



# Coronavirus Risk Assessment

COVID-19 Pandemic: Updated April 2021

To be reviewed September 2021

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## Risk 1: Spread of virus within (and across) pupil groups

Who is affected?	Preventative actions	Key Response	Additional Details	Responsibility
All	Target of 2 Metre Social Distancing	Furniture within Classrooms	<ul style="list-style-type: none"> <li>At school, children spend time revisiting key messages with staff gently reiterating the significance of the measures in place and promoting good practice amongst staff and pupils</li> <li>Fire drill to be practiced half termly, with children becoming increasingly familiar with new line-up positions; maintaining distancing within and between class bubbles</li> <li>Four key messages repeated in posters around school                             <ul style="list-style-type: none"> <li>Catch it, kill it, bin it</li> <li>Social distancing</li> <li>Washing hands</li> <li>Not touching face</li> </ul> </li> <li><b>All staff consistently model good practice</b></li> <li>Ensure the right number of staff are in school every day to maintain an appropriate ratio with pupils</li> <li>Class teachers to lead class bubbles</li> <li>Spread seating/tables/ possibly using floor spots for Reception - children side by side, facing forwards where possible, avoid seating children opposite others</li> <li>Seating plan; work stations allocated in KS1 &amp; KS2; areas and carpet space used in Reception &amp; Y1. Y1 working at group tables keeping a distance. Y2 sometimes working at group tables keeping a distance</li> <li>Children sit with own, frequently used equipment (pens/pencils) on tables - equipment to stay in school as much as possible</li> <li>Reception &amp; Y1 to play in class base inside and out - cleaning ongoing.</li> </ul>	Teacher/TA
All		Outdoor Play	<ul style="list-style-type: none"> <li><b>Wherever possible</b> children within bubbles to play apart</li> <li>Promote 'distanced games' and side by side play opportunities</li> <li>Staggered rota in place for 'zoning' of playtimes and play areas</li> </ul>	Teacher/TA
All		Learning Outdoors	<ul style="list-style-type: none"> <li>Outdoor learning is encouraged if learning focus and weather permit; use of field, top and bottom playgrounds etc;</li> <li>Liaison with other adults needed - Teams chat can be used to communicate or mobile phones - use playground zoned area for outdoor learning as first space</li> <li>Off site Forest Schools sessions cancelled until further notice</li> </ul>	Teacher/TA

Risk 1: Spread of virus within (and across) pupil groups

Who is affected?	Preventative actions	Key Response	Additional Details	Responsibility
All	Infection from Surfaces & Objects	Verbal Feedback Wiping & Washing	<ul style="list-style-type: none"> <li>• Pupils' books to remain in each class base during the school day. Adults only to collect and distribute</li> <li>• Feedback to be verbal where possible -if books have to be marked adult to use own pen and wash hands afterwards</li> <li>• Coats, packed lunches, water bottles and reading books/ folders can be placed in a designated class bubble location - i.e class coat peg areas. KS1 to use corridor coat peg areas with no crossing of bubbles</li> <li>• Fruit being delivered for R/KS1 should be dispensed and handled by one member of staff and not by pupils - admin staff to deliver to class bases</li> <li>• Surfaces to be disinfected at the end of each session (AM &amp; PM) and as required</li> <li>• Cleaning outside to be an ongoing activity for Reception</li> <li>• Work surfaces are to be cleared at the end of each day to permit full disinfection by cleaners</li> <li>• Where weather permits all doors with fire releases to be open; key external doors within the school to be left open on dry days</li> <li>• In cooler months doors can be closed with some windows remaining open to allow a through draught. Children and staff encouraged to 'layer up' with warm clothing.</li> <li>• During break times external doors should be left open to 'purge' the class base with fresh air and ventilate the space.</li> <li>• Each bubble to be provided with full cleaning kit</li> <li>• Cleaning staff to do deeper cleans</li> </ul>	Pupils Teacher/TA PM Cleaners (Bursar/ premises staff & admin to ensure sufficient materials)

Risk 1: Spread of virus within (and across) pupil groups

Who is affected?	Preventative actions	Key Response	Additional Details	Responsibility
			<ul style="list-style-type: none"> <li>• Full clean at the end of the day to disinfect frequently touched objects and surfaces, including:                             <ul style="list-style-type: none"> <li>• Classroom desks and tables</li> <li>• Bathroom facilities (including taps and flush levers and buttons) use correct colour cloth – blue for loo, red for bathroom and classroom</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 (if crossing bubbles)</li> <li>• Art/Science resources (if crossing bubbles)</li> <li>• Toys (at least weekly within bubbles)</li> <li>• Telephones</li> <li>• Buttons on coded doors</li> </ul> </li> <li>• Telephones in admin area cleaned each day and/or between users</li> <li>• Photocopiers cleaned each day and/or between users</li> <li>• Shared resources can be rotated between bubbles without cleaning if left unused and out of reach for a period of 48 hours (72 hours for plastics)</li> </ul>	Teacher/TA PM Cleaners (Bursar/ premise staff & admin to ensure sufficient materials)
All	Initial Handwashing		<ul style="list-style-type: none"> <li>• Part of '<b>Coming back to school</b>' info for families</li> <li>• Staff and children use hand sanitiser followed by handwashing (or just handwash if systems allow) on arrival at school using taps &amp; sinks in class bases and toilets</li> <li>• Provide soap, paper towels and bin</li> <li>• Provide tissues and bins in all classrooms and in key locations</li> <li>• Make alcohol-based hand sanitiser available to adults in classrooms and in key locations (Hall, Reception, etc) Adults to apply for children if needed, handwashing preferable and more effective</li> </ul>	Teacher/TA (Bursar/ premises staff & admin to ensure sufficient materials)

Risk 1: Spread of virus within (and across) pupil groups

Who is affected?	Preventative actions	Key Response	Additional Details	Responsibility
All	Regular Handwashing		<ul style="list-style-type: none"> <li>• Part of '<b>Coming back to school</b>' info for families</li> <li>• Regular handwashing enforced after each activity (if appropriate) and definitely before and after each play</li> <li>• Posters promoting correct techniques on display and reviewed by adults</li> <li>• Washing inside to be an ongoing activity for Reception class</li> <li>• Make sure everyone is washing their hands with soap and water for at least 20 seconds across the school day, particularly:                             <ul style="list-style-type: none"> <li>• After coming into school</li> <li>• After sneezing or coughing</li> <li>• Before and after handling or eating food</li> <li>• After going to the toilet</li> </ul> </li> <li>• Encourage pupils and staff to avoid touching their face with unwashed hands</li> </ul>	Supervised by Teacher/TA
All	Remove Soft Furnishings		<ul style="list-style-type: none"> <li>• Store any beanbags away from class bases</li> <li>• Limit and rotate dressing up clothes</li> </ul>	Teachers/TAs
All	Elimination of Infected Individuals from Site	No adult or child to remain on site if: <ul style="list-style-type: none"> <li>• symptoms</li> <li>• diagnosis confirmed or suspected</li> <li>• household members symptoms</li> </ul>	<ul style="list-style-type: none"> <li>• Part of '<b>Coming back to school</b>' info for families</li> <li>• Guidance recirculated to staff</li> <li>• Guidance available in folder in staffroom &amp; on Teams</li> <li>• Parents to call online Coronavirus 111 for advice and/or to arrange testing</li> <li>• Staff to call online Coronavirus 111 for advice and/or to arrange testing</li> <li>• All NHS test and trace guidelines to be adhered to</li> <li>• Self-isolation guidelines to be adhered to - any child presenting with Coronavirus symptoms at school to isolate - outside if possible, or group room in quad to be used; staff to wear PPE if closer than 2M - medical mask, apron &amp; gloves</li> <li>• Sign to be displayed making clear that quad group room is in use for isolated individual - however this room can now be used at other times</li> <li>• Suspected infected individual to use toilet off group room in quad</li> <li>• Group room in quad, toilet and key areas to be cleaned before re-use</li> </ul>	HT Staff Parents

Risk 1: Spread of virus within (and across) pupil groups

Who is affected?	Preventative actions	Key Response	Additional Details	Responsibility
All	Avoidance of Infected Individuals coming onto Site	No adult or child to come onto site if: <ul style="list-style-type: none"> <li>• symptoms</li> <li>• diagnosis confirmed or suspected</li> <li>• household members symptoms</li> </ul>	<ul style="list-style-type: none"> <li>• Clear overview e-mailed to all staff</li> <li>• Guidance recirculated to staff</li> <li>• Guidance available in folder in staffroom and on Teams</li> <li>• Parents to be reminded of symptoms and asked to confirm absence; any concerns - child not to be taken into school</li> <li>• All NHS test and trace guidelines to be adhered to</li> <li>• Staff on-site given opportunity to opt into LFD testing</li> </ul>	HT Staff Parents PM Cleaners
All	Respiratory Hygiene	<ul style="list-style-type: none"> <li>• Catch it</li> <li>• Bin it</li> <li>• Kill It</li> </ul>	<ul style="list-style-type: none"> <li>• Posters reiterating message</li> <li>• Ensure all classrooms and key areas have tissues available</li> <li>• Importance of sneezing into elbow if unable to get to tissue in time</li> <li>• Staff praise correct behaviour</li> <li>• Staff out on gate duty to wear a face covering</li> <li>• Parents on school premises at drop off/pick up are encouraged to wear a face covering</li> <li>• Though wearing a face covering or face mask/visor in schools is not recommended, staff may choose to wear a well-made fabric mask/visor which is likely to offer some protection (mainly to those nearby) as long as it is used correctly -incorrect mask/visor use could increase someone's risk; if they choose to wear a mask/visor, staff must make sure they use and remove it safely</li> <li>• If children come to school with a mask this needs to be removed on entry to school premises and placed in a sealed plastic bag and hands washed immediately.</li> <li>• Bins identified to children</li> <li>• Bins emptied daily &amp; if full during school day, tie off and leave outside classroom internal door</li> <li>• When possible, open windows to increase air flow and ventilation</li> <li>• In cooler month doors can be closed with some windows remaining open to allow a through draught. Children and staff encouraged to 'layer up; with warm clothing.</li> <li>• During break times external doors should be left open to 'purge' the class base with fresh air and ventilate the space.</li> <li>• All children will be accessing school via external doors and not walking through the school at all unless no other route is available</li> <li>• 1st aid to be administered outside or in class bubbles - sheet provided to record incidents</li> <li>• Group congregation dissuaded in drop-off/pick up areas</li> <li>• Where possible, telephones and computer terminals/laptops should only be used by designated users and not shared; where this is not possible then provision for cleaning/disinfecting should be provided</li> <li>• Anti bac wipes available near both photocopiers for before and after use</li> </ul>	Teacher/TA (SBM/PM to ensure sufficient materials)

Risk 1: Spread of virus within (and across) pupil groups

Who is affected?	Preventative actions	Key Response	Additional Details	Responsibility
All	Toileting	Assigned Toilets Release from Class Staggered Release at Play and Lunch Staggered Bubbles for Lunch	<ul style="list-style-type: none"> <li>• YR to use EYFS toilets in the quad at all times</li> <li>• KS1 to use class toilets in Y1 &amp; 2 class bases at all times</li> <li>• Y3 &amp; 6 to use toilets on top landing - maximum 2 at a time <b>from same year group bubble</b></li> <li>• Y4 &amp; 5 to use playground side toilets maximum 2 at a time <b>from same year group bubble</b></li> <li>• Children to be released two at a time from class, whenever possible – on occasion if need is too urgent, children told clearly how and where to wait for cubicle/urinal and basin</li> <li>• Any toileting accidents requiring adult help with change of clothes – adults to wear gloves whilst helping and wash hands afterwards, sealing soiled clothes in a plastic bag to be taken home.</li> <li>• Before and after lunchtimes and playtimes, children not needing toilet use class hand basins, queuing at door, whilst those needing toilet to be released in ones and twos</li> <li>• Lunch in shifts within each class bubble – packed lunch/hot dinners eaten in classrooms or outside for KS1 &amp; KS2. Reception and Y1 to eat in the school hall.</li> <li>• <b>Lunch Timings:</b> <ul style="list-style-type: none"> <li>• 1st shift 12 – 12.30 Reception in the hall to eat. Yrs 3, 5 &amp; 6 to eat in classrooms. Yrs 1, 2 &amp; 4 outside to play.</li> <li>• 2nd shift 12.30 – 1.00 Y1 in the hall to eat, Yrs 2 &amp; 4 to eat in classrooms. Reception, Y3, 5 &amp; 6 outside to play.</li> </ul> </li> <li>• Staff toilets to have antiseptic spray and paper towels available – maximum one at a time.</li> </ul>	Teacher/TAs



Risk 1: Spread of virus within (and across) pupil groups

Who is affected?	Preventative actions	Key Response	Additional Details	Responsibility
All	Playtimes	Stagger Playtimes	<ul style="list-style-type: none"> <li>• <b>Playtime Timings:</b> <ul style="list-style-type: none"> <li>• 10.30 - 10.50 Years 3, 4, 5 &amp; 6</li> <li>• 10.50 - 11.10 Reception Year 1 &amp; Year 2</li> <li>• No afternoon playtimes - teacher's discretion if feel a break is needed</li> </ul> </li> </ul>	Teachers/TAs
		Playground Zones	<ul style="list-style-type: none"> <li>• <b>Playground Zones</b> (fine weather/wet weather): <ul style="list-style-type: none"> <li>• Dry weather: Bottom playground to include area outside quad/Top playground/Field tyre end/Field fence end</li> <li>• Wet weather (but not indoors): Bottom playground/ Area outside quad /Top playground by Y3/4 class/Top playground by Y5/6 class</li> <li>• Raining - stay in class bases</li> <li>• Adventure play areas on both playgrounds remain CLOSED to all children - to be monitored according to guidance and Health &amp; Safety</li> <li>• Rota to be drawn up for daily zone</li> <li>• Any equipment provided for playtimes/PE to stay within the bubble and be washed after use (tubs provided)</li> </ul> </li> </ul>	Teachers/TAs PM
All	Assemblies	Regular assemblies	<ul style="list-style-type: none"> <li>• Weekly achievers assemblies to be held outside, socially distanced in class bubbles: <ul style="list-style-type: none"> <li>• Reception and KS1 on bottom playground</li> <li>• KS2 on top playground</li> </ul> </li> <li>• Pre-recorded 'Whole School' Assemblies led by SC/Dave/Beth</li> <li>• Some to be led by CTs - using recommended external resources eg Oak Academy</li> </ul>	Teachers/TAs
All	Maintaining Bubble	Late arrival	<ul style="list-style-type: none"> <li>• Gates will be locked - any late arrivals to report to school office where child will be escorted round to external door of class base</li> </ul>	All staff/ parents

Risk 1: Spread of virus within (and across) pupil groups

Who is affected?	Preventative actions	Key Response	Additional Details	Responsibility
All	Maintaining First Aid Provision Accidents Supporting and Containing Children with Symptoms	First aiders Management of Children with Symptoms	<ul style="list-style-type: none"> <li>• Part of '<b>Coming back to school</b>' info for families</li> <li>• <i>See separate guidance on what to do if a child/adult is displaying symptoms</i></li> <li>• All staff have basic first aid training, including staff with paediatric first aid qualification</li> <li>• The admin area will be staffed by 2 staff with first aid at work qualification</li> <li>• Parents will be reminded of the symptoms to be alert to, if in any doubt, parents should keep their child at home to avoid risking infection of their child's class bubble</li> <li>• Minor low level first aid to be dealt with by class bubble Leads using first aid kits in bubbles; non-minor first aid to be referred to office and office staff will judge whether interaction is needed that will require PPE</li> <li>• If children displaying symptoms, class bubble Lead to phone office, explaining symptoms, and office staff member will collect child</li> <li>• Ensure that all parents and guardians are aware that admission to the school grounds will be blocked if a diagnosis of Covid 19 is confirmed or suspected in the household and that children with high temperature or persistent cough should not be on site</li> <li>• Make sure staff in school know that they should:               <ul style="list-style-type: none"> <li>• <i>Observe strict no contact rule where possible</i></li> <li>• <i>Contact Parent/Guardian with instructions to take home and consult medical aid. Parents contact school once outcome known.</i></li> <li>• <i>If Covid symptoms are evident isolate pupils in group room or outside while waiting for parent</i></li> <li>• <i>Wash their hands for 20 seconds after making contact with the ill pupil</i></li> <li>• <i>Adult to use PPE equipment, as appropriate and if 2M distance can't be maintained - medical mask, apron and gloves</i></li> </ul> </li> <li>• Group room in quad identified as a room that sick pupils can be kept in until parents come to collect them, as it has:               <ul style="list-style-type: none"> <li>• <i>A door you can close</i></li> <li>• <i>A window you can open for ventilation</i></li> <li>• <i>Separate toilets for use</i></li> </ul> </li> </ul>	

Risk 1: Spread of virus within (and across) pupil groups

Who is affected?	Preventative actions	Key Response	Additional Details	Responsibility
All	Cleaning	Clean as a matter of urgency and if not possible - seal area off	<ul style="list-style-type: none"> <li>• If Covid 19 symptoms evident:</li> <li>• Clean and disinfect surfaces the person has come into contact with, including:               <ul style="list-style-type: none"> <li>• Objects which are visibly contaminated with body fluids</li> <li>• All potentially contaminated high-contact areas (e.g. bathrooms, door handles, telephones, grab-rails in corridors and stairwells)</li> </ul> </li> <li>• (Public areas they've passed through briefly (e.g. corridors) which aren't visibly contaminated with body fluids do not need to be cleaned)</li> <li>• When cleaning hard surfaces and sanitary fittings, use either:               <ul style="list-style-type: none"> <li>• Red cloth for classroom and bathroom/Blue cloth for loo</li> <li>• Paper rolls and disposable mop heads</li> </ul> </li> <li>• When cleaning and disinfecting, use either:               <ul style="list-style-type: none"> <li>• A combined detergent/disinfectant solution at a dilution of 1,000 parts per million available chlorine</li> <li>• A household detergent, followed by a disinfectant with the same dilution as above</li> <li>• An alternative disinfectant, that's effective against enveloped viruses</li> </ul> </li> <li>• Make sure if Covid 19 case suspected all cleaning staff:               <ul style="list-style-type: none"> <li>• Wear disposable gloves and apron</li> <li>• Wash their hands with soap and water once they remove their gloves and apron</li> <li>• If there's visible contamination with body fluids, consider providing cleaning staff with a surgical mask; the local health protection team's risk assessment will advise if this equipment is needed</li> <li>• Wash any possibly contaminated fabric items in a washing machine; clean and disinfect anything used for transporting these items with standard cleaning products</li> <li>• Launder any possibly contaminated items on the hottest temperature the fabric will tolerate</li> <li>• If items can't be cleaned using detergents or laundering (e.g. upholstered furniture), use steam cleaning</li> <li>• Dispose of any items that are heavily soiled or contaminated with body fluids</li> <li>• 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</li> <li>• Place these bags in a suitable and secure place away from children and mark them for storage in locked part of the school</li> <li>• Wait until the test results are known before taking the waste out of storage</li> <li>• If the individual tests negative, put the bags in with the normal waste; if the individual tests positive, place in locked part of school for 72 hours</li> </ul> </li> </ul>	

## Risk 2: Spread of virus out to parents/other family members and in to school

Who is affected?	Preventative actions	Key Response	Additional Details	Responsibility		
All	Drop-off & Pick-up	Only 1 Parent to Accompany Child	<ul style="list-style-type: none"> <li>• One-way system up to school gate and down during pick up and drop off - up by the hedge, down through the car park - clear signs and parents informed - keep 2 metre distance</li> <li>• Signage at gates and on doors about queuing with 2m distancing</li> <li>• Only one adult in school reception area at a time - wait outside</li> <li>• Different year groups drop off and pick up at different points and at different times:                             <ul style="list-style-type: none"> <li>• Year 3, 4, 5 &amp; 6 to external class doors - top playground</li> <li>• Years 1 &amp; 2 children in via Y1 &amp; 2 external class doors - bottom playground</li> <li>• Reception children in via main quad door</li> </ul> </li> <li>• Children to be met by staff</li> <li>• KS2 children encouraged to be independent</li> <li>• Parents to be told not to gather at drop off/pick-up and to maintain social distancing - <b>where possible only one adult to pick up</b></li> <li>• Parents to be encouraged to wear a face covering on school premises</li> <li>• Parents to leave school promptly after drop-off or pick-up; as much communication as possible encouraged via e-mail or telephone</li> <li>• Parents can leave messages with staff on gate duty but must maintain social distancing when holding a conversation</li> <li>• Staggered Drop-off and Pick-ups:                             <table border="0" style="width: 100%; margin-top: 10px;"> <tr> <td style="vertical-align: top; width: 50%;"> <b>Drop Off:</b> <ul style="list-style-type: none"> <li>• 8.45 - 8.55 Y5 &amp; Y6</li> <li>• 8.55 - 9.05 Y2 &amp; Y4</li> <li>• 9.05 - 9.10 Y1, Y3 &amp; Reception</li> </ul> <p>If you have children in different year groups, you are welcome to drop them off at the same time.</p> </td> <td style="vertical-align: top; width: 50%;"> <b>Pick up:</b> <ul style="list-style-type: none"> <li>• 3.05 - 3.15pm Reception, Y1 &amp; Y3</li> <li>• 3.15 - 3.25pm Y2 &amp; Y4</li> <li>• 3.25pm Y5 &amp; Y6</li> </ul> <p>If you have children in different year groups please arrive at the later time slot for pick up. Children will remain supervised in class. Y5 &amp; 6 will be released at 3.25pm and allowed to leave the site by themselves.</p> </td> </tr> </table> </li> </ul>	<b>Drop Off:</b> <ul style="list-style-type: none"> <li>• 8.45 - 8.55 Y5 &amp; Y6</li> <li>• 8.55 - 9.05 Y2 &amp; Y4</li> <li>• 9.05 - 9.10 Y1, Y3 &amp; Reception</li> </ul> <p>If you have children in different year groups, you are welcome to drop them off at the same time.</p>	<b>Pick up:</b> <ul style="list-style-type: none"> <li>• 3.05 - 3.15pm Reception, Y1 &amp; Y3</li> <li>• 3.15 - 3.25pm Y2 &amp; Y4</li> <li>• 3.25pm Y5 &amp; Y6</li> </ul> <p>If you have children in different year groups please arrive at the later time slot for pick up. Children will remain supervised in class. Y5 &amp; 6 will be released at 3.25pm and allowed to leave the site by themselves.</p>	Teachers/TAs Parents
<b>Drop Off:</b> <ul style="list-style-type: none"> <li>• 8.45 - 8.55 Y5 &amp; Y6</li> <li>• 8.55 - 9.05 Y2 &amp; Y4</li> <li>• 9.05 - 9.10 Y1, Y3 &amp; Reception</li> </ul> <p>If you have children in different year groups, you are welcome to drop them off at the same time.</p>	<b>Pick up:</b> <ul style="list-style-type: none"> <li>• 3.05 - 3.15pm Reception, Y1 &amp; Y3</li> <li>• 3.15 - 3.25pm Y2 &amp; Y4</li> <li>• 3.25pm Y5 &amp; Y6</li> </ul> <p>If you have children in different year groups please arrive at the later time slot for pick up. Children will remain supervised in class. Y5 &amp; 6 will be released at 3.25pm and allowed to leave the site by themselves.</p>					

Risk 2: Spread of virus out to parents/other family members and in to school

Who is affected?	Preventative actions	Key Response	Additional Details	Responsibility
All	Book Swaps	Wiping Additional Items Treatment of Books	<ul style="list-style-type: none"> <li>Part of '<b>Coming back to school</b>' info for families</li> <li><b>No additional items beyond reading books &amp; log books needed in school</b>, book bags and bags are permissible if necessary - sun cream (if needed)</li> <li>Advise parents to ask children to wash hands after reading at home</li> <li>Books to be swapped as normal; incoming books collected in one box and then wiped down and/or left (24 hours) before returning to shelf</li> <li>Staff and children to hand wash after a book exchange session</li> <li>Children to wash hands before/after reading school texts</li> <li>The school library will remain open for use with restrictions to one class bubble each day to be timetabled.</li> </ul>	Teachers/TAs Parents
All	Lunchboxes Carrying Virus	Taken home each day to be washed	<ul style="list-style-type: none"> <li>Part of '<b>Coming back to school</b>' info for families</li> <li>Lunchboxes &amp; water bottles kept on a trolley or similar</li> <li>Children clear that they shouldn't touch another child's lunchbox</li> <li>Lunchbox and water bottles home at end of day to be washed</li> </ul>	Teachers/TAs Parents
All	Other Items Moving between School and Home	Coats/PE Kits	<ul style="list-style-type: none"> <li>Part of '<b>Coming back to school</b>' info for families</li> <li>No PE kits stored in school - children to wear PE kit on timetabled PE days to be communicated with parents</li> <li>Spare trainers for PE/field use welcomed if possible</li> <li>PE to be delivered by school staff and Aspire coaches</li> </ul>	Teachers/TAs Parents

## Risk 3: Spread of virus to others

Who is affected?	Preventative actions	Key Response	Additional Details	Responsibility
All	Office to be visited only in an emergency	Office/Bursar to maintain their own 'bubbles'	<ul style="list-style-type: none"> <li>• Staff to avoid walking through the office to access the staffroom</li> <li>• Children only go to the office in an emergency</li> <li>• Maintain 2m social distance rule when communicating with office staff</li> </ul>	
All	Visitors to Site	Deliveries/ Volunteers and outside agencies to include: Play therapist, school nurse, OT, Visual team, Peripatetic music teachers, supply staff, ITT and college students	<ul style="list-style-type: none"> <li>• Staff to let office (JC) know they are in the building - no sign in sheet</li> <li>• Office staff to liaise with deliveries</li> <li>• Signage guides visitors on entrance to site</li> <li>• Volunteers and visitors working with children to use spaces away from class bases - eg: Hall, SNUG, meeting room, group room etc... All visitors to be given a Covid 19 Guidance sheet on entry to the school</li> <li>• All visitors to provide office staff with sufficient detail to support rapid contact tracing if required by NHS test and trace</li> <li>• Where possible visitors to access rooms externally using outside doors without walking through the school</li> <li>• Surface areas used to be sanitised after use</li> <li>• Deliveries to be left outside school building/in school entrance, if possible, deliveries to be quarantined for 24 hours, including letters</li> <li>• If not, wipe any items with warm soapy water where safe before and after handling them; if this is not possible, open with gloves and wipe/disinfect or wash hands after moving the item</li> <li>• Avoid any manual handling that requires a two-person lift</li> <li>• Check with Premises Manager about any manual handling issues</li> </ul>	All staff

Risk 3: Spread of virus to others

Who is affected?	Preventative actions	Key Response	Additional Details	Responsibility
All	Maintaining class bubbles while providing hot dinners	Reception and Y1 to eat in the hall Other hot dinners to be served in class bases	<ul style="list-style-type: none"> <li>• Register time – children to select meal from menu (hot dinner) and send pre-order list to office</li> <li>• 10.30am Chartwells staff arrive – check food, menus on offer and choices made by children to work out meals to be cooked for each shift (as far as this is possible)</li> <li>• Hall to be set up by MMS/Admin team from 11.45am – seating/tables spread out. Set up serving area with double tables to ensure safe distance</li> <li>• Chartwells staff to plate up food at serving area as normal – no children collect, only adults and after Chartwells staff have finished</li> <li>• 12.00 – 12.30pm Reception to eat lunch in the hall Y3, Y5 &amp; Y6 to eat lunch in class bases- pre-ordered meals to be taken to the children by MMS. Plates to be collected by MMS and returned to the hall</li> <li>• 12.30 – 1pm Y1 to eat lunch in the hall, Yrs 2 &amp; Y4 to eat lunch in class bases as before – pre-ordered meals to be taken to the children</li> <li>• One-way entry into Hall for Reception and Y1 – through Y1 gate and back door of the hall</li> <li>• Children to sit 3 to a table – 2 at either end and 1 in the middle</li> <li>• One adult to stay with children, one to have break – this could be done on a rota system</li> <li>• Pre-ordered meals to be taken to the children by adults – spare table set up for any meals that need to be cut up for the children</li> <li>• Plates left on tables, adults to collect and clear (children could clear plates on way out if space allows, under adult direction)</li> <li>• When all children are ready (not before 12.30pm/1pm), leave Hall via back door. Reception out to play and swap adult. Y1 back to class</li> <li>• MMS clean tables/chairs with Anti bac spray &amp; sweep floor as normal</li> </ul>	Cook Teachers/TAs

## Risk 4: Spread of virus to staff and between staff/into homes

Who is affected?	Preventative actions	Key Response	Additional Details	Responsibility
All	Respiratory Infection	Social Distancing	<ul style="list-style-type: none"> <li>Where possible, staff to maintain a 2m social distance between themselves and colleagues and between themselves and children</li> <li>Walking and cycling to school is preferable if possible. Car sharing is strongly discouraged with people outside of your household.</li> <li>Staff to be signed in by office staff to avoid staff signing in with communal pen on arrival.</li> <li>Share risk assessment with colleagues</li> </ul>	All
All	Surface & Object Cleanliness	Registers and Paper Resources	<ul style="list-style-type: none"> <li>Registers to be reinstated and collected by the school office along with dinner orders</li> <li>Staff to hand wash if risk of contamination by others handling documents</li> <li>Staff bringing in food from home should make sure that it is clearly identifiable and in a sealed container; ideally disposable containers are the preference</li> <li>Staff are to take home any remaining food and containers at the end of each day</li> </ul>	All
Staff with Underlying Health Conditions	Infection	Medical Advice	<ul style="list-style-type: none"> <li>Consider staff member having the opportunity to access PPE - face covering/visor as opposed to medical masks</li> <li>All staff to have individual risk assessments</li> </ul>	Teachers/TAs
All	Insufficient Staff to Cover	Staff Becoming Unwell	<ul style="list-style-type: none"> <li>Staff should inform the Headteacher at the earliest opportunity if they have concerns about being well enough to attend school</li> <li>Covid symptoms for staff to look out for are clearly displayed around the school</li> <li>At the end of each day everyone should conduct a 'wellness' check; if there are any concerns or staff feel unwell then these should be raised with the headteacher immediately</li> <li>Staff should inform the HT at the earliest opportunity if they have been told to self-isolate or test positive or have two void LFD tests</li> <li>Staff to follow both local and national lockdown guidance</li> </ul>	Teachers/TAs



Risk 4: Spread of virus to staff and between staff/into homes

Who is affected?	Preventative actions	Key Response	Additional Details	Responsibility
All	Infection through Contact with Large Numbers of Children	Bubbles	<ul style="list-style-type: none"> <li>• Staff to remain with their class bubble and avoid contact between additional personnel/ children where possible</li> <li>• Consider outside space if possible</li> <li>• Where possible - maintain 2m social distancing</li> <li>• Seating side by side is recommended to limit infection</li> <li>• If this is not possible, e.g. hearing readers, intervention groups etc, stand behind children (on basis that risks to adults are greater than to children) or beside them and keep a distance. Washing hands regularly</li> <li>• Avoid face to face contact</li> <li>• Face masks not recommended</li> </ul>	Teachers/TAs
All Staff	Possible Infection	Contact with Confirmed Case	<ul style="list-style-type: none"> <li>• <b>Follow DfE Guidance</b></li> <li>• Affected person to self-isolate for 7 days + household for 10 days</li> <li>• Affected person to be tested and share result with school</li> <li>• Rest of class bubble sent home and self-isolate for 10 days, if case confirmed (wider school community do not need to)</li> <li>• Contact West Sussex only</li> </ul>	All staff

## Risk 5: Pupils with underlying health issues and/or living in households 'at risk'

Who is affected?	Preventative actions	Key Response	Additional Details	Responsibility
Shielding Groups	Possible Infection	Parental Liaison	<ul style="list-style-type: none"><li>• Government advice states all children should now be attending school</li><li>• School to Liaise with parents - offering reassurance</li><li>• Monitor attendance - teachers/office to liaise with Head</li></ul>	Teachers Office Staff Headteacher/ SENDCo

## Risk 6: Impact on staff/pupil mental well-being

Who is affected?	Preventative actions	Key Response	Additional Details	Responsibility
All	Impact on Mental Health	Communication	<ul style="list-style-type: none"><li>• Wellbeing in Education Return Project rolled out to all staff directly working with children to support mental health</li><li>• Weekly updates from Headteacher (Friday update)</li><li>• Open communication channels - email, phone calls</li><li>• PSHE activities taking place in school as a priority</li><li>• Learning mentors and play therapist on site</li></ul>	All staff

## Risk 7: Impact on children's progress and attainment

Who is affected?	Preventative actions	Key Response	Additional Details	Responsibility
All children	Lockdown contingency plan	Initiate contingency plan within 24 hours	<ul style="list-style-type: none"><li>• Remote education in place for any self-isolating class bubbles or families</li><li>• See separate MPS remote education policy</li></ul>	Teachers

## Appendix 1 - Risk: Spread of virus within (and across) pupil groups

Who is affected?	Preventative actions	Key Response	Additional Details	Responsibility
All	Maintaining bubbles while providing wrap around provision and clubs	<b>BC</b> - class bubbles maintained using allocated tables	<b>Breakfast club (BC)</b> <ul style="list-style-type: none"> <li>Drop off 7.55am at school entrance</li> <li>Children escorted to hall by office staff</li> <li>Tables allocated per family or year group, children to sit at table and keep belongings with them.</li> <li>Staff to ask for breakfast requests - food and drink to be taken to the children. Staff to be extra vigilant with washing hands before and after food prep and serving to children.</li> <li>Movement will be limited with no children allowed in the kitchen area.</li> <li>Activities on offer will be table based with resources supplied for each bubble.</li> <li>At 8.45am children will be taken to their classroom where they will wash their hands immediately and then supervised by the class teacher until the rest of the children arrive.</li> <li>BC staff are responsible for cleaning the hall tables.</li> </ul>	<ul style="list-style-type: none"> <li>BC/ASC staff &amp; Teachers</li> </ul>
		<b>ASC</b> - specific areas for KS1 & KS2, outdoor play when possible. Social distancing encouraged.	<b>After school club (ASC)</b> <ul style="list-style-type: none"> <li>Children to stay in their classroom until 3.25pm when teachers will take them to the hall for registration.</li> <li>ASC staff will escort the children over to the quad building.</li> <li>Two separate areas will be set up - one for KS1 and one for KS2</li> <li>Children will be encouraged to remain a safe distance from children outside their class bubble and staff.</li> <li>A snack and a drink will be brought to the children with staff being extra vigilant with washing hands before and after food prep and serving to children.</li> <li>Inside activities will be table based inside within key stage bubbles. Resources will be allocated each week and will not be shared across bubbles.</li> <li>Staff will encourage non-contact outdoor activities whenever weather allows - keeping in key stage bubbles as much as possible.</li> <li>Tables and equipment will be cleaned regularly.</li> <li>On pick up parents and/or carers should ring the quad door bell and wait. A member of staff will check who needs collecting and bring children out to them.</li> </ul>	
		<b>Aspire Coaches</b>	<ul style="list-style-type: none"> <li>After school clubs reinstated Summer Term 2021</li> <li>See separate risk assessment</li> </ul>	

## Appendix 2 - Risk: Spread of virus within (and across) pupil groups

Who is affected?	Preventative actions	Key Response	Additional Details Off site sessions cancelled until further notice	Responsibility
All	Maintaining bubbles while providing Forest Schools	Forest School leaders maintain class bubbles	<ul style="list-style-type: none"> <li>• Forest school sessions timetabled for one class bubble at a time - no crossing of groups.</li> <li>• Children to attend school in Forest school kit when woods session is timetabled. Bring suitable footwear, i.e wellingtons or boots, separately.</li> <li>• Go to the toilet and wash hands prior to session</li> <li>• Miss Channon to collect and return children for Little Woods sessions.</li> <li>• Mrs Clarke to collect and return children for Big woods sessions.</li> <li>• ALL sessions to provide handwashing facilities with hand sanitiser available at all times.</li> <li>• Minibus used to transport children to Big Woods</li> <li>• Driver and accompanying adult to wear masks, windows down in bus to aid ventilation where possible.</li> <li>• Seats to be cleaned after use with fabric cleaner, plastic wiped down by driver and accompanying adult when a new bubble is using the bus within the next 72 hours.</li> <li>• Kit to be left for 72 hours or cleaned between bubbles as necessary. Leaders to liaise about lit.</li> <li>• Volunteers provided with guidance sheets to explain restrictions and provide office staff with sufficient detail to support rapid contact tracing if required by NHS test and trace</li> </ul>	<ul style="list-style-type: none"> <li>• Forest School Leaders, staff and volunteers</li> </ul>