

Cavendish Close Infant and Nursery School

FULL SCHOOL RETURN RISK ASSESSMENT- COVID-19

September 2020 – To be read, understood, and implemented consistently by ALL staff groups

Updated 24.8.20

HAZARD	RISK GROUP	RISK	CONTROL MEASURES (Describe the existing workplace precautions and risk control systems in place) PROTECTIVE SAFETY MEASURES SAFE WORKING MEASURES	Residual Risk Rating HIGH MED LOW	Are Existing Controls Adequate?	
					Yes	No*
Arriving at school for the start of the day	Staff Parents Pupils Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Inform parents of pupils' entrance points in advance of the new term starting via website and Teachers2Parents letter 17.7.20. • Implement a one-way system on site when parents bring pupils to school. Visible staff presence during drop off time to support the system. Clear floor markings and signage. • 2 metre rule to be enforced while parents are waiting for staff to receive pupils, if this cannot be enforced, a 1 metre + rule to be adhered to. Parents wait against the building. Parents can pass on the outside of the path. • Parents will not be permitted to enter school and should watch their child walk into the correct entrance past a member of staff before moving on promptly. Parents must stay 2 metres away from the doors and staff. • Parents wishing to talk to staff must make an appointment by ringing or emailing school. Where possible, communication will be by telephone. • If face to face meeting is arranged, hold it outdoors if possible, if not, consider holding the meet close to the main entrance, social distancing measures in place. 	Medium	Yes	
School uniform	Pupils	Infection Control	<ul style="list-style-type: none"> • Pupils are encouraged to attend school in school uniform as it is easily cleaned (washing machine). Uniform does not require cleaning any more than usually. 	Low	Yes	

			<ul style="list-style-type: none"> As all PE will be outdoors, pupils should wear appropriate and sturdy footwear. No heels or slip on shoes are allowed. 			
Wider public transport	Pupils Driver Public	Risk of Infection	<ul style="list-style-type: none"> Where possible, encourage pupils to walk to school. Parents must avoid public transport if possible. If travelling by car, avoid travelling with anyone outside your household or support bubble, refer to Coronavirus covid-19 safer travel guidance for passengers No bikes or scooters are allowed to be used on site for safety reasons. Pupils must walk alongside their parent. Pupils must wash their hands as soon as they arrive at school. 	Low	Yes	
Face masks	Pupils Staff	Risk of Spread of Infection	<ul style="list-style-type: none"> We are strongly recommending the use of face masks/coverings/shields at the start and end of the day – when children are received from and dismissed to parents/other adults. Parents have also been asked to wear face masks/coverings. Face shields can be used in classrooms when staff cannot safely maintain social distancing (2 metres). Updated 22/09/20. We are strongly recommending the use of face masks/coverings/shields in the hall during Breakfast Club and dinner time. Updated 22/09/20. If face coverings are worn, they must be removed correctly without touching the front of the mask before entering school (remove by loops on ears). Wash hands immediately on arrival, remove face covering as explained then wash hands again before heading to the classroom. Safe working in education childcare and children's social care If disposable face masks are worn, they must be disposed of in a closed bin. If material re-usable face masks are worn, they should be placed inside a disposable bag and taken home to re-wash before reusing. 	Medium	Yes	

All year groups returning to school	Staff Parents Pupils Others	Risk of Spread of Infection due to large groups of pupils	<ul style="list-style-type: none"> Implement staggered start times to reduce congestion on site. Parents must be on time. Late arrival compromises the safety of our class bubble approach. Parents should avoid arriving on site too early. This have been communicated to parents/carers/staff. Pupils should be brought to school by only one adult. Parents should not gather on site or immediately outside the school gates to reduce congestion. 	Medium	Yes	
Staff receiving child from parent	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> Staff receiving children to remember the 2 metre rule (or 1 metre + if not viable). Staff will direct children going up to the first floor to use hand sanitiser (at least 60% alcohol based) before holding onto the stair rail and proceeding to their classroom. Bubble staff member will clean the stair rail when the class bubble have all arrived. All pupils will be directed to wash their hands on arrival (member of staff will supervise). Toilet area sinks or classroom sink. Wash hands for at least 20 seconds using liquid soap and running water. Dry with paper towels. 	Medium	Yes	
Children bringing equipment into school	Staff Parents Pupils Others	Risk of spread of infection	<ul style="list-style-type: none"> Parents and pupils are informed to keep items brought into school to a minimum. Only essential and necessary items. Only bookbag and lunch box (if not having a school meal) are permitted. 	Low	Yes	
Classroom arrangement	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> The classroom must be set up where possible with all tables forward facing with pupils sitting side by side. Remove excess furniture out of the classroom. The teacher's desk must be kept 2 metres away from the children's tables. A reduced continuous provision offer will be available for children to use in small numbers. Limited resources will be available with regular cleaning in between groups. Each continuous provision area will be thoroughly cleaned by classroom staff once a week. All areas will be kept clean and tidy. 	Medium	Yes	

			<ul style="list-style-type: none"> • Children will not play in sand or water. • Children will not access soft furnishing including puppets and dressing up clothes. These should be stored in the classroom cupboard. • All classroom surfaces will be kept clear to facilitate regular cleaning. • Tables and high touch areas will be cleaned by classroom staff during break and dinner times. • All cleaning products MUST be kept in a high secure cupboard with restricted access, out of reach of children. • Tissues available in each classroom for pupils to use when coughing or sneezing and they must go into a closed bin after one use before washing hands thoroughly. 			
Class / Year group bubbles	Staff Pupils	Infection Control	<ul style="list-style-type: none"> • Where possible, pupils are to be kept in their class bubbles. They should not mix with other bubbles. Break and dinner times are all staggered. 	Medium	Yes	
Classroom teaching and learning	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Teaching staff must keep a safe distance from pupils at all times, where possible, when teaching. • Where pupils may require extra assistance - a 2 metre rule must try to be enforced, if not viable, maintain a 1 metre + rule. • Staff can only teach in more than one bubble if they maintain social distancing. • Pupils will be informed not to touch staff or their peers where possible. Staff will support pupils' understanding of the 'no touching' / 'keep your hands to yourself' rules. • Staff should avoid close face to face contact and minimise time spent within 1 metre of anyone. • Staff may need to support a distressed child, side by side for minimum time before washing hands thoroughly. • Remove any unnecessary furniture and equipment. 	Medium	Yes	

Use of school resources in class bubbles	Staff Pupils	Infection Control	<ul style="list-style-type: none"> • Where possible keep the use of resources exclusive to each allocated bubble. • Pupils should use their own set of stationery and not share. • All classroom-based resources in continuous provision should be cleaned frequently. • All frequently touched surfaces should be cleaned at break and dinner times. 	Medium	Yes	
Use of school resources shared between class bubbles	Staff Pupils	Infection Control	<ul style="list-style-type: none"> • Resources should only be shared between bubbles where absolutely necessary. • Shared resources between class bubbles should be cleaned meticulously or left unused and out of reach for a period of 48 hours (72 hours for plastics). 	Medium	Yes	
Taking items/ resources home	Staff Pupils	Infection Control	<ul style="list-style-type: none"> • Unnecessary taking home of equipment / resources is discouraged. • Staff and pupils can take books and other shared resources home, although unnecessary sharing should be avoided. • Hand washing, cleaning of the resources and rotation should apply to these resources. • Meticulous cleaning if items are taken home. • Reading books returned to school will be quarantined for 48 hours before they are given to another child – 72 hours in the book has a plastic cover. 	Low	Yes	
Assemblies / collective worship	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Keep assemblies / collective worship separate to individual bubbles. They will take place within the daily 'Time for Us' session. We will consider virtual assemblies. 	Low	Yes	
Educational visits	Staff Pupils	Infection Control	<ul style="list-style-type: none"> • Autumn term trips can commence; however, they must be non-overnight trips only. • Consult with your Educational Visits Coordinator or senior member of staff (EVOLVE) when planning any visit to ensure any venue/premises is COVID-19 secure. • Complete the EVOLVE risk assessment. 	Low No visits during autumn term	Yes	

			<ul style="list-style-type: none"> • Follow the procedures of the leisure centre or swimming pool or activity centre. • These trips should include any pupils with SEND connected with their preparation for independence. • Make use of outdoor spaces in local areas • Full suitable and sufficient risk assessments to be put in place for each trip 			
SEND Pupils	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Support for pupils who have complex needs or who need close contact care, will continue with safety measures in place. • Identify and support pupils with SEND to help prepare them for the changes to routines to meet their needs • Review SEND plan for medicines management. • Review individual risk assessments • A risk assessment will be required to ensure staff who care for these pupils do not have any medical conditions which may put them in an at-risk category. • At risk groups i.e. Black, Asian, and Minority Ethnic (BAME) backgrounds, clinically vulnerable, including pregnant women • Specific risk assessments for individuals must be completed prior to returning to work. Examples of individual risk assessments include: <ul style="list-style-type: none"> • Staff clinically vulnerable or extremely clinically vulnerable. Steps taken in this risk assessment will mitigate risks to all staff. • Clinically extremely vulnerable maintain social distancing within their roles (check guidance) or work remotely. • High risk categories to take particular care as transmission rate falls. • Administration of Medicine Policy and Intimate Care Policy implemented with additional safety measures for supporting adults. Promoting children’s independence. 	High	Yes	

Attendance in schools	Pupils	Education suffering	<ul style="list-style-type: none"> • It is vital for all pupils to return to school to minimise as far as possible the longer-term impact of the pandemic on pupils' education, wellbeing, and wider development. • It is parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school, and they are of compulsory school age. • It is schools' responsibilities to record attendance and follow up absence in line with the school's attendance policy. • The availability to issue sanctions, including fixed penalty notices in line with local authority policy. 	Medium	Yes	
Use of supply teachers and other staff	Staff Pupils	Risk of Infection	<ul style="list-style-type: none"> • Inform supply staff of the arrangements in place – Risk Assessment and Staff Expectations, maintain distance from other staff and pupils. • Safe deployment of supply, peripatetic teachers and temporary staff ensuring they can move between schools minimising contact and maintaining as much social distance as possible from other staff/pupils. • Consider using longer assignments for supply teachers and/or other staff. This will help minimise the number of supply staff visits to the school • Where possible, minimise their movement around school and keep them in the same bubbles. 	Low Minimum usage	Yes	
Breakfast Club and After School Club	Pupils Staff	Infection Control	<ul style="list-style-type: none"> • Resuming Breakfast provision from the start of the autumn term and work towards resuming After School provision, where possible. Review current procedures in relation to COVID-19/bubbles. • Where possible, keep pupils in their class bubbles. Where not possible, look at consistent small groups only. • Siblings from CCJA can attend but not CCJA pupils without a sibling at this time. Minimise mixing. • Where possible, arrange for same staff to deliver before and after care provision to reduce risk. 	High	Yes	

Music lessons	Pupils Staff	Singing Playing an instrument	<ul style="list-style-type: none"> • Look at reducing the risk of using particular instruments and allowing large groups. Physical distancing and playing outside whenever possible. • No more than 6 pupils' side by side. Where possible, keep pupils in their class bubbles. • No sharing of woodwind instruments. • Good ventilation required. • Singing and instrument playing (high risk activities due to potential for aerosol production) should not take place in larger groups such as school choirs and ensembles, or school assemblies. 	Medium No Rock Steady during autumn term	Yes	
Physical activity / Outdoor learning	Staff Pupils	Infection Control	<ul style="list-style-type: none"> • 3 staggered daily outdoor PE sessions for each class bubble daily. • Contact sports avoided. • Maximise distance between pupils. • Equipment used must be scrupulously cleaned after each use. • Encourage activities such as active mile. • Indoor sports should be small groups only and social distancing carried out and all equipment cleaned after each group use. 	Low No Premier Sport during autumn term	Yes	
Children requiring the toilet	Staff Pupils	Infection Control	<ul style="list-style-type: none"> • Inform the pupil of the importance of flushing the toilet and washing their hands after using the toilet and where possible on their return to the classroom wash hands again or use hand sanitiser. • Toilet areas cleaned on a regular and frequent basis – 3 times a day and following an incident. • Staff and pupils should be encouraged to check their hands regularly for dryness due to excessive handwashing. • Staff to supervise toilet usage and inform cleaning staff of any issue. • Different groups do not need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet. • Paper hand towels and hand wash are to be checked by staff and replaced as needed. 	Medium	Yes	

			<ul style="list-style-type: none"> • Enhance the cleaning regimes for toilet facilities particularly door handles, locks, and the toilet flush, etc 			
Outdoor learning times (morning, dinner, and afternoon)	Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Pupils reminded of the importance of social distancing before and whilst outside. • Staggered break times for individual bubbles or year groups if space is an issue. • Look at providing activities which can abide by the social distancing rules. • Supervising staff must keep a 2 metre distance from each other at all times where possible. 	Low	Yes	
Staff room	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Minimise the use of the staff room where possible or a rota system in place if no other available rooms. • Staff spaces to be set up and used to help staff social distance from each other. • Identify the number of staff that can be accommodated in the area to maintain social distancing. Remove furniture to reflect the numbers allowed. • Staggering break times to reduce numbers. • Wash hands on entering and leaving the staff room. • The staff room may be taken out of use and staff eat in other designated areas or stay in their bubbles. • Staff must sit at least 2 metres apart from each other. • Staff must make their own drinks/food and wash, dry and put away their own cups and other crockery and utensils. Sink and draining board to remain clear and clean. • Staff must be able to heat food and make a warm drink. • Staff must clean all equipment / appliances / surfaces that they touch. • Shared use of the fridge is not advised. Staff should bring their own cool bag. 	Medium	Yes	

Outdoor learning times – Classrooms	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Whilst children are outside, bubble staff member cleans tables and door handles with disinfectant. • Wear gloves whilst carrying out this task and wash hands after cleaning. • Dispose of all single use cloths in a closed bin and empty on a regular basis. • Reusable cloths are used for one purpose by one adult before being double bagged in the sealed container provided. 	Low	Yes	
School meals	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Rota system in place for children to eat a hot meal / sandwiches – Staggered mealtimes for each class bubble. • Hand cleaning facilities to be accessed before entering the dining room. • Good hygiene practice, for anyone handling food. Hands to be washed with soap and water for at least 20 seconds before doing so. • Pupils will collect their meal from the servery before going to their class bubble seating area. • Minimise self-serving options. • Check that all pupils' food allergy information is up to date. • Service arrangements to stagger service times to avoid congestion and contact, maintaining social distancing. Staffing required to extend service times. • Plates, cutlery, and glasses should be handwashed in hot soapy water or washed with detergent in a dishwasher rated for disinfection • Training required for mid-day supervisors. Is any additional protective equipment required? (Gloves/aprons) • For deliveries refer to the school office/kitchen deliveries section above. • Pupils should access the hall calmly in class bubbles. Keep class bubbles apart as much as possible with no more than three class bubbles in the hall at any one time. 	Medium	Yes	

			<ul style="list-style-type: none"> • Tables and stools to be cleaned between each class group using the hall and at end of the sitting. • Midday supervisors and kitchen staff to maintain social distancing where possible from children. 			
First aid – Minor treatment	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> • First Aiders must always wear gloves when administering first aid procedures. • Where minor first aid treatment is required, First Aiders must ensure they wear gloves and a face mask if prolonged face to face contact when dealing with injuries. • Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc. Encourage independence before helping. • Ensure records of injury and treatment are recorded and who administered first aid treatment. • Always wash hands thoroughly for at least 20 seconds after contact using liquid soap and running water. 	Medium	Yes	
First aid – Life threatening, prolonged contact more than 15 mins	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> • In the event of a serious injury or incident, call 999 immediately. • Wear apron, face mask and gloves when in close contact or dealing with bodily fluids. • Where it is not possible, move them to an area 2m away from people. PPE must only be worn (correctly donning) by staff caring for the child while they await collection if social distance cannot be maintained (such as for a very young child or a child with complex needs.) PPE could include nitrile/latex disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, e.g. from coughing, spitting, or vomiting, then eye protection should also be worn. • ADULTS • In the event of CPR being required, it is advised only chest compressions are given. St. John Ambulance Covid-19 advice for first aiders says not to perform rescue breaths on the casualty 	High	Yes	

			<ul style="list-style-type: none"> • Use of a defib if available. • Always wash hands for at least 20 seconds after contact using liquid soap and running water. • CHILDREN • In the event of CPR being required it is advised where possible to continue with the 5 rescue breaths and then chest compressions. • Use of a defib if available. • Always wash hands for at least 20 seconds after contact using liquid soap and running water. 			
First aid & Medication	Staff Pupils	First Aid Procedures	<ul style="list-style-type: none"> • First Aiders must always wear gloves when administering first aid procedures. • It is advisable a face covering is worn if having to deliver close contact first aid. Where it is not possible, move them to an area 2m away from people. PPE must only be worn (correctly donning) by staff caring for the child while they await collection if social distance cannot be maintained (such as for a very young child or a child with complex needs.) PPE could include nitrile/latex disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, e.g. from coughing, spitting, or vomiting, then eye protection should also be worn. • Any used dressings to be double bagged. • Where any medications are administered try and encourage the pupils to self-administer or consider wearing a face covering (always refer to up to date information from Gov.UK). 	Medium	Yes	
Intimate care	Staff Pupils	Lack of Infection Control	<ul style="list-style-type: none"> • When staff are carrying out any intimate care they must (as per their usual requirements): <ul style="list-style-type: none"> ○ Wear gloves ○ Wear an apron ○ Wear a mask • Nappies, wipes etc. must be double bagged and placed into a closed bin. 	Medium	Yes	

			<ul style="list-style-type: none"> • Soiled clothes to be double bagged and given to parents on collection of pupils. • Staff must wash their hands once gloves and masks are removed correctly for at least 20 seconds using liquid soap and running water. • A poster to be displayed of instructions which must be followed. • Record all intimate care carried out. • The staff member providing the personal care will wash hands thoroughly before and after providing personal care, using soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available. • Review SEND plan for medicines management. • Consider physical equipment that may be used by pupils such as mobility aids. • NHS hand washing posters have been installed above sinks to give information on good hand washing techniques. • Any pupils who have an Education and Health Care Plan (EHCP) in place may need to have aspects of this reassessed by the appropriate health care professional /parents, against national COVID-19 guidance, particularly with regard to physical health care needs and the use of PPE. • Where a child already has routine intimate care needs, e.g. feeding tube which already involves the use of PPE due to their personal care, they will continue to receive their care as described in their care plan in the same way, using the same PPE, i.e. fluid repellent masks, should be continued. Safe working in education, childcare and children's social care • If a child, young person or other learner becomes unwell with symptoms of Coronavirus while in their setting and needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult if social 			
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			<p>distancing cannot be maintained. The surgical masks used conform to BS EN 14683:2019 Type IIR.</p> <ul style="list-style-type: none"> • After using the face masks, aprons and gloves they will be correctly doffed and placed straight into a double bag and the bags tied. The bags will then be stored in a locked room for 72 hours before putting them into the external waste bin. 			
Children who are upset	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Where a pupil is upset, it is advised to still maintain a safe distance whilst offering comfort. • Encourage pupil to use a tissue to wipe eyes/nose etc. • If contact is required, consider short contact only, not face to face. • Wash hands after contact for at least 20 seconds using liquid soap and running water. 	Medium	Yes	
Children with behavioural issues	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Where possible allow the pupil to vent their frustrations, stand back and offer appropriate nurture support. • Build routines into school culture supported by behaviour expectations and help ensure younger children and those with complex needs understand the need to follow them, e.g. help to clean their hands properly. Skin friendly cleaning wipes can be used as an alternative. • Individual risk assessments for these pupils will identify what type of PPE would be required. • Where possible allow the pupil to be in a room on their own or outside. • If reasonable force is required, and there is a risk of spitting, it may be advisable to wear a face mask. 	High	Yes	
Pupils who are isolating / shielding	Parents Pupils	Risk of infection	<ul style="list-style-type: none"> • A small number of pupils will still be unable to attend in line with Public Health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19). • Shielding advice for all adults and children will pause on 1 August 2020, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the 	Medium	Yes	

			<p>small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the current advice on shielding. Individual child risk assessments may be completed.</p> <ul style="list-style-type: none"> • If rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below). • Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at COVID-19 - 'shielding' guidance for children and young people. • Where a pupil is unable to attend school because they are complying with clinical and/or Public Health advice, we expect schools to be able to immediately offer them access to remote education. Schools should monitor engagement with this activity (as set out in the section below). • Where children are not able to attend school as parents are following clinical and/or Public Health advice, absence will not be penalised. 			
Staff who are clinically vulnerable or extremely clinically vulnerable.	Staff	Concerns / Worry	<ul style="list-style-type: none"> • From 1 August 2020, we expect that most staff will attend school. • It remains the case that wider government policy advises those who can work from home to do so. We recognise this will not be applicable to most school staff, but where a role may be conducive to home working, for example some administrative roles, school leaders should consider what is feasible and appropriate. • Where schools apply the full measures in this guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we 	Medium	Yes	

			<p>advise those in the most at risk categories to take particular care while community transmission rates continue to fall.</p> <ul style="list-style-type: none"> • Advice for those who are clinically vulnerable, including pregnant women, is available. • Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19. • School leaders should be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing. • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. • Specific risk assessments for individuals must be completed prior to returning to work. Examples of individual risk assessments include: <ul style="list-style-type: none"> • Staff clinically vulnerable or extremely clinically vulnerable. Steps taken in the risk assessment will mitigate risks to staff. • Clinically extremely vulnerable maintain social distancing within their roles (check guidance) or work remotely. • High risk categories to take particular care as transmission rate falls 			
Pregnant Staff	Staff	Concerns / Worry	<ul style="list-style-type: none"> • As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically vulnerable people. • Expectant mothers risk assessments must be carried out and risk control measures put in place. 	Medium	Yes	
Staff who may otherwise be	Staff	Concerns / Worry	<ul style="list-style-type: none"> • Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set 	Medium	Yes	

at increased risk from COVID 19			<p>out in the COVID-19: review of disparities in risks and outcomes report. The reasons are complex and there is ongoing research to understand and translate these findings for individuals in the future. If people with significant risk factors are concerned, we recommend schools discuss their concerns and explain the measures the school is putting in place to reduce risks. School leaders should try as far as practically possible to accommodate additional measures where appropriate.</p> <ul style="list-style-type: none"> • People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace. • See above regarding individual staff risk assessments. 			
Families anxious returning pupils to school	Staff Parents Pupils	Concerns / Worry	<ul style="list-style-type: none"> • Schools should bear in mind the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and put the right support in place to address this. • Arrange email contact, telephone, Zoom or, as a last resort, a socially distanced outdoor face to face meetings with parents. • Provide reassurance. Explain control measures. • Make it clear it is compulsory school age children attend school unless a statutory reason applies. 	Low	Yes	
Use of outdoor play equipment	Staff Pupils	Risk of Infection	<ul style="list-style-type: none"> • Ensure all fixed outdoor play equipment and other equipment has been inspected and tested prior to pupils using. • Social distancing to continue to be maintained where possible, if this is not possible, ensure separate bubbles use space and equipment one bubble at a time with cleaning in between. All outdoor learning times are staggered. • Each class bubble to have its own set of outdoor equipment. • Limit the number of pupils using equipment at any one time. • Discourage children from touching fencing. • Sanitise frequent touch point areas: • entry and exit points such as gates • seating areas such as benches • bins 	Low	Yes	

			<ul style="list-style-type: none"> • Equipment to be sanitised between each bubble use where possible. • Pupils to clean / sanitise hands prior to use and after use. • Remind pupils not to put hands near mouth or nose. • No food or drink to be consumed when using any outdoor equipment. • Signs informing Parents • Signs to be displayed informing Parents to keep their children off the equipment and it is for supervised use only for pupils when in school. • Pupils with Additional Needs • May require frequent reminders about rules of behaviour, especially if having to wait for use of equipment. • Children with physical and sensory needs may need assistance with using equipment safely and appropriately. • Keeping Staff Safe • Ensure staff only supervise their own class bubble. • Staff to have a supply of sanitising equipment and if required PPE. • Keeping Children Safe • Ensure First Aid is readily available. 			
Children leaving at the end of the school day	Staff Parents Pupils Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Inform parents of pupils' exit points in advance of the new term starting via website and Teachers2Parents letter 17.7.20. • Implement a one-way system on site when parents collect pupils from school. Visible staff presence during collection time to support the system. Clear floor markings and signage. • 2 metre rule to be enforced while parents are waiting to receive pupils if this cannot be enforced a 1 metre + rule to be adhered to. • Parents will not be permitted to enter school. They must stay 2 metres away from the doors, staff, and other parents. When they have collected their child, they must move on promptly. • Implement staggered collection times to reduce congestion on site. Parents must be on time. Late collection compromises the safety of 	Medium	Yes	

			<p>our class bubble approach. Parents should avoid arriving on site too early.</p> <ul style="list-style-type: none"> • Ground floor pupils exit school directly from the classroom. Parents to wait 2 metres apart against the building. Parents to leave the school site promptly after collection. • First floor pupils exit via the hall door onto the Year 2 playground. Parents to wait back in the waiting zone as children are dismissed safely. Parents to leave the school site promptly after collection. • Pupils should be collected from school by only one adult. • Parents should not gather on site or just outside the school gate to reduce congestion. • Parents wishing to talk to staff must make an appointment by ringing or emailing school. Where possible, communication will be by telephone. 			
Parent wishing to talk to staff	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Parents will be informed that the majority of conversations with staff will be either over the phone or if this is not possible a meeting will be arranged, and social distancing rules observed. • People will not be allowed on site unless with a pre-arranged appointment. • Where possible, contractors should be encouraged to attend out of school hours. • All visitors must sign in and complete a COVID-19 form with contact details (form to be destroyed after 21 days.) Visitors are asked if they have any symptoms or have had contact with anyone who has symptoms of COVID-19 before they arrive on site/enter school. • Parents will be discouraged from congregating around the school site. 	Medium	Yes	
Awareness of policies / procedures / guidance	Staff Pupils Others	Inadequate information	<ul style="list-style-type: none"> • All staff, returning back to work must ensure they are aware of the current guidelines regarding safe distancing and washing hands on a regular basis. 	Low	Yes	

			<ul style="list-style-type: none"> • All staff are able to access the following information on-line for up to date information on COVID-19: • Public Health England • Gov.UK • NHS • DfE • Department for Health and Social Care • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. (washing of hands, cleaning up bodily fluids). All staff to complete EduCare training on Infection Control ahead of the new school year. • Staff are made aware of the school's infection control procedures in relation to coronavirus via staff meetings and required reading of school documentation. Staff must confirm by email that they have read, understood, and will implement consistently school expectations. • STAFF WILL CONTACT THE HEADTEACHER AS SOON AS POSSIBLE IF THEY BELIEVE THAT THEY MAY HAVE BEEN EXPOSED TO CORONAVIRUS. • STAFF WILL CONTACT THE HEADTEACHER AS SOON AS POSSIBLE IF THEY DEVELOP CORONAVIRUS SYMPTOMS. • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and the school website – they are informed that they MUST contact the school as soon as possible if they believe their child has been exposed to coronavirus. • Pupils are made aware of the school's infection control procedures in relation to coronavirus via school staff and are informed that they MUST tell a member of staff if they feel unwell. Staff must be alert to pupils becoming unwell. 			
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<p>Poor hygiene practice</p>	<p>Staff Pupils Others</p>	<p>Ill Health</p>	<ul style="list-style-type: none"> • Posters are displayed throughout the school reminding pupils, staff, and visitors to wash their hands, e.g. before entering and leaving the school. • Pupils, staff, and visitors are encouraged to wash their hands with liquid soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance. • Sufficient amounts of liquid soap (or hand sanitiser where applicable), clean water and paper towels are supplied in all toilets and kitchen areas. best-way-to-wash-your-hands • Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary. • Pupils are forbidden from sharing cutlery, cups, or food. • All cutlery and cups are thoroughly cleaned before and after use. • Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. • Extra attention to be given to frequently hand touched areas and surfaces being cleaned more often than normal e.g. doors handles, table tops/work surfaces, toilets, taps, door handles, elevator buttons, phones, light switches, door fobs/key pads, grab rails or any surface or item which is designed to be or has a high likelihood of being touched. • Different groups do not need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet • Paper hand towels and hand wash are to be checked and replaced as needed by the cleaning staff. • Enhance the cleaning regimes for toilet facilities particularly door handles, locks, and the toilet flush, etc. • Only cleaning products supplied by the school are to be used. 	<p>Low</p>	<p>Yes</p>	
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			<ul style="list-style-type: none"> • Please refer to the school's COSHH assessments for further control measures in relation to cleaning chemicals used. • PPE required for cleaning will be identified in the outcome of the COSHH assessments conducted for cleaning products/chemicals used. • Bin liners should be used in all bins. • Dispose of extra cleaning waste as normal in 'black bag' waste bin. • The headteacher and Business Manager arrange enhanced cleaning to be undertaken when required – advice about enhanced cleaning protocols is sought from the Health Protection Team / Public Health England 			
Track and Trace	Staff Pupils Others	Coronavirus Symptoms	<ul style="list-style-type: none"> • If a pupil or member of staff or others are showing symptoms, they must be isolated and go home IMMEDIATELY to self-isolate. • The school to inform staff and parents they MUST be willing to take a test if they are displaying symptoms. • All children can be tested (including children under 5). • They should provide details of close contacts if they test positive or if asked by NHS track and Trace. • Self-isolate for 14 days if they have been in close contact with someone who has tested positive for coronavirus. 	Low	Yes	
Testing negative	Staff Pupils Others	COVID 19	<ul style="list-style-type: none"> • 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. 	Low	Yes	
Testing positive	Staff Pupils Others	COVID 19	<ul style="list-style-type: none"> • If someone tests positive, they should 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. This is because a cough or anosmia can last 	Low	Yes	

			<p>for several weeks once the infection has gone. 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.</p> <ul style="list-style-type: none"> • Other members of their household should continue self-isolating for the full 14 days. 			
Manage positive cases amongst the school community	School Leaders	COVID 19	<ul style="list-style-type: none"> • Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. • 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 schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means: <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 coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person • The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend 	Low	Yes	

			<p>schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups. This should be a proportionate recording process. School registers will be the school record for pupils and staff in each bubble/group and any close contact that takes place between staff and pupils in another bubble/ group.</p> <ul style="list-style-type: none"> • Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and: • If the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. • If the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' • Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation. • Further guidance is available on testing and tracing for coronavirus (COVID-19). 			
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Contain an outbreak	School Leaders	Not following advice	<ul style="list-style-type: none"> • If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their 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 a year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams. 	Low	Yes	
Ill health	Staff Pupils Others	Coronavirus Symptoms	<ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. a new continuous cough, high temperature, loss or change to your sense of smell or taste and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus. • Any member of staff who develops coronavirus symptoms at school will move at least 2 metres away from everyone, gather their personal belongings, communicate with senior leaders so that cover can be made before leaving school as soon as possible to book a test. • Any pupil who displays signs of being unwell, such as having a cough, fever, loss or change to sense of smell/taste, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not come into contact with others and are supervised at all times. Our interview room will become our isolation room when needed. • PPE must only be worn (correctly donning) by staff caring for the child while they await collection if social distance cannot be maintained (such as for a very young child or a child with complex needs.) PPE could include nitrile/latex disposable gloves, a 	Low	Yes	

			<p>disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, e.g. from coughing, spitting, or vomiting, then eye protection should also be worn.</p> <ul style="list-style-type: none"> • Following any contact with an unwell person, staff/first aider must wash their hands for at least 20 seconds with liquid soap and running water. The member of staff does not need to self-isolate, only do if case is confirmed by test and trace. The area around the unwell person must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people (refer to cleaning section below.) Parents called to collect child. • Ensure aprons, nitrile/latex disposable gloves, splash resistant goggles and surgical face masks that conform to BS EN 14683:2019 Type IIR are procured. These should be procured through the school's normal supply chain, should this fail they may be able to be procured from the local resilience forum (LRF.) • Ensure adequate stocks of PPE and first aid provisions are available at all times. • The relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen. • The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff. They must collect their child as soon as possible and book a test. • Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. • If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection - the disabled toilet in reception. This will then be thoroughly cleaned. • Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the 			
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			<p>parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk.</p> <ul style="list-style-type: none"> Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk. 			
Spread of infection	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> Spillages of bodily fluids, e.g. respiratory and nasal discharges, urine, vomit are cleaned up immediately in line with guidance, using PPE at all times (apron, face mask and gloves). Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. Pupils who are unwell are not taken on school trips or permitted to enter public areas used for teaching. Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. An individual child risk assessment may be required. The school in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections. Any additional provisions for pupils who are vulnerable to infections are put in place by the headteacher, in liaison with the pupil's parents where necessary. 	Medium	Yes	
Poor management of infectious diseases	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. Staff to be alert. Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Headteacher or Deputy Headteacher as soon as possible. 	Medium	Yes	

			<ul style="list-style-type: none"> • The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. • The school is informed by pupils' parents when pupils return to school after having coronavirus – the school informs the relevant staff. • Staff inform the headteacher when they plan to return to work after having coronavirus. • The Business Manager and Site Manager/Caretaker monitor the cleaning standards and discuss any additional measures required with regards to managing the spread of coronavirus. 			
Lack of communication	Pupils Staff Parents Others	Infection Control	<ul style="list-style-type: none"> • Staff report immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure. • The headteacher contacts the local HPT or follows the advice given from and discusses if any further action needs to be taken. • Schools put into place any actions or precautions advised by their local HPT. • Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures, as necessary. 	Medium	Yes	
Cleaning while school open	Staff	Infection Control	<ul style="list-style-type: none"> • All hard surfaces to be cleaned on a regular basis, this will include • All door handles. • All stair rails. • All tables and chairs used by staff and pupils. • Toilet flushes and regular cleaning of toilets. • All classrooms to have spray disinfectant and where possible disposable cloths. If disposable cloths are not available, use reusable cloths once and then double bag in the box provided. They will be removed at the end of the day for washing. • Regular cleaning of surfaces will reduce the risk of spreading the virus. 	Low	Yes	
Estates	Business Manager	Health & Safety	<ul style="list-style-type: none"> • Site Staff to ensure school is safe and ready for opening in Autumn term. Deep cleaning at the end of the summer holidays after contractors have completed their work. 	Low	Yes	

	Site Manager	Infection Control	<ul style="list-style-type: none"> All statutory testing and in-house testing carried out. Hand sanitiser stations installed around school near key entrances. Ensure Legionella risks have been managed and all appropriate testing carried out. 			
Statutory Tests and Inspections	Business Manager Site Manager	Health & Safety Infection Control	<ul style="list-style-type: none"> Statutory inspections to continue but with social distancing in place at all times. In-house inspections should continue to ensure the school remains as safe as possible. Contractors to be permitted into school following safe distancing measures and providing COVID 19 risk assessments. 	Low	Yes	
Contractors in school	Business Manager Site Manager	Health & Safety Infection Control	<ul style="list-style-type: none"> Business Manager and Site Manager to ensure that ALL contractors visiting school are recorded in the office diary. This information may be needed for Track and Trace purposes. Where contractors are coming into school, they must have up to date Risk Assessments and Method Statements checked by the Site Manager. General maintenance/contracted work is carried out by appointment only. Only essential maintenance is carried out during school opening hours. Staff are informed of any maintenance being carried out in communal areas, toilets, etc., and the area is cordoned off. Social distancing is maintained throughout working procedures. Any documentation required is sent/received prior to the contractor arriving on site. Safe systems of work/risk assessment, which include COVID-19 control measures (social distancing, hygiene) are received and agreed by the school before work commences. Control measures regarding Coronavirus must be included within their RAMs and checked by the Site Manager. Site Manager to ensure no pupils or staff are in the area where contractors are working. 	Medium	Yes	

			<ul style="list-style-type: none"> Contractors will be designated a toilet they can use whilst on site. Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving. Site Manager must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site. If they become aware of a contractor coming down with symptoms within 14 days of being at the school, they must inform the school immediately. 			
Emergencies	Office Team	Infection Control	<ul style="list-style-type: none"> All staff and pupils' emergency contact details are up to date, including alternative emergency contact details, where required. Office staff to ensure our records are complete. Office staff to ensure that we have more than 1 contact for all pupils. Pupils' parents are contacted as soon as practicable in the event of an emergency. Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. Review current fire risk assessment taking into account the new COVID-19 measures. Update emergency evacuation procedures (separating bubble/groups where possible at assembly point) are communicated to all persons on site. In an emergency, risk to life takes precedence. In an emergency situation, evacuate premises by nearest safest exit. Staff, visitors, and contractors' social distance at assembly areas (2m separation) as far as is reasonably practicable. 	Medium	Yes	
Mental health and well being	Staff	Anxiety	<ul style="list-style-type: none"> Have regular keep in touch meetings/calls with people working at home to talk about any work issues. Staff wellbeing free helpline to school staff for mental health and wellbeing. Education support Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through with. 	Low	Yes	

			<ul style="list-style-type: none"> • Involve workers in completing risk assessments so they can help identify potential problems and identify solutions. • Keep workers updated on what is happening so they feel involved and reassured. • Discuss the issue of fatigue with employees and make sure they take regular breaks and eat well, review working hours and options. 			
Staff taking leave	Staff	Short staffed Isolating	<ul style="list-style-type: none"> • School leaders discuss leave arrangements with staff before the end of the summer term to inform planning for the autumn term. • There is a risk that where staff travel abroad, their return travel arrangements could be disrupted due to factors arising beyond their control in relation to coronavirus (COVID-19), such as the potential for reinstatement of lockdown measures in the place they are visiting. • Where it is not possible to avoid a member of staff having to quarantine during term time, school leaders should consider if it is possible to temporarily amend working arrangements to enable them to work from home. 	Low	Yes	
Volunteers in school	Pupils	No DBS checks	<ul style="list-style-type: none"> • Under no circumstances should a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity. • Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible. Volunteers will support in one class bubble. 	Low	Yes	
Safeguarding	Pupils	Incidents	<ul style="list-style-type: none"> • All staff MUST always follow the statutory safeguarding guidance and the school's Child Protection and Safeguarding policy. • Designated safeguarding lead and safeguarding team will need time in the first few weeks of term to help support staff and children regarding any additional or new safeguarding referrals. • Communication with other agencies and school nurse for pupils not seen in school prior to return. 	Low	Yes	

Contingency Plans for Outbreaks	Staff Pupils	School shutting	<ul style="list-style-type: none"> • In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to partially close temporarily to help control transmission. • Schools will also need a contingency plan for this eventuality. • This may involve a return to remaining open only for vulnerable children and the children of critical workers and providing remote education for all other pupils. 	Low	Yes	
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