to escort and supervise one in, one out.

Collection – pupils to be dismissed at 14:45; one parent only (no siblings if possible) to enter via pedestrian gate by cottage entrance; parent to remain in same holding area as nursery on front lawn near cottage – to step forward on to car park tarmac only to be reunited with child by TA and to leave site immediately

### Yr 6 -

Staying in Cohorts – Use Main Hall – access via side drive (6A to enter via side door and 6& to enter by doors at back of hall by shower room); child to keep same desk forever; room to be set up with 2 exam desks, 1 chair per child

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Arrival/Routes – pupils to arrive at 08:30; pupils only, enter via pedestrian gate by cottage entrance; pupils to line up on side drive to main hall on spots painted at 2m separation (**SC to paint spots**); side vehicle gate to be unlocked by SC each morning; teachers to enable entry to main hall and organise handwashing in senior toilets and shower room, one child at a time

Break – 10:15-10:45 Use senior playground by labs. 6A & 6& to be maintained in separate bubble groups when not seated at desks. Toilets to be supervised, one in, one out. Observe 2m distancing if possible – reading time? Block off ramp to DT with picnic table (**SC**). At end of break, line up in order for loading desks, 6A using spots on side drive, 6& using spots on tarmaced area at rear of hall (**SC to paint spots**)

Lunch – 12:00-13:00 All children to bring packed lunches (parents advised to include an ice pack). Benches to be set up at back of Main Hall for 6&. Spaces to be marked 2m apart (**SC to set up**) – child to retain same seat each day if possible. If not enough space, child to eat at desk. 6A & 6& to be maintained in separate bubble groups when not seated at desks.

Collection – pupils to be dismissed at 15:30; pupils to exit via pedestrian exit by cottage, observing 2m spots on side drive; if parents waiting, holding area to be established on grass by bins, parallel to path by nursery (**SC**)

**Yr 10** – Government Guidance dictates that no more than the maximum of 15 Yr 10s and 15 Yr 12s, or ¼ of the combined Yr 10 and Year 12 may be on site at any one time

Staying in Cohorts – Use Rm 5 (Mon & Thurs); Use Rm 9 (Tues & Fri) – access via side drive and Rm 5/9 fire escape staircase at rear of school; child to keep same desk forever

Arrival/Routes – pupils to arrive at 09:50; pupils only, enter via pedestrian gate by cottage entrance; pupils to line up on side drive to main hall on spots for 6A painted at 2m separation; side vehicle gate to be unlocked by SC each morning; teachers to enable entry to Rm5 (Mon & Thurs) or Rm9 (Tues & Fri) and organise handwashing in senior toilets, one child at a time (NB. Arriving same time as Yr 12. Yr 10 and Yr 12 to be maintained in separate bubble groups)

Break – 11:30-11:50 Use senior playground by minibus. Yr 10 and Yr 12 to be maintained in separate bubble groups. Toilets to be supervised, one in, one out. Observe 2m distancing. Handwash before break. Block off ramp to DT with picnic table. At end of break, line up in order for loading desks, using spots for 6A.

Collection – pupils to be dismissed at 13:30 (therefore no lunch required – pupils may bring a snack for eating at break but must wash hands before eating); pupils to exit via pedestrian exit by cottage, observing 2m spots on side drive; collecting parents not to enter site - to wait outside grounds

**Yr 12** – Government Guidance dictates that no more than the maximum of 15 Yr 10s and 15 Yr 12s, or ¼ of the combined Yr 10 and Year 12 may be on site at any one time

Staying in Cohorts – Use Lab 1 – access via side drive and playground door directly into Lab 1; child to keep same desk forever

Arrival/Routes – pupils to arrive at 09:50; pupils only, enter via pedestrian gate by cottage entrance; pupils to line up on side drive to main hall on spots for 6& painted at 2m separation; side vehicle gate to be unlocked by SC each morning; teachers to enable entry to Lab 1 and organise handwashing in senior toilets, one child at a time (NB. Arriving same time as Yr 10. Yr 10 and Yr 12 to be maintained in separate bubble groups)

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Break – 11:30-11:50 Use senior playground by minibus. Yr 10 and Yr 12 to be maintained in separate bubble groups. Toilets to be supervised, one in, one out. Observe 2m distancing. Handwash before break. Block off ramp to DT with picnic table. At end of break, line up in order for loading desks, using spots for 6&.

Collection – pupils to be dismissed at 13:30 (therefore no lunch required – pupils may bring a snack for eating at break but must wash hands before eating); pupils to exit via pedestrian exit by cottage, observing 2m spots on side drive; collecting parents not to enter site - to wait outside grounds

### Keyworker Children –

In creating teaching groups, the Government Guidance states:

“include children of critical workers and vulnerable children...within their year group”

Therefore, with the wider reopening of classes, all keyworker children will be assigned to their relevant year group.

### Breakfast Club/Creche –

This service will not be running in the first week of reopening while families get used to the drop off and collection procedures. There are also welfare considerations if children experience extended days having been out of the school routine for so long. If wraparound care runs in subsequent weeks, Nursery, Reception and Year 1 will need to be separated from each other and not use spaces used by other year groups during the day. (Unlikely to happen as it may not be feasible.)

### Homework Club / After School Clubs -

Will NOT be running.

### All Routes –

Doors to be wedged open each morning, including pupil toilets, to reduce touch zones (SC)

Wedges must be removed each night to control fire risk (Staff/SC)

### Signage (KM) –

All gates and entrances: “Observe 2m social distancing”

Pedestrian Gate by Cottage: “Nursery, Year 3, Year 6, Year 10 and Year 12 entrance only”

Pedestrian Gate by Scout Hut: “Infant entrance only (Reception Class, Year 1 and Year 2)”

Along Front Lawn border with car park: “No pedestrians beyond this point, other than to exit site”

In holding areas: “Nursery and Year 3 holding area” “Reception Class and Year 2 holding area” “Year 1 holding area” “Year 6 parents’ holding area”

All pupil toilets – “Only one child allowed in at any time”

### Staffing –

Site team to assist with arrival at front of school.

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<p>Staff to sign in at front desk using their own pens. Nursery staff to sign in as normal with own pens.</p> <p>Staff to stay with own cohort and not to move between groups where possible.</p> <p>Subject specialists may have to move between groups. If so, the teacher goes to the class to restrict pupil movements</p> <p>Staff must expect to be defurloughed at short notice</p>				
7a	<p>EYFS – Specific control measures in recognition of the extreme challenges of maintaining any social distancing with the youngest children</p>	<p>Government advice states: “We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2m apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account.”</p> <p>Whilst many of the following control measures are common to all year groups (and are repeated elsewhere), this provides additional guidance to Early Year Practitioners:</p> <p>Equipment:</p> <p>Remove all soft furnishings and toys</p> <p>Do not use sand / dough clay etc.</p> <p>Lots of water* play / learning</p> <p>* Water play should be in individual trays if possible. Children must be reminded not to drink the water and should sanitize hands after use. Water must be changed frequently.</p> <p>Clear shelves – no touch policy</p> <p>Use plastic resources which can be put in dishwasher, or toys that can be sanitised and not used again for 72 hours or 3 to 4 working days</p> <p>Bags and items from outdoors to remain on pegs – not in classrooms.</p> <p>Items brought in from home (toys / comforters) must be left on pegs</p>		

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		<p>Sun hats must be brought from home, and suncream pre-applied before attending setting, or they are not allowed outside</p> <p>Medical:</p> <p>Soiled children to be sent home / collected asap to reduce faecal / oral transmission – staff to wear PPE: masks, aprons and gloves as per a first aid procedure</p> <p>Vomiting – staff clearing up to wear PPE: masks, aprons and gloves as per a first aid procedure; staff to go home to shower and change as necessary</p> <p>Pupils may be sent home if showing any signs of illness (including heavy colds), not just coronavirus symptoms</p> <p>Nursery pupils exhibiting coronavirus symptoms to be isolated in Chapel collected ASAP. Pupils must self-isolate for 14 days before return.</p> <p>Reception pupils exhibiting coronavirus symptoms to be isolated in medical room (chapel) and collected ASAP. Pupils must self-isolate for 14 days before return. All pupils, including U5s, can be tested and may return earlier on production of a negative test.</p> <p>Isolation rooms must be cleaned immediately after each use.</p> <p>A no touch, heat thermometer is to be based in the nursery – administering staff to wear PPE: masks, aprons and gloves as per a first aid procedure.</p> <p>Staff to keep spare clothes in setting and travel to and from in non uniform</p> <p>Hygiene:</p>		
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		<p>Hand sanitiser in all classrooms used</p> <p>Supervised handwashing on entry and at routine times / high risk events such as nose picking. Handwashing on exit.</p> <p>Toileting and handwashing to be conducted on one in, one out basis where possible.</p> <p>Toilet lids should be down when flushing faecal matter.</p> <p>Sinks etc. to be wiped after use – gloves to be worn</p> <p>Windows doors should be open, and doors wedged open, as much as possible and in-line with assessment, to increase ventilation.</p> <p>PPE:</p> <p>Where SD is difficult to enforce for younger cohorts, staff may consider using their own PPE. The school can provide a face mask and gloves. Government advice is: "Wearing a face covering or face mask in schools or other education settings is <b>not</b> recommended.</p> <p>Staff must be consistent – ie if a staff member wears a mask on day 1, they must continue to do so.</p> <p>Social Distancing (SD):</p> <p>No touch policy unless for first aid. Staff cannot 'peel' or lift distressed children from adults.</p> <p>Stay in consistent cohorts - No mixing with other nursery groups or reception children.</p>		
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		Nursery children must attend only one setting.		
8	Is school transport operating to reflect SD, hygiene, PPE and cleaning arrangements?	N/A – Minibuses not being used		
9	How is registration throughout the day managed including temperature / health checks?	Pupils registered in room; Staff to keep own registers of who in each day for fire drill purposes.  Pupils stay in rooms – if taught by different staff, staff come to them  Pupils displaying symptoms should be taken to the medical room (chapel) to await collection.		
10	Are transit spaces (corridors), social zones (car parks, common rooms, playgrounds) configured to SD rules?	Holding areas for drop off/colletion established on front lawn by car park  Routes detailed for each group ( <b>see 7 above</b> )  Wedges to be used to reduce touch zones  Staff to bring own refreshments/thermos.  Staffroom/Pigeonhole room/Copier rooms – one in, one out, staff to call from corridor, doors to be wedged open		
11	Are learning and games spaces configured to SD rules?	Classroom / dining hall furniture to be arranged for SD. Tape used to mark areas. <b>(Teacher/SC)</b> if 2m social distancing cannot be observed, Government recommendation is no more than 15 in a classroom spaced as far apart as possible.  Area under canopy between reception and year 1 to be taped off  Picnic table to block off ramp by DT from playground by labs ( <b>see 7 above</b> )  Markings for Year 6 line ups ( <b>see 7 above</b> )  Cordoning off to be added as desired		

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12	Are different age groups catered for in terms of timetabling, length of the school day and exposure to other age groups.	Staying in Cohorts – each group to remain in allocated room. Same staff to stay with group on subsequent days where possible. Subject specialists may have to move between groups. If so, the teacher goes to the class to restrict pupil movements  Staggered arrivals, breaks & departures		
13	Is there a system in place to deal with bereavements, trauma, anxiety, behavioural issues?	Bereavement Policy in place  Addendum added to Behaviour policy / Code of Conduct with tighter expectations for pupils. To be distributed to parents in advance of reopening  No physical intervention between staff and pupils  Zero tolerance on behavioural issues – pupils to be sent home	AB/SW  PA	

### Pupil and Staff - Safety Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Have safeguarding, code of practice, and staff handbook policies been updated, regularly reviewed and shared?	Safeguarding Policy updated, copies in Dining Hall and available on S drive and website  Staff must be aware of the impact of current circumstances on different children.		
2	Is the DSL and DDSL easily contacted and their contact information known to all?	Either the DSL or DDSL to be on site at all times when school is open where possible.  Staff have mobile no. when DSLs not on site.		

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3	Is there a COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, well-being etc?	No specific policy.  This RA used as prime document		
4	How are new staff and pupils inducted and has the registration and recruit process been adapted to ensure compliance?	New staff – This RA to be included in induction. DBS to be completed under new rules allowing scanned documents  New Pupils – Verbal reinforcement by teacher		
5	Are sporting, play and SD rules clear to staff and pupils?	Exercise on the spot		
6	Are drama, dance and music activities applying SD rules?	Theory only		
7	How are staff meetings and staff rooms regulated in terms of space, equipments, resources (copiers, kettles, biscuits etc) timings, SD and purpose?	Staff meetings to continue remotely.  Staff to bring own refreshments/thermos.  Staffroom/Pigeonhole room/Copier rooms – one in, one out, staff to call from corridor, doors to be wedged open		
8	Are all security, CCTV and access systems regularly checked, updated and (where necessary) re-coded?	Site team to check		
9	Are drop-off and pick-up procedures, in/out routes shared, understood and applied?	For procedures - <b>see “Pupils, Parents &amp; Staff” RA 7.</b>  Arrival and collection procedures to be sent to parents by Parentmail.  Staff, including <b>SC</b> , to reinforce procedures at front of school.	<b>PA</b>	
10	Are transit spaces (corridors), social zones (common rooms / playgrounds) configured to SD rules?	Routes detailed for each group ( <b>see 7 above</b> )  Wedges to be used to reduce touch zones		

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		<p>Staff to bring own refreshments/thermos.</p> <p>Staffroom/Pigeonhole room/Copier rooms – one in, one out, staff to call from corridor, doors to be wedged open</p>		
11	Do classrooms reflect SD layout, PPE, screening and regular cleaning rules?	<p>Classroom / dining hall furniture to be arranged for SD. Tape used to mark areas. <b>(Teacher/SC)</b></p> <p>Area under canopy between reception and year 1 to be taped off</p> <p>It is recognised that Social Distancing between nursery children will be difficult to enforce</p> <p>Pupils displaying symptoms should be taken to the medical room (chapel) to await collection.</p> <p>Toys and soft furnishings which are difficult to clean must be removed.</p> <p>Staff to wipe where possible if surfaces used regularly and equipment used by multiple children on same day</p> <p>Nursery to place washable toys in dishwasher or soaked in Milton / sanitised</p> <p>Other equipment to be left on desks at end of day if cleaning required</p> <p>PPE – masks and gloves available, but not</p>		

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		recommended (See "Pupils, Parents & Staff RA" 4)		
12	Can staff manage, whilst in the transition phase, both in school and remote learning?	<p>Remote learning to continue unaffected to year groups not on site.</p> <p>Remote provision to be adapted to enable teachers to conduct lessons in school</p> <p>Where expected pupils remain offsite for genuine shielding reasons, effort will be made to ensure a good remote learning provision.</p>		
13	Are meal times de-conflicted, reflecting SD in the servery and dining hall whilst providing sufficient nourishment?	<p>All children to bring packed lunches (parents advised to include an ice pack). To be eaten in specified locations (See "Pupils, Parents &amp; Staff RA" 7)</p> <p>Water fountains to be taped off. Parents advised to provide sufficient bottled water for the day.</p>		

## Medical Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Is there anyone in addition supervising the normal medical staff?	<p>Office staff &amp; site team to monitor medical room (Chapel)</p> <p>All illnesses must be reported to office reception</p>		
2	Are there sufficient medical staff to deal with temperature testing, isolating suspect	Office staff & site team to administer (+		

## COVID-19 Risk Assessment for Schools

	COVID-19 cases, outside appointments and normal medical issues?	nursery). All hold first aid certificate.		
3	Have medical policy, procedures and appropriate response to spectrum of medical issues been revised and shared?	Suspected cases to be isolated in Medical Room (Chapel)  To be cleaned after each use by site team  <b>See 8 below for response to positive test</b>		
4	Is the medical room(s) properly equipped?	4x No touch, heat thermometers purchased – one for reception office, one for nursery, two spare		
5	What has the school decided is the level of PPE required for pupils and staff and are they trained as to their purpose, use, care and disposal?	Face mask to be issued to a pupil in medical room (Chapel) with suspected Covid  Medical staff to wear gloves / face masks / disposable aprons – especially while temperature testing		
6	Is the school aware of all pre-existing medical conditions?	Yes – Office Manager (KM) to distribute list to all staff		
7	Who has tested positive for COVID-19 and is it recorded? (for elimination purposes)?	None to date – Office Manager to keep list / copy of test  Parents to be reminded by Head that pupils are to stay at home if anyone in household displaying symptoms		
8	Who has come into contact with anyone tested positive to COVID-19 and is it recorded?	None to date.  The government has stated that the appropriate response to a positive test is:  “Where the child, young person or staff member		

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		tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days.”		
9	Who has been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath)?	Office Manager to keep list. Anyone displaying symptoms (child or staff) to be sent home and instructed to get tested. Can only return after 14 days or with a negative test		
10	Is there regular dialogue with those that have suffered from COVID-19 and / or are isolated at home?	None to date		
11	If there is a separate area for temperature testing, holding and isolation areas and are they easily identified and regularly cleaned?	Government advice is: “Parents, carers and settings do not need to take children’s temperatures every morning. Routine testing of an individual’s temperature is not a reliable method for identifying coronavirus.”  There may be occasions, including spot checks, when a temperature may be taken using a no-touch thermometer.  Symptomatic temperature testing to take place in Medical Room (Chapel)  To be cleaned after each use by site team		
12	Is temperature testing safe, reflecting SD rules, recorded and kept appropriately?	PPE (as per 5 above) to be worn by medical staff.		

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		Office to keep temperature records		
13	If emergency services are called is there a (revised?) well understood procedure, RV and cleared routes in and out?	Any staff to dial 9999. Office / Site team to be informed to open gates		
14	Are staff and pupils regularly supervised and checked to ensure they are complying with hygiene rules and the use of PPE?	Supervised handwashing to be scheduled at regular intervals  Handsanitiser to be placed in each classroom used  Medical staff to use PPE		
15	If essential work is required on site are contractors properly registered, inducted supervised and temperature checked?	SD to be observed by contractors. Contractors to provide RAMS before attendance, to wear PPE as working on multiple sites, and to use their own supplies. Site team to supervise		
16	Do medical staff have the appropriate PPE, cleaning materials and training?	PPE (as per 5). Site team to monitor supplies of cleaning materials. First Aid certificates in place – extended renewal dates		
17	What is the policy on washing school clothes so as to prevent infection?	N/A		

## Support Staff Risk Assessment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Are support staff briefed on changes regularly?	Weekly staff briefing. RA to be circulated whenever updated.		
2	Do support staff have the appropriate PPE, cleaning materials and training?	PPE – masks and gloves available, but not recommended ( <b>See “Pupils, Parents &amp; Staff RA” 4)</b>		

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		Site team to monitor cleaning supplies		
3	Are cleaning regimes reviewed and inspected regularly and conforming to revised hygiene rules?	Deep Clean of whole school before school reopens.  Cleaning to be concentrated on high-use areas  Site team to monitor		
4	Are all security and access systems regularly checked, updated and re-coded?	SC to update door codes as normal; key routes to be wedged open		
5	Have reconfigured areas, zones and routes hampered fire exits and routes?	No		
6	Are fire and other emergency procedures reconfigured, routes clear and regularly inspected?	Fire Marshals <b>not</b> to sweep building. <b>SC</b> to check trigger only if safe to do so, and stand down fire brigade if false alarm. Any member of SLT / site team to liaise with fire brigade if they attend site.  Staff to keep own registers of who in each day.  Routes to remain clear.  Keyworker children to assemble on front law.  Staff to walk through classes (where applicable) how to socially distance at assembly point. If ball court space is tight, use field  SC to remove door wedges (used to reduce touch zones) each night.		

## Facilities Management Risk Assessment

## COVID-19 Risk Assessment for Schools

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Heating system including fuel levels sufficient?	Gas boilers		
2	Gas supply, venting and valves?	Serviced by Stonegrove		SK
3	Have air conditioning ducts and units been checked and reviewed?	Serviced by Air Cool		SK
4	Electrical tests up-to-date including emergency lighting and PAT?	Serviced by MTM SC responsible for PAT		SK
5	Water testing for temperature, flow and legionella in date for test?	Serviced by Stonegrove		SK
6	What is the status of the swimming pool and are appropriate measures in force?	N/A		
7	Fire alarm panel, system and extinguishers in date and serviced?	Serviced by MTM Extinguishers – serviced by Chubb		SK SK
8	Laundry washers and dryers serviceable, able to cope with demand, temperature requirements and have sufficient washing products?	N/A		
9	Have waste procedures been reviewed?	SITA weekly collection		
10	Are pest control services recorded, deficiencies identified and actioned?	Serviced by Rentokil		SK
11	School vehicles fully registered, insured, maintained and stocked with appropriate hygiene materials if they are to be used?	Minibuses not in use		