

EMMANUEL COMMUNITY SCHOOL

Risk Assessment



Description of Activity / Person / Area / Equipment being assessed	Preventing Covid-19 spread in a School Environment
Section(s) / Team(s) covered	Whole school
Location(s) covered	Whole school building – Emmanuel Community School
Date of Risk Assessment	24.02.21
What date did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment?	wb 22.2.21
Are staff covered by this risk assessment aware of the controls noted and understand them?	Staff to sign having read, understood and agreed the risk assessment.
Copy of form sent to Trade Union Safety Representative	N/A We don't have an assigned Union health and safety rep, but have considered Union (e.g. NEU, NAHT, ASCL, etc.) recommendations.

Has action been taken	Ongoing
Confirmed by Line Manager?	Yes
Lead Assessors name (print)	Mr Peter Lewis (Headteacher) Mrs T Oluwatudimu (CEO)
TEST Chairperson signature 	TEST Chairperson: Mr Bentley Greaves
Date: 1 st March 2021	

Future Review Date (depends on Action Plan findings)	Actual Review Date	Were Changes Made?	Name of Lead Reviewer	Date Staff updated about change
To be reviewed weekly by SLT.				

Introduction

While coronavirus (COVID-19) remains in the community, this means making judgments at a school level about how to minimise any risks from coronavirus, while providing a full education for our pupils, requires careful thought. This risk assessment will underpin our approach.

Information to Note

Contacts

- A '**contact**' is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 10 days from onset of symptoms (this is when they are infectious to others). For example,
 - people who spend significant time in the same household as a person who has tested positive for COVID-19
 - sexual partners
 - a person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19, including:
 - being coughed on
 - having a face-to-face conversation within one metre
 - having skin-to-skin physical contact
 - a person who has been in contact within one metre for one minute or longer without face-to-face contact
 - a person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes
 - a person who has travelled in a small vehicle with someone who has tested positive for COVID-19 or in a large vehicle or plane near someone who has tested positive for COVID-19
- The key is **THE BUBBLES MUST NEVER MIX** and should keep to their own spaces wherever possible

Significant hazards and current controls

Start and end of school day	HAZARD	People at risk	Control Measures	Frequency	Person with Responsibility	Risk rating: High/medium/low
Pupils entering the playground at the start and end of the day to arrive/go home	Risk of catching COVID-19 infection through close contact	Everyone	<ul style="list-style-type: none"> • Parents not to enter the school playground. • Signage/posters to be visible on school fence to remind parents of queueing and keeping a 2 metre distance. • Children to enter as follows and have their temperature checked at the designated gate • In the case that a child records a temperature of 37.5°C (99.5°F) or above, then the child is returned to the parent or guardian to take them home and they will be encouraged to take a COVID-19 test. The child must test negative and be free from a high temperature for 48 hours to be able to return to school. If the child tests positive (or is unable to take a test) the self-isolation period includes the day the symptoms started (or the day you had the COVID-19 test and/or high temperature reading) and the next 10 full days, then the child must be free from a high temperature for 48 hours before returning to school. • The designated gates are : <ul style="list-style-type: none"> • Year 2, Year 3, Year 4: Rectory Rd gate, • Reception, Year 1, Year 6: The Drive main gate, • Year 5: The Drive Ark gate. • Mark 2 metre spaces outside the school on Rectory Road, Seaford Road and The Drive. • Gate to open at 8:40 and will be closed by 09:00. • Children wash their hands on entering the school and leaving. • A member of staff is on the playground in the morning from 8:40 – 09:00. • A member of staff is on the playground at the end of the day who will open the gate and stand 2 metres apart to ensure the child is being met with their parents. Staff members should wear masks at all times and keep socially distanced if the need arises to speak to parents/carers. Wherever possible, staff should avoid discussions with parents/carers at the gates and arrange telephone conversations if necessary. Parents/carers should be requested to wear masks. • End of day children released at different exits: <ul style="list-style-type: none"> • Year 2, Year 3, Year 4: Rectory Rd gate, • Reception, Year 1, Year 6: The Drive main gate, • Year 5: The Drive Ark gate. • If a child is not collected by 3:45pm, they will be taken into the Rise and Shine provision • Parents to wait outside of designated gates, socially distanced along the pavements. Once parents reach the gate, their child will be sent over to them: • Gates open at 3:15pm and close at 3:30pm. • Siblings stay together and wait at the gate designated for the oldest of the siblings. (Siblings joining together must happen on the playground and not in the building.) • There should be no mixing of bubbles and social distancing should be enforced while children wait to be collected. Parents/carers should be reminded of the need to social distance by all staff. • Gates to be signposted to indicate above arrangements. 	Daily – mornings and afternoons	Children, parents and staff	Low

Fixed play equipment i.e. climbing frame	Spread of virus in asymptomatic carriers or anyone with early symptoms.	Children	<ul style="list-style-type: none"> Climbing frames will be used in a manner in keeping with current outside play area guidance. The climbing frame in the main playground is in Zone 1. This zone and the climbing frame with it should only be used by year 1 pupils. The climbing boat near to the reception classroom, should only be used by reception class pupils. Benches out of bounds and to be taped off. 	Ongoing	Staff Pupils Visitors	Low
Being injured by bike/scooter brought to school and risk of infection	Spread of virus in asymptomatic carriers or anyone with early symptoms.	Children	<ul style="list-style-type: none"> Bikes/scooters to be left outside the main office. Pupils not to have contact/touch other learners' bikes/scooters. 	Ongoing	Staff Pupils Visitors	Low
Hand-washing	Spread of virus in asymptomatic carriers or anyone with early symptoms.	Everybody	Handwashing – 20 seconds with warm soapy water. Sanitisers – to be installed in key access points to school and in toilets. All classes have sanitisers installed on the classroom doors. There are sanitisers around the school in key places, such as entrances to the buildings. Sanitizers are at least 60% alcohol. Sanitizers must state that they kill 99.99% of bacteria and viruses.	On entry to the building, after any transition point, after using the toilets, before and after eating. At transition points into and out of the building.	Site supervisor to check water is hot enough in classrooms and toilets. All staff to model handwashing with children using the 20 second rule.	Low
Clothing	Spread of virus in asymptomatic carriers or anyone with early symptoms.	Everybody	<ul style="list-style-type: none"> Clean clothes regularly. There is no need for anything other than normal personal hygiene and washing of clothes following a day in school. 	In keeping with normal practices.	All staff and parents.	Low
Tissues/Paper towels	Spread of virus in asymptomatic carriers or anyone with early symptoms.	Everybody	<ul style="list-style-type: none"> All children and staff must be taught to 'blow it, bin it, bag it' routine for tissues. Any paper towels used to dry hands must also be disposed of in the same way. Each classroom to have a lidded bin for tissues and paper towels only. When emptying lidded bins, the bag must be sealed and then placed inside another black bag. 	As needed.	LC to ensure every classroom has a bin with a lid. Site supervisors to ensure there is a plentiful	Low

			<ul style="list-style-type: none"> <i>(Should any child or adult who has used the tissues go on to show symptoms of Covid 19, the disposal bags should be stored outside of the main buildings, in the bin in the aluminium shed, near to the year 6 table tennis table. The shed should be padlocked. The disposable bags should be stored there for 72 hours before being placed in the usual disposal bins).</i> 		supply of paper tissues and towels. All staff to model the correct disposal procedures.	
General cleaning – classrooms/office spaces/staff room.	Spread of virus in asymptomatic carriers or anyone with early symptoms.	Everybody	<p>From the research and evidence, the virus can be disposed of using hot soapy water and household detergent. Site supervisors should ensure that supplies of household detergent are kept high and always available</p> <p>Cleaning and disinfection Regular cleaning plays a vital role in limiting the transmission of COVID-19.</p> <p>Reducing clutter and removing difficult to clean items can make cleaning easier. Increase the frequency of cleaning, using standard cleaning products such as detergents, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices.</p> <p>As a minimum, frequently touched surfaces should be wiped down at the beginning and at the end of each day, and more frequently depending on: the number of people using the space, whether they are entering and exiting the setting, and access to hand washing and hand-sanitising facilities. Cleaning of frequently touched surfaces is particularly important in bathrooms and communal kitchens.</p> <p>When cleaning surfaces, it is not necessary to wear personal protective equipment (PPE) or clothing over and above what would usually be used.</p> <p>Cleaning products to be stored and used correctly and remain inaccessible to children.</p> <p>Daily:</p> <ul style="list-style-type: none"> Cleaners to wipe down all surfaces with disinfectant spray. This includes – backs of chairs, tables, teacher’s desk. Any lino or plastic flooring to be mopped with clean mop, hot soapy water. Any carpeted areas to be hoovered. Areas of the school that are used by pupils will be cleaned thoroughly at the start of the day before the children arrive. Fogging of classrooms will be carried on a rotational basis. Areas of the school not in use will be shut off to make cleaning more manageable. Any resources shared between groups, such as sports, art and science equipment, will be either: 	Daily	Site team	Low

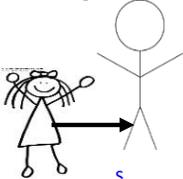
			<ul style="list-style-type: none"> • Cleaned frequently and meticulously, and always between groups using them; or • Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups. • The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development. Homework books and reading books should be quarantined. • Book bags should be kept in pupils' trays and not in a whole class box. • Coats should be kept on the back of children's chairs and cloak rooms should not be used. • Individual and very frequently used equipment, like pens and pencils, will not be shared. • Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be: <ul style="list-style-type: none"> • Restricted to one user; or • Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals. • Shared rooms, such as halls and dining areas, will be cleaned between different groups using them. • If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance. • Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out. • Teachers will wash their hands and surfaces before and after handling pupils' books. • Records of the cleaning of should be kept. Records should be kept for seven years. • 			
Classrooms – contact points.	Spread of virus in asymptomatic carriers or anyone with early symptoms.	Everybody	<ul style="list-style-type: none"> • Site supervisor/cleaners to clean surfaces – light switches, door handles, etc. This should become part of the daily routine – and be built into the transition routines. 	Daily	SL/KN to ensure plentiful stocks of wipes and spray.	Low
Toilets	Spread of virus in asymptomatic carriers or anyone with early symptoms.	Everybody	<ul style="list-style-type: none"> • Extend Site Supervisor hours so that toilets can be cleaned regularly* (am and pm) . • KN till 10:30 • SL to start at 14:30 • Allocated toilets all day: • Year 6 mobile toilets (door to mobile to be left open at all times) • Year 5 Ark toilets • Year 4 Present girls' toilets in hall with cubicles to be labelled year 4 • Year 3 Present boys' toilets in hall (urinals taped off and out of bounds) 	Daily, before school, after school and during the lunch break.	Site Supervisors	Low

			<ul style="list-style-type: none"> • Year 2 use classroom toilet • Year 1 use classroom toilet • Reception Class use classroom toilet • <i>Outside toilets closed</i> • 			
Spillages	Spread of virus in asymptomatic carriers or anyone with early symptoms.	Everybody	<ul style="list-style-type: none"> • There will be a Site Supervisor on site most of the day. • KN till 10:30 • Midday staff 11:30-13:30 • SL to start at 14:30 	As required.	Site Supervisors / Midday staff	Low
Main Halls	Spread of virus in asymptomatic carriers or anyone with early symptoms.	Everybody	<ul style="list-style-type: none"> • Wooden flooring to be mopped with clean mop, hot soapy water and left to dry overnight. 	Daily	SL	Low
Dining Hall	Spread of virus in asymptomatic carriers or anyone with early symptoms.	Everybody	<ul style="list-style-type: none"> • Children will use the Dining Hall on a strict rotation, keeping only to their (bubble) see physical distancing below. • After each sitting – the Midday Supervisors on duty in the Dining Hall will wipe down tables with disinfectant. • At the end of each sitting all tables, chairs, contact points and floor will be cleaned by MDAs. 	Daily	MDAs	Low
Equipment	Spread of virus in asymptomatic carriers or anyone with early symptoms.	Everybody	<ul style="list-style-type: none"> • Tables and chairs in the classrooms will be set up in rows so that no pupils are facing each other • Where reasonably practicable children will sit all facing in the same direction. • Each child will have their own set of resources in an individual tray on their desk space, to limit movement around the class. • Children must not share their workstation or hot desk during the day. • Children must use the same desk every time they are in the classroom. • All soft furnishings, soft toys and any toys or equipment which are hard to clean have been removed. • Any ICT equipment used (e.g. tablets/laptops) to be wiped off before anyone else makes use of it. 	Daily and as required.	Staff and children.	Low
Staff Room	Spread of virus in asymptomatic carriers or	Staff members	<ul style="list-style-type: none"> • All members of the school staff using the staffroom, or the Ark, uphold the highest standards of cleaning. • Cups – keep to one mug that is yours and make sure you wash and dry it properly after use. 	As required and daily.	All staff to share the responsibility.	Low

	anyone with early symptoms.		<ul style="list-style-type: none"> • Microwaves – ensure you wipe down with warm water and detergent after every using. • Waste – e.g. Teabags, coffee grounds, packaging to be thrown away in the bin. If bin is full, take responsibility and empty – there will be a supply of black sacks kept to hand in the staff room. • Any spillages to be wiped up after use. • Wipe down the area where you sat after finishing your meal using the disinfectant supplied by site team • The Ark space and kitchen to be used as an overflow additional staff room to be used by the KS2 team, whilst KS1 team use the main staff room. • 2m distancing should be adhered to. • Staffroom (main school) avoid using if you can, eg bring a flask, if you would rather use the staffroom stay two metres apart, maximum 4 people, stay for no more than 15 minutes, clear and wipe your table and chair before leaving • Ark kitchen one person only and wipe before leaving. • Ark Staff room - avoid using if you can, eg bring a flask, if you would rather use the staffroom stay two metres apart, maximum 4 people, stay for no more than 15 minutes, clear and wipe your table and chair before leaving 			
Library	Spread of virus in asymptomatic carriers or anyone with early symptoms.	Everybody	<ul style="list-style-type: none"> • The library will be out of bounds to pupils . Teachers should feel free to take books from the library to use as a class library, or they can use online interactive story books. The library slot on class timetables, should be kept, but should take place in the classroom. Teachers should make use of Oxford Owl materials. 	Not accessible	All staff.	Low

Physical Distancing	HAZARD	People at risk	Control Measures	Priority	Person with Responsibility	Risk rating: High/medium/low
Classroom Environment	Spread of virus in asymptomatic carriers or anyone with early symptoms.	Everybody	<ul style="list-style-type: none"> • All unnecessary furniture to be removed and/or made inaccessible to pupils – this could include: • Soft furnishings, • Paper Chests, • Filing cabinets • Drapes, • Some toys, • Dressing up clothes. 	Ongoing	All class teachers overseen by Senior Leadership Team (SLT) and MMT (Middle Management Team)	Low

			<ul style="list-style-type: none"> • There is limited storage space, so a balanced approach will be required. <p>EYFS</p> <ul style="list-style-type: none"> • Space out tables rather than being in groups of 4. Children to sit in twos facing the front. • There will be a strict rotation of indoor and outdoor toys on a rolling basis. • Toys to be stored in plastic containers and washed in warm, soapy water at the end of each sitting. They will be left outside to dry as sunlight is a 'natural' cleaner. • It is recommended to have 3 sets of equipment – one in use, one drying out and one in reserve. • Explore involving the children in washing the equipment they have used at the end of their session – make it fun and part of their daily routine. <p>Yr 1 to Yr 6</p> <ul style="list-style-type: none"> • Tables to be arranged in rows. Children should sit in a manner such that no pupils are facing each other. They should be in twos facing the front. • Children to be allocated a seat and this remains theirs. • Each child to keep their own allocated key equipment in a tray. Each tray will contain: <ul style="list-style-type: none"> - Ruler - Pencil - Pen - Whiteboard - Whiteboard Pen - Whiteboard eraser - Pencil sharpener - Colouring pencils - Scissors - Glue stick • Pupils will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, and mobile phones (only year 6 pupils are permitted to bring mobile phones.) PE kits will not be required; instead children can come dressed for PE on the day(s) allocated by their staff members. 			
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			<ul style="list-style-type: none"> • Packed Lunches – children will store these on their tables or under their tables. • They will be encouraged to wipe down their lunch box after use. • Coats – children will hang coats on their chairs • Establish a safe walk way in the classroom and a position where you can see all children. • Keep all spaces well ventilated – windows and doors open. 			
Adult to child	Spread of virus in asymptomatic carriers or anyone with early symptoms.	Everybody	<ul style="list-style-type: none"> • A common cause of spread could be through touch, eg. someone touches a surface where the virus is live, then touches their face. The virus can enter the body through any part where there is mucus – nose, eyes, mouth. • We are going to have to relearn what we know as good habits: <p>1) Even if a child coughs, an adult standing in front of them is already partly physically distanced. Try to establish habits of standing side to side on, not kneeling or bending down to a child's height.</p>  <p>2) Model not touching your face – this is something we do without even being aware of it. Train yourself to clasp your hands together – when moving around or talking to people. This minimises touching backs of chairs, banisters, etc.</p>  <ul style="list-style-type: none"> • We will operate a 'bubble' system: • The key is THE BUBBLES MUST NEVER MIX and should keep to their own spaces wherever possible • Imagine everyone has their little section of the school • Year 6: Lauren, Joyce, Hira, Claudia • Year 5: Karin, Sophia (Monday and Tuesday) • Year 4 Nashir and Kulsum • Year 3 Gbemi and Daniel • Year 2 - Cathy, Laura, Hira, Claudia 	Ongoing	All staff	Low
						Low

			<ul style="list-style-type: none"> • Year 1- Monique and Melanie • Reception - Funmi and Sava (W to F); Elizabeth and Hilda Monday, Elizabeth Tuesday, Valentina • Office bubbles: • Jane in main office (no entry apart from Jane) • Abena in office where photocopier is (no entry apart from Abena) • Debbie in Ark office (no entry apart from Debbie) • Lauraine/Hilda/Elizabeth (no more than 2 at a time) in library (no entry apart from these people) • Peter in head's office (no entry apart from Peter) • <ul style="list-style-type: none"> ▪ Each bubble to have a maximum of 30 children. ▪ Teaching assistants should wash their hands before and after working with a pupil and should maintain social distancing. ▪ Children will be allocated their own bubble space in the playground/outside areas. The playground will be split into sections. 			
Bubble system	Spread of virus in asymptomatic carriers or anyone with early symptoms.	Everybody	<p>Pupils will be kept to their class groups for most of the time.</p> <p>Where pupils are old enough and capable enough, they will be taught and reminded to maintain their distance and not to touch staff or peers.</p> <p>Pupils will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will be limited to no more than 15 pupils, and will take place outside wherever possible (if taking place inside, the space will be well ventilated). Pupils will be positioned either back-to-back or side-to-side at an appropriate distance. Instruments won't be shared. Singing or instrument playing won't take place in any larger groups such as choirs or assemblies.</p> <p>For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2</p>	Ongoing	All staff	Low

			<p>metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Supply teachers, peripatetic teachers, volunteers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary visitors entering the school premises will be kept to a minimum.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND, should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p>			
Trips	Spread of virus in asymptomatic carriers or anyone with early symptoms.	Everybody	No trips will be possible at present. This may change as the level of lockdown changes across the country or locally.	Ongoing	All staff	Low
Planning, Preparation and Assessment Time and NQT Time	Spread of virus in asymptomatic carriers or anyone with early symptoms.	Those engaging in PPA activities	<p>PPA 1 to 3:30 on a Friday</p> <p>As class teachers unavailable from 1pm</p> <p>Year 6 covered by and dismissed by Joyce and Arnolda from 1:30 to 2:00</p> <p>Year 5 covered by and dismissed by Shumina 1:30 to 2:00</p> <p>Year 4 covered by and dismissed by Kulsum 1:30 to 2:00</p> <p>Year 3 covered by and dismissed by Helena 1:30 to 2:00</p> <p>Year 2 covered by and dismissed by Laura from 1pm to 2pm</p> <p>Year 1 covered by and dismissed by Melanie from 1pm to 2pm</p>	Weekly	Teaching staff	Low

			<p>Reception Class covered by and dismissed by Sava and Valentina from 1pm to 2pm (Plus Elizabeth and/or Hilda if available)</p> <p>Teachers to go home and/or work in their bubble area. To aid planning together, Zoom available. Teachers should not plan in the same space. Bubbles should never mix.</p> <p>NQT time can be taken off-site, as the photocopier office is not available.</p> <p>GO to be covered by DM from 11:30 to 12:30 and then 1:30 to 3:30, DM and GO to have lunch break 12:30 to 1:30 on NQT time day</p> <p>MS to be covered 1:00 to 3:30 by MG on NQT time day</p> <p>Teachers' lunch time on Fridays</p> <p>FT: 11 to 12 (Valentina looking after class in MDA role)</p> <p>MS: 11:30 to 12:30 (children on lunch break)</p> <p>COR: 11:30 to 12:30 (children on lunch break)</p> <p>NU, KV, LS: 12:00 to 1:00 (TA looks after the children in class 12:00 to 12:30 and then it is part of the children's lunch break 12:30 to 1:00)</p> <p>GO: 12:30 to 1:30 (The 30 minutes PPA lost, repaid by extending NQT time by 30 minutes on his NQT time day, to be covered by DM.)</p>			
Read, Write, Inc Phonics Teaching	Spread of virus in asymptomatic carriers or anyone with early symptoms.	RWI reading teachers	For the vast majority of the school day, pupils following the Read, Write, Inc phonics programme, will be in their class bubbles. However, the attainment range of the pupils is such that effective teaching of phonics will require the use of phonics groups. Children will remain in their class bubble with one teacher and one teaching assistant/HLTA. Within the class, children may be organised into two groups for Speed Sounds lessons: both adults would teach one group for a best fit lesson for 15 minutes. Children might then be organised into four progress groups for Storybook activities.	Weekly	English leader	Low

Breakfast and After School Rise and Shine	Spread of virus in asymptomatic carriers or anyone with early symptoms.	Rise and Shine staff and attending pupils	The Rise and Shine provision will be resumed. Keep pupils in their same class groups, by seating them according to year groups in the hall. Staff members should wash their hands before and after sessions and maintain respiratory hygiene. They should maintain social distancing wherever possible.	Ongoing	Rise and Shine team	Low
Staff Meetings	Spread of virus in asymptomatic carriers or anyone with early symptoms.	Staff	Staff meetings will take place via Zoom	Ongoing	All staff	Low
Adult to Adult	Spread of virus in asymptomatic carriers or anyone with early symptoms.	Staff	<ul style="list-style-type: none"> ▪ As adults we understand the risks of spreading the virus and have a personal responsibility to do all we can to adhere to physical distancing rules. 	Ongoing	SLT, MMT and all staff.	Low
First aid and sickness	Spread of virus in asymptomatic carriers or anyone with early symptoms.	First aiders	<ul style="list-style-type: none"> ▪ As soon as possible the child should be moved to the medical room. ▪ The door will be closed but not shut. ▪ There will be a supply of face masks, aprons and gloves kept in the room for anyone having to supervise an unwell child. ▪ Parents will be called to collect their child from school. ▪ Medical room to be deep cleaned. ▪ Medical room to be out of bounds until deep cleaned. ▪ Procedures in place for both pupils and adults. ▪ Accidents in classrooms or playgrounds will be dealt with the 1st Aider on site. ▪ Where a child is vomiting or coughing, full face masks should be worn. These should cover eyes, nose and mouth. ▪ All staff should be aware that PPE equipment is stored in the medical room. ▪ Spare clothes to be taken out of the medical room and stored in the foyer. 	Ongoing	First aiders	Low
Moving around the school.	Spread of virus in asymptomatic carriers or anyone with early symptoms.	Everybody	<ul style="list-style-type: none"> ▪ There will be a strict one-way system in place across the school which must be adhered to at all times. ▪ Pupils to leave classrooms via external doors ▪ Children will be expected to walk sensibly keeping a 2 metres distance between them. ▪ This must be modelled by all the staff. ▪ Each class will have a timetabled playtime. 	Ongoing	All staff	Low

Dining Hall	Spread of virus in asymptomatic carriers or anyone with early symptoms.	Everybody	<ul style="list-style-type: none"> Lunchtimes will be strictly timetabled. Kitchen staff will observe physical distancing from one another. Children will wash their hands prior to entering the dining hall Children will sit 2 per round table 4 per rectangular table and will line up for food one metre apart. They will take their food to their allocated space. They will not get up to leave the Dining Hall and return used crockery until told to by the Midday supervisor allocated to their class. Children will use the sanitiser by the exit to the Dining Hall as they leave. Children with packed lunches will wipe their lunch box before leaving. They will take home any food unconsumed and all packaging, rather than using school bins. 	Ongoing	MDAs	Low
Playtimes / Lunch times	Spread of virus in asymptomatic carriers or anyone with early symptoms.	Everybody	<p>Playtime runs at the same time for all infants and same time for all juniors (staff can also change the time to suit them as they have their own outside area):</p> <ul style="list-style-type: none"> Year 6 - table tennis table area (Year 6) exit and enter via own door plus timetabled exercise time during the day Year 5 - space between the Ark and the Mobile (exit through and enter through Rainbow Room) plus timetabled exercise 15 minutes during the day. Block off the section that is the reception class bubble. Teacher on duty to stand at a place he/she can see all the children Year 3 (Zone 2) exit and entry to school? Year 4 (Zone 4) exit and entry to school? Reception - outside area and climbing boat (Reception Class) (Year 1) - Playground Zone 1 (Year 1 team can take children into Zone 1 as and when) Year 2 - Zone 5 (outside year 2) (Year 2 team can take children into Zone 5 as and when as only they will ever use it) <p><i>Zone 3 is a 3 metre buffer zone between Zone 2 and Zone 4</i></p>	Ongoing	Midday staff All teaching and support staff	Low
Deliveries / External Visitors.	Spread of virus in asymptomatic	Everybody	<ul style="list-style-type: none"> Visitors to the school to be kept to a minimum and arranged by pre-appointment only, reinforced with signage. Employees tasked with receiving visitors 	Now and on-going.	Premises staff	Low

	carriers or anyone with early symptoms.		<p>trained in the control requirements – social distancing, hand washing, sanitising and respiratory hygiene</p> <ul style="list-style-type: none"> • If a visit to the school is essential the visitor must adhere to the social distancing protocol, as well as respiratory and hygiene rules. • Any payments made should be through ParentPay to reduce cash handling. • Any items being used by visitors, such as visitor passes, to be cleaned frequently • Where possible reduce the number of deliveries, for example, by ordering larger quantities, less often. Try to organise deliveries during quieter times or outside of school hours. • Where possible, ensure deliveries are not brought in the reception foyer, but left under the canopy until a site supervisor can bring inside. 			
PPE 1. Everyday use	Spread of virus in asymptomatic carriers or anyone with early symptoms.	First aiders	<ul style="list-style-type: none"> • Current Government Guidance is that there is no need for PPE in schools, except in certain circumstances, such as administering first aid and dealing with a suspected case of COVID-19 or providing intimate care for a child. • Aprons, masks and gloves will be available in Medical Room. • Staff using public transport should follow the guidance to cover their mouths and nose. 	Immediately	Individuals.	Low
Measures to stop the spread of coronavirus	Spread of coronavirus	Everybody	<p>Everyone will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated (in the medical room) until they can be picked up. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask, which covers eyes as well as nose and mouth • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron 	Now and ongoing	All staff and volunteers	Low

			<ul style="list-style-type: none"> • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>If there are home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the local health protection team. The team will carry out a rapid risk assessment to confirm who has been in close contact with the person, and these people will be asked to self-isolate.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> • The pupils and staff in each group • Any close contact that takes place between children and staff in different groups <p>Close contact means:</p> <ul style="list-style-type: none"> • Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> ○ Being coughed on, ○ A face-to-face conversation, or ○ Unprotected physical contact (skin-to-skin) • Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person • Travelling in a small car with an infected person <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p>			
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			Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive, or they have been requested to do so by NHS Test & Trace.			
Contact with coronavirus when getting to and from school.	Spread of virus in asymptomatic carriers or anyone with early symptoms	Everybody	<p>Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible. If walking or cycling is not an option, staff will be encouraged to drive into school.</p> <p>Anyone who needs to take public transport will be referred to government guidance.</p> <p>Parents/carers who drop off and pick up pupils will be told through messages and signage:</p> <ul style="list-style-type: none"> • The protocols for minimising adult to adult contact • That only one parent/carer should attend • Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment <p>Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. If they're using disposable face coverings, these will be put in a covered bin.</p> <p>Pupils wearing any sort of face covering when arriving to school will wash their hands on arrival (as all pupils will), dispose of/store the covering, and wash their hands again before going to their classroom.</p> <p>Pupils will be made aware that they mustn't touch the front of the covering during use or removal.</p>	Now and ongoing	All staff	Low
Individuals vulnerable to infection coming into school	Spread of virus in asymptomatic carriers or anyone with early symptoms particularly for those who are at higher risk of	Those with higher vulnerability	<p>The school will continue to follow any shielding guidance in place to decide who should come into school.</p> <p>Individuals who were considered to be extremely vulnerable and received a letter advising them to shield..</p> <p>Any staff member who is concerned about heightened risk factors are encouraged to raise their concerns with a member of the school's senior leadership team.</p>	Now and ongoing	All staff	Low

	contracting or becoming seriously ill from coronavirus (e.g. those who are clinically vulnerable and/or who are BAME)					
Assemblies	Spread of virus in asymptomatic carriers or anyone with early symptoms	Everybody	Children will not be able to gather in the hall for assemblies. Assemblies will be made available in the form of videos when possible or will be live, via Zoom.	Ongoing	SLT and MMT	Low
Monitoring	Spread of virus in asymptomatic carriers or anyone with early symptoms	Everybody	The risk assessment and its implication will be monitored on a weekly basis. Feedback will be encouraged as is to what is or is not working and concerns for consideration of implementation.	Weekly	SLT and MMT	Low
Agency Staff and Peripatetic Staff	Spread of virus in asymptomatic carriers or anyone with early symptoms	Everybody	<p>The use of supply teachers will be kept to a minimum. Where supply teachers are used, they will be required to follow the school's approach to social distancing and hygiene. Where peripatetic teachers, such as musical instrument teachers, are on site, they will be required to follow the school's approach to social distancing and hygiene.</p> <ul style="list-style-type: none"> All peripatetic and supply staff must have confirmed they are not suffering any Covid-19 symptoms (new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell) before arriving on site. Records of peripatetic and supply teachers are kept for 21 days after their arrival and will be available for any Test and Trace purposes. <p>The DfE guidance will be followed. We will add a note on procedures and expectations to the induction/welcome</p>	Ongoing	SLT	Low

			pack that the school office provides as visitors enter the school.			
Safeguarding	Safeguarding issues remain unaddressed	Everybody	Ensure that enough time is allocated for the designated safeguarding lead and the deputy designated safeguarding lead, to perform their duties. (More time may be needed at the start of the term, when children will be returning to school, some having been off for several months.)	Ongoing	SLT	Low
Clubs	Spread of virus in asymptomatic carriers or anyone with early symptoms	Everybody	Extra-curricular clubs will not run presently	Ongoing	SLT	Low
Behaviour of Pupils	Spread of virus in asymptomatic carriers or anyone with early symptoms	Everybody	The behaviour policy has an addendum added to cover rules relating to COVID safety.	Ongoing	SLT	Low
Curriculum	Gaps in learning are not addressed and gains in learning are not built upon.	Pupils	Subject leaders to analyse the impact of the lockdown with regards to their subject areas and devise a plan to address any key gaps and build upon any key gains. (We recognise that many children will have gaps in their learning. At the same time, we know that some will have benefited from developing their interests and attainment during lockdown, for example through additional reading.)	Ongoing	Subject leaders	Low
Remote learning	The school is not well equipped to provide remote learning as and when required.	Pupils	Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home. The school has the capacity to offer immediate remote education.	Ongoing	SLT, MMT, Computing Lead, all staff	Low

Well-being and mental health	Provision of pastoral care is not available to pupils and staff members	Everybody	<p>Dedicated helpline for staff to support their mental health should be signposted and overtly displayed in communal areas around the school. (Education Support Partnership Helpline: 08000 562 561)</p> <p>SLT members and ELSA to ensure that pastoral help can be made available to pupils who need it, either inhouse or through signposting to external provision (such as Emmanuel Community Church International).</p> <p>All staff should give time to support the rebuilding of friendships and social engagement among the pupils.</p> <p>Further guidance can be found here: https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing</p>	From September 1 st 2020 and ongoing	SLT, ELSA, Emmanuel Community Church International, all staff	Low
Use of school office and other offices	Spread of virus in asymptomatic carriers or anyone with early symptoms	Office staff	The school office and other offices should be used, most of the time, by the staff members based in these rooms and entry by others should be kept to a minimum. Resources, such as pens, should not be shared. For example, staff members should sign in using their own pen. Two metre distancing should be adhered to.	Ongoing	All staff	Low
Use of shared resources, such as the photocopier	Spread of virus in asymptomatic carriers or anyone with early symptoms	All staff	Paper trimmers, laminators, the photocopier and similar shared resources should be wiped before and after use, using wipes provided. The resources of wipes should be in good supply. Site supervisors should ensure that a supply of wipes is always available and to hand.	Ongoing	Site supervisors and all staff	Low
Entering other people's classrooms.	Spread of virus in asymptomatic carriers or anyone with early symptoms	Everybody	Other people's classrooms should only be entered where there is a good reason to do so and entering other people's classrooms should be kept to an absolute minimum. If entry is needed, the visitor should stay close to the door and avoid close contact with pupils and adults based in the classroom. For example, this applies to those conducting learning walks and classroom observations. Visitors to classrooms must sanitise their hands when entering and when leaving the classroom, using the sanitiser dispensers on the classroom doors.	Ongoing	All staff	Low
Spread of Covid-19 through ventilation system	Spread of virus in asymptomatic carriers or anyone with	Everybody	The ventilation system has been checked against the CIBSE guidance . Where necessary the maintenance company have carried out checks and provided guidance on the safe operation of the ventilation system	Ongoing	LC and site supervisors	Low

	early symptoms					
Spread of Covid-19 goes unchecked	Spread of virus in asymptomatic carriers or anyone with early symptoms	Everybody	<ul style="list-style-type: none"> The school will engage fully with the local authority's public health team's Local Outbreak Control Plan and the NHS Test and Trace system Staff and parents/carers have been advised they will need to be ready and willing to: <ul style="list-style-type: none"> book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace self-isolate if they live in a household with someone who develops coronavirus (COVID-19) symptoms or they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if asked to do so by NHS Test and Trace <p>Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Staff, as essential workers, have priority access to testing.</p>	Ongoing	SLT	Low
There is a school confirmed case of Covid-19	Spread of virus in asymptomatic carriers or anyone with early symptoms	Everybody	<ul style="list-style-type: none"> As set out in the Local Outbreak Control Plan, if made aware of a positive case in a staff or pupil, the SBM/Head will immediately contact the London Coronavirus Response Centre (LCRC) on 0300 303 0450 for advice on isolation of contacts and for a risk assessment to be completed. The SBM / Head will notify the Public Health Team. The LCRC will provide guidance on communications and letter templates for schools to send to staff, parents of contacts, and the wider school community. Ongoing infection control advice and support will be made available to schools via the Public Health team 	Ongoing	SLT	Low

Fire Drill	Unsafe evacuation	Everybody	Classes to follow their usual fire exit routes. Evacuation will take priority over social distancing, but this will still be encouraged where possible. Social distancing to be maintained once outside of the building.	Ongoing	Fire marshals	Low
Exposure to Covid-19 during educational visits	Spread of virus in asymptomatic carriers or anyone with early symptoms	Everybody	<ul style="list-style-type: none"> The DfE guidance on trips is being followed. Only non-residential day trips are currently allowed to Covid-19 secure locations Any trips undertaken are subject to a separate risk assessment that includes the consideration of the coronavirus measures in place at the destination and the risks associated with the journey. Presently no trips will be planned. This may change if further lockdown restrictions are lifted. 	Ongoing	All staff	Low
Building not maintained/used without maintenance undertaken	Spread of virus in asymptomatic carriers or anyone with early symptoms	Everybody	<ul style="list-style-type: none"> all the usual pre-term building checks have been undertaken to make the school safe, including managing the risks of Legionnaires' disease. The following guidance has been followed Legionella risks during the coronavirus outbreak. We will continue our flushing procedures for infrequently used outlets. The advice on safely reoccupying buildings from the Chartered Institute of Building Services Engineers' guidance on emerging from lockdown has also been followed. 	Ongoing	LC and site supervisors	
Parent/carer consultation days and evenings	Spread of virus in asymptomatic carriers or anyone with early symptoms	Teachers and parents/carers	<ul style="list-style-type: none"> These will be organised online. 	Ongoing	Teachers	Low
Supplies to buy in	Spread of virus in asymptomatic carriers or anyone with early symptoms	Everybody	<ul style="list-style-type: none"> Check cleaning supplies sufficient for 6/8 weeks (anti bacterial wipes and sprays) Make sure enough pedal bins are available Skipping ropes and soft balls DO NOT USE laminated signs pre-prepare, laminated and ready to use, in case any rooms need to be designated out of bounds and need deep cleaning Eye protection supply needed Home testing kits Visitors arranged by pre-appointment signs 	Ongoing	Office staff/site supervisors	Low

Water Fountains	Spread of virus in asymptomatic carriers or anyone with early symptoms	Pupils	All water fountains to be remain out of use. Children should bring in labelled water bottles and these should not be shared.	Ongoing	All staff	Low
Cleaning of play equipment, musical instruments and other shared resources	Spread of virus in asymptomatic carriers or anyone with early symptoms	Everybody	Shared equipment should be cleaned before any person in another bubble uses it. This applies to musical instruments, laptops, play equipment and other shared equipment.	Ongoing	All staff	Low
Designated toilet provision	Spread of virus in asymptomatic carriers or anyone with early symptoms	Everybody	If anyone on site displays COVID-19 symptoms they will be given a designated toilet to use, if required, and this toilet will be cleaned once the individual has left the site before it is used by anyone else.	Ongoing	All staff	Low
Member of school community is clinically vulnerable / extremely clinically vulnerable	Spread of virus to vulnerable and extremely vulnerable people.	Extremely clinically vulnerable person	Advice for those who are clinically-vulnerable, including pregnant women , will be followed. A separate Individual Health Assessment will be carried out for those members of staff at higher risk where appropriate.	Ongoing	All staff	Low
Catering staff increase the risk of Covid-19	Spread of virus in asymptomatic carriers or anyone with early symptoms	Everyone	The catering provider has confirmed they are working to the guidance for food businesses on coronavirus (COVID-19) as a minimum standard.	Ongoing	All staff	Low
Staff and parents unsure what to do in the event of a local lockdown	Spread of virus in asymptomatic carriers or anyone with early symptoms	Everyone	The Head will contact the Public Health Team and follow their advice, including what is in the Local Outbreak Control Plan , and share with staff and parents.	Ongoing	All staff	Low

Pupils and staff use public transport to get to and leave school	Spread of virus in asymptomatic carriers or anyone with early symptoms	Everyone	Pupils and staff have been advised to cycle or walk to school. If not they should travel by car. If this is not possible, they should be sure to adhere to safe practices in using public transport. Families using public transport should refer to the safer travel guidance for passengers	Medium	Evertbody	Low
Monitoring of compliance	Spread of virus in asymptomatic carriers or anyone with early symptoms	Everyone	SLT will make regular spot checks to ensure staff are following the risk assessment, particularly in areas where it may be hard for them to socially distance from each other eg. staff rooms	ongoing	SLT	Low
Regular testing	Spread of virus in asymptomatic carriers or anyone with early symptoms	Everyone	The school will encourage staff to participate in the home COVID testing for schools, twice a week, and also to use the many test centres set up across WF. There is a list of sites here .	ongoing	All staff working on site	Low
Face Masks	Spread of virus in asymptomatic carriers or anyone with early symptoms	Everyone	Adults to wear masks in school.	ongoing	All staff working on site	Low

Action Plan for Improvement

	Hazard/Hazardous Event (What can go wrong)	Action required to reduce risk so far as is reasonably practicable	Residual Risk	By Whom	Target Date	Completion Date	Completed By
Face Masks	Spread of Covid-19 Coronavirus	Ensure there is a good supply of face masks available, so that staff always have access to these.	Low	LC	Ongoing		
Staff Meetings	Spread of Covid-19 Coronavirus	Ensure that all staff can access online staff meetings.	Low	LC	Ongoing		
Bubble system	Spread of Covid-19 Coronavirus	Ensure good signage is maintained, reminding people not to enter other bubbles.	Low	PL	Ongoing		