

## Safety, Health and Environment (SHE)

# GCC COVID-19 RISK ASSESSMENT PROCESS FOR SCHOOLS & EDUCATIONAL SETTINGS

(Revised for full reopening in September 2020)



Schools completed COVID-19 risk assessments when they reopened for priority groups during the summer term and implemented protective measures recommended by DfE and PHE. Now that the Government requires schools to plan for all pupils in all year groups to return to school full-time from the beginning of the autumn term and implement a 'system of controls', the GCC COVID-19 Risk Assessment has been updated to support schools to prepare for this. The aim of the risk assessment is to implement protective measures to prevent COVID-19 or reduce the spread of the infection if there is a positive case, both in the school and transmission to the wider community.

## 1. ASSESS

### 2. Decide appropriate control measures for managers and employees to implement under a 'Plan', 'Do', 'Review' cycle.

\*The preventative measures in this risk assessment are not mandatory but are provided as guidance on reducing the risk of transmission and comply with DfE 'system of control' requirements. Each school/setting must consider their own situation and adapt the assessment by editing the measures where appropriate. Remove any measures that are not relevant or will not be applied in your setting and add any additional local measures that you are implementing. This format does not have to be used but your local risk assessment must be suitable and sufficient.

**Who may be at risk:** Employees, pupils and young people, families (parents, carers and siblings), visitors, contractors, members of public.  
**Vulnerable groups:** Where schools apply the full measures in this guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. Some people with particular characteristics may be at comparatively increased risk from COVID-19 (due to age, deprivation, ethnicity, etc.). An individual risk assessment may be appropriate for those who are very anxious about returning to their workplace.

PLAN		DO			REVIEW
Prepare Building, timetables and lessons, policies and procedures	Prepare Employees, Parents and pupils and other site users	Control Access and Visitors	Minimise contacts and social distancing	Infection Control Measures	Communicate and Review Arrangements

**Related Documents:**

- [Guidance for full opening: schools](#)
- [Covid 19: cleaning of non-healthcare settings outside the home](#)
- [Covid 19: Guidance for schools: coronavirus](#)
- [Covid 19: implementing protective measures in education and childcare settings](#)
- [Covid 19: Education and childcare What parents and carers need to know.](#)
- [Guidance for parents of children attending out of school settings](#)
- [Safe working in education](#)
- [Maintaining records of staff/visitors to support Test and Trace](#)

**Covid-19 Risk Assessment – Woodchester Endowed Church of England Primary School**

PLAN		
PREPARE BUILDING, TIMETABLES AND LESSONS, POLICIES AND PROCEDURES	Y/N	Notes
<p><b><u>BUILDINGS</u></b></p> <ul style="list-style-type: none"> <li>• Ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, etc.).</li> <li>• Ventilation and AC systems working optimately; (ventilation system should be kept on continuously, with lower ventilation rates when people are absent). (no ventilation systems but check windows)</li> <li>• Review emergency and evacuation procedures (e.g. fire wardens, escape routes, roll-call, assembly areas, etc.).</li> <li>• Make provision for children who display COVID-19 symptoms/ become ill during the day to be isolated. Space should be identified in addition to the usual medical room.</li> <li>• Ensure school has sufficient supplies of PPE including cleaning materials and hand washing/sanitising liquids that meet DfE/PHE requirements.</li> <li>• Provide suitable and sufficient bins to support pupils and staff to follow the 'catch it, bin it, kill it' approach.</li> <li>• Provide sufficient tissues in all rooms.</li> <li>• Consider if the school site can be split into separate zones where groups of pupils can remain to minimise mixing.</li> <li>• Create a plan of the building to mark out areas where bubbles do not mix (e.g. classrooms), where mixing is more likely, and so where distancing and other measures are required.</li> <li>• Consider separate facilities be provided for meals and refreshments in different zones (e.g. pods, kiosks, cafes).</li> </ul>	<p>LP/JS to test and action/Staff to check classroom areas</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>All normal procedures undertaken following end of summer holiday, including: Alarm call points tested Legionella water testing Taps/flushes/water refreshed water flow Descaling of all taps undertaken 08/20 Check emergency lighting/bulb replaced 8/20 Check window openings for ventilation</p> <p>Fire procedures/escape routes reviewed/practice planned in week 1 chn informed of procedures and practice organised</p> <p>Wave Room to be used (good ventilation/private/store of PPE/easy parental access)</p> <p>Good PPE supply, regularly reviewed, hand sanitiser and handwashing available in all area of school Bins/tissues available in all areas/signs to reinforce message Social distancing/hand washing/catch it, bin it, kill it signs very evident and regular reminders – use of ebug resources/watch for slipping hazard (excess water)</p> <p>Consider allocation of bubbles to internal and external spaces</p> <p>Mixing more likely at lunchtime/playtime/transitional movement times/use of external exits to avoid mixing</p> <p>Packed lunches only from September to facilitate use of classrooms/hall for eating</p>

<ul style="list-style-type: none"> <li>Evaluate the capacity of rooms and shared areas.</li> </ul>	Y	Allocation of hall/phonics room/wave room/
<ul style="list-style-type: none"> <li>Plan for staggered lunches with more sittings to avoid mixing, allowing time for cleaning, devise seating plans, safe capacity etc.</li> </ul>	Y	Bubble lunchtimes staggered/allocation of playgrounds/Bubbles of 15 no longer applicable
<ul style="list-style-type: none"> <li>Consider door signs mounted to identify max number in room / toilets at one time.</li> </ul>	Y	Focus on toilet signage
<ul style="list-style-type: none"> <li>COVID-19 posters/ signage displayed.</li> </ul>	Y	Refresh existing posters as necessary
<ul style="list-style-type: none"> <li>Identify 'crunch points' (e.g. entrances/ exits/ corridors/ shared space and consider how movement can be staggered.</li> </ul>	Y	Use of external classroom doors to minimise numbers in corridors
<ul style="list-style-type: none"> <li>Consider one-way system if possible for circulation around the building.</li> </ul>	Y	Children and adults to walk on the left hand side of corridors
<ul style="list-style-type: none"> <li>Stairways to be up or down only.</li> </ul>	Y	Stair use minimised/single bubble use
<ul style="list-style-type: none"> <li>Put down floor markings along the middle of two-way corridors/stairs to keep groups apart and 'keep left' signs.</li> </ul>	Y	Corridors halved where width allows. Use of 2m reminder signs and tape. Careful pupil management by staff.
<ul style="list-style-type: none"> <li>In areas where queues may form, put down floor markings to indicate distancing.</li> </ul>	Y	.
<ul style="list-style-type: none"> <li>Can separate doors be used for in and out of the building (to avoid crossing paths)?</li> </ul>	Y	Bubble arrival and collection times to be staggered/use external classroom doors where available.
<ul style="list-style-type: none"> <li>Identify doors that can be propped open (to limit use of door handles and aid ventilation) taking account of fire safety and safeguarding. Seek advice from SHE if necessary.</li> </ul>	Y	<p>Fire doors propped open only when automatic system opening/closing is built in.</p> <p>Doors closed when rooms or building is/are unoccupied</p> <p>Fire doors in high hazard rooms kept closed. Staff instructed to ensure all doors that they pass through are closed in the event of a fire alarm</p> <p>Review evacuation procedure and assembly points and organise regular practices. Staff signing in/out sheet/Daily pupil register</p>
<ul style="list-style-type: none"> <li>Identify rooms that can be accessed directly from outside (to avoid shared use of corridors).</li> </ul>	Y	Staggered start/finish/entrances/exits for all classes
<ul style="list-style-type: none"> <li>Organise classrooms for maintaining space between seats and desks.</li> </ul>	Y	

<ul style="list-style-type: none"> <li>• Arrange desks seating pupils side by side and facing forwards.</li> <li>• Inspect classrooms and remove unnecessary items and furniture to make more space.</li> <li>• Make arrangements with cleaners to put in place an enhanced cleaning schedule that includes frequent cleaning of rooms, shared areas that are used by different groups and frequently touched surfaces.</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p>	<p>Teachers to organise pupil tables/furniture where room allows (Beech to Willow)</p>
<p><b><u>TIMETABLING AND LESSONS</u></b></p>		<p>Classes have cleaning stations/Additional cleaning of toilets during the day (Head/SLT)/Cleaning by Early Birds/Woodpeckers staff in hall after use.</p>
<ul style="list-style-type: none"> <li>• Consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school.</li> </ul>	<p>Y</p>	<p>Staggered start/finish/entrances/exits for all classes</p>
<ul style="list-style-type: none"> <li>• Stagger break times and lunch times to avoid mixing and time for cleaning surfaces in the dining hall between groups.</li> </ul>	<p>Y</p>	<p>Staggered playtimes/allocated spaces Use of external doors and external routes to move around school/Careful pupil management by staff</p>
<ul style="list-style-type: none"> <li>• When timetabling, groups should be kept apart and movement around the school site kept to a minimum to avoid creating busy corridors, entrances and exits.</li> </ul>	<p>Y</p>	
<ul style="list-style-type: none"> <li>• Prepare arrangements to allow remote learning to take place should a partial or full closure of the school be required, at any point in the next academic year.</li> </ul>	<p>Y</p>	<p>Work with IT technical support to establish access to Microsoft Teams for all children and staff/</p>
<p><b><u>POLICIES AND PROCEDURES</u></b></p>		
<ul style="list-style-type: none"> <li>• Update policies to reflect changes brought about by COVID-19, including: <ul style="list-style-type: none"> <li>○ Safeguarding/child protection</li> <li>○ Behaviour</li> <li>○ Curriculum</li> <li>○ NQTs</li> <li>○ Special educational needs</li> <li>○ Visitors to school</li> </ul> </li> </ul>	<p>Y</p>	<p>Head to review all policies and ensure availability on website/staff drive as necessary</p>
<ul style="list-style-type: none"> <li>• Ensure website is compliant with regards to the publishing of policies.</li> </ul>	<p>Y</p>	<p>Policies on website following governor scrutiny</p>
<ul style="list-style-type: none"> <li>• Establish a visitors' protocol so that parents, contactors, professionals working with individual children are clear about the infection control measures that you have in place.</li> </ul>	<p>Y</p>	<p>Head to review visitor protocol and share with staff</p>
<ul style="list-style-type: none"> <li>• Governing boards and school leaders to have regard to staff (including the headteacher) work-life balance and wellbeing. Information shared about the extra mental health support for pupils and teachers is available.</li> </ul>	<p>Y</p>	<p>Staffroom noticeboard/agenda time during staff meetings/briefings/individual risk assessments for those staff who require one</p>

<b>RESPONSE TO ANY INFECTION</b>		
<ul style="list-style-type: none"> <li>Leadership understands the NHS Test and Trace process and how to contact their local Public Health England health protection team.</li> </ul>	Y	SLT to keep up to date with government guidance/GCC
<ul style="list-style-type: none"> <li>Plan how to inform staff members and parents/ carers that they will need to be ready and willing to               <ul style="list-style-type: none"> <li>book a test if they are displaying symptoms;</li> <li>inform the school immediately of the results of a test;</li> <li>provide details of anyone they have been in close contact with;</li> <li>self-isolate if necessary</li> </ul> </li> </ul>	Y	Keep parents/staff informed of procedures and requirements/letters and website
<b>PREPARE EMPLOYEES, PARENTS AND PUPILS AND OTHER SITE USERS</b>	<b>Y/N</b>	<b>Notes</b>
<b>EMPLOYEES</b>		
<ul style="list-style-type: none"> <li>Involve employees in plans to return to school and listen to any suggestions on preventative measures that can be taken.</li> </ul>	Y	Regular staff meetings/emails/meeting due before reopening on 01.09.20
<ul style="list-style-type: none"> <li>Consider personal risk factors: age, obesity, pregnancy, existing health conditions and ethnicity and where necessary conduct individual risk assessments.</li> </ul>	Y	INSET in school and further preparation/refreshment of corridors/rooms/signage etc.
<ul style="list-style-type: none"> <li>Employees fully briefed about the plans and protective measures identified in the risk assessment</li> </ul>	Y	All staff offered personal risk assessments where appropriate/OH referrals if nec.
<ul style="list-style-type: none"> <li>Regular staff briefings.</li> </ul>	Y	Email/INSET/regular updates via briefings and staff meetings
<ul style="list-style-type: none"> <li>Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security.</li> </ul>	Y	Head/SLT to liaise/staff member mentor may be offered and assigned if requested
<ul style="list-style-type: none"> <li>Regular communications with those who have coronavirus symptoms, or who have someone in their household who does, are not to attend school.</li> </ul>	Y	Head/SLT to liaise/staff member mentor may be offered and assigned if requested
<ul style="list-style-type: none"> <li>Information shared about testing available for those with symptoms.</li> </ul>	Y	
<ul style="list-style-type: none"> <li>Where there are appropriate sources of guidance (e.g. CLEAPSS, afPE, CILIP, etc.) Heads of Departments/ teachers should refer to curriculum specific guidance.</li> </ul>	Y	Check CLEAPSS
<ul style="list-style-type: none"> <li>Heads of Departments/ teachers to identify shared resources and how to prevent mixed contact (e.g. cleaning between bubbles or rotas for equipment use).</li> </ul>	Y	Check CLEAPSS/subject leaders check timetabling
<ul style="list-style-type: none"> <li>Identify and plan lessons that could take place outdoors.</li> </ul>	Y	Class teachers to consider
<ul style="list-style-type: none"> <li>Consider how online resources can be used to shape remote learning.</li> </ul>	Y	Class teachers to consider

<ul style="list-style-type: none"> <li>Plan for remote education for pupils, alongside classroom teaching in case of a lockdown or pupils having to isolate.</li> </ul>	Y	Work with IT support to set up and establish Microsoft Teams
<p><b><u>PARENTS/PUPILS</u></b></p>		
<ul style="list-style-type: none"> <li>Review EHCPs where required.</li> </ul>	Y	SENCo/TA/Parent to liaise
<ul style="list-style-type: none"> <li>Educate pupils before they return about the need to stay apart from others and expectations around hygiene.</li> </ul>	Y	Letter/website/staff drive/staff room
<ul style="list-style-type: none"> <li>Communicate to parents on the preventative measures being taken.</li> </ul>	Y	Updates to parents should guidance change
<ul style="list-style-type: none"> <li>Post the risk assessment or details of measures on school website.</li> </ul>	Y	
<ul style="list-style-type: none"> <li>Parents and pupils informed about the process that has been agreed for drop off and collection.</li> </ul>	Y	First letter sent July 2020
<ul style="list-style-type: none"> <li>Ensure parents have a point of contact for reassurance as to the plans put in place.</li> </ul>	Y	
<ul style="list-style-type: none"> <li>Limit the equipment pupils bring into school each day to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones.</li> </ul>	Y	Individual pupil stationary items in classrooms – limit equipment
<ul style="list-style-type: none"> <li>Bags are allowed.</li> </ul>		
<ul style="list-style-type: none"> <li>All pupils told to provide personal equipment (pens, pencils, rulers calculators etc.) to ensure no shared use in class.</li> </ul>	N	Staff providing individual school packs, kept in school
<ul style="list-style-type: none"> <li>Parents informed only one parent to accompany child to school.</li> </ul>	Y	Letter sent
<ul style="list-style-type: none"> <li>Parents and pupils encouraged to walk or cycle where possible.</li> </ul>	Y	Letter sent
<ul style="list-style-type: none"> <li>Clear messages to pupils about minimising the use of public transport and how to reduce the risks of transmission outside of school.</li> </ul>	Y	Classroom hygiene discussions
<ul style="list-style-type: none"> <li>Staggered drop-off and collection times planned and communicated to parents.</li> </ul>	Y	Letter sent
<ul style="list-style-type: none"> <li>Made clear to parents that they cannot gather at entrance gates or doors.</li> </ul>	Y	Letter sent
<ul style="list-style-type: none"> <li>Encourage parents to phone school and make telephone appointments if they wish to discuss their child (to avoid face to face meetings).</li> </ul>	Y	Letter sent
<ul style="list-style-type: none"> <li>Communications to parents (and young people) includes advice on transport.</li> </ul>	N	Applies to secondary school travel

<b><u>OTHERS</u></b>		
<ul style="list-style-type: none"> <li>• Communication with contractors and suppliers that will need to prepare to support plans for full opening (e.g. cleaning, catering, food supplies, hygiene suppliers).</li> </ul>	Y	Cleaning company/ Caterlink
<ul style="list-style-type: none"> <li>• Assurances that caterers comply with the guidance for food businesses on COVID-19.</li> </ul>	Y	Caterlink communications
<ul style="list-style-type: none"> <li>• Discussion with caterers to agree arrangements for staggered lunches (e.g. seating capacity, holding hot food, cleaning between sittings, distancing and minimising contacts).</li> </ul>	Y	Information sent July 2020
<ul style="list-style-type: none"> <li>• Liaison with transport providers to cater for any changes to start and finish times and confirm protective measures during journeys.</li> </ul>	n/a	Discussions/information sharing before any individual educational trips to be
<ul style="list-style-type: none"> <li>• Communication with other building users (e.g. lettings, extended school provision, regular visitors, etc.)</li> </ul>	Y	Communications with
<ul style="list-style-type: none"> <li>• Limit visitors by exception (e.g. for priority contractors, emergencies etc.).</li> </ul>	Y	Earlybirds/Woodpeckers/Brownies & Guides
<b><u>LETTINGS AND NON-SCHOOL USERS</u></b>		
<ul style="list-style-type: none"> <li>• Out of school settings for children are permitted if those responsible for them are ready to do so and they can do so safely, following COVID-19 Secure guidelines.</li> </ul>	Y	Communications with Earlybirds/Woodpeckers/Brownies & Guides
<ul style="list-style-type: none"> <li>• The use of indoor facilities by adults should remain closed until guidance changes, apart from toilets and throughways.</li> </ul>	Y	
<ul style="list-style-type: none"> <li>• A risk assessment should determine the maximum capacity of a hall or hire space while able to maintain social distancing according to the current relevant guidelines.</li> </ul>	Y	
<ul style="list-style-type: none"> <li>• Outdoor sports courts and other outdoor sporting activities have also been permitted.</li> </ul>	Y	Atlas Sports – policy/risk assessments
<ul style="list-style-type: none"> <li>• Outdoor and indoor swimming pools will remain closed.</li> </ul>	Y	Swimming due to start in Spring term
<ul style="list-style-type: none"> <li>• Any groups hiring the facilities must refer to relevant government guidance or their own associations and national governing body for guidance on running the club or event following the COVID-19 guidelines.</li> </ul>	Y	Consult with Girl guiding
<ul style="list-style-type: none"> <li>• The school can ask any hiring organisation to provide evidence of their risk assessment.</li> </ul>	Y	
<ul style="list-style-type: none"> <li>• Review existing lettings/hire agreements and amend or supplement as necessary to include specifics of what the school will do and what the hirers are responsible for (e.g. cleaning, sharing equipment, hand washing or sanitiser, what happens if anyone shows symptoms or tests positive to COVID-19, etc.).</li> </ul>	Y	Review lettings policy and ensure Covid 19 situation is referred



**DO**

<b>Control Access and Visitors</b>		
<b><u>ACCESS</u></b>		
<ul style="list-style-type: none"> <li>• Entry points to school controlled (including deliveries).</li> <li>• Building access rules clearly communicated through signage on entrances.</li> <li>• School start times staggered so bubbles arrive at different times.</li> <li>• Floor markings outside school to indicate distancing rules (if queuing during peak times).</li> <li>• Screens installed to protect employees in reception.</li> <li>• Shared pens removed from reception.</li> <li>• Touch screen signing in devices in reception cleaned regularly.</li> <li>• Hand sanitiser provided at all entrances.</li> <li>• Pupils, staff and visitors to remove face coverings at school and wash hands immediately on arrival.</li> <li>• Covered bins provided on entrances to dispose of temporary face coverings.</li> <li>• Sealable plastic bags provided for reusable face coverings to take home with them.</li> <li>• Gathering at the school gates prohibited.</li> <li>• Staff on duty outside school to monitor protection measures.</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>N/A</p> <p>N/A</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Office staff will ensure that entry/exit is carefully monitored and controlled.</p> <p>Visitors may be wearing a face mask, e.g. contractors. They may continue to wear the mask whilst in school to ensure they adhere to company policy. Pupils and Staff will not be wearing face masks.</p>
<b><u>VISITORS</u></b>		
<ul style="list-style-type: none"> <li>• Wherever possible keep meetings on a virtual platform (e.g. 1:1 sessions with professionals, recruitment interviews, parental meetings etc.).</li> <li>• Parents/carers and visitors coming onto the site without an appointment is not to be permitted.</li> <li>• Site guidance on physical distancing and hygiene is explained to visitors on or before arrival.</li> <li>• Where possible visits arranged outside of school hours.</li> <li>• A record kept of all visitors to assist NHS Test and Trace, including:               <ul style="list-style-type: none"> <li>○ the name;</li> <li>○ a contact phone number;</li> <li>○ date of visit;</li> <li>○ arrival and departure time;</li> </ul> </li> </ul> <p>the name of the assigned staff member.</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Zoom established/Microsoft Teams being set up</p> <p>Controlled by office staff</p> <p>Office staff to review and adapt record keeping system to ensure all required details are taken</p>
<b>MINIMISE CONTACTS AND SOCIAL DISTANCING</b>		
<p>Minimising contacts and mixing between people reduces transmission of COVID-19 and the school will consider how to implement this.</p> <p><b><u>'BUBBLES'</u></b></p> <ul style="list-style-type: none"> <li>• Small, consistent groups of pupils split into bubbles.</li> <li>• Class groups will be kept together in separate 'bubbles' throughout the day and do not mix with other groups. .</li> <li>• Keep a record of pupils and staff in each bubble, lesson or close contact group.</li> <li>• School breakfast and after-school clubs to keep to the bubbles used during the school day where possible.</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>N</p>	<p>Requirement for bubbles of 15 or less no longer applicable – move to class bubbles</p> <p>Keep number of adults who work with a group or interact with a group to the lowest possible.</p> <p>Consider Y6/Rec Buddy system – outdoor socially distanced sessions.</p> <p>Separate bubbles not possible for extended provision – hierarchy of</p>

<p><b><u>MINIMISE MIXING</u></b></p> <ul style="list-style-type: none"> <li>Whatever the size of the bubble, they are to be kept apart from other groups where possible.</li> <li>Groups use the same classroom or area of a setting throughout the day.</li> <li>Mixing between bubbles kept to a minimum during arrival, lunchtime, breaks and departure.</li> <li>Pupil movements around the school site, either in groups or individuals is controlled to limit contact and mixing.</li> <li>Groups will stay within a specific “zone” of the site to minimise mixing.</li> <li>The number of pupils in shared spaces (e.g. halls, dining areas and internal and external sports facilities) for lunch and exercise is limited to specific bubbles.</li> <li>Large gatherings such as assemblies or collective worship with more than one group to be avoided.</li> <li>Separate spaces for each group clearly indicated.</li> <li>Multiple groups do not use outdoor equipment simultaneously.</li> <li>Limiting the number of pupils who use the toilet facilities at one time.</li> <li>Allow pupils to have access to toilets at all times during the day to prevent queues developing at social times.</li> <li>The same teacher(s) and other staff are assigned to each bubble and, as far as possible, these stay the same.</li> <li>Staff that move between classes and year groups, to keep their distance from pupils and other staff.</li> </ul> <p><b><u>DISTANCING</u></b></p> <ul style="list-style-type: none"> <li>Staff to keep 2 metres from other adults as much as possible.</li> <li>Where possible staff to maintain distance from their pupils, staying at the front of the class.</li> <li>Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone.</li> <li>Supply teachers, peripatetic teachers and/or other temporary staff to minimise contact and maintain as much distance as possible from other staff.</li> <li>The occupancy of staff rooms and offices limited.</li> <li>Use of staff rooms to be minimised.</li> <li>Staff in shared spaces (e.g. office) to avoid working facing each other.</li> <li>Use a simple 'no touching' approach for young children to understand the need to maintain distance.</li> <li>Older children to be encouraged to keep their distance within bubbles.</li> </ul> <p><b><u>MINIMISING CONTACT</u></b></p> <ul style="list-style-type: none"> <li>Doors propped open, where safe to do so to limit use of door handles. Ensure closed when premises unoccupied.</li> <li>Taking books and other shared resources home limited, although unnecessary sharing avoided.</li> <li>Staff and pupils to have their own individual and very frequently used equipment, such as pencils and pens.</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Where possible</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>measures to be put in place by management, e.g. handwashing, cleaning</p> <p>Separate lunchtime/playtime areas</p> <p>Staggered start/end of day</p> <p>Assemblies in class or online</p> <p>Bubbles have own playground equipment which is stored in their own classroom</p> <p>Staff management of use of toilets to stop overcrowding/Toilet door signage</p> <p>All staff aware of social distancing themselves.</p> <p>Extended provision clubs to provide a risk assessment of measures put in place.</p> <p>Heirachy of measure including cleaning and handwashing</p> <p>Regular briefing reminders/ PPA may be taken at home</p> <p>Rota of office staff (1 home working when possible)</p> <p>Staff room and conference room for staff/social distancing during lunch/break times</p> <p>Cleaning equipment available for extra cleaning of handles etc.</p> <p>Individual stationary sets organised</p>
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<p><b>PE AND SCHOOL SPORT</b></p> <ul style="list-style-type: none"> <li>• Pupils kept in same consistent bubbles where possible during PE and sport.</li> <li>• Sports equipment thoroughly cleaned between each use.</li> <li>• Contact sports avoided until guidance changes.</li> <li>• Outdoor sports should be prioritised where possible.</li> <li>• Large indoor spaces used where it is not.</li> <li>• Swimming pools are not used until guidance changes.</li> <li>• Distance between pupils from mixed bubbles will be maximised.</li> <li>• Sporting activities delivered by external coaches, clubs and organisations will only go ahead if they can satisfy the above requirements.</li> </ul> <p><b>Educational Visits and journeys</b></p> <ul style="list-style-type: none"> <li>• From the autumn term, non-overnight educational visits only.</li> <li>• Risk assessments of visits and journeys to be undertaken by visit leaders.</li> <li>• No overnight and overseas visits until government guidance changes.</li> <li>• Pupils grouped together on transport in the same bubbles that are adopted within school where possible.</li> <li>• Journey’s planned with to allow distancing within vehicles (this may mean large vehicles or more are used).</li> <li>• The use of face coverings for children over the age of 11, if they are likely to come into very close contact with people outside of their bubble.</li> <li>• Use of hand sanitiser upon boarding and/or disembarking</li> <li>• Cleaning of vehicles between each journey.</li> </ul>	<p>Y Y Y Y Y Y Y  Y Y Y Y n/a Y Y</p>	<p>PE/Sport in class bubbles Cleaning equipment available Atlas Sports will provide Covid-19 safe policies and procedures Field/playgrounds/hall to be used Swimming not booked until Jan 21 Atlas Sports will provide Covid-19 safe policies and procedures  Viney Hill residential postponed until Spring 21  Larger coaches to be requested, if possible  Check coach company procedures</p>
<p><b>INFECTION CONTROL MEASURES</b></p>		
<p><b>MINIMISE CONTACT WITH INDIVIDUALS WHO ARE UNWELL:</b></p> <ul style="list-style-type: none"> <li>• Refer to PHE guidance and Action Cards for School Managers.</li> <li>• Anyone with COVID-19 symptoms, or who have someone in their household who does, not to attend school.</li> <li>• If anyone becomes unwell at school they will be isolated, sent home and provided with information on what to do next.</li> <li>• An unwell child awaiting collection, will be isolated in a suitable room with or without adult supervision (depending on age and needs of the child).</li> <li>• Staff caring a child awaiting collection to keep a distance of 2 metres.</li> <li>• PPE to be worn by staff caring for the child if 2 metres distance cannot be maintained.</li> <li>• Staff to wash their hands after caring for a child with symptoms.</li> <li>• All areas where a person with symptoms has been to be cleaned after they have left.</li> <li>• Should staff have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days.</li> </ul> <p><b>HAND WASHING</b></p> <ul style="list-style-type: none"> <li>• Frequent hand washing encouraged for adults and pupils (following guidance on hand cleaning).</li> <li>• Sufficient handwashing facilities are available.</li> <li>• Where there is no sink, hand sanitiser provided in classrooms.</li> <li>• Skin friendly skin cleaning wipes used as an alternative to hand washing or sanitiser.</li> </ul>	<p>Y Y Y Y Y Y Y Y Y Y Y Y</p>	<p>SLT to keep updated and share information with staff and parents             Reinforced by resources such as ebug and signage Sinks, with running hot water available in all classes and toilets. Hand sanitiser</p>

<ul style="list-style-type: none"> <li>• Pupils to clean their hands when they arrive at school, when they return from breaks, when they change rooms and before and after eating.</li> <li>• Staff help is available for pupils who have trouble cleaning their hands independently (e.g. small children and pupils with complex needs).</li> <li>• Use resources such as “e-bug” to teach effective hand hygiene etc.</li> </ul>	Y	provided. Regular handwashing prioritised
	Y	
	Y	Display catch it, bin it, kill it posters
	Y	Lidded bins to be purchased for each class
<b>RESPIRATORY HYGIENE</b>		
<ul style="list-style-type: none"> <li>• Adults and pupils are encouraged not to touch their mouth, eyes and nose.</li> </ul>	Y	
<ul style="list-style-type: none"> <li>• Adults and pupils encouraged to use a tissue to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’)</li> </ul>	Y	
<ul style="list-style-type: none"> <li>• Tissues to be provided.</li> </ul>	Y	Check for regular updated guidance from music service/DfE before beginning choirs and band
<ul style="list-style-type: none"> <li>• Bins for tissues provided and are emptied throughout the day.</li> </ul>	Y	
<ul style="list-style-type: none"> <li>• Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.</li> </ul>	Y	
<ul style="list-style-type: none"> <li>• Measures to be taken when playing instruments or singing in small groups such as in music lessons include: <ul style="list-style-type: none"> <li>○ physical distancing;</li> <li>○ playing outside wherever possible;</li> <li>○ limiting group sizes to no more than 15;</li> <li>○ positioning pupils back-to-back or side-to-side;</li> <li>○ avoiding sharing of instruments;</li> <li>○ ensuring good ventilation.</li> </ul> </li> </ul>	Y	
<b>CLEANING</b>		
<ul style="list-style-type: none"> <li>• Sanitising spray and paper towels to be provided in classrooms for use by members of staff.</li> </ul>	Y	Each class has own cleaning pack,
<ul style="list-style-type: none"> <li>• Thorough cleaning of rooms at the end of the day.</li> </ul>	Y	including anti-bacterial spray
<ul style="list-style-type: none"> <li>• Shared materials and surfaces to be cleaned frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, handrails, etc.).</li> </ul>	Y	Long hair to be tied up and remain tied up.
<ul style="list-style-type: none"> <li>• Resources that are shared between bubbles (e.g. sports, art and science equipment) to be cleaned frequently and meticulously and always between bubbles.</li> </ul>	Y	All equipment kept in personal trays, to avoid sharing e.g. pencils, pens,
<ul style="list-style-type: none"> <li>• Outdoor equipment appropriately cleaned frequently.</li> </ul>	Y	Packed lunches to be brought in a plastic box or throw away paper bag. Small bags allowed for reading books.
<ul style="list-style-type: none"> <li>• Toilets to be cleaned regularly.</li> </ul>	Y	Extra clean of toilets at lunchtime (SLT)
<ul style="list-style-type: none"> <li>• Hand sanitiser provided for the operation of lifts.</li> </ul>	Y	
<ul style="list-style-type: none"> <li>• Staff providing close hands-on contact with pupils need to increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces.</li> </ul>	n/a	
	Y	
<b>PPE</b>		
<p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p>	Y	Additional supplies or PPE purchased as well as PPE provided by GCC
<ul style="list-style-type: none"> <li>• where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained</li> </ul>	Y	

<ul style="list-style-type: none"> <li>• where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.</li> </ul> <p><b>FIRST AID</b></p> <ul style="list-style-type: none"> <li>• Check if qualifications run out. Consider enrolling more staff on training.</li> <li>• Employees providing first aid to pupils will not be expected to maintain 2 metres distance. The following measures will be adopted: <ul style="list-style-type: none"> <li>• washing hands or using hand sanitiser, before and after treating injured person;</li> <li>• wear gloves or cover hands when dealing with open wounds;</li> <li>• if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives;</li> <li>• if CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest.</li> </ul> </li> <li>• dispose of all waste safely.</li> </ul> <p><b>Reception/Y6 Buddy system and House Captains</b></p> <ul style="list-style-type: none"> <li>• Considered of educational benefit – promoting health and mental wellbeing (supporting Reception and Y6 transition into school – providing security/raising self esteem/confidence etc.</li> <li>• Sessions always outdoors – all sessions less than 15 minutes</li> <li>• Clean hands before and after sessions</li> <li>• Social distancing play encouraged</li> <li>• During meetings 2m distance maintained between all individuals during outside meetings.</li> <li>• Houses allocated own space on playground and sat at 2m intervals</li> </ul>	Y  Y Y  Y Y Y Y  Y	Two more teachers attended paediatric training 7.9.20/8.9.20 Whole school First Aid for Schools training Sept and one paediatric training session in September. Two more teachers attended paediatric training 7.9.20/8.9.20  Defibrillator available at end of road  Bins emptied twice daily  All staff fully briefed beforehand. Extra staff allocated to bubbles to ensure children from individual bubbles moved separately around school.
<b>REVIEW</b>		
<b>COMMUNICATE AND REVIEW ARRANGEMENTS</b>		
<ul style="list-style-type: none"> <li>• Consultation with employees and trades union Safety Reps on risk assessments.</li> <li>• Risk assessment published on school intranet and website.</li> <li>• Nominated employees tasked to monitoring protection measures.</li> <li>• Members of staff are on duty at breaks to ensure compliance with rules.</li> <li>• Staff encouraged to report any non compliance.</li> <li>• The effectiveness of prevention measures will be monitored by school leaders.</li> <li>• This risk assessment will be reviewed if the risk level changes (e.g. following local/national lockdown or cases or an outbreak) and in light of updated guidance.</li> </ul>	Y Y Y Y Y Y	SLT and all staff

- Agreed that staff may take mobile phone out to play in case they need to ring for support (e.g. first aid) 5.6.20 (no walkie talkies available)