



SCHOOL: George Grenville Academy

NAME OF ASSESSOR: Emma Killick

DATE OF ASSESSMENT: 26/07/2020 28/08/20 11/09/20 25/09/20 11/10/20 09/11/20 23/11/20 03/01/21 06/01/21 22/01/21
05/02/21 23/02/21 05/03/21 18/04/21

TYPE: Model School Assessment Re-opening COVID 19

This risk assessment takes into account the latest Government Guidance dated 6th April 2021 [guidance for the full opening of schools](#).

What are the Hazards?	Who might be harmed and how? Special risk – Pregnant , immune compromised, young people, Limited mobility etc.	What are you already doing? (Current control measures, including those for people at special risk)	What further action is necessary? (Further Control Measures)	Action by whom	Action by when	Done	Risk Factor taking all controls into consideration		
							L	C	Risk
Exposure to COVID-19 in School and to	School Staff/Teachers/ Parents/	Senior Leadership Team to check the latest Government guidance on a daily basis.	Each classroom to have anti-viral spray and cloths that are changed each day	Staff	Ongoing	✓	1	3	3

wider School	Visitors to School	<p>https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-othereducational-settings</p> <p>Signage in toilets for good handwashing https://www.teachingpacks.co.uk/free-hand-washing-posters-for-schools/</p> <p>Good handwashing technique taught to pupils and staff. Staff and pupils to wash hands more frequently including:-</p> <ul style="list-style-type: none"> • before leaving home • on arrival at school • after using the toilet • after breaks and activities • before food preparation • before eating, including snacks • before leaving school • After coughing or sneezing • Hand Sanitiser can be used but should not be a replacement for good hand washing. <p>Regular checks made to ensure a good supply of soap and disposable handtowels are available at hand washing areas and toilets. Extra supplies purchased.</p> <p>All to be informed that Coughs or sneezes are be caught in a tissue and disposed of immediately. Bins emptied on a regular basis.</p> <p>Ensuring you have a good supply of disposable tissues in each classroom and enough to top up regularly, as well as lidded bins with double bagging for disposal, with any other potentially infected waste, and where these should be located.</p>	<p>to disinfect equipment in case a child coughs or sneezes on it. Red cloths for toilets and coloured cloths for tables etc.</p> <p>KS1 Toilets separated into Yr 1/2 bubble and Yr 3/4 bubble. These need to be cleaned with bleach each evening. Clear signs added to doors.</p> <p>Year 1,2,3,4 share the girl and boy toilets but staff to wipe down handles and doors after class use.</p> <p>Thermometers purchased for each class and temperatures to be taken upon entering the building. Staff to have temperatures checked daily by team leaders.</p> <p>Hand washing times to be schedules into each class' new timetable.</p> <p>New bubbles formed and kept separate. Different break times, lunchtimes and start and finish times:</p> <ul style="list-style-type: none"> • Nursery • Reception • Year 1/2 • Year 3/4 	LP/EK	02/09/20	✓			
				Office /EK	Ongoing	✓			
				Staff	Ongoing	✓			
				EK/CR	02/09/20	✓			
				EK/CR	02/09/20	✓			

			<p>once children have left. Visitors to wear masks and use hand sanitiser. School to be cleaned after the visit and the visitors are not allowed in the same space as extended care pupils.</p> <p>Visits on hold during reduced provision lockdown. lockdown tier 4</p> <p>When parents and teachers talk at the school gate, both wear masks.</p> <p>Perspex screen put up in school office</p> <p>All staff to wear masks when moving in communal areas and where social distancing cannot be achieved.</p> <p>Staff in charge of bubbles on a rota system working remotely and in school to reduce risk of contact if possible. If all staff needed, use break out rooms when working remotely to reduce risk of contact.</p> <p>Lateral Flow Testing available to all staff twice a week.</p>	<p>Staff</p> <p>EK</p> <p>Staff</p> <p>06.01.21</p> <p>25.01.21</p>	<p>Ongoing</p> <p>19.10.20</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>			
--	--	--	--	---	---	---	--	--	--

Schools with children with SEND or behaviour issues or violence and aggression spread infection.	School Staff/Teachers/ Parents/ Visitors to School	<p>Additional controls are in place for pupils with behavioural issues.</p> <p>Staff are encouraged to wear comfortable, robust clothing.</p> <p>Appropriate PPE will be available if biting is likely and if spitting is also an issue face/eye/mouth protection would also be required.</p> <p>Staff are trained in the use of relevant PPE. Manufactures' instructions to be referred too.</p> <p>A First Aid box accessible and with relevant equipment and supplies.</p> <p>Reduced timetables are considered for children who are struggling with the new expectations.</p> <p>Children with an EHCP have an individual risk assessment linked to their needs.</p>	<p>Behaviour expectations on website.</p> <p>Individual risk assessments created for children who need individual behaviour plan or have an EHCP.</p> <p>A first aid box given to every classroom.</p> <p>All TAs to receive first aid training so first aid can be administered to each class.</p> <p>Each "bubble" to have a radio and call SLT for and concerns over safety. Radios cleaned and charged daily. Nursery to use internal phone.</p> <p>SENCO on duty at all times either in school or remotely.</p> <p>Behaviour specialist to support staff with training on individual behaviour plans.</p> <p>Space available and set up near each classroom for children who need time out space.</p> <p>Extra adults in bubble to support children with behavioural needs/EHCP</p>	<p>EK</p> <p>CR/JW</p> <p>KA</p> <p>Office /TAs</p> <p>Office</p> <p>CR/JW</p> <p>JW</p> <p>EK/ Staff</p> <p>EK</p>	<p>02/09/20</p> <p>02/09/20</p> <p>02/09/20</p> <p>01/09/20</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>02/09/20</p> <p>06.01.21</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>1</p>	<p>3</p>	<p>3</p>
--	--	--	--	---	--	---	----------	----------	----------

			<p>For children with additional needs, who will not have their temperature checked with the ear thermometer, they will be sent home as a caution if their temperature reaches 37.8 or above rather than 38 degrees. Parents then advised to call 119 for further advice.</p>	<p>EK/KA/ CR</p>	<p>Ongoing ✓</p>					
--	--	--	--	----------------------	------------------	--	--	--	--	--

Infection may be transmitted via the physical school environment	School Staff/Teachers/ Parents/ Visitors to School	<p>The school is kept sterile by the cleaners, and objects and surfaces frequently touched are cleaned on a regular basis. Cleaners will pay extra attention to high traffic areas, e.g. corridors, reception, table tops, door handles, etc.</p> <p>Staff and pupils are instructed not to bring any items from home into the school environment, other than essential items such as a laptop. Personal belongings should be kept in their allocated staffroom and items brought into the classroom, should be wiped down with alcohol wipes or antiviral spray.</p> <p>Children in Year 1 to Year 6 to have their own equipment provided – pencil case, whiteboard and rubber. EYFS to continue to share equipment but this is reduced and cleaned regularly.</p> <p>When inside, the children will stay in classes and not mix between classes. Each class to be paired with one other for lunch and break times to form a bubble. For bubbles with low numbers (below 15 between them) mixing in class is allowed but avoided if possible. Classes to be kept separate on playground Bubbles may change if needed for phonics etc. but this is to be documented and planned carefully thinking of space.</p> <p>Children are told to only use the designated toilet, younger children will need to be supervised. Only one child in the toilet at any time. 2 children (3 for Yr 5/6 toilets) in toilet at one time from the same bubble.</p> <p>Children are encouraged to observe social distancing as informed by the teacher.</p>	<p>Lunch times to be staggered with children eating on benches facing the front only. This will be with 2 class bubbles. Classes to line up separately and enter and leave the hall separately. Lunch eaten in classrooms. Tables wiped down before and after eating. Year 5/6 will eat in classroom and tables to be wiped before and afterwards.</p> <p>Break times to be staggered with bubble classes. Children from classes to be split over 2 areas IF possible. If not, then classes encouraged to social distance.</p> <p>Excess furniture from classrooms to be removed and all tables and chairs to be facing the front. Children can access their space without having to touch another child.</p> <p>Shared spaces such as The Studio, hall and library will be timetabled. The library divided into areas for each class. The Studio used for Year 1/2 bubble only.</p>	EK/CR EK/CR staff Staff EK/CR EK/CR Staff KA/ Staff	02/09/20 02/09/20 ongoing 02/09/20 02/09/20 02/09/20 Ongoing 02/09/20	✓ ✓ ✓ ✓ ✓ ✓ ✓	1	3	3
--	--	--	--	--	--	-------------------------------------	---	---	---

	<p>iPADs allocated to each class and not shared between classes apart from designated bubble class. iPads to be wiped down after use each time.</p> <p>Outdoor PE/games resources given to each "bubble" to share between them. These will be wiped and cleaned daily. Outdoor small playground equipment cleaned after use.</p> <p>Staff bubbles to have allocated staff rooms (and toilets where possible.) Early Years– toilets and sofa area in corridor Year 1/2 – Kitchen and staff toilets (via corridor) Year 3/4 – Family room and staff toilets (via corridor) Year 5/6 – Main staffroom and staff toilets Office staff – Main staffroom and staff toilets</p> <p>Staff to wipe down surfaces they have touched after use.</p> <p>Nursery and Reception to have own toilets. If the toilet is needed during break or lunch, children MUST use allocated toilet by their classroom.</p> <p>Doors to be propped open to avoid children having to touch handles.</p> <p>After advice sought from school nurse team, the room is vacated every 2 hours and all doors and window are opened. Pupils to access outside WHATEVER the weather.</p> <p>Regular site inspections to take place with the Health and Safety Governor, Headteacher and Site manager.</p> <p>Shared resources are cleaned down regularly with anti-viral spray or Milton.</p>	<p>Library use will be supervised by an adult and with groups of no more than 6 at a time. Teachers to take a selection of library books for 2/4 weeks and then quarantine any books returned.</p> <p>First aid kits and inhalers to be kept in classrooms to avoid unnecessary visits to other areas of the school.</p> <p>Teachers do not take books home. Live marking and feedback during lessons is encouraged. (See marking and feedback policy addendum)</p> <p>Staff to socially distance at all times. If they cannot due to the environment, masks should be worn.</p> <p>All staff to wear masks when moving in communal areas and where social distancing cannot be achieved.</p> <p>Reminder sent not to bring items into school from home via a parentmail and then personal reminders by adults in charge of class /area. Further reminder sent before whole school re-opens</p>	<p>EK/ Staff</p> <p>Site team</p> <p>Staff</p> <p>Staff</p> <p>staff</p> <p>EK/CR Staff</p> <p>EK/CR Staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>ongoing</p> <p>04/01/21</p> <p>08.03.21</p> <p>Ongoing</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>			
--	---	--	--	---	--	--	--	--

			When handing out or collecting resources/paper, staff wear gloves and then bin them.							
--	--	--	--	--	--	--	--	--	--	--

Suspected case of COVID-19 in School	School Staff/Teachers/ Parents/ Visitors to School	<p>If someone starts to display symptoms of COVID19 whilst onsite (continuous cough or temperature, then they (and any family members) will go home and follow the Government guidance on staying at home https://www.gov.uk/government/publications/covid19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19infection</p> <p>Where a pupil becomes unwell and is waiting for collection they will be moved to the medical room and cared for SLT.</p> <p>PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom if possible. (This will be the staff male toilets) The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else see COVID-19: cleaning of nonhealthcare settings</p> <p>Parents and staff will be expected to actively engage with the NHS Test and Trace process where there is a suspected case.</p> <p>Poster to be displayed Symptoms COVID19 Guidance Education Poster.pdf</p> <p>If a confirmed case of COVID-19 is declared to the School then the School will seek further advice from Public Health England. Public Health England Regions Local centers and Emergency Contacts</p>	<p>One set of PPE is kept in each classroom for emergencies. PPE stock levels to be checked at weekly by JW and low stock levels are to be reported immediately to JW in each bubble.</p> <p>The printable poster detailing this in the Gov.uk document will be readily available in each staffroom.</p> <p>Extra thermometer purchased if needed before September.</p> <p>Stock of batteries for the thermometers are purchased.</p> <p>In cold weather, teachers may take temperatures of children at the entrance to their area (if the cold is affecting thermometer readings)</p> <p>Staff from different classes to stay separate socially distanced from other class staff in their bubbles when reasonably possible. If sharing staffroom to eat, remain over 2 metres away-</p>	JW/EK EK/Staff KA/ Office KA/ Office Staff	02/09/20 02/09/20 02/09/20 04/11/20 Ongoing	✓ ✓ ✓ ✓	1	3	3
--------------------------------------	--	---	---	--	---	------------------------------	---	---	---

		<p>All pupils to have their temperature checked at the start of the day. Staff can wear their own face covering or mask if they require. All staff to wear masks when moving in communal areas and where social distancing cannot be achieved. Staff to have temperatures checked daily by team leaders. A high temperature will be checked with the ear thermometer.</p> <p>Disposable gloves and aprons are available in the "bubbles" caring for children from nursery to Year 1. Spare clothes are sourced and kept in each bubble" if a child has an accident.</p>	<p>Staff in charge of bubbles on a rota system working remotely and in school to reduce risk of contact.</p> <p>Lateral Flow Testing available to all staff twice a week.</p>	25.01.21	staff	✓			
--	--	---	--	----------	-------	---	--	--	--

Class or group sizes too large	School Staff/Teachers/ Parents/ Visitors to School	Classes do not mix when inside.	Start and End times are staggered. Siblings will be able to arrive at the same time to avoid adults having to stay by the gates waiting for a different time.	EK/CR	02/09/20	✓	1	3	3
		All children to sit facing the front. Early Years and Year 1 children can sit in groups if needed	Teaching assistants to wait by gates and collect any siblings and take them up to their classrooms at the start of the day. At the end of the day, pupils who go home with a sibling will wait until they are picked up (the last pick up time) to avoid too many people by the gate.						
		Wherever possible children and young people use the same classroom or area of a setting throughout the day.	Lunch times and play times are staggered with no more than 2 classes together. Reception, Yr1/2, Yr3/4, Yr5/6	EK/CR	02/09/20	✓			
		There will be a thorough cleaning of the rooms at the end of the day.	Classes to line up separately and enter and leave the hall separately. Children told to ask the adult from their class for help first and encouraged to socially distance from children in a different class.	EK/CR	02/09/20	✓			
		Students are encouraged to sit at the same desk each day and not share equipment.	Reduced provision limited to 15 per class (or bubble). Due to size of classrooms, a daily capacity of 10 is set for Years 2, 3 and 4 and daily capacity of 12 is set	EK	06.01.21	✓			
		Break and lunch times will be staggered.		Staff	Ongoing				
		Where possible, classes are taught in two smaller groups. (Reception and Year 1)							
		Assemblies are only through zoom and transmitted into the classrooms.							

			<p>for Year R, 1, 5 and 6.15 are still allowed in each bubble over the week.</p> <p>Nursery also set a daily capacity of 10 children. Nursery split into 2 bubbles set at a daily capacity of 12 and total capacity of 15 over the week.</p> <p>Nursery Bubble 1 use main room and outdoor area, Nursery bubble 2 use messy room, hall and outdoor area by entrance. Bubble 2 share Reception toilets.</p> <p>Children eat lunch in designated classroom. Year 5 and 6 eat lunch in classrooms to provide space in the hall.</p>	<p>Nursery staff</p> <p>Nursery staff</p>	<p>22.02.21</p> <p>22.02.21</p>					
--	--	--	--	---	---------------------------------	--	--	--	--	--

Shared rooms:	School Staff/Teachers/ Parents/ Visitors to School	External spaces and sports facilities for lunch, break and outdoor learning are used on a rota basis with one “ class -bubble” accessing an area on their own.	When a shared space has been used, staff to wipe down tables, chairs and equipment with anti-viral spray before leaving.	EK/ staff	02/09/20	✓	1	3	3
		Children/ adults to assemble in an orderly manner keeping a safe distance.	In the event of a fire, all classes to have their own exit route clearly marked out and line up with at least 2m apart from the next class.	EK/CR	Ongoing	✓			
		Class groups will take staggered breaks between lessons, these shared areas can be used as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in place, following COVID-19: guidance for households with possible coronavirus infection appropriate cleaning will be carried between sessions.	All staff have induction into routines before children are back.	EK/CR	01/09/20	✓			
		All staff will have their own staff rooms and all office staff their own offices.	Year 1 to exit through their outdoor area.	EK/ LP	02/09/20	✓			
		Site Manager to ensure communication of new requirements to suppliers and enforce compliance on school grounds / property.	Signage clearly shows out of bounds areas	Staff	Ongoing	✓			
			No other staff in office apart from office staff. Teachers use Sally’s office to make phone calls and wipe down afterwards. Teachers take the cordless telephone for making calls in their staffroom and wipe down before handing back.	EK, CR	Ongoing	✓			
			KA to work in staffroom or spare office when free with cordless telephone when 2 people in the office.	KA	Ongoing	✓			
				Office staff	Ongoing	✓			

			Office staff to wear masks if they cannot social distance.	EK/ Staff	Ongoing	✓			
			SLT to stay outside classrooms when walking around	CR/ Staff	Ongoing	✓			
			Staff not to go in EK's office if can be avoided. If they must, wear masks		Ongoing	✓			
			No staff in CR's Office			✓			
			The Studio no longer a shared room and used only by Year 1/2 bubble. The Studio is a shared room and needs wiping down after each use.	EK	06.01.21				
			Nursery move their staffroom to (FC)	Nursery staff	06.01.21	✓			
			Nursery Bubble 1 use main room and outdoor area, Nursery bubble 2 use messy room, hall and outdoor area by entrance. Bubble 2 share Reception toilets.	Nursery staff	22.02.21	✓			

Parents not following protocols	School Staff/Teachers/ Parents/ Visitors to School	Parents have been informed that they must not gather at entrance gates or doors, or enter the site. Signage is displayed.	Clear communication to be sent to the parenting community before school starts explaining the expectations and protocols.	EK/CR	02/09/20	✓	1	3	3
		Children, young people, parents, carers or any visitors, such as suppliers, are told not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)	Email sent to parents as reminder regarding the importance of social distancing and the wearing of masks if needing to speak to a teacher.	EK/CR	12.10.20	✓			
		Parents and young people are informed of their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)	Email sent to parents asking them to wear masks at all drop off and pick up times. Nursery parents asked to wear masks as soon as they walk through the gates. Further email sent to parents to remind them before re-opening the school	EK/CR	03.11.20	✓			
			Email sent to parents before the start of term reminding them of procedures and protocols.	EK/CR	08.03.21	✓			
		Hand sanitiser must be used before entering the school premises. The school should provide an appropriate supply of hand sanitiser for this purpose.	Email sent to nursery parents reminding them of wearing masks and not bringing in things from home unless absolutely vital due to an emotional attachment. If possible, the object in question is left at school.	EK/CR	04/01/21	✓			
		Lines drawn at entrance to support social distancing. A clear one way drop off system is created by the pedestrian and staff gates. Parents drop off at the bottom of the playground by the pedestrian gate and then exit through the staff gate.	Further email sent to parents reminding them of the importance of sticking to their timings and following national guidelines.	EK/CR	04/01/21	✓			
		A member of SLT completes a register each day at the gate. Parents asked to not come into the main school premises unless for an emergency.	Further email sent to parents to remind them before re-opening the school	EK/CR	05/02/21	✓			
			Email sent to parents to inform them of new PE times so children are dressed appropriately. These are also put on the website.	EK	08.03.21	✓			
					18.04.21	✓			

Children cross paths due to timetable errors	School Staff/Teachers/ Parents/ Visitors to School	<p>The temporary timetable in place does include considerations such as staggering break times, classrooms used, assembly times, drop off and collection times.</p> <p>Consider how children and young people arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport where possible. Read the Coronavirus COVID 19 Safer Travel Guidance for Passengers</p>	All parents notified of their drop off and pick up times before September.	EK/CR	02/09/20	✓	1	3	
			Times revised and communicated to parents before the start of the new term. Nursery bubbles line up separately	EK/CR	02/01/21	✓			
				Nursery staff	22.01.21	✓			
			New timetables created to show staggered break, lunch and shared spaces.	EK/CR	02/09/20	✓			
			Library furniture placed to divide classes of children. Years 3/4 share same route	EK/CR	02/09/20	✓			
			Tape stuck on corridors to ensure a one way system is kept to at all times in areas where children may cross paths. (The Studio through to the library)	EK/LP	02/09/20	✓			
			Adults to accompany children at all times as they walk through the school.	Staff	Ongoing	✓			
			Laptop trolley to be wheeled to outside The Studio to enable access from all children.	LP	Daily	✓			
New timetable for reduced provision staggered and communicated to all staff before start of provision.	EK	06.01.21	✓						

First Aid provision is cross contaminating	School Staff/Teachers/ Parents/ Visitors to School	<p>The Staff on site are aware of who the first aid lead is and how to contact them. (Kate Allen)</p> <p>First aid boxes available in each bubble</p> <p>When a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. They will be taken to the main office and looked after in the first aid room with a member of the office team or SLT supervising. A fluid-resistant surgical face mask will be worn by the supervising adult if a distance of 2 meters cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid resistant surgical face mask will be worn by the supervising adult. They and family members will have to then self-isolate for the recommend time (see government guidance.)</p> <p>If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection will also be worn.</p> <p>The printable poster detailing this in the Gov.uk document will be readily available in each 'bubble' with the actual equipment in case of staff need.</p>	<p>First aid boxes in each bubble:</p> <ul style="list-style-type: none"> - Nursery - Reception - Year 1/2 (Kitchen) - Year 3/4 (Family Room) - Year 5/6 (Staffroom) <p>Each class will have a first aider trained. Office staff to be emergency first aider. Each adult administer first aid to their class bubble only if possible.</p> <p>PPE available in each first aid box if needed. PPE stock levels to be checked at weekly by JW and low stock levels are to be reported immediately to JW in each bubble.</p> <p>Each team to have a radio and radio office to contact parents if needed. Nursery to phone parents themselves.</p> <p>Spare batteries for thermometers purchased</p>	KA TAs KA/JW Office KA/ Office	02/09/20 01/09/20 02/09/20 Ongoing 04.11.20	✓ ✓ ✓ ✓	1	3	3
--	--	--	---	--	---	------------------------------	---	---	---

Staff Shortage	Staff/Teachers/ Parents/Pupils	<p>Cleaners will increase their “bubbles” if one or more cleaners are off sick.</p> <p>If all cleaners are off sick, school will investigate cleaning companies and close the school if one cannot be found.(or discuss possible sharing cleaners with the Trust)</p> <p>If a member of the support staff is unable to work, staff from that “bubble” will try to cover. Failing this, the team leader will call an agreed ‘supply cover’ person allocated to their bubble. If this happens, the whole bubble will have to self-isolate if there is a case</p> <p>If a member of the teaching staff is unable to work, then cover will be found using SLT, HLTA or supply cover staff.</p> <p>If both DSL and SLT members are ill, Campfire Trust will try to cover DSL.</p> <p>If shielding is required, teachers teach via zoom and support staff facilitate. (N/A)</p>	<p>If staff off with symptoms, they follow government advice and try and book a test as soon as they can. Staff to make sure they tick the key worker box when applying for a test.</p> <p>SLT to ensure that they are minimising their contact with bubbles. If one is covering, the other is to not have contact with the bubble for 2 weeks. EK to support in Year 3/4 bubble so must wear mask and preferably be outside (or socially distanced in hall) with other bubbles</p> <p>Staff have temperatures checked every morning in their teams.</p> <p>If it is too difficult to cover a bubble or class, that class will move to home learning for all pupils.</p> <p>Adults come off rota to increase capacity in school. SLT support teachers with remote teaching if capacity is low.</p> <p>If a LFT finds a positive result, the class will close</p>	Staff	Ongoing	✓	1	1	1
				EK/CR	Ongoing	✓			
				Staff	Ongoing	✓			
				EK/CR	Ongoing	✓			
				Staff	Ongoing	✓			
				Staff	Ongoing	✓			

			and move to remote learning until a further result has been obtained from a NHS test.							
Cleaning not sufficient	School Staff/Teachers/ Parents/ Visitors to School	<p>The school follows COVID 19 : Cleaning of Non-Healthcare Settings Guidance</p> <p>Sufficient handwashing facilities are available. Where a sink is not nearby hand sanitiser will be provided.</p> <p>Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, will be cleaned regularly using anti-viral spray and bleach.</p> <p>Standard products, such as detergents and bleach used for cleaning purposes.</p>	<p>Resources to be used in nursery, Reception and Year 1 to be selected carefully and stored in plastic containers that can be easily cleaned. Any resources not used, to be removed from the environment.</p> <p>Milton used to clean resources frequently (weekly)</p>	<p>Staff/ site team</p> <p>Site team</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>✓</p> <p>✓</p>	<p>1</p>	<p>3</p>		

		<p>All adults and children will be encouraged to:</p> <ul style="list-style-type: none"> - frequently wash their hands with soap and water for 20 seconds and dry thoroughly. guidance on hand cleaning - Clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing. - not to touch their mouth, eyes and nose. - Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') <p>Hand sanitiser is available in every classroom.</p> <p>Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere</p> <p>Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)</p> <p>Ensure that bins for tissues are emptied daily.</p> <p>-Where possible, all spaces will be well ventilated using natural ventilation (opening windows) or ventilation units</p> <p>Doors will be propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.</p> <p>Adequate supplies of soap, anti-bacterial gel and cleaning product purchased.</p>	<p>The school will be deep cleaned on 17th and 18th August.</p> <p>Anti-viral spray will be purchased and given out to each bubble to be used sparingly along with 2 cloths (one for toilet areas – red and one for other areas)</p> <p>Deep clean undertaken for the school before starting back in January 2021</p> <p>Staff encouraged to leave by 4pm to allow for cleaning. All surfaces to be cleared by staff from that area BEFORE They leave. (Unless a resource area for display/EYFS/Year 1 If staying to mark books, staff move to staffroom while their classroom is being cleaned.</p> <p>School to be cleaned after building work during Easter before children are back.</p>	<p>Maxwell</p> <p>Office</p> <p>Site team</p> <p>Staff</p> <p>cleaners</p>	<p>18/08/20</p> <p>02/09/20</p> <p>03/01/21</p> <p>Ongoing</p> <p>19.04.21</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>			
--	--	---	--	--	--	-------------------------------------	--	--	--

Classes are not separated sufficiently	School Staff/Teachers	Rooms will have their own access point wherever possible. Nursery, Reception, Year 5, Year 6	One-way circulation is in place and where appropriate tape will be placed down the middle of the corridor to keep groups apart. (Between the The Studio and Library)	LP	02/09/20	✓	1	3	
		Each "bubble" to have their own set of toilets and these are used in a one in, one out system.	Year 3, 4 and 2 separated from each other in library area using furniture.	EK/CR	02/09/20	✓			
		Numbers will be limited in toilets to two at a time. Toilets cleaned after a bubble has been using it. (Year 1, 2, 3,4 toilets)	Each class to have their own break out space facing in different directions (still towards the front)	EK/CR	02/09/20	✓			
			Nursery Bubble 1 use main room and outdoor area, Nursery bubble 2 use messy room, hall and outdoor area by entrance. Bubble 2 share Reception toilets.	Nursery staff	22.02.21	✓			

Outdoor equipment is contaminated	School Staff/Teachers	<p>Outdoor equipment will not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read COVID 19 : Cleaning of Non-Healthcare Settings Guidance</p> <p>Each "bubble" will have access to portable playground equipment and sport equipment that is wiped down and cleaned daily. Outdoor small playground equipment cleaned after use.</p> <p>Cleaning staff will wipe down the PE equipment daily in the hall.</p> <p>All pupils wash hands after going outside - for 20 seconds.</p> <p>The muga fence near the entrance is wiped down using anti-viral spray after each use.</p>	<p>Each bubble has a rota for using the fixed equipment. No more than 1 child on each part of it at a time.</p> <p>Each class has the use of the equipment on a rota each break/lunch time so the children are playing separately.</p> <p>Cleaning spray is kept with the equipment and sprayed down after use each time. (Cloths cleaned daily by taking them outside LP's room)</p> <p>Investigate purchasing cleaning spray for larger equipment.</p>	<p>Staff</p> <p>Playground Staff</p> <p>Playground staff</p> <p>EK/JW</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>15.01.21</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>1</p>	<p>3</p>	
-----------------------------------	-----------------------	--	--	---	--	-------------------------------------	----------	----------	--

Mental health	School Staff/Teachers/ Parents/	<p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ https://www.hse.gov.uk/stress/mental-health.htm</p> <p>Regular communication of mental health information and open door policy is in place for those who need additional support.</p> <p>A pack of information is available about local and/or national support groups, include PAM Assist website, Education Support charity, Healthy Mind Bucks</p> <p>https://schoolsweb.buckscc.gov.uk/covid-19corona-virus-latest-advice/covid-19-well-beingsupport-for-school-staff/</p> <p>Systems are in place so staff can talk to key members if they need to.</p> <p>All staff will be cited to Wellbeing governor and told they can email or contact her if they have any concerns or questions.</p> <p>Daily assemblies address wellbeing and positive thinking.</p>	<p>SLT and Team Leaders to “check in” with staff each week.</p> <p>Staff meetings are held and wellbeing discussed.</p> <p>Family Worker and emotional literacy specialist run targeted groups to support children who are struggling to transition back to school. Where possible, support is provided by an adult from that class.</p> <p>Adjusted curriculum to focus on anxiety linked to the circumstances</p> <p>Wellbeing support is offered via 1:1 zoom sessions either using Aspire or Family Worker.</p> <p>Wellbeing governor complete mental health for adults course</p> <p>2 x SLT complete mental Health for adults first aid course</p> <p>Extra PE/Wellbeing session is planned into the summer term.</p> <p>Trips to Chandos Park planned in to the summer term.</p> <p>Mindfulness programme explored.</p>	<p>EK/CR/WTh/EB/CH/TR</p> <p>EK/CR</p> <p>KA/JW</p> <p>EK</p> <p>JW/KA/CR</p> <p>JL</p> <p>EK/CR</p> <p>EL/CR</p> <p>Staff</p> <p>CR</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>05.02.21</p> <p>19.03.21</p> <p>19.04.21</p> <p>Ongoing</p> <p>30.04.21</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>2</p>	<p>2</p>	
---------------	---------------------------------	--	--	--	---	---	----------	----------	--

--

Risk of virus spreading through music lessons	School Staff/Teachers/ Parents/	<p>No singing in music lessons. Class singing can take place outside or in a well-ventilated area where the children are all facing the same way and are at least 1m apart. If inside, the singing should be for no more than 20 minutes and ensuring the advice and guidelines from https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts are followed.</p> <p>Singing in can take place, following the above guidelines.</p> <p>TA stay with their class and act as first aider.</p> <p>No recorders or other instruments that need blowing are used.</p> <p>Where possible, music is taught in small groups (half the class)</p> <p>Music lessons taken outside if timetabling and weather allows. Music teacher teaches Yr 3 and 4 face to face but teaches the rest of the lessons via video. TAs to supervise. All music lessons via video. Music teacher teaches Yr1 face to face but teaches the rest via video. TAs to supervise.</p> <p>Music clubs do not take place during the Autumn and Spring term.</p>	<p>Visiting music teachers enter via the reception and use hand sanitiser on entrance. Their temperature will be checked before entering. They will have a copy of our risk assessment to sign. They will try and socially distance where possible and teach in The Hall wiping down the area using anti-viral spray after use.</p> <p>No visitors during lockdown tier 4 reduced provision lockdown. Regular visitors given opportunity to take lateral flow test.</p> <p>Shared instruments are wiped down after each child has used it.</p> <p>Instruments to be disinfected after each lesson.</p> <p>Instruments to be kept in The Studio the hall and area wiped down between lessons.</p> <p>If needed, instruments available to pupils learning at home to pick up from school gates.</p>	JW/EK/KA	Ongoing	✓			
				JW	Ongoing				
				CM	Ongoing	✓			
				CM/LP	Ongoing	✓			
				CM	Ongoing	✓			
				CM/EK	25.01.21	✓			

Risk of virus spreading through PE lessons	School Staff/Teachers/ Parents/	Children come to school in their PE Kits on PE days to avoid changing in classrooms. Parents encourages to wash PE kits in-between PE days.	All shared PE equipment wiped down by staff in-between lessons.	PE Staff	Ongoing	✓			
		PE lessons in the hall to have both doors open. (Well-ventilated) PE to be taught outside whenever possible.	Visiting sports staff will have their temperature checked before entering. This will only be needed if asked to teach one bubble only. Sport staff will not be moving between bubbles.	AP/EK	Ongoing	✓			
		PE staff. 1 member of staff teaches EYFS and Yr 1/2 bubbles and 1 member teaches Yr 3/4 and Yr 5/6 bubbles. Staff socially distance while teaching.	Regular visitors given opportunity to take lateral flow test.	JW	Ongoing				
		All pupils participating in the face to face provision to come to school in PE kit or other suitable clothing for PE if the kit is in the wash.	All PE lessons from Nxt Level Coaching via videos. Year 5/6 have PE lessons outside with HG. When working with Yr 5, HG stays outside and socially distances from staff and children.	AP/HG	Ongoing	✓			
		PE staff. 1 member of staff teaches EYFS and Yr 1/2 bubbles and 1 member teaches Yr 3/4 and Yr 5/6 bubbles. Staff socially distance while teaching.							
		PE staff stay outside at all times and classes brought to them. Staff wear mask if they cannot be more than 2 metres from the children. If raining, PE staff teach remotely in the classroom with TA supervising.							
		PE coaches stay outside where possible. AP is linked to Year 3/4 bubble so can go inside with them. When teaching in the hall, PE teacher stands near doorway and keeps this open. PE coach to remain socially distanced with TA supporting.							

Risk of spreading virus due to adults close contact with children	School Staff/Teachers/ Parents/	<p>PPE made available for staff working close to a child</p> <p>Staff to regularly use hand sanitiser and wash hands.</p>	<p>Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk Teachers stand at the front of the class as much as possible and if working closely with a pupil, they remain facing forwards.</p> <p>All staff have opportunity to have a lateral flow test twice a week. If they are positive, they stay at home.</p>	EK/CR staff	Ongoing ongoing	✓ ✓			
Risk of spreading virus between bubbles during after school provision	School Staff/Teachers/ Parents/	<p>Breakfast club to take place in the hall and divided into class bubble areas which the children cannot cross. Hall is well ventilated. When possible, divide provision into separate areas. Provision to be outside whenever possible. If inside, staff member to wear a mask.</p> <p>Consistent small bubbles are created of children who access extended care. Children encouraged to socially distance and wash hands for 2 minutes when moving between areas.</p> <p>After school club to take place in the hall or studio and the same thing applies. Children from different bubbles from different classes but the same bubble encouraged to social distance. Provision to be outside whenever possible. If inside, staff member to wear a mask.</p> <p>The children using this provision use their normal allocated toilets. Toilet handles etc wiped down after each use.</p>	<p>When the school offers clubs, the teachers run a multi-activity club for their bubble only to avoid moving between bubbles.</p> <p>For lettings, ensure they have seen and signed the school risk assessment and they have their own risk assessment and procedures that meet the government and Trust's guidelines. (Health and Safety committee to check this before letting agreed)</p> <p>QR Code displayed on hall door for lettings</p> <p>Extend cleaner's hours if necessary.</p>	Staff EK/AP EK	Ongoing Ongoing 12.10.20	✓ ✓ ✓			

		Extended cleaning is scheduled for the areas that after school club and lettings have used.	No lettings or before and after school care during next period starting from 8th March. reduced provision lockdown. Extended care offer to be reviewed weekly in line with risk assessment.	EK EK/AP /HG	Ongoing Weekly	✓ ✓			
Remote Learning	Staff/Teachers/ Parents/Pupils	<p>A survey has been completed to see who has access to technology at home.</p> <p>A Remote Learning Policy and Remote Learning Plan has been created and made accessible on the school website so parents can access it.</p> <p>1:1 zoom sessions need to follow agreed protocols:</p> <ul style="list-style-type: none"> - Parents to agree beforehand - Session is videoed and this is explained at the start of the session. - Adult is present with child and makes themselves known at the start of the session - Not held in child's bedroom - Session is private and passcode is needed to access it. 	<p>Investigate means to purchase more technology so these can be loaned to pupils who have no access.</p> <p>Deliver extra devices during the first week if possible as need arises.</p> <p>Order data packages for families with specific needs.</p> <p>Offer places in the reduced provision where possible for children who cannot access online learning.</p> <p>Where class is full capacity, offer varied remote learning package to support individual needs.</p> <p>If a class has to close, resume previous timetable used during lockdown.</p>	EK/ Governors EK/CR /KA EK/CR /KA EK/CR /KA	23.11.20 08/01/21 08/01/21 08/01/21	✓ ✓ ✓ ✓			

The health and safety governor inspected the site on 24.07.20 and 03.12.20 and was satisfied with the current plans.

Control Measures Acceptable Yes

Signed off by Headteacher:E Killick..... Date: ..29.07.20...28.08.20...11.09.20...25.09.20 ...11.10.20...09.11.20....
23.11.20..... 03.01.21.....06.01.21.....22.01.21.....05.02.21....23.02.21
05.03.21.....18.04.21

Signed off by Employees: Date:

Revision date: -fortnightly

LIKELIHOOD	CONSEQUENCE	Risk = Likelihood x Consequences
1- Highly unlikely LOW Unlikely to happen or very infrequently	1- Minor LOW Cuts, bruises, requires first aid treatment	Overall Risk Score: 6 & 9 = High , urgent action required
2- Unlikely MEDIUM Could happen on a less regular basis	2- Major MEDIUM Broken bone, hospitalisation, &/or up to 3 days absence	Score: 3 & 4 = Medium , action to an agreed timetable
3- Likely HIGH Will almost certainly Happen on a regular basis	3- Serious HIGH Death, major injury, results in over 3 days absence	Score: 1 & 2 = Low , or tolerable risk no action may