

COVENTRY SCHOOL FOUNDATION	
Foundation Area/Foundation School:	KHPS Hales Campus
Date of Assessment: May 2021	Name of Assessor: Caroline Soan, Manisha Patel & Justine Doe
Location & Subject of Assessment: Summer Term update.	
Review Date: To be reviewed in full fortnightly but with any necessary amendments made in the interim.	Other Relevant Information: This risk assessment is in response to the DfE guidance for full re-opening, which can be found here .
Area/Activity Assessed:	
Summary of significant risks where action is	Summary of controls to be implemented
Contamination and infection from COVID-19 virus.	<p>To enable full re-opening various prevention methods must be in place, which will reduce opportunities for infection and, if a case reaches school, the possibility for further spread will be reduced. The measures include:</p> <ul style="list-style-type: none"> ▪ Robust hand and respiratory hygiene ▪ Enhanced cleaning arrangements ▪ Active engagement with NHS Test and Trace ▪ Reduction in contacts and maximising the distancing between those in school wherever possible by: <ul style="list-style-type: none"> ○ grouping children together (referred to in this RA as 'their group') ○ avoiding contact between groups ○ arranging classrooms with forward facing desks ○ staff maintaining distance from pupils and other staff ▪ Use of PPE in specific circumstances <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. Updates for the RA form a standing item on both staff and senior leadership team meetings.</p>

Reviewed / Approved by Senior Manager	Signature:		Date:	
Date Reviewed				
Reviewer / Signature				

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)			
Pupils, staff and other adults must not come into the school if:							
				<ul style="list-style-type: none"> ▪ they have one or more coronavirus (COVID-19) symptoms <u>as advised by NHS Test & Trace</u> <ul style="list-style-type: none"> ▪ a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms ▪ they are required to quarantine having recently visited countries outside the Common Travel Area <ul style="list-style-type: none"> ▪ they have had a positive test 			
				They must immediately cease to attend and not attend for at least 10 days <u>from the day after</u>:			
				<ul style="list-style-type: none"> ▪ the start of their symptoms ▪ the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test) 			
Transmission of infection when asymptomatic	Staff	Medium	Partially	<p>We recommend that staff access testing twice each week.</p> <p>Staff can currently access testing at the school test-centre by booking using the Excel booking sheet via the weekly email from the school nurse.</p> <p>Home testing kits will be made available to staff as an alternative.</p> <p>Staff are also able to access testing at community centres. See link below:</p> <p>https://www.coventry.gov.uk/lateralflowtesting</p> <p>See separate RA for the school testing centre.</p>	Staff	Ongoing	Low
Increased risk of serious infection for	Staff Pupils	High	Yes	Shielding advice has been paused nationally from 31 March. CEV individuals are no longer advised to shield but must	Staff Pupils	Ongoing	HIGH-NONE

those Clinically Extremely vulnerable				<p>continue to follow the rules in place for everyone under the current national restrictions. Staff in school who are CEV will be advised to continue to work from home where possible, but if they cannot work from home should attend their workplace.</p> <p>Staff who are classified as CEV and are unable to work from home are advised to speak with their line manager to request a VERA.</p>			(Risk level dependent on whether they individual has been vaccinated and whether they are working from home or not)
Increased risk of serious infection for those Clinically Vulnerable due to pregnancy	Staff	Medium	Yes	<p>Staff should notify their line manager that they are pregnant as soon as possible to allow for a workplace risk assessment to be undertaken. This risk assessment will assess the risks related to the employee's normal role, and will also specifically consider the risk from COVID-19 in line with guidance from the Royal College of Obstetricians & Gynecologists.</p> <p>CSF will support staff who are in the late stages of pregnancy and were previously working from home to continue to do so unless they wish to return to the workplace.</p>	Pregnant staff members Line managers	Ongoing	Low
Increased risk of serious infection for those Clinically Vulnerable - those who have given birth within the last 6 months or are breast-feeding	Staff	Medium	Yes	<p>Staff who have given birth within the last 6 months should speak to their line manager in advance of returning to work to allow for a 'Vulnerable Employee Risk Assessment' (VERA) to be undertaken. This risk assessment will assess the risks related from COVID-19 in line with guidance from the Royal College of Obstetricians & Gynecologists and Government guidance</p>	Post-natal staff members Line managers	Ongoing	Low

Increased risk of serious infection for Clinically Extremely Vulnerable/Clinically vulnerable household members of staff and pupils.	Staff and families	Medium		<p>Those living with someone who is CEV/CV can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings.</p> <p>Staff members who live with someone who is CEV /CV should speak to their line manager and/or complete a 'Vulnerable Employee Risk Assessment' (VERA) Form to allow school leaders to work with them to support their individual circumstances. VERA forms will be circulated to all staff and should be completed and returned as soon as possible to allow risk assessments to be undertaken in advance of the full reopening on 8th March.</p>	Staff Line managers	Completed before 8 th March	Low
Increased risk to mental well-being for staff	Staff	High		<p>SLT realise that the mental health of staff may have been adversely affected by the ongoing pandemic. To help to minimise and counter these affects, we will:</p> <ul style="list-style-type: none"> ▪ check-in with staff regularly and encourage them to share with us any concerns they may have; ▪ consider the impact on staff workload of any changes to normal working routines, and procedures and of any directed tasks, new initiatives or changes to school policies; ▪ reduce anxiety around meeting as a larger group outside of bubbles by using Teams for whole staff meetings; ▪ highlight and encourage staff to access the 'bhsf' app for a range of support and advice in the following areas: Contact a GP (24/7) Confidential Helpline (personal issues, bereavement, financial support - one-off or more structured support over a number of sessions where deemed appropriate) Legal Helpline 	Staff Line managers SLT	Ongoing	Medium

				<p>Carer Support (helpline) Health and Fitness Money Management Smarter Spending Cyber Safety Find A Specialist (private medical specialists)</p> <ul style="list-style-type: none"> ▪ signpost staff to other sources of support e.g. <p>MindEd learning platform for professionals</p>			
Increased risk of mental well-being for pupils	Pupils	High		<p>SLT realise that the mental health of children may have been adversely affected by the ongoing pandemic. To help to minimise and counter these affects, we will:</p> <ul style="list-style-type: none"> ▪ Support staff to support children through our Thrive approach. ▪ Share with staff other resources to support the wellbeing of our children ▪ Issue guidance and reminders for staff to remain alert to indicators of mental health issues in children ▪ Remind staff to record any concerns following our normal safeguarding procedures <p>The following links offer advice and guidance to education professionals to enable them to support the well-being and mental health of pupils.</p> <p>Mental Health Foundation.org.uk</p> <p>Young Minds.org.uk</p> <p>'Every Interaction Matters'</p> <p>https://covid.minded.org.uk/</p>	All staff with pastoral responsibilities	Ongoing	Medium

				https://www.gov.uk/guidance/supporting-pupils-wellbeing			
Increased risk of abuse due to ongoing stress for parents and carers due to the ongoing pandemic	Pupils and families	High		<p>Our Local Safeguarding Children Boards reported an increase in the number of referrals to them following the wider re-opening of schools in Summer 2020 and the full reopening of schools in September 2020. With this in mind, we will ensure our safeguarding procedures are robust by:</p> <ul style="list-style-type: none"> ▪ Reminding staff of the signs of abuse ▪ Reminding staff of the safeguarding procedures ▪ Including Safeguarding & Pastoral concerns as a standing items on staff briefing agendas ▪ Delivering 'Early Help' training to all staff ▪ Posting regular safeguarding advice for parents in Sagitta. 	All staff	March 8 th Staff update and NSPCC assembly (Right Help, Right Time training w/c 30 th March)	Medium
Infection resulting from adult to adult contact.	Staff	HIGH (enclosed space/mixed groups of staff)		<p>All staff reminded about the need to follow physical distancing rules at all times as well as washing/sanitizing their hands on arrival, before departure and frequently throughout the day.</p> <p>Staff room:</p> <ul style="list-style-type: none"> ▪ Doors propped open; windows propped open for maximum ventilation. ▪ Maximum 4 people in staffroom ▪ Staff room reconfigured to support physical distancing. ▪ Signage displayed to remind staff to maintain 2m social distancing. ▪ All staff work areas risk assessed to make sure staff are positioned at least 2m from other adults and not sitting face-to-face. ▪ Staff kitchen area – 1 person at a time to use. ▪ Shared mugs to be washed in dishwasher – staff MUST be responsible for putting their own things in the dishwasher 	All staff SSO's to check stock	Daily	LOW

				<ul style="list-style-type: none"> ▪ No open shared food. Food packed in individual packs for use by a single person is fine. ▪ The ground floor Staff Room has been designated for use by Y3&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 ▪ The library will temporarily become another Staff Room. It has been designated for use by Y5&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. ▪ 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. <p><u>Shared staff areas and equipment:</u></p> <ul style="list-style-type: none"> ▪ All offices/work areas and classrooms have access to cleaning materials. ▪ Anti-bac gel dispensers are in close proximity to all printers and photocopiers and should be used before and after use. ▪ Water dispenser buttons to be wiped before and after use. ▪ All staff will receive free hot meals daily. For those staff who are able, these can be eaten in Burgess Hall between 11:45 and 12:10 in Zone A on MAP 7, or between 11:45 and 12:45 at the designated teaching table to the rear of Zone C. Staff may also choose to eat in their classrooms, 		
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				<p>staff room/library or in any of the outside areas.</p> <p>Face coverings:</p> <ul style="list-style-type: none"> The wearing of a face covering is 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. Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately. <p>Staff toilets:</p> <ul style="list-style-type: none"> 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). 		
Infection resulting from incorrect use of face masks	Staff Some pupils	HIGH		<p>Safe wearing of face coverings requires:</p> <ul style="list-style-type: none"> face coverings should cover both the nose and the mouth at all times cleaning of hands before and after touching – including to remove or put them on not touching the front of the face covering during use or when removing it 	All staff Relevant pupils	Ongoing

				<ul style="list-style-type: none"> ▪ safe storage of them in individual, sealable plastic bags between use ▪ disposal of temporary face coverings in a 'black bag' waste bin (not recycling bin) ▪ where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Staff and pupils may consider bringing a spare face covering to wear if their face covering becomes damp during the day. 			
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"> ▪ Pupils encouraged to walk, cycle, scoot or drive to school rather than take public transport/school bus ▪ 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"> ○ 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. ○ Signs in minibuses and coaches reminding pupils about the need to wear mask. ○ 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. ▪ Where possible pupils to sit with others in their group. Coaches to have rows allocated to groups ▪ Frequent cleaning of vehicles including all surfaced that are often touched including door handles, seat covers, safety bars and plastic near seats. 	Staff supervising transport Transport manager SSO's	Ongoing	Medium

				<ul style="list-style-type: none"> ▪ Seats immediately behind drivers not to be used. Drivers can wear visors if they wish to. ▪ Pupils reminded to wash hands before leaving home. ▪ Hand sanitiser available on entry to vehicle and all pupils told to use it. ▪ PROCESS FOR GETTING CHILDREN TO HALES MINIBUS IN ORDER TO TRAVEL TO SWALLOWS: ▪ All minibus children to wear masks before they exit the classroom ▪ 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 from the Y3 children. ▪ 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. ▪ Year 5&6 meet minibus duty staff member at back playground gate ready to be signed in. ▪ Bus line to move single file towards Spencer Rd gate where they board the bus as per RA. ▪ Disembarking the bus at Swallows: Children to disembark in year group bubbles where possible. Stand in Bubble groups on Swallows playground. 			
Infection resulting from proximity with each other as pupils arrive at school.	Pupils	LOW (infection outside is unlikely -Y3 & 4) MEDIU		<ul style="list-style-type: none"> ▪ Staff: please refer to MAP I. ▪ Pupils arrive at designated entrance points 8 - 8:30. Parents to remain off site. ▪ Years 3&4: Enter through Crescent gate and proceed to playground (Y3 zone 1; Y4 zone 2). The zones will be separated by cones. ▪ Years 5&6: Enter through Spencer Road gate and proceed to Senior School Sports Hall (Y5) 	All staff	Daily	LOW (infection outside is unlikely especially when pupils do not stay in groups LOW -

		M (infection inside)		<p>and Hales hall (Y6). A member of staff will be on duty at Spencer Road gate.</p> <ul style="list-style-type: none"> ▪ 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 MAP 2. ▪ 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. ▪ Children's bags/lunch boxes should go into their cubby; coats hung on pegs. Pencil cases and water bottles to their desks. ▪ Maximum of 2 children in the cubbies at any time. ▪ Once in classrooms, children will wash their hands thoroughly. <p>WET WEATHER:</p> <ul style="list-style-type: none"> ▪ Year 3 & 4 children to enter classrooms immediately on arrival; ▪ Year 5 and 6 to go to Senior School Sports Hall and Hales Hall respectively, as usual. 			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)		<ul style="list-style-type: none"> ▪ A member of staff will bring the pupils out to designated dismissal areas at 15:35 (Y3,4 & 6) and Year 5 (15:40). Staff: please refer to MAP 3. ▪ Year 3: Playground Zone 1 ▪ Year 4: Playground Zone 2 ▪ 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 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. 	All staff	Daily	LOW (infection outside is unlikely especially when pupils do not stay in groups)

		occupying large spaces such as hall – Y5 & 6)	<ul style="list-style-type: none"> ▪ From 8th March, we will split Year 3 & 4 parents once inside the school gate. Year 3 parents will walk towards and pass underneath the ‘trellis arch’, then out of the side gate; Year 4 parents to proceed straight ahead, along the footpath at the side of the building, leaving by walking towards the rear of the playground and passing behind Year 3 to exit at the side gate. ▪ Staff on duty to ensure that children arriving late to the sibling area cross the path of the parents safely by the staff member on duty stopping parental traffic to enable them to cross. ▪ Year 5: Dining Room. 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. ▪ Year 6: Hales Hall. 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. ▪ 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 		
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				<p>dining room. All parents will still need to follow the one-way system, onto the playground and out of the side gate onto the car park in order to leave the site. In this instance, Year 6 siblings will wait at the bottom of the front stairs at Hales, Year 5 in the dining room with their year group.</p> <ul style="list-style-type: none"> ▪ Year 5 & 6 children who have a sibling, will walk to the sibling area on the playground by the gym equipment, maintaining social distancing. ▪ All parents should wear face coverings when collecting children from school, except where medically exempt. 			
Infection resulting from movement around school.	Pupils Staff	HIGH (enclosed space/mixed groups of pupils)		<ul style="list-style-type: none"> ▪ 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. ▪ Floor markings are in place to encourage physical distancing. ▪ Frequent cleaning of door handles and bannisters/handrails/table surfaces and chairs. ▪ Where possible, doors propped open. ▪ Plan for entering classrooms on arrival to avoid pinch points in corridors and to fill classroom from furthest point first, likewise top floor down. ▪ Majority of lessons to take place in form room to avoid movement. ▪ Children to check that toilets are not already occupied by children from another year group before using. If already occupied, children to wait outside the toilet until the other year group exits. There should be no more than 3 children in the main toilets at any one time. 	All staff Cleaning staff SSO's Ridgecrest	Daily	LOW

				<ul style="list-style-type: none"> ▪ The disabled toilet beside reception has also been allocated for use by Year 3. ▪ The disabled toilet opposite 6O has been designated for use by Year 6. ▪ Where possible, the above year groups should try to use these toilets to avoid congestion elsewhere. ▪ Designated lunch/break routes established for each group. Staff, please refer to MAPS 4 & 5. ▪ Staff will be on duty at specific points to ensure the smooth-running of procedures. ▪ Doors will be propped open, but SHOULD a child need to use a keypad to open a door, they should use hand sanitiser or wash their hands immediately afterwards. ▪ All staff should wear face coverings when moving around the school. 			
Infection within a 'normal' classroom.	Pupils Staff	HIGH (enclosed space/mixed groups of pupils)		<ul style="list-style-type: none"> ▪ Seating plans to be used for all year groups to support track and trace. ▪ Classrooms re-arranged to provide a space where adults can stay at least 2m from any pupil. ▪ Desks rearranged so that all pupils face forward. ▪ 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. ▪ Children should wash hands when they enter in the morning, before eating and after breaks. ▪ Hand sanitiser available in each classroom and pupils instructed to use it each time they enter the room. This does not replace handwashing. ▪ Each classroom be provided with gloves and disinfectant spray in case a pupil coughs or sneezes on a piece of equipment or furniture. ▪ Each classroom to have a supply of tissues. ▪ Each classroom to have lidded and bagged bin that is emptied daily. 	All staff SSO's Cleaning staff Ridgecrest	Prior to reopening and then daily for cleaning	MEDIUM

			<ul style="list-style-type: none"> ▪ Classrooms cleaned daily (if used by the same group) or twice daily if used by more than one group. ▪ 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. <p>Ventilation:</p> <ul style="list-style-type: none"> ▪ Staff encouraged, where possible, to keep windows open during lessons. ▪ Classroom doors propped open. ▪ No classrooms have air conditioning units. The AC units in the library and Computing Suite should remain switched off. ▪ Windows should be opened wide during break and lunchtimes, when the classroom is not occupied in order to fully ventilate and 'reset' the classroom. ▪ At staff discretion, where pupils are in the classroom for longer periods of time (i.e. for both lessons 2&3, or lessons 4&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 Map 6 for possible routes and one-way system to avoid overlap with senior school. Windows should be opened wide during this time. <p>Pupil equipment:</p> <ul style="list-style-type: none"> ▪ All pupils to be given a small whiteboard and pen and any other pertinent resources e.g. Numicon, reading books ▪ Equipment shared within the year group bubble should be cleaned regularly. 		
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				<ul style="list-style-type: none"> ▪ Equipment shared outside of a bubble should be cleaned between use or quarantined for 48 hours (72 hours for plastics) between use. 			
Infection resulting from contaminated reading books	Pupils Staff Parents	MEDIUM		<ul style="list-style-type: none"> ▪ 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"> 1) Class Teacher/TA selects mixed box of reading books from stock in the library and year group designated books. 2) Class Teacher/TA allocates reading books to individual children to take home to read, recording which books are allocated. 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. 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. 5) Class Teachers/TAs must ensure they wash/sanitise their hands before and after selecting books or returning them to the library. 	All staff	Daily	LOW
Infection resulting from cross contamination in cookery or food tasting sessions.	Pupils Staff	LOW		<p>According to government guidance, “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>Cooking:</p> <ul style="list-style-type: none"> ▪ Activities completed within bubbles ▪ Recipes that need to be cooked are safer than ‘no cook’ recipes 	Staff undertaking activity	When required	LOW

				<ul style="list-style-type: none"> ▪ Hygiene procedures must be followed stringently with all children and staff washing their hands thoroughly before the activity ▪ Aprons must not be shared by children/between bubbles without first being washed or quarantined for 72hours ▪ All utensils must be washed thoroughly with warm, soapy water and surfaces cleaned between bubbles. <p>Food tasting:</p> <ul style="list-style-type: none"> - Food must be 'pre-packaged' and purchased from a reputable supplier - Children must wash hands thoroughly before undertaking the food tasting activity - Food should be handed out by an adult who has washed hands thoroughly and is wearing a face covering - 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 - Children and staff must wash hands after completing the activity 			
Infection during break.	Pupils Staff	LOW (Infection outside is unlikely)		<ul style="list-style-type: none"> ▪ Designated Year group play areas supervised by duty staff. Year 3: playground zone 1 Year 4: playground zone 2 Year 5: netball court 1 Year 6: netball court 2 ▪ Set routes from classrooms to designated areas: staff please refer to MAP 4. ▪ Staff supervision in group areas, outside areas, eating areas and toilets. ▪ Queuing systems in place to support social distancing. ▪ Supervision by staff – following physical distance guidelines. 	All staff	Daily	LOW

				<p>*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.</p> <ul style="list-style-type: none"> ▪ Water dispensers: children should use small pieces of tissue to hold down buttons and then throw them away. ▪ All shared playground equipment should be cleaned after use if to be used by another bubble (Milton for 15 minutes) or quarantined for 72 hours. 			
Infection during lunch.	Pupils Staff	HIGH (enclosed space/mixed groups of pupils)		<ul style="list-style-type: none"> ▪ Rota used to keep groups apart: Year 3: 11:45 – 12:10 (Zone C) <u>Zone C cleaning: 12:10 – 12:20</u> Year 4: 12:00 – 12:30 (Zone A) Year 5: 12:20 – 12:45 (Zone B) with one Year 5 class to begin eating early at 12:10 in Zone B of Burgess Hall. This class will change weekly. Year 6: 12:20 – 12:45 (Zone C) <u>Zone A, B and C Cleaning: 12:45 – 12:55</u> ▪ Routes planned to ensure different year groups do not meet en-route. <u>Year 4 continue to exit to the rear of the Burgess Hall, behind the stage.</u> See MAP 5 & 6: Note: Entry/Exit routes differ. Inclement weather route note on map. EXIT - Year 5 only: <ul style="list-style-type: none"> • Once Year 6 have left Zone C of the dining room, Year 5s may exit via the dining hall courtyard door, walk through the music room (keeping 2m from any Year 6 children also passing through the room) and out to the netball courts. 	All staff Cleaning staff SSO's	Daily	LOW

				<ul style="list-style-type: none"> • FOR THE PRESENT, YEAR 5 TO ENTER THE BURGESS HALL BY THE REAR DOOR TO THE LEFT OF THE STAGE. • Y5 needing to return packed lunch equipment to their classrooms can now walk back to their classrooms by exiting from the dining room to the Crescent, entering via the Hales front door and walking along the bottom corridor to use the back stairs in order to reach their classrooms on the second floor. This is better than them walking through the Y3/4 bubbles on the playground where there is risk of collision. ▪ All dining tables and chairs cleaned between sittings. ▪ Queuing systems in place to support physical distancing. ▪ Dining Room furniture rearranged to make sure all pupils facing in one direction. ▪ Supervisions by staff following physical distance guidelines. ▪ Windows where there are some, to remain open to ventilate the area. ▪ 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. ▪ No sharing of food by children. ▪ Hall cleaned at the end of lunch 		
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Infection resulting from cross contamination when using shared spaces	Pupils Staff	HIGH		<ul style="list-style-type: none"> ▪ Staff must ensure that shared spaces are well-ventilated during use and that windows are open upon exit. ▪ All staff using keyboards in shared spaces across the school should wipe the keyboard, mouse and countertop after use. ▪ 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. ▪ Children must wipe the table and chairs 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. ▪ Visors can be worn in conjunction with a face-covering by computing teachers if they need to work within 2M of children to support in logging on/solving problems etc. ▪ Gloves could be worn by computing teachers when taking over a mouse or a keyboard, or use hand-sanitiser before and after the task. ▪ 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. ▪ 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. ▪ Water dispensers: when using water dispensers around the building, staff and children should depress the buttons with a piece of tissue and 	All staff Pupils SSO's Extra cleaning staff Ridgecrest	In place for 8.3.2I	MEDIUM
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				<p>then discard this. Alternatively, anti-bacterial gel should be used before and after use.</p> <ul style="list-style-type: none"> ▪ Year group singing has been suspended INSIDE THE BUILDING but may take place in an outside space. ▪ Class singing could now take place in a large, well-ventilated area such as outside or in the hall, when available. 			
Infection resulting from cross contamination in Learning Support.	Pupils Staff	HIGH (enclosed space/mixed groups of pupils)		<ul style="list-style-type: none"> ▪ Learning support areas designed to support physical distancing ▪ Staff allocated to specific year groups ▪ Where possible, staff to keep 2m from pupils. ▪ Given that physical distancing may be difficult, even more frequent hand washing/sanitising than in other areas and cleaning of all surfaces between use. ▪ 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. ▪ Pupils & staff to use hand sanitiser on entry to the Learning Support Room ▪ TAs should use visors if physical distancing is not possible. 	All staff SSO's Extra cleaning staff Ridgecrest CS/MP/JD	Prior to reopening and then daily.	MEDIUM
Infection resulting from cross contamination in co-curricular activities.	Pupils Staff	HIGH (enclosed space/mixed groups of pupils)		<ul style="list-style-type: none"> ▪ Co-curricular activities to take place within year groups only, if possible. ▪ If mixed year groups must be used indoors, groups must be small (Max.15) and consistent, and individual year groups should be kept apart within the activities. ▪ Activities taking place outdoors can happen in groups of any number. This is because the transmission risk is lower outside. 	Club providers JD & HS to liaise with external providers	W/c 8.3.21	LOW

				<ul style="list-style-type: none"> ▪ Shared equipment must be cleaned between use with Milton for 15 minutes or left for 72 hours before being used again. ▪ 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. 			
Infection resulting from an Educational Visit	Pupils Staff	HIGH/MEDIUM (Risk level dependent upon mode of transport and location of visit i.e. walking/coach indoor/outdoor venue)		<p>In line with the roadmap, schools can resume educational day visits from 12 April.</p> <p>Any educational day visits must be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination.</p> <p>Staff leading an educational visit must undertake a full and thorough risk assessment in to ensure it can be undertaken safely. As part of this risk assessment, staff will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues and should consult the health and safety guidance on educational visits when considering visits.</p>	Staff planning/ leading educational visits	MEDIUM/LOW (Risk level dependent upon mode of transport and location of visit i.e. walking/coach indoor/outdoor venue)	
Infection resulting from cross contamination in medical room.	Pupils Staff	HIGH (enclosed space/mixed groups of pupils)		<ul style="list-style-type: none"> ▪ PPE if needed, provided to specific staff (admin staff First-Aid trained) dealing with pupils ▪ Member of staff to wear PPE (minimum gloves) and treat minor injuries whilst sitting alongside pupil. Do not face. ▪ Should more than one pupil require attention at one time, pupils asked wait on a chair outside the medical room. 	SC to lead First aid staff SSO's Extra cleaning staff	Daily	MEDIUM

				<ul style="list-style-type: none"> ▪ Chair to be wiped down with antibacterial spray/wipes after treating child. 			
Infection resulting from cross contamination in aftercare	Pupils Staff	HIGH (enclosed space/mixed groups of pupils)		<ul style="list-style-type: none"> ▪ After Care supervision to take place in designated classrooms, each year group in a separate classroom. ▪ Children to remain in the same seat for the duration of the session. ▪ Parents to pre-book ▪ Tables and chairs should be cleaned before after care, once the class usually occupying the room have left. ▪ 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. ▪ Activities taking place outdoors can happen in groups of any number. This is because the transmission risk is lower outside. 	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"> ▪ To remain closed to pupils at this time ▪ 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. ▪ Staff to ensure they wash/sanitise their hands before and after selecting books or returning books to the library. 	All staff	When visiting the library	LOW
Infection resulting from exercise books/textbooks	Pupils Staff	MEDIUM		<ul style="list-style-type: none"> ▪ Before marking books, teachers should set them aside for ‘quarantine’ for 72 hours. ▪ If books are taken home then they must be further quarantined for 72 hours upon return. ▪ If pupils take books home, they must be placed into quarantine for 72 hours before they can be used by a teacher. Alternatively, they can 	All staff	When applicable	LOW

				<p>immediately be used by the individual student if the books have not been taken in.</p> <ul style="list-style-type: none"> ▪ 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. ▪ A teacher may choose to wear gloves when marking books. If they do so, they must ensure that they wash/sanitise their hands after removing the gloves and that the gloves are disposed of. ▪ 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. ▪ 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. ▪ Staff are encouraged to collect in work completed at home using Class Dojo or Teams. ▪ Textbooks – if used across year groups, they must be ‘quarantined’ for 72 hours between use. 			
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"> ▪ Risk Assessment shared with all parents via website and parents notified via ParentMail in advance of school reopening. ▪ All staff to be briefed on risk assessment during staff meeting on 1st March. HoYs to brief any staff not in attendance on their first day back at school. ▪ All pupils briefed on the risk assessment at the beginning of the day on their first day back on site. ▪ Regular reminders provided to staff, parents & pupils including posters around school, notifications in newsletter and in assemblies. 	CS, SLT, SJ for newsletter All staff for reminders to pupils	Assembly for children 5.3.21 prior to return	LOW

						Ongoing	
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"> ▪ While face masks are not recommended for use in the primary classroom, staff or pupils who choose to wear a face covering for purposes of personal reassurance will be permitted to do so. ▪ 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. ▪ If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). ▪ Staff and pupils can only return to school before the 10 day isolation rule if they have a negative test result. ▪ 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. ▪ 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. ▪ If a pupil is awaiting collection after developing symptoms, they will be isolated behind a closed door in the learning support room. ▪ If they need to go to the toilet while waiting to be collected, the designated isolation bathroom (disabled toilet opposite reception) must be 	All staff	Ongoing	MEDIUM

				<p>cleaned and disinfected before being used by anyone else.</p> <ul style="list-style-type: none"> ▪ Both areas will then remain closed to others until they have been deep-cleaned by cleaning staff. ▪ 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. ▪ 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 the next 10 full days counting from the day after contact with the individual who tested positive or the time stipulated by 'Test, track and trace'. ▪ If someone with symptoms 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. ▪ Any staff member or pupil who is self-isolating due to being a close contact of a positive case <u>must not</u> return to school before the end of their 10 day isolation period, <u>even if they have tested negative</u>. This is because they might have contracted the virus but not yet be infectious at the time of their test. ▪ 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. 			
Cross infection	Pupils Staff	HIGH (infecti		<ul style="list-style-type: none"> ▪ If someone tests positive, they must follow the 'stay at home guidance for households with 	All staff	Ongoi	MEDIUM

resulting from a confirmed case	on of many if a person attending is infectious and symptomatic)	<p>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 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 self-isolate for the 10-day period, too. Please see link for further guidance:</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <ul style="list-style-type: none"> ▪ Follow local public health guidance in relation to the reporting of confirmed cases. ▪ Where necessary, 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. ▪ 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, follow the 'Stay at Home Guidance' to self-isolate for 10 full days after the last day they were last in close contact with that person when they were infectious. ▪ Close contact means: <ul style="list-style-type: none"> ○ direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being 	ng	
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				<ul style="list-style-type: none"> coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) ○ been within 1 metre for 1 minute or longer without face-to-face contact ○ proximity contacts - extended close contact - 2 metres for more than 15 minutes with an infected individual ○ travelling in a small vehicle, like a car, with an infected person ▪ We will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. ▪ 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. ▪ 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. ▪ If a local lockdown is in place, we will follow the same advice as that followed by maintained schools. 			
Impact on non-COVID-19 first Aid routines	Pupils Staff	Medium		<ul style="list-style-type: none"> ▪ 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. Most first-aid will be administered at the location. ▪ If symptoms COVID-19 related, the child will be 	All staff First-aid team	Ongoing	LOW

				<p>brought to the first-aid/quarantine area at reception and the isolation procedure detailed earlier in this document followed whilst the child awaits collection.</p> <ul style="list-style-type: none"> ▪ 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. ▪ In the case of immediate emergencies e.g. allergic reactions, asthma attacks etc. children must be taken immediately to reception to see a first- aider. If it is not possible to move the casualty, a paediatric first aider should be called and the school office and SLT notified. 			
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"> ▪ If an individual pupil needs to self-isolate for <u>3 working days or more</u>, they should be provided work via Class Dojo, Tapestry or Teams using their normal timetable ▪ 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. ▪ If a member of staff is unwell, they should follow the usual school procedures. ▪ If a group need to self-isolate, tuition will continue via Class dojo, Tapestry or Teams from the next school day. 	All staff	Ongoing	LOW MEDIUM
Infection due to limited changing	Pupils	HIGH (enclosed space/m)		<ul style="list-style-type: none"> • Children will come to school in sports kit on days when they have PE/Games timetabled. • Swimming will take place this term. Please see separate risk assessment for the swimming pool 	Teaching Staff Sports	Ongoing	Low risk

facilities.		ixed groups of pupils)		<p>for safety procedures around use of the changing rooms.</p> <ul style="list-style-type: none"> Children will be accompanied at all times when in the changing rooms. Year 11 are using the toilets within the changing rooms (designated for their sole use) although these are screened off from sight of the changing facilities. Should children need to use the bathroom while swimming, they will need to leave the swimming pool and exit to the outside corridor in order to use the disabled toilet that is within sight of the pool. They should remain in sight of a member of staff at the pool before entry and upon exit of the pool. 	Centre Staff		
Risk due to pupils misbehaving and compromising orderly environment of social distancing.	Pupils Staff	MEDIUM		<ul style="list-style-type: none"> Normal classroom management strategies used where applicable (having clear expectations, giving clear warnings). 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. 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. The behaviour policy, including amendments made following lockdown, will be adhered to. Acceptable behaviour includes following the rules for social distancing and meeting in groups for all children and adults within the school. 	All staff	Ongoing	LOW
Infection from large scale gathering	Pupils Staff	HIGH (enclosed space/mixed)		<ul style="list-style-type: none"> Year group assemblies may take place in large, well-ventilated spaces such as the hall, with windows and doors open, providing a 2m gap can be maintained between individual classes and no singing/chanting takes place. 	SLT	Ongoing	LOW

		groups of pupils)		<ul style="list-style-type: none"> ▪ Whole school virtual assemblies will continue to take place. ▪ Staff meetings and staff briefing may take place in person providing social distancing can be maintained and there is good ventilation of the space used. ▪ Year group team meetings can take place in classrooms providing social distancing is adhered to. Teachers may choose to wear face masks. 			
Infection from visitors	Staff	MEDIUM (Mixed households in close proximity indoors)		<ul style="list-style-type: none"> ▪ Visitors encouraged not to come on to site. ▪ Only essential parent meetings to take place; after school and in a location that allows for social distancing. Face coverings must be worn. ▪ Parent Consultation Evening to be conducted via Teams ▪ 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. ▪ All visitors are required to sign in and leave full contact details to assist with any track and trace should any be necessary following the visit. ▪ Other professionals, e.g. EdPsych, may come onto site to work with children as normal but must wear a face covering (unless exempt or unless wearing one would prevent them working with the child in the way they need to, e.g. Speech & Language support), to sanitise their hands on arrival, and to ensure that any equipment they use with the child has been appropriately sanitised prior to use. 	SLT All staff	Ongoing	LOW
Infection resulting from cross contamination via lost property	Staff Pupils	MEDIUM		<ul style="list-style-type: none"> ▪ All lost property to be kept for 72 hours before being processed. ▪ Those items named will then be returned to the child. ▪ Pupils checking lost property must sanitise their hands before and after touching any items in lost property. 	SLT All staff	Ongoing	LOW

