

Swalecliffe Community Primary School

School Covid-19 Risk Assessment

Location / Site	Swalecliffe Community Primary School
Activity / Procedure	<p>Return to normal school routines at the start of the new academic year</p> <p><u>Please note: If an outbreak occurs we will follow the outbreak management plan (updated 15/9/21)</u></p> <p><u>Reviewed in the light of the significant rise in cases due to the Omicron variant on 04/01/22</u></p> <p><u>Reviewed in the light of changes in legislation and guidance in February 2022</u></p>
Assessment date	<p>Started July 2020– to be updated regularly following consultation with staff and until approved by Governors. Reviewed following full re-opening and regularly afterwards to adapt to the situation. 2/3/21 was the date for the previous update.</p> <p>The following changes were made, subject as always to revision in the light of circumstances, or a change in government guidance. These are effective from 7/6/21.</p> <ol style="list-style-type: none"> 1) We are re-starting individual music lessons. 2) We plan to allow sports teams with children from more than one class to play together if it is outside, and when they are representing the school (to be added as the need arises). 3) We have purchased more outdoor tables for more children to work and eat outside wherever possible. 4) We are allowing teachers to seat their children more flexibly but still with no children directly facing each other inside. 5) We are allowing interventions to take place outside classrooms with children from more than one class in the same session where they would benefit from that session. 6) We have made provisional plans for summer events to take place, with or without parents as circumstances allow (separate risk assessments if required).

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	<p>7) We have planned a one-night stay for our Year 6's, still in small groups within their class bubbles, on the school grounds, if residential guidance still allows us to do so at the time. (Separate risk assessment). Repeating with a two-night stay in June 2022.</p> <p>Further changes made and shared with staff and governors on 1/9/21 in advance of the new academic year. <u>04/01/22 onwards</u> All of the above still stand.</p>
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Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors (No visitors allowed in the school buildings as it stands)	YES But not to enter buildings so NO
Contractors (Separate plan to follow- before contractors start back on site)	YES

Government guidance for schools' states:

The safety of children and staff is our utmost priority. The advice seeks to support staff working in schools, colleges and childcare settings, to deliver this approach in the safest way possible, focussing on measures they can put in place to help limit the risk of the virus spreading within education and childcare settings. In education, childcare and social care settings, preventing the spread of the coronavirus involves dealing with direct transmissions (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces.) A range of approaches and actions should be employed to do this.

Government guidance for parents concerning re-opening of school states:

*We have provided guidance and support to schools, colleges and childcare settings on implementing protective measures in education and childcare settings to help them **reduce the risk of transmission as more children and young people return.** Whilst such changes are likely to look different in*

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each setting, as they will depend upon individual circumstances, they are all designed to minimise risks to children, staff and their families. Schools and colleges continue to be best placed to make decisions about how to support and educate their pupils during this period. This will include: Consideration of the pupils' mental health and wellbeing.

ALL PROCEDURES AND PROTOCOL TO BE GONE THROUGH WITH ALL STAFF, SO THAT THEY ARE TRAINED AND INDUCTED BEFORE THEY RETURN

Identify hazard	A) Lack of social distancing in the classroom resulting in direct transmission of the virus		
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
Consequences of no action		Spread of Coronavirus that could result in serious illness and/or death.	
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. All families encouraged to take a lateral flow test prior to children returning to school at the start of each term and on a Monday morning if they wish. 2. If a positive result comes back then the family member is to self-isolate, contact the school by emailing/phoning the office. 3. Before children enter the classroom and school their parents should check that they are feeling ok and do not have any symptoms associated with Corona Virus. 4. Children keep to their tables when in the room where possible in Key Stage 2, with children seated so they do not directly face each other. Moving back to separate desks if there are more than 1 case in the class for a temporary period of 5 days. 5. Social distancing rules incorporated within routines where sensible for and with the children – (EG: instructions how to line up, use of toilet...) 6. Lessons on hygiene, safe conduct in school (staff may wear face shields/face masks in class) 7. A clear teaching space for the teacher- 2m distancing at front of room AND A CLEAR WORK SPACE FOR each TA. 8. Teacher and TA are assigned to these children and stay with these children CAN ONLY CHANGE year group inside AFTER A TIME GAP 9. Staff to have face shields available to wear and to be encouraged to wear these or other face coverings in shared indoor spaces, especially if they have been recent contacts, or work in a class, of current Covid cases. 10. Make use of outdoor spaces for the class/TA to use whenever possible. 11. Children stay in the classroom/outdoor spaces and must not mix with other year groups – children will have a designated outdoor space to sit at when working outside to ensure more opportunities for learning outside. 			

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12. Teacher and TAs are able to run interventions across the year group as normal, but where this is with children from more than one class, where possible these should take place outside the classroom and preferably outside of the buildings.
13. No child, class teacher or TA must enter other classrooms outside of their year group when the class are present, unless directed to do so.
14. If there is more than one case in a class, then as above for all but their own class.
15. Any cover staff or staff asked to cover, can only work inside in a classroom in one year group in any one week.
16. If children feel ill during the day, then they are asked to sit outside the classroom away from other children and monitored by a member of staff,
17. If a child feels ill with Corona Virus symptoms, then the office staff (and HT) should be radioed to ask for them to be collected. When parents arrive, a meeting point of one of the exterior gates should be agreed. If the child is sick, or in need of first aid to be administered then the office staff will be called to advise.
18. If it is necessary to move or support a child with symptoms at close quarters then use of PPE would be recommended as appropriate

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		B)Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Consequences of no action		Spread of Coronavirus that could result in serious illness and/or death.	
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Only one boy or girl allowed to go to the toilet at a time, monitored by staff, and ensure handwashing before and after. Allocated toilet block/cubicle for each different group(bubble) of children wherever possible. 2. Alcohol Hand gel/washing hands when leaving the classroom and when returning to classroom after toilet use as well as washing hands (If there is no classroom sink, ensure that sufficient hand cleaning gel is available.) 3. Extra Signs in toilets re washing hands. 4. Extra soap ordered to ensure we do not run out, as we need soap and, preferably warm, water available at all times. 			

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<ol style="list-style-type: none"> 5. Toilets checked on a more regular basis to see if additional cleaning is required. All toilet blocks which are shared by more than one class will be checked/cleaned additionally at lunchtime by assigned members of staff. 6. If a child wets/ soils themselves and needs help to clean and change, they will be encouraged to self-manage with support at a 2 metres distance, but if not able to then PPE to be worn by staff member. 7. Wet/soiled clothes bagged by child and double bagged by adult to go in child's bag at home time, parents informed by phone. 8. Spare clothes available in all Year R/1 classrooms. 9. Diprobase available in all classrooms for those who find that the increased handwashing/sanitising irritates their skin. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		C) Lack of social distancing waiting to enter classroom in morning and at pick up resulting in direct transmission of the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Consequences of no action		Spread of Coronavirus that could result in serious illness and/or death.	
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Spray painted lines for year 1 and 2 parents to wait behind on the playground to prevent congestion. 2. Allocated gate for children to arrive and leave from opened earlier than stated time so there is no build up/queue (Year 6 Rear Gate, Year 3, 4 and 5 Junior Gate will be strictly children only, Year R, 1 and 2 children only where possible in the infant gate). New system shared with parents. All children and parents year R- collected via classes via a designated cordoned off lane following a one way system in infant gate and out of the junior gate. 3. Teachers to have children ready, hand gelled, bags packed and ready to leave 5 minutes before the end of school day (bear in mind assembly). 4. Staff at classroom door/gate to wear a face covering and not to stand so that parents or children have to pass close by them, stand to the side of any entrance by 2 metres and ensure there is space to move back and away should an adult/child come too close. 5. Year 6 children only entrance...at field gate. 			

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6. Signage for parents and children displayed outside the classroom and gates 7. Revised drop off and pick up times/arrangements for different classes in each year group. 8. Arrangements shared with parents and further reminders sent as required			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		D) Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Consequences of no action		Spread of Coronavirus that could result in serious illness and/or death.	
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Zoned playtimes for year groups. Class playtime zones in place as required where classes have cases or where overall infection rates run high. 2. Class/year group breaktime equipment box to be provided. 3. Children to use allocated climbing apparatus where there are no more than 2 cases in any class in the year group using them. When dry weather and rotas allow. 4. Alcohol Hand gel available on table outside each external classroom door: to be used independently as needed but also on entering or leaving the classroom. 5. Children return to use own toilet if required. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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Identify hazard		E) Lack of social distancing when eating lunch resulting in direct transmission of the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Consequences of no action		Spread of Coronavirus that could result in serious illness and/or death.	
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 6. KS2 Children eat in their classrooms and at their own allocated table. 7. All staff encouraged to wear face coverings when in the hall with the whole year group (crowded space). 8. Year 3, 4, 5 and 6 children having school dinners collect and take back to class to eat. Tables will be wiped before and after. 9. Year R, 1 and 2 to eat in the infant hall, on separate tables and sections of the hall with thorough cleaning in between sittings. (Outdoor seating to be in place for one class in each year group in term 1, so middle tables are only used in wet weather or if reception children need extra eating time). 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		F) Lack of social distancing in the corridors resulting in direct transmission of the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Consequences of no action		Spread of Coronavirus that could result in serious illness and/or death.	
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children accessing classrooms from the outside classroom door 2. One child going to toilet at a time 3. Messages to office via radios/teams. Radios must be carried at all times by all staff when with children outside of the classroom. 			

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4. Operate one-way system for children in middle building inside corridor junior to infant...use outside route for infant to junior direction. Operate one-way system in Year 2 building for children from external door in and up the corridor, and out of the classroom doors and round. Otherwise one-way system unnecessary due to children staying in classrooms.			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		g) Lack of social distancing in the shared work spaces for staff resulting in direct transmission of the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Consequences of no action		Spread of Coronavirus that could result in serious illness and/or death.	
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Only enter the building you have been allocated to, via the outside door at the front of the school. 2. Adults in larger offices seated facing the same way. If two adults are sharing an office then they should face away from each other in each small office/room at any one time. Staff stick to using the same desk/work station. 3. Keep all doors wedged open and windows open. REFRESH AIR AT BREAKTIMES/REGULAR INTERVALS. 4. Wipe anything that they have used themselves which a cleaner could not know that they have touched or would not expect to in their general duties. 5. Avoid using any shared items...if having to...eg: photocopier then please wash hands use hand sanitiser before and after use 6. Children not to enter the kitchens or the offices section of the middle building, all staff in Infant and Junior buildings to stick to their own building, and communicate by TEAMS, or radio. 2 for office, and then agree to switch together to channel 7/8/9 to avoid clogging up the office line. 7. Staff stick to allocated adult toilet in their building. 8. Clear screen in place for the hatch. 9. Any children arriving or leaving outside of agreed hours are to be taken/met by their parent to/at the most convenient gate for their classroom and released/met by the class staff. The office staff are to TEAMS/radio the class concerned to arrange. 10. Staff only deliver anything physically to the outside of classes when absolutely necessary using the outside gates and doors, avoiding any unnecessary contact with children or other staff. 11. Waste food and disposable packaging to be binned by the child. 			

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12. Messages to classrooms via TEAMS/radios only
13. When moving around the school in congested areas, staff are recommended to wear a face covering/mask or face shield,
14. Equipment that is used by several staff communally, such as kettles, must be wiped down with alcohol wipes (stored by these items) before and after each use.
15. The staff room will be replaced by separate tea/coffee making facilities in the libraries... The current staffroom will be one of these.
16. Please take a break outside wherever possible and do not gather inside with staff from other year groups

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		H) Contact of shared resources resulting in indirect transmission of the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Consequences of no action		Spread of Coronavirus that could result in serious illness and/or death.	
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. KS2 Own table, chair and tray named and not shared unnecessarily 2. Tables, door handles and other surfaces cleaned with Milton or similar every night (chemical treatment in place) 3. Reading books – to be placed in a ‘used’ basket. Books can be reused by classmates/year group mates straightaway unless there are known to be more than one case in one of the 3 classes. In that instance, and where books are being shared across year groups then no books should be reused for 48 hours. Teachers and Tas can get books from the library rather than keeping a set of their own, 4. ICT devices allocated to individual learners should be wiped by an adult before being passed to a new year group or after being used by an affected class. Children will wash their hands before and after using any devices. 5. Children encouraged to wash hands / use hand gel before lessons and after each session and reminded not to touch their faces 6. Access to soap and, preferably warm, water for all classrooms 7. Hand sanitiser and Diprobase available in all classrooms. 8. Lidded bins in place in class, paper towels to replace hand driers 			

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9. Separate cleaning materials for each bubble, and for each cleaner, their own cupboard and equipment.			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		1) Emotional distress of the children	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Consequences of no action		Wellbeing of children is affected and may impact on their mental health and ability to focus on learning. Could also impact on behaviours.	
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children to have class teacher and any available TA support (if possible) in the first instance 2. Whole school project to create a rainbow for the wildlife area to help the children settle in and build excitement for the coming year. 3. Well-being curriculum to be delivered alongside other learning to support children’s well-being explicitly. 4. Well-being team to identify children most at risk 5. Encourage and support full attendance of all children, especially any identified as more vulnerable or who have already missed a lot of school. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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Identify hazard		J) Emotional distress of the staff – including anxiety	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLECTIBLE
Consequences of no action		Could affect mental health and wellbeing as well as physical symptoms.	
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Inclusion in risk assessment process – input into hazard identification and control measures through SLT 2. Where staff are highly anxious about work, we will discuss these anxieties/fears, and seek to reassure them of the measures put in place to protect all members of the school community. 3. Sharing of support helplines 4. Carrie Hill available to talk with and support staff informally 5. Risk assessments reviewed regularly 6. Designated “staff areas” for different groups of staff – in each building needing associated cleaning for a shared area, office team to ensure tea/coffee/milk/sugar etc are kept stocked up so staff remain in one building. Microwaves, toasters, kettles and fridges in place in all staff areas. 7. PPA can be taken as a year group with appropriate distances etc observed, unless a staff member works in an affected class. 8. To protect others, face masks/coverings/shields are recommended to be worn in all crowded communal areas, and whenever adults are unable to maintain a 2-metre distance from each other. These are principally to protect others, though they may well protect the wearer. 9. Those that are extremely vulnerable/clinically vulnerable can attend school and work with children or adults ensuring that they maintain good prevention practice at school and at home. 10. Pastoral support provided to staff who are self-isolating at home. 11. Self-refer for counselling, 7 sessions each by: Calling 03000 411 411 during business hours Emailing supportline@kent.gov.uk 24/7 If needing more than 7 sessions then confidentially let HT know to arrange if possible. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLECTIBLE

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Identify hazard		k) Risk of spreading virus due to close contact with children – First Aid provision, 1:1 provision or restraint resulting in direct transmission of the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Consequences of no action		Spread of Coronavirus that could result in serious illness and/or death.	
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Individual risk assessments in place for identified children, where additional level PPE required. 2. Relevant staff briefed on and rehearse risk assessment procedure. 3. Adoption of side on support, staying above the level of the child, out of the line of likely potential transmission and keeping 2 metre distance wherever and whenever practical. 4. Masks purchased and issued to individuals along with Face Shields 5. Extra disposable aprons ordered 6. Extra gloves ordered 7. First aiders must dress in appropriate PPE before attending to child with possible covid symptoms. 8. Class staff to deal with all they possibly can, those with first aid training administer the first aid with appropriate PPE 9. If not trained or incident too serious, office staff (trained first aiders) to administer first aid outside their classroom. 10. Staff are able to wash/shower and change clothing if necessary in Disabled toilet in office area of middle building. 11. Reduced timetable / exclusion / unable to include for certain children if necessary if children by their level of need or behaviour are acting in a way which means staff are put at greater risk 12. SLT to be called via radios on channel 2, to support affected classes and advise. Otherwise entirely as per the behaviour policy. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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Identify hazard		L) Risk of illness of vulnerable staff or children and family members through direct and indirect transmission of the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLECTIBLE
Consequences of no action		Spread of Coronavirus that could result in serious illness and/or death.	
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p><u>What to do if children have symptoms of Covid or are possible contacts:</u></p> <p>If your child has Covid symptoms, they should take a PCR test (not a lateral flow) and stay at home while you wait for the result, and then act accordingly once you have the result. If the result is positive isolate as directed, if not return to school as normal, once symptoms stop and you feel well enough, or once they have had 2 consecutive negative lateral flow tests from day 6 or beyond of the isolation period. Please let the school know at each step of this process but especially where they have a positive PCR test result.</p> <ul style="list-style-type: none"> • If your child does take a lateral flow test, has no symptoms, but the result is positive, please let the school know and stay off school as directed. • If another child, who is a probable contact, in your child's class tests positive then you will be notified. • If a member of your household or a pretty much 100% certain close contact tests positive. Whether children attend or not is entirely at parents discretion, if they do we will provide work for the children concerned to ensure they do not fall behind. <p>Please note:</p> <p>Even if you are vaccinated, you can still be infected with COVID-19 and pass it on to others.</p> <p>If you are identified as a possible contact of someone with COVID-19 but you are not required to self-isolate, even if your lateral flow tests remain negative, you can help others by:</p> <ul style="list-style-type: none"> • limiting close contact with other people outside your household, especially in enclosed spaces 			

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- **wearing a face covering for those aged 11 and over in crowded places such as school/college/public transport**
- **limiting contact with anyone who is clinically extremely vulnerable**
- **taking part in regular lateral flow testing twice a week (as all school staff do)**
 1. All staff to asked to conduct a lateral flow test at home on Monday and Thursday mornings while stocks last, with results reported to government and school (if positive).
 2. If a positive result comes back then to self-isolate, phone SW/SC/BC, and self-isolate as per the latest guidance but staff should stay off work on full pay, and the school will continue to facilitate that for as long as possible.
 3. We are also asking you to work from home for 5 days (on full pay) if a member of your family tests positive for Covid and you have not just had Covid yourself.
 4. To protect others, face masks/coverings/shields are recommended to be worn in all crowded communal areas whenever adults are unable to maintain a 2-metre distance from each other. These are principally to protect others, though they may well protect the wearer.
 5. Those that are extremely vulnerable/clinically vulnerable can attend school and work with children or adults ensuring that they maintain good prevention practice at school and at home.
 6. All the above are recommended to wear a visor and/or a face mask, as appropriate, at all times, as additional protection when inside the building on site.
 7. Whilst as far as possible we will maintain normal working hours and seek to minimise disruption for staff, staff have acknowledged that there will be a need for flexibility in working outside of their normal working hours.

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	M) Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus		
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
Consequences of no action		Spread of Coronavirus that could result in serious illness and/or death.	

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Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
	<ol style="list-style-type: none"> 1. All staff to have an overview of COSHH training (COSHH documentation updated accordingly) 2. All staff to follow government guidance on cleaning in non-healthcare settings: see Guidance below 3. Hand gel dispenser in all classrooms 4. Hand gel at classroom doors for children. 5. Hand gel ordered in large quantities 6. Additional paper towels to replace the use of hand driers in all toilets. 7. Lidded bins purchased for all classrooms 8. Extra soap re-fills, and other cleaning and PPE spares stored in each classroom. 9. Children hand wash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze 10. Washing hands posters placed in all washing areas. Reminders how to wash hands properly – videos and posters 11. Procedure agreed for children to wash hands to ensure thorough hand washing 		
Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	N. Class Music lessons		
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Consequences of no action	Contact of shared instruments and resources resulting in indirect transmission of the virus		
Control Measures:			
<ol style="list-style-type: none"> 1. Children made to wash hands / use hand gel before lessons and after each session and reminded not to touch their faces. 2. KS1 year groups to have one class percussion box between the three classes. 3. KS2 music trolleys to be kept in middle and junior buildings. 4. Instruments are to be limited to personal use during the lesson. 5. Instruments to be wiped after use. 			

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6. A record is to be kept after each year group has used the instruments and 72 hrs must be left between uses. Records and wipes are provided.
7. Classes using recorders and ocarinas will have class boxes containing individual packs for each instrument and these will be labelled for each child. Instruments must be cleaned after use and 72 hrs must be left between uses. Wind instruments must not currently be used in classrooms, but may be used in the hall or outside.
8. Teacher to ensure they have sanitised hands before tuning a ukulele. Pupils must sanitise hands before touching the instruments. After each year group has used the instruments, 48 hrs must be left between uses.
9. Singing is not to take place inside the classrooms if there is more than one case in that class. Singing should ideally take place outside or in the hall but social distancing must be maintained and pupils must all face forwards.
10. Class music lessons to take place in the hall where possible. Teacher to maintain a suitable distance from the children.

Remaining level of risk	Consider level of risk following use of control measures		
High	Medium	Low	Negligible

<u>Identify hazard</u>	O. Lack of social distancing when entering the school premises (including visitors)		
<u>Existing level of risk</u>			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Consequences of no action		Spread of Coronavirus that could result in serious illness and/or death.	
<u>Control measures</u>			
<ol style="list-style-type: none"> 1. Staff working across school buildings should follow specific additional guidance to avoid spreading the virus between the buildings. 2. Visitors, including parents/carers and governors, will only enter the school buildings in exceptional circumstances. 3. Volunteers and student teachers will be allowed in school, but only if they follow this risk assessment, and only work in one setting. 4. Meetings (and interviews) will take place remotely or outside wherever possible, via Teams, videocall or by phone or similar. 5. Meetings will only take place in rooms that enable sufficient social distancing and air flow, with face coverings worn in any crowded areas en route. 6. On entering the school site before prior interaction to use hand sanitiser provided. 7. Visitors attending pre-arranged meetings will be escorted to an identified room meeting the criteria in point 5, where possible/ appropriate meetings to take place in outside areas. 8. Visitors to be offered face masks to wear in school during meetings. 			

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Remaining level of risk		Reduction of risk depends on co-operation, understanding and strict adherence to the control measures by all visitors	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		P. Visiting Music Teachers for Instrumental Lessons	
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Consequences of no action	Contact of shared instruments and resources resulting in indirect transmission of the virus		
Control Measures:			
<ol style="list-style-type: none"> 1. Teachers to wash hands / use hand gel before lessons and after each lesson. 2. Pupils will be reminded by class teachers to attend their lesson and WILL NOT be collected by their music teacher. 3. Children will follow the agreed route through the Hub to the music practice room, accompanied by a TA from their class in the first instance. 4. Teachers are limited to 1:1 teaching. 5. Pupils to wash hands/use hand gel before and after lesson. 6. Teachers to maintain social distancing within the music teaching space, where possible, and keep windows and doors open. 7. Face coverings should be worn by visiting teachers unless it impedes playing. 8. Instruments are to be limited to personal use and NOT shared between pupils during the lesson. 9. Instruments and any shared equipment to be wiped after use with cleaning products. 			
Remaining level of risk	Consider level of risk following use of control measures		
High	Medium	Low	Negligible

Identify hazard		Q) Risk of infection due to lack of cleaning resulting in indirect transmission of the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Consequences of no action		Spread of Coronavirus that could result in serious illness and/or death.	

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Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
	<ol style="list-style-type: none"> 1. New enhanced cleaning regime in place. Involving additional staff, hours during and after the school day, and more frequent checking. 2. Tables, door handles and other surfaces treated with COVID-19 Barrier Chemical continue to fight enveloped viruses after application for up to 90 days. New additional treatment for all frequent touch points carried out to prevent virus from living on them for 3 months (next treatment due in January). 3. All surfaces, handles, toilets and shared equipment (including radios and phones) will be cleaned each day using Milton or similar, both during the day by bubble staff as required, and at the end of the day by cleaning staff. 4. Cleaning, wiping of desks and tables before and after lunch, and used equipment which could not be identified by cleaners easily cleaned by class staff during and at the end of the day 5. Wiping the area where a child has accidentally sneezed/coughed/spat as soon after the event as is safe and practical to do 6. PPE (gloves and aprons) will be available for all cleaning staff and must be worn to protect themselves and others. 7. All lidded bins emptied daily. 8. Expectations of gold standard cleaning shared with cleaning staff (guidance sent referring to this term gold standard with a document on the implications for increasing pupil numbers in schools with detailed advice) 9. Effective daily cleaning done well is the most important factor to get right so we will staff this accordingly, not just make it so staff do the best they can in the time available. This will be reviewed regularly. Hours 345-545pm Mon to Friday, 10. Additional deeper clean if required to prevent cross-contamination, higher risk incident. 		
Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Government Guidance on cleaning in non-healthcare settings:

- cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people
- wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished

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- using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and door handles
- if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, such as goggles, a face covering or a visor as well as wearing gloves and an apron.
- wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning

The appendices below have not been amended so please use simply to gain a flavour of class rules.

Class Specific Risk Assessments

Early Years and KS1

Focus Area	Comment/Description	Risk RAG	Actions	Risk RAG after actions
Outside area	There are 3 spaces outside the front of the classes but this could be hard to contain children from moving to another classes space, using other classes resources.		All three classes to use the courtyard on a two week rota. 1 class situated in courtyard and two in canopy area. Classes to use area outside their own classroom. Resources are rotated so that thorough cleaning is well organised and manageable.	
Book Area	Children sharing books in the book area.		Have a 'used book' tray to show which books need cleaning before being put back on the class shelves. Quarantined for 48 hrs.	
Library Reading Books	Children take books home daily and return books when finished. Children choose books from the library.		Staff choose books from the library for children – banded and non-banded	

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Focus Area	Comment/Description	Risk RAG	Actions	Risk RAG after actions
			Books returned from home put in quarantined box for 48 hours before being returned to the library.	
Role Play	The children will be dressing up and using the dressing up clothes etc. They might also do pretend cooking. The risk though is that they put things in their mouths when they pretend to eat.		Dressing up clothes to be cleaned regularly and rotated.	
Art	Focus on the equipment being used.		Equipment cleaned daily	
DT	Recycled resources sent in from home-children select their own resources they will be sifting through the boxes; containers and they will not be able to be cleaned.		Equipment sent in from home to be left for hours before being presented for children's use.	
Snack Time	Dedicated time for snack with whole class rather than rolling snack.		Set snack time where children wash their hands with anti bac and all sit and eat/ drink their milk at the same time. That way tables can be washed before and after eating. The children will then have to clean their hands again after eating too as they will have been touching their mouths.	
Water bottles	Water bottles are often kept in communal storage Water bottles are brought in from home Some children take water bottles home each day to wash and then return to school Some children do not have water bottles and will use a plastic cup		<ul style="list-style-type: none"> • Children to only handle and use their own water bottle • All children will need to come with a water bottle which is brought to and from home each day. 	

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Focus Area	Comment/Description	Risk RAG	Actions	Risk RAG after actions
Fine Motor	A wide range of equipment used for these activities.		All equipment to be cleaned regularly	
Playdough			Reopen this provision.	
Sand			Reopen this provision.	
Water	Germs spread in water.		Detergent in the water. Daily fresh water.	
Mud Kitchen			Reopen this provision.	
Bikes			Reopen this provision. Regular cleaning of handlebars.	
Climbing Frame			Reopen this provision.	
ICT (KS1)	YR tablets to be booked by class teachers		Wipe down regularly with the anti bac wipes and before returning to trolley.	
Science	Limit use of resources that can't easily be cleaned		Use resources that are wipeable. Children to use Science garden if using equipment make sure it is not being used by other year groups within 48 hours.	
Cloak Room	Reopen			
Toilets	Organisation of children who need to use the toilet.		One in and one out system from own class toilets to ensure social distancing do not mix.	
Cleaning	Higher percentage of resources and equipment that will need cleaning throughout the day including tables and chairs.		Enough cleaning equipment needs to be available. Allocated area to put items that need to be washed.	
Adult safety	Coughs, vomit, sneezes, spitting etc. Very high risk especially in EYFS.		PPE for staff. – Faces Shields to be available and all staff to wear as needed.	
Drop off and collection	High number of footfall at main gate.		Limit number of parents entering the site, and advise on arrival and pick up times within a 10-minute window. Keep this as familiar and normal as possible whilst ensuring safety.	

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Focus Area	Comment/Description	Risk RAG	Actions	Risk RAG after actions
			Use one-way system for drop off and pick up.	

KS2

Focus Area	Comment/Description	Risk RAG	Actions	Risk RAG after actions
Stationery	Children were sent an equipment list so most children bring in stationery from home and are encouraged to use their own stationery. Sharing of equipment is to be limited to a minimum.		<ul style="list-style-type: none"> Any stationery or equipment that children bring into school should then stay in school, not taken home every day. The children are provided with any equipment that they don't have which is kept in their trays. Children to use their own individual stationery and to only share resources when necessary. Any shared resources to be wiped and children wash hands after. 	
Exercise Books	Children to use their own exercise books to limit the amount of handling by others.		<ul style="list-style-type: none"> Books kept in trays or in a shared area. 	
Water bottles	Water bottles are brought in from home. Water bottles being stored in a communal box/area. Children take water bottles home each day to wash and then return to school		<ul style="list-style-type: none"> Children to only handle and use their own water bottle Water bottles to be kept on individual desks and not by the communal sink area. All children will need to come with a water bottle which stays on their desk. This is brought to and from home each day. 	

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Focus Area	Comment/Description	Risk RAG	Actions	Risk RAG after actions		
	Children do not have water bottles and will use a plastic cup which will be washed every day.	High	<ul style="list-style-type: none"> Reserve a few spare cups of water to be given to children who forget them, in each classroom. 	Low		
Table tops	Shared resources on tables		<ul style="list-style-type: none"> Children to have their own working area with pencil case and water bottles as far as possible. Tables and chairs to be cleaned each night. Tables also to be cleaned before the start and end of lunch and if needed during the day. Although the children no longer work in rows but at a 'group' table, they should remain at their place as much as possible. If children do need then the place cleaned before and after. 		Low	
Trays and additional equipment	Sharing resources and equipment would need to be limited		<ul style="list-style-type: none"> Children to only access their own personal tray (at their own desk). Any additional resources and equipment to be shared out into individual packs (i.e whiteboard packs). Additional equipment and resources to be regularly cleaned 			Low
Class Book Area/ Corner	Children sharing books in the book area.		<ul style="list-style-type: none"> Class reading books can be re-used by classmates/year group mates straightaway unless there are cases in the class. Then the books should go into a 'used books' tray/basket and should not be re-used for 48 hours. 			

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Focus Area	Comment/Description	Risk RAG	Actions	Risk RAG after actions
Library Reading Books	Children take books home daily and return books when finished. Children choose books from the library.	Red	<ul style="list-style-type: none"> • Staff choose books from the library for children – banded and non-banded • Books returned from home should be put in quarantined box for 48 hours before being returned to the library. 	Yellow
Lunch Trolley	Children place lunch boxes on a communal trolley that gets taken to the lunch hall and could be handled by others.	Red	<ul style="list-style-type: none"> • Lunch boxes to be kept with the child in their individual bag on their peg. • Lunch boxes to only be handled by the individual child • Year 4 to 6 Children to eat in the classroom at their desk 	Yellow
ICT EQUIPMENT (KS2)	Shared i-Pad trolleys.	Yellow	<ul style="list-style-type: none"> • Wipe down with the anti bac wipes between uses for different year groups. • When children work in pairs, they need to anti-bac before and after use. • Book iPads using online booking system. 	Yellow
Climbing Frame		Red	Re-open this provision.	Green
Cloak Room	Crowded space. Limited risk.	Red	Re-open this provision.	Green
Toilets	Organisation of children who need to use the toilet. Not enough toilets to separate children going at the same time.	Red	<ul style="list-style-type: none"> • One in and one out system for children. Class teacher to oversee. • One set of unisex toilets for each class. • Break time and lunchtime still one in one out system in the same only class toilet. • Feminine sanitary bins in each class toilet (Year 5 & 6, then any other classes needed). 	Yellow

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Focus Area	Comment/Description	Risk RAG	Actions	Risk RAG after actions
Cleaning	Higher percentage of resources and equipment that will need cleaning throughout the day including tables.		<ul style="list-style-type: none"> • Enough cleaning equipment needs to be available. • Cleaning needs to be thorough • Classrooms need to be left tidy and accessible to enable thorough cleaning • The teacher’s desk and boards must be cleaned daily 	
Doors and windows	Doors will need to be kept open as much as possible to limit the amount of contact that is made to handles Windows should be kept open as much as possible to enable good ventilation Classes should work outside as much as possible maintaining social distancing		<ul style="list-style-type: none"> • We would still need to ensure the safety of all on the school site. External/internal classroom doors can be kept open unless there is a lockdown, when we would follow normal procedure but under own desk. • Windows can also be kept open. • Working outside safely is encouraged whenever possible 	
Adult safety	Coughs, vomit, sneezes, spitting etc. Less high risk in KS2.		PPE (face shields available) for all staff to where in class if they choose to. Highly recommended for clinically extremely vulnerable. PPE to be used at all times when administering first aid or working in close contact with individuals (medical needs or intimate care)	
Drop off and collection	High footfall at main entrances. Travel to and from school can cause significant congestion by main entrances.		Staggered start and collection times as well as allocated gates to ease congestion. One-way system at the end of the day. School car park gates to be shut at start and end of day as normal. Only children (no parents) enter the site in the morning.	

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Focus Area	Comment/Description	Risk RAG	Actions	Risk RAG after actions
			<p>Staff to have no need to touch screen to sign in. New contactless system in place after first visit to enter your name.</p> <p>Staff to only enter the building they are working in and leave by the same exit. Hand sanitising at arrival and departure.</p>	