



## Little Stoke Primary School Risk Assessment

Active from September 1<sup>st</sup> 2020 Full Re-opening (to be reviewed every two weeks)

Risk Assessment completed by Anne Sargent (Head Teacher) Approved by LA

Date of review: October 16<sup>th</sup> 2020

Date of current review: December 1<sup>st</sup> 2020

National lock down update: 8/01/21

Date of current review: 23<sup>rd</sup> February 2021

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Preparation of school building and hazard of compliance checks not being completed		<p>Before opening on 1<sup>st</sup> Sept, we have flushed the complete system for all hot and cold-water systems and are sure that the water system is safe before the buildings are reoccupied. This will be done again at the end of the half term break.</p> <p>All systems have been recommissioned before re-opening. This includes gas, heating, water supply, mechanical and electrical systems, fire safety systems and catering equipment.</p> <p>All areas and surfaces have been cleaned and disinfected prior to reopening and if necessary, pest control deployed for insect infestations, particularly in the kitchen and/or food preparation areas. The kitchen has been deep cleaned too prior to reopening and before food preparation resumes.</p>	<p>Caretaker</p> <p>SLT/SBM Systems have been checked in line with normal serving. School has been in constant use up until August 1st</p> <p>As our kitchen has been in full use by Community meals throughout summer, this will have been completed by them</p>	<p>September 1<sup>st</sup>/ November 2<sup>nd</sup> / December 1<sup>st</sup> January 4<sup>th</sup></p>	
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>Everyone will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this.</p>	<p>SLT (for the purpose of this risk assessment is Head and Deputy Head)</p>	<p>All actions in this section to be in place and notified to staff and parents September 1st</p>	<p>Office will notify all staff that the Old Head's Office is out of use until notified.</p>

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		<p>Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. This will be in the Old Head's Office for KS2 and an area in reception for KS1. A member of SLT will supervise whilst parents are contacted</p> <p><b>This room will not be able to be used for staff for 72 hours if a symptomatic child has been in there.</b></p> <p>999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> <li>• If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask</li> <li>• If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron</li> <li>• If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection</li> </ul> <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the PHE SW health protection team (HPT) on</p>	Admin staff/SLT		SLT will notify cleaning staff to clean room thoroughly that evening

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		<p>0300 303 8162 and ELS. The team will carry out a rapid risk assessment to confirm who has been in close contact with the person, and these people will be asked to self-isolate.</p> <p>Initial contact made by email to the address below, including Andrew Best's email address.</p> <p><a href="mailto:ey-schoolscovidincidents@southglos.gov.uk">ey-schoolscovidincidents@southglos.gov.uk</a></p> <ul style="list-style-type: none"> <li>• School community notified using the given templates. This will include advise about vigilance regarding children self-isolating and information about remote learning provision</li> <li>• Head's email given to parents to facilitate this</li> </ul> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> <li>• The pupils and staff in each group</li> <li>• Any close contact that takes place between children and staff in different groups</li> </ul> <p>Close contact means:</p> <ul style="list-style-type: none"> <li>• Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> <li>○ Being coughed on,</li> <li>○ A face-to-face conversation, or</li> <li>○ Unprotected physical contact (skin-to-skin)</li> </ul> </li> <li>• Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person</li> <li>• Travelling in a small car with an infected person</li> </ul>			

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		<p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p> <p>Staff to understand that if they have symptoms of covid they have to stay at home and seek a test immediately. These are now being carried out much quicker and the results are generally being received within 2 days maximum.</p>			
Contact with coronavirus when getting to and from school		<p>Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible.</p> <p>Parents will be asked not to give lifts to children from outside their family. Anyone who needs to take public transport will be referred to government guidance.(at present that is only two potential families)</p> <p>Parents/carers who need to drop off and pick up pupils will be told through messages and signage:</p> <ul style="list-style-type: none"> <li>• Their allocated drop off and collection times, with different groups being given different times</li> <li>• The protocols for minimising adult to adult contact. At Little Stoke, parents all come onto site through one entrance (now two entrances as main gate is being used - NB this necessitates constants reminder about parents without disabled badges NOT driving onto school grounds)</li> </ul> <p style="padding-left: 40px;">❖ Only one parent/carer should attend</p>	SLT	<p>AS to send letter home by July 31<sup>st</sup> and again by August 26<sup>th</sup></p> <p>Reminders sent out to staff every month</p> <p>Information sent out end of August and three times</p>	Initial letter sent out Parent friendly leaflet version to be sent by August 26 <sup>th</sup>

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		<ul style="list-style-type: none"> <li>❖ <u>Staggered timings:</u></li> <li>❖ AM:</li> <li>❖ KS2 and younger siblings 8:45</li> <li>❖ R and KS1 9:00</li> <li>❖ All children by 9:10am</li> <li>❖ PM</li> <li>❖ KS1 and R – 3:05 + key family siblings</li> <li>❖ KS2 3:15 – Y3 from the hall and Y4 from main entrance.</li> <li>❖ 3:25 – Y5 from the hall and Y6 from main entrance.</li> <li>❖ Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment. Signage will clearly state these instructions and SLT presence will remind parents and children individually.</li> <li>❖ From Wednesday 21<sup>st</sup> October following discussion and a survey of views from parents, all adults will be asked to wear a face covering at drop off and pick up times whilst on school grounds and around the gates Staff who are going out amongst parents will also wear masks. Key Stage 1 staff greeting children at classroom door do not need to wear masks.</li> <li>❖ During national lock down (week beginning 11/1/21, all staff to wear masks or visors when working with the children. Reminders sent out to parents of key worker and</li> </ul>	<p>SLT</p> <p>SLT/SBM</p> <p>SLT</p>	<p>since to remind parents. This has necessitated weekly reminders to parents</p> <p>New information regarding this in letter sent Monday 19<sup>th</sup> October</p> <p>Displayed by August 31<sup>st</sup></p>	

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		<p>vulnerable pupils to wear masks on the school property and interacting with staff members. All of the children will begin school at 9am. As was the case before Christmas, the EYFS and KS1 (Year 1 and 2 children) pods will finish school at 3pm. The children in the learning zone pod will also be finishing at 3pm. If your child is in Reception or Year 1 they should come into the Year 1 classroom and Year 2 children to the year 2 classroom. The children in learning zone will enter and leave school through the learning zone classroom door. They will leave the same from the same classrooms at the end of the day.</p> <ul style="list-style-type: none"> <li>❖ The KS2 pods will enter and leave school through the main entrance as they have done previously. They will be based in two separate classrooms on the KS2 corridor. They will finish school at 3.15pm.</li> </ul> <p>Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. If they are using disposable face coverings, these will be put in a covered bin.</p> <p>Pupils wearing any sort of face covering when arriving to school will wash their hands on arrival (as all pupils will), dispose of/store the covering, and wash their hands again before going to their classroom.</p> <p>If pupils need to wear face covering in school, they must have a clean one to change into on arrival.</p>		<p>Displayed by August 31<sup>st</sup>. Reminders sent 11<sup>th</sup> September and then at least twice a term</p> <p>Letter send out to parents to inform them of arrangements 7.1.21.</p> <p>Letter sent out to parents to inform them of arrangements returning to school on 8.3.21</p>	

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		<p>Any staff members choosing to wear face masks will be informed to bring clean mask to change into on arrival at work.</p> <p>Pupils will be made aware that they must not touch the front of the covering during use or removal.</p> <p>Signage on front of school (hedges) asking parents not to gather and to minimise their time on site.</p> <p>Signage on Music service and training room entrance to remind visitors to proceed directly to Music Hub without gathering or touching surfaces en route.</p>			
Spreading infection due to touch, sneezes and coughs		<p>Handwashing facilities will be provided:</p> <p>EYFS: EYFS bathroom</p> <p>Year 2: KS1 old girls bathroom</p> <p>Year 1: KS1 old boys bathroom</p> <p>Year 6: Forest School</p> <p>Years 5: old girls' bathroom</p> <p>Years 3 and 4 old boys' bathroom (bathrooms to remain unisex to reduce the number of classes needing to use them).</p> <p>In each of the shared bathrooms, two toilets will be clearly labelled with year group which is allowed to use and surfaces cleaned at least twice during the day</p> <p>In lesson time, the classes using each bathroom in will send only one child at a time (key stage 2) and two children at a time (key stage 1) which will ensure there</p>	Class teachers and teaching assistants	<p>September 1<sup>st</sup></p> <p>Reminders of systems sent mid September and by 16<sup>th</sup> October</p>	

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		<p>will only be a maximum of two pupils in any bathrooms at any one time. Toilet passes will support this and will be cleaned regularly.</p> <ul style="list-style-type: none"> <li>• Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines or use alcohol- based hand sanitiser to cover all parts of their hands.</li> <li>• Clean their hands on arrival, before and after breaks, if they change rooms, before and after eating, and after sneezing or coughing</li> <li>• Be encouraged not to touch their mouth, eyes and nose</li> <li>• Use a tissue or elbow to cough or sneeze, and use bins for tissue waste</li> </ul> <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school. E-Bug materials will be reused to remind children</p> <p>Markers will be established so that children can keep their distance from each other whilst queuing to wash hands</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently. Skin friendly cleaning wipes can be used as an alternative. Young children will be supervised during hand washing.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues, preferably operated by a foot pedal, will be emptied throughout the day.</p>	<p>Caretaker and Office staff</p>	<p>Posters already up. Children will revisit E-Bug materials during first week. Markers already in place</p> <p>Ample supplies already in place and regular order in place</p> <p>Already provided</p> <p>Paper towels now taken from classroom and waste disposed of in classroom to ensure supervision.</p>	



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				October 12 <sup>th</sup> onwards	
Spreading infection through contact with coronavirus on surfaces		<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. anti-bacterial spray), including:</p> <ul style="list-style-type: none"> <li>• Classroom desks and tables</li> <li>• Bathroom facilities (including taps and flush buttons)</li> <li>• Door and window handles</li> <li>• Furniture</li> <li>• Light switches</li> <li>• Reception desks</li> </ul> <p>Teachers and TAs will regularly clean using anti-bacterial wipes:</p> <ul style="list-style-type: none"> <li>• Teaching and learning aids</li> <li>• Books and games and other classroom-based resources</li> <li>• Computer equipment (including keyboards and mouse)</li> <li>• Sports equipment</li> <li>• Hard toys</li> </ul> <p>Office staff will regularly clean using anti-bacterial wipes:</p> <ul style="list-style-type: none"> <li>• Telephones</li> <li>• Photocopier</li> <li>• Outdoor play equipment</li> </ul>	<p>SLT Cleaning staff</p> <p>Teachers and Teaching assistants (excluding staff with own risk assessment)</p> <p>Admin assistant. SBM and SLT</p>	September 1 <sup>st</sup>	

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		<p>Following positive cases, classrooms will be deep cleaned and then sealed for a minimum of 72 hours.</p> <p>Items that need laundering (e.g. towels) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.</p> <p>Pupils and parents/carers will be asked to limit the amount of equipment children bring into school each day. Children will only be allowed to bring essentials: bags, lunch boxes, hats, coats and mobile phones where appropriate. Transition toys for complex SEN children will be allowed but will only be used by that child. Staff will monitor this.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day. This will include classrooms, corridors, offices, group rooms and toilets.</p> <p>Any resources shared between groups, such as sports, art and science equipment and will be either:</p> <ul style="list-style-type: none"> <li>• Cleaned frequently and meticulously, and always between groups using them; or</li> <li>• Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups</li> <li>• Each class to have their own equipment boxes for playtimes.</li> </ul> <p>The same rules will be followed for books and other shared resources that pupils or staff take home.</p>	<p>SLT and class teacher to monitor</p> <p>Sports equipment – SMSAs, Sports coaches</p> <p>Class teacher and teaching assistants</p>		<p>Initial letter to be sent home by 30<sup>th</sup> July with a reminder at the end of August and again in September</p> <p>Reminder to be sent at beginning of new terms</p> <p>Multiple pen pots already ordered for classes and additional equipment</p>

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		<p>Individual and very frequently used equipment, like pens and pencils, will not be shared. Every child will have their own pen/pencil pot with basic equipment in these.</p> <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they are not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' book.</p>	Office staff / caretaker		
Spreading infection due to excessive contact and mixing between pupils and staff in lessons		<p>There will be three larger <b>bubbles</b> (Key stage 1, Lower key stage 2 and upper key stage 2) and then separate <b>class pods</b> within each bubble. Pods will be separate from each other all the time. Exception to this will be:</p> <ul style="list-style-type: none"> <li>In the dining hall (only one bubble at a time will be in the dining hall and the pods within that bubble will be kept separate by at least 5m)</li> </ul> <p>Children in the EYFS will be kept in one class pod which will not mix with other pods or bubbles adhering to the usual staffing ratios.</p> <p><b>From October 16<sup>th</sup> the above arrangement has been changed.</b> All classes will be kept to their class bubbles and there will be no mixing even between partner classes. This will include in the dining hall and the playground.</p>	<p>SLT</p> <p>EYFS Lead</p> <p>All staff</p> <p>Class teachers</p>	All these actions to be in place by 1 <sup>st</sup> September	



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		<p>instruments) will be limited to no more than 15 pupils if in the classroom. If the whole class is involved, the school hall will be used if children cannot be taken outside. Pupils will be still positioned side-to-side at an appropriate distance. Instruments will not be shared.</p> <p>Singing or instrument playing will not take place in any larger groups such as choirs or assemblies.</p> <p>For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible.</p> <p>From October 16<sup>th</sup> After School Clubs will be for one class only</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised to 10 minutes maximum.</p> <p>From 1<sup>st</sup> December until the next revision, TAs and teachers will remain in their own class bubbles. This is with the exception of the DHT and PPA teacher who will need to be in different classrooms but will take the precautions listed above</p> <p>No pupils will change for PE but will be asked to wear PE clothes to school on the days they have PE.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as</p>	<p>SLT and SENDCo</p> <p>SLT and Office Staff</p>		

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		<p>distancing is not possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum. All visitors will use touch free sanitizer</p> <p>In general, parents will not come into school except in the case of arranged meetings for SEND children. These will take place in the main Hub where there is plenty of space and adequate ventilation</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p> <p>From February 2021, staff will use LFT (Lateral Flow Test) twice a week on a Tuesday and Friday. If positive the staff member and bubble will isolate until a PCR test has confirmed result.</p> <p>If the test is negative, there is no need to continue isolating. If it is positive then the staff members and bubbles affected would self-isolate in line with government guidelines.</p> <p>This will allow cases of COVID to be identified early and therefore prevent further spreading.</p>			

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Spreading infection due to excessive contact and mixing between pupils and staff in out of school provision		<p>At breakfast and after school clubs, children will keep in their bubbles (not necessarily their class pods). Staff will monitor this and set up room and activity timetable to enable children to be separate. There will be separate areas for Key stage 1, Lower and upper key stage 2</p> <p>Any snacks provided will be pre packed or washed, fresh fruit.</p> <p>Staff and children will thoroughly wash their hands before and after activities and when entering or leaving breakfast or after school club.</p> <p>Any child who is or seems to be unwell will not be allowed to attend and will be taken immediately to the designated isolation space (Old Head's Office) where they will be segregated until parents can be contacted.</p> <p>Learning Zone mixing will still happen. After discussion with the Local Authority and Public Health, the necessity for the LZ to continue to run outweigh the concerns regarding mixing between year groups. The school clearly understand the concerns and the impact this will have if any member of LZ tests positive.</p>	SLT Breakfast and After School Club	1 <sup>st</sup> September	<p>Letter regarding arrangements to be sent at the end of July and again at the end of August.</p> <p>Systems reviewed at end of September</p>
Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school		<p>Pupils will be kept in the same groups as much as possible, and be kept separate from other groups.</p> <p>Pupil groups will have staggered timetables, including for start and finish times, break and lunch times, and assemblies, to avoid more than one pod being in one place at the same time.</p> <p>Break times 10.20-10.40/10.45-11.05. Children kept in pods now for these staggered times and will have</p>	<p>Head to talk to each class in turn on first morning to go over these guidelines.</p> <p>SLT</p>	1 <sup>st</sup> September	<p>Notify parents of adjusted start and finish times by 30<sup>th</sup> July and send a reminder at the end of August</p> <p>This has been amended to pods (rather than larger bubbles) from October 19th</p>

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		<p>assigned zones on the playground. Staff to have fixed points to monitor playground to avoid excessive mixing</p> <p>Parents will be reminded to bring children to school at the correct time and leave premises immediately. At the end of the day, parents will be asked to leave with their children immediately and children will not be allowed to play on the front grass as this will inevitably mean mixing of class pods.</p> <p>Member of SLT on duty at the front of the school at start and end of the day to ensure distancing is maintained.</p> <p>Assemblies will be on bubble basis (Key Stage 1, lower key stage 2 and upper key stage 2). At least 4m will be between pods. On other days, assemblies will be held in class.</p> <p><a href="#">Assemblies will only be held in classes or remotely.</a></p> <p>Movement around the school site will be kept to a minimum.</p> <p>Pupils will be supervised at all times to ensure mixing between bubbles does not occur, and they will be reminded about the rules throughout the day.</p> <p>Rooms will be accessed directly from outside where possible, and any corridors will have one-way arrows to keep groups apart.</p> <p>Colourful line markers <b>every</b> 1.5 metres will ensure pupils maintain distancing while queuing.</p> <p>All shared rooms, such as sport halls and dining areas, will be kept at half capacity to allow groups to keep apart when using them. They will be cleaned between each use. All tables will be cleaned in dining hall between</p>	<p>SLT</p> <p>SLT and class teachers</p> <p>SLT/All staff</p> <p>All staff and parents</p> <p>SLT</p> <p>SLT</p> <p>All staff SMSAs</p>		<p>Regular reminders sent out through September and October</p>



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		<p>sittings. Cutlery will be thoroughly sterilized between sittings.</p> <p>Where possible packed lunches will be eaten outside. Two classes in hall at one time, separated from each other.</p> <p><b>Bathroom use will remain mixed sex to restrict mixing between bubbles but must be managed to avoid crowding. Staff and TA will monitor use of the toilets at all times and restrict numbers to a maximum of 2/3 children per bathroom depending on key stage. At lunchtime KS1 will use their own bathrooms, KS2 will use either the disabled toilet or visitors toilets, depending on bubble. There will be NO children in KS2 corridor or group rooms at lunchtimes unless 1:1 children are with an adult.</b></p> <p>Staff use of staff rooms and offices will be staggered to limit occupancy. Maximum of 8 members of staff in the staff room at any one time. The hub, old SENCo office may be used to eat lunch if the staffroom is full.</p> <p>From 1<sup>st</sup> December all staff asked to spend no longer than 10 minutes in staffroom preparing food and then to eat in own class bubbles. This will be reviewed at the beginning of term 3. Review: To remain in place until such time as additional guidance provided from Government. The non-mixing expectation applies to all areas of the school. Staff must adhere to this and avoid any unnecessary close contact (defined previously).</p> <p>Only one member of staff in ladies' toilets at one time. Visitors' toilet may also be used one at a time.</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained</p>	<p>Office staff</p> <p>All staff</p> <p>Office Staff</p> <p>All staff</p> <p>All staff</p>	<p>Reminders to be sent to staff termly</p> <p>Following positive staff cases, further guidance given and stricter adherence to direct and close contact times. Staff to be aware of when they are with other staff outside their bubble.</p>	<p>Disabled and visitor toilets to be cleaned frequently through lunch breaks.</p> <p>SMSAs will monitor use of gel at lunchtimes</p> <p>QR code displayed by October 1<sup>st</sup> and all visitors asked to use this.</p>

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		<p>to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors and this will include phone numbers for government track and trace in the event of a positive infection. Scan QR code in place by October 1<sup>st</sup></p> <p>There will be no visits out of school in term one. From term 2 onwards, educational day visits can take place in the same pupil groups, but only subject to a separate risk assessment that considers the coronavirus measures in place at the destination.</p> <p>Staff asked to wear masks where social distancing is difficult and outside at end of the day from October 16<sup>th</sup>.</p> <p>All communal areas and rooms have clear signage to indicate number of people who can use at one time.</p> <p>From December, only one other person in photocopier room at one time (other than admin assistant) Time in there limited to under 10 minutes.</p> <p>11.1.21 Photocopier to be moved to a location outside of the office to reduce mixing.</p>			
Spreading infection due to the school environment		<p>Checks to the premises will be done to make sure the school is up to health and safety standards before opening in September.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open,</p>	SLT and office staff	1 <sup>st</sup> September	Health and safety visit prior to summer has taken place. SLT/Office Staff to walk the school before term begins.

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>where fire safety and safeguarding wouldn't be compromised.</p> <p>Following advice from HSE, windows to be opened during break times and regularly for 10-15 minutes each hour. There is no requirement to leave them open all day</p> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p> <p>The indoor space used for children in the EYFS will meet the following requirements:</p> <ul style="list-style-type: none"> <li>• 2.3m<sup>2</sup> per child for children aged 3 to 5 years old</li> </ul>	EYFS staff		<p>Second health and safety walk through October 13<sup>th</sup></p> <p>EYFS will have a planned programme to ensure outside space is used the majority of the time</p>
Spreading infection due to excessive contact and mixing in meetings		<p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>All staff meetings and SLT to be held remotely</p> <p>All Governor meetings to be held remotely</p> <p>Where this is not possible, essential meetings will be conducted outside, or in The Main Hub</p> <p>Parents Evenings all held by phone or remote video call where possible</p> <p>EYFS 2021 open days to be held in school hall after school hours: October 8<sup>th</sup> under the following stipulations:</p> <ul style="list-style-type: none"> <li>❖ Maximum of 12 parents</li> </ul>	SLT, wider staff and Office Staff		<p>Parents to be contacted individually.</p> <p>Decision regarding second open day on November 4<sup>th</sup> will be taken by October 23<sup>rd</sup> and parents notified.</p>



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		<ul style="list-style-type: none"> <li>• Pupils who have behavioural difficulties which makes social distancing difficult.</li> <li>• BAME pupils where necessary (not needed at present)</li> <li>• Pupils with specific health needs</li> </ul> <p>These risk assessments will be held in the office and will be circulated to all staff and the main risk assessment published on web site.</p> <p>These risk assessments will be revised when necessary.  <b>All staff risk assessments will be written and then revised with the member of staff it is for to ensure full understanding and agreement.</b></p>			
Spreading infection due to first aid administration		<p>First aid will be carried out by office staff who will wear PPE if appropriate.</p> <p>Where possible, children will be given water and cleaning wipes to self-administer for minor injuries.</p> <p>When first aid is needed to be administered it will only be carried out in the reception area or head's office (not in SBM office as previously)</p> <p><b>This is now being carried out in SBM office when the SBM is working from home.</b></p>	SLT Office staff		
Mental distress from children experiencing mental health problems transitioning	All Staff, pupils	<p>All staff will be vigilant of children's needs and will report to SLT any children who are distressed or displaying worrying behaviours</p> <p>Pastoral Lead, SENDCo and SLT will have regular sessions with tier one children who are a cause for concern</p>	All staff	From 1 <sup>st</sup> September.	<p>This will be covered during our staff Inset on September 1<sup>st</sup></p> <p>The inset will give guidance to staff on actions to take if children need support</p>

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back into school		<p>All concerns will be recorded on CPOMs and shared with parents</p> <p>Individual risk assessments for high need children will support actions</p> <p>Recovery (Re-discovery) curriculum will support these children by focusing whole school support on: Belonging, Participation, Collaboration and Resilience. Staff will have planned specific activities to nurture these strands</p> <p>Set up a resource bank on the school website so parents, staff and children are aware of resources to support mental well being.</p>	SENDCo		
Possibility of contamination through visitors to school	Visiting professionals and teachers	<p>All visitors will sign in to give details for Government Track and Trace</p> <p>Meetings will be held outside or in the hub</p> <p>Music lessons will be held outside if the weather is fine or in the hall if wet. Initially this is drumming.</p> <p>Children will be seated at least a metre apart.</p> <p>Visiting professionals should wear masks if they are in contact with children and adults for longer than 15 minutes. This will include visiting music teacher, visiting SEND professionals eg Behaviour support and Educational Psychologist</p> <p>During lock down meetings with professionals that are needed in order to support the needs of SEND or vulnerable pupils will be able to happen. The school will facilitate mainly this through virtual meetings, this may involve a pupil and parent being onsite in a well ventilated room which is not used by any other group.</p>	All visitors All staff	1 <sup>st</sup> September reviewed 15 <sup>th</sup> September, 5 <sup>th</sup> September and 19 <sup>th</sup> September	

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		<p>The parent will be required to wear a face covering and the room used will not be used again until cleaned. This is because the needs of the pupil may be at greater risk than COVID if the professionals are not able to support the school and families.</p>			

Current Government Guidance Links:

- [Guidance for full opening: schools](#)
- [Guidance for full opening: special schools](#) (this includes guidance on pupils with EHC plans that should be useful for mainstream schools as well)
- [Actions for early years and childcare providers during the coronavirus outbreak](#)
- [Implementing preventative measures in education settings](#)
- [Planning guide for early years and childcare settings](#)
- [Planning guide for primary schools](#)
- [Safe working in education settings](#)
- [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/950510/School\\_national\\_restrictions\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf)
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All staff will be sent this risk assessment by the 26<sup>th</sup> August and again after each review. The risk assessment will be discussed at the inset day on September 1<sup>st</sup>. Staff meeting on October 21<sup>st</sup> to review recent adjustments. All staff will be asked to sign to say they have seen and understood the contents of the risk assessment.

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
<p>Views of staff will be sought and fed into improving the risk assessment. This will be done via teams and revisited termly, or when there is a change to the policy.</p>					