



March 2021 COVID RE-OPENING Risk Assessment

Location / Site	Hart Plain Junior School
Activity / Procedure	Re-opening for whole school – March 2021
Assessment date	23.2.2021
Latest update	5.3.2021

Schools coronavirus (Covid-19) operational guidance: February 2021

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf

The guidance is clear that schools should work through the following system of controls:

Prevention

You must always:

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- 2) Ensure face coverings are used in recommended circumstances.
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Consider how to minimise contact across the site and maintain social distancing wherever possible.
- 7) Keep occupied spaces well ventilated.

In specific circumstances:

- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- 9) Promote and engage in asymptomatic testing, where available.

Response to any infection

You must always:

- 10) Promote and engage with the NHS Test and Trace process.
- 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
- 12) Contain any outbreak by following local health protection team advice.

Hart Plain Junior School Response:

Prevention

1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.

School will follow current DFE/PHE guidance in minimising contact with individuals who become unwell with covid-19 symptoms, or who have someone in their household who does. School will ensure all staff are aware of guidelines around self-isolation and non-attendance during these circumstances. School will follow guidance (see First Aid protocols) in relation to supporting children who are showing Covid-19 symptoms.

Prevention

2) Ensure face coverings are used in recommended circumstances.

Following the return to school in March 2021 guidance it has been advised that:

In primary schools, we recommend that face coverings should be worn by staff and adult visitors 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.

(Schools coronavirus (COVID-19) operational guidance February 2021)

Identify hazard	Risk of spreading virus due to respiratory exposure resulting in indirect transmission of the virus		
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ul style="list-style-type: none">• Staff to wear face masks outside of the classroom at all times.• Visitors to wear a face mask when on site and advised prior to being on-site that these are required.• In classrooms, whilst delivering teaching face masks are not needed to be worn but teachers must remain in the boxed off area at the front of the class. When leaving this box a face covering must be used.• A face covering must be used by the additional adult in the classroom.• Face masks must be applied and taken off correctly following current guidance.			
<u>Level of risk following control measure - Medium</u>			

Face mask guidance:

How to wear a face covering

A face covering should:

- cover your nose and mouth while allowing you to breathe comfortably
- fit comfortably but securely against the side of the face
- be secured to the head with ties or ear loops
- be made of a material that you find to be comfortable and breathable, such as cotton
- ideally include at least 2 layers of fabric (the World Health Organization recommends 3, depending on the fabric used)
- unless disposable, it should be able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged

When wearing a face covering you should:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on
- avoid wearing on your neck or forehead
- avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus
- change the face covering if it becomes damp or if you've touched it
- avoid taking it off and putting it back on a lot in quick succession (for example, when leaving and entering shops on a high street)

When removing a face covering:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing
- only handle the straps, ties or clips
- do not give it to someone else to use
- if single-use, dispose of it carefully in a residual waste bin and do not recycle
- if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric
- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed

Prevention

3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.

Identify hazard		Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ul style="list-style-type: none"> • Hand gel dispenser in all classrooms • Hand gel order in large quantities • Handwashing PHSE lessons and reminders • Extra soap dispensers and re-fills in each classroom and stairwells • Children hand wash on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze • Washing hands posters in all washing areas • Hand sanitiser available in each classroom • Reminders how to wash hands properly – videos and posters • Procedure agreed for children to wash hands so thorough hand washing • Anti-bacterial wipes available to staff • Enhanced cleaning rota in place, including cleaning frequently touched surfaces often 			
Level of risk following control measure - Medium			

Prevention

4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.

Identify hazard		Risk of infection due to lack of respiratory hygiene resulting in indirect transmission of the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ul style="list-style-type: none"> • Bins in every class and tissues. • Hand sanitiser and washing stations in every class. • Pupils reminded of the 'catch it, bin it, kill it' approach. 			
Level of risk following control measure - Medium			

Prevention

5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.

Identify hazard		Risk of infection due to lack of cleaning resulting in indirect transmission of the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ul style="list-style-type: none"> • All surfaces, handles, toilets and shared equipment will be cleaned daily at lunch and in the evening • Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission – if this is required initially resources kept to a minimum – to be reviewed • Soft furnishings and soft / cloth toys will be removed from use in classrooms with the exception of teacher chairs • Staff to wipe down tables prior to lunch • Cleaning checklist in place 			
Level of risk following control measure - Medium			

Identify hazard		Contact of shared resources including the use of a shared areas - hall resulting in indirect transmission of the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>Indoor PE</p> <ul style="list-style-type: none"> • No indoor PE – to be reviewed at Easter <p>Music – Keyboard Lessons</p> <ul style="list-style-type: none"> • All children to be spaced out in the hall • Singing to take place only if pupils spaced out and fire exit doors used for ventilation. Also if only one class at a time are in the hall. Music teacher is aware that the pupils will be facing him whilst singing. • Keyboards to be wiped down by music teacher • Pupils to wash their hands on returning to class. <p>Library</p> <ul style="list-style-type: none"> • Not to be used currently. TA to change books. To be reviewed at Easter 			
Level of risk following control measure – Medium			

Prevention

6) Consider how to minimise contact across the site and maintain social distancing wherever possible.

Identify hazard	Lack of social distancing in the classroom resulting in direct transmission of the virus		
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<p>While we will endeavour to do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum, the government have recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group</p> <p>These control measures are to encourage space between children where possible.</p> <ul style="list-style-type: none"> • Children to be placed in consistent groups • Remove excess furniture and resources to increase space, if space to do so • Children to use same resources/desks • Teacher and LSA should maintain distance between themselves and children whilst inside and reducing the amount of time they are in face to face contact with others <p>Class organisation</p> <ul style="list-style-type: none"> • Classes to be in bubbles of 30 • Organising lessons and activities to limit the number of pupils and staff in contact with each other to only those within the group (e.g. maintaining class/year group groups or consistent small group interventions) • Discuss the importance of social distancing and importance of personal hygiene at an age appropriate level when children return and re-iterate importance on a regular basis. • Expectations to be modelled regularly and linked to school behaviour system – positive praise for adherence and behaviour policy followed for continued non-compliance • Resources and activities planned to minimise shared contact while still supporting high quality learning opportunities • Use of outdoor space – same expectations for outdoors • Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can and maintain high levels of hygiene • Adults should minimise face to face contact where possible and if possible work from a distance of 2 metres • No PE bags – children to wear PE clothes on allocated days • Where appropriate children will be allocated desks/chairs and equipment including one book for all written work and one maths book • Where appropriate tables to be organised to minimise children sitting face to face • Where appropriate keep children to their desks when in the room • Where appropriate lessons planned for individual work (not pairings or group work) • Feedback will be verbal where possible and appropriate. Teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. <p>Level of risk following control measure - Medium</p>			

<u>Identify hazard</u>		Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>While we will endeavour to do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum, the government have recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group</p> <p>These control measures are to encourage space between children where possible.</p> <ol style="list-style-type: none"> 1. One child allowed to go to toilet at a time – adaptation to now one per year group to decrease queues forming outside. 2. One cubicle per year group assigned and clearly signed. If space allows empty cubicle in between. 3. External toilet door to be wedged open to minimise touch points. Children can verbally check the toilet is empty before entering 4. Clear communication with children around allocated toilets 5. Washing hands encouraged, checked and reinforced 6. Extra signs in toilet re washing hands 7. Extra soap ordered to ensure we do not run out 8. Children encouraged to “catch it, bin it, kill it” where possible or cough/sneeze into crook of arm <p><u>Level of risk following control measure - Medium</u></p>			

<u>Identify hazard</u>		Lack of social distancing waiting to enter classroom in morning resulting in direct transmission of the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>While we will endeavour to do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum, the government have recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group</p> <p>These control measures are to encourage space between children where possible.</p> <ul style="list-style-type: none"> • External classroom doors open ready for children to arrive. Children welcomed in straight away. • Clear one-way system in place around the school (these will be dynamically risk assessed following opening and adjusted if necessary) • Instructions shared re social distancing between families in the morning with parents and children • Staff to be on duty to supervise during drop off/collection where possible • Staggered drop off and pick up times for different year groups <p><u>Level of risk following control measure – Medium</u></p>			

Identify hazard		Lack of social distancing in the corridors resulting in direct transmission of the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>While we will endeavour to do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum, the government have recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group</p> <p>These control measures are to encourage space between children where possible.</p> <ul style="list-style-type: none"> • Staff/children will operate a “give way” system around the school to minimise close contact in narrower areas • Children staying in their classroom and accessing outside from classroom door where possible • Messages to office via phone – mobiles purchased for each class • Staff maximise the distance between each other using available space • Agree instructions with children concerning going and returning to toilet – monitor and reinforce • Two blocks have been established, including toilet areas, to minimise use of corridors between blocks. <p>4.1.2021 Update: Face masks and visors are available should staff wish to wear these indoors.</p> <p>Level of risk following control measure - Medium</p>			

Identify hazard		Transporting Children - resulting in direct transmission of the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>While we will endeavour to do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum, the government have recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group</p> <p>These control measures are to encourage space between adults where possible.</p> <ul style="list-style-type: none"> • Any transporting vehicles (minibuses/car) will be cleaned before and after use • Children and adult will need to sanitise before entry • HSLW will only transport children from one family at a time • Sterilising fogger to be used where appropriate. <p>Level of risk following control measure - Medium</p>			

Identify hazard		Lack of social distancing when eating lunch resulting in direct transmission of the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>While we will endeavour to do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum, the government have recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group</p> <p>These control measures are to encourage space between children where possible.</p> <ol style="list-style-type: none"> 1. Lunchtimes are staggered and all classes will have an allocated lunchtime member of staff where staffing levels allow. 2. Children eat outside their classrooms or on field if weather permits – maintaining as much distance as practical. If not in their classrooms at their space. 3. Packed lunches will be kept in the classroom. 4. All rubbish placed in bin bag, sealed and placed outside classroom door. Site manager to collect and place straight in main bin. Roll of bin bags and anti-bacterial wipes to be located within each classroom. 5. Wiping down of tables with antibacterial wipes can be completed by one of the classroom staff if required at lunchtime. <p>Level of risk following control measure - Medium</p>			

Identify hazard		Lack of social distancing in the staffroom resulting in direct transmission of the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>While we will endeavour to do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum, the government have recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group</p> <p>These control measures are to encourage space between adults where possible.</p> <ul style="list-style-type: none"> • Three staffroom areas to be established one for each block - staff to be mindful of minimising contact and maintain two metres distancing if possible • Where possible, breaks should be taken in other spaces in school and ideally outdoors if weather allows • Fridges are available for each space: Staffroom fridge, FSW fridge, office fridge • Staff, where possible, to use own travel mugs for tea/coffee and these should be taken home each day • Staff are encouraged to use tables and chairs in staffroom where possible - staff are made aware that they can use sofas (while socially distancing) but as these are soft furnishings, they may carry an additional risk. <p>Level of risk following control measure – Medium</p>			

<u>Identify hazard</u>	Transporting Children - resulting in direct transmission of the virus		
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<p>While we will endeavour to do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum, the government have recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group</p> <p>These control measures are to encourage space between adults where possible.</p> <ul style="list-style-type: none"> • Any transporting vehicles (minibuses/car) will be cleaned before and after use • Children and adult will need to sanitise before entry • HSLW will only transport children from one family at a time • Sterilising fogger to be used where appropriate. <p><u>Level of risk following control measure - Medium</u></p>			

<u>Identify hazard</u>	Lack of social distancing in the office /shared meeting rooms resulting in direct transmission of the virus <u>(PREVENTION/RESPONSE)</u>		
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<p>While we will endeavour to do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum, the government have recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group</p> <p>These control measures are to encourage space between adults and children where possible.</p> <ul style="list-style-type: none"> • Email/phone used as main form of communication between staff and office team – mobile phones in each class - numbers to be displayed in the office • Parents encouraged to contact school by phone/email – not to come into building (shared on letter home) • Deliveries left in foyer area • Any contractors maintain social distance and wash hands on arrival • Contractors will be signed in via the office staff and will be escorted around school by the site manager – details to be taken for NHS test and trace system • No staff to enter office space – maintain social distance with office team • Current office layout allows for distancing within the room, allowing for two members of staff to use the office at once – adequate ventilation is within the room • Attendance/dinner registers to resume back to old system with staff member from each bubble collecting the register and delivering back to the rack outside the office. • Inhaler use to go back to office managed as of September. • Office staff to phone down with messages for staff – mobile phones in each class to be kept with lead teacher/HLTA at all times 			

- Antibacterial wipes left by telephones and used to wipe down phone if used by a different member of staff
- PPE to be used if dealing with suspected coronavirus or intimate care is required in delivering first aid
- Pupils who require first aid will be dealt with in the main office where there is adequate space to provide social distancing, handwashing facilities, storage of PPE equipment and ventilation
- Shared use of photocopiers – only one member of staff to use at a time and machine to be wiped before use and after use – tub of wipes to be located at the photocopier station
- Only one pupil requiring first aid to be in the office at any one time. A pupil waiting area will be established in the corridor (the reception seating is being removed) with plastic chairs spaced out. If needed a second chair will be available in the office to accommodate a second child.
- Lunch registers can be dropped by office team to the kitchen.
- Only one child should be in the office at any one time. The member of staff nearest to the medical supplies should firstly deal with all first aid enquiries
- The member of staff at the front desk will manage the reception screen and corridor counter
- A medical box, PPE equipment and hand sanitiser should be located near the front desk. Should any additional children require first aid whilst the office is full then this will be managed in the waiting area set out in the corridor by the member of staff at the front desk
- The office door will not be wedged open and will remain closed. No staff members are to cross this point unless they require first aid treatment themselves.

Level of risk following control measure – Medium

<u>Identify hazard</u>		Lack of social distancing during Before school/Afterschool club resulting in direct transmission of the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	

While we will endeavour to do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum, the government have recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.

These control measures are to encourage space between children where possible.

- Children to be grouped within year group bubbles and supervised by adult – one year group in each corner of the hall.
- Activities to be table based
- Children to be seated, to minimise face to face contact
- Breakfast will not be offered
- Site to run from 8.00am
- Children to be taken to allocated year group play spaces with allocated adult to undertake socially distanced activity.
- Children to be collected from or walked to classroom by allocated adult maintaining social distancing
- Breakfast club bubbles to be allocated their own play equipment, which will be washed down at the end of each session.

Level of risk following control measure – Medium

<u>Identify hazard</u>	School community are unable to social distance upon entry and exit of school at drop off and pick up – one way system		
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ul style="list-style-type: none"> • One-way system in place around the school • Communicated with parents and carers prior to full re-opening • Reminders circulated regarding observing social distancing <p>October update: Recommending face masks are worn on site November update – concerns raised regarding wet weather resulting in grass area not being able to use and a reduction in the accessibility around the site. Resolution: Year 3 and 5: Loop back system to re-join the one-way system put in place on main back playground Year 6: Recommended to enter and leave site by themselves where possible Year 4: Contact Year 4 parents to determine how many parents need an alternative route. Depending on how many parents require this one solution is to allow these pupils to enter and exit from the main entrance. To be decided.</p> <p><u>Level of risk following control measure – Medium</u></p>			

<u>Identify hazard</u>	Lack of social distancing during daily readers and 1:1 provision resulting in direct transmission of the virus		
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<p>While we will endeavour to do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum, the government have recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.</p> <p>These control measures are to encourage space between children where possible.</p> <ul style="list-style-type: none"> • Children to be sitting next to the adult facing the same way. • Adults to be wearing a face mask. • Keep a timetable of readers and which adult has completed this to be able to fulfil test and trace requirements if needed. <p><u>Level of risk following control measure – Medium</u></p>			

<u>Identify hazard</u>		Lack of social distancing during ELSA provision resulting in direct transmission of the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>While we will endeavour to do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum, the government have recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.</p> <p>These control measures are to encourage space between children where possible.</p> <ul style="list-style-type: none"> • Larger space to be used – resources room to be used • Can be face to face but must be a minimum of 2m distance and a face visor to be worn by the ELSA • Sanitising to be used on way out and way in by both adult and child. • Tables, chairs and any equipment to be wiped down with anti-bac wipes before and after session. • One year group per afternoon with clear timetable tracked for test and trace purposes. • No sharing of resources between pupils • 1:1 sessions only <p><u>Level of risk following control measure – Medium</u></p>			

Prevention

7) Keep occupied spaces well ventilated

<u>Identify hazard</u>		Staff needing to keep doors open for additional ventilation during staggered start and finish time - resulting in increased security risk	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>While we will endeavour to do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum, the government have recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group</p> <ul style="list-style-type: none"> • Staff will be asked to be extra vigilant during drop off/pick up times • Staff will be made aware of any individual drop off/pick up arrangement • Staff not to let children play outside of class during staggered drop off/pick up times • Staff will report any security concerns to the office <p><u>Level of risk following control measure - Medium</u></p>			

<u>Identify hazard</u>	Staff needing to keep external doors open for additional ventilation with seasonal change in temperature - resulting in reduction of temperature in school		
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ul style="list-style-type: none"> • Windows to be kept open • External doors to now have the option to be closed following reduction in outside temperatures – teachers discretion • Heating system to be extended and temperature raised in order to counteract the effect of the windows being open • Classroom temperatures to be checked regularly throughout the week to ensure settings are working • Parents to be informed on newsletter that additional layers under clothing can be worn • Staff to be emailed regarding additional layers may need to be worn • Situation to be monitored and adjusted according to information received – weather forecasts, temperature probe readings. 			
<u>Level of risk following control measure – Medium</u>			

Prevention

8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.

Current PHE advice to be followed if a child displays symptoms.

Prevention

9) Promote and engage in asymptomatic testing, where available.

Amendments: 20.1.2021: Following announcement from the government that from the week beginning 25.1.2021 that staff primary testing kits will be available to complete tests at home. Guidance and documents that link to this:

Drive link: https://drive.google.com/drive/u/0/folders/1X4fLxy6_ppmpmKrv3hT2M6cduAN_GS54

National guidance: <https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools>

<u>Identify hazard</u>	Risk of test kits becoming damaged or not being distributed correctly resulting in test kits becoming ineffective and wrong people having kits or incorrect audit trail held by the school		
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		

Receiving and storage

- Delivery will be checked and safely stored in a timely manner.
- Shortages and/or damages will be reported telephoning 119
- Delivery sheet will be used to check quantities and damages marked on this

Preparing area for distribution

- The surface used to place kits on will be cleaned and disinfected using appropriate cleaning products and methods, prior to kits be moved from storage to place of distribution.
- Correct dilution rates to be maintained and regular changing of cleaning cloths, to ensure cleanliness.
- Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.
- Areas will then be closed down and made it to 'Sterile' no go areas, until kits issued and removed/stored.

Distributing the test

- Stringent hand washing taking place prior to distribution.
- Distributor to sanitize hands between every kit.
- ALL staff to hand wash prior to going to collection point.
- ALL staff to sanitise prior to collecting kit
- Sanitizers available for use on dispensing table.

Signing For Test Kit

- All staff and issuer to check batch number and sign for the correct kit.

Level of risk following control measure – Medium

<u>Identify hazard</u>		Lack of social distancing during home testing kit distribution resulting in direct transmission of the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ul style="list-style-type: none"> • Tests to distributed from the hall giving us a larger space. • Different collection times available to different groups of staff - Reducing the number of persons in any work area to comply with the minimum 2-metre gap as recommended. Staff to be reminded prior to collection of the importance of social distancing both in the workplace. • Cones to be set-up and used to highlight 2-meter gap. • Health and safety manager/site manager to oversee distribution to ensure social distancing is maintained. 			
Level of risk following control measure – Medium			

<u>Identify hazard</u>		Lack of understanding of testing regime resulting in fewer staff volunteering which could lead to higher rate of asymptomatic cases being picked up or unclear of test regime in place and guidance to refer to and protocols to follow when receiving test result resulting in further transmission of the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
	<ul style="list-style-type: none"> • CF and RD have both attended the DfE webinars on 18.1.2021 and 19.1.2021 • CF to attend PHE and HIAS webinar 21.1.2021 • Understanding the testing regime - All staff to attend one of the briefings by CF on Thursday PM or Friday AM – both are optional. • All staff to be issued with current guidance and told to discard guidance in box. • All staff directed to watch the YouTube video or other 'How To' instructions. • All staff to complete google form to inform school of all results • All staff to inform Charlotte via phone if a positive result is received and if 2 voids result in a PCR test needing to be booked • All staff to follow test and trace notification procedures for all test results
Level of risk following control measure – Medium	

Appendix 1 – Additional guidance around procedures to support systems of control as outlined by Government (also refer to Parent FAQ/Behaviour FAQ/First Aid Procedure/Meeting Protocols)

School will follow current DfE/PHE guidance in minimising contact with individuals who become unwell with covid-19 symptoms, or who have someone in their household who does. School will ensure all staff are aware of guidelines around self-isolation and non-attendance during these circumstances. School will follow guidance (see First Aid protocols) in relation to supporting children who are showing Covid-19 symptoms.

Class Set up/Seating plans

Tables and chairs will be set up to minimise pupils sitting in a way where they are facing each other. Individual class teachers will review where pupils will sit. Those children who have had low levels of engagement during lockdown and may require additional support will be seated to ensure they receive appropriate levels of support. Each pupil will have their own set of resources placed at their allocated desk space, to limit movement around the class. Where staff need to work with individual children or small groups of children from more than one bubble, care will be taken to maintain distancing.

March 2021

Class	Start	End	Drop off/Collection	Break	Break zone
Peake	8.45	3.15	Y3/5 Stairwell door	10.30 – 10.45	Side Playground
Franklin	8.45	3.15	Franklin - Back door	10.30 – 10.45	Back Playground
Anning	8.45	3.15	Anning – Back door	10.30 – 10.45	Front Playground – Football pitch
Jenner	8.45	3.15	Y4/6 Stairwell door	10.30 – 10.45	Front Playground – Main playground
Hawking	8.30	3.00	Y3/5 Stairwell door	10.00 – 10.15	Back Playground
Darwin	8.30	3.00	Darwin – Back door	10.00 – 10.15	Side Playground
Nightingale	8.30	3.00	Y4/6 Stairwell door	10.00 – 10.15	Front Playground – Football pitch
Potter	8.30	3.00	Potter – Back door	10.00 – 10.15	Front Playground – Main playground

Siblings – can be dropped off and picked up at the same time but this must be at 8.45am and 3.00pm.

Drop off Collection

- Class doors will be open to receive children as they arrive (including stairwell where necessary)
- Children to wash hands upon arrival
- Parents to use one-way system around the outside of the school

Break time

- Will be supervised by class teacher/LSA
- Children to be supported to play appropriately, minimising contact.

- Class to have own play equipment assigned to them
- Children encouraged to wash hands upon return from break

Lunch

- Lunch to be collected by lunchtime supervisor and delivered to classes
- Tables to be wiped down prior to and following lunches
- Children to wash hands before and after eating
- Children to eat lunch outside class where possible
- Children to eat within their slot. All to stay together during this time
- Children to be supported to play appropriately, minimising contact
- Children to be walked back to class and received by class teacher
- Class to have own play equipment which should be cleaned down by Lunchtime supervisor
- Lunchtime waste to be bagged by lunchtime supervisor and left outside of staff room.

Lunch Rota:

Year	Lunch	Eating Slot	Staff Lunch zone	Play Slot	Play Zone
3	12.15-13.00	12.15-12.30	Outside Art room	12.30-13.00	Back playground and side playground
5	12.15-13.00	12.15-12.30	Outside Art room	12.30-13.00	Front playground and football pitch
4	12.00-12.45	12.30-12.45	Staff Room	12.00-12.30	Back playground and side playground
6	12.00-12.45	12.30-12.45	Staff Room	12.00-12.30	Front playground and football pitch

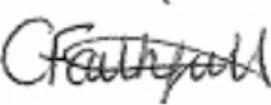
Visitors/Volunteers to school (including supply staff)

- All site visitors to school will be recorded to ensure school can engage fully the NHS Test and Trace process. Visitors will have access to Covid risk assessment and school procedures and meeting protocols.
- Staff hosting external visitors should ensure they are aware of any procedures.
- Supply folder will be updated to include Covid risk assessments and procedures.

Identify hazard	External visitors on site resulting in direct transmission of the virus		
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<p>While we will endeavour to do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum, the government have recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.</p> <p>These control measures are to encourage space between children where possible.</p> <ul style="list-style-type: none"> • External visitors to be hosted by a member of staff whilst on site. External visitors to be avoided if unnecessary. • Where possible, these visits will be pre-planned. Unarranged visits will need permission from SLT to proceed and will be considered case by case. • FSW office/room to be used where possible. This will be booked out and visits to be limited to the afternoon where possible. • Staff hosting to make visitors aware of onsite risk assessment. • Information taken by the office to engage with test and trace system. • Where possible, staff arranging the visit to inform parent. • UPDATE: During national lockdown on site visitors to be at a minimum <p><u>Level of risk following control measure – Medium</u></p>			

Name of assessor	Signature of assessor	Date
Rob Doig/Charlotte Faithfull		26.2.2021

Manager's comments - Insert comments relevant to assessment as appropriate
All staff offered opportunity of meetings on 2.3.2021 to discuss the risk assessment. Risk assessment emailed to all staff and line managers (for those staff not on email group) on 26.2.2021.

Name of manager	Signature of manager	Date
Charlotte Faithfull		26.2.2021