

<b>Risk Assessment – Covid-19 (Autumn Term Reopening)</b>	<b>1.9.2020</b> <b>4.9.2020</b> 10.9.2020 10.10.2020 6.11.2020 18.11.2020	<b>Hanwell Fields Community School</b>
<b>Responsible Person</b>	Caroline Bond Headteacher	
<b>Other Persons Involved</b>	Steve Rowett H&S , RTu safeguarding lead, Caroline Tomlinson DHT, Sara Ridgway lower school lead, Sophie Trivett Early years lead, Virginia Jones, Nikki Symington	
<b>Guidance Material Considered</b>	<ul style="list-style-type: none"> <li>• DfE – <a href="#">Guidance for Full Opening – Schools (22 October)</a></li> <li>• DfE - <a href="#">Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (21 October)</a></li> <li>• DfE - <a href="#">Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak (15 October)</a></li> <li>• DfE - <a href="#">Coronavirus (COVID-19): guidance on isolation for residential educational settings</a> (20 July)</li> <li>• DfE – <a href="#">Face coverings in education (16 October)</a></li> <li>• BEIS - <a href="#">Working safely during coronavirus (COVID-19) Offices and Contact Centres (15 October)</a>.</li> <li>• NHS - <a href="#">Test and Trace – How it works</a> (8 October)</li> <li>• PHE - <a href="#">COVID-19: cleaning in non-healthcare settings outside the home (16 October)</a></li> <li>• CLEAPSS - <a href="#">COVID-19 guidance</a> re science, design and technology</li> <li>• AfPE – <a href="#">Coronavirus guidance and support</a> re school sport</li> <li>• OEAP – <a href="#">Coronavirus guidance</a> re educational visits</li> <li>• Music Mark – <a href="#">Guidance for Schools and Music Providers</a></li> <li>• </li> </ul>	

<b>Details</b>	
<p>Covering staff and student H&amp;S and completion of key compliance tasks during the Covid-19 pandemic, including the full opening process to commence 1<sup>st</sup> September 2020</p> <p>Covering staff and pupil H&amp;S and completion of key compliance tasks during the Covid-19 pandemic, for the reopening of schools in Autumn 2020 and for those staff who will continue to work from home.</p> <p>To minimise the risk of infection to all persons, the following system of controls has been applied by the school</p> <ol style="list-style-type: none"> <li>1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</li> <li>2) <b>Where recommended, the use of face coverings</b></li> <li>3) Clean hands thoroughly more often than usual</li> <li>4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</li> <li>5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</li> </ol>	<b>Are Control Measures (Y, N, N/A)?</b>

- 6) Minimise contact between individuals and maintain social distancing wherever possible
- 7) Where necessary, wear appropriate personal protective equipment (PPE)
- 8) Always keeping occupied spaces well ventilated.
- 9) Engage with the NHS Test and Trace process
- 10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 11) Contain any outbreak by following local health protection team advice

- Numbers 1 to 5, and 8 are in place in all the time.
- Number 6 is carefully considered with suitable management strategies deployed that account for the specific operating characteristics of the school. Details of which are included in this risk assessment.
- Number 7 applies only in specific circumstances.
- Numbers 9 to 11 are followed in every case where they are relevant.

Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place	In Place?	Residual Risk Acceptable?
Infection Control (people)	Staff, Pupils, Visitors	Staff contracting COVID-19	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• An individual RA is available for those who feel they may be at higher risk from infection.</li> <li>• Under Local COVID Alert levels - All clinically extremely vulnerable staff can continue to attend the setting at all COVID alert levels unless specifically advised by GP or clinician not to attend. Under National Restrictions From 5<sup>th</sup> November – 2<sup>nd</sup> December the clinically extremely vulnerable will work from home</li> <li>• Any staff who are not required in school and can continue to work from home will continue to do so.</li> <li>• Clinically vulnerable staff who could be at higher risk of severe illness from coronavirus should be especially careful to follow rules and minimise contacts with others in school they should continue to wash their hands carefully and more frequently than usual and maintain thorough cleaning of frequently touched areas in their workspace</li> <li>• Any staff member with symptoms of COVID-19 is sent home to self-isolate for 10 days and instructed to undertake a COVID-19 test. Their household members are required to self-isolate for 14 days.</li> <li>• To support the testing process, the school have been provided with a supply of home testing kits</li> <li>• Any waste generated by the staff member with symptoms should be double bagged and labelled with the staff members name, the time and the date. This waste should be stored for 72 hours before being disposed of with normal waste. (There is a sealed box for this waste in the first aid room labelled "Do Not Touch – 72 Hour Waste"). If a negative test result is obtained then the waste can be disposed of immediately.</li> <li>• If the test is positive: <ul style="list-style-type: none"> <li>○ The staff member remains off for 10 days from the onset of symptoms and after that they can return if they feel well enough. They can return if a cough or anosmia persist beyond this time.</li> <li>○ The staff member must engage with the NHS Test and Trace programme.</li> <li>○ The staff member must notify the school immediately.</li> <li>○ The school contact their local Health Protection Team for advice on any further action required in school.</li> </ul> </li> </ul>	Y	

			<ul style="list-style-type: none"> <li>○ The school will review the case against the Group guidance on <i>COVID-19 and ARMS</i> to establish if it was likely that the infection was contracted as a result of occupational exposure.</li> <li>● If the test is returned negative the staff member can return to school when they feel well enough to do so.</li> <li>● Where a staff member indicates an individual in their household is unwell with symptoms compatible with COVID-19, they must self-isolate for up to 14 days. Under the Test and Trace programme there is an expectation that their symptomatic household member is tested. If this test result is negative the staff member can return to school if they do not have any COVID-19 related symptoms.</li> <li>● Any staff who are required to have contact with children or adults outside of their usual bubble(such as first aiders) must keep a tracing record so that any outbreaks can be track and traced.</li> <li>● If a family member has been asked to take a test with no symptoms eg year group sent home in another setting. The rest of the family do not have to isolate unless a positive test result occurs or the person is symptomatic.</li> <li>● Staff meetings take place remotely via TEAMS to minimise anxiety and maximise distancing</li> <li>●</li> </ul>		
		Pupils contracting COVID-19	<p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>● Any pupil with symptoms of Covid-19 should not attend school for 7 days and is expected to undertake a test under the NHS Test and Trace programme. The pupil/parents are instructed to notify the school immediately if a positive result is obtained.</li> <li>● To support the testing process, the school have been provided with a supply of home testing kits.</li> <li>● Where a positive result is obtained, the school will contact the local Health Protection Team for advice on any further action required. <b>To see advice on a confirmed coronavirus case within school: Call the DfE helpline 08000468687 Option 1, Monday to Friday 8am- 6pm</b></li> <li>● A negative result means the pupil can return to school.</li> <li>● Where a pupil indicates an individual in their household is unwell with symptoms compatible with Covid-19, they must self-isolate for up to 14 days. Under the Test and Trace programme there is an expectation that their symptomatic household member is</li> </ul>	y	

		<p>tested. If this test result is negative the pupil can return to school if they do not have any COVID-19 related symptoms.</p> <ul style="list-style-type: none"> <li>Any waste generated by the pupil with symptoms (including PPE worn by supervising adults) should be double bagged and labelled with the pupil's name, the time and the date. This waste should be stored for 72 hours before being disposed of with normal waste. (There is a sealed box for this waste in the first aid room labelled "Do Not Touch – 72 Hour Waste"). If a negative test result is obtained then the waste can be disposed of immediately.</li> <li>All bubbles have a tracing record – this records any unexpected contact of individuals within the bubble with adults and children outside of their bubble.</li> <li>Clinically extremely vulnerable students can continue to attend as normal at all COVID alert levels and during National Restrictions From 5<sup>th</sup> November – 2<sup>nd</sup> December unless in receipt of specific written instruction to shield from a medical practitioner.</li> <li></li> </ul>		
	Staff and pupils	<p><b>Singing within bubbles:</b></p> <ul style="list-style-type: none"> <li>Singing will only take place within class bubbles</li> <li>Children will be positioned side by side rather than face to face.</li> <li>Windows will be open to ensure good ventilation and airflow.</li> <li>Children will be reminded to sing at a lower volume and staff will select songs carefully in order to discourage loud singing.</li> <li>Length of time spent singing will be minimised to reduce build-up of aerosols (e.g. within a one hour lesson, children might only sing for 20 minutes in total, in 5 minute segments interspersed with other activities).</li> </ul>	y	y
	Visitors contracting COVID-19	<ul style="list-style-type: none"> <li><b>Visitors</b></li> <li>All visitors to site carefully managed and identification. Details recorded and held for 21 days to support the Test and Trace process if called upon or visitors are invited to check in by scanning the NHS Test and Trace QR code using their NHS Covid-19 App.</li> <li>Details of local procedures communicated to all visitors before they come to site.</li> <li>Parents advised to drop children off alone and wear a face mask (unless exempt) during , i.e. not to come with partners or family</li> <li>Contractors attending while school is operational to be notified that the school is operational and their access requirements reviewed on a case by case basis.</li> <li>Specialist and supply staff are permitted to enter the school at a pre-arranged time providing they have an arranged appointment.</li> <li>General visitors are allowed to be admitted to the school at the discretion of the head teacher. Those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from</li> </ul>		Y

			<p>other staff and pupils. They will be expected to leave contact details with the school office for the purpose of test, track and trace. To comply with GDPR personal details will be destroyed after twenty-one days.</p> <ul style="list-style-type: none"> <li>Deliveries of supplies will be managed at the main entrance to the school, using the intercom system to communicate with the receptionist or site manager. There are separate entrances to the kitchen from outdoors. <ul style="list-style-type: none"> <li>There are signs in the entrance reminding visitors of their responsibilities ie: not to enter site if they have any symptoms, have not been in contact with anyone with symptoms and ensuring they have completed a contact form. Site guidance on physical distancing and hygiene will be explained to visitors on or before arrival. An additional hand sanitiser has been purchased, for the main entrance, to enable all visitors into school to sanitise their hands on entry to school.</li> <li>Visitors are provided with a "guidance for visitors "document electronically before their visit. This is also available on the school website. Visitors will be expected to wear a mask for meetings within the building</li> </ul> </li> <li>Parents advised to drop children off alone, i.e. not to come with partners or family. This has been communicated in return to school letters to parents. There are staff on the entrance gate reminding parents to come alone. From 14.9.2020 we will be asking parents to wear a mask when dropping off and picking up, as social distancing is difficult at some points.</li> <li></li> <li>At 2:50 staff from lower school to be available to support parents picking up children from classes which are not easily accessible from the playground.</li> </ul>		
<p><b>Suspected / confirmed case in school</b></p>	<p><b>Staff/ pupils</b></p>	<p><b>Potential contamination of surfaces and for person to person spread</b></p>	<ul style="list-style-type: none"> <li>Pupil/staff member sent home and instructed to order a test under the NHS Test and Trace programme. Individual provided with a test by the school if supplies allow and where the school believe providing a testing kit may increase the likelihood of a test being completed.</li> <li>Pupil isolated in secure designated area ( isolation room) if awaiting collection in line with <a href="https://www.gov.uk/coronavirus/education-and-childcare">https://www.gov.uk/coronavirus/education-and-childcare</a></li> <li>Staff and pupils who were with the affected party should wash their hands thoroughly but do not need to go home unless symptomatic themselves or should they subsequently be identified as a 'close contact' where the original suspected is confirmed as positive.</li> <li></li> <li>A small quantity of PPE, i.e. disposable face masks, gloves, and apron and suitable waste streams will be required for handling suspected cases where 2m separation cannot be maintained.</li> </ul>	<p>Y</p>	

			<ul style="list-style-type: none"> <li>• Cleaning and disinfection carried out by cleaning staff in accordance with DfE guidance <a href="#"><u>COVID-19: cleaning of non-healthcare settings</u></a></li> <li>• Any pupil with symptoms is escorted to the allocated area.</li> <li>• Headteacher immediately informed of child being unwell with suspect Covid-19.</li> <li>• Parents/Carers contacted and asked to collect immediately (2 emergency contact numbers held by school).</li> <li>• Child's wellbeing and status observed from a safe distance when possible following the guidance outlined in "Covid-19: Implementing protective measures in education and childcare settings, 'What happens if someone becomes unwell at an educational or childcare setting'</li> <li>• Double bagged receptacle in situ. All PPE to be removed afterwards following government guidance and stored in a specified container in an external area away from public access.</li> <li>• RD notified immediately of any confirmed cases in school</li> </ul>		
<b>Infection Control (practices)</b>	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection	<p><u>Good Hand and Respiratory Hygiene (key principles to be applied)</u></p> <ul style="list-style-type: none"> <li>• Soap and running water or alcohol based hand sanitiser readily available in all classes</li> </ul> <p>Staff and pupils will wash their hands on entry and exit to school, before and after break and lunch, after they visit the toilet, before and after using specific equipment eg musical instruments, science equipment. Most children will use the sinks in or next to their classroom. 6HWa will use the toilets and sanitiser.</p> <ul style="list-style-type: none"> <li>• Lunchtime has been extended to ensure there is sufficient time for hand washing practices (1 hour)</li> <li>• Skin friendly cleansing wipes used for those who need assistance in cleaning hands</li> <li>• Practices built into school behaviour culture.</li> <li>• Catch-it, bin-it, kill-it, promoted throughout school.</li> </ul> <p>Current classroom practice, posters in each class and cleaners ensure tissue boxes in every classroom</p> <ul style="list-style-type: none"> <li>• School provides tissues and sufficient bins to support disposal of waste. Bags tied up in class and cleaners dispose of all waste.</li> <li>• Individual risk assessments in place for identified children who spit or use saliva as a sensory stimulant (HT and SENCo)</li> <li>• <b>Face coverings will be promoted in common parts in areas where local COVID alert level is high or very high and during National Restrictions from 5<sup>th</sup> November – 2<sup>nd</sup> December</b></li> <li>•</li> </ul>	y	

			<p>Additional hand sanitisers have been purchased and are stationed in each classroom as well as at appropriate points in school i.e. the reception desk for visitors and staff upon arrival. Additional pumps have been purchased for the photocopying areas for increased hygiene as a 'pinch point' in the school.</p> <p>Pupils will be required to clean their hands at the following times during the school day:</p> <ol style="list-style-type: none"> <li>1. when they arrive at school</li> <li>2. before eating their morning snack</li> <li>3. when they return from morning break</li> <li>4. when they change rooms</li> <li>5. before eating their lunch</li> <li>6. after eating their lunch</li> <li>7. when they return from their outdoor lunch break</li> <li>8. after any PE lesson</li> <li>9. After any visit to the toilet</li> </ol> <p>Hand hygiene protocols are to be re-visited at the start of the year when the children will receive reminders about the expectations of practices and protocols in school. They will be established as part of our culture and behaviour expectations. Children will be reminded of the posters around school that encourage them to catch it, bin it and kill it. Children will be reminded that if tissues are used that they should be disposed of immediately into the lidded bins in each classroom using the foot-pedal to open the bin and their hands must be cleaned afterwards</p> <p style="text-align: center;">•</p>		
			<p><u>Grouping (key principles to be applied)</u></p> <ul style="list-style-type: none"> <li>• Schools to do all they can to minimise contacts and mixing while still delivering the curriculum.</li> <li>• There are no after school clubs for the foreseeable future but wrap round care will take place. Wrap round provision is subject to specific assessment and is carried out in a way that does not impact on the normal operation of the school.</li> <li>• Aim to reduce contact between staff and pupils</li> <li>• PPA cover/specialist teaching deliver from the front. Area marked out at the front of the class.</li> <li>• PE to be delivered to 2 year groups only and this will be outside whenever possible.</li> <li>• Music delivered to 2 year groups only. Instruments have been purchased which are easy to clean.</li> <li>• PPA delivered within year groups apart from PE and music</li> <li>• Forest School leaders to only work across Reception thereby limiting contact</li> <li>• Class bubbles to limit contact for all year groups, however the only time this will be compromised will be with wrap round care where year groupings will be prevalent. Phonics will be taught within their class base and differentiated. Children will be taught by specialist staff in socially distanced groups.</li> </ul>	y	

- Keep groups apart as much as possible. Children will remain in their class bases at all times, apart from PE and Forest school and breaktimes which are timetabled to minimise contact.(use of areas for small group work timetabled and cleaned after each group).

Extra cleaner sourced/TAs trained in cleaning (COSHH online training £10 pp – INSET day) At various intervals (as per the cleaning schedule), adults will disinfect and clean tables, door handles and equipment. Each class will have their own allotted set of classroom cleaning equipment. It will be stored appropriately within the classrooms – out of reach of children. A cleaning timetable has been created for each class when children are not present.

Children should be allowed to go to the toilet as they would do in a normal school day however, staff need to be very aware of how many other children are also using the toilet and ensure that children wash their hands afterwards. Toilets are to be cleaned regularly. Toilets no longer need to be allocated to bubbles, but are allocated to class where possible.

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- Year group/class bubbles in place in wrap around care/specialist teachers
- No expectation that young children distance within their groups.
- All staff can operate across multiple classes and year groups but should practise distancing, and 2m where possible. We have minimised the amount of staff that will operate in more than one year to minimise risk eg PE and music. If staff are absent cover will be provided from within the year group bubble when possible and supply staff will only be used when no other school based options are possible.
- To enable the tracing process to work effectively, schools will keep a comprehensive record of group/bubble composition and records of any close contact that takes place between children and staff in different groups. Close contact is defined as,
  - direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
  - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
  - Classroom layout ensures that children sat side by side and teachers support from a 2m distance (Yr 1-6).
  - the minibus will not be used for either Forest School or Early morning pick up of vulnerable pupils to minimise close contact.

			<ul style="list-style-type: none"> <li>• Class registers and registers for wrap round care will allow reliable tracking of groups</li> <li>• Break times will be staggered within year group bubbles and allocated to their own area of the playground.</li> <li>• Pupil lunches will be staggered as per timetable. Children will eat in their class bubbles in the classroom.</li> <li>• Staff lunches will be staggered according to timetables.</li> </ul>		
			<p><u>Measures within Classrooms – (key principles applied)</u></p> <ul style="list-style-type: none"> <li>○ Children will be sat in rows and front facing years 1-6</li> <li>○ Classroom based resources, such as books and games, will be used and shared within their classroom only. These will be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles and or classes.</li> <li>○ Children with complex needs are risk assessed and assessments are shared with staff , pupils and parents.</li> <li>○ Children will be grouped by class and there will be no curriculum groupings for phonics, these will be class based</li> <li>○ Specialist teachers eg music teacher, PPA cover will teach from the front of the class and maintain 2 metre distancing. The classroom will be set up to allow this space.</li> <li>○ Adults are to encourage children to maintain a distance between one another whilst inside and reduce the amount of time that they are in face-to-face contact with one another. Where circumstances allow, adults are to try to distance from children and one another. Tables are set in the hall for staff to have lunch and staff sit with their bubble and at a minimum of 2 metres from other staff.</li> </ul> <ul style="list-style-type: none"> <li>• Resource packs to be created for children with pencil, glue, rubber etc to limit shared resources</li> <li>• Avoid face to face contact and limit time spent within 1m of anyone.</li> <li>• EYFS to be set up following the principles of Continuous Provision. All unnecessary furniture and soft furnishing will be removed. An enhanced programme of cleaning throughout the day will be in place. Children will be encouraged to wash their hands frequently. Children will remain within the EYFS bubble throughout the day.</li> </ul>	y	

			<ul style="list-style-type: none"> <li>• Education and care support for those with complex needs to be provided as normal.</li> <li>• Where interventions are in place, the following rules must be adhered to:</li> <li>• Staff wash hands before and after working with a group.</li> <li>• A space for the intervention must be identified and set up with separate desks placed at a suitable distance.</li> <li>• Pupils will bring their own pencil cases etc to the intervention.</li> <li>• Additional equipment needed for the child will be set up in the space before the start of the session.</li> <li>• The member of staff cleans the desk area and washes any equipment that needs to be used by another pupil.</li> <li>• Desks to be separate and forward facing with 2 pupils per desk from Y1 to Y6.</li> <li>• Adults within classes to observe social distancing with other adults. <ul style="list-style-type: none"> <li>○ Cleaning materials have been provided and is used by staff in each bubble throughout the day at regular intervals.</li> </ul> </li> </ul>		
			<p><u>Measures Elsewhere (key principles applied)</u></p> <p>Groups to be kept apart where possible.</p> <ul style="list-style-type: none"> <li>• EYFS breaks to be organised within the unit with existing zones being used therefore no cleaning needed between sessions</li> <li>• Lunch 11.30 onwards – in class groups</li> <li>• Year 1,3,5 breaktime 10.00 and lunch 12:00 in class</li> <li>• Year 2,4,6 breaktime 10:20 and lunch 12:30 in class <ul style="list-style-type: none"> <li>• Assemblies will be delivered in class via TEAMS so there is no movement across corridors or large groupings of pupils.</li> <li>• Zoned areas set aside for break/lunch to play in class bubble and groups timetabled to avoid contact . Wet play in classroom</li> <li>• Children will not need to move around the school except for PE. If PE has to take place indoors then children will walk single file to the canopy or hall accompanied by staff.</li> <li>• Class library systems to be in place – no access to library (VJo to keep replenished)</li> <li>• Fire drills will take place 2<sup>nd</sup> week September to ensure all systems are in place, PEEPs for identified children. SRO will share updated fire evacuation points so groups remain separate. During this week each class will practice separately. If there is an unplanned fire alarm then staff will lead their class to designated area and practices eg fire marshalls take place as per plan.</li> <li>• Children eating hot lunch in their class, staggered break, lunch. Hot dinners to return with adapted menu. Lunchtime staff will bring lunches to the class which will</li> </ul> </li> </ul>		

have been ordered in advance. Children wash hands before and after lunch. Lunchtime staff collect used plates and cutlery. All food waste is bagged and collected by cleaning staff.

- Staff room not practical space, coffee at break/lunch in library.. Hall cleared for staff to have lunch in the hall. BEIS guidance on [Office and Contact Centres](#) for guidance on staff only areas. Tables will be cleaned before and after lunch session by lunchtime staff. Staff informed to eat in bubble groups or to sit at a minimum of 2 metres apart.
- Regular and thorough handwashing or use of alcohol based sanitiser to be carried out by all pupils and staff members including:
  - On arrival and before departure
  - Before break and lunch
  - When groups change areas
  - After using the bathroom

Measures for Arrival and Departure (key principles applied)

- Plan in place to stagger start and finish times including Reception . Two metre distancing is marked out where access is tight – the rest of the site is wide and easy to self distance. Families drop off at the classroom door or gate to EYFS. One way system in place. Staff present to reinforce expectations and encourage parents to minimise drop off time. Face visors to be worn from 14.9.2020

Ladybirds	Arrival - Use main gate and follow one way system  Collection – use main gate one way system and collect from classroom door	8.30 am	Times for individual children
Ms Deeley nursery		8.30 am	2.30 pm unless 11.30
Ms Shaw nursery		8.30 am	2.30 pm unless 11.30
Mrs Gilani / Mrs Trivett Reception		8.45 am	3.00 pm
Mr Winborn Reception		9.00 am	3.15 pm
Year 1		8:50 am	3:15 pm
Year 2		8:50 am	3:15pm
Year 3		8:40 am	3:05pm
Year 4		8:40 am	3:05pm
Year 5		8.30 am	2:55 pm

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			Year 6		8.30 am	2:55 pm		
<ul style="list-style-type: none"> <li>• Letter home to parents outlining drop off and collection arrangements July 2020 and September 2020. Updates in newsletters</li> <li>• Children not to wear face – masks into school. If they wear onsite - parents will take off site.</li> <li>• Given that the external school gates will be open at 2.30pm, no children will be allowed outside at that point and must have returned to their classrooms.</li> <li>• Parents must collect their children on time so that teachers can release children safely. Whilst parents are waiting, social distancing must be adhered to. Parents will be reminded of the importance of arriving to school on time.</li> <li>• On the rare occasion that a child arrives late, they will need to be signed in by a parent and a member of the office team will contact the classroom TA to come and collect the child and take them to their classroom.</li> <li>• Teachers will not be available to speak to unless teachers initiate the contact. Teachers must commit their time to ensuring that all children safely leave their care. Parents can contact teachers through email if they have queries about the day or they can call to make a phone appointment.</li> <li>• The school office is not to be accessed by parents unless through prior arrangement via a call or email. The office will not be open for parents to drop-in to, but admin staff will be available outside at the beginning and end of the day to answer any immediate queries.</li> <li>• The DfE guidance states that coming into the site without an appointment is not allowed. However, parents can obviously still call and receive support over the phone or via email.</li> <li>○ Year 6 mobile phones will be permitted and collected by classroom TAs on entry to school. These will then be stored securely in the classroom. At the end of the school day, the children will collect their phone</li> <li>○ Any homemade, non-disposable face coverings that staff or children are wearing when they arrive at school must be removed by the wearer and placed into a plastic bag that the wearer has brought with them in order to take it home. Disposable face-coverings must be placed in a lidded bin. The wearer must then clean their hands.</li> <li>•</li> </ul>								

			<p><u>Other Considerations (key principles applied)</u></p> <ul style="list-style-type: none"> <li>• Risk assessments in place for identified children (SEND) ETh</li> <li>• Music taught to 2 year groups – PPA and absence will be covered by teachers / TA's within year groups where possible. AHa will teach at both Hillview and Hanwell. Two metre distancing can be in place in all classes. The music curriculum has been modified to ensure only non-mouth piece instruments are used and these are cleaned between use.</li> <li>• Peripatetic music teachers will use the old staff room as a large space for distancing. Groupings for lessons will be organised so no mixing of year groups.</li> <li>• Visitors to site will be planned in advance. They will not be able to enter classrooms whilst staff and children present. Contact details will be recorded and kept for 21 days.</li> <li>• Equipment – <ul style="list-style-type: none"> <li>○ Classroom resources – can be used freely within the bubble, but subject to regular cleaning. This will be limited as far as possible but if required eg science equipment it will be cleaned and quarantined before being used by another group. 48 hours between use (72 hours for plastic items).</li> <li>○ Outdoor play equipment cleaned daily by TA – each class will have its own equipment</li> <li>○ Pupils should limit the amount of equipment they bring to school – lunch box, PE kit,</li> <li>○ Resources can be taken home where it contributes to education and development and subject to the same rules re cleaning and rotation as above.</li> <li>○ All children to be supplied with their own pencil case Yrs 1-6. If child brings in pencil case it stays in school and is not shared.</li> <li>○ Library books from the class library can be taken home</li> <li>○ Homework set online so no transfer of equipment between home and school</li> </ul> </li> </ul>	<p>&lt;</p>	
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			<p><u>Dedicated school transport (key principles applied) -</u></p> <ul style="list-style-type: none"> <li>• Forest School will remain on site until further notice.</li> <li>• Risk assessment will be reviewed if /when swimming restarts at Sibford. Confirmation there will be no swimming in term 1 or 2.</li> </ul>	Y	
<b>Infection Control (premises)</b>	Staff, Pupils, Visitors	Changes to or introduction of physical control measure to minimise the risk of the spread of infection	<ul style="list-style-type: none"> <li>• All additional furniture has been removed from classrooms and corridors to aid cleaning. All play equipment has been removed from the canopy and stored.</li> <li>• All surfaces in every classroom are clear to enable efficient cleaning. At the end of the school day equipment is returned to tray units and class teacher desk is clear. Desks of non class based staff including admin staff must be clear at the end of the day.</li> <li>• Outside space marked out to ensure groups remain separate. A timetable of staggered breaks supports this.</li> <li>• The hall is used as a staffroom as staffroom too small to socially distance. Tables used enable staff to socially distance.</li> <li>• Staff to send printing to office and/x3 photocopiers available to limit congregation.</li> <li>• Occupied spaces are kept well ventilated insofar as ventilation systems allow and whilst maintaining a suitable teaching and working environment.</li> <li>• Fire doors can be set to open as when alarm goes they close automatically (click black button) to remove need for hand contact.</li> <li>• Classes to have their own outdoor play.</li> <li>• Removal of soft furnishings and soft toys or toys that are hard to clean. All soft-furnishings removed in EYFS, all rooms de-cluttered to minimise cleaning needed</li> <li>• Staff work back to back in the admin office 2m distance at their own stations, staff in inclusion to work side by side not face to face. Ensure good ventilation.</li> <li>• The school will not let the setting to external groups until further notice. This will minimise the number of individuals on site and reduce the need for additional cleaning.</li> </ul>	Y	
<b>Anxiety, stress and worry</b>	Staff, pupils (parents indirectly)	Those coming back to work or school may be anxious, worried or stressed	<ul style="list-style-type: none"> <li>• Staff have been involved in the development of this risk assessment and control measures and given the opportunity to feedback. This will be a weekly process in September in case revisions need to take place.</li> <li>• This risk assessment will be published on the school website. Key points are communicated to parents re return to school communications.</li> </ul>		

			<ul style="list-style-type: none"> <li>• Staff have access to Group's <a href="#">occupational health and counselling service</a></li> <li>• Newsletter informs parents weekly, arrangements for September sent before the end of term and beginning of new term. Parents can e-mail and phone school to discuss all/any concerns. Key features of risk assessment shared with parents.</li> <li>• The Headteacher will regularly update parents of any new routines as well as remind them of existing structures <a href="#">www / ebi</a></li> </ul>		
<b>Cleaning</b>	Staff, Pupils, Visitors	General hygiene to interrupt transmission from contact surfaces	<ul style="list-style-type: none"> <li>• An enhanced cleaning schedule has been put in place to take place during school hours. The additional cleaner has a timetable to clean high frequency surfaces at times when the classroom does not have children in.</li> <li>• The hall is timetabled to be cleaned more regularly eg. After breakfast club, after lunch, before and after Bridges.</li> <li>• All surfaces in school have been cleared particularly in the classrooms to make cleaning easier. Increased cleaning of touch areas such as door handles, tables surfaces, taps. After use, all outdoor play equipment in EYFS is sprayed with Milton from large spray units. Additional cleaning products have been purchased.</li> <li>• Cleaning staff reminded to be mindful to minimise face contact and the need for regular handwashing.</li> <li>• Cleaning following confirmed/suspected case in accordance with DfE guidance <a href="#">COVID-19: cleaning of non-healthcare settings</a></li> <li>• Some additional cleaning of tables and classroom equipment eg laptops etc may be undertaken by support staff. Training took place on September INSET day for online COSHH training.</li> <li>• Cleaning materials provided in the staffroom to allow staff to clean their eating area before and after use.</li> <li>•</li> </ul>		
<b>Delivery of 'higher risk' subjects</b>	Staff, Pupils	<p>Delivery of lessons such as science, D&amp;T, Drama and PE require pupils and staff to work in close proximity thereby increasing the risk of infection</p> <p>Educational visits</p>	<ul style="list-style-type: none"> <li>• Subject leads to review their risk assessments for the planned activities and update accordingly.</li> <li>• PE will take place outside as far as possible. Contact sports are to be avoided. Equipment to be cleaned between lessons.</li> <li>• Music teaching will be led by AHa in 2 year groups. We have purchased additional instruments which can be easily cleaned. AHa will teach 3 year groups only and will remain at 2 metre distance.</li> <li>• Reference to specialist advisory bodies for latest guidance on required controls. (CLEAPSS, AfPE).</li> </ul>	y	

			<ul style="list-style-type: none"> <li>Domestic, non-residential educational visits are permitted. Schools to refer to OEAP National Guidance when planning. No visits to be booked for autumn term. <b>Yr 6 residential already booked for November will not take place.</b></li> </ul>		
<b>Intimate Care/Higher Dependency Pupils</b>	Staff, Pupils	Intimate care brings people within close proximity of each other thereby increasing the risk of infection	<ul style="list-style-type: none"> <li>Staff providing intimate care to use PPE as they would do normally for providing care in line with children's needs</li> <li>No specific PPE required unless the child in question is symptomatic (see <i>Suspected/confirmed case in school</i> section).</li> <li>If a child, becomes unwell with symptoms of Coronavirus while in their setting and needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult, if a distance of 2 metres cannot be maintained.</li> <li>If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. 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 should also be worn.</li> </ul>	y	
<b>Failure to follow local rules</b>	Staff, Pupil, Visitors	<p>Persons fail to follow local rules due to lack of awareness.</p> <p>Persons violate local rules</p>	<ul style="list-style-type: none"> <li>Risk assessment was shared with all staff 7.7.2020 and then TEAMS meeting held to discuss and adjust any points made. Risk assessment is reviewed and shared with all staff, C of G and on website</li> <li>There are opportunities for staff to respond</li> <li>Risk assessment has been shared with Chair of Governors.</li> <li>Regular reviews of the risk assessment will take place with SLT and H&amp;S lead as well as whole staff.</li> <li>Key points of risk assessment shared with parents July 2020 and September 2020 and on school website.</li> <li>Staff will be available at all times when parents on site to support compliance. Visitors who cannot comply with expectations will be asked to leave the school site. Alternative arrangements for dropping off and picking up children will be agreed.</li> <li>On return to school 3.9.2020 all teachers will share expectations with all children in an age appropriate manner. It is expected that all children will follow these expectations. Risk assessment will be reviewed with parents where children do not or cannot comply and advice sought regarding child's attendance in school. This is detailed in updated behaviour policy.</li> <li>Staff who do not comply will be advised of consequences in line with disciplinary policy – CBo to ensure all staff are aware of policy</li> </ul>	y	

<p><b>Maintaining a compliant premises</b></p>	<p>Pupils, Staff</p>	<p>Loss of site staff and access to contractors resulting in PPM and other compliance checks lapsing.</p>	<ul style="list-style-type: none"> <li>• Premises compliance status to be reviewed by Site/Facilities/Estates Manager to be reviewed prior to reopening and briefing provided to the school's Head (SRo)</li> <li>• Contractor access to site for PPM/compliance inspections to be continued wherever possible, but when most children and staff are not present if possible. Legible record of all contractor details to be held for 21 days (to support Test and Trace process if necessary) (SRo)</li> </ul> <p><b>Key Checks</b></p> <p><b>Fire</b></p> <ul style="list-style-type: none"> <li>• A log of who is on site</li> <li>• Daily Fire alarm panel operability checks</li> <li>• Daily site walks and checks on evacuation routes</li> <li>• Weekly fire alarm call point testing</li> <li>• Emergency lighting testing and maintenance for units located above ground level, in areas with no natural light, and in accommodation settings as a minimum e.g. boarding</li> <li>• Annotate the fire risk assessment providing details on the changes made</li> </ul> <p><b>Legionella/Water Hygiene</b></p> <ul style="list-style-type: none"> <li>• Do not drain down systems</li> <li>• Maintain hot water provision and circulation</li> <li>• Expand the weekly flushing of little used outlets to include every outlet, toilet, sink, urinal, shower etc. By maintaining throughput at all outlets it may be possible to eliminate the need for chlorination of the system prior to reopening.</li> <li>• Annotate the legionella risk assessment providing details on the changes made.</li> </ul> <p><b>Gas</b></p> <ul style="list-style-type: none"> <li>• Systems to remain operational to boilers and hot water generators and any other plant that is necessary</li> <li>• Isolation of supplies to labs and prep rooms wherever possible.</li> </ul> <p><b>Ventilation</b></p> <ul style="list-style-type: none"> <li>• Systems to remain energised and in normal operating mode</li> <li>• Where mechanical ventilation is present, re-circulatory systems to be adjusted to full fresh air mode.</li> <li>• Occupied rooms to have windows open, where possible.</li> <li>• Ensure that chemical store ventilation remains operational at all times.</li> </ul> <p><b>Security</b></p> <ul style="list-style-type: none"> <li>• Secure as much of the school as is possible.</li> <li>• Carry out (at least) weekly inspections of unoccupied areas.</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>• Maintain adequate first-aid provision linked to the sort of work being carried out.</li> </ul>	<p>y</p>	
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			<ul style="list-style-type: none"> <li>• Training on specialist equipment or procedures with a safety critical element e.g. D&amp;T equipment, scaffold towers</li> <li>• Head to meet weekly during term time with the site/facilities/business manager to review any premises compliance items that are becoming a concern.</li> </ul>		
<b>The school lapses in following national/group guidelines and advice</b>	Staff, Pupil, Visitors	Lack of awareness leads to potential contamination of the premises or an outbreak spreads rapidly through the school and wider community	<ul style="list-style-type: none"> <li>• Central office to ensure that Coronavirus pages on the Hub are kept updated</li> <li>• Important updates/changes to be included in Jon Cole's Heads Bulletins.</li> <li>• Headteacher to ensure that all relevant guidance is followed and communicated</li> <li>• Senior Leaders to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly</li> <li>• Information on the school website is updated. Parent tab has dedicated menu item for information relevant to parents.</li> <li>• Parents/Pupils updated via classrooms/email/parent text as necessary. E-mail communication a route to update parents of any changes.</li> <li>• Any change in information to be shared with Chair of Governors and passed on to parents by Parentmail and staff by email</li> <li>• . All members of staff will be encouraged to report any omitted risks which the HT will then add into the risk assessment. The amended risk assessment will be shared with staff and updated on the school's website. Text message alerts will be sent to parents to alert them to the changes if relevant.</li> </ul>	Y	
<b>Other Risk Assessments</b>	Staff, Pupils	Other risk assessment that aren't updated and therefore become invalid	<ul style="list-style-type: none"> <li>• Extra-curricular provision subject to specific risk assessment developed with reference to DfE Guidance on <a href="#">Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak</a></li> <li>• Fire risk assessment reviewed</li> <li>• Fire safety procedures amended to support COVID-19 arrangements SRO has amended fire congregation points to separate classes</li> <li>• Staff training scheduled monitored and any slippage identified SRO</li> <li>• Key premises risk assessments reviewed to ensure they remain valid, e.g. fire risk assessment, manual handling, COSHH if new chemicals are brought in. (INSET Day)</li> </ul>	Y	
<b>Display Screen Equipment (temporary home workers)</b>	Staff	Staff working from home not having access to a workstation fully compliant DSE workstations giving rise to	<ul style="list-style-type: none"> <li>• Staff allowed to take home peripherals and chairs from office</li> <li>• Guidance on setting up a suitable workstation provided on Hub coronavirus pages</li> <li>• Additional equipment needs to be reviewed on a case-by-case basis</li> <li>• Laptop provided to staff required to work from home</li> </ul>	Y	

		musculoskeletal issues.			
<b>First Aid (temporary home workers)</b>	Staff	Staff suffering injury at home	<ul style="list-style-type: none"> <li>• Low-risk, office-style work. No specific controls required.</li> <li>• Any accidents to be logged onto ARMS.</li> <li>•</li> </ul>	Y	
<b>Wellbeing/ Stress (temporary home workers)</b>	Staff	<p>Social isolation leading to issues with wellbeing</p> <p>Unusual working environment arrangements contributing to stress</p>	<ul style="list-style-type: none"> <li>• Guidance on wellbeing provided on Hub coronavirus pages – dedicated wellbeing section</li> <li>• Guidance provided to managers on supporting their teams and reasonable expectations during this period.</li> <li>• Managers to maintain regular contact with their employees, preferably by video link.</li> <li>• Family link worker to keep wellbeing a priority and send out regular updates/check-ins to keep staff updated on where to go if they need help.</li> </ul>	y	

<b>Details of any additional control measures for consideration</b>	<b>Target for completion</b>	<b>Date of completion</b>	<b>Completed By</b>
Appoint additional cleaner x 2	July 30 <sup>th</sup> 2020	30 <sup>th</sup> July 21 <sup>st</sup> August	CBo – Ago - CTo X2 appointed
<p>A local outbreak</p> <p>If school is made aware of a local outbreak, the PHE health protection team or the local authority may advise school to close. Preparations will be made by way of a contingency plan so that learning can still continue and the community can remain safe.</p>	<p>Produce continuity of learning plan and to be shared with staff</p> <p>Continuity of learning plans shared with parents</p> <p>All resources to be in place and ready to be used</p>	September 8 <sup>th</sup> 2020	CTo

<b>Assessment completed by:</b>	<b>Caroline Bond HT, Steve Rowett H&amp;S , RTu safeguarding lead, Caroline Tomlinson DHT, Sara Ridgway lower school lead, Sophie Trivett, Early years lead,</b>	<b>Date:</b> 6.11..2020		<b>Date of next review:</b> 20.11. 2020	
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