

RISK ASSESSMENT

Educational Setting	Priory Junior School
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	Tracy Keefe 13 th July 2020
Review Date	September 2020

What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Prevention		<ol style="list-style-type: none"> 1. minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school 2. clean hands thoroughly more often than usual 3. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach 	<ol style="list-style-type: none"> 1. Isolation rooms to be used are: Meeting room Medical room All staff to ensure that children with symptoms remain in these rooms on their own. Staff member only to go in if urgent medical assistance needed, and MUST be wearing PPE in this circumstance (kept in school office). 2. Children to sanitize hands on arrival – 12 sanitizer stations on playground to assist in speed of entry here, wash / sanitize hands whenever moving to a different space, before going up the stairs, and before eating. Hand-washing must be with soap and water before eating. 3. Tissue boxes to be kept replenished in classrooms – all children to have a set of disposal tissues, with bags to keep them in once used – then binned in central class lidded-bin. 	<p>Tracy / Carolyn / Sam</p> <p>Sam / Carolyn</p> <p>Tracy Carolyn</p>	<p>Ongoing – signage when used.</p> <p>Sept 3rd</p> <p>July order September – classroom</p>	

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		<p>4. introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p> <p>5. minimise contact between individuals and maintain social distancing wherever possible</p> <p>6. where necessary, wear appropriate personal protective equipment (PPE)</p>	<p>4. Classrooms cleaned as per usual cleaning schedule. Shared items with other classes to be cleaned using Milton sterilising solution. Banisters, toilets, door handles cleaned during the day at various intervals.</p> <p>5. Training day on 3rd September to brief all members of staff on expectations and social distancing around school.</p> <p>6. PPE – gloves, disposable aprons for cleaning / First Aid available – in each classroom / The BASE / face masks with PPE kit for treating children with symptoms – kept in the school office</p>	<p>TK / CT – arrange additional cleaning hours</p> <p>SC – cleaning routine</p> <p>TK / CT</p> <p>CT / SC</p>	<p>packs</p> <p>July</p> <p>Sep 3rd</p> <p>Sep 3rd</p> <p>Sep 3rd</p>	
Response to any infection		<p>1. engage with the NHS Test and Trace process</p> <p>2. manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>3. contain any outbreak by following local health protection team advice</p>	<ul style="list-style-type: none"> Ensure all staff are aware of the Test and Trace process Ensure all staff fully understand requirements re: Test and Trace and what would make them have to self-isolate. Share process for managing cases with parents ahead of re-opening. Telephone PHE re: suspected cases: Email Emma Dean at LA re: suspected cases: emma.dean@cambridgeshire.gov.uk 	<p>TK</p> <p>TK</p> <p>TK</p>	<p>3rd Sept</p> <p>By July 22nd</p> <p>As appropriate</p>	
Contingency planning for a further		<ul style="list-style-type: none"> In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will need a contingency 	<ul style="list-style-type: none"> Letter to be written to all parents to inform them of closure. Ensure all See-Saw accounts have been transferred to new year – use 	<p>TK</p>	<p>As appropriate</p>	

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outbreak		plan for this eventuality.	<ul style="list-style-type: none"> to set remote learning. Access resources for planning – as in Summer 2020 – ensure updates are on the website too. Identify and continue contact with vulnerable children – establish new spreadsheet at start of September 2020 	TK EW/ CS/ TK TK / CS / EW	Sep 7 th As appropriate September	
Social Distancing in school		Contact minimised between individuals and social distancing maintained wherever possible Number of contacts between children and staff kept reduced through keeping groups separate (in 'bubbles') and through maintaining distance between children and staff.	<ul style="list-style-type: none"> Classes to be kept as a 'bubble' – contact with teacher and teaching assistants. 'The Snug' group – limited group that has contact within Year 3 group. PPA to be organised to reduce number of staff in contact across the school as follows: KW – EW3 (DHT Release and PPA); JB4 (PPA & RQT Release); KB4 – PPA NW – Own PPA; JE3; HW3 (own class) LW – AG6 (works in this class as TA) KS – NQT release and PPA (1 class) NQT Release (AI5) NT – CS5 (DHT Release and PPA); DF6 KM – AI5 (works in this class as TA); HR6 ER – own PPA; TR5 (own class) Zoned and timetabled areas of playground and field for break and lunchtimes – staggered timings for usage. Supply staff – SON and KS – agreed to set pre-bought days to guarantee exclusivity with school. 			

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			<ul style="list-style-type: none"> All staff moving between bubbles to be clear on importance of social distancing when within bubbles. 			
Cleaning		<ul style="list-style-type: none"> Areas that have been 'moth-balled' to be deep-cleaned over Summer holidays. More frequent cleaning procedures should be in place across the site, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> Taps and washing facilities Toilet flush and seats Door handles and push plates Handrails on staircases and corridors Machinery and equipment controls All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles Telephone equipment Keyboards, photocopiers and other office equipment, classroom desks and chairs. 	<ul style="list-style-type: none"> If we are informed that someone has tested positive with covid-19 then any area/room they have accessed will be secured for 72 hours and undergo a thorough clean. COSHH risk assessment for cleaning/caretaker activities has identified the correct process for cleaning and PPE to be worn. Increased cleaning of central areas during the day: taps, toilets, door handles, handrails, with classrooms having final cleans at end of each day. All surfaces, including in classrooms, to be kept clear to enable ease of cleaning. Outdoor play equipment to be used within a class bubble and then placed in Milton sterilising solution for 15 minutes before use by next class bubble. Solution to be set up and ready at start of each day. 6 sets of play equipment allocated. 	<p>Sam / Carolyn</p> <p>Sam</p> <p>Sam</p> <p>Class Teachers / SC</p> <p>Sam</p>	<p>As appropriate</p> <p>Sept 3rd</p> <p>Sept 3rd</p> <p>Sept 3rd</p> <p>Sept 7th</p>	
Lunchtime Catering facilities		<ul style="list-style-type: none"> Staggered lunchtimes in operation Children eating in classrooms – with cold lunches packaged up and provided by ABM – delivered to classrooms 	<ul style="list-style-type: none"> Staggered lunch-times for year groups – see rota of timings in re-opening planning: 2 week rota: Week 1: Y3/Y5 eat in hall / Y4/Y6 eat in classrooms Week 2: Y3/Y5 eat in classrooms / Y4/Y6 	<p>Tracy – sharing of rotas</p>	<p>3rd Sept</p>	

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			<p>eat in hall</p> <ul style="list-style-type: none"> Timings of lunch-time: Y3/Y4: 12noon – 1pm; Y5/Y6: 12.30 – 1.30pm 3 classes to eat in hall from same year group – with 2m distance between tables – to be controlled by midday supervisors assigned to class bubbles. TAs who are midday supervisors remain with own class bubble. Ascertain from ABM what food provision can be offered. Obtain risk assessment from ABM regarding service. Physical demarcation of 2m separation between tables to be used – retractable queue barrier system to be used. Markings on floor to assist setting up of tables / barriers. Class bubbles to stay at tables until called up for lunch. To remain seated until asked to move by midday supervisor. Only one class bubble to queue at any one time – queue managed so that it does not protrude beyond kitchen opening. Midday supervisor assigned to class bubble – to ensure children involved in clearing tables / seating before 	<p>Carolyn</p> <p>Sam</p> <p>Midday Supervisors</p>	<p>22nd July</p> <p>2nd Sept</p> <p>From 7th Sept</p>	

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			<p>MS cleans tables.</p> <ul style="list-style-type: none"> • Midday supervisor ticks off their own class bubble lunch record. • 3 waste stations in hall – one per class bubble. To be cleared by catering staff between sittings: Positioned at opposite points of hall to control separation. 	<p>Claire / midday supervisors</p> <p>Midday Supervisors / ABM / Carolyn</p>	<p>By 7th Sept</p> <p>By 7th Sept</p>	
Fire Safety		<ul style="list-style-type: none"> • All emergency escape routes / doors are kept fully operational and kept clear. • Should a child or adult require additional assistance (ie disability), a Personal Emergency Evacuation Plan will be written, and shared with appropriate members of staff / parents. • Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point. 	<ul style="list-style-type: none"> • Fire Evacuation Plan reviewed, and amended. • Fire Drill procedures rehearsed with children during the first week back. • All children to wash their hands when coming back into the building. • Fire Evacuation register printed off each day at 9.15am by admin team; kept in office in case of emergency evacuation. 	<p>Tracy</p> <p>Tracy / Sam</p> <p>Class Teachers</p> <p>TA</p>	<p>22nd July Wk. beg. 7th Sept.</p> <p>Wk. beg. 7th Sept.</p> <p>Daily from 7th Sept</p>	
Access/Egress of school building		<ul style="list-style-type: none"> • Allocated drop off and collection times • Set external door use for class bubbles as follows: JE3 – classroom door EW3 / KB4 / MC4 – cloakroom door HW3 / TR5 – main playground doors JB4 – classroom door CS5 / AI5 – cloakroom door DF6 – classroom door AG6 / HR6 – main playground doors – controlled as classes will either be coming in, or going out at any time, and avoiding face-to-face passing. 	<ul style="list-style-type: none"> • Start times staggered with two gates to be used for drop-off and collection: Gate 1 – roundabout 8.30am – EW3 – 3pm 8.35am – JE3 – 3.05pm 8.40am – KB4 – 3.10pm 8.50am – HR6 – 3.20pm 8.55am – AG6 – 3.25pm 9am – CS5 – 3.30pm Gate 2 – Bean Close 	<p>TK – letter to all parents</p> <p>TK – signage for gates</p>	<p>July 22nd</p> <p>3rd Sept</p>	

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		<p>One way traffic through staffroom fire exit door to be used to avoid face to face passing on admin corridor, signage displayed</p> <ul style="list-style-type: none"> Classroom doors and external doors to toilets to be kept open to reduce the need for touch. Internal fire doors remain closed. External playground / classroom doors remain open Sanitiser available at bottom of stairwells in each wing, by the hall playground doors, in the entrance area. Increased cleaning of handles and touch plates during the day. 	<p>8.30am – HW3 – 3pm 8.35am – MC4 – 3.05pm 8.40am – JB4 – 3.10pm 8.50am – DF6 – 3.20pm 8.55am – AI5 – 3.25pm 9am – TR5 – 3.30pm</p> <ul style="list-style-type: none"> Exit through the double gates onto the roundabout – hence shortening distance families have to loop round – and maintaining a one-way system. Roundabout to be closed to traffic before and after school Priority must be given to disabled users and those identified as having health related issues – set time provided for access to parking on school site. Increased hand sanitisers along the playground entrances – 6 for each gate – adult at each gate controls access to playground. To be placed on picnic benches – control of children / spaces at sanitiser stations on entry. Parents informed of drop off and pick up arrangements. Bike sheds to remain closed at this time Parents drop-off and collect (one adult only from a family) – all in first week while children are trained in protective measures From second week, parents of children in Y6 can inform us if they wish child to walk home on their own. They must keep to their class bubbles if doing so. 	<p>Signage – TK / CT</p> <p>SC</p> <p>SC / TA</p> <p>SC / CT</p> <p>TK</p>	<p>3rd Sept</p> <p>From 7th Sept</p> <p>7th Sept</p> <p>7th Sept</p> <p>22nd July</p> <p>From 14th Sept</p>	

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			<ul style="list-style-type: none"> • Signage for which class is currently coming through gate at each time. Latecomers for class bubble to come through front entrance so don't mix with other class bubbles, and are recorded in register appropriately. • Year 3 parents – first week – line up outside with class teacher – parents wait to one side; Start times for Year 3 to be 5 mins earlier during first week to accommodate this. Second week – come into school independently as per other cohort's drop-off arrangements • Half of each class to attend on 7th Sep, other half on 8th Sep to be able to be prepared in protective measures / routines. All Y3 and Y6 on 9th Sep; all Y4 and Y5 on 10th Sep; all year groups on 11th Sep • Siblings can arrive with earlier classes and come straight to classroom • Identified siblings (18 children) with long waits at collection time can have time in 'holding area' with EW – radioed for. Area to be outside when dry. This arrangement to be shared with identified parents so know of collection time and arrangement for both children. Class teachers to be made aware of who these children are. • Roundabout closed to staff arrivals between 8.25am and 9am. Timetabling checked to ensure staff know where to park / not arriving on site at this time. 	<p>TA – to keep records and inform class teachers</p> <p>TK</p> <p>Class teachers in rooms from 8.30am</p> <p>EW</p> <p>TK</p>	<p>7th Sept</p> <p>7th September</p> <p>7th September</p> <p>22nd July</p>	

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First Aid		<ul style="list-style-type: none"> First Aid to be administered by the adults within each bubble – all are trained except MC/AI (TAs trained in this situation) Staff and pupils with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required. Stocks of First Aid equipment to be distributed to classrooms: disposable ice packs, gloves, dressings, plasters. Review of the First Aid policy to include consideration of the risk of infection of covid-19. Emergency calling of First Aider to be done using the walkie – talkie system with the code word ‘Nightingale’ at the end. Admin team to get First Aider at this point. 	<ul style="list-style-type: none"> Reminder to staff how to avoid face-to-face contact as much as possible when treating a first aid injury. Ensure all staff wash hands after treating first aid. Training to be arranged for MC/ AI and all staff who need updating. Ensure staff in each classroom are aware of children with asthma / medication / allergies – and medication in place Check all inhalers returned to school – clear place for inhalers to be put when outside / stay at own table when in class. Blue bags with carry handles for all inhalers Replenish first aid stocks for all classrooms Policy reviewed and re-shared with staff – TK Timetables of First Aiders and locations to be displayed in office 	TK TK TK CT LC TK All TK	3 rd Sept 22 nd July 3 rd Sept 7 th Sept 3 rd Sept 3 rd Sept 7 th Sept 3 rd Sept	
Waste		<ul style="list-style-type: none"> Waste bins in classrooms – lidded and double-bagged Central bins outside for waste from snacks – placed in key locations on playground so class bubbles have ease of access. Bins should be emptied daily. 	<ul style="list-style-type: none"> Children to have own tissues in place, with a zipped bag to put waste into during day – dispose of into tissue bin. Staff to ensure they wear protective gloves and wash hands immediately after carrying out this activity. Waste to be removed by cleaners and placed in external bins for 	CT SC SC	3 rd Sept 3 rd Sept 3 rd Sept	

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			<p>collection – external bins to be rotated round, ready for collection. by refuse company</p> <ul style="list-style-type: none"> Refuse company collect waste on a Monday – giving 72 hours clearance time. 			
Break/Lunch times		<ul style="list-style-type: none"> The school will stagger breaks/lunchtimes to achieve the social distancing. <p>Break-Times: Year 3: 9.45am – 10am Year 4: 10am – 10.15am Year 5: 10.15am – 10.30am Year 6: 10.30am – 10.45am</p> <p>Lunchtime: Year 3 and Year 4: 12noon – 1pm Year 5 and Year 6: 12.30pm – 1.30pm</p>	<ul style="list-style-type: none"> Zoned areas to be used – with playground zoning barriers to indicate / remind children of zones. Classes have separate zones assigned: Playground – 3 zones Field – 3 zones <ul style="list-style-type: none"> Wet field and dry weather plans for lunchtime. See zones and timings on re-opening planning document. Staff rotas for breaks and lunches in place and shared. Procedures for breaks and lunches written and shared. 	<p>TK/CT – barriers ordered TK/ CS / EW – set up barriers</p> <p>TK / CS / EW – share with staff</p> <p>CS / EW</p>	<p>7th July</p> <p>by 7th Sept</p> <p>3rd Sept</p> <p>3rd Sept</p>	
Staff/Pupils within the shielded group		<ul style="list-style-type: none"> Any member of staff or pupil that is within the Clinically extremely vulnerable group must not attend school as per the Government guidelines Staff/pupils that meet the criteria as clinically vulnerable people e.g. diabetics, those who are pregnant, should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school. 	<ul style="list-style-type: none"> Risk assessments completed for staff who fall into these categories, and telephone discussions completed. 	TK	30 th July	

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Contractors		<ul style="list-style-type: none"> All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19. All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. 		TK / CT	Ongoing	
Property Compliance		<ul style="list-style-type: none"> The school has ensured that relevant property statutory compliance checks have been completed and records updated. Daily and weekly checks continue to take place with records kept. 	<ul style="list-style-type: none"> All serious property concerns have been raised with the schools Property Management Adviser and appropriate steps are in place to ensure the safety of all building occupants. 	CT / SC	Ongoing	
Hygiene		<ul style="list-style-type: none"> The school has a suitable supply of soap and access to warm water for washing hands. Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands on arrival, following breaks, before meals, following the use of toilets and following any change of space. Reminder signage for good hand-washing displayed around school – by all sinks / at bottom of stairwells / entrance doors. 	<ul style="list-style-type: none"> Importance of this control measure reminded to all staff – training day Use of classroom sinks talked through (cold water); soap in classrooms supply checked and replenished 	TK SC SC – check all in place	Sept 3 rd Sept 3 rd Sept 1 st	
Accident reporting Covid-19 incidents		<ul style="list-style-type: none"> The Health & Safety Executive have recently updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity. For further advice and guidance you should contact your competent Health & Safety Adviser. 				
Administrative Staff		<ul style="list-style-type: none"> Photocopier to remain in entrance area Laminator moved out of main office area No entry to office except for admin staff Desks to remain relocated within office 	<ul style="list-style-type: none"> Access to emergency medical equipment to be relocated to medical room. Boxed and labelled for each child on top shelf in room. 	TK / CT	Sept 1 st	

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Personal Protective Equipment		<ul style="list-style-type: none"> Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution. Where close proximity working (school Site Team) is required for longer than 15 minutes, assess the need to issue employees with appropriate Personal Protective Equipment. Cleaner tabards are washed after use and not shared between staff. Disposable aprons worn on top of these. 	<ul style="list-style-type: none"> Use of PPE video shared with all staff as a refresher of use. Check disposable gloves available in all classrooms / hall 	TK / CT / SC CT	3 rd Sept 3 rd Sept	
Behaviour		<ul style="list-style-type: none"> Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls. School will carry out inductions to inform staff and pupils of the changes. Encourage staff to cooperate with government plans for contact tracing. 	<ul style="list-style-type: none"> Staff Training Day to run through routines, questions. Stay in classroom bubbles in rooms – use Teams. Some meeting outside. Ensure opportunities for question asking / checking Protocols written and shared. First day back guidance Video for families to help prepare – on website Welcome back assembly on first morning – using Teams – to remind of values / ethos, and introduce to new rules: Be Ready, Kind and Safe Ensure staff understand contact tracing – and how they could fall within this – remind of importance of staff social distancing 	TK TK TK TK TK	3 rd Sept 22 nd July 22 nd July 7 th Sept 3 rd Sept	
School Staffroom		<ul style="list-style-type: none"> Arrangements should be made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. stagger lunch times for staff. 	<ul style="list-style-type: none"> Outside staff room set up – with set areas for each ‘class bubble’ – rota of times to ensure not overcrowded. Cleaning materials for wiping tables down after use to be provided. ‘Virtual’ staffroom to be set up using 	TK / CT SC	3 rd Sept 3 rd Sept	

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			<p>Teams over the lunch period too.</p> <ul style="list-style-type: none"> Teaching Assistants (who are middays) take lunch in staff-room after lunch-time cover No use of microwave, fridge in staffroom. Kettles provided in all classrooms – must be kept empty after use (and stowed on shelving/cpbd). Hot drinks made in classroom must be put in a lidded cup. 	<p>CS / EW</p> <p>TK / CT</p> <p>TK / CT</p>	<p>3rd Sept</p> <p>7th Sept</p> <p>3rd Sept</p>	
Infection Control	Staff Pupils Handwashing	<ul style="list-style-type: none"> Staff and pupils have access at all times to water and soap for hand washing Allocated toilets / sinks for usage by classes Hand sanitiser stations on playground, bottom of stairwells, entrance area and by playground doors Removal of shared items eg. utensils 		SC	ongoing	
Equality Impact Assessment	Staff & Pupils	<ul style="list-style-type: none"> A equality impact assessment has been completed and can be found on Teams – All Staff - Policies 				
Lack of staff	Pupils	<ul style="list-style-type: none"> Assessment of availability of staff for all activities during the school day, including break and lunchtimes The extent to which existing planning, schemes of work will need to be adapted 	<ul style="list-style-type: none"> Additional midday supervision hours – 12.5 hours needed a week – allows a midday supervisor to be with each class Rotas for break-time duty staff in place 	<p>TK / CT</p> <p>CS / EW</p>	<p>22nd July</p> <p>22nd July</p>	
Provision of PPA	Staff and Pupils	<ul style="list-style-type: none"> Review of PPA / Release timetable to minimise level of contact staff have across classes: KW: EW3, JB4, KB4 LW: AG6 (already working in this class) KS : MC4, AI5 (NQT Release) NW: JE3 NT: CS5, DF6 	<ul style="list-style-type: none"> Ensure PPA staff understand and are aware of changes to PPA provision. Ensure all teachers aware of changes Teachers released for PPA should not meet within PPA room but should work away from others – 	<p>TK</p> <p>TK</p> <p>TK</p>	<p>22nd July</p> <p>3rd Sept</p> <p>3rd Sept</p>	

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		KM: HR6, AI5 (already working in this class) 2 remaining classes are job-shares and will release each other for PPA	spaces to be identified for all. • SENCO to make use of PPA room without other members of staff within here. Signage to remind all	TK	3 rd Sept	
Increased risk of transmission	Staff and Pupils social distancing	<ul style="list-style-type: none"> Ensure availability of staff is adequate Ensure that social distancing measures can be maintained at all times Review activities that can be carried out The behaviour policy is reviewed to take into account COVID-19, to include exclusion for pupils who deliberately put others at risk (e.g. coughing, or spitting at others) and pupils who will not (as opposed to cannot) comply with social distancing. Assemblies to continue to be held using Teams 	<ul style="list-style-type: none"> Children to be kept in class groups Toilets to be shared between 2 classes – use cloakroom toilets for class. Girls cubicles (2 in each) – one to be for each class – signage on doors. Management of toilet usage – boys trained to ask if anyone is in toilet before entering. The Snug – a group of 5 children in Y3 – from across the 3 classes – but minimal contact with more children than class. To operate in The BASE. Surfaces and equipment to be cleaned after each day's session. Class groups to be kept separate from other groups – social distancing used in lunch hall / zoned areas of playground / field Timetables set so that spaces eg. PE outside use is spread avoiding contact between groups Classrooms arranged consistently with forward facing desks; HW3 has slightly different arrangement to make best use of space (smaller 	Class Teacher TK RD SAB / LC All class teachers EW / CS All staff All staff	From 7 th Sep 3 rd Sept 7 th Sep 7 th Sep From 7 th Sep 3 rd Sep 3 rd Sep Ongoing	

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			<p>room) but no child is sat face on / side on to another child (some are back to back)</p> <ul style="list-style-type: none"> • staff maintain distance from pupils and other staff as much as possible: TAs to support from the art area of classroom so can be distanced • PPA Staff / Supply staff to remain socially distanced from class groups when teaching • any drop-ins / lesson observations to be carried out with social distancing observed • Music / PE specific activities reviewed and adapted as per guidance as to what can be completed – subject leaders to share information / SLT to monitor implementation 	<p>SLT</p> <p>TK / JE / CS / EW</p>	<p>Ongoing</p> <p>3rd Sep</p>	
Equipment		<ul style="list-style-type: none"> • Pupils are only allowed to bring the following items into school: <ul style="list-style-type: none"> - Lunchbox - Water bottle - Coat - Sunhat - Reading book and log book (school book only) - Inhalers <p>They should be provided with all necessary equipment in school for the activities they are undertaking, with arrangements included in the planning for it to be sanitised daily. No equipment should be taken home.</p>	<p>Staff briefed on ways to manage equipment usage effectively from children including:</p> <ul style="list-style-type: none"> • management of books / paper resources: books to be kept in central trays and given out by children at end of rows (collected in and stored in row order) marking arrangements: books within bubble can be marked by adults in class • work scrutinies – collect in 48hrs in advance, return to class and 48hrs before used again, • personal equipment in class – pencil cases provided with own equipment – placed in locker at 	<p>TK</p> <p>CT / TK</p> <p>SLT</p> <p>CT / TK / All Class teachers</p>	<p>3rd Sep</p> <p>1st Sep</p> <p>Ongoing</p> <p>3rd Sep Ongoing</p>	

What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
			<ul style="list-style-type: none"> end of day, brought out at beginning of day on arrival children to keep lunchbox / coat in lockers clasping hands to avoid unnecessary touching of surfaces use of show-me boards for quick assessments Library – all classrooms set up with books from the school library. Scanners for all classrooms. 2 basket system in place for returned books – 48 hours before going back on bookshelf. Books chosen for all rooms based on RA spread. Children to be heard read through class texts – using guided reading books. TA to have second copy of books for children requiring additional reading support Equipment distributed in advance for personal use during a lesson If a shared resource (eg. not a classroom resource), must be sterilised before being returned to central area. If a classroom resource and not being used for another 72 hours, can be returned to place in classroom. Only staff to return items to central areas. Tables and surfaces in classroom to be kept clear – routine established at end of 	<p>All Staff</p> <p>All Class Teachers AG All Class Teachers</p> <p>All class teachers</p> <p>TAs</p> <p>All class teachers / TAs</p> <p>All staff</p> <p>All Staff</p> <p>All class teachers / SC</p>	<p>Ongoing</p> <p>Ongoing 16th July 3rd Sep</p> <p>7th Sep</p> <p>7th Sep</p> <p>7th Sep</p> <p>Ongoing</p> <p>Ongoing</p> <p>From 7th Sep</p>	

What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
			<ul style="list-style-type: none"> school day to ensure this Recorders and Clarineos lessons will not resume in Autumn term – to be reviewed at end of term in light of guidance at that time Computing resources to be allocated for use by a single year group, and each class' timetable for use set on alternating days. All to be wiped down after use before returning. Staff to use their teacher laptop in class, and wipe clean before taking home. 	<p>TK</p> <p>DF – to allocated and label</p> <p>TK – wipes for laptops</p>	<p>Sep 3rd</p> <p>Sep 3rd</p> <p>July 30th</p>	
Dedicated school transport, including statutory provision		<p>It is important to consider:</p> <ul style="list-style-type: none"> how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school use of hand sanitiser upon boarding and/or disembarking additional cleaning of vehicles distancing within vehicles wherever possible the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet 	<ul style="list-style-type: none"> Taxi journey for 3 children each day (2 are siblings), 3rd child is in same year group but not same class. Siblings to sit together in taxi Use of hand sanitiser before getting in taxi – on leaving school and arriving at school 	TK	3 rd Sep	
Learning outside the classroom (day trips, etc.)		<ul style="list-style-type: none"> Children kept within their consistent class group, and the COVID-secure measures in place at the destination explored and assessed Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum. 	<p>For more information contact Stephen Brown (Outdoor Education Adviser-)</p> <ul style="list-style-type: none"> All opportunities for outdoor learning identified and risk assessed in light of COVID measures that are necessary. Staff training to talk through. No residentials can take place at this 	TK	28 th Sep	

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
			time <ul style="list-style-type: none"> O2 Young Voices choir trip will not take place this year 			
Extra-curricular activities (coaches, tutors, after school)		<ul style="list-style-type: none"> Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate. 	<ul style="list-style-type: none"> Extra-curricular clubs will not take place in Autumn term - will be reviewed in second half of Autumn term. School aim to re-establish link with external provider during the school year – additional support with lunchtime during second half of Autumn term to be explored / considered – with a yr. group initially. The BASE (breakfast and after-school provision) – to be set up with 15 in a consistent group; separate areas to be used for each group – making use of the hall, library space and The BASE. Staffing to be assessed as per viability and limits on numbers. Training for The BASE staff to take place. Parents who request places to be informed as to level of provision, and what this will look like Peripatetic staff – no external peripatetic staff to hold lessons on-site for first half-term. Will be reviewed at that stage. School aim to re-establish music lessons during the school year, considering guidance re: music / social distancing requirements 	TK TK / CT / EB / KJ TK	14th Nov 1 st Sep 22 nd July 14 th Oct	

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Physical activity		<ul style="list-style-type: none"> Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene Pupils should be kept in consistent groups Sports equipment thoroughly cleaned between each use by different individual groups Contact sports to be avoided. 	<p>For more information contact Ian Roberts (Specialist Adviser - Physical Education and School Sport)</p> <ul style="list-style-type: none"> PE Guidance for September opening read, risk assessment for PE updated in light of this, and information shared with all staff Children to come to school in PE kit on PE days during Autumn term – to be reviewed during second half of Autumn term. This is in light of children changing in gender groupings (older years) across classes. PE Days to be shared with parents ahead of start of term. 	<p>JE / EW/ CS</p> <p>EW / CS</p>	<p>3rd Sept</p> <p>31st August</p>	
Signage		<ul style="list-style-type: none"> What signage is provide to inform staff and pupils regarding social distancing, hand cleaning etc. 	<ul style="list-style-type: none"> Update / refresh signage on school site as appropriate: <ul style="list-style-type: none"> - Directions / drop-off / collection routine signs for parents - Handwashing / hand sanitising - Covid- Compliant Signage at entrance / staff-room 	CT / SC	3 rd Sept	
The BASE Provision (Out of School Club)		<ul style="list-style-type: none"> 15 children in a consistent group (no movement between groups) 	<ul style="list-style-type: none"> 3 spaces to be used for provision: <ul style="list-style-type: none"> - The BASE - Hall - Library Each group has identified entrance / exit point for parents for drop-off and collection Snack packs to be created for breakfast and after-school (parents advised of this). To be prepared in advance of session – school to find 	<p>TK / CT / KJ / EB– groupings</p> <p>CT / KJ / EB</p> <p>CT</p>	<p>22nd July</p> <p>22nd July</p> <p>1st Sep</p>	

What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
			<p>out if ABM can assist with this.</p> <ul style="list-style-type: none"> Different equipment to be used by groups. Any equipment that will be used by another group subsequently will be disinfected with Milton Sterilising Solution. One Play Leader to be float between bubbles / oversee provision / drop-off and collection. Walkie –talkies to aid communication between staff Play rotas / outdoor activities to be prioritised for all bubbles. The Base policies to be updated in light of COVID-19 – all staff trained in changes. Phased return for bubbles – starting with Bubble 1 and 2 (before and after school provision for both groups). Week 2 – additional after school group to re-start Week 3 – additional before school group to re-start 	<p>KJ / EB</p> <p>TK / EB / KJ</p> <p>KJ / EB / CT</p> <p>KJ / EB</p> <p>TK</p> <p>TK / CT / EB / KJ</p>	<p>4th Sep</p> <p>7th Sep</p> <p>4th Sep</p> <p>7th Sep</p> <p>4th Sep</p> <p>7th Sep</p>	

Useful Guidance

- Guidance for full opening: schools can be found [here](#)
- Managing school premises during the coronavirus (COVID-19) outbreak can be found [here](#)
- The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)
- The NASUWT has also produced a useful checklist for reopening of schools which can be found [here](#).
- CLEAPSS [Guide to doing practical work in a partially reopened school Science](#)
- CLEAPSS [Guidance for science departments returning to school after an extended period of closure](#)
- Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)
- COVID-19: guidance on supporting children and young people's mental health and wellbeing can be found [here](#)

- Actions for early years and childcare providers during the coronavirus outbreak can be found [here](#)
- Coronavirus (COVID-19): implementing protective measures in education and childcare settings can be found [here](#)
- Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) can be found [here](#)

General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

Handwashing techniques advice can be found [here](#)