

# Covid Stepney Park Primary School Risk Assessment



<b>Date of reviews:</b>	20.05.20, 22.05.20, 05.06.20, 01.07.20, 16.07.20 1.9.20 , 9.11.20, 05.01.21, 18.01.21, 25.01.21, 28.01.21, 24.01.21
<b>Frequency of review</b>	Ongoing
<b>Reviewed by:</b>	Edith Philipson
<b>Reported to Governors on:</b>	21.05.20
<b>Persons at risk:</b>	Children, staff, agency workers, kitchen staff, cleaning staff, students, volunteers, parents and visitors at Stepney Park primary School
<b>Consequences of the identified hazards:</b>	Loss of health, loss of life
<b>Methods of communication regarding limiting risks and control measures to be taken</b>	<p>Sharing of RA with all staff and Governors by email and through online meetings</p> <p>Sharing of adapted version with parents by email and with children verbally through online lessons and upon start of school attendance</p> <p>Sharing of adapted RA with all visitors</p>

Risk type and task or activity covered	Identified hazards (potential to cause harm)	Current control measures and further actions	Likelihood of harm with control measures in place		Severity of outcome of identified hazards		Final risk score (likelihood x severity)	
			1	Remote	1	Negligible	1-4	Low Risk
			2	Occasional	2	Marginal	5-8	Moderate Risk
			3	Probable	3	Serious	9+	Very High risk
					4	Critical		
					5	Catastrophic		
Re-opening the school for all children Mar 21	<p><b>Potential for being infected with Covid 19 illness including the following:</b> Fever, cough Breathing issues Loss of smell/ taste, Pneumonia, death</p> <p><b>Due to:</b> Lack of social distancing ( SD)</p>	<ul style="list-style-type: none"> <li>• Face coverings; <ul style="list-style-type: none"> <li>○ Schools must ensure that face coverings should be worn by staff and adult visitors in recommended circumstances.</li> <li>○ In primary schools: where social distancing between adults is not possible, for example when moving around in corridors or communal spaces</li> <li>○ Children in primary schools do not need to wear a face covering</li> <li>○ Face shields should not be worn as an alternative to face coverings ( p12)</li> <li>○ Hands should be washed before and after touching</li> <li>○ Storage in individual, sealable plastic bags between use</li> </ul> </li> <li>• Non class based teachers and HLTAS will work with year groups instead of with multiple year groups where possible</li> <li>• PPA time can be taken at home</li> <li>• Wrap around child care should be reintroduced. We will consider for after Easter when staffing levels are more predictable</li> <li>• Shielding staff will be need to return until Easter</li> <li>• Ventilation: <ul style="list-style-type: none"> <li>○ Windows and doors open where possible, creating constant and natural ventilation</li> <li>○ Consider the temperature</li> <li>○ Wide open at break times.</li> <li>○ Avoid direct draughts.</li> <li>○ Consider ashtmatic children</li> <li>○ Open higher windows is better than lower ones if it is cold</li> </ul> </li> <li>• RSE: <ul style="list-style-type: none"> <li>○ Focus on physical and mental health . look at wellbeing for education Return programme for guidance <a href="https://www.gov.uk/government/news/8m-programme-to-boost-pupil-and-teacher-wellbeing">https://www.gov.uk/government/news/8m-programme-to-boost-pupil-and-teacher-wellbeing</a></li> </ul> </li> <li>• Daily Talk time/ PSHE sessions</li> <li>• Climbing equipment on a three weekly lunch rota.Link:</li> <li>• No trips allowed yet</li> <li>• Recruitment: <ul style="list-style-type: none"> <li>○ Adhere to legal requirements where face to face measures are necessary</li> </ul> </li> </ul>	2	3	6			

		<ul style="list-style-type: none"> <li>Supporting staff with mental health; <ul style="list-style-type: none"> <li>Ask for support from line manager or HT</li> <li>P39: wellbeing for education return programme</li> </ul> </li> <li>Pregnant women; <ul style="list-style-type: none"> <li>RA after 28 weeks of gestation in addition to normal RA</li> <li>Additional RA if there are underlying health conditions before 28 weeks</li> </ul> </li> <li>Lateral Flow/ Rapid tests: <ul style="list-style-type: none"> <li>Schools must engage and promote asymptomatic testing</li> <li>All staff to use a LFT twice a week,</li> <li>Testing for asymptomatic cases .</li> <li>We will explore reasons for staff unable to test.</li> <li>Test must be done Sunday and Wednesday evening.</li> <li>Negative and positive tests must be reported.</li> <li>Staff must do a follow up PCR test if the LFT is positive.</li> <li>Staff just not come in with a positive test.</li> <li>Staff a requested to take a test home before Mr 8th</li> </ul> </li> </ul>			
Opening Nursery for all children during January 21 lockdown	<p><b>Potential for being infected with Covid 19 illness including the following:</b> Fever, cough Breathing issues Loss of smell/ taste, Pneumonia, death</p> <p><b>Due to:</b> Lack of social distancing ( SD)</p>	<p>Rationale for not opening Nursery to all children, agreed by LBTH:</p> <ul style="list-style-type: none"> <li>Local infection rates are extremely high, they are amongst the highest in the country. The population has been told to stay at home where possible. Asking more staff to travel in on public transport puts them at a higher risk of catching and spreading Covid .</li> <li>We continue to struggle with staff availability due to infections rates, shielding staff and staff child care issues . staffing ratio could not be guaranteed</li> <li>We are offering priority places to children of key workers and vulnerable children</li> <li>Our RA states we will keep groups of children up to 15 maximum. Our EYFS classes are open plan and it is not possible to stick to small groups if we invited all 90 Nursery children to come into school as bubbles can't be kept separate</li> <li>Almost all of our families in Nursery have older siblings in other classes. This would mean drop off and pick up times potentially would be very busy, as older siblings could not be left at home during these times</li> <li>Opening the nursery would pose an unacceptable risk to staff in EYFS , as currently control measures could most likely not be kept ( likelihood = probably = 3, severity of outcome = serious= 3. Final risk score = moderate risk =9)</li> </ul>	3	3	9
Online learning at home during lock down	<p><b>Potential for poor mental and physical health including the following:</b> Mental: unhappiness, loss of well-being, anxiety, depression Physical: eyesight issues, headaches, loss of fitness, weight gain with longer term associated health risks</p> <p><b>Potential for being drawn into extremism</b></p> <p><b>Due to:</b> Lack of engagement with learning Being exposed to unsuitable content Being groomed online Being bullied online Overuse of screens, children being left alone</p>	<p><b>School Culture:</b></p> <ul style="list-style-type: none"> <li>We have established a school culture which insist on conformity and consistency of Remote Teaching practice and procedures ,</li> <li>Staff receive very regular training and briefings</li> <li>All procedures and expectations are shared in our Remote Learning handbook</li> </ul> <p><b>Online meetings/ chats</b></p> <ul style="list-style-type: none"> <li>We record 1:1 MEETs with pupils as a safeguarding measure. These recordings are set up using our disclaimer and filed in Year Group folders and disposed of after one month.</li> <li>Where possible we encourage children to blur the background or have a wall behind them when in MEETS.</li> <li>We insist that children are fully dressed in appropriate clothing when attending MEETS</li> <li>We monitor children's chats and deal with online bullying swiftly. We always engage parents in this process. We have amended our behaviour policy to reflect this</li> <li>Children cannot invite outsiders, who do not have a school email address to MEETS</li> </ul>	2	3	6

<p>Lack of exercise Isolation</p>		<ul style="list-style-type: none"> <li>Where appropriate, we ensure children don't attend class Meets early, but where they do, we ensure that they are supervised by a member of staff.</li> </ul> <p><b>Online behaviour</b></p> <ul style="list-style-type: none"> <li>We have a system for managing online behaviour. <a href="#">Procedure to Support Online Behaviour</a></li> <li>Staff have regular short PSHE lessons with their classes, particularly on the subject of online safety, respectful behaviour and mental and physical health.</li> <li>Teachers and other staff check on children's wellbeing and follow up on all concerns.</li> </ul> <p><b>Supporting children emotionally</b></p> <ul style="list-style-type: none"> <li>Vulnerable children are offered a place to come and learn in school.</li> <li>Staff have regular short social chats with their classes, to enable them to socialise within a safe framework, with guidelines provided</li> <li>Teachers and other staff check on children's wellbeing and follow up on all concerns.</li> <li>Children are reminded regularly about what to do if they have encountered something that makes them unhappy or unsafe: report to parents, report to teachers, or report on Student Hub.</li> <li>Children can get in touch with us at any time using a Google Form on the <a href="#">Student Hub</a> if they are worried or upset by anything that has happened while online.</li> </ul> <p><b>Supporting parents</b></p> <ul style="list-style-type: none"> <li>We have provided information to parents on online safety and there are relevant materials on our school website.</li> <li>We remind parents at regular intervals they must supervise children at home when they are online</li> <li>Regular newsletters (almost weekly) newsletters from the Headteacher are sent to parents with safeguarding reminders, links to websites for advice and offers of support</li> <li>A firewall can not be applied to the school provided chromebooks, as they rely on the wifi network settings at home. Parents are however given advice on setting up suitable firewalls at home.</li> </ul> <p><b>Monitoring welfare, attendance and engagement for all children</b></p> <ul style="list-style-type: none"> <li>All children are expected to attend a live registration twice a day</li> <li>Milestone leads monitor attendance twice a day and report concerns to the AH with the responsibility for attendance</li> <li>Non attendance is followed up by a phone call and a reason is recorded in a tracker</li> <li>Non attendance and no contact being made is referred to the AWO and followed up by a home visit. We have amended our attendance and punctuality policy to reflect this.</li> <li>Engagement with online learning is monitored twice a day by teachers and the Milestone leads. When children are not suitably engaged, they are considered to be vulnerable and will be offered a place in school</li> <li>Parents are advised to switch chromebooks off after school and to limit screen time</li> <li>The remote learning timetable designed to allow children to limit screen time</li> <li>The remote learning timetable designed to encourage physical exercise</li> </ul> <p><b>Monitoring welfare of vulnerable children who do not attend school, as a place has been refused</b></p>			
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Opening the school	<p><b>Potential for injuries</b></p> <p><b>Due to:</b> Lack of maintenance Lack of statutory compliance Lack of H&amp;S checks prior to opening</p>	<ol style="list-style-type: none"> <li>1. All maintenance and statutory checks were completed during partial closures and holiday</li> <li>2. School is cleaned daily</li> <li>3. School has had a clean in all areas</li> </ol> <p>No further actions needed</p>	1	3	3
Someone entering the premises with CV19	<p><b>Potential for being infected with Covid 19 illness including the following:</b> Fever, cough Breathing issues Loss of smell/ taste, Pneumonia, death</p> <p><b>Due to:</b> Lack of social distancing ( SD)</p>	<p><b>Social Distancing in classes, lunchtime and in the playground</b></p> <ol style="list-style-type: none"> <li>1. In own class bubble avoid close contact where possible. Children will be encouraged to stay 2m apart. This is not possible with younger children</li> <li>2. During latest January lockdown, smaller groups- up to 15,</li> <li>3. During latest January lockdown, families are asked to voluntarily test children before returning to school</li> <li>4. KS1 and 2: Year group bubbles, encouraged to keep distance within groups. Bubbles will have breaks together</li> <li>5. EYFS: Milestone bubble, no social distancing expected</li> <li>6. Children will operate in Year group bubbles, but will be mostly in their classes with relevant adults</li> <li>7. Across other classes (eg in own year group): no close contact including at playtime with the exception of EYFS and emergencies</li> <li>8. Consistent bubbles but teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the timetable</li> <li>9. Staff: attempt at least 2m from each other and from children</li> <li>10. Classes are clutter free, we will move unnecessary furniture out of the way</li> <li>11. EYFS and KS1: children are seated as normal</li> <li>12. KS2: reduce time to face each other. Children will be facing sideways and to the front as much as possible in KS 2.</li> <li>13. Classes may be supervised by support staff if there is a shortage of teachers</li> <li>14. Children will be allocated timeslots for lunch and break times, and will be allocated an area in the playground</li> <li>15. Children in KS2 will have hot meals every other week, and packed lunch at other times</li> </ol>	2	3	6

16. Children will be encouraged to use the toilet during lesson time, and will only be allowed to go to the toilet at break time if accompanied by an adult to supervise hand cleaning
17. Until further notice if preferred non-bubble teachers can wear a face visor when teaching children.
18. Until further notice if preferred face coverings can be worn at any time when not working with children (mask or visor).
19. Staff have permission to wear a face shield during the latest January lock down

**Social distancing between adults**

1. Staffroom use be minimised:
  - a. Can be used for coffee/ tea making and preparation and storage of food and drink. Lunch if taken on school grounds, should be taken in own bubble class or own office. Staff should take lunch where worked during last part of the morning or usual workspace. EYFS can use the large meeting room.
  - b. No general utensils will be kept in the staffroom. Staff to use own cutlery and crockery and will wash and take them away after use.
2. Staff form 'staff mini bubbles' based on work (Class or office space). These bubbles are noted and should be set and consistent as much as possible. Staff must make significant attempts to maintain social distancing from other adults in their mini bubbles at all times.
3. Non class based teachers/cover teachers and supervisors are not part of a staff mini bubble and they must be extra careful with social distancing measures with all other adults including support staff.
4. TA's need to work in fixed classes, not in year group bubbles, as much as possible. Where sharing Ta's: whole day or half day blocks only, preferably sticking to the same pattern blocks.
5. TA's and teachers in same class: allocate area in class for each to work in, adjust seating plans for children if needed. Stay socially distanced. Teachers to plan this and allocate or TA's to ask.
6. Staff meetings/larger group meetings will be conducted on line where appropriate. Where this is not possible, staff should maintain SD.
7. Planning: PPA ICT rooms should not be used for computers by staff. PPA planning needs to be done using chromebooks/ipads in empty own class or other large well ventilated space if no class is available.
8. Shared school equipment will be wiped down after use. No sharing of pens.
9. The car park will be available to staff. We will organise parking permits if possible, or open the playground for additional parking
10. Parents are not permitted in the playground or school building, unless they have a pre-arranged appointment, and only if the meeting cannot be done by phone or online
11. Visitors and outside agencies/ workers/ contractors are only admitted to the building if essential . Visits must be staggered where possible.
12. SLT must be consulted when deciding if the visit is deemed essential
13. Unannounced visits are not allowed
14. All visitors must be reminded we expect them to maintain SD
15. All staff, children , parents and visitors are reminded that they must not enter the building if they have symptoms of CV19

16. For contractors we will have normal RA and methods statement , considering our own COVID-19 risk assessment to review if the works will compromise social distancing for others, such as increasing of numbers of people by contractors working in staff areas breaking the social distancing requirements
17. Visitors are expected to complete a form and state their name, phone number and a declaration they are covid symptom free. If they display symptoms they will be asked to leave. the form can be used to potential track and trace
18. Office staff will keep SD and will ensure a screen is in place for public facing duties
19. Office and other staff will use their own stationary and equipment where practical and will sanitise shared equipment before and after use where applicable
20. Ensure social distancing is in place for the kitchen and kitchen staff wherever possible, and ask to review the contract/contractor kitchen COVID-19 risk assessment, as significant changes due to increased infection rates. Social distancing at the servery which is managed and monitored

**Social distancing during drop off at the start of school:**

1. Staff are present on the playground at 8.50
2. 4 gates open at 8.50 to allow for a 'soft' start'.
3. Children will be asked to line up in the playground in allocated/ separate places , nearest to their allocated staircase ( see map)
4. Senior members of staff will supervise in the playground during drop off
5. Nursery staff can wear face coverings if preferred
6. Schools starts at 9.00
7. Year 6 are encouraged to come to school independently
8. Parents will be asked to drop their child off at the big gates in the relevant building and leave straight away, maintaining SD at all times
9. Only 1 parent must drop off the child
10. Parents are asked to keep SD at drop off points, with signage

**Social distancing during pick up at the end of the school day:**

1. Senior members of staff will supervise all processes in the playground during pick up
2. Classes are lined up in designated spot by 3.20. ( see map)
- 3.
4. Year 6 who go home alone may leave through the exit nearest to carpark
5. All staff are present to support pick up. Staff can wear a face covering at the end of the day if preferred.
6. Gates are opened at 3.20, to allow for 'soft finish'
7. We will have a one way system , entrance will be in South Playground gate and exit in the North playground gate
8. Parents are asked to maintain SD when queuing to get in
9. We will create a 'hatch' in the waiting area and let parents in from one side only
10. Only 1 parent must pick up the child
11. Parents will be admitted to the playground in a staggered manner, so SD can be maintained.
12. Parents are instructed to leave straight away through the big gate in North , maintaining SD at all times

		<p><b>Social distancing around the building</b></p> <ol style="list-style-type: none"> <li>1. We will not have face to face assemblies , but will have online assemblies by MEET</li> <li>2. Children will be seated in their year groups bubbles in the dining hall.</li> <li>3. Yeargroups will use allocated staircases for going up and down</li> <li>4. Staff may use any staircase</li> <li>5. The lifts will not be used by children. Only 1 adult is permitted in the lift at any given time, and all touched surfaces must be wiped by the adult after use.</li> <li>6. Where possible, we will adjust working spaces where children need access to the lift, as children are not able to travel in the lift independently</li> <li>7. Only one child will be allowed to use the toilet at any given time, where possible, and adult should go with the child to ensure SD is maintained, including at play times</li> <li>8. Breaks and movement around the school will be staggered as appropriate</li> </ol> <p><b>Social distancing during emergencies</b></p> <ol style="list-style-type: none"> <li>1. Bubbles will be asked to evacuate to their normal morning lining up spot,</li> <li>2. In the event of any emergency situation, including 1st aid incidents, staff do not have to stay 2 metres apart if this is difficult and if it is in the interest of the child (examples: in the event of an unsafe 'event' such as a terrorist attack, fire, explosion risk where large numbers may have to move fast to evacuate)</li> <li>3. Staff administering 1st aid will wear disposable gloves in line with regular guidance. 1<sup>st</sup> aiders will be offered appropriate PPE if 2m distance cannot be maintained, including fluid resistant surgical mask, face visors (if there is a risk of splashing (e.g. coughing, spitting, vomiting) , disposable aprons, disposable gloves and disposable bags worn by supervising adult</li> <li>4. Staff involved in emergency situations that may bring them into close contact to ensure that they pay particular attention to sanitation measures immediately afterwards including washing of hands</li> </ol> <p><b>In general:</b></p> <ol style="list-style-type: none"> <li>1. Staff are encouraged to report any breaches of SD arrangements to senior leaders, so additional control measures can be considered and implemented if needed</li> <li>2. Senior leaders will be on-site at all times.</li> <li>3. During latest January lockdown, staff are placed on a rota where possible and where it is not impacting on provision for children in terms of continuity</li> </ol>			
<p>Someone entering the premises with CV19</p>	<p><b>Potential for being infected with Covid 19 illness including the following:</b>  Fever, cough  Breathing issues</p> <p>Loss of smell/ taste, Pneumonia, death</p> <p><b>Due to:</b></p>	<p><b>Infection control</b></p> <p><b>Cleaning and touchpoints:</b></p> <ol style="list-style-type: none"> <li>1. The school has regular enhanced (more frequent) cleaning in relevant areas, including toilets and touchpoints</li> <li>2. We will review the cleaning regime in light of potential outbreaks, and have this as a contingency plan</li> <li>3. We will ensure the correct cleaning products are being used for infection control covid-19</li> </ol>	<p>2</p>	<p>3</p>	<p>6</p>



<p>Infection spread not controlled effectively</p>		<ol style="list-style-type: none"> <li>4. Local audits and inspections of cleaning staff work activities and areas of cleaning to be completed to ensure governance and control measures are being implemented to high standards. Cleaning contractor CV19 risk assessments to be requested upon any significant changes to ensure a monitoring role of contractor cv19 compliance is implemented</li> <li>5. All internal doors will be kept open where deemed safe, to limit touchpoints .</li> <li>6. Doors labelled with a blue 'fire door' sticker must be closed by all adults in the event of a fire alarm, when passing through. Some fire doors on the exit routes in the corridors have been kept open using Dorguard system, this will automatically close on the fire alarm sounding.</li> <li>7. We will amend the Fire risk assessment to reflect this</li> <li>8. All external doors will be kept closed so access can be controlled.</li> <li>9. Doors must be opened by staff only. Staff must clean their hands when they have opened a door as soon as possible, and should avoid touching their face before they have cleaned their hands.</li> <li>10. We will have at least 1 cleaner in each building through the day who will be responsible for continual cleaning of all touch points/ surfaces likely to have been touched (eg. stair bannisters, door handles, taps, tables, keyboards, telephones, toilet lids, flush handles )</li> <li>11. Adult are permitted to use the lifts, but must clean hands after use</li> <li>12. We will have hand sanitiser in the entry lobby and in each classroom</li> <li>13. Each classroom will have hand sanitisers and hand soap</li> <li>14. Children and staff will be expected to clean their hands upon arrival, before and after break, before and after going to the toilet , before eating and before leaving school</li> <li>15. If a child develops symptoms and is waiting to be collected if they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else</li> <li>16. Dining room tables should be cleaned before use of next bubble</li> <li>17. All cleaning materials and PPE resources should be checked and topped up daily, with stock ordered prior to it running out (Premises manager/ Admin)</li> <li>18. Ensure mops and cloths should be cleaned daily , changed regularly and that hot water is used for cleaning</li> <li>19. Use of alcohol sanitiser: <ol style="list-style-type: none"> <li>a. First-aid measures general : Get medical advice/attention if you feel unwell.</li> <li>b. First-aid measures after inhalation : Remove person to fresh air and keep comfortable for breathing.</li> <li>c. First-aid measures after eye contact : IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. If eye irritation persists: Get medical advice/attention.</li> <li>d. First-aid measures after ingestion : Do NOT induce vomiting. Rinse mouth. Drink plenty of water. Get medical advice/attention.</li> <li>e. Supervision when children are using.</li> <li>f. For containment : Collect spillage. Methods for cleaning up : Soak up spills with inert solids, such as clay or diatomaceous earth as soon as possible.</li> <li>g. Additional hazards when processed :</li> </ol> </li> </ol>			
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- i. Handle empty containers with care because residual vapours are flammable.
- ii. Precautions for safe handling : Keep away from sources of ignition - No smoking.

**Toilets:**

- 1. Children will be encouraged to use the toilet during lesson times where appropriate, and must be accompanied by an adult to ensure hands are washed where possible
- 2. Children will be taken to the toilet by an adult at break times
- 3. Children and staff will not be allowed to use air hand dryers, but should instead use disposable paper towels . Hand dryers will be disabled
- 4. Children and staff must make sure at all parts of the hands are dry, as wet hands spread the virus more easily
- 5. Toilets will be cleaned throughout the day
- 6. Only one child will be allowed to use the toilet at any given time, where possible, and adult should go with the child to ensure SD is maintained

**Water:**

- 1. Children will be expected to bring their own water bottle and will not be allowed to use the drinking fountains . Water fountains will be disabled
- 2. Water bottles are cleaned at home daily
- 3. Children will be able to refill their water bottles in class or in the playground

**Contamination through sharing equipment and through other means:**

- 1. Children should only bring essential items such as a chromebook, reading book, book bags, coat and a water bottle to school
- 2. Very frequently used ( pens/ pencils/ wipe boards/ dry wipe pens) : items to be kept separate for individuals and stored in named zip bags
- 3. Classroom resources ( e.g books/ games) can be shared in bubbles, to be cleaned regularly
- 4. Where shared across bubbles (e.g sports, art, science): Cleaned carefully after use or rotated every 48 hours ( not plastic) to 72 hours (plastic)
- 5. Playground equipment; : in bubbles only, to be frequently cleaned or rotated after use
- 6. Resources only shared where contributing to education, and clean between use
- 7. Staff should use their own pen to sign in and out
- 8. We will remove unnecessary furniture from classrooms
- 9. We will not allow older children, to use outdoor play equipment, including the outdoor gym or climbing frame
- 10. Each class will have their own cleaning kit, including: gloves, wipes, hand gel, hand soaps, tissues,
- 11. EYFS children will wash their hands before and after using the water and sand tray
- 12. The water tray will be changed every day
- 13. Resources that have been shared by children should be stored away at the end of the day, and should not be used again for 72 hours unless cleaned

Symptoms/Self Isolation

14. Where possible and practical, disinfectant wipes and spray can be used by staff to sanitise resources and photocopiers, trimmers and laminators (and touchpoints ) immediately after use instead.

Office :

- Staff and pupils should not enter the school office, unless essential
- Admin staff to create mini bubbles within the admin team and will not mix
- Non –admin staff should use the telephone in other spaces to call home .
- Where age –appropriate , admin staff will hand medication to pupils and will supervise them taking their medication observing a 2 meter social distance
- Staff will wash their hands after handling and touching surfaces that may have been touched by others
- Staff will wipe shared surfaces before and after use
- Deliveries will not be signed for by staff , unless they can use their own pen or do this safely, and parcels/post will be left outside the reception area, so social distancing can be observed
- Working spaces should be well ventilated

CV symptoms:

1. Parents and staff are reminded they must not come to school if they have Covid 19 symptoms ( signs on entrance door and message on website)
2. Children and staff with suspected CV symptoms will be asked to go home. The playground or the well ventilated ESR are the allocated waiting spaces
3. Suspected cases of CV will be communicated to relevant staff and families
4. Staff will be sent emails/texts if there is a positive case out of school time (weekends or holidays).
5. Staff will need to record close contacts outside their own mini bubble and it will be shared and monitored with MSL in order to aid planning for outbreaks.
6. If a class is sent home because of a child testing positive, we will follow NHS guidance around close contact and send the relevant children and adults home to isolate for the required period.
7. If a member of staff test positive, all adults in the relevant mini bubble will be sent home to isolate for the required period.
8. Confirmed cases of CV will be communicated following advice from the Health Protection team's advice and DFE.
9. Confirmed cases of **work-related** CV-19 to be reported to CHSS via usual accident procedure (AIR form). Potential for RIDDOR report to HSE; if necessary, this will be completed by CHSS.
10. Children will be supervised by a member of staff whilst waiting to be picked up , this does not necessarily need to be a 1<sup>st</sup> aider
11. Persons with symptoms will be asked to test for CV and may be able to return when tested negative.
12. If they have a positive test, they must follow self –isolation guidance
13. When a child or staff member tests positive, the rest of their bubble group should be sent home and be advised to self-isolate for 10 days. If possible they will be encouraged to take a test if available, to speed up the process and to enable them to come back to school/ work as soon as possible (The other household

members of that wider class or group do not need to self-isolate unless the child, young person, or staff member they live with in that group subsequently develops symptoms)

14. Follow the COVID-19: cleaning of non-healthcare settings guidance [Decontamination in non-healthcare settings](#)
15. As part of the national test and trace program, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise the school on the most appropriate action to take. In some cases, a larger number of other children, and staff may be asked to self-isolate at home as a precautionary measure – perhaps the whole school.

**Catch it / bin it/ kill it:**

1. Each class will have a supply of tissues, small bags for disposing tissues and bins with lids. These will be emptied daily
2. Staff and children are encourage to catch their coughs and sneezes in a tissue and dispose of this appropriately, or use their elbow to do this
3. Bins are emptied throughout the day

**Working in ventilated spaces:**

1. All spaces should be as ventilated as frequently as possible through mechanical ventilation (vents/A/C), natural ventilation (doors/windows)
2. To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:  
opening high level windows in preference to low level to reduce draughts
  - increasing the ventilation while spaces are unoccupied (for examples, between classes, during break and lunch, when a room is unused)
  - providing flexibility to allow additional, suitable indoor clothing.
  - rearranging furniture where possible to avoid direct drafts
  - Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.
3. Working outdoors for both children and staff is encouraged where SD can be maintained
4. The use of the air conditioner is allowed
5. Temperature monitoring in place, including thermometers in classrooms/areas, to ensure the heating and thermal conditions are compliant, managed and monitored

**PPE**

1. Wear PPE where necessary, in a very small number of cases, eg when waiting with a child with symptoms, while awaiting collection of 2 m distance cannot be kept, if intimate care is needed that normally involves PPE
2. System for removing face coverings when staff and pupils arrive:
  - a. No touching of face
  - b. Wash hands upon arrival
3. Staff supervising children with CV symptoms who are waiting to be picked up will be able to wear facemasks and gloves if they cannot maintain SD
4. 1<sup>st</sup> aiders will be offered appropriate PPE if 2m distance cannot be maintained, including fluid resistant surgical mask, face visors (if there is a risk of splashing (e.g. coughing, spitting, vomiting) , disposable aprons, disposable gloves and disposable bags worn by supervising adult

		5. Staff now have permission to wear face shield during the Jan 2021 lockdown.			
Someone entering the premises with CV19	<p>Potential for being infected with Covid 19 illness including the following: Fever, cough Breathing issues Loss of smell/ taste, Pneumonia, death</p> <p>Due to: Lack of social distancing ( SD) or poor infection control</p>	<p><b>Specific activities:</b></p> <p><b>Music</b> The following should be considered by all THAMES Managers and Tutors: Individual and small group lessons should be held in rooms that can be ventilated well</p> <ul style="list-style-type: none"> <li>• Additional breaks should be timetabled to ventilate rooms</li> <li>• Consider singing or playing outdoors if possible</li> <li>• The 2m distance (or more) must be maintained and groups may have to be split up</li> <li>• For most groups and ensembles, including class work, normal social distancing (2m) will suffice</li> <li>• Social distancing means that each player (including strings) will require their own music stand and their own sheet music.</li> </ul> <p><b>Wind Instruments</b></p> <ul style="list-style-type: none"> <li>• Normal social distancing of at least 2m will suffice for most instruments but it is recommended that brass, flute, bass clarinet and saxophones should be given more space (3m or more)</li> <li>• Players should be discouraged from lifting their bells high</li> <li>• Water keys should not be vented directly onto the floor. Newspaper or paper towels should be provided to soak up water and players should clear up their own water</li> </ul> <p><b>Instrumental Ensembles</b></p> <ul style="list-style-type: none"> <li>• Conductors should stand 3-5m beyond the front row of wind or brass and may wish to consider a plexiglass screen or similar. For strings and orchestras, 2m will suffice.</li> </ul> <p><b>Singing and choirs</b></p> <ul style="list-style-type: none"> <li>• We will not do any singing in KS1 and KS2</li> </ul> <p><b>Cleaning instruments</b></p> <ul style="list-style-type: none"> <li>• Instruments that are only used by one person should be cleaned as usual but with additional care. If instruments are used by more than one person (e.g. classroom percussion) or taken in and reallocated (e.g. at the end of a whole-class programme), meticulous cleaning is called for.</li> <li>• After five days of not being played, normal cleaning of any equipment will suffice.</li> <li>• Hot, soapy water is just as effective as disinfectant wipes and instruments made entirely from plastic may be submersed.</li> <li>• Recorders can be washed in the top rack of a dishwasher</li> <li>• Woodwind instruments should be dried in and out with swabs or pull-throughs</li> <li>• Brass mouthpieces should be cleaned using an appropriately sized mouthpiece brush</li> <li>• Piano keys should be wiped before and after each change of player. Ivory keys will be damaged by most disinfectant products. Clean them with a cloth dipped in soapy water and rung out; leave the residue on for thirty seconds and wipe with a dry cloth.</li> <li>• Plastic piano and electronic keyboards can be sanitised with disinfectant wipes (unplug electronic equipment first). Do not spray them as residues may harm key mechanisms. It is a good idea to dry keys off afterwards.</li> <li>• Knobs, buttons, sliders etc on ICT equipment, amplifiers, CD/MP3 players and so forth should be wiped with antiseptic wipes. Do not use sprays or soaked cloths, to avoid liquids getting inside equipment. Always unplug from the mains before cleaning.</li> <li>• String instruments - you may want to wipe the chinrests of violins or violas, but it probably is not necessary (pure sweat is not thought to carry viruses). The neck</li> </ul>	2	3	6

		<p>and fingerboard and the lower end of the bow of all bowed strings may also be wiped.</p> <ul style="list-style-type: none"> <li>• Handles and straps of percussion instruments and beaters should be wiped similarly.</li> </ul> <p><b>Sharing instruments</b></p> <ul style="list-style-type: none"> <li>• Good hand hygiene and wiping handling surfaces when changing players controls risks for most keyboard, percussion and string instruments</li> <li>• SHARING MOUTH-BLOWN INSTRUMENTS IS NEVER SAFE</li> </ul> <p><b>Cooking:</b></p> <ul style="list-style-type: none"> <li>• Children will clean hands upon arrival</li> <li>• Disposable wipes will be used to clean utensils and surfaces</li> <li>• Utensils will be washed and air dried after use or by paper towels</li> <li>• Food to be taken home if wanted in plastic freezer bags</li> <li>• Cookery room not used for staffroom/ preparing personal food</li> <li>• Room to be cleaned after use by anyone else</li> </ul> <p><b>PE:</b></p> <ul style="list-style-type: none"> <li>• Outside PE where possible</li> <li>• PE to be held in a well ventilated space if indoors</li> <li>• Equipment : avoid sharing equipment across bubbles.</li> <li>• Limit the sharing of equipment within bubbles</li> <li>• Shared equipment: clean after use or isolate before next use</li> <li>• When the school is in tier 4, PE, sport and physical activity provided by schools to their own pupils under their systems of control can continue.Schools can hold PE lessons indoors, including those that involve activities related to team sports</li> </ul>			
<p>Someone entering the premises with CV19</p>	<p><b>Potential for being infected with Covid 19 illness including the following:</b> Fever, cough Breathing issues Loss of smell/ taste, Pneumonia, death</p> <p><b>Due to:</b> Lack of social distancing ( SD)</p>	<p><b>1<sup>st</sup> aid</b></p> <ol style="list-style-type: none"> <li>1. We will have a trained 1<sup>st</sup> aider on site at all times</li> <li>2. We will have a paediatric trained 1<sup>st</sup> aider on site when we have under 5s on site</li> <li>3. We will not carry out any high risk activities , in order to limit risk</li> <li>4. It is accepted that 2m social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so.</li> <li>5. 1<sup>st</sup> aid packs will be rotated every three days, so there can be no –cross contamination . We will keep a log of used 1<sup>st</sup> aid kits and dates on which they were used.</li> <li>6. We will have disposable, one use icepacks</li> <li>7. 1<sup>st</sup> aiders will be offered PPE if 2m distance cannot be maintained, including fluid resistant surgical mask, face visors (if there is a risk of splashing (e.g. coughing, spitting, vomiting) , disposable aprons, disposable gloves and disposable bags worn by supervising adult</li> <li>8. 1<sup>st</sup> aid should be administered in a well ventilated room</li> <li>9. 1<sup>st</sup> aiders should wash hands before and after and ensure the affected area is cleaned upon completion.</li> <li>10. FAW or EFAW certificates that expired after 16 March 2020 can remain valid until 6 months from date of expiry. All requalification training for these certificates should be completed by 31 March 2021.</li> </ol>	<p>2</p>	<p>3</p>	<p>6</p>

<p>Someone entering the premises with CV19</p>	<p><b>Potential for being infected with Covid 19 illness including the following:</b>  Fever, cough  Breathing issues  Loss of smell/ taste, Pneumonia, death</p> <p><b>Due to:</b>  Lack of social distancing ( SD)</p>	<p><b>Staff room and other staff spaces</b></p> <ol style="list-style-type: none"> <li>Social distancing should be in place at all times</li> <li>Staff should stay alert and encourage each other to keep to the 2 metre rule as a minimum.</li> <li>Staff should not socialise at work, and keep interactions outside their bubble to a minimum</li> <li>Staff are encouraged to wash their hands before / after eating for at least 20 seconds</li> <li>Staff should dispose of their food waste into the bins provided, and clean their cutlery and put away</li> <li>Staff should not share cups and cutlery</li> <li>Staff are encouraged to go outside during breaks</li> </ol>	2	3	6
<p>Staff welfare</p>	<p><b>Potential for stress related issues and absence from work</b></p> <p><b>Due to:</b>  Anxiety</p>	<p><b>Pastoral care/ staff mental health :</b></p> <ol style="list-style-type: none"> <li>Clear messages of available support for vulnerable staff from line- managers</li> <li>Work with staff in re-assuring them everything is being done to make work as safe as possible.</li> <li>Carry out stress RA where appropriate to establish what can be done to support the member of staff, using the CHSS guidance and template.</li> <li>Referrals to Occupational Health will be made where appropriate, and staff will be able to access to TH employees counselling service if needed and access to resources e.g. Employee Assistance Programme (EAP)</li> </ol> <p><b>Other support</b></p> <ol style="list-style-type: none"> <li>Referrals to OH where appropriate</li> <li>Agree staff workload expectations (including for leaders).</li> </ol> <p><b>Information sharing:</b></p> <ol style="list-style-type: none"> <li>Provide clear consistent and regular communication to improve understanding for all staff throughout the pandemic</li> <li>Provide early information instruction before any changes to working practices</li> <li>Keep all risk assessments/changes in risk updated as government guidance seems to be updating daily, weekly and inform staff</li> <li>Signpost staff to the following guidance: <ul style="list-style-type: none"> <li>NHS guidance, <a href="#">how to wash your hands video</a> (20 second rule)</li> <li>NHS <a href="#">advice on CV19</a>; risks, symptoms, how CV19 is spread, how to avoid catching or spreading germs</li> <li>Government/LA guidance on trace and track measures and clear guidance to managers and staff on actions required and support available</li> </ul> </li> </ol>	2	2	4
<p>Staff and pupils individual conditions</p>	<p><b>Potential for staff inability to maintain regular attendance at work , leading to staff shortages</b></p>	<ol style="list-style-type: none"> <li>During latest January lockdown, staff are placed on a rota where possible and where it is not impacting on provision for children in terms of continuity</li> </ol> <p>We will follow Government guidance in relation to clinically vulnerable and extremely vulnerable staff and children</p> <ol style="list-style-type: none"> <li>Advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list) was</li> </ol>	2	3	6

	<p><b>Potential for children to miss school, leading to further falling behind with learning and exposure to other safeguarding related risks</b></p> <p><b>Due to:</b> Underlying medical conditions and other valid reasons</p>	<p>published on 13 October. The guidance provides advice on what additional measures individuals in this group can take tailored to each local restriction tier.</p> <ol style="list-style-type: none"> <li>2. In local restriction tier 4 areas, individuals who are clinically extremely vulnerable are advised to work from home and where this is not possible, they should not go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP and may have been advised to shield. All other staff in local restriction tier 4 can continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.</li> <li>3. All staff can continue to attend school in local restriction tiers 1, 2 and 3.</li> <li>4. Under local restriction tier 3, staff and employers may wish to discuss flexibilities that support clinically extremely vulnerable staff, such as staggered start times to reduce travel during rush hour.</li> <li>5. Clinically vulnerable staff can continue to attend school. While in school they should follow the measures in this document to minimise the risks of transmission.</li> <li>6. People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor.</li> <li>7. Pregnant women are in the 'clinically vulnerable' category and are generally advised to follow the above advice, which applies to all staff in schools. More guidance and advice on coronavirus (COVID-19) and pregnancy is available from the Royal College of Gynaecologists. All pregnant women should take particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home or workspace.</li> <li>8. Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report, which looked at different factors including age and sex, where people live, deprivation, ethnicity, people's occupation and care home residence. These staff can attend school as long as the system of controls set out in this guidance are in place.</li> </ol> <p><u>Where there is non attendance :</u></p> <ol style="list-style-type: none"> <li>1. Explore barriers to attendance with parents/ carers where there are concerns. (Fines for non-attendance can now be issued.)</li> <li>2. Try to ensure that all clinically vulnerable staff are able to maintain social distancing</li> <li>3. Ensure up to date risk assessments for vulnerable children and those with EHC plans are carried out with social services, other educational providers and parents/carers where appropriate, to ensure child is at no more risk in the school setting than at home.</li> <li>4. Set up clear, repeated messaging to parents/carers that pupils must not attend if they, or a member of their household, has COVID-like symptoms or a positive test.</li> <li>5. Review of pupils that present stress and anxiety due to the covid-19 fears and adjust the curriculum to provide good pastoral care and learning</li> </ol>			
Staffing levels	<p><b>Potential for inappropriate pupil/ staff ratio making it unsafe to open:</b> Accidents, safeguarding issues</p> <p><b>Due to:</b> Lack of staffing levels</p>	<ol style="list-style-type: none"> <li>1. As a minimum, there must always be: <ul style="list-style-type: none"> <li>● 2 members of SLT</li> <li>● 1 1<sup>st</sup> aider</li> <li>● One member of admin staff</li> <li>● Adequate cleaners</li> <li>● Adequate level of SEND support</li> </ul> </li> </ol>	2	3	6



		<p>2. Consider options if necessary staffing levels can't be maintained :</p> <ul style="list-style-type: none"> <li>● Covering classes by HLTAS</li> <li>● Covering of classes by support staff, short term only, if no other staff available , supervising and supported by teachers ( no planning required, only supervision)</li> <li>● Ask others to step in e.g. SLT ( short term only)</li> <li>● Arrange supply cover for following day</li> <li>● Close bubbles and send children home</li> <li>● Ask individual children to not attend</li> <li>● Alternate attendance on a rota</li> <li>● During latest January lockdown, staff are placed on a rota where possible and where it is not impacting on provision for children in terms of continuity</li> </ul>			
Following guidelines	<p><b>Potential for being infected with Covid 19 illness including the following:</b>  Fever, cough  Breathing issues  Loss of smell/ taste, Pneumonia, death</p> <p><b>Due to:</b>  Staff, children , parents and visitors not following the guidelines</p>	<p><b>Signage</b></p> <ol style="list-style-type: none"> <li>1. Information posters and reminders displayed at key points and throughout premises</li> <li>2. Information on website and in newsletters</li> </ol> <p><b>Training and teaching:</b></p> <ol style="list-style-type: none"> <li>1. Ensure all staff are clear about expectations through staff briefing</li> <li>2. Ensure all children are clear about expectations through age appropriate teaching, both in school and through on line lessons, before starting school</li> </ol> <p><b>Ensuring consistency and good implementation</b></p> <ol style="list-style-type: none"> <li>1. Repeating messages frequently to all</li> <li>2. Monitoring of procedures by all staff and reporting issues to SLT</li> <li>3. Dealing with deliberate breaches appropriately</li> </ol>	2	3	6