

## COVENTRY SCHOOL FOUNDATION

<b>Foundation Area/Foundation School:</b>	KHPS Hales Campus
<b>Date of Assessment: 24/8/2020</b>	<b>Name of Assessor:</b> Caroline Soan, Manisha Patel & Justine Doe
<b>Location &amp; Subject of Assessment:</b> Full re-opening	
<b>Review Date:</b>	<b>Other Relevant Information:</b> This risk assessment is in response to the DfE guidance for full-reopening, which can be found <a href="#">here</a> .

<b>Area/Activity Assessed:</b>					
<b>Summary of significant risks where action is</b>	<b>Summary of controls to be implemented</b>				
Contamination and infection from COVID-19 virus.	<p>To enable full re-opening various prevention methods must be in place, which will reduce the opportunities for infection and, if a case reaches school, and the possibility for further spread will be reduced. The measures include:</p> <ul style="list-style-type: none"> <li>▪ Robust hand and respiratory hygiene</li> <li>▪ Enhanced cleaning arrangements</li> <li>▪ Active engagement with NHS Test and Trace</li> <li>▪ Reduction in contacts and maximising the distancing between those in school wherever possible by:                             <ul style="list-style-type: none"> <li>○ grouping children together (referred to in this RA as 'their group')</li> <li>○ avoiding contact between groups</li> <li>○ arranging classrooms with forward facing desks</li> <li>○ staff maintaining distance from pupils and other staff</li> </ul> </li> <li>▪ Use of PPE in specific circumstances</li> </ul> <p>The measures taken together follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level while still allowing us to maintain a broad and balanced curriculum.</p>				
<b>Reviewed / Approved by Senior Manager</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;">Signature:</td> <td style="width: 40%; border: none;">Date:</td> </tr> </table>	Signature:	Date:		
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What are the hazards?	Who will be affected?	Risk (possible harm)	Control Measures		Who by?	When?	Risk after measures
			In Place	Action Required (to reduce risk)	Name	Date	
Infection resulting from proximity to other pupils, including those outside their group, on school transport.	Pupils Staff	HIGH (enclosed space/mixed groups of pupils)		<ul style="list-style-type: none"> <li>▪ Pupils encouraged to walk, cycle or drive to school rather than take public transport/school bus</li> <li>▪ All pupils must wear face masks when travelling on school transport – this is because they will be in a confined space with others not in their group <ul style="list-style-type: none"> <li>○ Parents informed about the basic requirements for a facemask, how to wear them and how often they need to be cleaned. A clean facemask is required for each journey.</li> <li>○ Signs in minibuses and coaches reminding pupils about the need to wear mask.</li> <li>○ Drivers instructed to remind pupils about the need to wear masks. Any pupil not wearing a mask to be reported to the transport manager and parents informed. Frequent offenders unable to use school transport.</li> </ul> </li> <li>▪ Where possible pupils to sit with others in their group. Coaches to have rows allocated to groups</li> <li>▪ Frequent cleaning of vehicles including all surfaced that are often touched including door handles, seat covers, safety bars and plastic near seats.</li> </ul>	CS Transport manager  SSO's	W/C 24.8.20	

				<ul style="list-style-type: none"> <li>▪ Seats immediately behind drivers not to be used. Drivers can wear visors if they wish to.</li> <li>▪ Pupils reminded to wash hands before leaving home.</li> <li>▪ Hand sanitiser available on entry to vehicle and all pupils told to use it.</li> <li>▪ <b>PROCESS FOR GETTING CHILDREN TO HALES MINIBUS IN ORDER TO TRAVEL TO SWALLOWS:</b></li> <li>▪ All minibus children to wear masks before they exit the classroom</li> <li>▪ Minibus duty person collects Y3 children at 15:30 (before other children exit the classroom) and walks towards the back entrance. Y4 minibus children join the queue-single file, walking at a distance of 2m apart.</li> <li>▪ Y5 and Y6 bus children to leave before the rest of the class at 15.30. Y6 go down front stairs then walk towards the Hales back entrance. Year 5 go down back stairs.</li> <li>▪ Year 5&amp;6 meet minibus duty staff member at back playground gate ready to be signed in.</li> <li>▪ Bus line to move single file towards Spencer Rd gate where they board the bus as per RA.</li> <li>▪ Disembarking the bus at Swallows: Children to disembark in year group bubbles where possible. Stand in Bubble groups on Swallows playground.</li> </ul>			
Infection resulting from proximity with each other as pupils	Pupils	LOW (infection outside is unlikely -Y3 & 4)		<ul style="list-style-type: none"> <li>▪ Staff: please refer to <b>MAP 1</b>.</li> <li>▪ Pupils arrive at designated entrance points 8 - 8:30. Parents to remain off site.</li> <li>▪ Years 3&amp;4: Enter through Crescent gate and proceed to playground (Y3 zone 1;</li> </ul>	All staff	Daily	LOW (infection outside is

arrive at school.		MEDIUM (infection inside)		<p>Y4 zone 2). The zones will be separated by cones.</p> <ul style="list-style-type: none"> <li>▪ Years 5&amp;6: Enter through Spencer Road gate and proceed to Senior School Sports Hall (Y5) and Hales hall (Y6). A member of staff will be on duty at Spencer Road gate.</li> <li>▪ Pupils collected by staff member and will proceed to classrooms via a given route, planned so that no contact between groups should occur. Staff: see <b>MAP 2</b>.</li> <li>▪ <b>Year 5 will enter the building at 8:30 to avoid a pinch-point with Year 4 at the rear door and stairs. All other Year groups will enter at 8:35.</b></li> <li>▪ Children should enter classrooms immediately to maintain flow in the corridors.</li> <li>▪ Children's bags/lunch boxes should go into their cubby; coats hung on pegs. Pencil cases and water bottles to their desks.</li> <li>▪ Maximum of 2 children in the cubbies at any time.</li> <li>▪ Once in classrooms, children will wash their hands thoroughly.</li> </ul>			unlikely especially when pupils do not stay in groups LOW - large, well-ventilated space, single year group
Infection resulting from proximity with each other as pupils leave school	Pupils	LOW (infection outside is unlikely -Y3 & 4) MEDIUM (children occupying large spaces such as hall		<ul style="list-style-type: none"> <li>▪ A member of staff will bring the pupils out to designated dismissal areas at 15:35 (Y3,4 &amp; 6) and Year 5 (15:40). Staff: please refer to <b>MAP 3</b>.</li> <li>▪ <b>Year 3: Playground Zone 1</b></li> <li>▪ <b>Year 4: Playground Zone 2</b></li> <li>▪ Parents to enter through Crescent gate following the one-way system, and exit via the gate from the playground to the staff car park. They should be encouraged</li> </ul>	All staff	Daily	LOW (infection outside is unlikely especially when pupils do not

		- Y5 & 6)		<p>to keep moving while observing social distancing. Parents must not enter the school building and are to be actively discouraged from remaining on site to chat.</p> <ul style="list-style-type: none"> <li>▪ <b>Year 5: Dining Room.</b> Parents to enter through the Crescent (not the pedestrian entrance) and wait along the front of the dining room and Burgess Hall, maintaining social distancing. Children will be lined up inside the dining room and called for when parents get to the front of the queue. Children and parents should leave the school site as soon as possible.</li> <li>▪ <b>Year 6: Hales Hall.</b> Parents should enter via the crescent and walk through the staff car park round to the hall at the other side of the building, walking on the left. They should wait in a socially distanced queue along the perimeter of the playground. The children will be in lines in the hall and will be called for when parents reach the front of the queue. Children and parents will retrace their steps back towards the Crescent, through the car park, once again keeping to the left. Parents should be actively encouraged not to stop and chat on site.</li> <li>▪ <b>Should there be considerable amounts of rain, Year 3 children will wait in the corridor at the front door for collection; Year 4 should be collected from the covered space between Hales and the dining room.</b> All parents will still need to follow the one-way system, onto the playground and</li> </ul>			stay in groups)
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				<p>out of the side gate onto the car park in order to leave the site.</p> <ul style="list-style-type: none"> <li>▪ Year 6 children who have a sibling, will walk to the sibling area on the playground by the gym equipment, maintaining social distancing. Year 5 children with siblings will wait near the dining hall exit together and will be sent out to parents once they exit the one-way system with their other child/children.</li> <li>▪ All parents should wear face coverings when collecting children from school, except where medically exempt.</li> </ul>			
Infection resulting from movement around school.	Pupils Staff	HIGH (enclosed space/mixed groups of pupils)		<ul style="list-style-type: none"> <li>▪ When moving between rooms in classes, pupils are accompanied by a member of staff, using a one-way system moving along the lower corridor towards the reception area, up the circular stairwell and along the top corridor towards the lift.</li> <li>▪ Floor markings are in place to encourage physical distancing.</li> <li>▪ Frequent cleaning of door handles and bannisters/handrails/table surfaces and chairs.</li> <li>▪ Where possible, doors propped open.</li> <li>▪ Plan for entering classrooms on arrival to avoid pinch points in corridors and to fill classroom from furthest point first, likewise top floor down.</li> <li>▪ Timetable changes to reduce movement by pupils.</li> <li>▪ Majority of lessons to take place in form room to avoid movement.</li> <li>▪ Children to check that toilets are not already occupied by children from another year group before using. If</li> </ul>	All staff  Cleaning staff  SSO's  Ridgecrest	Daily	LOW

				<p>already occupied, children to wait outside the toilet until the other year group exits.</p> <p><b>There should be no more than 3 children in the main toilets at any one time.</b></p> <ul style="list-style-type: none"> <li>▪ The disabled toilet beside reception has also been allocated for use by Year 3.</li> <li>▪ The disabled toilet opposite 6O has been designated for use by Year 6.</li> <li>▪ Where possible, the above year groups should try to use these toilets to avoid congestion elsewhere.</li> <li>▪ Designated lunch/break routes established for each group. Staff, please refer to <b>MAPS 4 &amp; 5.</b></li> <li>▪ Staff will be on duty at specific points to ensure the smooth-running of procedures.</li> <li>▪ Doors will be propped open, but <b>SHOULD</b> a child need to use a keypad to open a door, they should use hand sanitiser or wash their hands immediately afterwards.</li> <li>▪ All staff should wear face coverings when moving around the school.</li> </ul>			
Infection within a 'normal' classroom.	Pupils Staff	HIGH (enclosed space/mixed groups of pupils)		<ul style="list-style-type: none"> <li>▪ Classrooms re-arranged to provide a space where adults can stay at least 2m from any pupil.</li> <li>▪ Desks rearranged so that all pupils face forward.</li> <li>▪ All rooms have a maximum capacity, clearly indicated on the door to the room. Timetable changed to make sure group size is appropriate for the room.</li> <li>▪ Children should wash hands when they enter in the morning, before eating and after breaks.</li> </ul>	CS All staff SSO's Cleaning staff  Ridgecrest	Prior to reopening and then daily for cleaning	LOW

				<ul style="list-style-type: none"><li>▪ Hand sanitiser available in each classroom and pupils instructed to use it each time they enter the room. This does not replace handwashing.</li><li>▪ Each classroom be provided with gloves and disinfectant spray in case a pupil coughs or sneezes on a piece of equipment or furniture.</li><li>▪ Each classroom to have a supply of tissues.</li><li>▪ Each classroom to have lidded and double bagged bin that is emptied daily.</li><li>▪ Classrooms cleaned daily (if used by the same group) or twice daily if used by more than one group.</li><li>▪ Cleaning includes a focus on frequently handled surfaces such as door handles, light switches, table/counter tops, handrails and bannisters, chairs, computers including mouse and keyboard, shared learning resources, sinks, taps, and other areas touched regularly.</li><li>▪ No classrooms have air conditioning units. The AC units in the library and Computing Suite should remain switched off.</li><li>▪ At staff discretion, where pupils are in the classroom for longer periods of time (i.e. for both lessons 2&amp;3, or lessons 4&amp;5 back-to-back), staff and pupils may choose to leave the room in order to 'air the classrooms' and take a 10 minute walk. See <b>Map 6 for possible routes and one-way system to avoid overlap with senior school.</b> Windows should be opened wide during this time.</li></ul>			
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				<ul style="list-style-type: none"> <li>▪ Staff encouraged, where possible, to keep windows open during lessons.</li> <li>▪ Classroom doors propped open.</li> <li>▪ All pupils to be given a small whiteboard and pen and any other pertinent resources e.g. Numicon, reading books</li> <li>▪ Shared equipment to be cleaned either at the end of each day/or after use.</li> <li>▪ Seating plans to be used for all year groups to support track and trace.</li> </ul>			
Infection resulting from contaminated reading books	Pupils Staff Parents	MEDIUM		<ul style="list-style-type: none"> <li>▪ Each class to have own set of reading books, with the following procedure to be followed to allow children to take reading books home: <ol style="list-style-type: none"> <li>1) Class Teacher/TA selects mixed box of reading books from stock in the library and year group designated books.</li> <li>2) Class Teacher/TA allocates reading books to individual children to take home to read, recording which books are allocated.</li> <li>3) When children return books to school, they are quarantined within the classroom for 72 hours away from the rest of the class reading books before being put back into the class stock.</li> <li>4) Teachers needing to refresh stock of class books should quarantine selection for 72 hours, return books to the library, then repeat this process from step 1.</li> <li>5) Class Teachers/TAs must ensure they wash/sanitise their hands before and after selecting books or returning them to the library.</li> </ol> </li> </ul>	All staff	Daily	LOW

Infection resulting from cross contamination in cookery or food tasting sessions.	Pupils Staff	LOW		<p>According to <a href="#">government guidance</a>, “It is very unlikely that you can catch coronavirus (COVID-19) from food.”</p> <p>In light of this guidance, normal cookery and food tasting sessions can go ahead with the following extra precautions:</p> <p><b>Cooking:</b></p> <ul style="list-style-type: none"> <li>▪ Activities completed within bubbles</li> <li>▪ Recipes that need to be cooked are safer than ‘no cook’ recipes</li> <li>▪ Hygiene procedures must be followed stringently with all children and staff washing their hands thoroughly before the activity</li> <li>▪ Aprons must not be shared by children/between bubbles without first being washed or quarantined for 72hours</li> <li>▪ All utensils must be washed thoroughly with warm, soapy water and surfaces cleaned between bubbles.</li> </ul> <p><b>Food tasting:</b></p> <ul style="list-style-type: none"> <li>- Food must be ‘pre-packaged’ and purchased from a reputable supplier</li> <li>- Children must wash hands thoroughly before undertaking the food tasting activity</li> <li>- Food should be handed out by an adult who has washed hands thoroughly and is wearing a face covering or visor</li> <li>- Food must be handed to children and placed on an individual plate/paper plate/cup/bowl etc. Children must not take food items themselves from a shared plate</li> <li>- Children and staff must wash hands after completing the activity</li> </ul>	Staff undertaking activity	When required	LOW
Infection during break.	Pupils Staff	LOW (Infection		<ul style="list-style-type: none"> <li>▪ Designated Year group play areas supervised by duty staff.</li> </ul>	All staff	Daily	LOW

		outside is unlikely)		<p>Year 3: playground zone 1  Year 4: playground zone 2  Year 5: netball court 1  Year 6: netball court 2</p> <ul style="list-style-type: none"> <li>▪ Set routes from classrooms to designated areas: staff please refer to <b>MAP 4</b>.</li> <li>▪ Staff supervision in group areas, outside areas, eating areas and toilets.</li> <li>▪ Queuing systems in place to support social distancing.</li> <li>▪ Supervision by staff – following physical distance guidelines.</li> </ul> <p><b>*Should weather be too wet, children to remain in classrooms during break. There will be no Y6 prefects in classrooms to avoid mixing of bubbles. Staff on duty to oversee classrooms, one on upper corridor, one on lower.</b></p> <ul style="list-style-type: none"> <li>▪ Water dispensers: children should use small pieces of tissue to hold down buttons and then throw them away.</li> <li>▪ All shared playground equipment should be cleaned after use in Milton for 15 minutes.</li> </ul>			
Infection during lunch.	Pupils Staff	HIGH (enclosed space/mixed groups of pupils)		<ul style="list-style-type: none"> <li>▪ Rota used to keep groups apart:  Year 3 &amp; 4: 11:45 – 12:10  Cleaning: 12:10 – 12:20  Year 5 &amp; 6: 12:20 – 12:45  Cleaning: 12:45 – 12:55</li> <li>▪ Routes planned to ensure different year groups do not meet en-route.  See <b>MAP 5 &amp; 6: Note: Entry/Exit routes differ. Inclement weather route note on map.</b></li> <li>▪ Year groups to sit in designated zones:  Year 3 &amp; 6: Zone A</li> </ul>	All staff  Cleaning staff  SSO's	Daily	LOW

				<p>Year 4 &amp; 5: Zone B See <b>MAP 7</b>.</p> <ul style="list-style-type: none"> <li>▪ All dining tables and chairs cleaned between sittings.</li> <li>▪ Queuing systems in place to support physical distancing.</li> <li>▪ Dining Room furniture rearranged to make sure all pupils facing in one direction.</li> <li>▪ Supervisions by staff following physical distance guidelines.</li> <li>▪ Windows where there are some, to remain open to ventilate the area.</li> <li>▪ Contactless payment in operation. Cards to be handed to children who are buying lunch before they go to the dining hall. Once used, their card will go back in their Form Box which should be brought back to the classroom.</li> <li>▪ No sharing of food by children.</li> <li>▪ Hall cleaned at the end of lunch</li> </ul>			
Infection resulting from other adult to adult contact.	Staff	HIGH (enclosed space/mixed groups of staff)		<ul style="list-style-type: none"> <li>▪ All staff reminded about the need to follow physical distancing rules at all times.</li> <li>▪ Staff room reconfigured to support physical distancing.</li> <li>▪ No open shared food. Food packed in individual packs for use by a single person is fine.</li> <li>▪ Shared mugs to be washed in dishwasher – staff <b>MUST</b> be responsible for putting their own things in the dishwasher</li> <li>▪ Doors propped open.</li> <li>▪ Staff kitchen area – 1 person at a time to use.</li> <li>▪ Maximum 4 people in staffroom</li> <li>▪ All staff work areas risk assessed to make sure staff are positioned at least 2m from</li> </ul>	All staff SSO's to check stock	Daily	LOW

				<p>other adults and not sitting face-to-face. All rooms with clear signage giving the maximum capacity of the room.</p> <ul style="list-style-type: none"><li>▪ All offices/work areas have access to cleaning materials.</li><li>▪ All photocopiers and computers have anti-bacterial wipes to be used before and after each use.</li><li>▪ Water dispenser buttons to be wiped before and after use.</li><li>▪ The ground floor Staff Room has been designated for use by Y3&amp;4 teachers and TAs, admin staff and SLT at breaktime and lunchtime. The accommodation allows for 3 people to be static; 1 using kitchen. Outside of breaktime and lunchtime, the ground floor staff room is available to all staff both as a workroom and for making hot drinks</li><li>▪ The library will temporarily become another Staff Room. It has been designated for use by Y5&amp;6 teachers and TAs and specialist teachers at breaktime and lunchtime. The accommodation allows for 7 people. Outside of breaktime and lunchtime, the room is available to all staff as a workroom and rest space away from children.</li><li>▪ A section of the Science Laboratory will be screened off and will not be accessed by children. This area will have a fridge, kettles and microwave for the preparation of food and hot drinks for staff.</li><li>▪ All staff will receive free hot meals daily. These can be eaten in Burgess Hall between 11:45 and 12:45 in Zone A on</li></ul>			
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				<p>MAP 7. There is also a cold counter situated in Zone A. No children will be eating in this Zone at this time. Staff may also choose to eat in their classrooms, staff room/library or in any of the outside areas.</p> <ul style="list-style-type: none"> <li>▪ The wearing of a face covering is now mandatory for staff in corridors and shared spaces. This includes when seated and working in shared spaces, the only exception being when drinking or eating. Masks should be put on before entering the building and should be worn at the end of the day when children are collected by parents.</li> <li>▪ In Hales reception, one staff toilet will remain for women only, the other will become unisex. Further toilets are available for staff in the Senior Sports Hall (staff toilet) and swimming pool (disabled toilet).</li> </ul>			
Infection resulting from cross contamination when using shared spaces	Pupils Staff	HIGH		<ul style="list-style-type: none"> <li>▪ All staff using keyboards in shared spaces across the school should wipe the keyboard, mouse and countertop after use.</li> <li>▪ Children using computers must wipe the keyboard, mouse and headphones after use. Children should be taught to do this and thereafter take responsibility for this. Time should be made for this when planning lessons.</li> <li>▪ Children must wipe the table or countertop they have been using after use. They should be taught to do this and thereafter take responsibility for this. Time should be made for this when planning lessons.</li> </ul>	HAM, JSu, NB/JD And all CS  SSO's  Extra cleaning staff  Ridgecrest	In place for 7.9.2020	LOW

				<ul style="list-style-type: none"> <li>▪ Visors should be worn by computing teachers if they need to work within 2M of children to support in logging on/solving problems etc.</li> <li>▪ Gloves could be worn by computing teachers when taking over a mouse or a keyboard, or use hand-sanitiser before and after the task.</li> <li>▪ Equipment may be shared across a single year group, but must either be cleaned in Milton for 15 minutes or quarantined for 72 hours before being used by another year group.</li> <li>▪ Equipment used in lessons by VMTs such as piano keyboards, should be wiped between users. VMTs teaching stringed instruments: where children need help tuning, VMTs should wash hands before and after handling a child's instrument.</li> <li>▪ Water dispensers: when using water dispensers around the building, staff and children should depress the buttons with a piece of tissue and then discard this. Alternatively, anti-bacterial gel should be used before and after use.</li> <li>▪ All class and year group singing has been suspended and will not form part of class music teaching.</li> </ul>			
Infection resulting from cross contamination in Learning Support.	Pupils Staff	HIGH (enclosed space/mixed groups of pupils)		<ul style="list-style-type: none"> <li>▪ Learning support areas designed to support physical distancing</li> <li>▪ Staff allocated to specific year groups</li> <li>▪ Where possible, staff to keep 2m from pupils.</li> <li>▪ Given that physical distancing may be difficult, even more frequent hand washing/sanitising than in other areas and cleaning of all surfaces between use.</li> </ul>	CS, CBr  SSo's  Extra cleaning staff  Ridgecrest	Prior to reopening and then daily.	MEDIUM

				<ul style="list-style-type: none"> <li>Any equipment used should be either cleaned after use in Milton for 15 minutes or quarantined for 72 hours before use by another year group.</li> <li>Pupils &amp; staff to use hand sanitiser on entry to the Learning Support Room</li> <li>TAs should use visors if physical distancing is not possible.</li> </ul>			
Infection resulting from cross contamination in Dining Hall	Pupils Staff	HIGH (enclosed space/mixed groups of pupils)		<b>See above: 'Infection during lunch'</b>	All staff	Daily	LOW
Infection resulting from cross contamination in co-curricular activities.	Pupils Staff	HIGH (enclosed space/mixed groups of pupils)		<ul style="list-style-type: none"> <li>Co-curricular activities to take place within year groups only if possible.</li> <li>If mixed year groups must be used, groups must be small (Max.15) and consistent and individual year groups should be kept apart within the activities.</li> <li>Shared equipment must be cleaned between use with Milton for 15 minutes or left for 72 hours before being used again.</li> <li>External providers must provide a copy of their own risk assessment and must comply with the details and procedures set out within our own risk assessment.</li> </ul>	Club providers JD & HS to liaise with external providers	W/c 21.9.20	LOW
Infection resulting from cross contamination in medical room.	Pupils Staff	HIGH (enclosed space/mixed groups of pupils)		<ul style="list-style-type: none"> <li>PPE if needed, provided to specific staff (admin staff First-Aid trained) dealing with pupils</li> <li>Member of staff to wear PPE (minimum gloves) and treat minor injuries whilst sitting alongside pupil. Do not face.</li> <li>Should more than one pupil require attention at one time, pupils asked wait on a chair outside the medical room.</li> </ul>	SC to lead First aid staff SSO's Extra cleaning staff	Daily	MEDIUM



				<ul style="list-style-type: none"> <li>▪ Chair to be wiped down with antibacterial spray/wipes after treating child.</li> </ul>			
Infection resulting from cross contamination in aftercare	Pupils Staff	HIGH (enclosed space/mixed groups of pupils)		<ul style="list-style-type: none"> <li>▪ After Care supervision to take place in designated classrooms, each year group in a separate classroom.</li> <li>▪ Children to remain in the same seat for the duration of the session.</li> <li>▪ Parents to pre-book</li> <li>▪ Tables and chairs should be cleaned before after care, once the class usually occupying the room have left.</li> <li>▪ All aftercare children to remain with Form Teachers in their designated zones until 4.00pm. Thereafter, they should be sent via the front door (Y3/4), Side entrance (Y5) and toilets corridor (Y6) to their designated classrooms on the ground floor. These classrooms will have been cleaned between last lesson and 4.00pm.</li> </ul>	All staff Extra cleaning staff	Daily	LOW
Infection resulting from use of the library	Pupils Staff	HIGH (enclosed space/mixed groups of pupils)		<ul style="list-style-type: none"> <li>▪ To remain closed to pupils at this time</li> <li>▪ Staff may scan out a selection of books for the class bookshelf, ensuring these are quarantined for 72 hours before being put out for children to use.</li> <li>▪ Staff to ensure they wash/sanitise their hands before and after selecting books or returning books to the library.</li> </ul>	All staff	When visiting the library	LOW
Infection resulting from exercise books/textbooks	Pupils Staff	MEDIUM		<ul style="list-style-type: none"> <li>▪ Before marking books, teachers should set them aside for 'quarantine' for 72 hours.</li> <li>▪ If books are taken home then they must be further quarantined for 72 hours upon return.</li> <li>▪ If pupils take books home, they must be placed into quarantine for 72 hours before they can be used by a teacher.</li> </ul>	All staff	When applicable	LOW

				<p>Alternatively, they can immediately be used by the individual student if the books have not been taken in.</p> <ul style="list-style-type: none"> <li>▪ Marking in school: quarantine the books for 72 hours before touching them or moving them to another area. If books are marked in school in an area outside of the teacher's classroom, then this area should be wiped down after use by the teacher.</li> <li>▪ A teacher may choose to wear gloves when marking books.</li> <li>▪ Books could be left open at an open page for a teacher to look at (after the children have left the room) to assess work visually or stamp.</li> <li>▪ Teachers could give out worksheets/paper instead of books as these can be left for a quarantine period of only 48 hours before marking. The sheets can then be glued into books.</li> <li>▪ Staff are encouraged to collect in work completed at home using Class Dojo or Teams.</li> <li>▪ Textbooks – if used across year groups, they must be ‘quarantined’ for 72 hours between use.</li> </ul>			
Pupils/staff unaware of the procedures leading to infection.	Pupils Staff	HIGH (infection of many if a person attending is infectious)		<ul style="list-style-type: none"> <li>▪ All parents informed of the rules in advance of attending.</li> <li>▪ All staff and pupils briefed on the risk assessment on their first day on site (INSET or day 1 of term).</li> <li>▪ Regular reminders provided to staff, parents &amp; pupils including posters around school, notifications in newsletter</li> </ul>	CS, SLT, SJ for newsletter  All staff for reminders	Prior to 7.9.20  Ongoing	LOW

					to pupils		
Cross infection from within the school setting	Pupils Staff	HIGH (infection of many if a person attending is infectious and symptomatic)		<ul style="list-style-type: none"> <li>▪ While face masks are not recommended for use in the classroom, staff or pupils who choose to wear a face covering, whether a face mask/face visor or both, for purposes of personal reassurance will be permitted to do so.</li> <li>▪ Pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home.</li> <li>▪ Anyone showing symptoms must be tested. Test results should be shared with the school. Staff and pupils can only return to school before the 10 day isolation rule if they have a negative test result.</li> <li>▪ All staff vigilant of anyone showing symptoms of a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste of smell.</li> <li>▪ If a pupil is awaiting collection after developing symptoms, they will be isolated behind a closed door in the learning support room.</li> <li>▪ If they need to go to the toilet while waiting to be collected, the designated isolation bathroom (disabled toilet opposite reception) must be cleaned and disinfected before being used by anyone else.</li> <li>▪ Both areas will then remain closed to others until they have been deep cleaned by cleaning staff.</li> </ul>	All staff	Ongoing	MEDIUM

				<ul style="list-style-type: none"> <li>▪ PPE to be used by staff providing care (usually the nurses). Appropriate PPE to be available in the medical room, reception and the designated isolation room.</li> <li>▪ Staff and pupils should provide details of anyone they have been in close contact with if they were to test positive for coronavirus or if asked by NHS Test and Trace.</li> <li>▪ Staff and pupils must self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) for 14 days.</li> <li>▪ If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.</li> <li>▪ In line with government guidance, in the event of the school and parents disagreeing over whether a child with symptoms of Covid-19 can attend school, the school can refuse to allow the child to attend until they have had a negative test.</li> </ul>			
Cross infection resulting from a confirmed case	Pupils Staff	HIGH (infection of many if a person attending is infectious and symptomatic)		<ul style="list-style-type: none"> <li>▪ If someone tests positive, they must follow the 'stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. The 10-day period starts from</li> </ul>	All staff	Ongoing	LOW

		c)		<p>the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</p> <ul style="list-style-type: none"><li>▪ Notify local health protection team (HPT) immediately if informed of a possible or confirmed case by NHS Test &amp; Trace, staff, or a parent or carer of a pupil, within the last 14 days. Initially the school nurse will contact the team and will then liaise with the Headteacher. Staff &amp; pupils/parents from that pupil's group will be informed.</li><li>▪ The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</li><li>▪ The health protection team will work with the School in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, we will 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:<ul style="list-style-type: none"><li>○ 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)</li></ul></li></ul>			
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				<ul style="list-style-type: none"> <li>○ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>○ travelling in a small vehicle, like a car, with an infected person</li> <li>▪ We will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</li> <li>▪ Household members of those contacts who are sent home do not need to self-isolate themselves unless the person who is self-isolating subsequently develops symptoms.</li> <li>▪ If we have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we will continue to work with the local health protection team who will be able to advise if additional action is required. In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group.</li> <li>▪ If a local lockdown is in place, we will follow the same advice as that followed by maintained schools.</li> </ul>			
Impact on non-COVID-19 first Aid routines	Pupils Staff	Medium		<ul style="list-style-type: none"> <li>▪ All classrooms and playground first-aid kits will have small paper forms to request first-aid service. The form will have a name, location and a number of prefilled possible causes. The teacher on duty ticks the cause and completes the name/location. A runner (another child) takes the form to reception and then the first-aider will go to the child.</li> </ul>	All staff First-aid team	Ongoing	LOW

				<p>Most first-aid will be administered at the location.</p> <ul style="list-style-type: none"> <li>▪ If symptoms are severe or COVID-19 related, the child will be brought to the first-aid/quarantine area at reception.</li> <li>▪ Where possible and appropriate, children will be encouraged by the first-aid team to actively engage in some of the actions e.g. the first-aider removes plaster tabs but the child applies the plaster to himself/herself or a child may wipe their own wound with an alcohol wipe.</li> <li>▪ In the case of immediate emergencies e.g. allergic reactions, asthma attacks etc. children must be taken immediately to reception.</li> </ul>			
Disruption to education because a pupil, member of staff or group needs to self-isolate	Pupils Staff	LOW (Low risk to health)  HIGH (High risk to quality of educational provision)		<ul style="list-style-type: none"> <li>▪ If an individual pupil needs to self-isolate for 3 working days or more, they should be provided work via Class Dojo, Tapestry or Teams using their normal timetable</li> <li>▪ If an individual member of staff needs to self-isolate and are not unwell, they should continue to provide lessons via Class dojo or Tapestry. The class will also have a cover teacher in the room.</li> <li>▪ If a member of staff is unwell, they should follow the usual school procedures.</li> <li>▪ If a group need to self-isolate, tuition will continue via Class dojo, Tapestry or Teams.</li> </ul>	All staff	Ongoing	LOW  MEDIUM
Infection due to limited changing facilities.	Pupils	HIGH (enclosed space/mixed groups of pupils)		<ul style="list-style-type: none"> <li>• Changing rooms are not to be used at this time.</li> <li>• Children will come to school in sports kit on days when they have PE/Games timetabled.</li> </ul>	SLT to communicate to parents	w/c 24.8.20	LOW

Risk due to pupils misbehaving and compromising orderly environment of social distancing.	Pupils Staff	MEDIUM		<ul style="list-style-type: none"> <li>▪ Normal classroom management strategies used where applicable (having clear expectations, giving clear warnings).</li> <li>▪ If pupils continue to misbehave in a manner that compromises safety, then the teacher should call reception or send a message who will alert the member of SLT on duty.</li> <li>▪ Parents to be involved with any pupil who persistently puts others' safety at risk. Ultimately the pupil will be unable to attend the site if they cannot follow the rules.</li> <li>▪ Increased supervision by staff at break and lunchtime</li> <li>▪ The behaviour policy, including amendments made following lockdown, will be adhered to.</li> </ul>	All staff	Ongoing	LOW
Staff who are particularly at risk or vulnerable becoming infected while on the school site	Staff	MEDIUM/HIGH  (Level of risk dependent on factors specific to the individual)		<ul style="list-style-type: none"> <li>▪ Opportunity for all staff to confidentially self-identify if they feel vulnerable (all staff survey).</li> <li>▪ Individual risk assessments put in place where required.</li> <li>▪ Working from home, where possible, to continue for all staff who are extremely/highly vulnerable.</li> <li>▪ Adjustments and support to be put into place on a case by case basis where required.</li> </ul>	CS and HR		LOW
Infection from large scale gathering	Pupils Staff	HIGH (enclosed space/mixed groups of pupils)		<ul style="list-style-type: none"> <li>▪ Only assemblies allowed are year group assemblies (using the Sports Halls). Year group assemblies and gatherings will be suspended for the duration of the November 2020 lockdown.</li> <li>▪ Staff briefings and logistics pertaining to these will be communicated separately. All</li> </ul>	SLT	Ongoing	LOW



				<p>will be socially distanced or conducted via Teams where this is not possible.</p> <ul style="list-style-type: none"> <li>▪ Staff meetings and logistics pertaining to these will be communicated separately. All will be socially distanced or conducted via Teams where this is not possible.</li> <li>▪ INSET to take place in the hall with physical distancing in place</li> <li>▪ Year group team meetings can take place in classrooms providing social distancing is adhered to. Teachers may choose to wear face masks.</li> <li>▪ Full school assemblies to take place via Teams with children watching from classrooms.</li> </ul>			
Infection from visitors	Staff	MEDIUM  (Mixed households in close proximity indoors)		<ul style="list-style-type: none"> <li>▪ Visitors encouraged not to come on to site.</li> <li>▪ Only essential parent meetings to take place; after school and in a location that allows for social distancing. Face coverings must be worn.</li> <li>▪ Parent Consultation Evening to be conducted via Teams</li> <li>▪ Tours initially to be only given by members of staff and following social distancing. If during the school day, visitors may not enter any classroom.</li> </ul>	SLT  All staff	Ongoing	LOW
Infection resulting from cross contamination via lost property	Staff Pupils	MEDIUM		<ul style="list-style-type: none"> <li>▪ All lost property to be kept for 72 hours before being processed.</li> <li>▪ Those items named will then be returned to the child.</li> <li>▪ Pupils checking lost property must sanitise their hands before and after touching any items in lost property.</li> </ul>	SLT  All staff	Ongoing	LOW

