



Eastington Primary School Risk Assessment Version 5: 6.10.2020

Location / Site	
EASTINGTON PRIMARY SCHOOL	
Activity / Procedure	
OPENING OF SCHOOL FOR ALL CHILDREN	
Assessment date	
29.7.2020 – to be updated regularly in light of practical issues raised when open, further guidance issued	

Identify people at risk	YES or NO
Employees	YES – especially in clinically vulnerable/extremely vulnerable groups
Children	YES– especially in clinically vulnerable/extremely vulnerable groups
Visitors	YES– especially in clinically vulnerable/extremely vulnerable groups
Contractors	YES – especially in clinically vulnerable/extremely vulnerable groups

We are delighted that all our pupils will be returning to school – knowing school is a great place for children to learn, have fun and socialise. We do recognise returning a child to school in present times will understandably lead to worries for many parents. We share this risk assessment with parents/carers so they understand the measures we will make in our school to support the reduction of risk.

As School employers we are required to assess the risks associated with COVID-19 and implement preventative measures outlined in Government guidance. As a school we know that risk can be reduced but not eliminated – this is acknowledged in the guidance. We will work hard to reduce the risk of direct and indirect transmission of Covid-19 through the measures set out in this risk assessment while offering a broad and ambitious curriculum. We are not experts in virology, Covid-19 or risk assessment and so will follow Government guidance.

Working with all children, while implementing measures in the risk assessment, will be new to staff (and children). However, all staff have been involved in creating it and will continue to be asked for their input as we review our measures when school opens. Everyone in the staff team is committed to educating children while reducing risk as much as possible.

This risk assessment is dynamic and will be monitored, reviewed and amended, when needed, in light of practical issues raised and new advice. The most up to date version of the RA will be found on the school website.

Many thanks to Governors for their involvement in key decisions and staff for their continued positive engagement in the RA process to support children and each other.

Gloucestershire Local Outbreak Management Plan (LOMP)

The LOMP for our county states that in response to a local lockdown closing schools will be a last resort and other measures will be put in place first.

Government Guidance for Full Opening – Schools 2nd July, updated 28th August states:

The system of controls provides a set of principles to help, if schools follow this advice and maximise use of control measures, they will effectively minimise risks.

System of protective measure should include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

Reducing contacts will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

The small italic writing in this document are quotes from government guidance

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
A: Lack of social distancing in the classroom resulting in direct/indirect transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Children will work in class groups. Each class group will work in the same learning space each day. Excess furniture will be removed from classes to create more space if possible - stored in library/upstairs music room. 2. Contact with children in other class groups will be minimised as much as possible. EG: through staggered lunch/breaks, L&S being taught with the class teacher/TA, corridor use being minimised/timetabled etc. Classes will have staggered drop off/pick up 3. Desks will be set facing forwards in C2-C5 and spaced as much as possible. It will not be possible for children to be 1m apart due to the size of the rooms. 	

4. Children in class groups will have a desk space in their learning room. This will be their base. Tables will be cleaned before they move spaces, wherever possible.
 - For children in Reception, we believe working at a desk full time will be harmful to their emotional and social wellbeing. Children at this age learn through play/socialising with others so there will be many times when they will be given play opportunities. Children will not be able to adhere to social distancing in Rec and will gravitate towards playing with others at times. We will remind children of social distancing in class/playtimes however this will not be achievable for significant periods of time in the school day.
 - Y1/Y2 children will work at their desk space as much as possible. Social contact for children at this age is very important and we believe they will find it difficult to be mindful of social distancing consistently. We will remind children of social distancing in class/playtimes however this will be achievable for periods of time during the school day, especially around transitions, active lessons and play times.
 - Y3-Y6 children will be encouraged to keep distant from others as much as possible. Social contact for children at this age is still very important and we believe they will be able to do this with a greater awareness of social distancing in class time. However, most children will not be mindful of social distancing consistently during transitions/active lesson/play time.

Some children will find understanding social distancing difficult - individual RAs will be created for children if needed – parents will be consulted.
5. Bag, coat, PE kit, water bottle and lunchbox will be kept in cloakroom areas– use of the cloakroom will be discussed with children and monitored by staff. Children will not bring in pencil cases, birthday cakes to share, toys etc from home.
6. Classes will use the external doors to their classroom whenever possible at the start/end of the day to reduce potential corridor contact: C1 will use the main corridor/their external door; C2 will use their external door via the Rec play area / the main corridor on occasion; C3/C4/C5 will use the external door from the playground to access their rooms.
 - Corridor use at lunch/break times is timetabled to prevent classes crossing.
7. -Registers will be left in the library by a TA after morning register. In the pm they will be left in the library/outside the classroom door - they will be collected by a member of the office staff.
8. Children will not be asked to undertake errands which involve them moving into other classrooms/areas where other children/adults are.
9. Class Charters will be created with the children – these will be appropriate for age. These charters will include: how to move around/social distance in class; lining up (and undertake fire evacuation) ; use toilets, use corridors (as well as handwashing (method + time to sing happy birthday twice, reminder of not touching mouth/nose/eyes; talk while socially distancing, have good respiratory hygiene: catch it -bin it – kill it/ cough/sneeze using their arm if they cannot get to a tissue in time etc.) Charters will be re-visited and linked to school behaviour system – lots of praise will be given for adherence. Children will be reminded if they forget.
10. Lessons inside will be planned for individual work (not paired/group work) to reduce face to face talk as much as possible. If outside, work will be planned for individuals but in active lessons such as PE/Outdoor learning paired/group work will be planned to enable the curriculum to be taught.
11. Staff will work while socially distancing from children as much as possible: feedback from staff can be given using a large whiteboard, visualizer, interactive whiteboard etc– however this is impractical in many situations and staff will need to be close to children to mark/support etc; guided reading groups will be undertaken

with children all facing the same way rather than in a circle as usual wherever practical etc..

12. Windows/doors of classrooms will be opened as much as possible to support ventilation as much as possible. Children and staff will need to dress warm. As the winter approaches doors will need to be shut to keep children warm enough to work/concentrate – windows will be kept ajar in this circumstance. (See LA covid notes 15.10.2020)
13. Initially, staff working with classes will be as consistent as possible. This means L&S will be undertaken within classes. French lessons will be via Zoom. The school will use the class TA/regular supply teacher/HT, wherever possible, to cover teachers if needed.
 - C1: Mrs Parsons, Mrs Williams, Miss Wardrop and in T1 Ms Levan -5 ways of wellbeing through Forest School. (In T2 – 5 ways of well-being through outdoor learning with Ms Colleen)
 - C2: Miss Smith, Mrs Bedwell, Mrs Curran -5 ways of wellbeing through dance
 - C3: Mrs Burns, Mrs Morgan, Ms Colleen – 5 ways of wellbeing through outdoor learning/art
 - C4: Miss Pates, Mrs Rome, Mrs Lord, Mr Dougan, Miss Mills – 5 ways of wellbeing through street dance
 - C5: Miss Child, Mrs Yorke, Ms Avastu, Mr Meloscia – 5 ways of wellbeing through sport

Guidance does allow staff to move from group to group. We will have to do this if staff are absent/ill/self-isolating or to support catch-up intervention. Staff will try to distance themselves from children as much as possible however we recognise this is not possible in a classroom of 30 children/2 adults.

13. Pupils kept in same consistent bubbles during PE and sport. Contact sports will be avoided. Sports equipment cleaned after use. At present we will not participate in off-site sport events/events with other school: swimming/sport matches etc

14. With an awareness of cumulative aerosol transmission, dance & singing will take place outside or in the hall where social distancing is more possible (floor spots can be used to help with this for younger children) and there is good ventilation - multiple doors can be opened too. If singing, children will be side by side and not face to face. Singing quietly will be encouraged. If instrument playing, instruments will not be shared.

15. French in KS2 will be via Zoom. Chanting repetition in French will be limited to groups not class. Children will sit in rows facing forwards.

16. Assemblies/gatherings with mixed classes will not happen – we will use have assemblies through Teams.

17. Initially, music peripatetic teachers will not be onsite – the hall is heavily timetabled and finding another space where pupils/music teachers can socially distance is difficult. We will review this when we have implemented the present measures/ways of working.

18. We have liaised with Mother Goose to support before/after school on site as it is important for many families who work. Children in Mother Goose will maintain working in their class groups.

Guidance for full opening: schools 2nd July - Updated 28 August 2020

6. Minimise contact between individuals and maintain social distancing wherever possible

It is likely that for younger children the emphasis will be on separating groups and for older children, it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible. We recognise that younger children will not be able to maintain social distancing and it is acceptable for them not to distance within their group.

Schools should also work closely with any external wraparound providers which their pupils may use, to ensure as far as possible, children can be kept in a group with other children from the same bubble they are in during the school day.

...particular care in music, dance and drama lessons to observe social distancing where possible.

...any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. If possible, use microphones to reduce the need for shouting or prolonged periods of loud speaking or singing. If possible, do not share microphones.

All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. This will be particularly important for secondary schools. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Again, we recognise this is not likely to be possible with younger children and teachers in primary schools can still work across groups if that is needed to enable a full educational offer.

Schools can continue to engage supply teachers and other supply staff during this period.

Supply teachers, peripatetic teachers and other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff.

Supply staff and other temporary workers can move between schools, but school leaders will want to consider how to minimise the number of visitors to the school where possible.

Volunteers may be used to support the work of the school, as would usually be the case. Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible.

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
B: Lack of social distancing using toilets and poor respiratory hygiene resulting in direct and indirect transmission of the virus	
<u>Control measures</u>	
<ol style="list-style-type: none"> 1. C5 and C1 will use their toilet area exclusively over the day as much as possible. 2. C2, C3 and C4 will share the main toilet area. One child from each group will be allowed to go at a time. Children will be taught to wait outside the toilet room until the person using it has come out. Waiting spots away from the door have been marked on the carpet for children. 3. Children will review handwashing routine on return to school: they will wash hands/use sanitiser when they arrive at school/before they leave; before/after eating, after breaks, when changing rooms, after they cough/sneeze/toilet and any other time needed. 4. Children will review: catch it-bin it-kill it on return to school. They will also be taught to cough/sneeze using their arm if they cannot get to a tissue in time. 5. Child friendly signs in all toilet areas regarding washing hands. 6. We have a good stock of products: disinfectant, hand towels, soap, sanitiser etc 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
C: Lack of social distancing waiting to enter classroom in morning/leaving at end of day resulting in direct transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Staggered drop off and pick up times have been timetabled for classes to reduce crowding/cross contamination at the start/end of the day. Parents with children in more than one class will be able to drop off these children at the same time to reduce the number of parents waiting at the front of school. 2. Floor markers will be outside the school gate for waiting children / parents to support socially distancing while queueing. 3. Social distancing signage for parents and children will be displayed at the front of the school and in the playground. 4. Children in class 1 and 2 will enter through the staff car park and wooden gate. Staff will be asked to park their cars elsewhere to create waiting space during pick-up or drop off times. (cones/tape/floor spots will be set out to support parents with this). 5. Children in C3, C4 & C5 will enter via the small gate in front of Mrs Birch's office and queue (if needed) - drop off will be at the main metal gate (cones/tape/floor spots will be set out to support this). 6. At the drop off gates, one of the staff team from the class will welcome the children and direct them to their classroom while the other staff member will be in the room waiting to greet them and support them as they join their class. 7. Parents will be asked not to enter the school playground. 	

8. Parents will be asked to leave after drop off and not to congregate to reduce cross contamination/ ensure there is space for other parents to park in the next drop off/pick up time slot.
9. If a child is distressed at drop off, the parent/carer will be asked to take their child back to the car/away to a safe place until they become calm. The parent/carer can try to drop their child off again when ready or try again the next day. We will work with parents to support this.
10. At pick up time the teacher will accompany their year group to the gate. Parents will be asked to wait outside the main metal gate or the reception wooden gate while socially distancing in a queue using the floor spots. Children will line up and wait with staff – socially distancing. Staff will call forward the child of the parent at the front of the line.
11. Information for drop off/pick up will be shared with parents.
12. Parents will be asked to walk/cycle to school wherever possible.

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
D: Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Hand washing/sanitising in the classroom will be supervised before leaving and on returning from any outside time. Children will handwash/sanitise before/after eating. 2. Children will play outside if it drizzles – if it is exceptionally wet, wet play will be within the classroom in class groups. 3. Staggered lunchtimes have been timetabled. Two classes will lunch in the hall at the same time in different zones. Children will sit facing the same direction on the lunch tables/benches – space will be between each child. Floor tape markings give a buffer between each zone and create a corridor for safe entry/exit. Corridor and hall door use has been timetabled to reduce contact between children in different class groups. 4. Staggered playtimes have been timetabled. Two classes will play at the same time in different zones of the playground. A buffer between each zone will be created with cones to reduce contact between children in different class groups – this will be discussed with children and duty staff will monitor. A corridor will be coned on the playground to support movement of staff. The grass area will be used wherever possible too. 5. Each class has their own outdoor play equipment stored in their class. This will be cleaned after use. 6. Shared play equipment will be put away and not used. 7. One bench will be available in each playground zone and this will be wiped down after use by a class. 8. The trim trail will be used by C2 exclusively. 9. Games discussed which encourage social distancing – tag with not touch but magic hand touch/soft ball (children have come up with ideas already) etc 10. Supervising staff actively encouraging social distancing when needed 11. Signs in the playground will remind children to socially distance. 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
E: Lack of social distancing when eating lunch resulting in direct transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Handwashing before and hand sanitising/washing after eating. 2. All children will have packed lunch. Children can bring in a packed lunch from home. Caterlink will provide packed lunch for UIFSM and FSM and others who want to purchase a packed lunch from them. (This will be reviewed when new routines are established in relation to reducing risk at lunchtime and lunch supervisor capacity to carry out new duties/cleaning etc) 	

3. Staggered lunchtimes have been timetabled. Two classes will lunch in the hall at the same time in different zones.
4. Children will sit facing the same direction on the tables/benches with gaps in between wherever possible.
5. Floor tape marking give a buffer between each zone to reduce contact between children and create a corridor for safe entry/exit. Corridor and hall door use has been timetabled to reduce contact between classes.
6. Tables/seats will be cleaned between classes.
7. Children will take home their packaging in their lunch box to reduce crowding by bins/parents can monitor food eaten.
8. Staff in the lunch hall will wear the PPE they want (mask/visor) – we know they will, on occasion, need to be close to the children to help.
9. Packed lunches provided by Caterlink will be organised for collection by children in class groups to reduce contact at lunch time.

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
F: Lack of social distancing in the corridors/fire drills resulting in direct transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Corridors are divided with masking tape and children will be taught to walk on the left. 2. Access to classrooms will be via external doors wherever possible. This works for C5 room, C3 room and C4 room. For C1 & C2 rooms children will need to walk down the corridor/use the external door at different times – this has been timetabled. 3. Classes will use the corridor with one of their teaching team as they move to PE lessons-this has been timetabled. 4. Children working in C1 and C5 have access to their own toilets so do not need to use the corridor as frequently. 5. Children working in C2, C3 and C4 will need to access the main toilet block via the corridor/ICT suite. One person at a time from each of these hubs will use the toilet to reduce children crossing/waiting in corridors. 6. In the am, registers will be placed on the library table by staff, in the pm registers will be put on the library table/outside classroom doors for collection by Mrs Birch. 7. When classes move around the school/line up, we will try to use 1 metre between children– one adult at the front of the line (and one at the back if available) supporting the distance being maintained. Staff will practice this in the first few days. 8. Staff will enter / leave the building via the main metal, black gate when possible. Staff to sign-in in the library. 9. Staff will use corridors when needed while socially distancing as much as possible. 10. The present fire evacuation process will remain in place: children lining up and leaving a room via the nearest exit, with staff at the front of the line. C2 will leave via their external door to the Rec play area – they are used to using this exit as they move to lunch. ZA will sweep the old school house and JW will sweep the main building. Children will line up in the main playground for registration. We will encourage children to line up while socially distancing however the priority will be ensuring all children are out of the building/accounted for. Registers will be brought/taken in the usual way. Children will be asked to return to class in a way where hubs do not cross each other. Fire drills will be undertaken in the usual way to support children understanding this process. 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
G: Contact with shared resources resulting in indirect transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Children have table trays/wallets on their desks with high use equipment such as pencils/glue stick/ruler etc so commonly used equipment is not shared. 2. Individual tubs of commonly used resources – maths cubes/word mats etc . will be stored in the table tray/wallets for the child too. 	

3. The use of soft toys and toys with intricate parts or that are hard to clean will be avoided in early years. Equipment in early years will be cleaned more frequently.
4. Resources will be on tables ready for lessons children will hand wash/sanitise if they help with distribution.
5. Lessons will be planned so resources are individual and not shared wherever possible. However, to teach a full and ambitious curriculum, primary aged children need hands on experience. This means equipment will be shared within a class at times. If equipment is needed to be shared over classes it will be cleaned or left 72 hours.
6. Reading books will be put in pupil trays/desks by staff. On return to school, books will be stored for 72 hours/covers wiped before they are re-issued. Staff to wash hands before/after handling books.
7. Workbooks will not typically be taken home by staff. If they are they will need to be cleaned/wait 48 hours (72 hours if plastic) before use. Staff to wash/sanitise hands before/after handling pupil books.
8. Children will be encouraged to wash hands regularly as set out in other areas in this RA.
9. Rec-Y2 fruit will be stored in the library for at least 1 day before use – as recommended by those who deliver it. Class staff will take the fruit for the children in their class to their rooms.

Guidance for full opening: schools 2nd July - Updated 28 August 2020

Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
H: Emotional distress of the children		
LOW	NEGLIGIBLE	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children will have same staff working with them daily so staff can support their emotional needs. 2. Children working in class groups will get to know each other quickly, if they don't know each other already. Staff will help with this. 3. Wellbeing will continue to be prioritised – exploration of the 5 ways of wellbeing to drive PSHE for term 1: Keep Active, Give, Connect, Keep Learning & Take Notice. Each class will have a focus on this in a different way too: C1: through Forest School with Ms Levan, C2: through dance with Mrs Curran, C3: through Outdoor Learning with Ms Colleen, C4: through street Dance with Miss Mills, C5: through sport with Mr Meloscia. 4. Staff will have further training in mindfulness in T1 too to enable them to support children. 5. Staff have up to date information on local organisations that will support children who need additional help with developing positive wellbeing. These will continue to be discussed/shared with parents. 6. There will be a gradual increase of the cognitive load as we recognising children will have had different amounts of time away from school and different work patterns at home. 7. A full and ambitious curriculum will be taught so children will enjoy their favourite subjects whether it be science, art or PE. There will be a strong learning focus in R-Y2 on reading/writing word skill through two 'Letters & Sound' sessions daily. Y3-Y6 will have a strong focus on spelling, vocabulary and sentence work in daily SPAG sessions. All classes will have a short daily mental maths session as these skills underpin many aspects of maths. We will look to use catch-up funding judiciously when details of this are available. 		

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
I: Emotional distress of the staff		
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Staff are included in the risk assessment process – input into hazard identification and control measures through INSET meetings and discussion. 2. Staff meeting time will be given to review control measures as we return to school/implement the RA measures. Staff have been asked to share concerns/ways of working better with SLT, so we can explore options/further measures needed. 		

3. The risk assessment is dynamic and will be reviewed every day initially and weekly after that –it will be updated/amended as needed/in light of new guidance too.
4. PPA time has been allocated to support a balanced workload for teachers. Additional time can be gained if needed by asking the class TA to lead for a lesson when needed.
5. At least one SLT member of staff on site every day to support staff.
6. HT has made it clear that staff need look after themselves as well as the children. If overwhelmed by work staff can talk with the HT - we recognise the additional worry over Covid-19 affects every person. OH support can be offered to any staff member who wants it.
7. The staff team are incredibly supportive of each other and break/lunch being timetabled two classes at a time will support staff having time to talk to colleagues.
8. Lunch/breaks can be taken outside where socially distancing is easy, in the hall kitchen with the window/doors open (max 4 people), in the upstairs Staff Room with window open (3 people max). Staff will not use the music room as this is the isolation room when needed/there is no easy ventilation. Social distancing will be maintained between staff wherever possible.
9. If staff want a comfort break in the afternoon/need help for any reason they will call LB/ZA who will support. This can be done via the walkie talkie system. Walkie talkies are to be charged daily by staff so they are ready for use. Talk on walkie talkies could potentially be overheard by others tuning in to our frequency - staff will use first names of children and not discuss personal details on the walkie talkies. (Mobiles should be away/not carried by staff as usual and only used only if walkie talkie fails).

Guidance for full opening: schools 2nd July - Updated 28 August 2020

Schools should also plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
J: Risk of spreading virus due to close contact with children – working with young children, children who do not understand social distancing & 1:1 first aid resulting in direct transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ul style="list-style-type: none"> A paediatric first aider will be on site – we have 3 members of staff trained. A system is in place for any child/adult developing COVID 19 symptoms on the school site to be taken to a safe space away from others (music room/outside bench by black gate dependant on weather) while parents/carers are called to collect the child. When a staff member is caring for a child/adult with symptoms of covid-19: <ul style="list-style-type: none"> -A face mask (Type IIR) should be worn if a distance of 2 metres cannot be maintained (all classrooms have a store of these and they are in the library cupboard too.) -If contact is necessary, then gloves, an apron and a face mask should be worn. -Eye protection (goggles/face shield) should be worn if there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting If a child has a toilet accident and can change themselves, they will be encouraged to do this. Spare clothes can be provided by parents. If spare clothes are not 	

provided, school spares will be used. These have been bagged into individual sets ready so staff will not need to handle them. If a child is not able to change themselves, we will discuss with parents/carers/ask them to collect their child if needed.

- When undertaking general first aid staff will not be expected to maintain 2m distance. The following measures will be adopted: washing hands/using sanitiser before/after treatment or wear gloves when dealing with open wounds; wear PPE that is appropriate for them/the first aid being given. Gloves, aprons, masks, goggles, visors are available to all staff members for any first aid administration.
- Visors are available for staff for general use if wanted. They will be named and looked after by the staff member. Visors are not a replacement for socially distancing.
- If children need medicine at school (antibiotics), parents will be asked to come to school to administer it at the appropriate time by the front entrance.
- If CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives;
- If CPR is required on a child, use a resuscitation face shield (available in 1st aid kit in classes/library)
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Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) Updated 21 July 2020 (Still live 28.8.2020)

Most staff in education, childcare and children's social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.

PPE is only needed in a very small number of cases if:

- *an individual child, young person or other learner becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained*
- *a child, young person or learner already has routine intimate care needs that involve the use of PPE, in which case the same PPE should continue to be used*

How to work safely in specific situations, including where PPE may be required

The PPE that should be used in the following situations when caring for someone with symptoms of coronavirus (COVID-19) is:

- *a face mask should be worn if a distance of 2 metres cannot be maintained*
- *if contact is necessary, then gloves, an apron and a face mask should be worn*
- *eye protection if a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting*

Sources of PPE:

- **ESPO:** <https://www.espo.org/catalogue>
- **YPO:** <https://www.ypo.co.uk/products>
- **NEPO:** <https://www.nepo.org/associate-membership>
- **Crown Commercial Service (CCS) safer working supplies website** <https://www.crowncommercial.gov.uk/covid-19/covid-19-buyer-information/safer-working-supplies/>

How should I care for children who regularly spit or require physical contact?

If non-symptomatic children present behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting) or require care that cannot be provided without close hands-on contact, they should continue to receive care in the same way, including any existing routine use of PPE.

In these circumstances, to reduce the risk of coronavirus (COVID-19) transmission, no additional PPE is necessary because these are non-symptomatic children in a non-healthcare setting and so the risk of viral transmission is very low.

Does coronavirus (COVID-19) mean that PPE is needed for administering first aid?

Children, young people or learners who require first aid should continue to receive care in the same way. No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.

How should PPE and face coverings be disposed of?

Any homemade non-disposable face coverings that staff or children, young people or other learners are wearing when they arrive at their setting must be removed by the wearer and put in a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands.

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Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace. Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people

Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19)

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
K: Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Hand soap (bar and liquid) / paper towels / sanitiser available in all rooms. These will be checked by cleaner. 2. Children handwash/sanitise on entry/before leaving school, before/after eating, after a break, when changing rooms, after using the toilet and any time they cough or sneeze. 3. Hand washing to be monitored by staff in classroom (every class has a sink) 4. Child friendly washing hands posters replaced in all toilet areas/sink areas. 5. Staff reminders how to wash hands properly – videos and posters – class practise/modelling and praise. Happy Birthday x2 singing and all areas of hand cleaned. 6. Staff reminders of Catch it-Bin it-Kill it/sneezing into their sleeve if they are unable to get a tissue in time. 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
L: Risk of spreading virus due to visitors on site resulting in indirect transmission of the virus	

<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Visitors will be limited to the site as much as possible. 2. Staff or visitors will be asked to wear face coverings in areas outside of classrooms where social distancing is not possible. Staff and visitors will be expected to provide their own face covering. 3. Parents will be asked to drop off/pick up children at the main wooden and black metal gates at the front of the school in line with a staggered timetable. 4. Teachers continue to welcome contact with parents. They can be contacted by phoning the office – they will call back the same day. Parents can also use the class e-mails-the response may not be on the day as teachers are teaching full time now. If a face to face meeting is needed social distancing will be used. 5. Hand sanitiser is available in the front entrance waiting area, shared areas, classrooms. 6. Office staff will limit the numbers in the front entrance, keep glass panels shut when talking with parents/visitors in the front entrance. If paperwork needs to be shared with parents this will be done while socially distancing. 7. Visitors will be admitted to the school will be through the side front door/outside black gate wherever possible and not through the Administrators room. 	

8. Any visitors/remedial premises work needing to be undertaken will be in line with social distancing.
9. We do not let our site except to Mother Goose. RA measures have been discussed fully with her.
10. Socially distancing and wearing masks will be discussed to support meetings in restricted spaces in the office area where rooms are small/poorly ventilated.
11. Contractors will undertake work outside school working hours wherever possible. Measures relevant to their work will be shared with them, EG: building access, toilet use etc
12. Visitors who support the education & development of individual children will be allowed on site and should always report to the office/sign in. These visitors will hand sanitise/wash on entry to school and before leaving. The room they work in will be ventilated as much as possible and the visitor and child/ren/other staff will socially distance within the room. Visors and masks may be worn by visitors. These will be used if a visitor needs to be close to a child to undertake their work.
13. Parent Information Evenings: These will take place after school hours if needed to support the education of the child/ren-however this is dependent on the local situation in relation to covid/the concerns of staff. If they run:
 - parents will be social distanced from each other and staff socially distanced from parents
 - masks will be worn by parents on site
 - staff will wear masks/visors if social distancing cannot be maintained
 - pinch points will be considered for entry/exit
 - staggered start times for groups if needed
 - meetings will be as short as possible – adult toilet will always be available though numbers will be restricted – max 30 as them considered a ‘mass group’
 - parents will be asked not to bring children to prevent bubble mixing
 - the hall will be used wherever possible as it is the largest space/groups of parents will be in different rooms to limit bunching at doors
 - rooms will be set up to support parents social distancing
 - all doors/windows will be open to support ventilation
 - parents will hand sanitise on entry/exit
 - rooms will be cleaned after parents have left site so clean for children the next day
 - parents will be informed about the measures in place to support social distancing/asked not to move to other rooms/touch items unnecessarily
 - list of parents attending will be taken/kept for 21 days to support Test and Trace
14. New prospective parents/carers: We recognise choosing a school in an informed way is an important for parents. However, this needs to be balanced with increasing risk for present children/staff. As such, school tours by children/open days will not run this Autumn Term. As an alternative, a short 5-10 min 1:1 tours after school will be offered with the headteacher so prospective new parents can discuss their child’s needs/view the site etc.

Prospective parents will be asked to not touch anything/hand sanitise when entering/leaving site. Tours will be socially distanced. The majority of the tour/discussion will be outside. We will visit C1– the HT will open doors etc. Masks will be worn.

15. Teacher-parent/carer consultations: These will take place as we believe it essential to gather/share information with parents. They may be by phone or in person – the decision will be made dependent on the local situation at the time. If they run:

masks will be worn by parents when on the site

parents will be asked not to bring children to prevent class bubbles mixing. If a single parent has difficulty attending they will need to call school to discuss the matter – if a child has to come to school they will be kept in their class group while waiting-we are planning how to do this in the best way.

parents will be asked not to congregate at the school front before or after their meeting but to wait in their cars, adjust their walking/cycling time so they arrive on time.

parents will be asked to enter the site 2-3 mins before their allocated time and leave straight after so pinch points for entry/exit should be avoided/numbers of parents waiting will be limited. Arriving on time will also reduce the time waiting outside when it is cold/wet for parents.

parents will hand sanitise on entry/exit the site.

parents will be asked to wait in the playground for their appointment – cones with class labels will be set out so parents of children in different classes know where to wait. If parents arrive 2-3 minutes before their appointment then the number of people waiting to see a teacher will be very low.

If dry, we could run the parent evening using the hall/ playground/grass outside areas. They will be collected by the teacher of their child for their consultation.

If wet, parents will enter the classroom from external doors for: C3, C4 and C5. Parents in C1 and 2 will need to walk down corridors to reach the classrooms – masks must be worn. They will be collected by the teacher of their child for their consultation.

rooms will be set up to support parents social distancing

all doors/windows will be open to support ventilation

staff will wear masks to greet parents & walk to room/along corridors etc & social distancing. When talking with parents for the consultation, staff can take masks off if they are 2m+ away from parents.

chairs will be cleaned between parents

rooms will be cleaned early morning the next day so the site is clean for children the next day

parents will be informed about the measures in place to support social distancing/asked not to move to other rooms/touch items unnecessarily

a list of parents attending will be taken/kept for 21 days to support Test and Trace

16. Flu Immunisation: Guidance states we should continue to support NHS immunisation. The hall will be used exclusively for the day for this purpose. Children will have their packed lunch in their classrooms – the lunch timetable should run as normal. Inside PE will be cancelled for the day. All doors will be open in the hall to support air flow. Children whose parents have booked the immunisation will enter the hall in small groups from their class (not year groups) to prevent cross contamination – class TAs will support this (if not another TA will do this while socially distancing/wearing PPE wanted. Clinicians will prepare early morning in the music room. Three clinicians will undertake the immunisation with one wiping down after each child. Clinicians will change PPE between each child. The hall floor will be mopped after the immunisation program has been completed.

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As normal, schools should engage with their local immunisation providers to provide immunisation programmes on site, ensuring these will be delivered in keeping with the school's control measures. These programmes are essential for children's health and wellbeing and can also provide benefits for staff

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
M: Risk of infection due to lack of cleaning resulting in indirect transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. As much as possible, soft furnishings, soft toys, toys with intricate parts and clutter will be removed from use in classrooms as these are difficult to clean. 2. Toys/equipment will be disinfected/sterilised at the end of the day/more frequently in Early Years. 3. The end of day cleaner will wear a new top to school and a new apron for cleaning to prevent cross contamination from previous settings to school and vice versa. Hands will be washed on entry to our site. Gloves are available if wanted. 4. All rooms used to be cleaned daily with disinfectant including: tables, door handles, light switches, taps, toilets, floors etc 5. Disposable paper roll will be used for cleaning wherever possible. A new cloth will be used for each classroom if needed. Cloths will be boil washed before reuse. 6. The cleaner will quadruple line tissue bins ready for use through-out the day. Spare bags can be left at the base of the bin too. 7. Classroom tables, door handles etc will be cleaned by staff over lunch time. Gloves/disinfectant/paper rolls/wipes are available in class (stored high so out of reach of children). Steriliser is also available too. 8. Main toilets which are shared between 3 classes will be cleaned at lunch time by staff. 9. If tissue bins are used in the am, double bags will be removed, tied and put in the main classroom bin by hub staff. 10. Computers will be cleaned after use by the staff/child if older. 	

11. To teach the full curriculum primary aged children need hands on experience. This means equipment will be shared within a class at times. If equipment is needed to be shared over classes it will be cleaned or left 72 hours.
12. Reading books will be shared with home (please see staff). On return to school reading books will be placed in a separate box and not reissued for at least 72 hours /covers will be wiped. Staff will wash hands before and after handling books.
13. After a confirmed case of Covid on site, the latest cleaning guidance will be used- see below.

COVID-19: cleaning in non-healthcare settings outside the home - Updated 15 July 2020 (Guidance still live 28.8.2020)

"The infection risk from a COVID-19 contaminated environment decreases over time. It is not yet clear at what point there is no risk from the virus, however, studies suggest that, in non-healthcare settings, the risk of residual infectious virus is likely to be significantly reduced after 48 hours.

In situations where someone has symptoms of COVID-19, we continue to advise storing personal waste for 72 hours as an additional precaution.

As a minimum, frequently touched surfaces should be wiped down twice a day, and one of these should be at the beginning or the end of the working day.

When cleaning surfaces, it is not necessary to wear personal protective equipment (PPE) or clothing over and above what would usually be used.

CLEANING AFTER A POTENTIAL/CONFIRMED CASE HAS LEFT THE SETTING

The minimum PPE to be worn ... disposable gloves and an apron. Wash hands with soap and water for 20 seconds after all PPE has been removed.

All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction.

When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.

Any cloths and mop heads used must be disposed of and should be put into waste bags. Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):

1. *Should be put in a plastic rubbish bag and tied when full*
2. *The plastic bag should then be placed in a second bin bag and tied*
3. *This should be put in a suitable and secure place and marked for storage until the individual's test results are known*

This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.

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For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared.

Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces.

Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
N: Risk of illness for vulnerable children, staff and family members through direct and indirect transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Guidance states face coverings do not need to be worn by children under 12/school staff . If children wear masks on the way to school they will need to be stored away from others safely for the school day. Ideally, masks will be given to parents at the school gate or if not put into a named plastic bag and put into the child’s bag for use again at the end of the day. Hands will be washed after mask use/on arrival to school. 2. From the start of the autumn term 2020 pupil attendance will be mandatory and the usual rules on attendance will apply. 3. The majority of pupils will be able to return to school. A small number of pupils/staff will still be unable to attend in line with public health advice because they are self-isolating, they have had symptoms or a positive test result themselves, or because they are a close contact of someone who has coronavirus (COVID-19). 4. Guidance states staff who are in the clinically vulnerable/extremely clinically vulnerable groups can return to work. Those who live with people who are clinically extremely vulnerable can also return to work. 5. Advice will continue to be sought from LA HR & OH when needed by SLT to support staff in clinically vulnerable/clinically very vulnerable groups 	
<p>Advice for those who were shielding from <i>Guidance for full opening: schools 2nd July Updated 28 August 2020</i></p>	
<ul style="list-style-type: none"> -Shielding advice for all adults and children was paused on 1 August 2020 which means that even the 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 were shielding - read the current advice on shielding -Staff who were shielding (clinically extremely vulnerable) can come to work as long as the workplace is Covid-secure, but should carry on working from home wherever possible -If rates of the disease rise in local areas, children (or family members) from that area, and that area only, may be advised to shield during the period where rates remain high and, therefore, they may be temporarily unable to attend -Pupils no longer required to shield but who generally remain under the care of a specialist health professional are likely to discuss their care with their health professional 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 	
<p><i>Guidance for full opening: schools 2nd July Updated 28 August 2020</i> <i>Primary school children will not need to wear a face covering.</i></p> <p><i>Based on current evidence and the measures that schools are already putting in place, such as the system of controls and consistent bubbles, face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided.</i></p>	

In primary schools where social distancing is not possible in areas outside of classrooms between members of staff or visitors, for example in staffrooms, headteachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances.

Where local restrictions apply

In areas where local lockdowns or restrictions are in place, face coverings should be worn by adults and pupils (in years 7 and above) in areas outside classrooms when moving around communal areas where social distancing is difficult to maintain such as corridors.

Where schools implement the system of controls outlined in this document, in line with their own workplace risk assessment, PHE and DHSC confirm that these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced. As a result, on current evidence, PHE and DHSC advise that schools are not currently considered high risk settings when compared to other workplace environments.

Staff who are clinically extremely vulnerable

Rates of community transmission of coronavirus (COVID-19) are now reduced to levels below those seen when shielding was introduced. Shielding measures were paused from the 1 August 2020, with the exception of areas where local lockdown means that shielding will continue. Therefore, we advise that those who are clinically extremely vulnerable can return to school in the autumn term provided their school has implemented the system of controls outlined in this document, in line with the school's own workplace risk assessment. In all respects, the clinically extremely vulnerable should now follow the same guidance as the clinically vulnerable population, taking particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home or workspace.

Staff who are clinically vulnerable

Clinically vulnerable staff can return to school in the autumn term....taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing ... ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others.

People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.

Staff who are pregnant

Pregnant women are in the 'clinically vulnerable' category..Employers should conduct a risk assessment for pregnant women in line with the Management of Health and Safety at Work Regulations 1999 (MHSW). The Royal College of Obstetrics and Gynaecology (RCOG) has published [occupational health advice for employers and pregnant women](#). This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk.

Following the steps in this guidance will mitigate the risks of coronavirus (COVID-19) to children and staff and help schools to meet their legal duties to protect employees and others from harm.

Identify hazard

Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

O: NHS Test and Trace process is not fully understood by – increasing the risk of direct/indirect transmission of the virus.

Control measures

List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. The latest information from **Guidance for full opening: schools 2nd July Updated 28 August 2020** in relation to Test and Trace has been shared with parents and staff. See below and parent letter 31.8.2020.

2. A summary of what to do if we have a case on site will be kept in the library 1st aid cupboard door. Advice can be sought from the School Education Helpline: Telephone: 0800 046 8687 Monday to Friday, 8am to 6pm
3. If a pupil/adult is confirmed as having Covid -19, we will share this with parents within the class. Names will not be shared. We will follow PHE advice. ([https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/915553/Symptomatic children action list SCHOOLS.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/915553/Symptomatic_children_action_list_SCHOOLS.pdf))
4. In Autumn, school will be allocated a few home-testing kits for those unable to access testing centres.

If anyone in school has COVID-19 symptoms they will be 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](#) as soon as possible to see if they have COVID-19.

If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.

Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

Guidance states pupils/adults do not need to go home if they have been in contact with a person who is ill unless they develop symptoms. They will need to wash hands and the area where symptomatic person was should be cleaned with bleach.

School will contact our local [PHE health protection team](#), as soon as they have a confirmed case or an overall rise in suspected cases. Our actions will be guided by their advice.

Guidance Contacts: PHE health protection teams - Last updated 17 June 2020 (Live 28.8.2020)

Take care when sending PII, and never put PII in the subject line of the email. (School to use Switch Egress)

Avon, Gloucestershire and Wiltshire HPT

Public Health England South West

2 Rivergate

Temple Quay

Bristol

BS1 6EH

Telephone 0300 303 8162 (option 1, then option 2)

Out of hours advice 0300 303 8162 (option 2)

Latest NHS/Test and Trace Information:

- **Self-isolate** (<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/> Live 28.8.2020)

Self-isolate immediately if:

- you have any [symptoms of coronavirus](#) (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste)
- you've tested positive for coronavirus – this means you have coronavirus
- you live with someone who has symptoms or has tested positive

- someone in your support bubble has symptoms or has tested positive
- [you're told by NHS Test and Trace that you've been in contact with a person with coronavirus](#)

(Examples of close contact include: close face to face contact (under 1 metre) for any length of time – including talking to them or coughing on them; being within 1 to 2 metres of each other for more than 15 minutes – including travelling in a small vehicle; spending lots of time in your home, such as cleaning it)

If you have symptoms or have tested positive for coronavirus, you'll usually need to self-isolate for at least 10 days.

You will usually need to self-isolate for 14 days if:

- someone you live with has symptoms or tested positive
- someone in your support bubble has symptoms or tested positive
- you've been told by NHS Test and Trace that you've been in contact with someone who has coronavirus

NHS Test and Trace: Testing Positive . (<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youre-contacted-after-testing-positive-for-coronavirus/> Live on 28.8.2020)

In England, you will be contacted by NHS Test and Trace if you test positive for COVID-19. You'll be contacted by email, text or phone. Text messages will come from NHS tracing. Calls will come from 0300 0135000. You'll be asked to sign in to the NHS Test and Trace contact tracing website at <https://contact-tracing.phe.gov.uk>. On the contact tracing website, you'll be asked for information including: your name, date of birth and postcode; if you live with other people; any places you've been recently, such as a workplace or school; names and contact details of any people you were in close contact with in the 48 hours before your symptoms started (if you know these details). If you cannot use the contact tracing website, you'll be asked for this information over the phone. No one who is contacted will be told your identity. Anyone you've been in close contact with will be told to stay at home (self-isolate) for 14 days. This is because it can take up to 14 days for coronavirus symptoms to appear.

NHS Test and Trace: if you've been in contact with a person who has coronavirus (<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/> Live on 28.8.2020)

Follow this advice if you've been told by the NHS Test and Trace service that you've been in contact with a person who has coronavirus

- stay at home (self-isolate) for 14 days from the day you were last in contact with the person – it can take up to 14 days for symptoms to appear
- do not leave your home for any reason – if you need food or medicine, order it online or by phone, or ask friends and family to drop it off at your home
- do not have visitors in your home, including friends and family – except for essential care
- try to avoid contact with anyone you live with as much as possible
- people you live with **do not** need to self-isolate if you do not have symptoms

- people in your support bubble **do not** need to self-isolate if you do not have symptoms

If you get any symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste):

- [get a test to check if you have coronavirus](#) as soon as possible
- anyone you live with must self-isolate until you've been tested and received your result
- anyone in your support bubble must self-isolate until you've been tested and received your result

If you test negative:

- keep self-isolating for 14 days from when you were last in contact with the person who has coronavirus – as you could get symptoms after being tested
- anyone you live with can stop self-isolating if they do not have symptoms
- anyone in your support bubble can stop self-isolating if they do not have symptoms

If you test positive (you have coronavirus):

- self-isolate for at least 10 days from when your symptoms started – even if it means you're self-isolating for longer than 14 days
- anyone you live with must self-isolate for 14 days from when your symptoms started
- anyone in your support bubble must self-isolate for 14 days from when your symptoms started

If you do not have any symptoms of coronavirus:

- you can stop self-isolating after 14 days
- you do not need to have a test

Identify hazard

Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

P: Staff, children, visitors come to school with Covid-19 symptoms– increasing the risk of direct transmission of the virus

<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
1.	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Q: j	

<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

Assessor's comments	Insert comments relevant to findings as appropriate
<p>The space in classrooms will not allow for 30 children/2+ adults to work at 2m distance so 'stringent' social distancing is not possible. Even though stringent social distancing will not be possible in school the measures we will take outlined in this RA will reduce risk.</p> <p>With older children socially distancing will be more successful as they can be more consistently mindful of it. We do not believe children in Reception, Y1 and Y2 will be able to adhere to social distancing measures fully or that working while socially distancing will be conducive to positive social & emotional development.</p> <p>This RA has been created with input from Governors on key decisions on balancing teaching the full curriculum with minimising the risks of Covid-19 in July when first created. The staff team have also shared ideas to support the RA being effective operationally.</p> <p>Though the RA cannot be 'signed off' by the LA, it has been shared with the SHE team.</p>	

Name of assessor	Signature of assessor	Date
Zoe Avastu	<i>Zoe Avastu</i>	29.7.2020

Risk assessment reviews	<p>All staff will continue to be asked on ways we can work as safely as possible with children on our site as they have different roles/responsibilities within the school.</p> <p>There will always be a member of SLT on site so any concerns around H&S/the measures can be shared swiftly.</p>
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The RA will be reviewed daily with staff for the first few days on our return to ensure measures are as effective as possible and then weekly at staff meeting.

Governor comments	Insert comments relevant to assessment as appropriate
The school has undertaken a detailed risk assessment to reduce risk for children, staff and parents. This will be reviewed regularly and altered when new guidance at local/national level is issued.	

Name of Governor	Signature of Governor	Date

<u>Review Date</u>	<u>By whom</u>	<u>Outcome</u> <small>(change /no change needs to be recorded)</small>
28.8.2020	Zoe Avastu	Updated in line with guidance issued Aug 28 2020
1.9.2020	Zoe Avastu + staff team	E: PPE at lunch time for midday supervisors working in the hall / /gaps between children as much as possible when eating lunch L: Visitor info amended
3.9.2020	Zoe Avastu + staff team	O: Summary sheet in case of covid on library door for staff D: Pathway created on playground to support movement of staff/children
4.9.2020	Zoe Avastu + staff team	No change
7.9.2020	Zoe Avastu + staff team	A: Social distancing in Y3-Y6 not likely at playtime/transition times./pair learning outside. G: Delivered fruit left 1 day before use as advised by those who deliver it L: Visitor information amended O: confirmed covid case – follow PHE advice around sharing information with parents.
11.9.2020	Zoe Avastu	L: Visitor information amended J: First aid/CPR information added
14.9.2020	Zoe Avastu + staff team	A: 4, 9, 12, 13 amended G: 4 amended I: 8 amended
21.9.2020	Zoe Avastu + staff team	-
28.9.2020	Zoe Avastu + staff team	-
5.10.2020	Zoe Avastu + staff team	F: 10 amended

