



Description of Activity / Person / Area / Equipment being assessed	Provision of education during the Covid-19 situation - operating during lockdown, Tier 4, during January, February and March 2021 onwards
Section(s) / Team(s) covered	St Dunstan's, Cheam, C of E Primary School
Location(s) covered	School Premises
Date of Original Assessment	22.05.2020
Date of Assessment for Full School Opening	15.07.2020

When did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment? STAFF ARE ADVISED WHEN UPDATES ARE MADE TO THE RA – SEE P2	22/05/2020-01.06.2020 19/06/20 15/07/20
Are staff covered by this risk assessment aware of the controls noted and understand them?	Yes No
Date of Adoption by Governing Body 03.06.2020 Amended RA was ratified at FGM on 25.06.20 Version 5: Chair's Action 15/7; all governors updated on 20.07.2020 Date of Adoption by Governing Body for Full Opening: Chairs Action: 17.07.2020 to be ratified at FGB on 8/10/2020	

Has action been taken	YES / ONGOING
Confirmed by Line Manager?	YES
Lead Assessors name (print)	JULIA CORBY/ (Headteacher), LOUISE PORTER (Deputy Head) & MARTIN SWAIN (CoG)
Lead Assessor's signature	



Date:	30/09/2020
Has action been taken	YES / ONGOING
Manager's name (print)	JULIA CORBY/ (Headteacher) & MARTIN SWAIN (CoG)
Manager's signature	
Date:	

This risk assessment template focuses on education during lockdown and from 8th March when St Dunstan's, Cheam, C of E Primary School will be accepting all pupils back. Updates are identified with the use of the yellow highlighter pen effect . If there are any queries, please contact us at healthandsafety@kingston.gov.uk

Review Dates

Future Review Date (depends on Action Plan findings)	Review Date - Actual	Were Changes Made?	Name of Lead Reviewer	Date Staff updated about change	Date Governors were updated
This risk assessment will be reviewed every 3 weeks or whenever there are significant changes to activities in school or relevant changes in the Government's policy and advice on Covid 19.	01.06.2020	Yes	Headteacher – JC	01.06.20	01.06.2020
	03.06.2020	Yes		03.06.2020	03.06.2020
	17/ 18.06.20	Yes		19.06.20	22.06.20
	Version 5 15. 07.20	Yes – see tracked changes		15.07.20	15.07.2020 (CoG and DCoG)
	Version 6 17.08.20	Yes		02.09.20	
Version 7				01.09.2020 (CoG)	



	Version 8	Yes		06.10.20	and DCoG) 24.11.20
	Version 9	Yes		24.11.20	
		Yes			
	Version 10	Yes		Dec 20	Dec 20
	Version 11	Yes		Jan 21	Jan 21
	Version 12	Yes		March 21	March 21
	Version 13	Yes		April 21	
	Version 14	Yes		April 21	
Should any control intended to mitigate risk be unmet due to unplanned staff absence, the Head Teacher will take the decision on a day to day basis whether to delay, open or close aspects of provision: a group, phase or the whole school. Stakeholders will be notified via the school website and parent mail as soon as practicable.			Headteacher		
This risk assessment should be read alongside the planned phased document which outlines the detail of					



the planned phased re-opening of provision (i)					
This risk assessment will be reviewed whenever there are significant changes to activities in school or relevant changes in the Government's policy and advice on Covid 19.	Originally published for schools on 14/7/2020				
	Update of 14/8/2020	<ul style="list-style-type: none"> • Updates following the 7/8/2020 update of the Government's guidance on the full opening of schools in September 2020. • Link to new guidance on noting absence which includes actions for different COVID testing result scenarios. • Information for all schools in relation to safe use and storage of alcohol containing hand sanitiser. 			



		<ul style="list-style-type: none"> • Inclusion of references/links to updated/new specific Government Guidance documents where relevant to H&S. • Notification that CLEAPSS COVID guidance has been updated. • Notification of additional wording on the HSE website relating to air conditioning and fans. <p>Latest excerpt from the Shielding guidance (updated 13/8/2020).</p>			
	Update - 26/08/2020	Change to government guidance for the use of face coverings in high schools		26/8/2020	



	<p>Update - 3/9/2020</p>	<p>Update in light of the latest update to the Government Guidance on full opening of schools, particularly face coverings information re' primary school staff rooms, the requirement for children aged 11 and over to wear face coverings on school dedicated transport unless individuals would be exempt from wearing them on public transport, plus sports, music, singing, and hiring our facilities updates. Links to new Swim England guidance for schools, guidance to schools on transport</p>	<p>H&S Team</p>	<p>3/9/20</p>	
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	<p>Update – 28/9/20</p>	<p>and guidance for parents and carers.</p> <p>Changes in line with the updates of the 10th and 17th September to the Government Guidelines for full opening of schools. Example of moisture guard products for brass and woodwind bells, advice re’ drama activities, rejigging of music section. Additional comments re’ face coverings including EYFS settings as per 22/9/2020 update to EYFS Government Guidelines. Maintaining ventilation during cold weather - interim comment as we await further Government guidance. Advice re’ water</p>			
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	<p>Update - 2/11/2020</p>	<p>trays, play-doh, cooked pasta as learning resources. Links to:</p> <ul style="list-style-type: none"> ● Government Guidance on how schools can order test kits. ● Updated REHVA Guidance (Federation of European Heating and Ventilation Associations) ● Information about the NHS COVID-19 app ● AfPE's updated guidance (Association for Physical Education) ● Link to update on CPR for children by British Resuscitation Council <p>Shielding Government Advice update Updates on lettings, face coverings, carol concerts, Christmas</p>			
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	<p>1/12/2020</p>	<p>fayres and performances in light of 'high' alert status. Updates as included in the 21/10/2020 and 22/10/2020 updates to the full opening guidance for schools, including ventilation, pregnant staff, test and trace information re' visitors and contractors, people who are clinically extremely vulnerable, home test kits, travel abroad, etc.</p> <p>Updates associated with leaving the lockdown period on 2nd December 2020 and entering the tier 2 high level alert. These changes apply from 2nd December onwards. Main updates focus on hiring of premises, shielding, clinically extremely vulnerable pupils</p>			
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		<p>and staff, performances, early years and the use of malleable resources by children and reference to the Contingency Framework.</p> <p>Updates:</p> <p>Shielding and clinically extremely vulnerable people, pregnant staff, malleable resources, hiring out facilities, educational visits</p> <p>Face coverings, educational visits, AfPE guidance FAQ link, pregnant staff, clinically vulnerable and clinically extremely vulnerable pupils and staff, LFD home testing kits, etc. Please look for all yellow highlighted</p>			
	26/1/2021		H&S Team		
	1/3/21		H&S Team	3/3/21	



		<p>text throughout the whole document.</p>			
	31/03/2021	<p>Updates include: Link to LCRC FAQs on LFD Testing, educational visits, updates to shielding advice, pregnant staff, bubble sizes for afterschool clubs and similar, sports, hiring out facilities, outbreaks,</p>			
	14/4/2021	<p>face coverings, sports, educational visits, parent and child singing groups, hiring etc.</p> <p>text throughout the whole document.</p>			



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Significant Hazards and Current Controls

Risk Rating: if left with High or Medium after the controls, use Action Plan

High = current controls totally inadequate with serious consequences: death(s)serious injury, long-term ill health, or there is a very high frequency of the hazard/hazardous event occurring Immediate action required, may require task to be suspended until issue resolved

Medium = current controls still poor but consequences less serious: minor injury, short-term ill health with no lasting effects, Action required in specific timeframe, normally within 3/6 months, may be sooner dependent on how serious an issue it is

Low = current controls are adequate to minimise the risk so far as reasonably practicable, check still relevant at next review date

No	Issue/hazard and what can go wrong	People at risk	Risk Rating before controls – H/M/L	Control measures/ mitigations to be implemented	Risk Rating after controls - H/M/L
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1	Some staff or pupils may be more vulnerable to complications associated with COVID-19	Staff Pupils	M/H	<ul style="list-style-type: none"> Government Guidance has been updated (18/6/23/2021). . Link: Advice on Shielding and Protecting Extremely Vulnerable People <p>Excerpt in relation to clinically extremely vulnerable people going to work:</p> <p>“Work</p> <p><i>Everyone is currently advised to work from home where possible.</i></p> <p><i>If you cannot work from home, we are no longer advising that you do not attend the workplace. Your employer is required to take steps to reduce the risk of exposure to COVID-19 in the workplace and should be able to explain to you the measures they have put in place to keep you safe at work. Some employers may introduce regular testing of employees as part of these measures. You may also want to consider how you get to and from work including if it is possible to avoid using public transport during rush hour.</i></p> <p><i>Shielding advice is being paused nationally from 31 March. From 1 April, CEV individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions. Staff in schools who are CEV will be advised to continue to work from home where possible, but if they cannot work from home should attend their workplace.”</i></p> <p>In relation to clinically extremely vulnerable children, an excerpt from the School Coronavirus Operational Guidance (updated 26th March 2021): <i>“We know from growing evidence that many children identified at the start of</i></p>	L
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			<p><i>the pandemic as clinically extremely vulnerable (CEV) are not at increased risk of serious outcomes from coronavirus (COVID-19) and children are gradually being removed from the shielding patient list (SPL) as appropriate, following review with a clinician.”</i></p> <p><i>“Shielding advice is being paused nationally from 31 March. From 1 April, all CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Pupils who live with someone who is CEV should continue to attend school as normal. “</i></p> <p style="text-align: center;">“Education settings</p> <p><i>As our knowledge of COVID-19 has grown, we now know that very few children and young people are at highest risk of severe illness due to the virus. Doctors have therefore been reviewing all children and young people who were initially identified as clinically extremely vulnerable to confirm whether they are still thought to be at highest risk.</i></p> <p><i>If you have already discussed this with your child’s doctors and they have confirmed your child is still considered clinically extremely vulnerable, your child should follow this shielding advice.</i></p> <p><i>Under the current national lockdown, children will learn remotely until 8 March at the earliest, except for vulnerable children and the children of critical workers who may still attend school.</i></p> <p><i>Clinically extremely vulnerable children and young people should not attend school or other educational settings, because the risk of exposure to the virus in the community is now very high. Your school or college will make appropriate arrangements for you to be able to continue your education at home.”</i></p>	
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			<p>Excerpt from the School Coronavirus Operational Guidance (effective from 8th March):</p> <p><i>“We know from growing evidence that many children identified at the start of the pandemic as clinically extremely vulnerable (CEV) are not at increased risk of serious outcomes from coronavirus (COVID-19) and children are gradually being removed from the shielding patient list (SPL) as appropriate, following review with a 33 clinician. The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding advice applies nationally. All 16 to 18 year olds with underlying health conditions which put them at higher risk of serious disease and mortality will be offered a vaccine in priority group 6 of the vaccination programme. At present, these children should continue to shield, and self-isolate if they have symptoms or are identified as a close contact of a positive case, even if they have been vaccinated.</i></p> <p><i>You will be able to request from parents a copy of the shielding letter sent to CEV children, to confirm that they are advised not to attend school or other educational settings whilst shielding guidance is in place.”</i></p> <p>Evidence suggests that, alongside a previous list of health-related physical conditions, there are three key demographic factors that can affect people’s vulnerability, or ‘risk factor’ in relation to COVID-19 health outcomes:</p> <ul style="list-style-type: none"> ● Age ● Underlying health conditions ● Ethnicity ● Gender ● Action HR’s Occupational Health has therefore prepared an Individual Risk Assessment for Staff for schools to utilise. Consultation with Unions took place successfully and the document has been shared with schools. Any questions should be directed to: occupational.health@kingston.gov.uk 	
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			<p>The school has utilised the individual staff risk assessment document and gone through the form with staff affected by this. As part of this process the arrangements for their return to work have been carefully planned and discussed with each individual.</p> <ul style="list-style-type: none"> Information provided in the updated guidance (for full September opening) relating to clinically or extremely clinically vulnerable and pregnant staff has been expanded. Pregnant women are included in the 'clinically vulnerable' category, and in some cases the extremely clinically category. New guidance has been published: Advice for pregnant employees was updated on 29/3/2021 The Government guidance for schools includes advice in relation to pregnant women and gives a link to information provided by the Royal College of Obstetrics and Gynaecology (RCOG) (updated on 21/2/2021). . Link: RCOG Guidelines and Videos. The Guidelines include detailed information for employers and pregnant employees. Schools are advised to request advice from their occupational health provider if they have queries in relation to anything discussed in this row. <p><u>Excerpt from the Government Guidelines Schools Coronavirus Operational Guidelines: (updated 26/3/2021):</u></p> <p><i><u>You will need to follow the specific guidance for pregnant employees because pregnant women are considered CV. In some cases, pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply.</u></i></p> <p><i><u>COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding contains vaccination advice.</u></i></p> <p><i><u>You should be aware that pregnant women from 28 weeks' gestation, or with underlying health conditions at any point of gestation, may be at greater risk of</u></i></p>	
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				<p>severe illness if they catch coronavirus (COVID-19). This is also the case for pregnant women with underlying health conditions that place them at greater risk of severe illness if they catch coronavirus (COVID-19).</p> <p>We recommend that schools follow the same principles for pregnant pupils, in line with their wider health and safety obligations.</p> <p>Read more guidance and advice on coronavirus (COVID-19) and pregnancy from the Royal College of Gynaecologists.</p>	
2	<p>People with symptoms of COVID-19 creating potential for transmission from person to person</p>	<p>Staff pupils visitors contractors</p>	H	<ul style="list-style-type: none"> Staff, children, parents, carers or any visitors, such as suppliers, are made aware (when they buzz on the gate and also by a sign on the front doors) that they must not enter the education or childcare setting if they or any member of their household are displaying any symptoms of COVID-19. <p>If anyone becomes unwell in school with a new, continuous cough, a high</p> <ul style="list-style-type: none"> temperature or a loss or change in the sense of taste and/or smell, they will be sent home/their parents or carer will be contacted to collect them and they will be advised to follow the staying at home guidance and arrange a PCR test to identify whether they have COVID-19. Link https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection If children are feeling unwell with any of symptoms they will be sent directly to the changing room whilst awaiting collection with staff at 2m distance in hall or outside the open door, following latest guidance. After they have been collected the room will be cleaned and disinfected thoroughly. Parent/carers will collect from the KS2 side gate, therefore not needing to enter the school site. NB see section 13 for further detail. 	L



			<ul style="list-style-type: none"> ● The arrangements for this are discussed in detail in the section of this risk assessment called ‘Someone develops COVID-19 symptoms whilst at school’ number 25 in this risk assessment ● Posters describing the symptoms were circulated to schools in May by the Health and Safety Team and these have been displayed in the school. ● Public Health England advises that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19). ● The following link provides advice on noting absence and gives examples of the time required off school for different COVID-related scenarios based on test results: Absence In Relation To COVID scenarios <p>The Government Guidance on full opening in September has changed the isolation period for those who test positive for coronavirus from 7 days to at least 10 days from the onset of symptoms or, if no symptoms, then 10 days from the day of the positive test . Use this link to check the latest advice on isolation periods in the event of a positive test result: Link: NHS test result advice</p> <ul style="list-style-type: none"> ● Link: Government Guidance - how schools can order test kits ● Link: Information about the NHS Covid App ● Government Guidance - Schools Full Opening - Positive Cases - go to system of controls number 9 in this section. ● Link: DfE Letter about the Helpline ● DfE Helpline: 0800 046 8687 and selecting option 1 ● The school is aware of the Contingency Framework Government Document which advises in relation to any restrictions on education which would only be initiated as a last resort following a ministerial decision. The framework sets out how such restrictions would be implemented as a containment measure for the rare circumstances in which they are required to address transmission within education settings and the community. 	
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3	<p>Stress and anxiety for staff who are asked to return and who are worried about the risks to their health and the health of their family (particularly if living with those who are currently shielding).</p>	Staff	M/H	<ul style="list-style-type: none"> ● In addition to the bullet points listed in point 1 of this risk assessment the following are in place: ● Individual staff risk assessments are completed as discussed in point 1 ● Plans are discussed with staff including on a one-to-one basis where requested/ needed with PM/JC to enable people to speak about their own situation. Staff to request meeting as required. ● Line Managers will discuss with their staff individually where requested/needed – to include consideration as to how working will affect them and what, if any, additional measures are needed. Staff to request meeting as required. ● School regularly receives updates from Council affiliated teams such as the H&S Team, Education Teams and AfC (Kingston/Richmond) and Sutton. (please note this is the service we buy into) and will make any necessary adjustments. ● Staff are reminded of the availability of the Sutton Employee Assistance Program. Workplace option 0800 243458 www.workplaceoption.com ● Staff and school have access to official guidance from DfE and Public Health England and NHS https://www.nhs.uk/conditions/stress-anxiety-depression/mental-health-helplines/ ; https://www.nhs.uk/conditions/stress-anxiety-depression/free-therapy-or-counselling/ ● Staff have access to "Educational Psychology Service - Phone discussions for parents & school staff": https://forms.office.com/Pages/ResponsePage.aspx?id=fd6Dozd9VkCF2QUHb7pgPy9SMFEpFFtAmQzeRXc4iuhUQUVZVzlQUEJTVk00VE1FQ0tZTk5NSko5Ri4u ● NAHT Wellness and Protect services open to all teachers :0300 3030 892. 	L
4	<p>Testing - people who do not have any symptoms of COVID-19</p>			<p>Home lateral flow device (LFD) testing kits have been provided to infant, primary and junior schools for staff to utilise so they can test themselves at home before coming into school. These kits are for use by people who do not have any symptoms of COVID-19.</p> <p>St Dunstan's use the Template Risk Assessment from HR for Home Testing</p>	



			<p>Kits which looks in detail at the controls needed to manage this process safely.</p> <p>Link: LFD Video Animation (no sound but with explanatory text)</p> <p>Link: Video on how to use home test kit (with sound)</p> <ul style="list-style-type: none"> ● Link: Government Guidance - how schools can order test kits 	
5	<p>Testing - people with symptoms of COVID-19</p> <p>People not getting tested if they have symptoms</p>		<p>The LFD kits are only for use by people who do not have symptoms of COVID-19.</p> <p>Anyone with symptoms needs to self isolate and get tested - including children of all ages, even those under 5.</p> <ul style="list-style-type: none"> ● Link: Guidance on Testing for Essential Workers (e.g. teachers) ● Link: Guidance on Testing for Non-essential workers, e.g. parents and pupils ● Link: Symptoms Link: Essential Workers <p>The school advises anyone with symptoms to self-isolate and arrange a test.</p> <p>Useful to know - for parents and carers - Local Authorities are currently running free lateral flow testing at Council sites and some pharmacies. Information on these locations can be found on Local Authority websites and staff and families will be reminded of this option. Tests carried out at these sites will be recorded and the person tested will receive a confirmation text and email for record.</p>	
6	People returning from being abroad	Staff Pupils	<p>It is not anticipated that staff or pupils will have travelled abroad during the lockdown period but, if they have, they will need to quarantine for 10 days on their return from a non-exempt country or island. School leaders discuss this with staff. The latest guidance on quarantine can be accessed at coronavirus</p>	



				(COVID-19): how to self-isolate when you travel to the UK.	
7	Local Lockdowns			<p>Process in the event of local outbreaks</p> <p>Quote from Schools Coronavirus Operational Guidelines:</p> <p><i>"If you have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, you may have an outbreak."</i></p> <ul style="list-style-type: none"> In this event, the school will contact the dedicated advice service by calling the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. <p>If a local area sees a spike in infection rates that is resulting in localised community spread, Public Health England (inc' the London Coronavirus Response Cell) will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and will support appropriate authorities and individual settings to follow the health advice.</p> <p>The school will follow the advice provided by Public Health in these situations.</p> <p>In the event of a possible contagion at the school, the school will work closely with Public Health England and the Local Authority.</p> <p>Link: Contingency Planning for Local Outbreaks (section 5 of Full Opening of Schools Guidance) the Guidance includes educational aspects including the provision of remote learning if children are required to stay at home during these situations.</p>	



8	<p>The potential for transmission of virus droplets from surfaces to the hands and then to the face -</p> <p>Handwashing</p> <p>Essential visitors</p> <p>Use of equipment including pens, keyboards</p> <p>Cleaning</p>	<p>Staff pupils visitors contractors</p>	<p>H/M</p>	<ul style="list-style-type: none"> ● Link: Government Guidance on full opening in September 2020 ● The school continues to review the numbers of sanitising/washing facilities in school and considering whether these are sufficient or more are needed. Additional bottles of sanitiser have been put into the different areas of the school. As part of this the school will consider aspects related to exposure to the elements, e.g. insulation to prevent freezing in winter, etc.. ● The school continues to review whether it has sufficient numbers of bins to support respiratory and handwashing hygiene, pedal bins are most effective as they negate the need for hand contact with the bin, however the school will decide ultimately, taking into account suitability in relation to the pupils (e.g. age and abilities of pupils). Additional bins will be purchased if needed. ● On arriving at school, all staff and pupils are required to apply hand sanitiser and wash their hands. Parent/ carers have been informed of these arrangements (see letter of 14/7/2020) Pupils already attending have quickly become well versed in the arrangements and handwashing methods, plus their role in infection control. This is expected to translate to all pupils on return in September. All children will wash their hands once in the classroom. Staff will also wash their hands once in classrooms/ toilets. ● On arriving at school, visitors by appointment only, via phone or email, including contractors are required either to apply hand sanitiser provided in reception/or, in the event of none being available use the sink in the disabled toilet which is allocated to visitors. ● Prior to visits by contractors, discussions about our school requirements and contractor requirements relating to relevant controls, including hand washing will take place. We will request written assurance of training in covid-19 controls. Utilise our Managing Contractors - Code of Conduct Update COVID-19 as sent out to schools on 1st July. ● Prominent signage is provided in the reception area so all are clear what is expected of them in relation to hand washing/ hand sanitising ● All staff and pupils are reminded to wash their hands regularly during the day: particularly after using the toilet, on arrival and prior to departure; before and after break and lunch and before eating, and drinking and when they change rooms. Children will wash their hands in the classroom 	<p>L</p>
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				<p>sinks. Staff will also regularly remind children to avoid touching their nose, mouth or eyes throughout the day, using their professional judgement.</p> <ul style="list-style-type: none"> ● Where a sink is not nearby, hand sanitiser is provided in classrooms and other learning environments ● Ensuring good respiratory hygiene - promoting 'catch it, bin it, kill it'. ● Staff are encouraged to close toilet lids before flushing where there is one. (vi) ● Soap, paper towels and hand sanitiser supplies are regularly replenished by the site supervisor, twice a day. ● The key is to ensure hands are fully dry. ●Link: Guidelines on hand hygiene ●Link: Wash your hands poster ●Link: Public Health England - using hand rub poster ● Ensuring good respiratory hygiene - promoting 'catch it, bin it, kill it'. ● Link: Catch it, Kill it, Bin it poster ● First aiders have access to local handwashing facilities/hand sanitiser. ● Staff, pupils and contractors use their own pens and stationery where possible, not sharing items with others. If they don't have one, an individual, named, pencil will be given and retained by the user. ● Increased cleaning of frequently touched surfaces using standard cleaning products—currently carried out by KC at lunchtime. This is being kept under review. ● Where children are eating in classrooms, the MDS will wipe down the tables whilst the children are washing their hands prior to eating and will wipe tables again once the children have finished lunch prior to going outside. ● Teachers will keep their computer areas 'clutter-free' to enable thorough cleaning. 	
9	Visitors			<ul style="list-style-type: none"> ● Visitors to the school are still reduced to those which are essential, with careful discussion and arrangements made. Where possible and practical visits are made out of hours or at quieter times when there are less people on site. ● Signing in arrangements are discussed in row 8 below. 	



				<ul style="list-style-type: none"> ● All Schools: Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. The school ensures these individuals are aware of the handwashing and social distancing arrangements to be followed in school. ● All visitors, including contractors, are required to provide contact information so that this can be accessed for Test and Trace purposes. The H&S Team has updated its Managing Contractors Form for schools accordingly. ● Immunisation Programmes - Excerpt from the full opening of schools in September Government guidance which was updated on 2/2021: ● <i>“As normal, schools should engage with their local immunisation providers to provide immunisation programmes on site, ensuring these will be delivered in keeping with the school’s control measures. These programmes are essential for children’s health and wellbeing and can also provide benefits for staff.”</i> ● Where immunisation visits are being organised to take place in school, the school will share its risk assessment with the immunisation provider and request confirmation as to what infection control arrangements the provider will be putting in place for the immunisation process. ● Where visitors such as contractors are required for inspections and maintenance, these visits are organised to take place outside the normal school day wherever possible. ● Prior to visits by contractors, discussions about local school requirements and contractor requirements relating to relevant controls, including hand washing take place. ● The school utilises Action HR’s Managing Contractors - Code of Conduct Update COVID-19 as sent out to schools on 1st July. 	
10	The potential for			<ul style="list-style-type: none"> ● Visitors are required to follow the school’s face coverings requests (unless they are exempt) and this is outlined in row 16 below 	



<p>transmission of virus droplets from surfaces to the hands and then to the face -</p> <p>Signing in arrangements,</p> <p>Use of equipment including pens and pencils,</p> <p>Use of Resources,</p> <p>Libraries</p> <p>Shared equipment</p> <p>Toys</p> <p>Computer, telephone and IT equipment</p> <p>Outside play equipment</p>		<ul style="list-style-type: none"> ● The reception desk has a glazed window as part of its design. Staff, pupils and contractors use their own pens and pencils where possible, not sharing items with others, including when signing in. If a school pen has to be used because an individual doesn't have a pen and needs to sign in, either reception staff sign in on their behalf or a pen is provided which is then wiped clean afterwards. ● Classroom based resources, such as toys, books and games, can be used and shared within that group/bubble if necessary. These items are cleaned regularly. (Easily cleanable toys are best where possible.) ● Soft furnishings which can be cleaned can be used. <p>Following discussions with Public Health on 4/1/2021:</p> <ul style="list-style-type: none"> ● Play-Doh: <ul style="list-style-type: none"> ○ Each child is provided with their own fresh batch of play-doh, does not share it, and it is stored in individual, named containers between play sessions. ○ Children wash their hands when they have finished playing with it. ● Shaving foam: this is more like a soap-based cleaning product. <ul style="list-style-type: none"> ○ Each child is provided with their own fresh batch of it, does not share it. ○ The foam is disposed of after the session. ○ Children wash their hands when they have finished playing with it. ● Cooked Pasta: <ul style="list-style-type: none"> ○ Each child is provided with their own named, fresh batch of pasta and does not share it with anyone else. ○ It is thrown away after the session. ○ Children wash their hands when they have finished playing with it. ● Water trays: the school takes a risk assessment approach when considering this issue and the following are in place: <ul style="list-style-type: none"> ○ Individual named trays that are allocated to an individual child and cleaned before and after the session. ○ The water in each tray emptied and refilled regularly during the session. ○ As part of this, the school has considered the following: <ul style="list-style-type: none"> ■ the design of trays it has and whether they can be 	
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				<p>effectively disinfected at the end of each session/day - do they include intricate parts which are difficult to clean?</p> <ul style="list-style-type: none"> ■ only enable water tray play if the school is confident it can clean and manage this equipment effectively so that it does not present a transmission risk ■ assesses any toys that are played within the water in the same way. <p>●</p> <p>The school are currently no longer using sand or water trays until further notice.</p> <ul style="list-style-type: none"> ● Marigold or similar gloves are suitable for cleaning resources. Each member of staff who does this task should have their own dedicated pair of gloves and they should not share them with others. ● Pupils and teachers can take books and other shared resources home, although unnecessary sharing is avoided, especially where this does not contribute to pupil education and development. ● Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. (See also the sports row of this risk assessment.) ● Use of the Library - the library will not initially be used by children. ● The library has been allocated specifically to the SLT but this will be widened to all staff if we need more staffroom space. <ul style="list-style-type: none"> ○ All library books that are returned by children are stored in a specific area for 48 hours before they are then put back onto the shelves as available to take out by other pupils from other groups. ● No hot-desking for staff takes place without additional controls in place, such as staff having their own keyboard, mouse and phone- or use of wipes/ sanitiser as below. ● Where there are insufficient numbers of desk phones available, the phone is cleaned thoroughly before and after each use using wipes. ● Sanitising wipes and spray are provided for areas where pupils or staff are using keyboards, mice and/or telephones. 	
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			<ul style="list-style-type: none"> ● ICT Rooms - keyboards and mice are cleaned before they are used by a different group. ● Sharing of computers, chromebooks and Ipads is avoided where possible but cleaned if sharing is needed. ● The school considers how external play equipment is used, ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously. ● Playground play equipment: <ul style="list-style-type: none"> ○ For our wooden pirate ship in KS1, which has surfaces that cannot be easily cleaned (e.g. wood), children in Y1 use that play area for four days one week (i.e Monday to Thursday inclusive); leave the equipment unused for three days, so that the Y2 could use the area on the Monday. (Pirate ship only, not the trim trail initially.) ○ Link: Learning Through Landscapes Cleaning Guidance for Outdoor Areas ○ ● Excerpt from the Government Guidance for Schools (full opening): <p><i>“Equipment and resources are integral to education in schools. During the summer term, their use was minimised, many were moved out of classrooms, and there was significant extra cleaning. That position has now changed for the autumn term, because prevalence of coronavirus (COVID-19) has decreased and because they are so important for the delivery of education. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.”</i></p> 	
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11.	Cleaning inc. toilets		<ul style="list-style-type: none"> • There is enhanced and increased cleaning of frequently touched surfaces using standard cleaning products (detergents and bleach (not mixed together)). • Rooms / shared areas that are used by different groups are cleaned more frequently. • The Government Guidance wording in relation to toilets has changed as of 7/8/2020 and is quoted below with the main change highlighted with green highlighter: • <i>toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet - different groups have been allocated their own toilet blocks</i> • Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach <p>An excerpt from “Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)” (Updated 21 July 2020) is provided below:</p> <p><i>“Cleaning should be generally enhanced, including:</i></p> <ul style="list-style-type: none"> • <i>more frequent cleaning of rooms or shared areas that are used by different groups</i> • <i>cleaning frequently touched surfaces more often than normal, such as:</i> <ul style="list-style-type: none"> ○ <i>door handles</i> ○ <i>handrails</i> ○ <i>table tops</i> ○ <i>play equipment</i> ○ <i>toys</i> ○ <i>electronic devices (such as phones)</i> <p><i>When cleaning, use the usual products, like detergents and bleach,</i></p>	
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				<p><i>because these are very effective at getting rid of the virus on surfaces. All education, childcare and children’s social care settings should follow the PHE guidance on cleaning for non-healthcare settings.”</i></p> <ul style="list-style-type: none"> ● See link: Cleaning in non-healthcare settings. 	
12	<p>Social distancing -</p> <p>Teaching, Classrooms Bubbles/Groups</p> <p>Classrooms</p>			<ul style="list-style-type: none"> ● Link: Actions for Schools During the Coronavirus Outbreak ● Where possible and appropriate, outside space is utilised for lessons or activities. ● Where absolutely essential and unavoidable, for wraparound care purposes, children may attend in a different bubble to their usual ‘day bubble’ and the bubble they are in for wraparound care is kept consistently the same. ● The EYFS bubble is split into 2 bubbles from 14th December 2020. Nursery and Reception children will have their own separate outdoors areas and will not mix. ● Where possible, pupils are in the same class group at all times each day, although there will be times when they are in year group bubbles. Different groups are not mixed during the day. (If this can be achieved it will help to reduce the number of people who could be asked to isolate should someone in the group become ill with COVID-19.) ● Where possible, pupils use the same classroom or area of a setting throughout the day with a thorough cleaning of the rooms at the end of the day. ● Where a different group needs to use a room that has been used by a different group, the room will need to be thoroughly cleaned before the next group enters. ● Where possible staff will remain in their bubbles but this may not always be possible. <i>“All teachers and other staff can operate across different classes and year groups to facilitate the delivery of the timetable and specialist provision. Where staff need to move between groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Try to minimise the</i> 	



number of interactions or changes wherever possible."

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- Desks are arranged so pupils sit side by side and are looking in the same direction (i.e. not facing each other). The teacher remains at the front of the class as much as possible and maintains 2 metres social distancing where possible.
- The above room layout might include moving unnecessary furniture out of classrooms to make more space. The school will carefully consider where items should be stored to ensure these in themselves do not create hazards. e.g. fire safety and PE/games safety.
- Where possible, for example where there are classes with reduced numbers of pupils, the pupils and staff are all spaced as widely apart as possible, taking into account the space available.
- Where staff need to move between classes and year groups for timetabling and subject purposes, they will try to keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.
- All classrooms have fire exits leading directly outside. These will be utilised as entry points to reduce congestion in the main entry points, at set times.
- Classroom window(s) are kept open enough to maintain good general ventilation wherever possible. Parents and pupils have been informed in a letter to be sent on 03.09.2020, prior to the children returning so they ensure pupils dress appropriately.
- During colder weather, windows are opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space. Opening internal doors (but not propping open fire doors) is also done where possible to assist with creating a throughput of air. Furniture is organised where possible to avoid people sitting in draughts.
- **Note:** If you have windows in classrooms that can be opened, you do not need to keep your final exit classroom door open if the area is too cold. Internal doors would only need to be kept open if there were concerns there was insufficient throughput of air in an area (in those cases, if they were fire doors they would need to be held open with



			<p>automatic door release mechanisms).</p> <ul style="list-style-type: none"> • Mechanical ventilation systems – our school does have mechanical ventilation systems in the kitchen. The air conditioning in the computing suite remains off and doors either end are open for through flow of air. The electrical fans in KS1 have been turned off. • Mechanical ventilation systems in the kitchen are adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (the system is operating as normal within a single room and supplemented by an outdoor air supply) <p>Ventilation is discussed in more detail in row 33 of this risk assessment.</p> <ul style="list-style-type: none"> • Measures within the classroom - excerpt from Schools Coronavirus (COVID-19) Operational Guidance: • <i>“Maintaining a distance between people while inside and reducing the amount of time they are in face-to-face contact lowers the risk of transmission.</i> • <i>Where possible, for example with older pupils with less complex needs who can self regulate their behaviours without distress, they should also be supported to maintain distance and not touch staff and their peers. This will not be possible for the youngest children, and some children and young people with complex needs. It may also not be feasible where space does not allow. Doing this where you can, even some of the time, will help.</i> • <i>When staff and pupils cannot maintain distancing, the risk can be reduced by keeping pupils in the smaller, class-sized groups.</i> • <i>You should make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face-to-face or side on. It might also include moving unnecessary furniture out of the classroom to make more space.</i> 	
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13	<p>Social distancing - Offices</p>			<ul style="list-style-type: none"> • Staff maintain the 2 metre distancing rule wherever possible including with other staff and pupils. • No hot-desking for staff takes place without additional controls in place, such as staff having their own keyboard, mouse and phone. • Sanitising wipes are provided for areas where pupils or staff are using keyboards and mice. • Office window(s) are kept open enough to maintain good general ventilation wherever possible. Staff have been informed so they can dress appropriately During colder weather, windows are opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space. Opening internal doors (but not propping open fire doors) is also done where possible to assist with creating a throughput of air. • Mechanical ventilation systems – our school does have mechanical ventilation systems; in the kitchen; the air conditioning in the computing suite remains off and doors either end are open for through flow of air; The electrical fans in KS1 have also been turned off. • Mechanical ventilation systems in the kitchen are adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (the system is operating as normal within a single room and supplemented by an outdoor air supply) (last inspected October 2020 – Site manager has certificates) <p>Ventilation is discussed in more detail in row 33 of this risk assessment.</p>	
14	<p>After School Clubs, Breakfast Clubs, Holiday Clubs Community Activities, Scouts, Guides</p>			<ul style="list-style-type: none"> • The Government has provided guidance on the provision of these facilities • Link: Protective Measures for Holiday or After School Clubs or Other Out of School Settings - this guidance was updated on 7/4/2021 and advises on the controls required of providers for these activities and settings. • The school ensures any organisation using its facilities for these 	



				<p>purposes has a COVID-19 risk assessment in place and that the provider adheres to the school's arrangements and processes for managing COVID-19.</p> <ul style="list-style-type: none"> • The school provides a copy of its COVID-19 risk assessment to these providers and gives clear information as to the expectations it has including the local arrangements for infection control. • The setting will opt for outdoor activities wherever possible and practical and take a risk assessment approach to identifying maximum group sizes for those outdoor activities. • Bubbles or groups will be maintained where possible. Where it is not possible, the club will organise children into small, consistent groups for that setting. The maximum figure of groups of 15 children is given in cases where you can't keep the children in their day bubble for the after school club. See the guidance for more information. • For indoor activities that can't be undertaken outside, the maximum figure of groups of 15 children is given in cases where children can't be kept in their day bubble for the after school club. <p>Excerpt from the Schools Coronavirus Operational Guidance:</p> <ul style="list-style-type: none"> • <i>"From 29 March, when all outdoor sports and supervised activities for children will be able to open without restrictions on attendance, activities taking place outdoors can happen in groups of any number. This is because the transmission risk is lower outside."</i> <p>Excerpt from the Protective Measures for Holiday or After School Clubs or Other Out of School Settings in relation to indoor activities:</p> <p><i>"From 12 April, in line with the commencement of step 2 of the COVID-19 response – spring 2021, out-of-school settings and wraparound childcare providers can offer provision to all children, without restriction on the reasons for which they may attend."</i></p> <p>Excerpt from the Providers of Grass Roots Sports and Sports Activities:</p>	
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				<p>All children can take part in indoor childcare and supervised activities, including sport and physical activity (such as community sport clubs) subject to restrictions on size of group as set out in the out-of-school settings guidance. From 12 April, these activities can also take place at indoor skating rinks and trampolining parks, which are otherwise closed to the public (except where exemptions apply).”</p> <p>“Parent and child groups can also take place indoors and outdoors with a limit of 15 attendees (children under five years of age do not count towards the attendee limit.)”</p>	
15	<p>Social Distancing - Travelling to and from school</p>			<ul style="list-style-type: none"> • Unnecessary travel on public transport is avoided where possible. • All those who travel on public transport are required to wear face coverings except for a number of exclusions including children under the age of 11 and those with physical or mental illness or impairment, or a disability that means they cannot put on, wear or remove a face covering. - Update: The guidance on this has been updated again (5/1/2021) - Link: Safer Travel Guidance for Passengers • See also this poster: Safe Travel Poster for Passengers • Where pupils travel to school on dedicated school transport, (eg Little Chicks) the SBM has spoken with the provider and arrangements are in place. Provider and produced their RA. • The school supports local authorities and AfC in promoting the use of face coverings on school transport and helps them to resolve any 	



				<p>issues of non-compliance where appropriate.</p> <ul style="list-style-type: none"> ● The following quote from the Government Guidance, updated on 27/11/2020, sums up the areas to be considered: <p><i>“Local authorities, working with schools, places of education, transport operators, and parents as necessary, need to work through the list of measures below to decide on the appropriate package of measures for their circumstances:</i></p> <ul style="list-style-type: none"> ● <i>distancing between individual passengers or groups of passengers, should be applied wherever possible - distancing is particularly important where children attending different schools travel on the same vehicle, and for certain children with complex needs, for example, those that spit uncontrollably</i> ● <i>working with schools/places of education and transport operators to consider whether children can sit with the other children in their ‘bubble’ on transport</i> ● <i>working with schools, places of education and transport operators to draw up seating arrangements so that children and young people understand where they need to sit on home to school transport - ensuring the same children always sit together will help to minimise the number of contacts each child has - for example:</i> <ul style="list-style-type: none"> ○ <i>allocating specific seats</i> 	
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				<ul style="list-style-type: none"> ○ <i>having rules such as sitting in ascending year groups - front to back, youngest to oldest</i> ○ <i>'first in, last out', with those children getting on first seated at the rear of the bus and the bus filling forwards (such arrangements will require clear communication between schools and families and children)</i> ● <i>avoiding the use of face to face seating on home to school transport wherever possible</i> ● <i>ensuring good ventilation of fresh air wherever possible by keeping windows, or roof lights, on home to school transport, open</i> ● <i>working with schools to put in place appropriate queuing or other arrangements needed for picking up and dropping off children and young people, to ensure they are able maintain distancing when waiting for, boarding and alighting from transport</i> ● <i>providing clear information for families, young people and children about the arrangements needed for picking up and dropping off children and young people at their home destination</i> <p>Link: <u>Guidance on Transport to School and other Places of Education</u> updated on 2/2021</p>	
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	<p>Social Distancing -</p> <p>Drop off and collection times</p>		<p>M</p>	<ul style="list-style-type: none"> ● Parents have been told in advance of their year starting, (letter of 04.01.21) the timings and arrangements for drop off and pick up and are instructed not to gather at the school gates and reminded of social distancing rules and the wearing of masks. ● Drop off and collection times and locations are staggered to avoid larger groups gathering, for example families arriving at different times. ● (Government Guidance states these arrangements should not reduce the amount of overall teaching time.) ● Clear messages are provided to pupils about minimising the use of public transport and how to reduce the risks of transmission outside of school. ● Pupils are reminded about maintaining social distancing both in and outside of school. ● The school regularly checks the Government Advice: ● Link: Government Guidance - Full Opening of Schools ● Link: Government Advice - Conducting a SEND Risk Assessment ● Link: Government Press Release on Transport for Pupils 	<p>L</p>
<p>16</p>	<p>Airborne transmission -</p> <p>Face Coverings</p> <p>- Travelling</p>	<p>Staff, pupils</p>		<p>Face coverings</p> <ul style="list-style-type: none"> ● Where pupils, students or staff have worn face coverings on their way to school, the school has a process in relation to the removal of face coverings when they arrive at the setting and communicates it clearly to them. ● Pupils are instructed not to touch the front of their face covering during use or when removing them. ● They must wash their hands immediately on arrival (as is the case for all pupils and students), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. 	



			<ul style="list-style-type: none"> ● Link: Government Guidance on Full Opening of Schools <p>This risk assessment includes arrangements for the provision of first aid, attending to someone who has symptoms of COVID19 and providing personal care including what PPE staff should wear in those instances.</p> <ul style="list-style-type: none"> ● In primary schools where social distancing is not possible or is challenging in areas outside of classrooms, between members of staff or visitors, for example in staff rooms, and around the school paths of the one-way system, the headteacher has the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances. We have requested that face coverings are used by visitors, by parent/carers and any visiting children of secondary school age, unless they are exempt, at drop off and pick up times as, due to the numbers of people, it is very challenging to adhere to social distancing guidance. ● The school will be mindful that, even with the use of face coverings, social distancing between staff, good general ventilation, good hand and respiratory hygiene should be followed wherever possible. ● This risk assessment includes arrangements for the provision of first aid, attending to someone who has symptoms of COVID19 and providing personal care including what PPE staff should wear in those instances 	
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				<p>Excerpt from Schools Coronavirus Operational Guidelines:</p> <p><i>Children in primary schools or of equivalent age (which would be children were aged under 11 on 31 August 2020), we recommend that face coverings should be worn by staff and adult visitors in settings in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering.</i></p> <p>Early Years and Foundation Stage Settings - when social distancing is difficult to maintain in communal areas</p> <ul style="list-style-type: none"> • In situations where social distancing between adults in settings is not possible (e.g. when moving around in corridors and communal areas), face coverings are worn by all adults on site, both staff and visitors (except for those who are exempt from wearing them). • The school will be mindful that, even with the use of face coverings, social distancing between staff, good hand and respiratory hygiene should be followed wherever possible. <p>For all schools to be mindful of:</p> <p>Excerpt from School Coronavirus Operational Guidelines:</p> <p><i>“Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative to face coverings in terms of source control of virus transmission. They may protect the wearer against droplet spread in specific circumstances but are unlikely to be effective in preventing the escape of smaller respiratory particles when</i></p>	
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				<p><i>used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.”</i></p> <p>Poster: Wearing face masks poster</p>	
17	<p>Social distancing - lunch and school canteens</p>	Staff, pupils	M/H	<ul style="list-style-type: none"> • Where possible, in good weather, children will eat packed lunch outside in allocated area. • Staggered lunch times to reduce the total numbers of people in the hall at any one time. • Queueing for lunch. For younger pupils where social distancing is difficult, bubbles are maintained and large distances between each group maintained. • Entrance into smaller areas (e.g. food servery if this is slightly discrete to the main hall) controlled with maximum number of people allowed in the space at any one time. • Tables and chairs set to maximise the distance between people. • Exit doors/windows open (doors safely secured so they can't slam shut in the wind) to provide good general ventilation to the hall. In colder weather, if it is too cold in the dining area, windows are adjusted just enough to provide constant background ventilation, and opened more fully during times of non-occupation to purge the air in the space. Opening internal doors (but not propping open fire doors) is also done where possible to assist with creating a throughput of air. • If you have windows in rooms that can be opened, you do not need to keep your final exit door open if the area is too cold. Internal doors would only need to be kept open if there were concerns there was insufficient throughput of air in an area (in those cases, if they were fire doors they would need to be held open with automatic door release mechanisms). • Mechanical ventilation systems – our school does have mechanical ventilation systems; in the kitchen; the air conditioning in the computing 	L/M



				<p>suite remains off and doors either end are open for through flow of air; The electrical fans in KS1 have also been turned off.</p> <ul style="list-style-type: none"> • Mechanical ventilation systems in the kitchen are adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (the system is operating as normal within a single room and supplemented by an outdoor air supply) (last inspected October 2020 – Site manager has certificates) • Link: Government Advice for Schools implementing protective measures in education and childcare settings • Link: Government Advice - Conducting a SEND Risk Assessment <p>Where required in Y5/6, trollies of covered hot food are taken to the Y5/6 veranda. A member of staff from each bubble will take the lunches from the trolley for their bubble maintaining distancing as much as possible.</p>	
18	<p>Social distancing - staff room and staff toilet facilities</p>	Staff/visitors	M	<ul style="list-style-type: none"> • Protocol set for the use of staff kitchen and staff toilet areas - signage for one person at a time with distancing posters on the doors. • Staff are encouraged to have breaks outside/go for local walks. The Spiritual area has been allocated as an outside space in school for staff to have their lunch when weather permits. Individual choice is important and accepted. • Staff are encouraged to close toilet lids before flushing. 	



	Interviews			<p><i>Wherever possible these are held virtually. During any national lockdown, or any period of Tier 2, high alert (or higher), these will be held virtually.</i> <u>School Governance June Government Update - Updated 8/10/2020</u></p> <p>Interviews</p> <p>Where possible, interviews are held remotely with the use of technology.</p> <p>From 8th March:</p> <p>Excerpt from Schools Coronavirus Operational Guidance:</p> <p><i>“Schools should consider a flexible approach to interviews, with alternative options to face-to-face interviews offered where possible.”</i></p> <p><i>and</i></p> <p><i>“Where face-to-face meetings are necessary, you should share the school’s control measures in advance and make it clear to candidates that they must follow the system of controls that you have in place. This includes any requirements for wearing face coverings where social distancing cannot be managed safely.”</i></p> <ul style="list-style-type: none"> • 	
19	Social distancing - movement around school buildings	Staff, pupils	M	<ul style="list-style-type: none"> • Break times and the movement of pupils around the school are staggered to reduce large groups of children gathering. • Some windows along corridors are opened to help with general ventilation where possible. In colder weather when these areas are very cold, they 	L



				<p>are adjusted so as to still maintain constant background ventilation whilst not being fully open.</p> <ul style="list-style-type: none"> • Where physically possible, movement around the building is via a one-way system with one set of stairs used for going up and one for going down. • From 4.1.21 all staff wear a mask when moving around the building • Excerpt from the Government Guidelines: <p><i>“While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits.”</i></p>	
20	<p>Social distancing -</p> <p>Assemblies,</p> <p>Large gatherings,</p> <p>Whole school worship</p> <p>Whole school worship</p> <p>Other and Productions</p> <p>Fetes, Christmas Fayres and Similar</p>	<p>Staff, pupils, visitors</p>		<ul style="list-style-type: none"> • Whole school assemblies or whole school worship does not take place. Instead the school organises individual group assemblies/worship or uses technology. <p>Excerpt from Government Guidelines:</p> <p><i>“You should avoid large gatherings such as assemblies or collective worship with more than one group”</i></p> <ul style="list-style-type: none"> • School productions including concerts, drama productions, etc are prepared virtually within bubbles during periods of high alert status and times of national lockdown. • Audiences do not attend to watch the live event. • Fetes, Christmas Fayres and similar events do not take place currently. Possibilities for virtual activities are explored where the school is keen for this. <p>Excerpt from Schools Coronavirus Operational Guidelines:</p> <p>“Performances</p> <p><i>You should not host any performances with an audience. You may wish to consider alternatives such as live streaming and recording performances, subject to the usual safeguarding considerations and</i></p>	



			<p>dance and role-play that young children may naturally do, and should be encouraged to do, by early years practitioners. (As per advice direct from Early Years documentation)</p> <ul style="list-style-type: none"> ● Social distancing for singing and music ● In the smaller groups where these activities can take place, the school will observe strict social distancing between each singer and player, and between singers and players, and any other people such as conductors, other musicians, or accompanists. Current guidance is that if the activity is face-to-face and without mitigating actions, 2 metres is appropriate. ● Seating positions for singing and music ● Pupils are positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. ● Social distancing is maintained, as mentioned above. ● Wind and brass players are positioned so that the air from their instrument does not blow into another player. <p>Link: Safer Singing Guidance</p> <ul style="list-style-type: none"> ● All instruments ● Wherever possible, pupils do not share instruments and only use their allocated instrument. ● Equipment is labelled to help identify the designated user, for example, percussionists' own sticks and mallets. ● If instruments and equipment have to be shared, they are disinfected 	
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	<p>Parent and Child Singing Groups</p>			<p>regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users, following government guidance on cleaning and handling equipment available at Link: Performing Arts Handling Equipment Safely</p> <ul style="list-style-type: none"> ● Link: hygiene: handwashing, sanitation facilities and toilets. ● Handwashing takes place before and after handling instruments, especially if being used by more than one person. <p>Parent and Child Singing Groups</p> <ul style="list-style-type: none"> ● There are specific requirements set in relation to numbers, who sings and social distancing in the Actions for Early Years Settings - Singing in Parent and Child Groups 	
<p>22</p>	<p>Drama</p>	<p>Staff, pupils</p>		<p>The following control methods are followed by the school:</p> <ul style="list-style-type: none"> ● Social distancing. ● Good general ventilation, activities outside where weather permits. ● Microphones are used where possible and appropriate. ● Use of props and costumes is avoided during practice and rehearsals. ● Where props and costumes must be used, ensuring they are not shared between people and are cleaned thoroughly before and after use, if they have to be shared then meticulous cleaning takes place between different users. ● Good hand hygiene is followed, particularly at the start and end of the session and if equipment has been handled. <p>Link: Working Safely During COVID-19 Performing Arts</p>	



23	PE and Sports	Staff, pupils		<ul style="list-style-type: none"> ● PE and sports lessons will take place outside as a priority where the weather permits and it is practical to do so. Certain activities requiring specific equipment may be more suitable for indoor use only. ● Pupils will be kept in consistent groups. ● Where outdoor activities are not possible, the following are in place: <ul style="list-style-type: none"> ○ large indoor spaces are used, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible); ○ distancing between pupils; ○ and paying scrupulous attention to cleaning and hygiene. ● These factors are particularly important in a sports setting because of the way in which people breathe during exercise. ● External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. ● Sports whose national governing bodies have developed guidance under the principles of the government’s guidance on team sport and been approved by the government are permitted. Schools must only provide team sports on the list available at Link: return to recreational team sport framework. ● ● Equipment used for sports and PE are cleaned between bubbles, or rotated to allow them to be left unused and out of reach for a period of 	
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48 hours (72 hours for plastics) between use by different bubbles.

- External coaches where used will follow the school’s requirements in terms of its wider controls including hygiene, social distancing and and the protocols as set in the specialist guidance issued by that sport governing body - list available at **Link: [return to recreational team sport framework](#)**.
- Cloakrooms are cleaned between use by different groups. **Children currently change within their classroom or bubble.**
- Should it be deemed appropriate, an alternative approach would be for pupils to arrive in school in their PE/sports kits so that they do not have to change. Parents would be advised so they can ensure their children wear additional clothing if needed for keeping warm during PE kit days. This option is not currently being used.
- [working safely during coronavirus \(COVID-19\) for providers of grassroots sport and gym or leisure facilities](#)
- [the above document includes a section on changing rooms](#)
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- From 29th March, outdoor competition between different schools is permitted.
- From 12 April, indoor competition between different schools can take place
- If the school is participating in this, it will ensure:



				<ul style="list-style-type: none"> ○ Changing rooms are not used by visiting schools. Toilets are made available. ○ No parents are admitted to site to watch the sports(except for safeguarding issues). ○ . ○ Social distancing is maintained. ○ Hand sanitising facilities are provided/discussed with the other school when planning the event <p><i>Refer to:</i></p> <ul style="list-style-type: none"> · guidance on grassroots sports for public and sport providers, safe provision and facilities, and guidance from Sport England · advice from organisations such as the Association for Physical Education and the Youth Sport Trust · guidance from Swim England on school swimming and water safety lessons available at returning to pools guidance documents and using changing rooms safely <p>Association for Physical Education (AfPE) Guidance:</p> <ul style="list-style-type: none"> ● In February 2021, AfPE updated its FAQ document: <p>Link: AfPE COVID-19 FAQs</p>	
24	Swimming	Pupils, staff		<ul style="list-style-type: none"> ● We are not swimming during the Summer Term, as yet. ● Swim England has published a number of documents in relation to opening swimming pools, the links to which are provided below. (There does not 	



				<p>currently appear to be specific Government advice in relation to pools.)</p> <p>Link to Swim England Documents - in particular the Guidance for Schools (published 20/8/2020) updated 2/12/2020): Returning to the Pool - School Swimming</p> <ul style="list-style-type: none"> • Schools: Link: Returning to the Pool - School Swimming • Of particular interest is the FAQ document Swim England has produced. It includes a number of questions and answers about swimming lessons and swimming club activities which should be very useful. <p>In relation to school swimming lessons, the FAQ document states:</p> <p><i>"School swimming lessons can resume for all pupils who have returned to face to face learning from 8 March. Schools without their own pool can travel to use available external facilities for these lessons in line with government guidance.</i></p> <p><i>DfE guidance states that schools should "Teach an ambitious and broad curriculum in all subjects" therefore we hope to see schools recognising the importance of learning how to swim and about water safety for their pupils."</i></p> <p>In relation to when indoor pools can open, the FAQ document states:</p> <p><i>"Indoor pools can reopen for informal individual use, or for use by a single household, in Step 2 (from 12 April at the earliest) for all ages.</i></p> <p><i>At this point all children's activities can resume, so learn to swim</i></p>	
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				<p><i>classes and club sessions, across all disciplines, for under 18s will be able to resume.</i></p> <p><i>Club sessions and group exercise classes in the water for over 18s cannot resume until Step 3 (from 17 May)."</i></p> <p>Controls include:</p> <ul style="list-style-type: none"> ● one way systems for entry and exit of the pool and changing rooms ● increased ventilation ● enhanced cleaning arrangements ● reduced numbers of swimmers in the pool and changing areas 	
25	Educational Visits	Staff, pupils		<ul style="list-style-type: none"> ● From 12 April, non-residential educational UK day trips can start to take place. ● Trips are organised in line with protective measures, such as keeping children within their consistent group, and the coronavirus (COVID-19) secure measures in place at the destination. ● The school also makes use of outdoor spaces in the local area to support delivery of the curriculum. When planning these activities, the school undertakes a risk assessment in the usual way to ensure they can be done safely. As part of this risk assessment, the school considers what control measures are needed and ensures it is aware of wider advice on visiting indoor and outdoor venues. 	



				<ul style="list-style-type: none"> • Overnight trips in the UK do not currently take place and the school is aware that, from 17 May, it is possible these may begin to take place provided the Government is satisfied with the progress made in relation to the pandemic, as per the Roadmap Stage 3. • Trips abroad do not currently take place and the school will await the findings of the study being undertaken by the Global Travel Taskforce. <p>Excerpts from the School Coronavirus Guidelines:</p> <p><i>“Educational visits</i></p> <p><i>In line with current coronavirus (COVID-19) restrictions, we continue to advise against undertaking all educational visits.”</i></p> <p><i>“Educational day visits</i></p> <p><i>In line with the roadmap, should step 2 commence as planned, schools can resume educational day visits no earlier than 12 April.</i></p> <p><i>Any educational day visits must be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination.</i></p> <p><i>Schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, schools will need to consider what control measures need to be used and follow wider advice on visiting indoor and</i></p>	
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				<p><i>outdoor venues.”</i></p> <p><i>“Domestic residential educational visits</i></p> <p><i>In line with the roadmap, we advise against domestic residential educational visits until at least step 3, no earlier than 17 May.</i></p> <p><i>The roadmap is driven by data not dates. The approach to domestic residential visits is dependent on the roadmap and is subject to change.</i></p> <p><i>Existing bookings</i></p> <p><i>Should step 3 commence as planned, you may undertake domestic residential education visits, that are already booked, no earlier than 17 May.</i></p> <p><i>Any domestic residential educational visits must be conducted in line with relevant coronavirus (COVID-19) secure guidance and regulations in place at that time.”</i></p> <p>The school has access to an Educational Visits Adviser provided as part of the Action HR service, who provides information and advice to the school.</p> <p>Excerpt from the School Coronavirus Guidelines:</p> <p>.The school also makes use of outdoor spaces in the local area to support delivery of the curriculum. When planning these activities, the school undertakes a risk assessment in the usual way to ensure they can be done safely. As part of this risk assessment, the school considers what control measures are needed and ensures it is aware of wider advice on visiting indoor and outdoor venues.</p>	
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				<ul style="list-style-type: none"> The school has access to an Educational Visits Adviser provided as part of the Action HR service, who provides information and advice to the school. 	
26	Provision of first aid and medication	Staff, pupils	H	<ul style="list-style-type: none"> First aiders have access to local handwashing facilities including soap and paper towels/hand sanitiser within their own bubble space and also in the office Disposable gloves are provided for first aiders (preferably non-latex for allergy reasons). First aiders should wear a fluid-resistant (Type IIR) surgical mask when carrying out direct patient care, particularly for those suspected or confirmed as COVID-19 cases. A disposable plastic apron is recommended staff feel they are at risk from any bodily fluids Risk assess whether there is a need to use disposable eye protection (such as face visor or goggles) when there is an anticipated risk of contamination with splashes, droplets of blood or body fluids. Where possible a window is kept open in the first aid room to help ensure good ventilation. Clean hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE. See also the section on 'Someone develops COVID-19 symptoms whilst at school' Excerpt from Government Guidance: Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) (updated 21 July 2020): <i>"When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination.</i> 	L



	<p>Administering Cardiopulmonary Resuscitation (CPR)</p>		<p><i>Face masks must:</i></p> <ul style="list-style-type: none"> • <i>cover both nose and mouth</i> • <i>not be allowed to dangle around the neck</i> <p><i>not be touched once put on, except when carefully removed before</i></p> <ul style="list-style-type: none"> • <i>disposal</i> • <i>be changed when they become moist or damaged</i> • <i>be worn once and then discarded - hands must be cleaned after disposal”</i> <p>Schools - please read all the advice and excerpts provided in this section on CPR.</p> <ul style="list-style-type: none"> • Link: New HSE Guidance on CPR for adults (last reviewed on 8/1/2021) <p>The school is aware of the advice in relation to CPR during COVID and that the advice in relation to rescue breaths differs in terms of treating adults and children. When providing CPR on adults, the advice is that rescue breaths should not be performed but that compressions should be undertaken and a defibrillator used if there is one available. The following excerpt should be read in relation to adults. (Further down in this row, important information about CPR for children is also provided.)</p> <p>Excerpt: Preserve life: CPR for ADULTS</p> <p><i>“Call 999 immediately – tell the call handler if the patient has any</i></p>	
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COVID-19 symptoms

Ask for help. If a portable defibrillator is available, ask for it

Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient’s mouth and nose, while still permitting breathing to restart following successful resuscitation

If available, use:

- **a fluid-repellent surgical mask**
- **disposable gloves**
- **eye protection**
- **apron or other suitable covering**

Only deliver CPR by chest compressions and use a defibrillator (if available) – don’t do rescue breaths”

- **Government Advice to First Aiders including Resuscitation**

Excerpt:

“If you are required to perform cardiopulmonary resuscitation (CPR), you should conduct a risk assessment (in the Police this would be a “dynamic risk assessment”) and adopt appropriate precautions for infection control.

For adults, during COVID-19, it is recommended you do not perform rescue breaths or mouth-to-mouth ventilation; perform chest compressions only. Compression-only CPR may be as effective as combined ventilation and compression in the first few minutes after non-



asphyxial arrest (cardiac arrest not due to lack of oxygen).

Cardiac arrest in children is more likely to be caused by a respiratory problem (asphyxial arrest), therefore chest compressions alone are unlikely to be effective.

If a decision is made to perform mouth-to-mouth ventilation in asphyxial arrest, use a resuscitation face shield where available.”

- **Resuscitation Council Advice - for CHILDREN** - see also the excerpt above which includes important advice about use of resuscitation face shields for mouth-to-mouth resuscitation for children

Specific advice is provided by the Resuscitation Council in relation to Paediatric cardiac arrest and CPR. It has been updated and this update is included in the following **excerpt**:

CPR FOR CHILDREN

“We are aware that paediatric cardiac arrest is unlikely to be caused by a cardiac problem and is more likely to be a respiratory one, making ventilations crucial to the child’s chances of survival.

However, for those not trained in paediatric resuscitation, the most important thing is to act quickly to ensure the child gets the treatment they need in the critical situation.

For out-of-hospital cardiac arrest, the importance of calling an ambulance and taking immediate action cannot be stressed highly enough. If a child is not breathing normally and no actions are taken,



their heart will stop and full cardiac arrest will occur.

Therefore, if there is any doubt about what to do, this statement should be used.

It is likely that the child/infant having an out-of-hospital cardiac arrest will be known to you. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child.”

If schools do not already have a **resuscitation shield** in their first aid kits, then it is advisable for them to purchase these. Here are some examples. **Link:**

Examples

“Should staff have given mouth-to-mouth ventilation there are no additional actions to be taken other than to monitor themselves for symptoms of possible COVID-19 over the following 14 days. Should they develop such symptoms they should follow the advice on what to do on the [NHS website](#).”

- The following link provides information on donning masks:
- [Advice on donning surgical masks and other PPE.](#)
- The following link provides information on how to safely remove the masks and other PPE:



				<ul style="list-style-type: none"> • Advice on removing surgical masks and other PPE. 	
	Administering medication			<p>Medication</p> <ul style="list-style-type: none"> • Any medication to be dropped off will be left in the school's reception area. Office staff will ensure all necessary paperwork has been completed with full and detailed, simple instructions which can then be passed to the teacher in the relevant bubble. Office to give any training needed. • Staff dispensing medication to students should minimise contact (only administer if parent unable to do so). • Wash hands before and after dispensing the medication • Where appropriate, students should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc. <p>If required, gloves will be worn by staff when giving medication.</p> <ul style="list-style-type: none"> • Surgical masks are worn for situations in which social distancing (2m) cannot be maintained. • If there is a risk of contamination with splashes, droplets of blood or body fluids, a visor or goggles are also worn. 	
27	Someone develops COVID-19 symptoms whilst at school	Staff, pupils	M	<ul style="list-style-type: none"> • If anyone is experiencing symptoms - a new, continuous cough, loss of the sense of taste and/or smell, or a high temperature they are sent home/their parents or carer are contacted to collect them and they are advised to follow the staying at home guidance and arrange to be tested to confirm if they have COVID-19. Link: Getting Tested • If a pupil is awaiting collection, they are moved to the changing room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. • Where possible, a window is opened for ventilation. 	L



				<ul style="list-style-type: none"> ● If the pupil needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. ● If contact with the pupil is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask 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. ● If they need to go to the bathroom while waiting to be collected, they use the changing room toilet. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. ● Parent/carer will collect from the KS2 side gate, therefore not needing to enter the school site. ● The school will call 999 if they are seriously ill or injured or their life is at risk. ● If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, or a loss of taste and smell, they do not need to go home unless they develop symptoms themselves. ● Staff wash their hands thoroughly for at least 20 seconds after any contact with someone who is unwell. ● Cleaning with normal household disinfectant after someone with symptoms has left reduces the risk of passing the infection on to other people. ● Any waste items associated with the individual, including PPE should be double bagged and stored safely for 72 hours before placing in the normal waste. ● Link: guidance on cleaning in non-healthcare settings. ● Where a pupil or staff member tests positive for Coronavirus, follow the protocols as shared by Sutton’s Head of Pupil Based Commissioning (for Sutton Schools). This protocol includes contacting the London Coronavirus Response Cell (if the Cell hasn’t contacted the school) which will likely advise that the rest of their class/group be sent home 	
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and advised to self-isolate for 14 days.

- **Link:** [Government Guidance for Contacts of People with Confirmed Case of Coronavirus](#)
- [Government Guidance - Schools Full Opening - Positive Cases](#) - go to system of controls number 9 in this section.
- **Link:** [DfE Letter about the Helpline](#)
- **DfE Helpline:** 0800 046 8687 and selecting option 1 . The DfE is no longer expecting schools to report every positive case through the Helpline, although the hours that this service is available have been increased to include weekends (10am to 4pm). If you do ring, you will need your school's unique reference number **Excerpt from Government Guidance for schools:**

“Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- *direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)*
- *proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual*
- *travelling in a small vehicle, like a car, with an infected person*



				<p><i>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see section 5 of system of control for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.”</i></p>	
28	Staff changing nappies	Staff	M/H	<ul style="list-style-type: none"> • Staff wear disposable gloves fluid resistant IIR surgical masks and disposable apron to change nappies, and when changing wet/soiled clothes. • If there are behaviour issues associated with a child whereby splashing of body fluids is likely, this would need to be reviewed. • Following the task, staff wash their hands and dispose of used equipment gloves, nappies and paper towels double bagged appropriately in the bin in the Reception toilets (Y1 Sept). If soiled clothes, they will be double bagged appropriately for sending home. • Areas / changing mats / beds in use are cleaned before and after use by the member of staff involved. • Link: Guidelines on hand hygiene 	L
29	Supervised toothbrushing for Early Years and Schools			<ul style="list-style-type: none"> • The Government has published a new guidance document - Government advice on supervised toothbrushing. It includes COVID-19 control measures needed if a school is carrying out this activity. <p>Excerpt:</p> <p><i>“Toothbrushing programme models</i></p>	



				<p><i>Until now 2 main models have been used for supervised toothbrushing. These are:</i></p> <ul style="list-style-type: none"> <i>dry brushing models where children brush their teeth without the use of water or sinks. This can take place with children seated or standing</i> <i>wet brushing models where children brush their teeth using water, usually stood at sinks.</i> <p><i>The wet brushing model is no longer recommended during the COVID-19 recovery phase as it is considered more likely to risk droplet and contact transmission and offers no additional benefit to oral health over dry brushing.”</i></p> <ul style="list-style-type: none"> In light of this advice, if the school is participating in this project, it will follow the advice included in the Government guidance which includes following the dry brushing model only and using the associated COVID-19 controls detailed in that guidance. 	
30	Laundry			<ul style="list-style-type: none"> Public Health advises items should be washed in accordance with the manufacturer’s instructions, using the warmest water setting and drying items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people’s items. Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air. Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above. People dealing with laundry from a suspected/ confirmed case should wear gloves and aprons when handling the laundry. The school follows the above advice if washing items that a person suspected of having COVID-19 has used or when cleaning washable soft furnishings that are used within a group/bubble. 	
31	Uniforms	Staff, pupils		<ul style="list-style-type: none"> Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. The school encourages pupils (and parents) to ensure pupils bring in additional clothing including gloves and hats in case they become cold during the school day. The school is flexible in its approach and accepts these items may need to be ‘home’ clothes rather than strict 	



				<p>uniform.</p> <ul style="list-style-type: none"> ● Link to letter 	
32	<p>Routine cleaning of communal areas of the school estate</p>	<p>Cleaning staff/ Cleaning Contractors</p>	M	<p>For routine cleaning (i.e. not cleaning in the event of significant contamination by someone suspected of having Covid-19), the following are in place:</p> <ul style="list-style-type: none"> ● Disposable gloves are provided for cleaning staff/contractors (see next bullet point) ● Cleaning staff wear their usual washable uniform/clothing ● Mops are used for the tasks ● No jet washing takes place during the current COVID-19 - not under any circumstances (under review) The school's Health and Safety advisors are reviewing jet washing restrictions and will update us when possible. Jet washing can recommence if the school wishes to clean a particular area of the school estate (jet washing is not required as part of COVID cleaning arrangements). Only staff who have suitable experience in using jet washing equipment should do this work. A full risk assessment should be in place for the task and operators should wear: <ul style="list-style-type: none"> ○ Disposable IIR surgical masks (which are replaced if they become wet); ○ Eye Protection BS EN166-2: Full Face Shield for Chemical Splash Back and Medium-Energy Impact ○ Gloves BS EN374 ○ Ear Protection BS EN352 - Ear Defenders / Muffs / Plugs ○ Waterproofs / High Visibility jacket / Vest ○ Footwear BS EN 345 - Safety Wellingtons, Safety Boots/Shoes ● Cleaning staff wash their hands when they have finished their task and dispose of the gloves in the bin bags they have used. ● Clothing such as trousers, t-shirts and sweatshirts should be washed each evening as normal. ● As a precautionary measure, outdoor clothing could be left near the front door of each person's home, separate from other clothes, particularly if they live with someone who is vulnerable to COVID-19. ● The school checks that external cleaning contractors have their own covid related risk assessment in place and ensures the cleaners are aware of 	L



				<p>what is expected of the contractors in terms of following COVID controls within school. See attached agreement from Servest</p>	
33	<p>Storage and issuing of masks</p> <p>Putting on the masks</p>	Staff	M	<ul style="list-style-type: none"> Where masks have been supplied for staff (e.g. first aiders) they need to be decanted into clean, sealable bags or plastic lidded boxes so that staff each have their own supply for social distancing purposes and keeping the unused masks clean. In first aid area of each bubble. <p>All staff and visitors must wear a mask when in communal areas ie corridors/ staffroom etc. from January 4th 2021.</p> <ul style="list-style-type: none"> The following link provides information on donning masks: Link: Advice on donning surgical masks and other PPE. The following link provides information on how to safely remove the masks and other PPE: Link: Advice on removing surgical masks and other PPE. Video: PPE - Donning and Doffing PPE Video, Public Health England 	L
34	Ventilation including mechanical ventilation	All	M	<ul style="list-style-type: none"> Reference has been made in this risk assessment to having some windows open in various areas, including classrooms, offices, corridors and kitchens to help create general natural ventilation. Where activities can take place outside, (weather permitting), this also remains an effective measure. As the weather is getting colder, the school ensures areas are well ventilated but also is mindful that staff and pupils who are sitting learning and teaching could become cold and so all are encouraged to bring warm clothing with them to wear if they do get cold. During the transitional stage from warm to cold weather, the school considers whether heating is needed for particular rooms or areas and acts appropriately. The Government has updated its guidance in view of the 	L



				<p>colder weather and difficulties schools may be having in trying to achieve comfortable temperatures:</p> <ul style="list-style-type: none"> ● Excerpt: <p>“8) Keeping occupied spaces well ventilated</p> <ul style="list-style-type: none"> ● <i>Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained.</i> <p><i>This can be achieved by a variety of measures including:</i></p> <ul style="list-style-type: none"> ● <i>mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)</i> ● <i>natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air</i> ● <i>natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</i> <p><i>Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE</i></p>	
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			<p><u>coronavirus (COVID-19) advice.</u></p> <p><i>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</i></p> <ul style="list-style-type: none"> ● <i>opening high level windows in preference to low level to reduce draughts</i> ● <i>increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)</i> ● <i>providing flexibility to allow additional, suitable indoor clothing. For more information see <u>School uniform</u></i> ● <i>rearranging furniture where possible to avoid direct drafts</i> <p><i>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</i></p> <ul style="list-style-type: none"> ● The school ensures that heating and ventilation systems are well maintained. ● Link: <u>REHVA Guidance updated 3/8/2020</u> (Federation of European Heating, Ventilation and Air Conditioning Associations) ● HSE Advice: (reviewed on 3/12/2020 and includes a number of updates) ● <i>The HSE advice includes the following sections:</i> <ul style="list-style-type: none"> ● <u>Why ventilation is important</u> ● <u>Balancing ventilation with keeping people warm</u> ● <u>Identifying poorly ventilated areas</u> ● <u>How to improve ventilation</u> ● <u>Natural ventilation</u> 	
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				<ul style="list-style-type: none"> • Mechanical ventilation (including air conditioning) • Fans and air cleaning units • Ventilation in vehicles 	
35	<p>Fire Evacuation</p> <p>Fire Doors</p>	All		<ul style="list-style-type: none"> • The school has reviewed the fire evacuation procedures to consider if there are busy areas and whether the current assembly point presents social distancing issues and has adapted accordingly. • The school has reviewed whether some fire doors which are not currently held open with automatic door release mechanisms are presenting issues (either in terms of having to be touched regularly as people move around the school or in terms of general ventilation). • The school has in place procedures for the regular cleaning of areas of the doors most frequently made contact with. • Consideration has been given as to whether the fitting of an automatic door release mechanism would make things easier and staff are aware of individual measures. . Currently members of staff are allocated the corridor doors which they are responsible for closing during the ‘sweep’ of the school. 	
36	<p>Food and drink</p> <p>Catering</p>	All		<ul style="list-style-type: none"> • Staff make their own drinks and do not share foodstuffs, cutlery and cups, etc. • The caterers prepare their own risk assessment that includes social distancing, cross contamination, food hygiene, etc. and are required to follow the Government Guidance for Caterers. • Pupils are not allowed to swap food from their lunch boxes/plates. <p>Excerpt from Government Guidance:</p> <p><i>“We expect that kitchens will be fully open from the start of the autumn term and normal legal requirements will apply about provision of food to all pupils who want it, including for those eligible for benefits-related free school meals or universal infant free school meals.”</i></p>	



				<p>Controls detailed in the guidance for caterers include:</p> <ul style="list-style-type: none"> • regular handwashing • those with symptoms to stay at home and get tested; • prompt removal of anyone with symptoms; • active engagement in test and trace; • risk assessment in place for activities; • limit unnecessary visits into the kitchen; • maintain 2m distancing between workers – if not possible, additional measures, eg redesigning task physical barriers, PPE or face coverings 	
37	<p>Science, DT guidance</p>	All		<p>CLEAPSS has written a number of guidance documents in relation to delivering activities during the current situation and some of these are listed and discussed below. As CLEAPSS promised, all of the documents were updated on the 10th August 2020. Some of the CLEAPSS documents have been further updated.</p> <p>Primary Schools</p> <p>P104 - Organising and managing hands on activities in science, D&T and art in a partially reopened primary school.</p> <p>P097 - Practical activities for primary aged children attending school during extended periods of school closure.</p> <p>P098 - Practical activities for primary aged children at home during extended periods of school closure.</p> <p>Science</p> <p>GL343 - Guide to doing practical work in a partially reopened school - Science</p> <p>GL344 - Guidance on practical work in a partially reopened school in DT</p>	



				<p>GL336 - CLEAPSS Advice during the COVID-19 / Coronavirus Pandemic</p> <p>GL338 - Practical activities for pupils attending school during extended periods of closure</p> <p>GL339 – Practical activities for pupils at home during extended periods of school closure</p> <p>GL345 – Guidance for science departments returning to school after an extended period of closure</p> <p>GL352 - Managing practical work in non-lab environments</p> <p>Design and Technology</p> <p>GL346 School Extended Closure Arrangements</p> <p>GL347 returning to school after an extended period of closure</p> <p>http://primary.cleapss.org.uk/</p> <ul style="list-style-type: none"> • http://science.cleapss.org.uk/ http://dt.cleapss.org.uk/ 	
38	<p>Safe storage of alcohol based hand sanitiser supplies - for all schools</p>  <p><small>Danger Highly Flammable/No Smoking/Naked Lights Signs</small></p> <p>Use of alcohol-containing hand sanitiser</p>			<p>Storage of Supplies of alcohol based hand sanitiser</p> <ul style="list-style-type: none"> • Where the school is storing supplies of alcohol based hand sanitiser, it acknowledges that this is a flammable substance which requires sensible storage. The school will ensure that its supplies of sanitiser: <ul style="list-style-type: none"> ○ are not stored within fire escape routes including stairwells; ○ are not stored near ignition sources - they are kept from heat, hot surfaces, sparks, open flames and other ignition sources; ○ there is a no smoking policy in place; ○ the containers are kept tightly closed; ○ are not stored in the same room as Oxygen cylinders; ○ located in a room with a fire door; ○ where available they are kept in a fire resisting cabinet; ○ signage is provided to the storage area (see example) raising awareness of the risk (no smoking, no naked flames); 	



				<ul style="list-style-type: none"> ○ the school's fire risk assessment is being updated to reflect that the sanitiser is being stored on site and that it is being stored following these bullet points. <p>Use of alcohol-containing hand sanitiser</p> <ul style="list-style-type: none"> ● Where a school has Oxygen cylinders on site and/or in use by pupils, ● before anyone uses, adjusts or checks the cylinders, they will wash and dry their hands using soap and water first rather than use hand sanitiser. If they have to use hand sanitiser for reasons of practicality, they will follow the following advice: ● Excerpt from a BOC guide on Oxygen cylinders: <p><i>“You can use alcohol gels to clean your hands – but if you do, make sure that the alcohol gel is massaged in well, particularly in between the fingers. Allow plenty of time for the alcohol gel to fully evaporate before handling your oxygen equipment. Your hands should be completely dry when handling your equipment.” Source: The Home Oxygen Handbook by BOC .</i></p> <ul style="list-style-type: none"> ● Row 41 below discusses hand sanitiser in science and D&T in relation to fire safety. 	
39	<p>Fire Safety - alcohol containing hand sanitiser advice for Science and D&T</p>			<ul style="list-style-type: none"> ● The CLEAPSS science documents include reference to the fact that alcohol containing hand sanitiser is identified as a fire risk in labs. To address this, alcohol containing hand sanitiser is not used in labs or technician preparation rooms, science stores, etc.. A sink in each lab and preparation room will be identified to be used for hand washing and provide soap and paper towels together with a handy bin. ● CLEAPSS guidance refers to the use of alcohol free sanitiser in labs and D&T rooms, however, the use of soap, water and paper towels would be most effective in relation to COVID-19 and provides a simpler solution than schools trying to source alcohol free sanitiser. 	



				<p>If a school does need to buy hand sanitiser for its labs/D&T rooms rather than the soap and water option, product details will be checked for the following phrase: <i>“99.99% effective against viruses and bacteria”</i> as this is a regulated term used in the UK to show that a product has been through a number of BS standard tests on this issue.</p>	
40	Science and D&T			<p>Excerpt from the Government Guidelines:</p> <p><i>“Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.”</i></p> <ul style="list-style-type: none"> • As mentioned in the rows above, CLEAPSS has produced a number of documents to help schools in planning these activities, either at home or at school during the current COVID situation. Some of the control measures are listed below, however, schools are advised to check the CLEAPSS documents for full information. Note that the three major CLEAPSS documents as referred to in the above rows are going to be updated in relation to full September opening for schools and so some of these controls may change: • Ensure pupils work individually. • Practical work - CLEAPSS advice updating this is expected during the next few weeks. • PPE e.g. safety spectacles or goggles will need to be sanitised before and after each use. CLEAPSS refers to using Milton, ensuring sufficient air-drying time after cleaning. • Do not to attempt <ul style="list-style-type: none"> - Lung volume / capacity & other breathing based activities - Activities which make use of saliva. 	
41	Hiring out premises	Hirers, staff, visitors		<p>The following information focuses on sports and parent and child singing</p>	



			<p>groups but schools considering the use of premises for other activities should also read the After School Activities section in addition to this section. If you have particular hiring queries please contact us in the usual way.</p> <p>Excerpt from the COVID-19 Guidance for Grassroots Sports - Public and Sport Providers</p> <p>Sport facilities</p> <ul style="list-style-type: none"> • <i>Outdoor sport facilities can reopen, and can be used for sport, physical activity and exercise. This applies to all outdoor sport facilities, including but not limited to outdoor gyms, swimming pools, courts, pitches, golf courses (including mini-golf), water sports venues, climbing walls, driving and shooting ranges, riding arenas at riding centres and archery venues. Outdoor skating rinks and trampolining parks must remain closed. Gathering limits must be adhered to unless being used to facilitate organised sport.</i> 	
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- *Indoor sport and physical activity is not permitted and indoor sport facilities must remain closed, except for specific groups (see the [section on guidance for specific groups](#) below).*
- *Changing rooms should not be used, except by people with disabilities, although toilet facilities can be accessed. You should inform customers that these are areas of increased risk, that they should shower and change at home where possible, and those that do need to use changing rooms should minimise time spent inside.*

“Indoor sport facilities can only be used for individual activity or for activities by people from the same household (or support/childcare bubble). Personal training and coaching can take place either 1:1 or within households/bubbles. Group activities and exercise classes are not otherwise permitted for adults.

All children can take part in indoor childcare and supervised activities, including sport and physical activity (such as community sport clubs) subject to restrictions on size of group as set out in the. From 12 April, these activities can also take place at indoor skating rinks and trampolining parks, which are otherwise closed to the public



(except where exemptions apply)."

"Parent and child groups can also take place indoors and outdoors with a limit of 15 attendees (children under five years of age do not count towards the attendee limit.)"

"Changing rooms can open but their use should be minimised. Changing rooms are areas of increased risk, so you should shower and change at home where possible. If you do need to use changing rooms, you should minimise time spent inside."

- **From 12 April, indoor** sports facilities at the school can be hired out to non-pupils for sports activities. The school is mindful that the permitted activities and arrangements for children and adults differ and checks that the hirer is following the requirements for their hiring. For example, adults hiring facilities for use by adults can only be used by an individual or by people from the same household.
- **Outdoor** sports facilities at the school can be hired out to non-pupils, for sports activities. Gathering limits are adhered to unless the area is being used to facilitate organise sport.
- **For lettings of outside school spaces,** the school will share with



				<p>those hirers its risk assessment and clarify arrangements that the provider would need to follow.</p> <ul style="list-style-type: none"> ● The use of indoor facilities such as changing rooms is discussed carefully when organising lets with a focus on groups arriving sports ready and changing and showering at home where possible. Access to toilet facilities is provided. ● A copy of the hiring activity provider’s risk assessment will be requested by the school. ● Confirmation that the provider is following relevant Government guidance will be requested by the school, for example: <ul style="list-style-type: none"> ○ working safely during coronavirus (COVID-19) for providers of grassroots sport and gym or leisure facilities (updated on the 12/4/021) ● the above document includes a section on changing rooms <ul style="list-style-type: none"> ○ and return to recreational team sport framework. <p>Arrangements will be made for the cleaning of any areas used following the letting and a clear protocol discussed in terms of what areas of the school the hirer would be able to use.</p> <ul style="list-style-type: none"> ● The premises may be hired out for use by external wraparound childcare providers, such as after-school or holiday clubs. The school will ensure it works with providers to consider how they can operate within their wider protective measures and should also have regard to any other relevant government guidance. <p>Excerpt from the Government Operational Guidance for Schools (applies</p>	
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				<p>from 8th March):</p> <p><i>“If you hire out your premises for use by external wraparound childcare providers, such as after-school or holiday clubs, make sure these organisations have:</i></p> <ul style="list-style-type: none"> <i>• considered the relevant government guidance for their sector</i> <i>• put in place protective measures”</i> <p>Parent and Child Singing Groups</p> <p>If a hirer wishes to hire facilities for this activity, the school discusses the specific requirements set in relation to numbers, who sings and social distancing in the Actions for Early Years Settings - Singing in Parent and Child Groups. Please note that Parent and Child groups can only be set up by specific organisations - the guidance linked in this paragraph provides more information.</p>	
42	Communicating with staff and parents	AI		<ul style="list-style-type: none"> • Arrangements for discussing in detail plans with all staff including individually have been discussed elsewhere in this risk assessment. • Parents and carers have been updated with a summary of the main COVID controls and arrangements that will be in place in school for September opening. Descriptions have been included as to what is expected of parents (and pupils) when dropping off and collecting children and any other local procedures the school feels are important. (Update sent on 4.1.21) 	



				<ul style="list-style-type: none"> • Emphasising the role of parents and carers in terms of the national approach is also appropriate as it potentially impacts on school life and the whole pandemic control measures. • Include reminders of parents' roles in social distancing in the school's newsletter, for example in terms of the weekends if the newsletter goes out towards the end of the week. • Emphasise to parents and carers that if a child feels in any way unwell or under the weather, they need to stay at home and not come into school. • Share with parents the following guidance: Guidance for Parents and Carers 	
43	COVID controls declaration poster			<ul style="list-style-type: none"> • The Government has produced a declaration poster for employers to display which schools may like to display: • Link: Covid Secure Poster 	
44	Relevant publications and posters - these are documents we have considered in writing this RA and have provided links to throughout the document. We are including them here for ease of reference.			<ul style="list-style-type: none"> • Link: Schools Coronavirus Operational Guide • Link: Schools Restricting Attendance During National Lockdown • Link: People wearing face masks poster • Link: LFD Video Animation • Link: Video on how to use home test kit • Link: Google Drive Folder • Link: Link to Tessollo Training Login • Link: Action HR's Template risk assessment for COVID testing sites in schools • Link: Template Risk Assessment for Home Testing Kits • Guidance for Full Opening of Schools • Guidance for Full Opening of Special Schools and Specialist Settings • How schools can order test kits • Link: Information about the NHS Covid App • Link: Guidance for Parents and Carers • Link: New HSE Guidance on CPR • Link: Performing Arts Handling Equipment Safely • Link: hygiene: handwashing, sanitation facilities and toilets 	



- [Link: working safely during coronavirus \(COVID-19\) for providers of grassroots sport and gym or leisure facilities for medium alert areas](#)
- [Link: Guidance on Transport to School and other Places of Education](#)
- [Link: REHVA Guidance updated 3/8/2020](#) (Federation of European Heating, Ventilation and Air Conditioning Associations)
- [Link: Safe Working in Education, Child Care and Children's Social Care Settings including use of PPE](#)
- [Link: Reopening Schools and Other Settings - Information for Parents](#)
- [Link: Government Advice - Conducting a SEND Risk Assessment](#)
- [Link: Government Guidance for Schools - shielding children and adults](#)
- [Link: Actions for Schools During the Coronavirus](#)
- [Link: Guidelines on hand hygiene](#)
- [Link: Public Health - washing your hands poster](#)
- [Link: Public Health England - using hand rub poster](#)
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- [Link: Advice on donning surgical masks and other PPE.](#)
- [Link: Advice on removing surgical masks and other PPE.](#)
- [Video: PPE - Donning and Doffing PPE Video, Public Health England](#)
- [Link: School Premises - Managing Partially Opened Buildings](#)
- [Link: Guidance on Ventilation by REHVA](#)
- [Link: guidance on cleaning in non-healthcare settings.](#)
- [Link: DfE Summary of Government Advice Scientific Evidence Summary](#)
- [Link: Covid Secure Poster](#)
- [Link: staying at home guidance](#)
- [Link: Catch it, Kill it, Bin it poster](#)
- [Link: Safe Travel Poster for Passengers](#)





Action Plan for Improvement

No.	Hazard and what can go wrong	Action required to reduce risk so far as is reasonably practicable	Residual Risk	By Whom	Target Date	Completion Date	Completed By

Risk Assessment Review: During review of this risk assessment, any new controls identified in the action plan that are now in place should be transferred to the “Significant hazards and current controls” page to reflect the improvements made.