

Primary School by S Saunders and E Walford 15.7.20

Description of Activity / Person / Area / Equipment being assessed	Re opening of school to all pupils from September 2020
Section(s) / Team(s) covered	Hackbridge Primary School (Hackbridge corner and London Road)
Location(s) covered	School Premises
Date of Original Assessment	15.7.20

When did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment?	16.7.20	
Are staff covered by this risk assessment aware of the controls noted and understand them?	Yes	No

Has action been taken	YES / NO / ONGOING / NONE REQUIRED
Confirmed by Line Manager?	YES / NO
Lead Assessors name (print)	Sarah Saunders
Lead Assessor's signature	
Date:	15.7.20

Has action been taken	YES / NO / ONGOING / NONE REQUIRED
Manager's name (print)	Emma Walford
Manager's signature	
Date:	15.7.20

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Review Dates

Future Review Date (depends on Action Plan findings)	Review Date – Actual	Were Changes Made?	Name of Lead Reviewer	Date Staff updated about change
This risk assessment will be reviewed whenever there are significant changes to activities in school or relevant changes in the Government's policy and advice on Covid 19.	15/7/20	Yes	E Walford and S Saunders	16/7/20
	24.8.20	<ul style="list-style-type: none"> • Updates following the 7/8/2020 update of the Government's guidance on the full opening of schools in September 2020. • Link to new guidance on noting absence which includes actions for different COVID testing result scenarios. • Information for all schools in relation to safe use and storage of alcohol containing hand sanitiser. 	S Saunders	27.8.20

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		<ul style="list-style-type: none"> • Inclusion of references/links to updated/new specific Government Guidance documents where relevant to H&S. • Notification that CLEAPSS COVID guidance has been updated. • Notification of additional wording on the HSE website relating to air conditioning and fans. Latest excerpt from the Shielding guidance (updated 13/8/2020). 		
	3.9.20	<p>Update in light of the latest update to the Government Guidance on full opening of schools, particularly face coverings information re' primary school staff rooms, the requirement for children aged 11 and over to wear face coverings on school dedicated transport unless individuals would be exempt from wearing them on public transport, plus sports, music, singing, and hiring our facilities updates. Links to new Swim England guidance for schools, guidance to schools on transport and guidance for parents and carers.</p>	H&S team	9.9.20

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	29.9.20	<p>Changes in line with the updates of the 10th and 17th September to the Government Guidelines for full opening of schools.</p> <p>Example of moisture guard products for brass and woodwind bells, advice re' drama activities, rejigging of music section.</p> <p>Additional comments re' face coverings including EYFS settings as per 22/9/2020 update to EYFS Government Guidelines.</p> <p>Maintaining ventilation during cold weather - interim comment as we await further Government guidance.</p> <p>Advice re' water trays, play-doh, cooked pasta as learning resources.</p> <p>Links to:</p> <ul style="list-style-type: none"> ● Government Guidance on how schools can order test kits. ● Updated REHVA Guidance (Federation of European Heating and Ventilation Associations) ● Information about the NHS COVID-19 app ● AfPE's updated guidance (Association for Physical Education) 	E Walford & S Saunders	30.9.20
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		<ul style="list-style-type: none"> • Link to update on CPR for children by British Resuscitation Council • Update to include the wearing of face masks at drop off and pick up <p>Please look for all yellow highlighted text throughout the document.</p>		
	Update - 2/11/2020	<p>Shielding Government Advice update</p> <p>Updates on lettings, face coverings, carol concerts, Christmas fayres and performances in light of 'high' alert status.</p> <p>Updates as included in the 21/10/2020 and 22/10/2020 updates to the full opening guidance for schools, including ventilation, pregnant staff, test and trace information re visitors and contractors, people who are clinically extremely vulnerable, home test kits, travel abroad, etc.</p> <p>Please look for all yellow highlighted text throughout the whole document</p>	SLS/EW 03.11.20	03.11.20

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Significant Hazards and Current Controls

No	Issue/hazard and what can go wrong	People at risk	Control measures/ mitigations to be implemented	Are additional controls required
1	Some staff or pupils may be more vulnerable to complications associated with COVID-19	Staff Pupils	<ul style="list-style-type: none"> As all students will be back at school it is even more important to be aware of peoples' medical conditions. Staff / parents of pupils have been asked to let their Manager/the school know if any of the medical conditions listed in the NHS link provided below apply to them or their household. Link: NHS list of high risk and moderate risk conditions Read the current advice on shielding (updated on the 28/10/2020). It includes advice as to what those who are clinically extremely vulnerable should do currently and if transmission of COVID-19 increases/the area enters a local lockdown. <p>PLEASE NOTE THIS ROW MAY BE SUBJECT TO CHANGE</p> <ul style="list-style-type: none"> Excerpt from the Government Guidelines for Schools for Full Opening in September: <p>"Staff who are clinically extremely vulnerable</p>	N

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			<p><i><u>New advice</u> 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 published on 13 October. The guidance provides advice on what additional measures individuals in this group can take tailored to each Local COVID Alert Level.</i></p> <p><i>All staff can continue to attend school at all Local COVID Alert levels.</i></p> <p><i>In the future, the government will only reintroduce formal restrictive shielding advice in specific local areas at very high alert level with exceptional circumstances where this has been advised by the Chief Medical officer, and only for a limited period of time. The government will write to individuals to inform them if they are advised to follow formal shielding and not attend the workplace.</i></p> <p><i>Further <u>guidance to the clinically extremely vulnerable</u> is available.”</i></p> <ul style="list-style-type: none"> • The EYFS and Childcare Providers Government Guidelines has also been updated (13/10/2020) and includes updated reference to shielding. Excerpt: 	
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			<p><i>"On 13 October 2020, new guidance on protecting the clinically extremely vulnerable was published. The guidance is less restrictive than previous shielding guidance, and includes advice at each local COVID alert level. The guidance also contains shielding advice that will now only apply in the worst affected areas and for a limited period of time.</i></p> <p><i>If an area is at local COVID alert level medium, high or very high, and clinically extremely vulnerable staff are unable to work from home, they should still attend the setting as the workplace should be COVID secure, where the system of controls in this guidance is implemented in line with the setting's own workplace risk assessment.</i></p> <p><i>Employers should be able to explain the measures they have put in place to keep employees safe at work.</i></p> <p><i>The government may advise more restrictive formal shielding measures for the clinically extremely vulnerable, in the very highest alert areas, based on advice from the Chief Medical Officer. In this situation,</i></p>	
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clinically extremely vulnerable staff should not go into work if shielding advice is in place in their area or the area they work in."

Latest excerpt from the [shielding guidance](#) (updated on 28/10/2020):

"What has changed

While previous shielding guidance helped protect those most at risk from COVID-19, many people reported that they found the advice very restrictive.

Since the introduction of shielding, many new measures have been introduced in our communities, including the rule of 6, COVID-secure workplaces, and the widespread use of face coverings, all of which have reduced the need for such restrictive shielding advice.

The government also has better data on new infections and has introduced [local COVID alert levels](#), with rules and advice based on the level of risk in a local area. This updated guidance offers additional advice to the clinically extremely vulnerable over and above local COVID alert level guidance. This new guidance aims to strike a better balance between providing practical steps to help keep you safe while reducing some of the potentially harmful impacts on mental and social wellbeing that were associated with previous strict

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shielding. It sets out the steps clinically extremely vulnerable people can take to protect themselves at each local COVID alert level.

In the future, the government will only reintroduce formal shielding advice in the very worst affected local areas and for a limited period of time. This will only apply to some, but not all, very high alert level areas and will be based on advice from the Chief Medical Officer. The government will write to you separately to inform you if you are advised to shield. You are not advised to follow formal shielding advice again unless you receive a new shielding notification advising you to do so. From now, refer to the new local COVID alert levels for your area.”

Link: [National Restrictions from 5th November](#)

Excerpt:

“There is a further group of people who are defined, also on medical grounds, as clinically extremely vulnerable to coronavirus – that is, people with specific serious health conditions. Over this period, we are advising the CEV to work from home. If you cannot work from home, you are advised not to go to work and may be eligible for Statutory Sick Pay (SSP) or Employment Support Allowance (ESA). You are encouraged to stay at home as much as possible, but are encouraged to go outside for exercise. The full new guidance will be

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published on Monday 2 November and the Government will write to everybody who is clinically extremely vulnerable to set out detailed advice while the new restrictions are in place. Current advice is in place at each [local COVID alert level](#).

- Shielding advice for all adults and children was paused on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the [current advice on shielding](#) (updated on the 4/9/2020). It includes advice as to what those who are clinically extremely vulnerable should do currently and if transmission of COVID-19 increases/the area enters a local lockdown.
- Excerpt from the [Link: Government Guidance on full opening in September](#) about shielding:

*“Specialists in paediatric medicine have reviewed the latest evidence on the level of risk posed to children and young people from coronavirus (COVID-19). The latest evidence indicates that the risk of serious illness for most children and young people is low. In the future, we expect fewer children and young people will be included on the **shielded** patient list.”*

Latest excerpt from the [shielding guidance](#) (updated on 4th September):

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		<p><i>“What has changed</i></p> <p><i>The guidance for the clinically extremely vulnerable is that shielding has been paused. This means:</i></p> <ul style="list-style-type: none"> ● <i>you do not need to follow previous shielding advice</i> ● <i>you can go to work as long as the workplace is <u>Covid-secure</u>, but should carry on working from home wherever possible</i> ● <i>clinically extremely vulnerable children should attend education settings in line with the wider <u>guidance on reopening of schools</u> and <u>guidance for full opening: special schools and other specialist settings</u></i> ● <i>you can go outside as much as you like but you should still try to keep your overall social interactions low</i> ● <i>you can visit businesses, such as supermarkets, pubs and shops, while keeping 2 metres away from others wherever possible or <u>1 metre, plus other precautions</u></i> ● <i>you should continue to wash your hands carefully and more frequently than usual and that you maintain thorough cleaning of frequently touched areas in your home and/or workspace</i> ● <i>you will no longer receive free food parcels, medicine deliveries and basic care from the National Shielding Service”</i> ● Emerging evidence suggests that, alongside a previous list of health-related physical conditions, there are four key demographic factors that 	
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			<p>can affect people’s vulnerability, or ‘risk factor’ in relation to COVID-19 health outcomes:</p> <ul style="list-style-type: none"> ● Age ● Underlying health conditions ● Ethnicity ● Gender <ul style="list-style-type: none"> ● Action HR’s Occupational Health has therefore prepared an Individual Risk Assessment for Staff for schools to utilise. Consultation with Unions took place successfully and the document has been shared with schools. Any questions should be directed to: occupational.health@kingston.gov.uk ● Any member of staff wishing to discuss their personal situation or complete an individual risk assessment should contact the Finance and Operations Manager or a member of SLT. ● The school will utilised the individual staff risk assessment document and go through the form with staff that request these. As part of this process the arrangements for their return to work will be carefully planned and discussed with each individual. ● Information provided in the updated guidance (for full September opening) relating to clinically or extremely clinically vulnerable and pregnant staff has been expanded. ● Pregnant women are included in the ‘clinically vulnerable’ category, and are generally advised to follow the Government advice on full opening of schools. Link: Government Guidance for full opening in 	
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			<p>September (this takes you to the 'school operations' section then you need to scroll down to 'workforce').</p> <ul style="list-style-type: none"> • The Government guidance for schools includes advice in relation to pregnant women and gives a NEW link to information provided by the Royal College of Obstetrics and Gynaecology (RCOG). Link: RCOG Guidelines and Videos. The Guidelines include detailed information for employers and pregnant employees. • The Government advice in relation to pregnant women also includes a link to this document by the Royal College of Obstetrics and Gynaecology (RCOG). Link: Occupational Health advice for employers and pregnant women. This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk. The Government therefore advises employers and pregnant women to follow this advice and to continue to monitor for future updates to it. • The school will review any individual staff risk assessments undertaken for pregnant staff and consider the advice - particularly in the case of those of weeks 28 gestation and beyond and referring those staff through to Occupational Health. In light of this, Occupational Health updated its individual staff risk assessment and this was duly sent to schools (20/8/2020). 	
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2	<p>People with symptoms of COVID-19 creating potential for transmission from person to person</p>	<p>Staff pupils visitors contractors</p>	<ul style="list-style-type: none"> • Staff, children, parents, carers or any visitors, such as suppliers, are made aware they must not enter the education setting if they or any member of their household are displaying any symptoms of COVID-19. • If anyone becomes unwell in school with a new, continuous cough, a high temperature or a loss or change in the sense of taste and/or smell, they are sent home/their parents or carer are contacted to collect them and they are advised to follow the staying at home guidance and arrange a test to identify whether they have COVID-19. • The arrangements for someone in school who presents symptoms are discussed in detail in the section of this risk assessment called 'Someone develops COVID-19 symptoms whilst at school' - number 26 in this risk assessment • Posters describing the symptoms were circulated to schools in May by the Health and Safety Team and these have been displayed in the school. • Public Health England advises that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19). • The following link provides advice on noting absence and gives examples of the time required off school for different COVID-related scenarios based on test results: AbsenceInRelationToCOVIDscenarios • The Government Guidance on full opening in September has changed the isolation period for those who test positive for coronavirus from 7 days to at least 10 days from the onset of symptoms or, if no 	<p>N</p>
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			<p>symptoms, then 10 days from the day of the positive test.. Use this link to check the latest advice on isolation periods in the event of a positive test result: Link: NHS test result advice</p> <ul style="list-style-type: none"> ● Link: Government Guidance - how schools can order test kits ● Link: Information about the NHS Covid App ● Government Guidance - Schools Full Opening - Positive Cases - go to system of controls number 9 in this section. ● Link: DfE Letter about the Helpline ● DfE Helpline: 0800 046 8687 and selecting option 	
3	<p>Stress and anxiety for staff who are asked to return and who are worried about the risks to their health and the health of their family.</p>	Staff	<ul style="list-style-type: none"> ● In addition to the bullet points listed in point 1 of this risk assessment the following are in place: ● Individual staff risk assessments are completed as discussed in point 1. ● Plans are discussed with staff including on a one-to-one basis where required to enable people to speak about their own situation. ● Line Managers discuss with their staff individually - to include consideration as to how working will affect them and what, if any, additional measures are needed. ● School regularly receives updates from Council affiliated teams such as the H&S Team and Education Teams. 	N

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			<ul style="list-style-type: none"> • Staff are reminded of the availability of their Employee Assistance Programme. • Staff and school have access to official guidance from DfE and Public Health England. 	
4.	Testing		<p>The government has widened the eligibility criteria for COVID-19 testing to include anyone with symptoms. This now includes children of all ages, even those under 5. Anyone with symptoms will need to be tested.</p> <ul style="list-style-type: none"> • Link: Guidance on Testing for Essential Workers (e.g. teachers) • Link: Guidance on Testing for Non-essential workers, e.g. parents and pupils • Link: Symptoms Link: Essential Workers <p>The school advises anyone with symptoms to self isolate and arrange a test.</p> <p>The school has/has not* received a small supply of home test kits.</p> <p>* please delete as appropriate.</p> <p>In the event the school has not received its kits, it will contact NHS Test and Trace Helpline on 119 to report this.</p> <p>The home test kits are kept by the school for use in exceptional cases where the school believes there are barriers to the individual getting tested by other routes.</p> <ul style="list-style-type: none"> • Link: Government Guidance - how schools can order test kits <p>Excerpt:</p>	N/A

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			<p>“Schools and FE providers in particularly high risk areas may be eligible for an additional delivery of test kits. These will be allocated to schools and FE providers by the DHSC based on the local prevalence of coronavirus (COVID-19). You will be emailed directly if you are eligible to receive these additional test kits.”</p> <ul style="list-style-type: none"> • 	
	People returning from abroad		<p>If staff or pupils travel abroad during the holidays, they are required to check whether they will need to quarantine for 14 days on their return. School leaders discuss this with staff. The latest guidance on quarantine can be accessed at coronavirus (COVID-19): how to self-isolate when you travel to the UK.</p> <ul style="list-style-type: none"> • Pupils and parents are reminded of the importance of checking any quarantine requirements in case they are planning trips abroad 	
5.	Local lockdown		<ul style="list-style-type: none"> • Process in the event of local outbreaks • If a local area sees a spike in infection rates that is resulting in localised community spread, Public Health England (inc’ the London Coronavirus Response Cell) will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and will support appropriate authorities and individual settings to follow the health advice. • The school will follow the advice provided by Public Health in these situations. 	N/A

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			<ul style="list-style-type: none"> In the event of a possible contagion at the school, the school will work closely with Public Health England and the Local Authority. Link: Contingency Planning for Local Outbreaks (section 5 of Full Opening of Schools Guidance) the Guidance includes educational aspects including the provision of remote learning if children are required to stay at home during these situations. 	
6.	Travel to and driving at work	Staff	<ul style="list-style-type: none"> Staff travelling to School alone using their own transport When travelling at work or between school locations, staff travel alone Shared transport is not encouraged Staff are encouraged not to use public transport where possible. E.g walking and cycling. If public transport is used, staff are encouraged to clean their hand before getting on and once they have disembarked. All those who travel on public transport will be required to wear face coverings as of 15th June. School car parks will be available on a first come first served basis for staff driving to work. Please note that all vehicles are parked at owners risk. <ul style="list-style-type: none"> social distancing should be maximised within vehicles children either sit with their 'bubble' on school transport, or with the same constant group of children each day children should clean their hands before boarding transport and again on disembarking additional cleaning of vehicles is put in place 	N

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			<ul style="list-style-type: none"> ○ organised queuing and boarding is put in place ○ through ventilation of fresh air (from outside the vehicle) is maximised, particularly through opening windows and ceiling vents ○ children aged 11 years and over should wear face coverings unless individuals are exempt from wearing face coverings on public transport <ul style="list-style-type: none"> • • Unnecessary travel on public transport is avoided where possible. • All those who travel on public transport are required to wear face coverings except for a number of exclusions including children under the age of 11 and those with physical or mental illness or impairment, or a disability that means they cannot put on, wear or remove a face covering <ul style="list-style-type: none"> • Update: The guidance on this has been updated again (24/9/2020) - Link: Safer Travel Guidance for Passengers • See also this poster: Safe Travel Poster for Passengers 	
7.	School access and egress:	Staff pupils visitors contractors	<ul style="list-style-type: none"> • Only essential visits to the School are permitted • Alternative school access and egress points are in operation in order to enable social distancing. These are included on the fire evac plan and on starting and leaving school premises, parents have been informed. Additional signage has been added around school. 	N

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			<ul style="list-style-type: none"> • Entry systems that require skin contact (e.g. key codes, push plates, handles etc.) are cleaned and disinfected after each individual use • Where loading and offloading arrangements on-site will allow it, arrangements to be put in place to deter drivers entering the building 	
8.	<p>Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information on how infection risks are controlled in the school.</p> <p>Stress or anxiety caused due to lack of support, information or staff consultation.</p>	Parents, Pupils and staff	<ul style="list-style-type: none"> • The school has informed parents, pupils, carers, employees and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection); • Parents will receive guidance on school times drop off, collection & for their child and protocols set out for attending the school i.e. should remain 2m apart from others, should follow staff members instruction and should not congregate outside the school; • Parents will be issued specific school protocols for school attendance for them to explain to their children; • Parents of SEN students or those with care plans are individually consulted in order that plans are reviewed to include any new safety measures; • Staff are briefed and consulted on school procedures and the plans for re-entry of all pupils; • Employees have had sufficient training and briefing regarding infection control and school protocols; • Staff are up to date on other related guidance and support in relation to themselves and pupils such as stress and wellbeing including: https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children- 	N

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			<p>and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak</p> <ul style="list-style-type: none"> • In relation to mental health and stress support organisation, details are available to staff including confidential employee helplines and information that can be provided to pupils; • Staff can access the free helpline Education Support Partnership and workplace options for school staff and targeted support for mental health and wellbeing • There are communication, consultation and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively; • Hazard reporting mechanisms are in place and are easily accessible; • Talks with staff about the planned changes (E.g. safety measures, timetable changes and staggered arrival and departure times), have taken place, including discussing whether additional training would be helpful • Parents/Carers are informed of the general arrangements being made and what is expected of them in terms of dropping off and collecting children and any other local important procedures, emphasising their role in terms of the local and national approach would also be appropriate as that potentially impacts on school life and the whole pandemic control measures • Whenever possible, meetings will take place remotely via videoconferencing or phone, and letters are also used for communications. Meetings held in person will be socially distanced. • People deemed vulnerable take particular care to minimise contact with others and are advised to follow Guidance on shielding and 	
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			<p><u>protecting people who are clinically extremely vulnerable from COVID-19</u></p> <ul style="list-style-type: none"> • Risk assessments and plans are consulted and discussed with relevant staff, including on a one-to-one basis for some to enable staff to speak about their own situation and reasonable adjustments to be made • The school will try as far as practically possible to be flexible and accommodate additional measures for vulnerable people where appropriate • Specific risk assessments for new and expectant mothers are completed 	
9.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> • Drop off / entry to the school. 	<p>Staff, pupils, parents</p>	<p>Dropping off:</p> <ul style="list-style-type: none"> • Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents. • Parents are asked to not congregate in the playground for longer than 5minutes before the designated school start time for their child; • Parents are requested to wear face coverings at all times when on school premises; • Start times have been staggered by surname alphabetically so that families can arrive together and not have to hang around. This should prevent large numbers of parents in the playground/on school grounds; • Start times are designed to enable one group of parents to leave the site before the next group arrive; • Parents are reminded to leave the site once their children have entered the building; • Only one parent/guardian per child is permitted on site; 	N

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			<ul style="list-style-type: none"> • If there are additional siblings who have no other carers at home and who are not at school, they are permitted to stand with their parent. They are not to be allowed to run around the playground or interact with other families • A one-way system for parents dropping off children from different age groups has been introduced where this is possible. <p>Entry to the school:</p> <ul style="list-style-type: none"> • Pupils will be met at the designated classroom door / entrance by their Teacher; • Teachers and Senior Leadership team members meeting pupils in the playground or carrying out gate duties are required to wear face covering; • Parents/Guardians are NOT permitted to enter the school buildings; • Entrance doors are held open, reducing the number of occupants touching the doors; • Hand-wash stations are located at the entrance to the school (classroom or other). All occupants are required to wash their hands (soap/water or hand sanitiser) on entry to the school; • Good hand washing signage to instruct pupils how to do this effectively is displayed; • Help is available for children and young people who have trouble cleaning their hands independently; • Hand washing demonstrations have been provided to pupils on how to adequately wash their hands. • Where ground floor classrooms/offices have fire exits leading directly outside, these are utilised as entry points to reduce congestion in main entry points. 	
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10.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> Pickup / leaving the school. 		<p>Picking up :</p> <ul style="list-style-type: none"> Drop-off and collection points and timings for each family have been identified, this information has been cascaded to parents. Parents are asked to not congregate in the playground for longer than 5 minutes before the designated school finish time for their child; Parents are requested to wear face coverings at all times when they are on school premises; Finish times have been staggered for each family in alphabetic group in order to prevent large numbers of parents in the playground/on school grounds; Finish times are designed to enable one group of parents and pupils to leave the site before the next group arrive; Parents are reminded to leave the site once their children have been collected; Only one parent/guardian per child is permitted on site; If there are additional siblings who have no other carers at home and who are not at school they are permitted to stand with their parent. They are not to be allowed to run around the playground or interact with other families. A one-way system for parents picking up from different year groups has been introduced. Members of staff and Senior Leadership team should not engage in conversation (even at a distance) unless all parties are wearing masks. 	N

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			<p>Leaving the school:</p> <ul style="list-style-type: none"> • Parents/Guardians are NOT permitted to enter the school buildings; • Exit doors are held open, reducing the number of occupants touching the doors; • Teachers and Senior Leadership team members meeting pupils in the playground or carrying out gate duties are required to wear face covering; • Pupils are reminded to wash hands as they leave the school building; • Hand-wash stations are located at the exits from the school (classroom or other); • Help is available for children and young people who have trouble cleaning their hands independently; • Hand washing demonstrations have been provided to pupils on how to adequately wash their hands; • Good hand washing signage to instruct students how to do this effectively is displayed. 	
11.	Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: <ul style="list-style-type: none"> • Classroom use / activities. 	Staff and pupils	<p>There will be no large gatherings such as assemblies or collective worship with more than one group/‘bubble’.</p> <p>Early years staff to Pupils ratio:</p> <ul style="list-style-type: none"> • In accordance with the early year’s framework class sizes for early years will adhere to the following: • Children aged two – 1 adult for every 4 children • Children three or over – one Level 6 qualified or above for every 13 children, 1:8 if NVQ3 	N

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- The timetable has been reviewed to decide which lessons or activities can be delivered to reduce movement around the school;
- All other classroom controls are the same as primary below.

Primary

- Classroom sizes are restricted to a normal number of students (approximately 30), 1 teacher and TA if required (specific needs of class);
- Pupils are kept in small Bubbles as they cannot socially distance themselves at all times; Pupils will on occasion mix as a year group but this will be kept to a minimum.
- The class or year bubble will not interact with other bubbles within the school;
- Hand washing is completed on entrance to the class and between specific activities;
- Pupils are allocated resources and are not encouraged to share;
- Individual pupil positions in class will be assigned, they will remain in the same place with 2 pupils per table;
- Individual pupil packs to be produced;
- Wipe-clean folder with equipment will be provided for each pupil to keep on designated tables;
- Individual and very frequently used equipment such as pencils and pens are not shared;
- Staff and pupils have their own items;
- Classroom based resources are only shared within a bubble. These resources are cleaned regularly as are classroom surfaces;
- Resources shared between bubbles, such as sports, art and science equipment are cleaned frequently and meticulously between use;

OR

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			<ul style="list-style-type: none"> • Resources shared between bubbles, such as sports, art and science equipment are rotated to allow them to be left unused and out of reach for a period of at least 48 hours (72 hours for plastics); • Outdoor equipment is more frequently cleaned ; and restricted for use by one class per week. • The school limits the amount of equipment pupils bring to school to only essentials such as lunch boxes, hats, coats, books, stationery and mobile phones; • Pupils and teachers can take books and other shared resources home, although unnecessary sharing is avoided, especially where this does not contribute to pupil education and development. All such resources are cleaned before used by others; • Pupils are regularly reminded not to touch their or other pupils faces; • Classroom furniture has been reduced. Displays, soft toys and those with intricate parts have been removed and are not permitted. This is designed to enable suitable social distancing and successful and effective cleaning of all surfaces; • Classrooms are arranged so that pupils sit side by side and facing forwards, rather than face to face or side on; • Where possible classes/activities will be completed outside; • Play equipment will be used in rotation. Equipment is cleaned before use by each designated class bubble; • The same Teacher and TA (where applicable) are assigned to a class each day. Where possible this will be one teacher for the whole and subsequent days; • The timetable has been reviewed to decide which lessons or activities can be delivered to reduce movement around the school. • Use of the Library – the Library will not be in use at the beginning of term. Alternative controls over books will be put in place. 	
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			<ul style="list-style-type: none"> • PPA • From the beginning of term, until further notice PPA may be given as 1 day per fortnight (rather than ½ day per week for classes YN to Y5. The PPA this will mean teachers providing PPA cover will only have to work with 3 rather than 6 classes per week. Teachers on PPA are asked to use the empty classrooms at LR in order that social distancing can be maintained or they can if they wish stay at home.. • Playground play furniture: <ul style="list-style-type: none"> ○ Outside play equipment such as the climbing wall and the pirate ship will be allocated to one class each week. They will have use of that equipment from Monday to Thursday it will then be cleaned and left unused for 3 days so that the next class can use it from Monday. • Excerpt from the Government Guidance for Schools (full opening): <p><i>“Equipment and resources are integral to education in schools. During the summer term, their use was minimised, many were moved out of classrooms, and there was significant extra cleaning. That position has now changed for the autumn term, because prevalence of coronavirus (COVID-19) has decreased and because they are so important for the delivery of education. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should</i></p> 	
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			<p><i>be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</i></p>	
10.	<p>The potential for transmission of virus droplets from surfaces to the hands and then to the face -</p> <p>Handwashing</p>	<p>Staff pupils visitors contractors</p>	<ul style="list-style-type: none"> • On arriving at school, all staff and pupils are required to wash their hands or apply hand sanitiser. Pupils are well versed in the arrangements and handwashing methods, plus their role in infection control. • On arriving at school, visitors including contractors are required either to apply hand sanitiser provided in reception, use their own or, in the event of neither being available using a very local sink allocated to visitors. • Prominent signage is provided in the reception area so all are clear what is expected of them in relation to hand washing/ hand sanitising. • All staff and pupils are reminded to wash their hands regularly during the day, especially after using the toilet, when they return from breaks, when they change rooms and before and after eating, and to avoid touching their nose, mouth or eyes. • Where a sink is not nearby, hand sanitiser is provided in classrooms and other learning environments. (See science section re' hand sanitiser in D&T areas.) • Soap, paper towels (where used) and hand sanitiser supplies are regularly replenished. • Public Health England has confirmed that hand dryers are appropriate to use. The key is to ensure hands are fully dry, either with the use of hand dryers or disposable paper towels. 	N

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	<p>Essential visitors</p>		<ul style="list-style-type: none"> ● Link: Guidelines on hand hygiene ● Link: Wash your hands poster ● Link: Public Health England - using hand rub poster ● Ensuring good respiratory hygiene - promoting 'catch it, bin it, kill it'. ● Link: Catch it, Kill it, Bin it poster ● Where toilets have lids, pupils and staff are encouraged to close the lids before flushing. (A good general hygiene tip but appreciated not everyone has toilet lids.) ● First aiders have access to local handwashing facilities/hand sanitiser ● Visitors to the school are still reduced to those which are essential, with careful discussion and arrangements made. ● Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. The school ensures these individuals are aware of the handwashing and social distancing arrangements to be followed in school. ● All visitors, including contractors, are required to provide contact information so that this can be accessed for Test and Trace purposes. The H&S Team has updated its Managing Contractors Form for schools accordingly. ● Where visitors such as contractors are required for inspections and maintenance, these visits are organised to take place outside the normal school day wherever possible. 	
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	<p>Use of equipment including pens, keyboards</p> <p>Cleaning</p>		<ul style="list-style-type: none"> • Prior to visits by contractors, discussions about local school requirements and contractor requirements relating to relevant controls, including hand washing take place. • All contractors must complete and return Covid19 form available from the office prior to their arrival. • The school utilises Action HR's Managing Contractors - Code of Conduct Update COVID-19 as sent out to schools on 1st July. • Immunisation Programmes - Excerpt from the full opening of schools in September Government guidance which was updated on 7/8/2020: • <i>"As normal, schools should engage with their local immunisation providers to provide immunisation programmes on site, ensuring these will be delivered in keeping with the school's control measures. These programmes are essential for children's health and wellbeing and can also provide benefits for staff."</i> • Where immunisation visits are being organised to take place in school, the school will share its risk assessment with the immunisation provider and request confirmation as to what infection control arrangements the provider will be putting in place for the immunisation process. 	
12.	Social distancing -	<p>Staff</p> <p>Pupils</p> <p>Visitors</p>	<ul style="list-style-type: none"> • Visitors to the school have been greatly reduced to only those people who need to undertake essential work. • The number of staff entering the school including offices has been reviewed. • Where possible and appropriate, outside space is utilised for lessons or activities, all outdoor spaces will be timetabled. 	N

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	<p>Classrooms</p>		<ul style="list-style-type: none"> ● Seating is organised in classrooms so that all pupils face forward. ● As a temporary measure, classroom doors can be wedged open as long as there are people in the room, the corridors are the primary escape routes, so must be protected. So, the following is required: ● Only classes with people in them will be wedged/held open. Empty rooms (<u>no matter the duration they are empty</u>) will have their doors closed (if there is nobody in the room, there is less need for the additional ventilation). ● If the alarm is sounded, an adult removes the wedge while evacuating. ● The doors are checked during/after the next fire drill. Those staff that did not close their doors should be reminded and their names recorded ● Senior staff and site staff monitor empty rooms to see if the doors are closed during the working day. Those staff that did not close their doors should be reminded and their names recorded ● All staff are informed of this new, temporary system ● The need to wedge doors, due to Covid-19 is reviewed monthly, or in line with any new government guidance ● Staff are informed about the above controls/procedures ● The fire risk assessment is updated with the above temporary controls. ● Note from Government Guidance (primary schools): <i>"It is still important to reduce contact between people as much as possible, so children, young people and staff where possible, should only mix in a small, consistent group and that small group should stay away from other people and groups. If you can keep older children within those small groups 2 metres away from each other, you should do so. While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk."</i> 	
	<p>Classrooms and offices</p>			

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	<p>Classrooms and offices continued</p>		<ul style="list-style-type: none"> ● Cohorts are kept together where possible and: ● Pupils are in the same small groups (class) at all times each day, and different groups are not mixed during the day, or on subsequent days ● The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days. ● Pupils use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. ● Where ground floor classrooms/offices have fire exits leading directly outside, these can be utilised as entry points to reduce congestion in the main entry points, at set times. ● Classroom and office window(s) are kept open enough to maintain good general ventilation where possible. Staff and pupils will be informed so they can dress appropriately. ● Pupils and staff are not to share pens or other stationery items ● Sanitising wipes are provided for areas where pupils or staff are using keyboards and mice. ● Where possible, those staff not supervising or teaching pupils work alone in each office/room. Where this is not possible, staff maintain the 2 metre distancing rule. 	
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13.	After School Clubs, Breakfast Clubs		<ul style="list-style-type: none"> • The Government has provided guidance on the provision of these facilities • Link: Protective Measures for Holiday or After School Clubs or Other Out of School Settings - this guidance was updated on 15/10/2020 and this guidance advises on the controls required of providers for these activities and settings. • The school has ensured any organisation using its facilities for these purposes has a COVID-19 risk assessment in place and that the provider adheres to the school's arrangements and processes for managing COVID-19. • The school provides a copy of its COVID-19 risk assessment to these providers and gives clear information as to the expectations it has including the local arrangements for infection control. • Only Breakfast Club and After School club will begin in September and we will then work with other providers to introduce other clubs after the Christmas holidays if possible.. • The maximum figure of groups of 15 children is given in cases where you can't keep the children in their day bubble for the after school club. See the guidance for more information. • Bubbles or groups will be maintained where possible. Where it is not possible, the club will organise children into small, consistent groups for that setting. 	N
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14	<p>Social Distancing -</p> <p>Drop off and collection times</p>	All	<ul style="list-style-type: none"> ● Unnecessary travel on public transport is avoided where possible. ● All those who travel on public transport are required to wear face coverings. Unnecessary travel on public transport is avoided where possible. ● All those who travel on public transport are required to wear face coverings except for a number of exclusions including children under the age of 11 and those with physical or mental illness or impairment, or a disability that means they cannot put on, wear or remove a face covering. See also this poster: Safe Travel Poster for Passengers ● Parents are discouraged from gathering at the school gates. ● Drop off and collection times are staggered to avoid larger groups gathering, for example different groups at different times. ● Parents will not be allowed into the school buildings. All messages will be by phone or email. ● There will be a one way system implemented in the playground for drop off and pick up where a parent is collecting from more than one year group. See above for detailed drop off and collection 	N
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15.	Face coverings	All	<p>Face coverings</p> <ul style="list-style-type: none"> ● Where pupils, students or staff have worn face coverings on their way to school, the school has a process in relation to the removal of face coverings when they arrive at the setting and communicates it clearly to them. ● Pupils are instructed not to touch the front of their face covering during use or when removing them. ● They must wash their hands immediately on arrival (as is the case for all pupils and students), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. ● Guidance on safe working in education, childcare and children’s social care provides more advice. Link: Guidance to working safely in education, childcare and children’s social care ● Link: Government Guidance on Full Opening of Schools <p>Quote from Section 1, point 6 of the Government Guidance:</p>	
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			<p><i>"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:</i></p> <p><i>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</i></p> <p><i>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"</i></p> <ul style="list-style-type: none"> ● This risk assessment includes elsewhere arrangements for the provision of first aid, attending to someone who has symptoms of COVID19 and providing personal care including what PPE staff should wear in those instances. <p>Primary Schools</p> <ul style="list-style-type: none"> ● In primary schools where social distancing is not possible in areas outside of classrooms between members of staff or visitors, for example in staff rooms, the headteacher has the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances. 	
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			<ul style="list-style-type: none"> ● It is agreed that if staff wish they may wear face masks in the school corridors when moving around school. They should not be worn in the classroom. ● Please be mindful that, even with the use of face coverings, social distancing between staff, good h ● and respiratory hygiene should be followed wherever possible. 	
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16.	<p>Social distancing -</p> <p>Singing</p>	<p>Staff/Pu pils</p>	<ul style="list-style-type: none"> ● Singing is carefully organised as follows: <ul style="list-style-type: none"> ○ in small groups of no more than 15 pupils (bubbles maintained); ○ with social distancing in place; ○ outside wherever possible; ○ in well ventilated areas, with the pupils standing/sitting side to side or back to back. <p>Singing does not take place in larger groups such as school choirs and groups/ensembles, or school assemblies.</p> <ul style="list-style-type: none"> ● Playing Instruments and singing outdoors ● Playing instruments and singing in groups takes place outdoors wherever possible. weather permitting. ● If indoors, the school limits the numbers in relation to the space being used. Consideration is given to size of the room and ventilation (see bullet points further down in this row). ● Handling scores, parts and scripts ● The handling of music scores, parts and scripts is limited to the individual using them. ● Good hand hygiene routine is followed as for other school activities. ● If indoors, the numbers, are limited in relation to the space being used. <ul style="list-style-type: none"> ● Singing, wind and brass playing 	
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			<ul style="list-style-type: none"> ● Singing, wind and brass playing does not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow (<i>at least 10l/s/person for all present, including audiences</i>) and strict social distancing and mitigation as described below can be maintained. ● Brass and woodwind instruments - see following link to moisture guards - bell covers that are advertised as trapping over 90% of aerosols: <u>Moisture Guard</u> ● Social distancing for singing and music <ul style="list-style-type: none"> ● In the smaller groups where these activities can take place, the school will observe strict social distancing between each singer and player, and between singers and players, and any other people such as conductors, other musicians, or accompanists. Current guidance is that if the activity is face-to-face and without mitigating actions, 2 metres is appropriate. ● Seating positions for singing and music <ul style="list-style-type: none"> ● Pupils are positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. ● Wind and brass players are positioned so that the air from their instrument does not blow into another player. ● All instruments <ul style="list-style-type: none"> ● Wherever possible, pupils do not share instruments and only use their 	
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			<p>allocated instrument.</p> <ul style="list-style-type: none"> • Equipment is labelled to help identify the designated user, for example, percussionists' own sticks and mallets. • If instruments and equipment have to be shared, they are disinfected regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users, following government guidance on cleaning and handling equipment available at Link: Performing Arts Handling Equipment Safely • Link: hygiene: handwashing, sanitation facilities and toilets. • Handwashing takes place before and after handling instruments, especially if being used by more than one person. <p>Microphones The school uses microphones where possible or encourages singing quietly.</p>	
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17.	<p>Social distancing -</p> <p>Music including playing of wind and brass instruments</p>	Staff/Pupils	<ul style="list-style-type: none"> ● Playing of wind and brass instruments is carefully organised as follows: <ul style="list-style-type: none"> ○ in small groups of no more than 15 pupils (bubbles maintained); ○ with social distancing in place; ○ outside wherever possible; ○ in well ventilated areas, with the pupils standing/sitting back to back or side to side; ○ pupils do not share instruments and only use their allocated instrument. ● Wind and brass playing does not take place in larger groups such as school choirs and ensembles, or school assemblies. ● Government guidance <p><i>“Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. Schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.”</i></p>	
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	<p>Christmas Carol Concerts and Productions</p> <p>Christmas Fayres and Similar</p>		<p>Excerpt from Government Guidelines: <i>“Groups should be kept apart, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group.”</i></p> <ul style="list-style-type: none"> ● Carol concerts and Christmas productions are prepared virtually within bubbles during periods of high alert status and times of national lockdown. ● Audiences do not attend to watch the live event <ul style="list-style-type: none"> ● Christmas Fayres and similar events do not take place currently. Possibilities for virtual activities are explored where the school is keen for this. 	
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18.	PE and Sports	Pupils and staff	<ul style="list-style-type: none"> ● PE and sports lessons will take place outside where the weather permits and it is practical to do so. Certain activities requiring specific equipment may be more suitable for indoor use only. ● Where outdoor activities are not possible, the following are in place: <ul style="list-style-type: none"> ○ large indoor spaces are used, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible); ○ distancing between pupils; ○ and paying scrupulous attention to cleaning and hygiene. ○ These factors are particularly important in a sports setting because of the way in which people breathe during exercise. ● External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. ● Sports whose national governing bodies have developed guidance under the principles of the government’s guidance on team sport and been approved by the government are permitted. Schools must only provide team sports on the list available at Link: return to 	
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recreational team sport framework.

- Contact sports will not take place. Instead, for example, training in such sports will take place with individual spaces marked out for each individual taking part in training elements of the activity and distanced from others.
- Equipment used for sports and PE are cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.
- Pupils will be kept in consistent groups.
- External coaches where used will follow the school’s requirements in terms of its wider controls including hygiene, social distancing and non-contact sports. and the protocols as set in the specialist guidance issued by that sport governing body - list available at **Link: [return to recreational team sport framework.](#)**
- Cloakrooms are not in use as pupils will attend school in PE kit on their PE day. Except as below:

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			<ul style="list-style-type: none"> ● Leopards and Panthers can both use the infant cloakroom, but must use pegs as far apart in this cloakroom as possible and be SUPERVISED by an adult at playtimes and lunchtimes when the whole year group goes outside. ● Peacocks and Toucans can use the Y3 cloakroom, each using separate sides of this. The children must be SUPERVISED by an adult at playtimes and lunchtimes when the whole year group goes outside. ● Eagles - temporarily will use the pegs in the changing rooms, until new permanent cloakroom space in the recess off of the junior hall opposite the Eagles classroom are completed. ● Association for Physical Education (AfPE) Guidance: ● AfPE has updated its Guidance: <p>Link: Updated AfPE Guidance for Schools re' COVID-19</p>	
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18.	<p>Social distancing - lunch and school canteens</p>	<p>Staff, pupils</p>	<p>Primary (early years):</p> <ul style="list-style-type: none"> • In colder weather, if it is too cold in the dining area, windows are adjusted just enough to provide constant background ventilation, and opened more fully during times of non-occupation to purge the air in the space. Opening internal doors (but not propping open fire doors) is also done where possible to assist with creating a throughput of air. • Mechanical ventilation systems – our school does not have mechanical ventilation systems at Hackbridge Corner but it does at London Road • Mechanical ventilation systems are adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply) <ul style="list-style-type: none"> • At Hackbridge corner Reception classes will have packed lunches and eat in the Infant Hall, they will be seated in class bubbles; • At London Road Reception will eat packed lunches in the Studio in the Hall • At Hackbridge Corner Years 1 and 2 will rotate hot lunches and packed lunches weekly and will eat in the Junior Hall. • At London Road Years 1 and 2 will rotate have lunches and packed lunches weekly. in the Hall. • Years 2 -6 and nursery will have hot school lunches or packed lunches in classrooms. • Tables are wiped clean with an appropriate disinfectant before and after lunch; • Pupils are advised to clean hands before and after eating lunch. 	<p>N</p>
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			<p>Moving around the school:</p> <ul style="list-style-type: none"> • Movement to different areas within the school is reduced as much as possible; • External doors are used to move students from one area to another. Effectively creating external corridors in the open air; • Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units; . In colder weather, if these areas are very cold, they are adjusted so as to still maintain constant background ventilation whilst not being fully open. • Additional furniture, coats, bags are not permitted in the school corridor; • Corridors are sterile environments and kept as clear as possible; • Corridors that cannot provide 2m separation (although passing in the corridor is deemed low risk) are designated one way where possible; • Times are allocated for each bubble to reduce the need to pass one another in open spaces; • Where possible pupils will move with their bubbles only and will not mix with other bubbles; • Staff will generally manage pupil movement but keep a suitable social distance from pupils and other staff. <p>Break-times / playgrounds:</p> <ul style="list-style-type: none"> • Separate times or areas (at a safe distance using government guidance) are issued for each separate class group. <p>Primary (early years):</p>	
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	<p>Governing Body meetings</p>		<ul style="list-style-type: none"> • Pupils are only permitted to complete suitable activities with their class group; • Due to potential issues with reduced numbers of staff and trained first aiders, playground activities are strictly controlled with structured play. Rough play is prevented; • Daily inspection and enhanced cleaning programs are in place for external areas and equipment; • Outside play equipment and toys will be used in rotation; • Equipment is cleaned before use by each designated class group; • Outside play equipment and toys have been reduced; • This is designed to enable successful and effective cleaning of all outside toys / play equipment. • The playground will be split into designated areas for each class. <p>Governing Body meetings: <i>Wherever possible these are held virtually. . During any national lockdown, these will all be held virtually.</i> <u>June Government Update - Updated 8/10/2020</u></p>	
<p>19.</p>	<p>Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.</p>		<p>Primary (early years):</p> <ul style="list-style-type: none"> • Staff and parents are encouraged to use education resources such as <u>e-bug</u> and <u>PHE schools resources</u>; • Hand washing / sanitising stations are positioned at each student, staff and visitor entrance to the school; • All those entering the school are required to wash/sanitise their hands; 	<p>N</p>

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			<ul style="list-style-type: none"> • Hand washing stations are located on each floor, within each classroom; • Hand washing sinks are located within each toilet provision; • Hand washing sinks are located within each classroom; • Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively; • Pupils and staff have been shown how to wash hands properly; • Help is available for children and young people who have trouble cleaning their hands independently; • Hand washing is recommended frequently and required at the following times: <ul style="list-style-type: none"> ➢ Entry and exit from the school; ➢ After using the toilet; ➢ When returning from breaks ➢ Before and after eating; ➢ On entry and exit from each classroom. • Unnecessary touching of the face is discouraged. • Teachers will remind Pupils to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm, 'catch it, bin it, kill it'; • Toilets and wash stations have single-use paper towel for drying hands or electric hand dryers. 	
20.	Social distancing -	Staff	<p><i>Excerpt from the Government Guidelines:</i></p> <ul style="list-style-type: none"> • "Schools should also plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be 	N

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	<p>staff room and staff toilet facilities</p> <p>meetings</p>		<p><i>minimised, although staff must still have a break of a reasonable length during the day.”</i></p> <ul style="list-style-type: none"> ● Staff are informed of the number of people using toilet facilities at any one time is restricted and to ensure 2-metre distance is maintained between people when queuing ● Strict hygiene measures are applied throughout the School ● Cleaning regimes for toilet facilities, particularly attention to door handles, locks and the toilet flush levers are increased throughout the working day ● Staff are encouraged to close toilet lids, where available before flushing. ● Staff make their own drinks and handle their own food. ● Window(s) opened where possible. ● Additional “staff rooms are provided so that they are used as follows: <ul style="list-style-type: none"> ○ Nursery/Reception – Family Room ○ Year 1 & 2 – Tigers or Leopards ○ Year 3 and 4 – Staff room ○ Year 5 and 6 – DT room ● Staff are encouraged to bring their own food. Staff are asked to bring in lunches microwaves will be available in each staff room. Staff must wipe down after they have used this facility. ● Staffrooms will be in use as above - social distancing must be observed when using these areas. Staff are requested to wipe down all surfaces with wipes provided before they leave. No more than 8 people in the staffroom at any time except in the main staffroom where additional staff may enter to access their lockers only. ● Each class will have a toilet allocated to them as follows: 	
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			<p>Toilets for EYFS and infants as now</p> <p>Toilets for Juniors – allocated for each year group</p> <ul style="list-style-type: none"> ○ Year 3 in changing rooms ○ Year 4 two toilets used by key workers now at end of block ○ Year 5 and 6 Junior toilets <ul style="list-style-type: none"> ● Changing rooms will not be in use as pupils will wear their PE kits to school on their PE day. 	
21	Social distancing - movement around school buildings	Staff, pupils, visitors	<ul style="list-style-type: none"> ● Break times and the movement of pupils around the school are staggered to reduce large groups of children gathering. ● Some windows along corridors are opened to help with general ventilation where possible. ● Pupils leaving the classroom for a toilet break will be accompanied at a 2m distance to ensure groups of pupils do not congregate. ● The lift at London Road will not be in use other than by site staff and those staff/pupils/visitors with a physical disability. 	N
22.	Spread/contraction of COVID-19 due to lack of adequate cleaning measures.		<ul style="list-style-type: none"> ● The school has implemented additional cleaning regimes. This includes the following: <ul style="list-style-type: none"> ➢ Frequent cleaning of classrooms, Toilets, common areas and dining halls; ➢ Frequent cleaning of all touched surfaces, such as door handles, handrails, table tops, play equipment and toys. 	N

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			<ul style="list-style-type: none"> • Classroom furniture and soft furnishings have been reduced in order to improve the ability to effectively clean rooms; • Classrooms desks and tables will be wiped down by Midday supervisors before and after lunch and all classrooms will be cleaned after school; • Toilets will be cleaned in the morning after break, after lunch and at the end of the day; • Common areas will be cleaned once a day; • Equipment used by the pupils and staff will be suitably cleaned at the end of each day or before it is used by another person; • If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be subject to a hard surface clean with disposable cleaning materials and the associated waste will be double bagged to be stored securely for 72hours before disposal as per the guidance set on <u>COVID-19: cleaning in non-healthcare settings.</u> 	
23.	Maintenance	All	<ul style="list-style-type: none"> • All maintenance requests to be raised via the Every issues online system • Personal protective equipment and advice on social distancing provided to those dealing with the public and pupils • Personal protective equipment and advice provided on delivering first aid 	

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24.	Lack of first aid provision: unable to respond to a medical emergency	Staff and pupils	<ul style="list-style-type: none"> • The first aid risk assessment has been reviewed to ensure the School can still provide the cover needed for the pupils and staff present and the activities that they are carrying out • The first aid needs assessment has been reviewed to ensure the School can still provide the cover needed for any children present • High risk activities prohibited where first aid provision not adequate • First aid kits will be available and replenished regularly <p>First Aid at Work (FAW), Emergency First Aid at Work (EFAW), Paediatric First Aid (PFA), Emergency Paediatric First Aid (EPFA) certificates that expire on or after 16 March 2020 and cannot access requalification training because of COVID - 19 may qualify for a 3-month extension.</p>	N
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25.	Provision of first aid and medication	Staff, pupils	<ul style="list-style-type: none"> • A specific First aid needs assessment has been completed – see other 'First Aid Needs assessment – COVID-19; • The FA assessment takes into account numbers and ages of pupils, number and training of employees; • This information forms the decision on what activities and bubbles can safely be managed within the school; • This includes sufficient first aiders for the school to the number of pupils with a particular focus on early years provision; • Qualified first aiders are in place at an appropriate ratio for paediatric first aiders for Early Years provision (Note there is a three month additional time allowed for requalification due to current restrictions); • First aiders have access to local handwashing facilities including soap and paper towels/hand sanitiser. • Disposable gloves are provided for first aiders (preferably non-latex for allergy reasons). • First aiders should wear a fluid-resistant (Type IIR) surgical mask when carrying out direct patient care, particularly for those suspected or confirmed as COVID-19 cases. • A disposable plastic apron is recommended. • Risk assess whether there is a need to use disposable eye protection (such as face visor or goggles) when there is an anticipated risk of contamination with splashes, droplets of blood or body fluids. • Where possible a window is kept open in the first aid room to help ensure good ventilation. 	N
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	<p>Administering medication</p>		<ul style="list-style-type: none"> • Clean hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE. • See also the section on ‘Someone develops COVID-19 symptoms whilst at school • Excerpt from Government Guidance: Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) (updated 21 July 2020): <p><i>“When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination.</i></p> <p><i>Face masks must:</i></p> <ul style="list-style-type: none"> • <i>cover both nose and mouth</i> • <i>not be allowed to dangle around the neck</i> • <i>not be touched once put on, except when carefully removed before disposal</i> • <i>be changed when they become moist or damaged</i> • <i>be worn once and then discarded - hands must be cleaned after disposal”</i> <ul style="list-style-type: none"> • The following link provides information on donning masks: • Advice on donning surgical masks and other PPE. 	
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			<ul style="list-style-type: none"> • The following link provides information on how to safely remove the masks and other PPE: • Advice on removing surgical masks and other PPE. • The first aid room is cleaned frequently and after each use (when first aid care has been provided). • Staff dispensing medication to pupils should minimise contact and their wash hands before and after dispensing the medication. If required, gloves will be worn by staff when giving medication • Where appropriate, pupils should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc. • Link: New HSE Guidance on CPR <p>The school is aware of the advice in relation to CPR during COVID and that the advice in relation to rescue breaths differs in terms of treating adults and children. When providing CPR on adults, the advice is that rescue breaths should not be performed but that compressions should be undertaken and a defibrillator used if there is one available. The following excerpt should be read in relation to adults. (Further down in this row, important information about CPR for children is also provided.)</p>	
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Excerpt: Preserve life: CPR for ADULTS

“Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms

Ask for help. If a portable defibrillator is available, ask for it

Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient’s mouth and nose, while still permitting breathing to restart following successful resuscitation

If available, use:

- *a fluid-repellent surgical mask*
- *disposable gloves*
- *eye protection*
- *apron or other suitable covering*

Only deliver CPR by chest compressions and use a defibrillator (if available) – don’t do rescue breaths”

- [Government Advice to First Aiders including Resuscitation](#)

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		<p><i>Excerpt:</i></p> <p><i>“If you are required to perform cardiopulmonary resuscitation (CPR), you should conduct a risk assessment (in the Police this would be a “dynamic risk assessment”) and adopt appropriate precautions for infection control.</i></p> <p><i>For adults, during COVID-19, it is recommended you do not perform rescue breaths or mouth-to-mouth ventilation; perform chest compressions only. Compression-only CPR may be as effective as combined ventilation and compression in the first few minutes after non-asphyxial arrest (cardiac arrest not due to lack of oxygen).</i></p> <p><i>Cardiac arrest in children is more likely to be caused by a respiratory problem (asphyxial arrest), therefore chest compressions alone are unlikely to be effective.</i></p> <p><i>If a decision is made to perform mouth-to-mouth ventilation in asphyxial arrest, use a resuscitation face shield where available.”</i></p> <ul style="list-style-type: none"> • <u>Resuscitation Council Advice</u> - for CHILDREN <p>Specific advice is provided by the Resuscitation Council in relation to Paediatric cardiac arrest and CPR. It has been updated and this update is included in the following excerpt:</p>	
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CPR FOR CHILDREN

“We are aware that paediatric cardiac arrest is unlikely to be caused by a cardiac problem and is more likely to be a respiratory one, making ventilations crucial to the child’s chances of survival. However, for those not trained in paediatric resuscitation, the most important thing is to act quickly to ensure the child gets the treatment they need in the critical situation.

For out-of-hospital cardiac arrest, the importance of calling an ambulance and taking immediate action cannot be stressed highly enough. If a child is not breathing normally and no actions are taken, their heart will stop and full cardiac arrest will occur.

Therefore, if there is any doubt about what to do, this statement should be used.

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It is likely that the child/infant having an out-of-hospital cardiac arrest will be known to you. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child."

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26	Someone develops COVID-19 symptoms whilst at school	Staff, pupils	<ul style="list-style-type: none"> • The school has a specific room/area dedicated for suspected cases of COVID-19 this is the meeting room on both sites; • Where an individual exhibits symptoms during the school day, the individual will be escorted to the marked Isolation Room/Area to isolate them from the main population until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate; • Staff escorting the individual will be provided with disposable gloves and apron if the 2 meter social distancing rule cannot be maintained • Where the risk of contact with droplets to the face, e.g. from coughing or vomiting, face protection will be provided • The classroom area or workspace the individual leaves will be subject to a hard surface clean with appropriate disinfectant products and all waste double bagged and stored securely for 72 hours before disposal. • Staff or contractors carrying out the area clean should be provided with a minimum of disposable gloves, aprons, mop heads or paper towels. • Where visible contamination, e.g. saliva droplets, is present face protection in the form of mask, goggles or face shield will be provided. • All building users advised re monitoring their own health, reporting of symptoms and self-isolating • Where available, the school will provide individual displaying symptoms with a home testing kit – where the individual is a pupil, the kit will be provided to their parent or carer • First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor; 	N
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- First aiders have completed appropriate training for 'donning and doffing' PPE – PHE guidance:
<https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures>
- PPE is disposed of in accordance with NHS COVID-19 waste management guidance;
<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Waste disposal measures

Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:

- Put in a plastic rubbish bag and tied when full;
- The plastic bag is placed in a second bin bag and tied;
- It is put in a suitable and secure place and marked for storage until the individual's test results are known;
- Waste is stored safely and kept away from children;
- Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours;
- If the individual tests negative, this can be put in with the normal waste;
- If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste;
- If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with

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			<p>orange clinical waste bags for waste bags can be sent for appropriate treatment.</p> <ul style="list-style-type: none"> revised guidance is for all education settings to contact LCRC BEFORE dismissing pupils / bubbles. On the advice of LCRC the following is expected to occur: All pupils and staff in the group will be sent home to self isolate until person has been tested. If negative the group can return to school. If positive all group will need to be tested before returning. Where a pupil or staff member tests positive for Coronavirus, the rest of their class/group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class/group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. Link: What happens if someone attending school then tests positive for coronavirus? Link: Government Guidance for Contacts of People with Confirmed Case of Coronavirus Link: Government Guidance - Schools Full Opening - Positive Cases - go to system of controls number 9 in this section. 	
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- **Link:** [DfE Letter about the Helpline](#)
- **DfE Helpline:** 0800 046 8687 and selecting option 1. The DfE is no longer expecting schools to report every positive case through the Helpline, although the hours that this service is available have been increased to include weekends (10am to 4pm). If you do ring, you will need your school's unique reference number.

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Excerpt from Government Guidance for schools:

“Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- *direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including 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 individual*

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			<ul style="list-style-type: none"> • <i>travelling in a small vehicle, like a car, with an infected person</i> • <i>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see section 5 of system of control for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.”</i> 	
27	Staff changing nappies	Staff	<ul style="list-style-type: none"> • Staff wear disposable gloves and disposable aprons to change nappies. If there are behaviour issues associated with a child whereby splashing of body fluids is likely, this would need to be reviewed. • Following the task, staff wash their hands and dispose of used equipment gloves, nappies and paper towels appropriately. • Areas / changing mats / beds in use are cleaned before and after use. • Link: Guidelines on Hand Hygiene: https://new.brighton-hove.gov.uk/sites/default/files/campaigns/Coronavirus/Coronavirus%20handwashing%20landscape%20and%20portrait%20A4%20Poster.pdf 	N

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28	Cleaning Routine cleaning of communal areas of the school estate	Staff/ Cleanin g Contractors	<p>For routine cleaning (i.e. not cleaning in the event of significant contamination by someone suspected of having Covid-19), the following are in place:</p> <ul style="list-style-type: none"> • Disposable gloves are provided for staff/contractors (see next bullet point) • Staff wear their usual washable uniform/clothing • Mops are used for the tasks • No jet washing takes place during the current COVID-19 not under any circumstances. The school's Health and Safety advisors are reviewing jet washing restrictions and will update us when possible. • Jet washing can recommence if the school wishes to clean a particular area of the school estate (jet washing is not required as part of COVID cleaning arrangements). Only staff who have suitable experience in using jet washing equipment should do this work. A full risk assessment should be in place for the task and operators should wear: <ul style="list-style-type: none"> ○ Disposable IIR surgical masks (which are replaced if they become wet); ○ Eye Protection BS EN166-2: Full Face Shield for Chemical Splash Back and Medium-Energy Impact ○ Gloves BS EN374 ○ Ear Protection BS EN352 - Ear Defenders / Muffs / Plugs ○ Waterproofs / High Visibility jacket / Vest ○ Footwear BS EN 345 - Safety Wellingtons, Safety Boots/Shoes 	N

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- Staff wash their hands when they have finished their task and dispose of the gloves.
- Clothing such as trousers, t-shirts and sweatshirts can be washed each evening as normal.
- As a precautionary measure, the jacket could be left near the front door of each person's home, separate from other clothes, particularly if they live with someone who is vulnerable to COVID-19.
- The Government Guidance wording in relation to toilets has changed as of 7/8/2020 and is quoted below with the main change highlighted with yellow highlighter:
- *toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet - different groups being allocated their own toilet blocks could be considered but is not a requirement if the site does not allow for it*

*An excerpt from “**Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)**” (Updated 21 July 2020) is provided below:*

“Cleaning should be generally enhanced, including:

- *more frequent cleaning of rooms or shared areas that are used by different groups*
- *cleaning frequently touched surfaces more often than normal, such as:*
 - *door handles*

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			<ul style="list-style-type: none"> ○ <i>handrails</i> ○ <i>table tops</i> ○ <i>play equipment</i> ○ <i>toys</i> ○ <i>electronic devices (such as phones)</i> <p><i>When cleaning, use the usual products, like detergents and bleach, because these are very effective at getting rid of the virus on surfaces. All education, childcare and children’s social care settings should follow the PHE guidance on cleaning for non-healthcare settings.</i></p> <ul style="list-style-type: none"> ● <i>An additional cleaner will be employed to ensure all toilets are cleaned during the day and they will also clean the nursery classroom between the two groups.</i> ● An increased formal cleaning regime is in place, i.e. staff are cleaning equipment more often (keyboards, work surfaces, door handles etc.) ● Hand sanitisers have been placed in all classrooms and around the workplace ● Extra hygiene measures (handwashing etc.) are enforced ● Multi-use hand towels are not used to dry hands ● Respective information has been provided to staff 	
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			<ul style="list-style-type: none"> Incidents reported as per school procedure and under RIDDOR as per Government guidance 	
29.	Cleaning school areas after known Covid-19 case: Exposure to Covid-19 fluids or residue.		<ul style="list-style-type: none"> The area of School should be closed down with no access for 72 hours where at all possible Where not possible, guidance and personal protective equipment (apron, gloves etc.) should be provided All building users advised re monitoring their own health, reporting of symptoms and self-isolating 	N
30.	Cleaning Lifts	Staff	<ul style="list-style-type: none"> The lift should be interrupted with the doors open for a few minutes prior to it being cleaned. This allows time for any droplets in the air within the lift to be dispersed Cleaning procedure for lifts to include wiping of walls with warm soapy water or chlorine based cleaning product, taking into account the electric controls when using soapy water etc. Staff should wear disposable gloves and masks for cleaning, and should not touch their face throughout the cleaning process Single-use cleaning cloths should be used, and safe disposal of cleaning products as detailed elsewhere in this risk assessment should be followed. 	N
31.	Storage and issuing of masks	Staff	<ul style="list-style-type: none"> Where masks have been supplied for staff (e.g. first aiders) they have been decanted into clean, sealable bags or plastic lidded boxes so that staff each have their own supply for social distancing purposes and keeping the unused masks clean. 	N

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	Putting on the masks		<ul style="list-style-type: none"> The following link provides information on donning masks: Link: Advice on Donning masks: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878677/PHE_11606_Putting_on_PPE_062_revised_8_April.pdf The following link provides information on how to safely remove the masks and other PPE: Link: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878678/PHE_11606_Taking_off_PPE_064_revised_8_April.pdf Video: PPE Donning and Doffing PPE: https://youtu.be/-GncQ_ed-9w 	
32.	Ventilation	All	<ul style="list-style-type: none"> Reference has been made in this risk assessment to keeping some windows open in various areas, including classrooms, offices, corridors and kitchens to help create general natural ventilation. Where activities can take place outside, (weather permitting), this also remains an effective measure. As the weather is getting colder, the school will ensure areas are well ventilated but also is mindful that staff and pupils who are sitting learning and teaching could become cold and so all are encouraged to bring warm clothing with them to wear if they do get cold. During the transitional stage from warm to cold weather, the school considers whether heating is needed for particular rooms or areas and acts 	N

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			<p>appropriately. The school and Action HR await any further Government advice on this area.</p> <ul style="list-style-type: none"> ● The school ensures that heating and ventilation systems are well maintained. ● Link: REHVA Guidance updated 3/8/2020 (Federation of European Heating, Ventilation and Air Conditioning Associations) ● HSE Advice: (as at the 14/8/2020 this is noted to have been updated on the HSE website and the updates are highlighted with yellow highlighter below) ● “Air conditioning ● The risk of air conditioning spreading coronavirus (COVID-19) in the workplace is extremely low. as long as there is an adequate supply of fresh air and ventilation. ● ● You can continue using most types of air conditioning system as normal. But, if you use a centralised ventilations system that removes and circulates air to different rooms it is recommended that you turn off recirculation and use a fresh air supply. You should still however maintain a good supply of fresh air ventilation in the room. ● 	
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			<ul style="list-style-type: none"> ● You do not need to adjust air conditioning systems that mix some of the extracted air with fresh air and return it to the room as this increases the fresh air ventilation rate. Also, you do not need to adjust systems in individual rooms or portable units as these operate on 100% recirculation. ● If you're unsure, ask the advice of your heating ventilation and air conditioning (HVAC) engineer or adviser. ● General ventilation ● Employers must, by law, ensure an adequate supply of fresh air in the workplace and this has not changed. ● Good ventilation can help reduce the risk of spreading coronavirus, so focus on improving general ventilation, preferably through fresh air or mechanical systems. ● Where possible, consider ways to increase the supply of fresh air, for example, by opening windows and doors (unless fire doors). ● Also consider if you can improve the circulation of outside air and prevent pockets of stagnant air in occupied spaces. You can do this by using ceiling fans, desk fans or opening windows, for example. provided good ventilation is maintained. ● During colder weather, windows are opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space. Opening internal doors (but not propping open fire doors) is also done where possible to assist with creating a throughput of air. Furniture is organised where possible to avoid people sitting in draughts. 	
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- Mechanical ventilation systems – our school does have mechanical ventilation systems at London Road. As well as in some areas at Hackbridge Corner.
- Mechanical ventilation systems are adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)

Ventilation is discussed in more detail below.

- **Excerpts from Government Guidelines:**
- **Section 1 - Prevention**
- *“Always keeping occupied spaces well ventilated.”*
- **Measures within the classroom**
- *“Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1*

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			<p><i>metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal."</i></p> <ul style="list-style-type: none"> • <i>"Schools, local authorities, health professionals, regional schools commissioners and other services should work together to ensure that children with medical conditions are fully supported, including through the use of individual healthcare plans, so that they may receive an education in line with their peers. In some cases, the pupil's medical needs will mean this is not possible, and educational support will require flexibility. <u>Our guidance on supporting pupils at school with medical conditions remains in place.</u>"</i> • The risk of transmission through the use of ceiling and desk fans is extremely low." Source: HSE • Regarding Hackbridge Corner, the only room with recirculating air is the ICT room. It is recommended to keep the AC units off as much as possible to minimise associated risk from recirculating air. This room will not be in use at the beginning of term. • At LR: The central ventilation system does not recirculate air, however there is a transfer air path from the classrooms through the corridor to the hall, so there is very low risk that the virus could be transmitted along this route. The air supplied into classrooms and offices is 100% fresh air so the risk within these areas themselves from ventilation is 	
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			<p>minimised. To further reduce risk we would recommend keeping windows open as much as possible.</p> <ul style="list-style-type: none"> The school encourages pupils (and parents) to ensure pupils add layers of clothing such as vests or t shirts underneath their school uniform to prevent them becoming cold during the school day. The school is flexible in its approach and accepts these items may need to be 'home' clothes rather than strict uniform. 	
33.	<p>The potential for transmission of virus droplets from surfaces to the hands and then to the face -</p> <p>shared equipment, play equipment and toys</p>	All	<ul style="list-style-type: none"> Touch screen sign in equipment in reception has been taken out of use. Only signing in via card will be permitted. If visitors need to use the screen to sign in then it must be wiped with a sanitiser cloth after each person. The touch screen sign in for visitors is in use with the following controls: <ul style="list-style-type: none"> Reception staff only (not visitors) use digital touch screen and take a photo from a distance (2 m). The reception desk has a glazed window as part of its design. (If there isn't one, the school ensures visitors maintain a distance of 2 metres.) To support this, 2 metres is identified on the floor in some way so that visitors know not to get closer to reception. Sanitising of hands after having used the touch screen (staff member). Regular cleaning of the touch screen. 	N

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			<ul style="list-style-type: none"> ○ Signage indicating what the visitor must do (e.g. 'Please do not touch the digital screen, a member of staff will sign you in. Please remain 2 metres from the reception counter. Thank you.') ● Please note - this is in relation to the use of the screen for visitors (not pupils), and based on the idea that there aren't lots of visitors coming in every day. ● Staff, pupils and contractors use their own pens and stationery where possible, not sharing items with others, including when signing in. If a school pen has to be used because an individual doesn't have a pen and needs to sign in, either reception staff sign in on their behalf or a pen is provided which is then wiped clean afterwards. ● Sharing of computers and Ipads is avoided where possible. ● No hot desking for staff takes place unless thorough cleaning is carried out between users. If there are insufficient numbers of desk phones available, the phone is cleaned thoroughly before and after each use. ● Sanitising wipes are provided for areas where pupils or staff are using keyboards and mice. ICT Rooms - keyboards and mice should be cleaned after each use/session. ● Consider how play equipment is used, ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously. ● Easily cleanable toys should be used. Toys (such as those with intricate parts, soft furnishing or bedding which cannot be easily cleaned should not be used. 	
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			<p>HR action recommend the following in relation to play-doh and water play:</p> <ul style="list-style-type: none"> ● Play-Doh: <ul style="list-style-type: none"> ○ Each child is provided with their own fresh batch of play-doh, does not share it, and it is thrown away after the session. ○ Children wash their hands when they have finished playing with it. ● Shaving foam: this is more like a soap-based cleaning product. <ul style="list-style-type: none"> ○ Each child is provided with their own fresh batch of it, does not share it. ○ The foam is disposed of after the session. ○ Children wash their hands when they have finished playing with it. ● Cooked Pasta: <ul style="list-style-type: none"> ○ Each child is provided with their own named, fresh batch of pasta and does not share it with anyone else. ○ It is thrown away after the session. ○ Children wash their hands when they have finished playing with it. ● Water trays: the school takes a risk assessment approach when considering this issue and the following are in place: <ul style="list-style-type: none"> ○ Individual named trays that are allocated to an individual child and cleaned before and after the session. ○ The water in each tray emptied and refilled regularly during the session. ○ As part of this, the school has considered the following: <ul style="list-style-type: none"> ■ the design of trays it has and whether they can be 	
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			<p>effectively disinfected at the end of each session/day - do they include intricate parts which are difficult to clean?</p> <ul style="list-style-type: none"> ■ only enable water tray play if the school is confident it can clean and manage this equipment effectively so that it does not present a transmission risk ■ assesses any toys that are played within the water in the same way. <p>● At Hackbridge Primary School we have decided that the risk of one child using the Play-doh, shaving cream, pasta or water of another child is too great. Staff should therefore not undertake these activities</p>	
34.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including:</p> <ul style="list-style-type: none"> ● Parents; ● Maintenance contractors; ● External Teachers; ● Inspectors; 	Parents /Staff/Pupils	<ul style="list-style-type: none"> ● Parents are not permitted to enter the school; ● Parents have been informed to call the school office or email if they have any questions or concerns; ● If parents need to drop off items for pupils, they should be left at the school's main entrance for staff to collect; ● The SLT are able to meet parents via video link if face to face meetings are required; ● For those who have to enter the school reception, screens/counter-top Perspex shields have been installed to reduce the risk to school staff; ● Touch screen sign in equipment in Reception to be wiped after use ● Visitors will only be permitted into the school if they have an appointment; 	N

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	<ul style="list-style-type: none"> • Delivery personnel 		<ul style="list-style-type: none"> • A record of all visitors, including contractors, to site will be kept and maintained; • Visitors will only be permitted at their designated time and will be asked to wait outside of the school building until their school contact is available; • The school contact is required to attend reception in good time to meet their visitor; • Meetings with visitors will be via video conference or phone where possible; • If not possible social distancing measures will be adhered to at all times; • Premises' contractors will be managed in accordance with a separate premises maintenance risk assessment written specifically for this time; • Delivered items will be left outside of the school building for staff to collect; • The number of ITT trainees, supply teachers, peripatetic teachers and volunteers has been reduced where possible; they all receive an induction to inform them of the school's risk assessment and controls to prevent infection risks in the school, when pertinent, relevant training is also provided. 	
35.	Fire: Unable to evacuate safely	All	<ul style="list-style-type: none"> • All staff are familiar with the evacuation process and where to go in the event of a fire • Contractors advised of fire safety arrangements on arrival • All staff have completed appropriate fire safety training • All fire alarm testing regimes will remain in place during any school occupation 	N

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			<ul style="list-style-type: none"> • If required, the fire management plan will be reviewed and all occupants trained in any new procedures • Prior to re-opening areas or buildings following a lengthy closure, fire safety systems should be checked by a competent person and appropriate remedial action taken as necessary to ensure all components of the fire safety system are in a satisfactory working condition prior to re-opening 	
36.	Fire Evacuation	All	<ul style="list-style-type: none"> • The school has reviewed the fire evacuation procedures to consider if there are busy areas and whether the current assembly point presents social distancing issues. • The school has reviewed whether some fire doors which are not currently held open with automatic door release mechanisms are presenting issues (either in terms of having to be touched regularly as people move around the school or in terms of general ventilation). <ul style="list-style-type: none"> ◦ <i>The school has in place procedures for the regular cleaning of areas of the doors most frequently made contact with.</i> 	N
37.	Fire and evacuation procedures being inadequate at this time due occupants being spread around the building without suitable		<ul style="list-style-type: none"> • Evacuation plans including the following have been reviewed: <ul style="list-style-type: none"> ➢ Safe assembly points for occupants following social distancing requirements; ➢ Safe exit via the nearest available final exit; ➢ Training occupants of any changes to evacuation; ➢ Use of the school has been reduced to enable safe sweeping and evacuation. 	

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	procedures in place.		<ul style="list-style-type: none"> All other fire system testing and maintenance has continued as normal. 	
38.	Hazardous substances management, unsuitable COSHH management and unsafe use of chemicals leading to ill-health, environmental contamination or fire.	Staff	<ul style="list-style-type: none"> Suitable storage and management of flammable hand sanitizer is in place; All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately; Material safety data sheets are held for all chemicals and readily available to all staff; All cleaning chemicals are stored safely and securely in accordance with requirements; COSHH safety training has been completed by all those using chemicals for cleaning; Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment. 	N
39.	Spread/contraction of COVID-19 during an educational visit.	Staff and pupils	<ul style="list-style-type: none"> In line with Government advice, overnight and overseas educational visits will not be carried out during the autumn term A risk assessment – in line with the school’s policy will be carried out for non-overnight domestic educational visits. The school has access to an Educational Visits Adviser provided as part of the Action HR service, who provides information and advice to the school. As part of this arrangement, the school notifies them of any trips and submits risk assessment as necessary for consideration. 	N
40.	Food and drink	All	<ul style="list-style-type: none"> Staff make their own drinks and do not share foodstuffs, cutlery and cups, etc. 	N

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			<ul style="list-style-type: none"> • The caterers prepare their own risk assessment that includes social distancing, cross contamination, food hygiene, etc. and are required to follow the Government Guidance for Caterers. • Pupils are not allowed to swap food from their lunch boxes/plates. • Excerpt from Government Guidance: • “We expect that kitchens will be fully open from the start of the autumn term and normal legal requirements will apply about provision of food to all pupils who want it, including for those eligible for benefits-related free school meals or universal infant free school meals.” • Controls detailed in the guidance for caterers include: <ul style="list-style-type: none"> • regular handwashing; • those with symptoms to stay at home and get tested; • prompt removal of anyone with symptoms; • active engagement in test and trace; • risk assessment in place for activities; • limit unnecessary visits into the kitchen; • maintain 2m distancing between workers - if not possible, additional measures, e.g. redesigning task, physical barriers, PPE or face coverings. 	
41.	Science, DT	All	<ul style="list-style-type: none"> • CLEAPSS has written a number of guidance documents in relation to delivering activities during the current situation and some of these are listed and discussed below. . As CLEAPSS promised, all of the documents were updated on the 10th August 2020. . Some of the CLEAPSS documents have been further updated. 	

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	<p>guidance</p>		<ul style="list-style-type: none"> • <p>The first three documents listed below remain current up until the end of the summer term and can still be accessed via the CLEAPPS website. They are being updated in relation to full September 2020 opening and the updated versions will be published once that work is complete, during the next few weeks:</p> <p>GL343 - Guide to doing practical work in a partially reopened school - Science. GL344 - Guidance on practical work in a partially reopened school in DT P104 - Organising and managing hands on activities in science, D&T and art in a partially reopened primary school.</p> <p>The following documents are CLEAPSS documents which remain accessible via the CLEAPSS website. Documents relating practical activities for children at home will remain in place for use in the event that local lockdowns occur.</p> <p>Primary Schools</p> <p>P097 - Practical activities for primary aged children attending school during extended periods of school closure. P098 - Practical activities for primary aged children at home during extended periods of school closure.</p>	
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			<p>Science</p> <p>GL336 - CLEAPSS Advice during the COVID-19 / Coronavirus Pandemic</p> <p>GL338 - Practical activities for pupils attending school during extended periods of closure</p> <p>GL339 – Practical activities for pupils at home during extended periods of school closure</p> <p>GL345 – Guidance for science departments returning to school after an extended period of closure</p> <p>Design and Technology</p> <p>GL346 School Extended Closure Arrangements</p> <p>GL347 returning to school after an extended period of closure</p> <p>http://primary.cleapss.org.uk/ http://science.cleapss.org.uk/ http://dt.cleapss.org.uk/</p>	
42	Hiring out premises	Hirers, staff, visitors	<p>Excerpt:</p> <p><i>Where schools are satisfied that it would be safe to do so, they may choose to open up or hire out their premises for use by external bodies or organisations, such as external coaches or after-school or holiday clubs or activities. In doing so, schools should ensure they are considering carefully how such arrangements can operate within their wider protective measures and should also have regard to any other relevant government guidance. For example,</i></p>	


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where opening up school leisure facilities for external use, ensuring they do so in line with government guidance on [working safely during coronavirus \(COVID-19\) for providers of grassroots sport and gym or leisure facilities](#).

- The school will share with hirers its risk assessment and clarify arrangements that the provider would need to follow.
- Arrangements will be made for the cleaning of any areas used following the letting and a clear protocol discussed in terms of what areas of the school the hirer would be able to use.
- A copy of the provider’s risk assessment will be requested by the school.
- Confirmation that the provider is following relevant Government guidance will be requested by the school, for example:
 - [working safely during coronavirus \(COVID-19\) for providers of grassroots sport and gym or leisure facilities](#)
 - and [return to recreational team sport framework](#).

Currently, with the alert level being high for Kingston, Richmond and Sutton, there is scope for **outside sports lettings only** to take place, with strict controls in place up until the 5th November. However, given the current date (2nd November) schools may wish to stop these lettings temporarily until the national lockdown finishes, at which time the school will be able to review the situation.

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			<p>During the national lockdown commencing on the 5th November, no sports lettings will take place at the school.</p> <ul style="list-style-type: none"> ○ 	
43	<p>Safe storage of alcohol based hand sanitiser supplies - for all schools</p>  <p>Use of alcohol-containing hand sanitiser</p>	staff	<p>Storage of Supplies of alcohol based hand sanitiser</p> <ul style="list-style-type: none"> ● Where the school is storing supplies of alcohol based hand sanitiser, it acknowledges that this is a flammable substance which requires sensible storage. The school will ensure that its supplies of sanitiser: <ul style="list-style-type: none"> ○ are not stored within fire escape routes including stairwells; ○ are not stored near ignition sources - they are kept from heat, hot surfaces, sparks, open flames and other ignition sources; ○ there is a no smoking policy in place; ○ the containers are kept tightly closed; ○ are not stored in the same room as Oxygen cylinders; ○ located in a room with a fire door; ○ where available they are kept in a fire resisting cabinet; ○ signage is provided to the storage area (see example) raising awareness of the risk (no smoking, no naked flames); ○ the school's fire risk assessment is updated to reflect that the sanitiser is being stored on site and that it is being stored following 	

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			these bullet points.	
44.	Fire Safety - hand sanitiser advice for D&T		<ul style="list-style-type: none"> • CLEAPSS guidance refers to the use of alcohol free sanitiser in D&T rooms, however, the use of soap, water and paper towels would be most effective in relation to COVID-19 and provides a simpler solution than schools trying to source alcohol free sanitiser. 	
45.	Communicating with staff and parents	Staff and parents	<ul style="list-style-type: none"> • Arrangements for discussing in detail plans with all staff including individually have been discussed elsewhere in this risk assessment. • Parents and carers have been updated with a summary of the main COVID controls and arrangements that will be in place in school for September opening. • Keep parents informed of the general arrangements being made and explain what is expected of them in terms of dropping off and collecting children and any other local procedures you feel are important. Emphasising their role in terms of the national approach would also be appropriate as that potentially impacts on school life and the whole pandemic control measures. • Parents and carers will be reminded in the weekly newsletter about the need for them to socially distance. Parents and carers will also be reminded that if a child feels in any way unwell or under the weather, they need to stay at home and not come into school. 	N

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			<ul style="list-style-type: none"> Share with parents the following guidance: Guidance for Parents and Carers 	
46.	Coronavirus – Premises team maintenance tasks: Spread of virus	Premises staff and contractors	<ul style="list-style-type: none"> Appropriate PPE will be provided, such as sanitising gel which must have 60% or higher alcohol content, gloves. PPE will be worn and removed as per training e.g. disposable of washing-up gloves and aprons for cleaning All PPE will be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished All tools, communication devices such as radios used will be cleaned with soap and warm water (except electrical items) or a sanitiser which must have 60% or higher alcohol content Staff must follow strict handwashing guidance to wash hands and forearms with soap and water for at least 20 seconds Measures will be taken to ensure minimal contact with contractors where possible e.g. by ensuring work areas are unlocked and available unless there is a specific lone working risk identified in which case social distancing rules will apply 	N
47.	Legionella	All	<ul style="list-style-type: none"> Regular routine maintenance will continue as normal including additional weekly flushing of all infrequently used outlets and controls/recommendations from the latest water management risk assessment 	N

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			<ul style="list-style-type: none"> In addition, the location of infrequently used outlets will be reviewed, bearing in mind the change in occupancy of the premises. Any additional infrequently used outlets will be added to the list of infrequently used outlets to be flushed weekly If regular maintenance cannot be fulfilled then additional control measures will be introduced, such as locking showers or removing shower heads (if applicable) to prevent an aerosol generation Approx. 1 week before re-opening after a lengthy closure, a competent water treatment specialist will be commissioned to assess and take appropriate remedial action as necessary to certify the complete system for all hot and cold water systems (including drinking water) as safe before the buildings are reoccupied Please also refer to the school's legionella risk assessment. 	
48.	Gas – Risk of leaks and build-up of gases	All	<ul style="list-style-type: none"> Where gas equipment is not in use, the gas supply to the equipment will be isolated Where gas equipment has not been used for a lengthy period, equipment will be inspected by a competent person who will take appropriate remedial action to ensure gas equipment is safe to use before it is put back into service Planned gas safety checks, including gas detection and/or interlocking will continue as planned 	N

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49.	Kitchen equipment that holds water – risk of contamination due to bacterial growth	All	<ul style="list-style-type: none"> To minimise the likelihood and severity / extent of bacterial growth, kitchen equipment that holds water, e.g. dishwashers or combination ovens, will be run through a full cleaning cycle at least once per week 	N
50.	Ventilation – The risk of air becoming contaminated may increase due to changes in building occupancies and the possible presence of the Coronavirus in non-symptomatic occupants.	All	<ul style="list-style-type: none"> All ventilation systems to remain energised in normal operating mode during the lockdown period Where mechanical ventilation is present, recirculatory systems will be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air these will be switched off Where possible, occupied room windows will be open Ventilation to chemical stores will remain operational Drainage systems will be checked to ensure traps have not dried out and water seals are in place to prevent smells within the building, for example, hygiene rooms, sports hall showers 	N
51.	Coronavirus - Working in close proximity with contractors/maintenance staff: Spread of virus	Staff and contractors	<ul style="list-style-type: none"> Measures will be taken to ensure minimal contact with contractors where possible e.g. by ensuring work areas are unlocked and available unless there is a specific lone working risk identified Visiting contractors are advised they should adhere to social distancing requirements and keep at least 2 metres distance when attending site Visiting contractors are instructed to wear PPE before entering the site and avoid hand to face contact throughout 	N

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			<ul style="list-style-type: none"> • PPE will be disposed of in the normal way unless coronavirus contamination is expected • Visiting contractors are advised to communicate via mobile phone before entering the site, therefore reducing the need to use intercom systems • Restricted access areas, such as the boiler room, are unlocked prior to contractor attending site to minimise social interaction • Visiting contractors are advised to communicate via mobile phone when respective works have been completed and prior to leaving the site • Regular cleaning of work areas will continue and will include cleaning the area where contractors have been working once they have left the School. 	
52.	Coronavirus – cleaning tasks: Spread of virus	All	<ul style="list-style-type: none"> • Enhanced cleaning regimes are in place in communal areas to touch points e.g. door handles, hand rails, lift / door call panels and an enhanced cleaning regime is in place in communal toilets • Cleaning staff are advised to follow Government advice on social distancing to protect themselves and staff • Cleaning staff will wear appropriate PPE while carrying out their duties and avoid hand to face contact throughout • PPE will be worn and removed as per training 	N

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			<ul style="list-style-type: none"> Cleaning staff must follow strict handwashing guidance to wash hands and forearms with soap and water for at least 20 seconds. 	
53.	Lack of hygiene: risk of cross infection/contamination of COVID-19	All	<ul style="list-style-type: none"> Strict hygiene measures are applied throughout the School, i.e. as per Public Health England advice on washing hands more often and for 20 seconds, using soap and water or hand sanitiser when: <ul style="list-style-type: none"> Coming into School or arriving home Blowing nose, sneezing or coughing Visiting other places Eating or handling food Hand sanitiser, which must have 60% or higher alcohol content, is available to all staff and should be used Hand and respiratory hygiene notices are posted around the School and should be followed by all staff Any staff experiencing Covid-19 symptoms will be required to leave the site immediately and advised to follow NHS guidance If the person experiencing Covid-19 symptoms is a visitor/contractor, their organisation will also be contacted The workplace will be decontaminated following Government advice 'Cleaning in Non-Health Care Settings' https://www.gov.uk/government/publications/covid-19-decontamination- 	N

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			in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings	
54.	Work planning to avoid close working	All	<ul style="list-style-type: none"> Practice and promote staff/team distancing and good hygiene Line Managers should regularly review welfare of staff and monitor any anxiety levels The schools employee assistance programme and telephone counselling service is available to staff workplace options 	N
	Ventilation including mechanical ventilation		<ul style="list-style-type: none"> Reference has been made in this risk assessment to keeping some windows open in various areas, including classrooms, offices, corridors and kitchens to help create general natural ventilation. Where activities can take place outside, (weather permitting), this also remains an effective measure. As the weather is getting colder, the school ensures areas are well ventilated but also is mindful that staff and pupils who are sitting learning and teaching could become cold and so all are encouraged to bring warm clothing with them to wear if they do get cold. During the transitional stage from warm to cold weather, the school considers whether heating is needed for particular rooms or areas and acts appropriately. The Government has updated its guidance in view of the colder weather and difficulties schools may be having in trying to achieve comfortable temperatures: Excerpt: <i>“8) Keeping occupied spaces well ventilated</i> 	

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- *Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained.*

This can be achieved by a variety of measures including:

- *mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)*
- *natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air*

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			<ul style="list-style-type: none"> ● <i>natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</i> <p><i>Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice.</i></p> <p><i>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</i></p> <ul style="list-style-type: none"> ● <i>opening high level windows in preference to low level to reduce draughts</i> ● <i>increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)</i> ● <i>providing flexibility to allow additional, suitable indoor clothing. For more information see School uniform</i> 	
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			<ul style="list-style-type: none"> ● <i>rearranging furniture where possible to avoid direct drafts</i> <p><i>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces."</i></p> <ul style="list-style-type: none"> ● The school ensures that heating and ventilation systems are well maintained. ● Link: REHVA Guidance updated 3/8/2020 (Federation of European Heating, Ventilation and Air Conditioning Associations) 	
55.	COVID controls declaration	-	<ul style="list-style-type: none"> ● Staff who are unwell with symptoms of Coronavirus (Covid-19) must not travel to or attend School ● Tasks will be rearranged to enable them to be done by one person, or by maintaining social distancing 2m Rule measures ● Face to face contact will be avoided ● Stairs will be used in preference to lifts ● Site meetings will only take place if absolutely necessary, attendees should be at least two meters apart from each other and room should be well ventilated/windows open to allow fresh air circulation. Where possible virtual meetings will take place. 	N

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56.			<ul style="list-style-type: none"> • Parents will not be allowed into the school building to reduce contact • Staff will be encouraged to communicate with the office via email. • Only one member of non office staff to be allowed into the office at a time. • Staff can speak to office members via glass window at a distance • Screens will be placed between desks to avoid sneeze or coughing across desks • Anti bac wipes will be made available for staff to wipe down their keyboards, phones and screens as they feel necessary • PPE equipment will be available for use when giving first aid. • A sneeze screen will be provided for London Road desk. • Staff in classrooms will have their mobile phones with them. These are to be used to contact the office/HT or DHT in an emergency. 	N
57.	Relevant publications and posters		<ul style="list-style-type: none"> • The Government has produced a declaration poster for employers to display which schools may like to display: <ul style="list-style-type: none"> • Link: Covid Secure Poster: https://assets.publishing.service.gov.uk/media/5eb97d30d3bf7f5d364fbb6/staying-covid-19-secure.pdf 	N

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	<p>Relevant publications and posters - these are documents we have considered in writing this RA and have provided links to throughout the document. We are including them here for ease of reference.</p>		<ul style="list-style-type: none"> • Guidance for Full Opening of Schools • Guidance for Full Opening of Special Schools and Specialist Settings • Link: Guidance for Parents and Carers • Link: New HSE Guidance on CPR • Link: Performing Arts Handling Equipment Safely • Link: hygiene: handwashing, sanitation facilities and toilets • Link: Public Health - washing your hands poster • Link: Public Health England - using hand rub poster • Link: working safely during coronavirus (COVID-19) for providers of grassroots sport and gym or leisure facilities for medium alert areas • Link: Guidance on Transport to School and other Places of Education • How schools can order test kits • Link: Information about the NHS Covid App • Link: National Restrictions from 5th November • Government Advice on Implementing Social Distancing in Schools • Safe Working in Education, Child Care and Children's Social Care Settings • Reopening Schools and Other Settings - Information for Parents • Government Advice - Conducting a SEND Risk Assessment • Government Guidance for Schools - shielding children and adults • Actions for Schools During the Coronavirus • Guidelines on hand hygiene 	
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			<ul style="list-style-type: none"> • Advice on donning surgical masks and other PPE. • Advice on removing surgical masks and other PPE. • Video: PPE - Donning and Doffing PPE Video, Public Health England • School Premises - Managing Partially Opened Buildings • Guidance on Ventilation by REHVA • Link: REHVA Guidance updated 3/8/2020 (Federation of European Heating, Ventilation and Air Conditioning Associations) • guidance on cleaning in non-healthcare settings. • DfE Summary of Government Advice Scientific Evidence Summary • Covid Secure Poster • staying at home guidance • Catch it, Kill it, Bin it poster • Safe Travel Poster for Passengers 	
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Action Plan for Improvement

No.	Hazard and 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

Risk Assessment Review: During review of this risk assessment, any new controls identified in the action plan that are now in place should be transferred to the “Significant hazards and current controls” page to reflect the improvements made.