

## GLENFALL PRIMARY SCHOOL COVID-19 RISK ASSESSMENT



School employers are required to assess the risks associated with COVID-19 and implement preventative measures outlined in Government guidance. This risk assessment will supplement any existing risk assessments that are used across the school.

This risk assessment has been created by using the Assess, Plan, Do, Review model as set out by GCC SHE Unit (See diagram) and following involvement from employees, governors, and representatives from Gloucestershire Local Authority. The aim of the risk assessment is to implement protective measures to prevent COVID-19 or reduce the spread of the infection if there is a positive case, both in the school and transmission to the wider community.

The risk assessment will be reviewed on a weekly basis or if the risk level changes and will be updated following any further [government guidance](#). The risk assessment will be shared with all staff and published on the school website.

Risk	Preventative Measures	Further instructions that are school specific to embed preventative measures
<p><b>Policies</b> Policies to be updates to reflect any changes that have been brought about by COVID-19, including:</p> <ul style="list-style-type: none"> <li>• Safeguarding/Child Protection</li> <li>• Behaviour</li> <li>• Curriculum</li> <li>• Induction/Staff Handbook</li> <li>• SEND</li> <li>• Visitors to the school</li> </ul> <p><b>Actions</b> Update website to reflect changes.</p> <p>Establish a visitors’ protocol so that parents, contactors, professionals working with individual children are clear about the infection control measures that you have in place</p> <p><b>Prevention</b></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) Where recommended, use of face coverings in schools.</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>		

- 6) Minimise contact between individuals and maintain social distancing wherever possible.
- 7) Where necessary, wear appropriate personal protective equipment (PPE).
- 8) Always keep occupied spaces well ventilated.

**(Numbers 1 to 5 & 8 must be in place in all schools, all the time. Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 7 applies in specific circumstances.)**

**Response to any infection**

- 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 9 to 11 must be followed in every case where they are relevant.)**

**Section.1a: Preparation of the school site**

<b>Health and safety non-compliance</b>	<ul style="list-style-type: none"> <li>• Ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, lifts, etc.)</li> <li>• Ensuring emergency response is up-to-date should the school be forced to close</li> </ul>	<p><b>Overarching rule – Minimising contact and mixing between people reduces transmission of CV-19</b></p> <p><b>School site map provided for all staff and shared with parents (visual representation of entry and access points for specific groups)</b></p> <p><b>All children will access the building via the external doors to their classroom. Map and info emailed to parents.</b></p> <p><b>We will continue to hold most meetings via Zoom, email, etc</b></p>
<b>Spread of infection</b>	<ul style="list-style-type: none"> <li>• Spaces are well ventilated using natural ventilation (opening windows) or ventilation units</li> <li>• Identify doors that can be propped open (to limit use of door handles and aid ventilation) taking account of fire safety and safeguarding. All internal doors to be kept open with the exception of the toilet doors. Grayson to provide wedges if needed.</li> <li>• Identify rooms that can be accessed directly from outside (to avoid shared use of corridors)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Entry points to school controlled (including deliveries). Please refer to school map which indicates these control areas</li> <li>• Building access rules clearly communicated through signage on entrances</li> <li>• Limit visitors by exception (e.g. for priority contractors, emergencies etc.)</li> <li>• EHCP meetings will be held remotely by Zoom</li> <li>• School start times staggered so bubbles arrive at different times</li> </ul> <p>Reception , Y1 &amp; Y2: 8:40-3:05  Y3 &amp; Y4: 8:50 – 3:15  Y5 &amp; Y6: 8:55 – 3:20</p>	
	<ul style="list-style-type: none"> <li>• Floor markings outside school to indicate designated entrance and exit points.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Water hygiene checks and fire alarm testing have continued throughout lockdown. All water outlets will be purged before pupils return by the caretaker. (completed Sept 20)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Sufficient supplies of PPE are provided</li> <li>• Sufficient tissues are provided for all rooms</li> <li>• Sufficient handwashing facilities are available for all school users</li> </ul>	

	<ul style="list-style-type: none"> <li>Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas Sufficient and suitable bins are provided to support pupils and staff to follow 'catch it, bin it, kill it' approach</li> <li>Communication with contractors and suppliers that will need to prepare to support plans for opening (e.g. cleaning, catering, food supplies, hygiene suppliers)</li> <li>Arrangements made with cleaners for additional cleaning and additional hours agreed to allow for this (liaison with GCC cleaning and relevant contractors)</li> <li>Remove rubbish daily and dispose of it safely</li> <li>Arrangements made with site staff for additional cleaning of toilets during the school day</li> </ul>	<p><b>Catering and food supplies have been secured for pupils return.</b></p> <p><b>Cleaning needs have been discussed with cleaners.</b></p> <p><b>Hygiene suppliers continue to make delivery as per schedules</b></p> <p><b>Additional cleaning materials have been purchased and will be replenished regularly.</b></p>
<p><b>Increased risk as a result of lack of social distancing and mixing of groups</b></p>	<p><b>Face Coverings / Shields</b> (In the event of local lockdowns or restrictions, or at the discretion of the school at all other times):</p> <ul style="list-style-type: none"> <li>Face coverings / shields can be worn by staff or visitors (unless exempt), where social distancing cannot be maintained or staff are deemed to be vulnerable due to medical or personal circumstances. Staff have been notified that they are able to wear face coverings in the classroom and in communal areas of the school. (Face coverings are not mandatory)</li> <li>Parents and Staff on gate duty to wear face coverings at drop off and pick up.</li> <li>A supply of face coverings will be available for anybody that does not have one due to having forgotten it or it has become soiled or unsafe</li> <li>Cleaning of hands before and after removing or putting on face covering Face coverings placed in sealable plastic bags between use or face shields cleaned when they have been removed by staff</li> </ul>	<p><b>Expectations with regards to face coverings / shields shared with all stakeholders</b></p> <p><b>Conversations with individual members of staff who are deemed vulnerable</b></p>
<p>Poor <b>cleaning regimes</b> leads to spread of infection</p>	<ul style="list-style-type: none"> <li>Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. <a href="https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19">https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19</a></li> <li>Sanitising spray and paper towels to be provided in classrooms for use by members of staff</li> <li>Thorough cleaning of rooms at the end of the day</li> <li>Hand sanitiser provided for all staff and visitors.</li> <li>Shared materials and surfaces to be cleaned frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, handrails, etc.)</li> <li>Resources that are shared between bubbles (e.g. sports, art and science equipment) to be cleaned frequently and meticulously and always between bubbles</li> </ul>	<p><b>Shared with cleaning company</b></p> <p><b>Additional cleaner to work on Wednesday &amp; Friday for 2 hours.</b></p>

	<ul style="list-style-type: none"> <li>• Outdoor equipment appropriately and frequently cleaned</li> <li>• Toilets to be inspected and cleaned regularly throughout the school day</li> </ul> <p><b>Daily cleaning</b></p> <p>Use standard cleaning products to clean and disinfect frequently touched objects and surfaces, including:</p> <ul style="list-style-type: none"> <li>• Banisters</li> <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> <li>• Teaching and learning aids</li> <li>• Computer equipment (including keyboards and mouse)</li> <li>• Sports equipment</li> <li>• Toys</li> <li>• Telephones</li> </ul>	<p><b>Additional cleaning 1 hour over lunchtimes.</b></p> <p><b>Anti-bac sprays available for staff to wipe tables between sessions/activities.</b></p> <p><b>Use anti-bac spay and disposable paper towels.</b></p> <p><b>Trim trail and climbing frame will be out of action until further notice. Likely to open with designated classes using each day.</b></p>
<p><b>Contact and mixing of pupils and adults not managed which leads to spread of infection</b></p>	<ul style="list-style-type: none"> <li>• All children will attend school</li> <li>• School is divided up into 7 clearly defined ‘Year Group Bubbles’ – Reception through to Year 6 to minimise mixing (Bubbles do not mix and where mixing is more likely, social distancing of 2m will be required e.g. end of the school day)</li> <li>• Pupils in each year group will also be part of a wider phase bubble (R, Y1 &amp; Y2) (Y3 &amp; Y4) (Y5 &amp; Y6) of 60. Under the current guidelines we will endeavour to keep these wider bubbles separate wherever possible. However, they do share toilet facilities)</li> <li>• A record will be kept of all pupils and staff in each class, year group bubble or close contact group within the phase bubble (legal obligation to complete registers as per government guidance)</li> <li>• Groups use the same classroom or area of the school throughout the day</li> <li>• Mixing between bubbles kept to a minimum during arrival, lunchtime, breaks and departure</li> <li>• Pupil movements around the school site, either in groups or individuals are controlled to limit contact and mixing</li> <li>• Groups will stay within a specific “zone” on the site to minimise mixing</li> </ul>	<p><b>New systems shared with all stakeholders</b></p> <p><b>See map</b></p> <p><b>Staff to be on gates and at key points around the building at start and end of the day to marshal movements.</b></p> <p><b>Steps to car park will be for exit from the site only</b></p> <p><b>Kitchen aware of expectations</b></p>

	<ul style="list-style-type: none"> <li>• The number of pupils in shared spaces (e.g. halls, dining areas and internal and external sports facilities) for lunch and exercise is limited to specific bubbles</li> <li>• Consideration will be given to one-way system if possible for circulation around the building</li> <li>• Use screens or barriers where necessary to further prevent groups mixing</li> <li>• Floor markings along the middle of two-way corridors/stairs to keep groups apart and 'keep left' signs.</li> <li>• In areas where queues may form, floor markings used to indicate distancing</li> <li>• Separate doors be used for movement both in and out of the building (to avoid crossing paths) – where external doors should be used</li> <li>• Groups do not mix to play sports or games together</li> <li>• Assemblies will be limited to one phase bubble – the rest of the school will access them using our online platform 'Teams' / Zoom</li> </ul>	
<p><b>Contact and mixing of pupils and adults at play and lunchtimes</b> not managed which leads to spread of infection</p>	<ul style="list-style-type: none"> <li>• Staggered break and lunchtimes to avoid mixing and contact of different phase bubble groups</li> <li>• Multiple groups do not use outdoor equipment simultaneously</li> <li>• Fruit snacks distributed to classes on arrival in the school. Class fruit boxes.</li> <li>• Milk provided to bubbles for distribution. (currently no milk deliveries)</li> <li>• Clear demarcation of outdoor spaces for each group – barriers or markers to be used to prevent any group cross over</li> <li>• Separate spaces for each bubble group clearly indicated at break time</li> <li>• Staff to report any non-compliance.</li> <li>• Trim trail and climbing frame – out of action until further notice.</li> <li>• Tyre Park to be used under supervision only</li> <li>• Clear demarcation of outdoor spaces for each group – barriers or markers to be used to prevent any group cross over</li> <li>• Staff to manage carefully and suggest games which can be played whilst observing social distancing</li> <li>• Where the field is to be used, zones will be created for each 'bubble'</li> </ul>	<p>Detailed plan has been drawn up for managing the dining room and lunchtime provision.</p> <p>Staggered break times and lunchtimes published to staff.</p>
<p><b>Alteration of fire safety and evacuation</b> leads to uncertainty of which</p>	<ul style="list-style-type: none"> <li>• Review emergency and evacuation procedures (e.g. fire wardens, escape routes, roll-call, assembly points etc...)</li> <li>• Upon sounding of fire bell, all children and adults follow usual evacuation procedures with: <ul style="list-style-type: none"> <li>○ Support team in each bubble closing doors within their bubble and meeting outside exiting via the nearest exit point</li> <li>○ Children remaining with their group leader while moving out of their doors to evacuation point</li> </ul> </li> </ul>	<p><b>Update fire evacuation procedures in light of new bubble arrangements</b></p> <p><b>Establish regular fire evacuation drills to test out</b></p>

<p>procedures to follow for evacuation</p>	<ul style="list-style-type: none"> <li>• All other classes to leave via entry doors</li> <li>• Children to line up at distance with their leader at front and call names from register</li> <li>• Class teachers to check registers and notify HT/DHT of any missing pupils.</li> </ul>	<p><b>new procedures, making necessary alterations to the evacuation plans in light of the outcomes of the drills</b></p>
<p><b>Classrooms</b> poorly organised leading to risk of spread of infection</p> <p>Larger numbers of pupils in an enclosed setting causes spread of infection</p> <p>Insufficient hand washing facilities increases risk of spread of infection</p>	<ul style="list-style-type: none"> <li>• Regular inspection of classrooms to ensure space between seats and desks are maintained – where possible pupils are seated side by side and facing forwards. Some classes may use a horseshoe around the edge of the class with forward facing desks in the middle.</li> <li>• Where pupils are not arranged facing forwards, regular inspection of measures to minimise contact and mixing e.g. hand hygiene, spacing, use of outdoor spaces as part of provision</li> <li>• Unwanted items and furniture removed from classrooms</li> <li>• Bins for tissues provided and are regularly emptied.</li> <li>• Sufficient handwashing facilities are available.</li> <li>• Internal doors can be propped open, where safe to do so to limit use of door handles. Ensure closed when premises unoccupied</li> <li>• Ensure rooms are sufficiently ventilated with a through flow of air; doors and windows may be opened to achieve this. However, during cold weather it is suggested that one window and the internal door are kept open to allow circulation of air. You may also wish to advise your children to wear ‘layers’ of clothing.</li> </ul> <p><b>DfE Guidance on Ventilation</b></p> <p><b>8) Keeping occupied spaces well ventilated</b></p> <p>Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained.</p> <p>This can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> <li>• natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air</li> <li>• natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</li> </ul> <p>Further advice on this can be found in Health and Safety Executive guidance on <a href="#">air conditioning and ventilation during the coronavirus outbreak</a> and <a href="#">CIBSE coronavirus (COVID-19) advice</a>.</p>	<p><b>Teachers to consider setting up personal sets of maths equipment and writing materials</b></p> <p><b>Teachers to organise their classrooms in line with the guidance and this risk assessment.</b></p>

To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:

- opening high level windows in preference to low level to reduce draughts
- increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)
- providing flexibility to allow additional, suitable indoor clothing. For more information see [School uniform](#)
- rearranging furniture where possible to avoid direct drafts

Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.

- Sanitising spray and paper towels to be provided in classrooms for use by members of staff
- Toys and play equipment appropriately cleaned between groups of pupils using it, and not shared with multiple groups
- Equipment used in practical lessons cleaned thoroughly between groups
- Limit shared resources being taken home / Avoid sharing books and other materials
- Staff and pupils to have their own individual and very frequently used equipment, such as pencils and pens.
- Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.

#### **Management of books in the classroom**

**Reception, Year 1, Year 2**, Year 3 (scheme books)

R,1,2,3 to wipe down returned books before redistributing. Don't put into box with other books unless they are to be quarantined over a weekend.

	<p>During current lockdown teachers will make their own arrangements for pupils working at home to collect books from the school. Consideration will be made to staggering collection times and sanitising the books before being put back into circulation.</p> <p><b><u>Year 3,4,5,6 (non-scheme books)</u></b></p> <p>Children can choose a book and keep it in their table tray. When they have finished with it, it must go straight into the Returned Books Box. Also if a book is taken home to read it will be put in the Returned Book Box on return.</p> <p>On Friday, this box should be stored away for a week in your classroom cupboard. Please label box with date put into storage and when the books can be re-used. The previous weeks books can now be re-circulated.</p> <ul style="list-style-type: none"> <li>• Children must not choose a book from the Returned Book Box. This is to reduce multiple handling.</li> <li>• Once the books have been out of circulation for a week they can be recirculated again.</li> <li>• Please replenish books available to children regularly.</li> </ul>	<p><b>Teachers will continue to use the system of managing books set up during the Summer Term.</b></p>
<p>Poor <b>toileting regime</b> increases risk of spread of infection</p>	<ul style="list-style-type: none"> <li>• Limiting the number of pupils who use the toilet facilities. Our toilets are small and therefore we can only have 3 children using them at a time.</li> <li>• Put up laminated picture signs in toilets and classrooms in front of sinks showing handwashing</li> <li>• Teachers to give daily reminders about hand hygiene and hand washing regime</li> <li>• Toilets to be refreshed during the day</li> </ul>	<p>Teachers to manage visits to the toilet during lessons.</p> <p>Teachers to manage trips to the toilet at lunchtimes and breaks. Children must ask to go to the toilet so it can be managed by staff</p>
<p><b>Office staff</b> coming into direct contact with large numbers of people through entrance or foyer</p>	<ul style="list-style-type: none"> <li>• Provision of PPE to office staff if applicable</li> <li>• Screens installed to protect employees in reception</li> <li>• Hand sanitiser provided at all entrances</li> <li>• Visitors to be by appointment only</li> <li>• Visitors will be signed in by the office staff and issued with a visitors sticker, not lanyard</li> <li>• Visitors will complete 'Track and Trace' form</li> <li>• If applicable pupils, staff and visitors to remove all face coverings at school and wash hands immediately on arrival – covered bin to be provided in school entrance to dispose of temporary face coverings</li> </ul>	<p><b>School to provide PPE in the form of gloves, aprons, sanitizer, face masks and face shields where necessary</b></p>



<p><b>Kitchen and Dining Room</b> Contact with multiple pupils and staff.</p>	<ul style="list-style-type: none"> <li>• Only 3 members of kitchen staff (Lisa, Lynne, Karren) in the kitchen at any one time.</li> <li>• Kitchen and MDS team to wear gloves</li> <li>• Non kitchen staff not permitted in the kitchen</li> <li>• Cutlery will be laid by staff, not free access for children.</li> <li>• Pupils will line up to collect lunches in bubbles. A table will be placed in front of the serving hatch to distance pupils from the servery and food.</li> <li>• Pupils will be kept in 'class bubble groups' whether school meal or sandwiches.</li> <li>• Phase bubbles will be maintained at all times.</li> <li>• Adults with groups to manage transition to the dining room, observing social distancing.</li> <li>• Tables and chairs to be wiped down between groups</li> <li>• Staggered lunchtime for each group – Lunchtime will be 12:30 – 13:30 for Reception, Y1 &amp; Y2</li> <li>• Y3, Y4, Y5, Y6 will eat in their classrooms and then go out to play between 12:10 and 1:25pm(1 hour lunch break)</li> </ul>	<p><b>A detailed management plan has been drawn up for lunchtimes.</b></p>
<p><b>Breakfast Club &amp; After School Club</b> Pupils mixing from other groups</p>	<ul style="list-style-type: none"> <li>• Breakfast and afterschool club will run.</li> <li>• Children will be kept in phase bubbles.</li> <li>• Separate method of operation plans have been drawn up for each of these clubs.</li> </ul>	<p><b>Providers will need to complete their own risk assessment to demonstrate how they are going to be COVID Secure and meet the demands of the method of operation.</b></p>
<p><b>Visitors to school / meetings in school</b> increase risk of spread of infection if procedures are not followed</p>	<ul style="list-style-type: none"> <li>• Communication with all contractors and suppliers that they will need to support the school's plans in full e.g. catering, cleaning, food supplies</li> <li>• Visitors to the school will be limited by exception e.g. for priority contractors, emergencies etc...</li> <li>• Where possible visits are arranged outside of school hours</li> <li>• Deliveries and visits to site (e.g. contractors) are arranged in advance. Risk assessment procedures to be requested prior to coming onto school site</li> <li>• Wherever possible keep meetings on a virtual platform (e.g. 1:1 sessions with professionals, recruitment interviews, parental meetings etc.)</li> <li>• Parents/carers and visitors coming onto the site without an appointment is not to be permitted.</li> <li>• In exceptional circumstances, where a visitor is permitted onsite, a face covering and/or visor should be worn. Wear 2m social distancing can't be maintained a face covering must be worn.</li> <li>• Site guidance on physical distancing and hygiene is explained to visitors on or before arrival.</li> </ul>	<p>A record kept of all visitors to assist NHS Test and Trace, including:</p> <ul style="list-style-type: none"> <li>• the name;</li> <li>• a contact phone number;</li> <li>• date of visit;</li> <li>• arrival and departure time;</li> </ul>

- A record kept of all visitors to assist NHS Test and Trace, including:
  - the name;
  - a contact phone number;
  - date of visit;
  - arrival and departure time;
  - visitors asked if they are or have recently been displaying symptoms of COVID-19.
  - Visitors are asked if they have had a test and what the result was

**Open Days/ Parents Evenings/fairs etc**

**During the current lockdown no event of this type will be held.**

- School to follow GCC recommendation:
- Open days, parents evenings and other events will be avoided. Wherever possible, events will be held on a virtual platform to avoid gatherings in school.
  
- Where such events are able to take place:  
**(these will be unique events and not routine activities) - Not currently possible due to lockdown regulations**
  - Any large parents' events will be planned and risk assessed for COVID-19.
  - Measures taken to ensure the strict adherence to social distancing of 2 metres.
  - The size and circumstance of the rooms/spaces will determine the maximum number of people that can be accommodated while also facilitating social distancing. In determining the number of people that can reasonably follow 2 metres distancing the total floorspace as well as likely pinch points and busy areas taken into account (e.g. entrances, exits).
  - Attendees will be pre-bookings only to manage numbers and will help with the Test and Trace (see below).
  - Weather permitting, stalls set up outside as the risk of transmission is lower outdoors.
  - Making use of multiple exit and entry points.
  - Introduce a one-way flow in and out, with appropriate floor markings or signage.
  - Any changes to entrances, exits and queues take into account the need to make reasonable adjustments for those who need them, such as people with disabilities.
  - Arrival and departure times of different group will be effectively supervised so as to reduce the pressure at exits and entrances.
  - Queues managed to reduce the risk of congestion
  - Socially distanced queuing systems.

	<ul style="list-style-type: none"> <li>○ Frequently touched surfaces cleaned regularly.</li> <li>○ On entering and leaving everyone, to wash their hands.</li> <li>○ Wash stations will be provided.</li> <li>○ Wearing face coverings if maintaining 2m distancing is difficult.</li> <li>○ Toilets kept open and carefully managed e.g. avoid overcrowding, ensure distancing, regular cleaning.</li> <li>○ To support the NHS Test and Trace a temporary record of attendees to be kept for 21 days, in a way that is manageable. This will include name and contact number.</li> <li>○ Evacuation procedures reviewed, particularly if normal fire exits are changed or inaccessible.</li> </ul>	
<p><b>Lettings are not correctly managed</b> and this leads to increased risk of spread</p>	<p><b>During the current lockdown no lettings will take place.</b></p> <ul style="list-style-type: none"> <li>● Out of school settings for children are permitted if those responsible for them are ready to do so and they can do so safely, following COVID19 Secure guidelines</li> <li>● The use of indoor facilities by adults should remain closed until guidance changes, apart from toilets and throughways</li> <li>● A risk assessment should determine the maximum capacity of a hall or hire space while able to maintain social distancing according to the current relevant guidelines</li> <li>● Any groups hiring the facilities must refer to relevant government guidance or their own associations and national governing body for guidance on running the club or event following the COVID-19 guidelines</li> <li>● The school can ask any hiring organisation to provide evidence of their risk assessment</li> </ul> <p>Review existing lettings/hire agreements and amend or supplement as necessary to include specifics of what the school will do and what the hirers are responsible for (e.g. cleaning, sharing equipment, hand washing or sanitiser, what happens if anyone shows symptoms or tests positive to COVID-19, etc.)</p>	<p>Other than Breakfast and After School Club there will be no lettings of the premises until further notice.</p>
<p><b>Section.1b: General Communication and Communication of risk</b></p>		
<p><b>Lack of awareness of policies and procedures</b> leads to placing pupils and staff at risk</p>	<ul style="list-style-type: none"> <li>● Daily briefing to pupils on school rules and measures with reminders before leaving rooms.</li> <li>● On-going 'Questions and Answers' published to staff / parents at regular intervals – weekly staff meetings – COVID-19 updates as a regular agenda item</li> <li>● COVID-19 posters/ signage displayed (packs provided by GCC)</li> <li>● A COVID-19 message to display on computer screens when locked.</li> <li>● Communicate to parents on the preventative measures being taken (e.g. post risk assessment on school website).</li> <li>● Regular communications to parents (and young people) via school website and letters</li> <li>● Communication with others (e.g. extended school provision, lettings, regular visitors, etc.)</li> </ul>	<p>Teachers to give daily reminders</p> <p>Any face to face meetings to be carefully planned and only used as a last resort. See section on visitors to the school.</p>

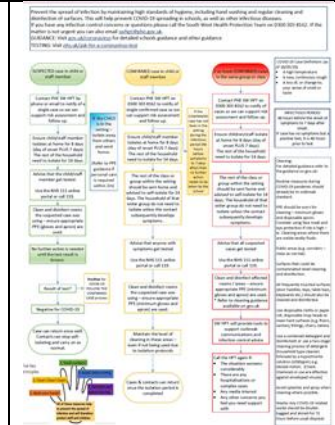
	<ul style="list-style-type: none"> <li>• Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security</li> <li>• Keep parent appointments / external meetings on a 'virtual platform.'</li> <li>• Parents to sign COVID19 Home School Agreement</li> <li>• Open days / parents' evenings / curriculum meetings to be held virtually following local authority guidance (refer to 'Open Days' section within this RA</li> </ul>	
<b>Section.2: Close Contact &amp; First Aid /Illness Management</b>		
<b>Poor management of first aid</b>	<ul style="list-style-type: none"> <li>• Check staff qualifications, paying particular attention to renewal dates and statutory requirements e.g. Early Years and Paediatric First-Aid</li> <li>• Employees providing general first aid to pupils will not be expected to maintain 2 metres distance. The following measures will be adopted: <ul style="list-style-type: none"> <li>○ washing hands or using hand sanitiser, before and after treating injured person</li> <li>○ wear gloves or cover hands when dealing with open wounds</li> <li>○ if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives;</li> <li>○ if CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest</li> <li>○ dispose of all waste safely</li> </ul> </li> <li>• PPE provision - pupils whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</li> </ul>	
<b>Poor management of infectious diseases</b>	<ul style="list-style-type: none"> <li>• Where possible, use of designated area for close contact and illness management. Identify a room that sick pupils can be kept in until parents come to collect them, ideally with: <ul style="list-style-type: none"> <li>○ A door you can close</li> <li>○ A window you can open for ventilation</li> <li>○ A separate bathroom they can use (either attached to the room or nearby)</li> </ul> <p style="text-align: center;"><b>QT Room is the designated area</b></p> </li> <li>• Procedures in place should someone become unwell whilst attending school Make sure staff in school know that they should: <ul style="list-style-type: none"> <li>○ Move pupils to this room if they're unwell.</li> <li>○ Staff caring for a child should maintain a 2m distance where possible</li> <li>○ Wash their hands for 20 seconds after making contact with the ill pupil</li> <li>○ If showing symptoms of C-19:</li> </ul> </li> </ul>	<p><b>GCC NOTE:</b>  <b>Wearing a face covering or face mask in schools or other education settings is not recommended by PHE.</b></p> <p>Staff have been notified that they are able to wear face coverings in the classroom and in communal areas of the school. (Face coverings are not mandatory)</p>

<p><b>Regular testing of staff - LFD</b></p>	<ul style="list-style-type: none"> <li>▪ First aiders should wear PPE (provided) if 2m cannot be maintained.</li> <li>▪ Ring for child/adult to go home immediately</li> <li>▪ book a test if they are displaying symptoms;</li> <li>▪ inform the school immediately of the results of a test;</li> <li>▪ provide details of anyone they have been in close contact with;</li> <li>▪ self-isolate if necessary</li> </ul> <ol style="list-style-type: none"> <li>1. All areas where a person with symptoms has been to be cleaned after they have left</li> <li>2. Positive test - members of bubble remain at home for remaining 14 days</li> <li>3. Negative test – members of bubble return to school next working day</li> </ol> <ul style="list-style-type: none"> <li>▪ Should staff have close hand-on contact, they should monitor themselves for symptoms of possible CV-19 over the following 10 days</li> </ul> <p>All staff will be strongly encouraged to participate in the LFD testing programme.</p> <ul style="list-style-type: none"> <li>• Staff will be asked to opt into testing programme</li> <li>• Staff will carefully read the guidance around testing and the reporting of results</li> <li>• Staff will be asked to undertake testing twice a week</li> <li>• Staff will report results to Test and Trace and the school</li> <li>• Staff will take the necessary action should they receive a positive test</li> </ul>	<p><b>The majority of employees in education settings will not require PPE beyond what they would normally need for their work (determined by existing risk assessment), even if they are not always able to maintain a distance of 2 metres from others.</b></p> <p><b>Any pupils or staff arriving with face masks from home will have to dispose of them on entering the building due to risk of contamination from home. DfE Guidance</b></p> <p><b>Staff advised to wear comfortable, practical clothing.</b></p> <p><b>The identification of asymptomatic cases is key to the battle against Coronavirus. Therefore, all staff will be strongly encouraged to participate. The school accepts that some staff may not wish to participate for individual reasons.</b></p>
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**Suspected case of COVID-19** not managed effectively which places others at risk

**Cleaning regime does not deep clean the suspected area** and leads to further risk of re-infection

- Make contact with relevant agencies e.g. PHE, Local Authority (,COVID-19 school related issues for 01452 426015 – will be answered as ‘In Year Admissions’ but staff are ready to advise re: Coronavirus - [covidschoolenquiries@gloucestershire.gov.uk](mailto:covidschoolenquiries@gloucestershire.gov.uk)); NHS 111 –
- Use Glenfall COVID-19 Symptoms sheet to advise parents and staff (File in Headteacher’s office)
- Clean and disinfect surfaces the person has come into contact with, including:
  - Objects which are visibly contaminated with body fluids
  - All potentially contaminated high-contact areas (e.g. bathrooms, door handles, telephones, grab-rails in corridors and stairwells)
- When cleaning hard surfaces and sanitary fittings, use either:
  - Disposable cloths, or
  - Paper rolls and disposable mop heads
- When cleaning and disinfecting, use either:
  - A combined detergent/disinfectant solution at a dilution of 1,000 parts per million available chlorine
  - A household detergent, followed by a disinfectant with the same dilution as above
  - An alternative disinfectant, that’s effective against enveloped viruses
- Make sure all cleaning staff:
  - Wear disposable gloves and apron
  - Wash their hands with soap and water once they remove their gloves and apron
- Wash any possibly contaminated fabric items, like curtains and beddings, in a washing machine
- Clean and disinfect anything used for transporting these items with standard cleaning products
- Launder any possibly contaminated items on the hottest temperature the fabric will tolerate
- If items can’t be cleaned using detergents or laundering (e.g. upholstered furniture), use steam cleaning
- Dispose of any items that are heavily soiled or contaminated with body fluids.
- Keep any waste from possible cases and cleaning of those areas (e.g. tissues, disposable cloths and mop heads) in a plastic rubbish bag and tie when full
- Place these bags in a suitable and secure place away from children and mark them for storage
- Wait until you know the test results to take the waste out of storage
- If the individual tests negative, put the bags in with the normal waste
- If the individual tests positive, then you’ll need a safe and secure place (away from children) where you can store waste for 72 hours.
- If you don’t have a secure place, you’ll need to arrange for a collection for ‘category B’ infectious waste from either your:
  - Local waste collection authority (if they currently collect your waste)
  - Or, by a specialist clinical waste contractor



**Glen Cleaning to advise on best procedure for cleaning a contaminated area.**

		<b>Bags of contaminated waste to stored in compound area outside.</b>
<b>Section.3: Employees</b>		
<b>Lack of understanding of risk control measures or poor communication</b> leads to increased risk of infection	<ul style="list-style-type: none"> <li>• Employees are fully briefed about plans and protective measures identified in the risk assessment – this is achieved through regular communication via emails and staff briefings</li> <li>• Regular communications about systems which make clear that those who have CV symptoms, or who have someone in their household who does, are not to attend school</li> <li>• All staff understand the NHS Test and Trace process and how to contact their local Public Health England health protection team.</li> <li>• Procedures in place to inform staff members and parents/ carers that they will need to be ready and willing to book a test if they are displaying symptoms;</li> <li>• Crucial that they inform the school immediately of <ul style="list-style-type: none"> <li>○ the results of a test</li> <li>○ provide details of anyone they have been in close contact with</li> <li>○ self-isolate if necessary</li> </ul> </li> </ul>	<b>See principles below.</b>
<b>Poor mental health</b> leads to increased rates of staff absence	<ul style="list-style-type: none"> <li>• Ensure that staff are supported and able to share their concerns openly via a range of communication methods e.g. face-to-face, phone, email, video conference</li> <li>• Access to Occupational Health and Employee Assistance programme <a href="https://www.gloucestershire.gov.uk/schoolsnet/gccplus/staff/occupational-health/employee-assistance-programme-health-assured/">https://www.gloucestershire.gov.uk/schoolsnet/gccplus/staff/occupational-health/employee-assistance-programme-health-assured/</a></li> <li>• Information shared about the extra mental health support for pupils and teachers is available</li> <li>• Keeping in touch with any staff who are working off-site – working arrangements, welfare, mental and physical health and personal security</li> </ul> <p>Governing boards and school leaders to have regard to staff (including the headteacher) work-life balance and wellbeing</p>	<b>Principles for staff</b> <ul style="list-style-type: none"> <li>• Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (informing your manager), and access a test as soon as possible</li> <li>• Clean your hands more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all</li> </ul>
<b>Risk to vulnerable employees</b>	<ul style="list-style-type: none"> <li>• Vulnerable employees ('clinically extremely vulnerable' to coronavirus) identified and told not to attend school if shielding</li> <li>• Consideration given to personal risk factors: age, obesity, pregnancy, existing health conditions and ethnicity</li> <li>• Where necessary individual risk assessments for employees at special risk (take account of medical advice)</li> </ul>	

<p><b>Poor hygiene routines</b> lead to increased risk of infection spreading between staff</p>	<ul style="list-style-type: none"> <li>• Frequent hand washing encouraged for adults (following guidance on hand cleaning)</li> <li>• Adults are encouraged not to touch their mouth, eyes and nose</li> <li>• Adults encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> </ul>	<p>parts of the hands are covered</p> <ul style="list-style-type: none"> <li>• Use the 'catch it, bin it, kill it' approach</li> <li>• Avoid touching your mouth, nose and eyes</li> </ul>
<p><b>Lack of reduced contact and distancing</b> increases risk of virus spread</p>	<ul style="list-style-type: none"> <li>• Where possible, use a simple 'no touching' approach for young children to understand the need to maintain distance</li> <li>• Older children to be encouraged to keep their distance within bubbles</li> <li>• Staff to keep 2 metres from other adults as much as possible</li> <li>• Where possible staff to maintain distance from their pupils, staying at the front of the class</li> <li>• Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone</li> <li>• Supply teachers, peripatetic teachers and/or other temporary staff to minimise contact and maintain as much distance as possible from other staff</li> <li>• The occupancy of offices limited to 2 people</li> <li>• Use of staff rooms to be minimised to 4 people, socially distanced at 2m. Staff should, where possible, not be in close contact at less than 1m for longer than 15mins. Staff should sanitise hands before entering staff room and before using any shared equipment. Face masks to be worn in staffroom to make a drink. Staff to spend no longer than 20 mins at a time in the staffroom.</li> <li>• All cups, plates and cutlery to be washed in the dishwasher.</li> <li>• Staff in shared spaces (e.g. office) to avoid working facing each other</li> </ul>	<ul style="list-style-type: none"> <li>• Clean frequently touched surfaces often using standard products, such as detergents and bleach</li> <li>• Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important)</li> </ul>
<p><b>Lack of reduced contact and distancing</b> increases risk of virus spread when working with high-needs pupils</p>	<ul style="list-style-type: none"> <li>• Staff providing close hands-on contact with pupils need to increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces</li> </ul> <p>Where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used</p>	<ul style="list-style-type: none"> <li>• Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary</li> <li>• Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters</li> </ul>
<p><b>Timetabling &amp; Curriculum PPA Staff</b></p>	<ul style="list-style-type: none"> <li>• Reviewing timetables to decide which lessons or activities will be delivered on what days to ensure that bubbles are kept apart e.g. Outdoor PE; use of the hall etc.... - groups should be kept apart and movement around the school site kept to a minimum to avoid creating busy corridors, entrances and exits</li> <li>• Identify and plan lessons that could take place outdoors</li> </ul>	



	<ul style="list-style-type: none"> <li>• Use the timetable to reduce movement around the school or building</li> <li>• Planning break times (including lunch), so that all pupils are not moving around the school at the same time</li> <li>• The same teacher(s) and other staff are assigned to each bubble and, as far as possible, these stay the same</li> <li>• Staff, such as PPA staff, that move between classes and year groups, to keep their distance from pupils and other staff</li> </ul> <p>The following two points will not take place during this current lockdown</p> <ul style="list-style-type: none"> <li>• Singing, wind and brass instrument playing can be undertaken in line with Department for Culture, Media and Sport guidance (<a href="#">working safely during coronavirus (COVID-19): performing arts</a>)</li> <li>• Measures to be taken when playing instruments or singing in small groups such as in music lessons include: <ul style="list-style-type: none"> <li>○ physical distancing;</li> <li>○ playing outside wherever possible;</li> <li>○ limiting group sizes to no more than 15;</li> <li>○ positioning pupils back-to-back or side-to-side;</li> <li>○ avoiding sharing of instruments;</li> <li>○ ensuring good ventilation</li> <li>○ keeping any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Prevent your class from sharing equipment and resources (like stationery)</li> <li>• Keep your classroom door and windows open if possible for air flow</li> <li>• Limit the number of children from your class using the toilet at any one time</li> <li>• Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms</li> <li>• Make sure you've read the school's updated behaviour policy and know what role in it you're being asked to take.</li> <li>• If planning a school visit, please ask provider for CV-19 risk assessment and control measures. Similar requests from any transport company</li> </ul>
<p><b>PE and School Sport not properly managed</b></p>	<ul style="list-style-type: none"> <li>• Pupils kept in same consistent bubbles where possible during PE and sport</li> <li>• Sports equipment thoroughly cleaned between each use</li> <li>• Outdoor sports should be prioritised where possible</li> <li>• Large indoor spaces used where it is not</li> <li>• Swimming pools are not used until guidance changes</li> <li>• Distance between pupils from mixed bubbles will be maximised</li> <li>• Contact sports are permitted if conducted following the relevant guidance from the relevant bodies (next bullet point)</li> <li>• Staff to make themselves fully aware of COVID-19 guidance for re-starting competitive sport issued by the relevant governing bodies and the required actions for each sport: <ul style="list-style-type: none"> <li>○ <a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroots sport;</li> <li>○ advice from organisations such as the <a href="#">Association for Physical Education</a></li> <li>○ the <a href="#">Youth Sport Trust</a></li> <li>○ guidance from Swim England on school swimming and water safety lessons available at <a href="#">returning to pools guidance documents</a> / <a href="#">using changing rooms safely</a></li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>• Sporting activities delivered by external coaches, clubs and organisations will only go ahead if they can satisfy the above requirements (will NOT go ahead until further notice)</li> </ul>	
<p><b>Swimming not correctly managed which leads to unnecessary contact / mixing and potential risk of spread of infection</b></p>	<p><b>Swimming is currently suspended until further notice</b></p> <ul style="list-style-type: none"> <li>• Review Normal Operating Procedure (NOP) and Emergency Action Plan (EAP)</li> <li>• The capacity of classes calculated before lessons can be permitted</li> <li>• If using external swimming provision, liaise with the provider and discuss any changes, to check the risks have been assessed and they have implemented COVID-secure control measures following guidance</li> <li>• The same bubbles from the classroom will be applied to the pool groups</li> <li>• When delivering swimming lessons teachers and assistant deliver from the poolside</li> <li>• The numbers of personnel on poolside sufficient to ensure safety and teaching whilst maintaining social distancing</li> <li>• Where practical, each swimming teacher to deliver from alternate sides of the pool</li> <li>• A consistent way of moving around poolside established to reduce staff cross-overs and promote social distancing practice (e.g. one way)</li> <li>• Hand cleaning stations and additional waste bins on poolside and in changing rooms</li> <li>• Sufficient time between lessons for cleaning and to reduce the chance of bubbles overlapping at the poolside and in changing rooms</li> <li>• All equipment should be sanitised before and after each activity. Where possible submerge equipment in adequately disinfected swimming pool water Pupils do not share equipment</li> </ul>	
<p><b>Lack of understanding of educational visit and journeys leads to higher level of risk</b></p>	<p>Educational visits are currently suspended</p> <ul style="list-style-type: none"> <li>• Risk assessments of visits and journeys to be undertaken by visit leaders</li> <li>• No overnight and overseas visits until government guidance changes</li> <li>• Pupils grouped together on transport in the same bubbles that are adopted within school where possible</li> <li>• Journeys planned with to allow distancing within vehicles (this may mean large vehicles or more are used)</li> <li>• The use of face coverings for children over the age of 11, if they are likely to come into very close contact with people outside of their bubble</li> <li>• Use of hand sanitiser upon boarding and/or disembarking</li> <li>• Cleaning of vehicles between each journey</li> </ul>	
<p><b>Vulnerability of pupils not in school</b></p>	<p>During the current lockdown we have implemented our remote learning policy (available on the school website)</p>	

	<ul style="list-style-type: none"> <li>• Staff to consider and plan how online resources can be used to shape remote learning building on systems that were implemented during the partial closure</li> <li>• Staff to consider a plan for remote education for pupils, using national resources such as The Oak Academy and work posted on Microsoft Teams</li> <li>• Regular contact with pupils who remain at home – distance learning; video conference; email; phone calls</li> <li>• SENDCO will monitor the children on our Vulnerable Pupil Register – COVID-19</li> <li>• We have sent information home to parents regarding staying safe during remote learning and an increase in online activity.</li> </ul>	
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**Section 3.1 Lateral Flow Testing of Staff (From January 25<sup>th</sup> 2021)**

<p><b>Risk of data being collected and stored without consent</b></p>	<p>Ensure that all staff are aware of:</p> <ul style="list-style-type: none"> <li>• Privacy Notice shared with all staff: <ul style="list-style-type: none"> <li>• how their data will be kept and used - Data shared with school</li> <li>• Personal Data will be involved</li> <li>• Processing of personal data after a positive response explained</li> <li>• Staff rights</li> <li>• Staff aware of how to make a complaint about the process if necessary</li> </ul> </li> </ul>	
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<p><b>Staff unaware or unclear of national guidance and expectations of the LFT</b></p>	<ul style="list-style-type: none"> <li>• All staff aware of DfE and PHE guidance for Lateral Flow Devices use and that this is optional</li> <li>• Tests have been validated by PHE and University of Oxford</li> <li>• Staff who opt-in are expected to read the following documentation <ul style="list-style-type: none"> <li>○ An introduction to Rapid Self-testing for Covid-19</li> <li>○ Asymptomatic Testing in Primary Schools FAQ 20.01.21</li> <li>○ Covid-19 self-test IFU v 1.3.2</li> <li>○ How to do a rapid self-test</li> <li>○ How to self-test video with Dr Amir Khan</li> <li>○ Privacy Notice</li> </ul> </li> <li>• Tests to be carried out by all staff who are in school twice weekly (3 to 4 days apart)</li> <li>• Risk assessment undertaken prior to the start of testing with risk assessment being updated at regular intervals if necessary. This is then shared with staff and made available to the wider community e.g. via the school’s website</li> </ul>	
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	<ul style="list-style-type: none"> <li>• People who decline to participate in this testing programme should follow the usual national guidance on self-isolation and get tested if they show symptoms</li> </ul>	
<b>Risk of data being collected and stored without consent</b>	<p>Ensure that all staff are aware of:</p> <ul style="list-style-type: none"> <li>• Privacy Notice shared with all staff: <ul style="list-style-type: none"> <li>• how their data will be kept and used - Data shared with school</li> <li>• Personal Data will be involved</li> <li>• Processing of personal data after a positive response explained</li> <li>• Staff rights</li> <li>• Staff aware of how to make a complaint about the process if necessary</li> </ul> </li> </ul>	
<b>Unorganised collection of testing kits leads to increased risk of virus spread</b>	<ul style="list-style-type: none"> <li>• Social distancing to be maintained when collecting and distributing tests</li> <li>• Staff to ensure hands are clean, a face covering is worn and they respect 2m distance when collecting</li> <li>• Covid Co-ordinator and Registration Assistant to ensure staff have completed consent and test collection forms prior to collection (forms to be left in designated 'secure' area near the school office or sent via email (LOT numbers of tests to be recorded against their name)</li> <li>• Staff to collect on an individual basis</li> <li>• Staff handing out test must wear PPE (gloves and face covering / visor)</li> <li>• Staff to not open test at school and instead take home to open. Staff to open only when they are about to take the test.</li> </ul>	
<b>Incorrect storage of test kits at home and incorrect carrying out of test leads to increased risk of virus spread or potential harm to staff</b>	<ul style="list-style-type: none"> <li>• Test kits to be stored at room temperature</li> <li>• Staff aware that the LFT doesn't replace any national guidance regarding Hands / Face / Space</li> <li>• Staff aware of the need to follow national guidance with regards to self-isolation</li> <li>• Tests are only for the use of the person assigned the kits – they should not be taken by anyone else</li> <li>• Staff to only use each item in the test once – they should not re-use the items</li> <li>• Staff to receive training and shown all materials to enable them to understand how to use the test prior to any test being shared</li> <li>• Staff to be able to follow instruction manual at all times v1.3.2 (Blue cover and not the one with a picture on it)</li> <li>• Staff to maintain expected level of control when using e.g. clean hands etc.</li> <li>• Staff must wait for 30 minutes before they check the results – results are invalid after 30 minutes</li> <li>• Staff to ensure the safe removal of packaging and test kit and subsequent disposal following the completion of the test using the bag provided</li> <li>• Staff to understand how to log their test with <a href="http://www.gov.uk/report-covid19-result">www.gov.uk/report-covid19-result</a> (to be done every time they take a test, even if the result was negative or invalid)</li> <li>• Staff to understand how to log their test with school via school form – emailed to them via Google Forms on a weekly basis</li> </ul>	

	<ul style="list-style-type: none"> <li>• Staff to understand that in the case of a positive test they are to contact HT immediately and both them and their family to isolate and book a PCR Test immediately</li> <li>• Staff whom have a void test to retest; In the event of x2 void tests, they must book a PCR test</li> <li>• Staff to ensure school are aware immediately of any + test outcome</li> <li>• Leaders to be aware that if there are issues with tests that could potentially impact on the quality or safety of testing, they understand and use the 'yellow card' system (Refer to national guidance)</li> <li>• Tests are latex free</li> <li>• Tests are able to be taken by staff who are pregnant</li> <li>• Someone who has been vaccinated are advised to still take the test</li> <li>• Staff who have suffered a recent nose bleed should swab the other nostril</li> <li>• If staff have a nose piercing, they are advised to swab the other nostril. If both sides are pierced, remove piercing on one side before swabbing</li> <li>• Staff are advised to not eat or drink for at least 30 minutes before doing the test to reduce the risk of spoiling the test</li> <li>• Throat and nostril swab is seen as being the best but if there is a reason why this cannot happen, staff are advised to swab both nostrils</li> <li>• If staff have problems with hands or vision, they are advised to ask someone to assist them</li> </ul>	
<b>Section.4: Pupils</b>		
<b>Pupils spreading virus</b>	<ul style="list-style-type: none"> <li>• Safe distancing or 2 metres is a preventative measure that will be adopted so far as is reasonably practicable but it is acknowledged that this is not always possible in schools. However, all the measures in this assessment are aimed at reducing transmission risk</li> <li>• Pupils will be reminded about the need to stay apart from others and expectations around hygiene</li> </ul>	<p><a href="#">e-Bug</a> has produced a series of helpful coronavirus posters:</p> <ul style="list-style-type: none"> <li>• <a href="#">Horrid hands</a></li> <li>• <a href="#">Super sneezes</a></li> <li>• <a href="#">Hand hygiene</a></li> <li>• <a href="#">Respiratory hygiene</a></li> <li>• <a href="#">Microbe mania</a></li> </ul>
<b>Hand hygiene not being followed</b>	<ul style="list-style-type: none"> <li>• Young pupils encouraged to learn and practise good hygiene habits through games, songs and repetition</li> <li>• Frequent hand washing encouraged for pupils (following guidance on hand cleaning)</li> <li>• Hands are washed/sanitised on arrival at school</li> <li>• Hands will be washed before eating (at any time this applies)</li> <li>• Hands will be washed after coughing or sneezing into them</li> <li>• Sanitiser may be used at various points in the day at the teacher's discretion.</li> <li>• Staff help is available for pupils who have trouble cleaning their hands independently.</li> <li>• Pupils are encouraged not to touch their mouth, eyes and nose</li> <li>• Pupils encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> </ul>	<ul style="list-style-type: none"> <li>• Staff on duty outside school to monitor protection measures</li> </ul>

<p><b>No limit to equipment increases risk of spread of the virus</b></p>	<ul style="list-style-type: none"> <li>• The equipment pupils bring into school each day is limited to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones</li> <li>• Bags to carry above equipment are allowed</li> <li>• All pupils will be provided with a pencil case with essential items in for personal use</li> </ul>	<p>This will be sent out to parents with Information Document prior to children returning to school.</p>
<p><b>Pupils who show signs of COVID-19 or who are unwell</b> are not isolated and this increases risk of virus spreading</p>	<ul style="list-style-type: none"> <li>• Children who display symptoms/become ill during the school day are to be isolated</li> <li>• Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance</li> <li>• Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others in a well ventilated room (staff with the children are dressed in PPE – face mask, apron and gloves)</li> <li>• Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated</li> <li>• If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection</li> </ul>	
<p><b>Vulnerable pupils</b></p>	<ul style="list-style-type: none"> <li>• Regular reporting to LA and DfE regarding attendance of key groups</li> <li>• Regular contact with vulnerable pupils</li> <li>• Regular contact maintained with pupils who are not deemed vulnerable but who are remaining at home</li> <li>• Risk assessment of vulnerable pupils not attending school - to be completed by NG/MN on a case by case basis <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance">https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance</a></li> <li>• Review EHCPs where required</li> </ul>	
<p><b>Pupil Behaviour</b></p>	<ul style="list-style-type: none"> <li>• Review behaviour policies to consider how pupils not following distancing rules will be managed</li> <li>• Revised Home-school agreement created, shared and signed by pupils and parents</li> <li>• Government guidance to be used when considering alterations to existing behaviour policies</li> </ul>	
<p><b>Section.5: Parents</b></p>		
	<ul style="list-style-type: none"> <li>• Parents' drop-off and pick-up protocols to minimise contact – gatherings at the school gates/doors is prohibited.</li> <li>• School start times staggered so class groups arrive at different times. (During current lockdown, Jan 21, all pupils attending school arrive at 8:45 and leave at 3pm)</li> <li>• Communicate to parents on the preventative measures being taken (e.g. post risk assessment on school website).</li> <li>• Make it clear to parents that they will not be able to come into the building.</li> <li>• Parents and pupils encouraged to walk or cycle where possible</li> <li>• Encourage parents to phone school and make telephone appointments if they wish to discuss their child (to avoid face to face meetings).</li> </ul>	<p><b>Information shared with parents through Information Documents and communications prior to 1<sup>st</sup> September</b></p> <p><b>Staff on duty at the start and end of the school day to monitor closely protection</b></p>

	<ul style="list-style-type: none"> <li>• Inform parents that pupils cannot bring in toys and other items from home.</li> <li>• Revised Home-school agreement created, shared and signed by pupils and parents</li> </ul>	<b>measures particularly encouraging parents to drop-off and collect quickly.</b>
<b>Poor management of unwell pupils</b> leads to increased risk of virus spreading	<ul style="list-style-type: none"> <li>• Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance</li> <li>• Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk.</li> <li>• Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the medication policy or if an emergency verbal permission over of the phone</li> </ul>	

**Date of review: 13<sup>th</sup> July 2020**

**Date of eighth review: 05/03/21**

**Name of Headteacher:**

**Anthony Mitchell**

**Signature**

*A.H. Mitchell*

**Name of Chair of Governors:**

**Tom Cadogan**

**Signature**

**Changes arising from on-going risk assessment review**

<b>Issue arising</b>	<b>Action taken</b>	<b>Date</b>
<b>Disparity in hand hygiene procedures</b>	Procedure clarified at a staff meeting and RA amended	<b>23/09/2020</b>

	<ul style="list-style-type: none"> <li>• Hands are washed/sanitised on arrival at school</li> <li>• Hands will be washed before eating (at any time this applies)</li> <li>• Hands will be washed after coughing or sneezing into them</li> <li>• Sanitiser may be used at various points in the day at the teacher's discretion.</li> </ul>	
<b>Ventilation</b>	<ul style="list-style-type: none"> <li>• Ensure rooms are sufficiently ventilated with a through flow of air; doors and windows may be opened to achieve this. However, during cold weather it is suggested that one window and the internal door are kept open to allow circulation of air. You may also wish to advise your children to wear 'layers' of clothing.</li> </ul>	<b>2/10/20</b>
<b>Kitchen</b>	<ul style="list-style-type: none"> <li>• Only 2 members of kitchen staff (Lisa, Lynne) in the kitchen at any one time. With the exception of DG for 20 minutes from 12.10 – 12.30</li> </ul>	<b>02/10/20</b>
<b>Staffroom</b>	<ul style="list-style-type: none"> <li>• Use of staff rooms to be minimised to 4 people, socially distanced at 2m. Staff should, where possible, not be in close contact at less than 1m for longer than 15mins</li> </ul>	<b>02/10/20</b>
<b>Ventilation</b>	<p><b>Keeping occupied spaces well ventilated</b></p> <p>Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained.</p>	<b>11/11/20</b>



	<p>This can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"><li>• natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air</li><li>• natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</li></ul> <p>Further advice on this can be found in Health and Safety Executive guidance on <a href="#">air conditioning and ventilation during the coronavirus outbreak</a> and <a href="#">CIBSE coronavirus (COVID-19) advice</a>.</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <ul style="list-style-type: none"><li>• opening high level windows in preference to low level to reduce draughts</li><li>• increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)</li><li>• providing flexibility to allow additional, suitable indoor clothing. For more information see <a href="#">School uniform</a></li><li>• rearranging furniture where possible to avoid direct drafts</li></ul>	
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	Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.	
<b>Spread of Infection</b>	School start times staggered so bubbles arrive at different times (During current lockdown, Jan 21, all pupils attending school arrive at 8:45 and leave at 3pm)	<b>19/01/21</b>
<b>Increased risk as a result of lack of social distancing and mixing of groups</b>	Staff have been notified that they are able to wear face coverings in the classroom and in communal areas of the school. (Face coverings are not mandatory)	<b>19/01/21</b>
<b>Contact and mixing of pupils</b>	<p>Pupils in each year group will also be part of a wider phase bubble (R, Y1 &amp; Y2) (Y3 &amp; Y4) (Y5 &amp; Y6) of 60. Under the current lockdown we will endeavour to keep these wider bubbles separate. However, they do share toilet facilities)</p> <p>Assemblies will be limited to one phase bubble – the rest of the school will access them using our online platform ‘Teams’ / Zoom</p>	<b>19/01/21</b>
<b>Classrooms – management of books</b>	During current lockdown teachers will make their own arrangements for pupils working at home to collect books from the school. Consideration will be made to staggering collection times and sanitising the books before being put back into circulation.	<b>19/01/21</b>
<b>Kitchen and Dining Room</b>	Staggered lunchtime for each group – Lunchtime will be 12:30 – 13:30. Reception, Y5, Y6 will eat in their classes. Y1 & Y2 will eat in the dining room. Y3 & Y4 will eat in the hall.	<b>19/01/21</b>

<b>Wraparound Provision</b>	Both of these clubs are currently not operating due to operational difficulties	<b>19/01/21</b>
<b>Visitors to school</b>	In exceptional circumstances, where a visitor is permitted onsite, a face covering and/or visor should be worn. Wear 2m social distancing can't be maintained a face covering must be worn.	<b>19/01/21</b>
<b>Asymptomatic testing of staff</b>	All staff will be strongly encouraged to participate in the LFD testing programme. <ul style="list-style-type: none"> <li>• Staff will be asked to opt into testing programme</li> <li>• Staff will carefully read the guidance around testing and the reporting of results</li> <li>• Staff will be asked to undertake testing twice a week</li> <li>• Staff will report results to Test and Trace and the school</li> <li>• Staff will take the necessary action should they receive a positive test</li> </ul>	<b>19/01/21</b>
<b>Lettings</b>	Suspended during current lockdown	<b>19/01/21</b>
<b>Lack of reduced contact and distancing</b>	Use of staff rooms to be minimised to 4 people, socially distanced at 2m. Staff should, where possible, not be in close contact at less than 1m for longer than 15mins. Staff should sanitise hands before entering staff room and before using any shared equipment. All cups, plates and cutlery to washed in the dishwasher.	<b>19/01/21</b>
<b>Educational Visits</b>	<b>Suspended during current lockdown</b>	<b>19/01/21</b>
<b>Vulnerability of pupils not in school</b>	During the current lockdown we have implemented out remote learning policy (available on the school website)	<b>19/01/21</b>

	<p>SENDCO will monitor the children on our Vulnerable Pupil Register – COVID-19</p> <p>We have sent information home to parents regarding staying safe during remote learning and an increase in online activity.</p>	
<b>Addition of section 3A</b>	<b>LFD Testing</b>	
<b>Lack of reduced contact and distancing</b>	Use of staff rooms to be minimised to 4 people, socially distanced at 2m. Staff should, where possible, not be in close contact at less than 1m for longer than 15mins. Staff should sanitise hands before entering staff room and before using any shared equipment.	<b>25/02/21</b>
<b>Requirement to wear facemasks in areas where 2m social distancing can't be ensured.</b>	Face masks to be worn in staffroom to make a drink. Staff to spend no longer than 20 mins at a time in the staffroom.	<b>5/3/21</b>