

St Stephen's Church School

COVID-19 Risk Assessment: January 2021

This is a generic assessment to cover anyone including employees, pupils, volunteers, stakeholders and contractors who engage or are in contact with any Trust offices, schools or external working areas during the pandemic. Risk of infection from and to others in line with government advice and guidance.

In response to the current COVID-19 measures, the following risk assessment and been designed to consider different situations and environments that you as individuals or teams may encounter during this period of alternative working. It is the school's responsibility to ensure that this assessment is adapted to be specific to the premises.

When completing this document please consider the following control measures:

- **Eliminate** – can the task or situation be avoided or how can we eliminate the risk to the best of our ability?
- **Substitute** – where a face to face meeting is arranged, can this be substituted with a 'teams' meeting?
- **Engineered** – The use of screens, barriers or other floor markings to ensure that social distancing is maintained?
- **Administration** – controls will include social distancing measures, regular hand washing procedures, isolating as much as possible, with information and training in place as required.
- **PPE** – PPE garments such as aprons and face masks could be considered.

Completed by:	Andy Bowman, Headteacher				
Date:	9.7.20				
Updates:	1.9.20	13.10.20	4.1.21	8.1.21	14.1.21

What is the hazard/concern?	What is in place?	What further action is necessary?	Action by Whom?	Date action due?	Date action in place?
<p>Social Distancing</p> <p><i>We promote behaviours and establish processes and approaches which work towards maintaining a social distance of 2 metres. Where a 2 metre distance is not achievable, we have taken reasonable and proportionate steps to mitigate risk.</i></p>					
<p>Staff and children to be reminded daily on the importance of social distancing in the workplace and outside</p> <p>Reducing the number of persons in any work area to comply with social distancing guidance and to limit footfall and unnecessary journeys.</p> <p>Supporting distance between children</p>	<p>Banner inside grounds. Staff to begin the day by reminding children of the expectations Markers are placed on the ground in foyer at 1m spaces.</p> <p>Staff are only in school as required: Office: Max 2 people are scheduled to work in the office at any one time. Typically, only one person will be scheduled. Out of school staff continue to perform usual duties remotely. Site Manager: Hours are moved to avoid times when children are in school. Classrooms: Staffing in each year group (KW/V group) is devised on a group by group basis, taking into account the number of high needs children and total number of children in the group. Year 3 does not have direct access to an additional classroom so staffing is provided to enable the use of an additional classroom in a different part of the school. All other year groups however, have connected access to two classrooms. Provided an adult is present in both rooms, the children can use the full available space.</p> <p>The NEU teaching union's guidance states:</p> <ul style="list-style-type: none"> social distancing of 1 metre between pupils in all schools and colleges should replace the current practice of cohort distancing which allows whole year groups to mix without any social distancing; <p>In line with DfE guidance, pupil numbers in school are minimised by offering parents the option to part-time provision.</p> <p>In year groups where the pupil numbers are higher and it is challenging to create seating plans which maintain a 1 metre distance between pupils, teachers should incorporate the allocated 'over-flow' classroom space into their planning and consult with the HT and DH if they have further concerns.</p>	<p>Review: Where high needs children require support, are additional adults impacting upon effective social distancing?</p>	<p>SLT</p> <p>SLT</p>	<p>September 30th 2020</p> <p>January 22nd 2021</p>	

<p>Maintaining distance between adults.</p> <p>Teams to be used to replace face to face meetings where possible</p> <p>Consider using barriers or screens to help maintain social distancing in customer facing positions ie offices</p> <p>Social distancing also to be adhered to in staffroom areas</p>	<p>Support is given to enable all members of staff to be able to carry out required tasks remotely.</p> <p>Adults should maintain at least 1 metre distance at all times, maintaining 2m distance whenever possible. Only essential staff should be in the office, with the hatch used for all non-confidential staff communication. Gatherings for meetings to be avoided (see below).</p> <p>Teams used for larger staff team meetings. Email to be used for communication wherever appropriate. SLT meetings happening using Teams.</p> <p>Front desk of the office has a permanent screen installed.</p> <p>Staggered playtimes and lunchtimes enable reduced numbers of staff in the staff room at key times. Staff reminded to maintain 1m+ distance.</p>	<p>Review: is there sufficient staff room space? Does a further room need to be created?</p>			
<p>Start and end of day</p> <p>Staggered start and end times to reduce footfall on the school site where possible</p> <p>Where children wait if not collected on time.</p>	<p>Four entry and exit points to the school grounds are identified. There are two entry times: 8.40 and 8.50, with some year groups having an allocated time slot and others having a prolonged period during which they can arrive. See separate detailed risk assessment</p> <p>If not collected, children should be brought to the foyer. The staggering of exit times should enable a staggering of children to the foyer however, if children from two year groups are waiting, the teacher should direct them to use the two different sofas. If a third or fourth year group is included, the HT's office may be used as an over-spill. Family groups may sit together on the same sofa.</p> <p>Breaktimes are staggered, and/or separate play spaces demarcated to ensure separate play. Children will only play within their year group. See separate organisational plan.</p>	<p>Review of start and end of day procedures.</p> <p>Update separate risk assessment Review frequency of over-spill being needed and remind specific parents if there are repeated issues.</p>	<p>SLT</p> <p>Office staff</p>	<p>15th September 2020</p> <p>December 2020</p>	

<p>Breaktime Staggered breaks to reduce the number of children together at any one time</p> <p>Closing off play equipment eg, trim trails, climbing frames</p> <p>Toilet Use Only one child can use the toilet space at a time</p> <p>Lining Up Reduce contact during lining up times.</p>	<p>The Playpod and climbing frame are closed off to the majority of children. The stage will be accessible due to minimal hand contact.</p> <p>Each group has identified toilets during class time: EYFS, Year 1 and Year 2 have dedicated sole-use toilets. Year 6 and Class 8 will use the same toilet block. Guidance allows this, but to provide further measures, cubicles and sinks are labelled to further separate use where practical. Years 4, 5 and Class 7 will use the same toilet block.</p> <p>Children will be told to only use the cubicles and wait outside for the person before them to leave. Urinals will be taped off to support this. Markers on the floor enforce social distancing of 1m when waiting. With younger children adults can make a judgement call to avoid accidents.</p> <p>Children will only be lined up when absolutely necessary based upon an assessment of the safety of the children. Year 1 and year 2 children need to walk up and down stairs to access their classroom and this must be done in an orderly fashion to maintain safety and so a line will be used. It is not anticipated other year groups will have to routinely line up. When children do need to line up, all children must face forwards. Establish this routine from the start of the first day.</p>	<p>Review toilet procedures: is social distancing being maintained? Are the designated facilities sufficient?</p>	<p>Staff feedback and SLT</p>	<p>15th September 2020</p>	
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<p>Classroom Encouraging outside learning to reduce numbers in the classroom</p> <p>Re-arranging classroom layout to avoid face to face contact</p> <p>Children remaining in the same groups all day to reduce contact with others</p> <p>Pastoral support</p> <p>Shared Spaces Use of hall, library, IT suite and corridor spaces.</p> <p>[January 2021: Use of shared spaces is greatly reduced due to low numbers in school]</p>	<p>Timetables include time for every learning group to be outside. See separate organisational plan</p> <p>Classroom layouts are designed to reduce face to face contact unless necessary for effective teaching and learning, with children sitting side by side and facing the same direction where possible. In EYFS, staff are mindful of the need to minimise face to face contact, but not pursue this at the expense of a broad balanced curriculum. Throughout the school, provided other measures are in place to mitigate risk (frequent hand/surface washing and distance across the table) children may sit in groups across a double desk width if the class teacher deems the risk level to be low.</p> <p>Learning ‘bubbles’ are defined as complete year groups, avoiding the need for children to cross between groups. Entrances/ exits are limited to one year group’s use. Whole classes do not mix indoors at any point.</p> <p>If pastoral support (eg Thrive) is necessary, this can occur with children from more than one bubble but must take place outside, children must remain at least 2 metres apart at all times and no equipment must be transferred hand to hand. Usual handwashing procedures must be adhered to. [Currently suspended]</p> <p>Tables and chairs in shared areas must be wiped down in between small group use. Year 5/6 corridor is not to be used for break-out space. Additional rooms will be timetabled for use by specific groups and surfaces must be wiped down after use. The room should remain well-ventilated at all times. This includes the room opposite the hall, Sarah’s room and the green room. The library, which is not ventilated, should not be used for intervention groups.</p> <p>The hall is set up for breakfast and after school club, with the tables within zones each reserved for a specific year group. These tables may be used for small group interventions throughout the day provided the children only use their year group’s table and the table and chairs are cleaned before and after use. If adults use the tables for personal use they will clean them thoroughly after use.</p>	<p>Daily review of classroom layout. Ideas/observations fed back to SLT/ shared widely.</p> <p>Finalise use of shared spaces and timetabling.</p>	<p>Staff</p> <p>SLT</p>	<p>30th September 2020</p>	<p>30th September 2020</p>
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Hygiene

The measures that are in place to maintain hygiene not only for staff working and children but for all visitors to the school.

<p>Ensuring that adequate facilities for hand hygiene are available and are well stocked</p> <p>Have you considered turning off hand dryers? Paper towels used for the drying of hands</p> <p>Gel sanitisers in any area where hand washing facilities are not readily available Employees and children to be reminded on a regular basis of hand hygiene</p> <p>Staff instructed not to share equipment, where practical</p> <p>All surfaces are wiped down at the start, end and at regular intervals during the working day</p> <p>Open windows to ensure good ventilation in the classrooms</p>	<p>Plentiful cleaning supplies ordered through centralised source. Additional outdoor hand wash station is available for children and adults returning in from outside.</p> <p>Hand dryers are able to be used, in line with updated guidance.</p> <p>Gel soap dispensers are fitted in all classrooms. Daily routine includes frequent handwashing/sanitising (every 1.5 hours minimum). Introduced through induction (3rd and 4th September), with reminder about washing for 20 seconds, and technique to be used.</p> <p>Equipment stays within classroom. Where a job-share is needed, staff should maintain own set of equipment for use or wipe down after use.</p> <p>Routine cleaning of children’s personal equipment (ipads, chromebooks, surfaces) is instigated by teacher and carried out by the child, using wipes or spray, if the child is able to do so.</p> <p>Tissues are available throughout the school, 2 boxes per classroom continuously available.</p> <p>Windows are opened prior to children arriving in class. Site manager routinely checks all windows are closed prior to lock up. Doors in corridors are left open to ensure good ventilation.</p>	<p>Review: Is the location of hand sanitisers etc effective?</p> <p>Review: How frequently does stock need to be replenished? Establish an ordering schedule to prevent running low/out.</p>	<p>SLT/ Site Manager</p> <p>Site manager/ office manager</p>		
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<p>SLT to liaise with site staff to ensure the safety of the site. Checks to be carried out by leadership teams to ensure procedures are being followed</p> <p>Have you considered turning off water fountains?</p> <p>Have you considered bins for contaminated waste eg tissues, hand wipes etc?</p> <p>Have you considered turning off fans and air conditioning units?</p> <p>Do site staff working hours need to be reviewed? Longer opening hours?</p> <p>Are additional key holders required?</p> <p>Cleaning of outdoor equipment</p>	<p>Regular SLT/ Site Manager site walks without children and staff review safety of layout, location of hand cleaning stations etc.</p> <p>Water fountains are turned off. Parents provide children with own bottle which can be refilled from classroom taps (all drinking water compliant).</p> <p>Pedal bins in every classroom. The outside of bins are cleaned as part of the daily cleaning schedule.</p> <p>Staff do not use fans in the classrooms. Staff are to inform SLT if room temperature becomes uncomfortably warm and safe outside space will be found. Not all outdoor spaces are timetabled to reserve provision for this. There are no automatic fans/air con units.</p> <p>HT to maintain any site manager cleaning duties during non-working hours in middle of the day. School opening hours will still fall within site manager's hours.</p> <p>Existing key holders are sufficient.</p> <p>The climbing frame may be used to support Thrive programmes for identified children when supervised by an adult. All bars/ropes must be wiped down before and after use.</p>	<p>Daily review: are all children bringing in water? Communicate with individual parents to remind</p> <p>Review: Is allotted outdoor 'break out' space sufficient for demand in hot weather?</p>	<p>Teachers</p>		
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Cleaning

The daily and deep cleaning processes that are in place.

<p>Will there be a deep clean of the school before children return?</p>	<p>A deep clean occurred during the summer holiday.</p>	<p>Review: Was clean effective?</p>	<p>Site manager</p>		
<p>Have you considered what products are used? If additional products are used are COSHH files up to date? Have suitable and sufficient cleaning products been purchased? Have you considered using disposable cloths for cleaning surfaces?</p>	<p>All products ordered are Covid-19 compliant, sourced through BWMAT.</p>	<p>Any areas of concern?</p>			
<p>Have you considered if PPE is required for cleaning staff?</p>	<p>Cleaning staff are employed by contracted company who will make decisions about PPE for their employees.</p>	<p>Review: How frequently does stock need to be replenished? Establish an ordering schedule to prevent running low/out.</p>	<p>Site manager/ Office manager</p>		

<p>Daily Cleaning</p> <p>How will you manage cleaning of high-risk areas throughout the day?</p> <ul style="list-style-type: none"> ○ Door handles ○ Bannisters ○ Printers/ photocopier ○ Taps ○ Communal area switches ○ Kettles ○ Switches ○ Phones ○ Staff IT equipment ○ Laptops/IT equipment (children) ○ Signing in systems <p>Ensure that classroom rubbish is removed daily and disposed of correctly</p>	<p>Cleaning routine established to cover communal areas as listed left. Site Manager and HT maintain regular cleaning schedule: Mid-morning (SM), Lunchtime (HT), mid-afternoon (SM).</p> <p>Staff are provided with wipes, disinfectant spray and gloves to enable frequent cleaning throughout day within own working space. HT/DH contactable to bring more equipment as and when required. Establish an ordering schedule to prevent running low/out. Stock is kept in the old IT suite/staff breakout area so is easily accessible for staff.</p> <p>Chromebooks and IPads timetabled for use. Cleaned by children with provided wipes before and after use.</p> <p>Process managed by member of office staff to avoid contact.</p> <p>Established routine</p>	<p>Review: How frequently does stock need to be replenished?</p>	<p>Site manager/ Office manager</p>		
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First Aid

The first aid provision and procedures that are in place.

<p>Have you considered any revised first aid requirements in view of the changing working patterns?</p> <p>Identify a room that poorly children can be kept in until parents come to collect them</p> <ul style="list-style-type: none"> ○ With closing door ○ Window for ventilation ○ Close to toilets ○ Make sure staff know to use this space ○ Ensure hand washing procedures are in place <p>Government guidance for first responders</p> <p>https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</p>	<p>First Aid packs are already in each classroom for non-urgent scrapes and bumps (<u>not</u> head injuries)</p> <p>First Aid Provision:</p> <p>Level 1: Any adult is able to support children to administer plasters, wipes etc.</p> <p>Level 2: Urgent or head injuries to be referred to the designated first aider, to be administered in a space close to the classroom. As levels of staffing are limited, the designated first aider(s) is named on the staff room board each morning.</p> <p>Level 3: Suspected symptoms of Covid-19, sickness, serious head injuries or significant blood injuries to be treated by first aider in medical room. PPE available to be used at the adult’s discretion.</p> <p>Medical room is kept well-ventilated and stocked with cleaning materials and PPE*. Will be cleaned as part of daily cleaning routine.</p> <p>If a child is displaying potential symptoms of Covid-19 (persistent cough, raised temperature, loss of or change to smell or taste) they wait in the medical room or outside in the courtyard to be collected by a parent/carer. PPE is available for the accompanying member of staff*. The child will leave, with the parent/carer via the external door of the medical room and will be let out of the side gate to avoid walking back through the school to leave.</p> <p>*PPE (specifically gloves, masks and aprons) is available in the medical room for use if the member of staff chooses. Gloves and masks are single use and should be disposed of in a lidded bin immediately after use. Hands should be thoroughly washed immediately afterwards.</p>	<p>Review process: Liaise with support staff on effectiveness of arrangements</p> <p>Review: Use of PPE. Is further guidance required? Does more PPE need to be ordered?</p>	<p>HT/DH</p> <p>HT</p>		
<p>Premises Management</p> <p>Compliance checks must be up to date before children return – is this in place?</p> <p>Have you ensured that site staff have continued with their daily,</p>	<p>Compliance software indicates full compliance.</p> <p>Checks have been ongoing.</p>				

<p>weekly and monthly checks where possible?</p> <p>Please also take note of the guidance updates outlined by the DfE https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</p> <p>Do you have sufficient site staff to ensure the site is safe before children return?</p> <p>Is all servicing up to date eg, fire extinguishers, boilers etc?</p> <p>Have checks been completed on the fire alarm?</p> <p>Are all fire doors operational? Are all fire escape routes clear?</p> <p>Do any changes need to be made to your fire evacuation procedures?</p> <p>Do any changes need to be made to your lock down procedures? Have all water systems been checked and flushed through following the site closure?</p>	<p>Usual staffing is in place.</p> <p>All servicing is up to date.</p> <p>Yes</p> <p>All fire doors are functional and all escape routes are clear.</p> <p>The usual evacuation procedures and muster points are the safest to use.</p> <p>No changes required at this stage. Plan doesn't require cross-bubble mixing.</p> <p>All water systems have been used through the part-closure.</p>	<p>Review procedure following fire drills: Any changes needed to routes or muster points? Re-drill if necessary.</p> <p>Review lock-down following drill</p>	<p>SLT/ site manager</p> <p>SLT</p>	<p>8th June</p>	
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Contractors on Site					
<i>How contractors required to attend the school site to undertake certain repairs or compliance tasks will be managed.</i>					
<p>Only business critical tasks to be completed</p> <p>Gel sanitisers in any area where hand washing facilities are not readily available</p> <p>Ensure social distancing guidance is followed</p> <p>Working areas to be wiped down as necessary</p>	<p>Only business-critical work to be carried out. If at all possible, essential work will be conducted out of school hours.</p> <p>In the event of essential work being required, contractors read statements related to Covid-friendly practice and sign to acknowledge understanding of each statement:</p> <ul style="list-style-type: none"> - Wash hands using gel provided upon entry to the school - Access to the accessible toilet next to the office only and all touched surfaces must be cleaned with the wipes provided before and after use. - No entry to classrooms or areas containing children. - Social distancing of 1M to be maintained between adults - Follow-up discussion will be carried out by email or phone wherever possible. - All tools should be carried to the area of work in one go to avoid unnecessary journeys through the school. - Whilst moving through the school, avoid touching any surfaces unnecessarily. - Use the wipes provided to ensure working area remains clean throughout <p>The site manager will clean the work-space once the contractor has left, including door handles and light switches.</p> <p>All necessary cleaning products will be made available.</p> <p>Signage reinforces guidance before and after entry to building. Site Manager to monitor.</p> <p>Site manager will oversee cleaning process.</p>				

Visitors on Site

Which visitors are allowed into the school building and what control measure are in place whilst visiting.

<p>Educational professionals working 1:1 with children including SEND specialists, social care and Brighter Futures staff.</p>	<p>In line with current guidance, professionals are able to work in school as normal, provided they avoid face to face contact and do not enter the building if they present with Covid-19 symptoms.</p> <p>Such visitors include:</p> <ul style="list-style-type: none"> - Educational Psychologists - Speech and Language Therapist - School Nurse - Coram Beanstalk specialist - Occupational Therapist - Brighter Futures practitioners - Play therapists <p>Professionals who are scheduled to work 1:1 with a child will use the music room which is equipped with cleaning products and is well ventilated. It is not used for any other purpose.</p>				
<p>Peripatetic music teachers [Currently suspended]</p>	<p>In line with guidance, peripatetic music teachers are able to work in school as normal in timetabled slots in the music room. All equipment and surfaces used must be wiped down between children and face to face contact should be avoided. Singing is not currently permitted.</p>				
<p>Parents</p>	<p>In line with guidance, all other visitors to the school building must be by appointment only.</p>				
<p>Trust staff, including central team, RDLA and colleagues in other schools</p>	<p>Teams is used for meetings whenever possible. All monitoring/ Trust visits are in line with Trust's own guidance and school improvement strategy.</p>				
<p>PPA staff</p>	<p>Coaches from WSM and Ed Support, a music specialist from Superstars PPA and specialists from Superpirates are all contracted to provide PPA cover for staff. The timetable for this is adapted so that each specialist remains with a single year group bubble for the whole day to avoid cross-bubble</p>				

<p>Prospective Parents [Currently suspended]</p>	<p>transmission. Due to the reduced number of children in school, the number of specialists coming onsite is 3 maximum.</p> <p>Prospective parents can book an appointment for a phone call from the HT. Tours are given by the HT or DH, using the following route/guidelines:</p> <ul style="list-style-type: none"> - Visitors and HT/DH wear face covering throughout - After meeting in the foyer, the visitors are escorted outside through the glass corridor door. - Reception and Year 1 classrooms can be viewed from the reception playground. - View the outdoor space, year 3, 4, 5 and 6 classrooms through the windows/external doors on the rear playground - Return through the door into the glass corridor and into foyer for closing questions. <p>In order to ensure that only staff who are essential to the safe running of the school are on site, student teachers are not able to attend.</p>				
<p>Office Spaces</p> <p><i>Procedures to ensure the safe running of the main school office.</i></p>					
<p>Restricting staff and pupil access to the office area - knock and wait system?</p> <p>Staff to adhere to social distancing working from home if possible.</p> <p>Regular cleaning of high touch areas ie, phone, printer, copier, PCs etc</p> <p>Have you considered one person signing in all visitors to reduce touch on the signing in system?</p>	<p>Only essential staff communications go via the office. Staff speak through the screen at the hatch whenever possible. If confidential, staff will knock and wait.</p> <p>If admin tasks can be carried out at home they are, with staff working from home on a rota basis.</p> <p>See cleaning schedule above. Cleaning equipment also provided to enable ongoing cleaning by staff.</p> <p>No-contact signing-in system in place.</p>	<p>Review of communication through office: Are adjustments or reminders needed for parent, staff or children comms?</p>	<p>Office manager</p>	<p>15th September 2020</p>	<p>15th September 2020</p>

<p>Do you have procedures in place to ensure social distancing when visitors arrive at the school? How will the lobby/waiting area work?</p> <p>Is the school office cashless?</p> <p>Have you considered how you will manage late arrivals?</p> <p>Have you considered how you will manage parents bring in items late ie, lunchboxes etc? Will this still be allowed?</p> <p>Will there be procedures for wiping access gates, keypads etc?</p> <p>Ventilation</p> <p>Social distancing within office</p>	<p>Parents are encouraged to phone or email rather than face to face discussion. Video conferencing with outside agencies where appropriate. Essential visitors will wait at floor spots to maintain social distance in queue.</p> <p>The school office is cashless</p> <p>Parents will be expected to bring their children in on time and to not enter the building. If a child is brought in late, the parent will buzz at the front door and will leave their child there. The door will be opened by the office staff and the child will make their way to their classroom independently. Reception children may be accompanied by HT/DHT/office manager</p> <p>High-contact keypads etc will be wiped by staff in office to reduce social contact.</p> <p>The hatch window can remain open and a through breeze will be created by ensuring office windows are open.</p> <p>Please see above measures related to the office.</p> <p>The three workstations in the office are in three separate rooms, enabling three members of staff to work separately. Only one person is allowed to be in each section at any one time. [Currently suspended]</p> <p>Where possible, staff will be rota'd, and alternative work spaces made available</p>	<p>Review of all social distancing measures in the office and foyer. Are further adjustments or reminders needed for staff, parents, children?</p>	<p>Office Manager</p>	<p>15th September 2020</p>	<p>15th September 2020</p>
<p>Deliveries</p>					
<p><i>The controls in place for deliveries to the school ie, consumables, equipment, kitchen food deliveries.</i></p>					
<p>Consider how orders are placed to reduce the need for frequent deliveries</p> <p>Consider how the deliveries are received and what access drivers will have to the school site</p>	<p>Essential orders only.</p> <p>Any food deliveries are received at the kitchen door rather than at the front door. All delivery drivers are leaving items at the door without signatures required.</p>				

Ensure hand washing/hand gel facilities are available	A hands-free gel dispenser is installed in the entrance porch for all visitors.				
IT Equipment					
<i>The management of IT equipment throughout the school.</i>					
Are children able to use the same piece of IT equipment during the day to avoid the spread of germs?	Cleaned by children with provided wipes and all equipment is wiped before and after use.	Review: Is distribution of chn's IT effective?	IT Lead	30 th September 2020	30 th September 2020
<ul style="list-style-type: none"> ○ Ensure laptops/tablets are wiped down after each use ○ Whiteboards to be cleaned twice a day as a minimum 	Staff are provided with wipes, disinfectant spray and gloves to enable frequent cleaning throughout day within own working space. HT/DH contactable to bring more equipment as and when required.	Is cleaning process effective?	SLT/ Site manager	30 th September 2020	30 th September 2020
Are there procedures for printers, copiers and remote controls to be cleaned regularly during the day?	The interactive touch screens in class are not to be used by the children. Wipes are present by all printers and copiers for users. All doors are propped open to avoid handle use. [Currently suspended] Cleaning routine established to cover communal areas as listed left. Site Manager and maintains regular cleaning schedule: Mid-morning, Lunchtime, mid-afternoon (SM).				
Classrooms					
<i>The management of items/equipment in the classroom.</i>					
Minimise the equipment in the classroom to what is essential to avoid daily cleaning	Equipment available: <ul style="list-style-type: none"> • All equipment must stay within classrooms. • All equipment must be washed as necessary and/or quarantined for 72 hours after use. • Soft furnishings, dressing up clothes, soft toys can be present in classrooms provided they have educational/ environmental value and are regularly cleaned. • Non-essential items are removed to enable thorough cleaning by avoiding clutter. • Reading books are given out and collected in in line with normal school procedures. Staff to wash hands after handling books out of 	Review of available equipment: Is it sufficient? Is the cleaning of plastic shared equipment manageable?	SLT	30 th September 2020	30 th September 2020
Children allocated their own equipment to reduce sharing eg, named pencil, rubber etc					
Children to bring in their own named drinks containers for the day					

<p>Have you thought about how you will manage reading books in the classroom?</p> <p>Have you agreed the procedures for marking children's books?</p>	<p>book bags and wipes to be used to clean books as taken from book bags.</p> <ul style="list-style-type: none"> • 'Book Corner' books can be rotated weekly to enable quarantining between use. • Plastic, easily washable toys/ equipment (eg Duplo/ counters) can be used provided they are washed as and when appropriate (eg soaked in the sink with disinfectant, left to drain in the sink overnight). • Each child is given an individual set of equipment to include: Writing pencil, sharpener, ruler, coloured pencils, scissors. These means they do not need to bring in pencil cases or other equipment from home. <p>Children do not bring in show-and-tell objects, toys, games or resources from home unless specifically risk assessed in line with their support as a high needs child.</p> <p>Normal marking policy is suspended, to be replaced with verbal or light-touch marking as appropriate. This is to minimise contact with books and to enable the building to be cleared more quickly at the end of the day. [Currently suspended] The school marking policy is followed, with staff ensuring they wash they hands before and after each set of books.</p>	<p>Any change needed to marking approach?</p>		<p>15.1.21</p>	
<p>Physical Activity</p> <p><i>How the increased risk posed by PE and exercise will be mitigated.</i></p>					
<p>Where will PE take place?</p> <p>How will planning ensure social distancing is maintained?</p> <p>How will planning ensure that opportunities for transmission are minimised?</p>	<p>PE is timetabled to take place outside. If the weather requires indoor PE to take place, the activities should be static and low intensity (eg yoga) to prevent transmission via sweat or increased breathing.</p> <p>Contact sports are avoided. Activities are planned to develop skills whilst ensuring pupils have a designated space to work within.</p> <p>Activities are carefully planned to ensure equipment, including balls, is not passed hand to hand. Each year group has a designated set of equipment to</p>	<p>Re-distribution of PE equipment</p>	<p>PE Leader</p>	<p>2.11.20</p>	

How will children get changed for PE?	<p>support their PE provision and keeps it exclusively for the duration of the term.</p> <p>Children will not be getting changed into PE kits, other than changing shoes. On PPA Wednesdays, the children can come to school in PE kit if it is their dedicated PE day.</p>				
<p>Lunches/Lunchtime</p> <p><i>The management of lunch service across the school.</i></p>					
<p>Reducing the menu options to one main meal and a packed lunch option to simplify lunch service</p> <p>Staggered lunch times</p> <p>All lunches to be eaten in the classrooms</p> <p>Have you agreed procedures for hand washing before lunch?</p> <p>Have you agreed procedures for cleaning surfaces after lunch service?</p> <p>Are there contingency plans for wet playtimes?</p>	<p>Hot meals are delivered to the classrooms by the kitchen team.</p> <p>Lunchtimes are staggered in order to stagger the play time that follows (see separate organisational plan).</p> <p>All lunches will be eaten in classrooms, or outside if possible. At other times, packed lunch boxes should be stored under the child's desk if possible.</p> <p>Preparation for lunchtime will include tables being wiped and all children thoroughly washing hands.</p> <p>Sufficient time will be allowed on the timetable to enable this.</p> <p>Staff or children in the room will wipe affected surfaces before going out to play.</p> <p>Parents will be reminded to ensure children have adequate wet weather clothing with them in school. In wet weather, children may be directed to play under the shelter of the trees or stage. If it is necessary to keep the children inside, lunchtime supervisors will supervise from the door of the classroom, in line with the outdoor rota. HT will usually be available to support wet playtimes when needed.</p>	<p>Review of lunchtime preparation/ cleaning process. Is it manageable and safe for staff?</p> <p>Review effectiveness of wet lunchtime supervision</p>	<p>Office manager</p> <p>SLT</p>	<p>September</p> <p>When required</p>	<p>September</p> <p>8.10.20</p>

Shared Staff Areas

Measures to ensure good hygiene and social distancing in staff areas.

<p>Staff wearing face coverings</p>	<p>PPE remains an available option for all staff members, to be worn at their discretion in the classroom, with the support of HT and DH. Staff are expected to wear face coverings in communal areas. The NEU guidance states: masks should be worn indoors at all times, including in classrooms... by staff in primary and SEND settings, with any necessary exemptions.</p>	<p>Review: Are staff spaces effective in supporting social distancing?</p>	<p>SLT</p>	<p>2.11.20</p>	
<p>Ensuring sufficient space in between members of staff</p>	<p>Staff room use is staggered in line with lunchtime/playtimes (see separate organisational plan).</p> <p>Members of staff ensure 1m+ distance between them at all times.</p> <p>Temporary overflow staff room located in the IT Suite (drinks etc to be taken through from staff room and returned).</p> <p>Staff can use their designated year group table in the hall for lunch and breaks, ensuring the table and chairs are cleaned after use.</p>	<p>Consider: amount, staggered use and number of staff, layout and furniture.</p>			
<p>Dishwasher to be used where possible</p>	<p>Where applicable, paper towels used. Dishwasher should be used whenever possible.</p>				
<p>Paper towels to be used instead of tea towels for drying up</p>	<p>Cleaning routine established to cover communal areas as listed left. Site Manager and HT maintain regular cleaning schedule: Mid-morning (SM), Lunchtime (HT), mid-afternoon (SM).</p>				
<p>Effective cleaning of work areas throughout the day</p>	<p>Staff are provided with wipes, disinfectant spray and gloves to enable frequent cleaning throughout day within own working space. HT/Office manager contactable to bring more equipment as and when required.</p>				

Breakfast and After School Clubs

Procedures in place for breakfast and after school clubs.

<p>How will you provide food and drinks during breakfast club?</p>	<p>Food will be prepared by a member of staff, wearing PPE. Food is plated up by the adult and children sit distanced where possible.</p>				
<p>How will parents drop off children in the morning?</p>	<p>Children arrive and enter independently through the hall door (normal procedure).</p>				
<p>How will parents collect after school?</p>	<p>Collect from hall door (normal procedure) but do not enter the hall. Substitute the signing out system with one staff member taking responsibility for child handover. Install a hand sanitising unit by the door.</p>				
<p>Have you considered staggered drop off and collection times?</p>	<p>There is a natural staggering due to various arrival and departure times.</p>				
<p>What will the toilet arrangements be?</p>	<p>Toilets - 1 at a time - regularly cleaned/sprayed/wiped down PPE garments are available for staff to use if they so wish. Children to use their designated 'day time' toilets</p>	<p>Do these toilet arrangements work?</p>			
<p>Do you have procedures in place for cleaning high risk touch points?</p>	<p>Equipment (lego etc) is disinfected and left to drain nightly. No sharing of toys outside groups</p>				
<p>Do you have procedures in place for cleaning high risk touch points?</p>	<p>Guarantee hand hygiene facilities are always well stocked - soap, paper towels, hand sanitisers, wipes, tissues.</p>				
<p>Do you have procedures in place for cleaning high risk touch points?</p>	<p>Pedal bins available in the hall</p>				
<p>Do you have procedures in place for cleaning high risk touch points?</p>	<p>Ensure hall is well ventilated at all times and handles/doors/mats wiped down after PE sessions.</p>				
<p>Do you have procedures in place for cleaning high risk touch points?</p>	<p>Bookings placed online for both Breakfast and After School club.</p>				
<p>How social distancing is encouraged</p>	<p>To avoid crossing between bubble groups, the hall is zoned into 6 areas. This can be engineered with floor markings to ensure social distancing rules are followed As much outside play as possible - staggered play times. All staff to engage in outside play on a daily basis. No play pod or climbing frame -reducing touch.</p>				

PPE	PPE (specifically gloves, masks and aprons) is available in the medical room for use if the member of staff chooses. Gloves and masks are single use and should be disposed of in a lidded bin immediately after use. Hands should be thoroughly washed immediately afterwards. PPE should be used for close contact with a child and for food preparation.				
Enrichment Clubs					
<i>The criteria around which we will be able to re-open enrichment clubs.</i>					
How and when enrichment clubs will be considered ready to open to children.	<p>Stage 1 clubs will be the first to open, with the following characteristics:</p> <ul style="list-style-type: none"> - Off school grounds - Single year group - Changing not necessary, or supervised at venue <p>Stage 2 clubs will be the second to open, with the following characteristics:</p> <ul style="list-style-type: none"> - On and off school grounds - Outdoors - Single year group - Changing not necessary, or supervised outside <p>Stage 3 clubs will be the next to open with the following characteristics:</p> <ul style="list-style-type: none"> - On and off school grounds - Indoors and outdoors - Single year group - Requiring an indoor space that is solely used by that year group throughout the day (eg classroom) - Changing possible within year group classroom <p>Stage 4 clubs will be able to run once school measures around bubbles change:</p> <ul style="list-style-type: none"> - On and off school grounds - Indoors and outdoors - Single and mixed year groups - Changing in designated room 	Review viability of Tier 1 clubs opening from April 2021	Office manager	Term 4	

Pupil Behaviour					
<i>The process for ensuring children's behaviour contributes positively to staff and pupil safety.</i>					
Does the behaviour policy support the staff in ensuring safe behaviour?	Expectations around social distancing are made clear to the children repeatedly. If a child repeatedly <i>and</i> deliberately deviates from expected behaviours this will be challenged in line with our adapted behaviour policy.	Review: Has the behaviour policy remained effective in responding to incidents of behaviour since increased opening?	SLT	January 31 st 2020	
Can the escalation measures (eg SLT involvement) be carried out whilst maintaining social distancing?	The behaviour policy is adapted to ensure that persistent behaviour can be escalated to SLT whilst maintaining social distancing guidelines. The policy enables repeated and deliberate behaviour which undermines child or staff safety in relation to Covid-19 to be responded to as robustly as any other behaviour which compromises the safety of others.				
Responding to a suspected or confirmed case of Covid-19					
<i>The process for reporting and responding to a confirmed case of Covid-19 within the school community</i>					
What happens if a child or staff member displays symptoms of Covid-19?	<p>From DfE guidance: <i>When a child, young person or staff member develops symptoms compatible with coronavirus (COVID-19), they should be sent home and advised to self-isolate for 10 days and arrange to have a test to see if they have COVID-19. They can do this by visiting NHS.UK to arrange or contact NHS 119 via telephone if they do not have internet access. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus (COVID-19) and are encouraged to get tested in this scenario.</i></p> <p><i>Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.</i></p> <p><i>Following a positive test result from a pupil or member of staff, the local Health Protection Team (now DfE helpline) will be informed and their advice will be followed regarding who needs to be sent home and/or self-isolate.</i></p>				

<p>How we respond if there is a confirmed case of Covid-19:</p>	<p><i>Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</i></p> <p><i>As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.</i></p> <p><i>If there are multiple confirmed cases, or an increase in illness absence related to Covid-19 symptoms, this may be considered an outbreak and the local health protection team will continue to advise.</i></p> <p>If a child is absent due to defined covid-19 symptoms, they will be marked in the register as ill, with 'possible covid'. Teachers should ensure that all adults working within the class are made aware of this. If the test returns a negative result, the register will be updated. The office track the results of all tests so that staff can be updated on the children in their class.</p>				
<p>Remote Learning</p> <p><i>The process for ensuring children's learning continues in the event of part closure to one or more year groups, or in the event of full closure.</i></p>					
<p>How blended learning will be structured in the event of full closure.</p>	<p>In the event of full school closure, we will operate with some staff in school supporting key worker and vulnerable children and other staff teaching remotely the remaining children in the year group as per the agreed plan.</p> <p>The starting point for online teaching follows the principles set out in the Code of Conduct and the Social Media and Networking</p>				

<p>How will we ensure that children’s learning continues in the event that a year group bubble has to be closed?</p>	<p>Policy. This will include acceptable use of technologies, staff pupil/student relationships and communication including the use of social media.</p> <p>In line with DfE requirements, remote learning will commence immediately following the closure of a year group bubble due to Public Health advice.</p> <p>All teachers and teaching assistants connected to the year group bubble will be able to work remotely across the bubble to provide the necessary content and feedback.</p> <p>We only use Microsoft Teams for online teaching, overseen and managed by the Bath and Wells Trust ICT department.</p> <p>We are clear about the value of pre-recorded online teaching versus live online teaching and choose the most appropriate form of delivery depending upon the task and age of the children.</p>				
<p>How will we safeguard staff in the event that they are required to share lessons online?</p>	<p>If lessons are streamed live, we follow Trust safeguarding guidelines. We refer to the guidance on safeguarding and remote education , guidance from the UK Safer Internet Centre on safe remote learning and from the London Grid for Learning on the use of videos and livestreaming to help us plan online lessons and/or activities safely. We will seek advice from the Trust IT department where we have any concerns or questions.</p> <p>We ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements. We seek advice from the DPO where there are any concerns about a breach of the requirements.</p> <p>We issue guidance to parents to reinforce the importance of children being safe online. We will ensure that parents and carers are made aware of what their children are being asked to do online, including the sites they will be asked to access and we will make it clear which members of school staff their children will have interaction with.</p> <p>If a 1:1 online meeting is required, we follow the following Trust guidance:</p>				

	<ul style="list-style-type: none"> · Agree with your Line Manager a list of children who will be invited to a scheduled Teams meeting · Agree with your Line Manager a second member of staff who will be invited to attend the meeting with you · Agree with your Line manager what the purpose of the meeting is and what the content will be · Gain consent from the parent for the child to attend the Teams meeting and where possible request that an adult will be present with the child for the duration of the meeting · Schedule the Teams Meeting using your Teams calendar and invite the child and the second member of staff. Ensure the subject of the meeting is clear. · Ensure that the meeting takes place in a safe and suitable environment – where possible this should be at school for the staff members. In all locations outside of school blur or change your background. · If you have any concerns during the meeting then you must terminate the meeting and report your concerns to your Line Manager · Ensure that you end the Teams meeting to prevent children reconnecting to the meeting. · The meeting should remain in your Teams calendar 				
Off-site visits					
<i>How and when off-site visits can begin</i>					
<p>What type of transport is suitable</p> <p>Necessary procedures</p>	<p>[Currently Suspended] Transport should be by foot only, with the journey/ route fully risk assessed as usual.</p> <p>The venue should be risk assessed as usual. This risk assessment should include covid-relevant measures, including details around the following:</p> <ul style="list-style-type: none"> - How to maintain social distancing from venue staff/volunteers - Which PPE is to be worn by venue staff (and school staff at their own discretion) - The routine for hand washing and sanitising 	<p>Support provided to plan initial visits, with good practice shared amongst staff</p>	<p>HT/DH</p>	<p>Ongoing</p>	

	<p>If the size of the venue, toilet facilities or nature of the activities mean that a satisfactory risk assessment is not possible, the visit must not go ahead.</p> <p>All adults must take hand sanitiser to be able to dispense to children in their class/group.</p> <p>If the venue provides a risk assessment, the visit leader must ensure the procedures are in line with school guidance and that group size, the timetable and the activities are conducive to a low covid risk environment.</p>				
General					
<i>Further areas not covered above.</i>					
How lost property is managed	Parents are reminded and encouraged to ensure all items are named. If clothing is found, it is returned to the named child immediately by a member of staff within the appropriate bubble. Any remaining items are stored in the lost property cupboard opposite the medical room.				
Do you have procedures in place for class worship?	Group worship is in year groups or across year groups via Teams. Group singing is only allowed outside and with social distancing measures reinforced.				
Have you considered one-way systems for corridors where possible?	Passing in the corridor is considered low risk and width of corridors enables adequate space, provided children keep closely to the left. Staff are expected to wear face coverings in the corridors.	Review movement through school: Is there need for further steps: Consider a one way system or arrows on floor?	SLT	15 th September 2020	15 th September 2020
Have you considered using signage around the school and the grounds?	Signage related to handwashing and maintaining social distance displayed throughout the school.				
Have risk assessments been completed for pupils with EHCP, SEN, SEMH needs?	SENDco has risk assessed each child in collaboration with parents, building upon assessments already made through this period. Children with funded 1:1 support continue to receive equivalent provision within restrictions current staffing limitations and risk assessment. SENDco has informed parents that this may not be the usual named member of staff, according to staff availability. The altered social and physical environment may affect the		SENDco	15 th September 2020	15 th September 2020

<p>How will the handover over of a reluctant and/or emotional child be safely managed?</p> <p>How will staff relay immediate concerns in relation to their safety, or that of the children?</p>	<p>behaviour and/or emotional response of other individual children in unforeseen ways, and as concerns and levels of need arise, these will be risk-assessed in the same way.</p> <p>Parents will be made aware that they will have to take responsibility for reassuring/ calming their child before they walk to their teacher as close 1:1 contact will not be possible. If the child is not ready to come in when required by the teacher, the parent will be invited to take some time to calm/reassure them and the office will be informed to expect the child to be dropped at the main entrance instead. The office manager, HT or DHT will then accompany the child to their classroom door.</p> <p>If staff have a concern related to their safety, or that of a child, the following people are phoned immediately: Cleaning/medical equipment: Office Manager Staff safety/procedural/behavioural concerns: HT/DH They will come to the classroom door to offer advice, support or equipment, or speak via telephone or Teams if working remotely.</p> <p>All issues raised by staff are fed into SLT meetings and the ongoing risk assessment process.</p>	<p>Review provision: Are children safe and happy? Are staff able to successfully socially distance in classroom?</p> <p>Review: Is this response manageable? Is it leading to unnecessary movement/contact?</p>	<p>HT/DHT</p>	<p>15th September 2020</p>	<p>15th September 2020</p>
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This document has been shared with the following staff groups:

Teaching Staff	Date: 10.7.20 and 25.8.20 (draft)	Date: 2.9.20 (final)	Update: 14.10.20	Update: 4.1.21	Update: 8.1.21	Update: 14.1.21
Support Staff	Date: 10.7.20 and 25.8.20 (draft)	Date: 2.9.20 (final)	Update: 14.10.20	Update: 4.1.21	Update: 8.1.21	Update: 14.1.21
Admin Staff	Date: 10.7.20 and 25.8.20 (draft)	Date: 2.9.20 (final)	Update: 14.10.20	Update: 4.1.21	Update: 8.1.21	Update: 14.1.21
Lunchtime Staff	Date: 10.7.20 and 25.8.20 (draft)	Date: 2.9.20 (final)	Update: 14.10.20	Update: 4.1.21	Update: 8.1.21	Update: 14.1.21
Kitchen Staff	Date:	Date: 3.9.20 (final)	Update: 14.10.20	Update: 4.1.21	Update: 8.1.21	Update: 14.1.21

<p>Name: Andy Bowman</p>	<p>Signature: </p>	<p>Date: 14.1.21</p>
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Action:	School response:
<p>Please highlight any section in yellow within the risk assessment where you consider your controls are not resulting in a low risk e.g. is there anything which you consider still to be a risk which you cannot reduce satisfactorily.</p> <p>Please summarise these issues in the response box on the right.</p>	
Have you consulted with all staff about the contents of the risk assessment and taken into consideration any views/changes?	Yes 10.7.20, 25.8.20, 1.9.20 and 4.1.21
Have you consulted with any union appointed safety representatives or representatives of employee safety about the contents of the risk assessment and taken into consideration any views/changes?	Yes 10.7.20, 25.8.20 and 4.1.21
Have Governors been involved in the risk assessment process, or will be walking through the risk assessment with you?	Yes, 2.9.20. Site visit CoG and H&S Governor
Please confirm when and how staff are being trained in the arrangements being put in place to return.	Inset Days 1 st and 2 nd September