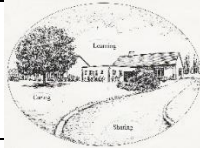


Byfleet Primary School

Risk Assessment: COVID-19 for Full return to school, September 2020



Assessment by:
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Date:
5th November 2020 (All latest edits in GREEN)

Version 4

Rationale:

- This risk assessment is developed using government guidance (Guidance for full opening – school 2nd July 2020) and updated accordingly and reviewed as new guidance is published. **New guidance:** https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020?utm_source=4%20November%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19
- The mental health, wellbeing and safety of staff and children are placed alongside the practicalities and limitations of the school. The school is organised into ‘Bubbles’ as guided by the government, whilst also doing everything possible to minimise contacts and mixing whilst delivering a broad and balanced curriculum.
- The government recognise that organisation of a school is effected by the children’s ability to distance from staff and from each other, the lay out of the school and the feasibility to keep distinct groups separate whilst offering a broad curriculum. Following this guidance, whilst also taking into the consideration the age, lay out and logistics of Byfleet Primary School, for September 1st 2020.
- Bubble sizes will implement individual class bubbles. There is no expectation of the children within a Bubble to social distance between them and, therefore, may play and work in close proximity of each other, staff are encouraged to keep a 2 metre distance from children and other adults and work for no longer than 15 minutes with an individual or groups at a closer proximity. In addition to this, if needed all staff can operate across different classes/bubbles in order to facilitate the delivery of the school timetable, such as PPA and individual pupil support plans.
- Staff will therefore cross Bubbles in order to provide pastoral care, interventions and/or SEN support in line with statutory requirements, playtimes and lunchtimes. Intervention teachers can have groups in other areas. All other staff will stay in their own class bubble unless directed by the Headteacher.

Symptoms are described by NHS:

- **high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

The relevant section of the government guidance is referenced as ‘System Controls’ - <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Public Health England (PHE) has introduced a new dedicated advice service, delivered by NHS Business Services for those needing support on the action they should take when they have been informed of a confirmed case of coronavirus (COVID-19) in their setting (i.e. a pupil or staff member testing positive).

It can be reached by calling the Department for Education coronavirus (COVID-19) helpline on 0800 046 8687 and selecting option 1, to access a dedicated team of NHS Business Services Authority advisors who will work through a risk assessment with you to identify close contacts, and will inform you what action is needed based on the latest public health advice. Advisors will be responsible for referring more complex cases to the PHE regional health protection team, as necessary, following a triaging of your circumstances, during the call.

Phone: 0800 046 8687 – option 1 Opening hours: Monday to Friday from 8am to 6pm Saturday and Sunday from 10am to 4pm

Prevention:

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- 2) Clean hands thoroughly more often than usual
- 3) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
- 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) Minimise contact between individuals and maintain social distancing wherever possible. Schools must properly consider this and put in place measures that suit their particular circumstances.
- 6) Where necessary, wear appropriate personal protective equipment (PPE) in specific circumstances, for example a medical mask instructed to be used for specific clinical reasons and evidence is shown for this.

Response to any infection - must be followed in every case where they are relevant:

- 1) Engage with the NHS Test and Trace process
- 2) Manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 3) Contain any outbreak by following local health protection team advice

Please read in conjunction with the following policies:

- First Aid Policy
- Health & Safety Policy
- Infection control Policy
- Child Protection & Safeguarding Policy
- Emergency Plan
- Evacuation Procedures
- Attendance Policy
- Visitors Policy & Visiting Speakers Agreement
- Home School Agreement (COVID 19)
- Travelling to and From School Policy

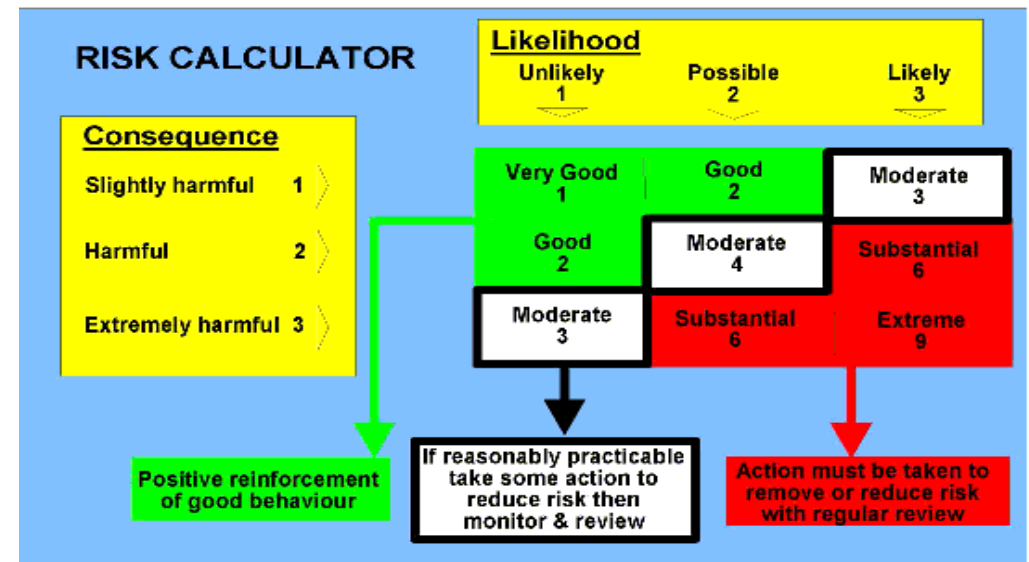
PHE Surrey and Sussex Health Protection Team (South East)

County Hall, Chart Way, Horsham, RH12 1XA Phone: [0344 225 3861](tel:03442253861)

The Department for Education coronavirus (COVID-19) helpline is available to answer questions about coronavirus (COVID-19) relating to education and children’s social care. Staff, parents and young people can contact this helpline by calling: Phone: [0800 046 8687](tel:08000468687)

Kate Prince, Area Schools Officer (ASO) Telephone numbers 01483 518104 or 07792 587096

If Byfleet is forced to close, inform SCC by completing the online [information sharing form](#) and also let us know via email; earlyyearsadvisors@surreycc.gov.uk



	Hazard Observed	Risk rating before controls	Control measures/notes	Risk rating following controls	Control measures by
1	<p>Children and/or staff will transmit or become infected with COVID-19</p> <p><u>Who may be harmed:</u> Children Staff Anyone in contact with the above</p>	6	<p><u>Being in school</u></p> <ol style="list-style-type: none"> 1. Adults working or walking in communal areas have the discretion of wearing a face mask if they wish. 2. Face masks to be worn by all adults (staff and visitors) on the school premises at collection and drop off. 3. Clinically Extremely Vulnerable (CEV) children and adults to self isolate on advise by GP – staff will work from home where possible. If a family member is CEV, the pupil/adult may still attend school. 4. If a staff member lives with an identified clinically extremely vulnerable person or is clinically extremely vulnerable themselves (and has a DFE/NHS letter stating this) and has concerns returning to work, they will be offered an individual risk assessment to be put in place. 5. Should factors affect the safe provision for children at Byfleet, the school and governors will reserve the right to review the arrangements and make immediate recommendations resulting in rapid changes if necessary, which may include a return to Home Learning or Blended Learning e.g. rotas involving a mixture of onsite lessons and home learning. 6. All the children will be part of a ‘Bubble’. Children will not be allowed to mingle with other children from outside their Bubble within the week. 7. Children sit facing forwards in their classrooms, sitting side by side rather than face to face or side on. Unnecessary furniture to be removed from classroom and surfaces kept clutter free to ease high-level of cleaning and to free up space for social distancing. 8. Each Bubble may receive support from intervention staff as needed, following the advised 2 metres distance or 15 minutes time limit. Staff delivering interventions across Bubbles are asked to do so in areas outside of the Bubble’s classrooms where possible. On occasions, a staff member may need to enter one of the class group Bubbles despite not having a 48 hour non-contact time. 9. All attempts to avoid close face to face contact initiated and minimise time spent within 1 m of anyone. 10. Should staffing ratios become impacted by external reasons e.g. illness, parents will be contacted immediately in order to make arrangements for the care of their children. Learning will be signposted where possible to use Google classroom, as per the school’s Contingency Remote Learning Policy. 11. Staff, children and parents are encouraged to walk or cycle to school instead of driving to reduce risk of close contact. 12. Internal staff, covering PPA must wash their hands thoroughly and are advised to keep a 2 metre distance from children. 13. Singing should take place in small groups of no more than 15 and where possible children should social distance, be positioned back to back, or side to side and in a well ventilated room or outside if possible. Wind instruments such as recorders must not be shared and the guidelines for singing should apply. These need to be soaked overnight in a Milton solution or washed in the dishwasher before being used again. <p><u>Coming in to school and going home</u></p>	4	<p>All staff Children</p> <p>School cleaners</p>

14. One-way system to be used when entering the school site through the double gates. Exiting the site through the single pedestrian gate. A one-way system flow from the front double gate to the playground through the single playground gate, with one way exit point through the double playground gate, through the car park.
15. When staff and children come into school, they will be required to wash their hands upon entry. They will be asked to wash and sanitise their hands frequently throughout the school day, including before and after break and lunchtime. Children and staff will be re-taught and reminded how to wash their hands thoroughly using government guidelines, video links and posters **and reminded in weekly assemblies**. Posters will be kept around the school to remind everyone of hand washing. Everyone must wash their hands for at least 20 seconds each time. Staff and children must follow the advice by the government.

<https://www.gov.uk/government/news/public-information-campaign-focuses-on-handwashing>

16. Parents are to drop their children and collect their children at their designated waiting points at their allocated time slot. If they are waiting for a sibling they need to keep a safe distance from other families **and masks to be worn on site. No loitering and follow the one-way systems on site.**

	Start Time	Collect Time
Reception	8.30	2.40
Year 1 and 2	8.35	2.45
Year 3 and 4	8.40	2.55
Year 5 and 6	8.25	3.00

Hygiene within school

17. Alcohol hand gel is in each classroom, to be used by staff only and to be kept out of reach of children. Parents can send hand sanitiser that does not contain alcohol into school in named bottle. These need to be kept on each child's desk and remain at school at the end of the day.
18. Antibacterial foam for children is located in classrooms and learning areas.
19. Staff and children are encouraged to use the paper towels. **Hand dryers may now be used.**
20. Staff and children are advised to not touch their mouth, nose and eyes.
21. Boxes of tissues need to be in places where children and adults are working and playing. **Catch it, Bin it, Kill it reinforced during weekly assemblies and body fluid waste bins to be used to dispose used tissues.**
22. Used tissues to be placed by the child in a lined and lidded **labelled bin**. Bins with double liners to be placed in each classroom, staffrooms and the hall. These need to be emptied at the end of each day.
23. Children taught to cough and sneeze into their elbow and away from the direction of other children and adults if they do not have a tissue. They must be asked to wash their hands after they have coughed or sneezed. **This is reinforced during weekly assemblies.**

		<p>24. Only one adult to drop off and pick up a child or children who live together.</p> <p>25. In the dinner hall, all staff working directly with the children will wear face shields and wear protective gloves as of 15th October 2020.</p> <p>26. When food is cut up for children who are sitting eating their lunch, an adult is to stand behind the child, move the plate to the side of the child to avoid leaning over the child.</p> <p><u>Objects in school</u></p> <p>27. Cloakrooms will not be used. Children will keep their coats/jackets on the back of their chairs.</p> <p><u>Moving around the school and use of the different areas</u></p> <p>28. Playtimes, walking in corridors, drop off/pick up times are staggered to avoid groups of children and adults being in close proximity.</p> <p>29. Lunchtimes and break times are staggered to ensure Bubbles are not mixing and children have sufficient space to play.</p> <p>30. Playtimes, working outside, hall use, taking smaller groups into different areas to work and other areas of the school to be timetabled for groups of children. Social distancing will be encouraged and the same children and the same adult working in the same area as far as is possible (i.e. corridors can be used for reading with a small group but keeping to the same area for the same child and adult is recommended and to be wiped down after use and between uses).</p> <p>31. Children are supervised throughout the day, therefore children cannot be in the corridors unsupervised, including going to the toilet. Only one pupil to enter the toilets at the same time; up to four may enter if within the same Bubble.</p> <p>32. The playground/field is zoned off into sections for each Bubble to remain in during their mid-morning play and lunchtime play. Each zone will be 2 metres away from the next zone.</p> <p>33. Corridors have 2-metre signs on the floor to encourage staff and children to keep a distance of 2 metre.</p> <p>34. Corridors have a two-way system in place which is marked out by arrows and children will wait for another to pass before crossing.</p> <p>35. Children need to be accompanied by an adult to go to the toilet to ensure good hand washing and social distancing with others in the corridors and toilets, where possible. Use the classroom phones, walkie-talkies or other adults to send messages. When PPA in place and no additional adults available to accompany to the toilets, walkie-talkie to be used by PPA teacher to contact support staff within the same Bubble to assist.</p> <p>36. Staff rooms will be limited to 6 members of staff + 1 member in the prep area. Staff must use their judgement on whether a room is too full for them to keep a safe distance, moving to another room if necessary. Only 6 seats available in the staff room. The school office is limited to 5 members of staff; contact to be kept to a minimum and carried out via the internal window opening.</p> <p>37. Playground equipment to be wiped down after use prior to being put away. It must be cleaned by an adult between uses of children.</p> <p>38. Sprays and cloths to be available to all staff to wipe equipment after use.</p> <p>39. Milk will be collected by Site Manager from the front door each morning and they will wipe it down and place it in the fridge in the office. The TA from each class of the children who have milk needs to come to collect the milk, ensuring</p>	
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		<p>that they keep the social distancing rules in place. Children take the milk directly from the tray/ table themselves. Children need to open/put the straws in themselves.</p> <p>40. If sports equipment is used during lessons, it needs to be cleaned before and after use to enable class Bubbles to participate in shared game activities. Staff to take their class spray and cloths to the PE area with them. Children are not allowed into the PE shed, equipment must be collected and returned by a member of staff. Out-of-school activities (including wraparound care) may continue to operate if their primary purpose is providing registered childcare, or where they are offering other childcare activities, where this is reasonably necessary to enable parents to: work or search for work undertake training or education.</p> <p>41. Lessons taken inside are planned to minimise movement of the children and adults within an enclosed area.</p> <p><u>Medical equipment</u></p> <p>42. Each class will have their own medical bag which the TA will take out at break time and lunchtime and will be stored centrally in The Hive. The bag will contain:</p> <ul style="list-style-type: none"> - basic medical kit - medication, asthma pumps, Epi Pens etc. for individual children within that group - nappy sacks (to place the used kitchen paper in and then dispose of in the class' lidded tissue bin) - disposable gloves - disposable aprons (for treating suspected corona cases) - disposable mask (for treating suspected corona cases) <p>43. Basic first aid to be administered by the TAs in class/playground etc. to avoid sending pupils to the office. Where a member of the office first aid team is required, walkie-talkies to be used to inform, where office staff member will administer first aid away from the school office.</p> <p>44. Regular medical checks (sugar-level readings, enzyme testing) to be carried out in the assigned ELSA room, away from the main office.</p> <p>45. Where possible, comfort a child from afar with words. There may be a situation where an adult feels the need to comfort a child physically. The adult must ensure that they keep this to a minimum; keep their face away from the child and wash their hands afterwards.</p> <p>46. Parents are contacted to discuss the protocols of wearing facemasks if pupils come to school wearing face coverings i.e. double bagging and discarding. All adults to wear facemasks on the school premises at drop off and collection times.</p> <p><u>Visitors</u></p> <p>47. Visitors to the school will be asked to wash their hands and follow the poster which shows guidelines on safe ways to do this, supervised by a member of staff. Handsanitiser dispenser and poster displayed in main school foyer for all staff and visitors to use before entering the school.</p> <p>48. Parent volunteers will discontinue until further notice. All visitors deemed non-essential may not enter the main school building or come into school. All such visitors are discouraged.</p> <p>49. Visitors and workmen are discouraged from coming on site/in the building during the school day.</p>		
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		<p>58. A separate bathroom is used for children awaiting collection, and must be cleaned and disinfected and a deep clean carried out before used by anyone else.</p> <p>59. Staff in school must follow the government guidelines given on the government site https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection if they are experiencing the signs and symptoms of coronavirus. Inform the Headteacher or member of the Senior Leadership Team or SBM immediately and follow the school procedures for sickness absence. Staff are now able to self-refer themselves for testing, either via a drive through test or a home testing kit – the aim of this is to find out if they have COVID. If negative, staff can return to work when they deem themselves to be sufficiently well. If the results are positive, you will need to isolate for 10 days and members of your household for 14 days. This is not an anti-body test so it could be negative and then a staff member could get COVID-19 at a later date.</p> <p>60. In the event that demand for the testing exceeds national or local capacity, and testing for symptomatic school staff or pupils is delayed, the school will implement the current policy on self-isolation in line with public health guidance. This means that symptomatic staff or pupils will be asked to self-isolate in their homes for 10 days and 14 days for household members.</p> <p>61. School will contact the local Health Protection Team immediately if a positive result to a COVID-19 test becomes apparent. The health protection team will give the school actions they need to take and send home those people who have been in close contact with the person who tested as positive, advising them to self-isolate for 14 days. This is likely to result in the whole school being sent home if two or more individuals have a positive test result at any one time. Close contact means face to face with the infected individual for any length of time within a metre or has been between 1 and 2 metres for longer than 15 minutes. The school keeps timetables of staff and pupil movement as a record of who has been in contact with who.</p> <p>62. As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England’s local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take.</p> <p>63. The self-referral system for an antigen test can be found here: https://self-referral.test-for-coronavirus.service.gov.uk/</p> <p>64. Personal Protective Equipment (PPE) to be provided in each classroom and area of the school that has or may have children or adults in at any point, including the front entrance, the office, medical room, staff offices (head, deputy, inclusion), halls, and outside areas. Regular stocktake of PPE in allocated areas is carried out by FC, and logged as an appendix on this RA. Staff who use PPE are to replenish stock that has been used via the office. These to be used if a child or an adult show signs or symptoms of Coronavirus (headache, high temperature, coughing, generally unwell). PPE Pack to include: - Disposable gloves for examining or treating children or adults in school or exposure to bodily fluids and chemicals (such as detergents); also to be used when working around equipment or objects that may be contaminated. They must be changed for a new pair after each episode or change of child. - Loose-fitting surgical masks for pupils and adults in school who show symptoms of Coronavirus. These must be used immediately, whilst ensuring if they are a child they are taken to a different room, monitored from a distance until the parent has been contacted and makes arrangements for their child to be collected.</p>	
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- Disposable plastic aprons to be used when examining or treating children or staff in school, or to protect clothing from chemicals such as detergents; also to be used when working around equipment or objects that may be contaminated. Aprons must be changed for a new one after each episode or when dealing with a new child.

Guidelines to donning and doffing are followed: file:///S:/Office/Covid%2019/2020%20-%2021/PHE_quick_guide_to_donning_doffing_PPE_standard_health_and_social_care_settings.pdf

65. PPE may also be used as part of a child's intimate care plan where this is a new procedure or has been in place prior to Covid.
66. The EEEA has provided cotton face masks to wear when travelling to or from work. Our schools has been donated masks by a kind member of staff. These must be washed at 60 degrees. All staff have been offered a mask. It is not
67. Staff must be vigilant and report concerns about a child's or an adult's symptoms to a member of the SLT. If a child becomes ill in school the flow chart on Appendix 1 must be followed. Please note that the medical room must be used and the child supervised through the glass with a member of staff positioned outside the door.
68. Children and staff showing symptoms must come into contact with as few members of staff as possible.
69. Children and staff showing symptoms must use the disabled toilet which will then be closed off until a deep clean has taken place.
70. The Administration of Medication Policy must be followed.
71. When a child or staff member has shown symptoms, areas and static equipment and furniture of the school that have been used by the child/adult must be closed off for 48 hours and a deep clean arranged to take place immediately after the 48 hours has lapsed. This means that the medical room will be closed off. If another child shows signs of Coronavirus, the sensory will be used and the child supervised through the glass by an adult on the outside of the door.
72. When a child or staff member has shown symptoms, any items of school equipment (eg. toys, books, writing utensils, cutlery etc.) that have been used by the child/adult should be disinfected/ sanitised so far as possible.
73. Children and their household will have access to testing if they display symptoms of coronavirus and are eligible to attend school. To access testing, parents will need to contact the 111 service either online or by calling. Parents will be made aware of this service by email. Where the child, or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. Where the child or staff member within a Bubble tests positive, the rest of the Bubble should be sent home and advised to isolate for 14 days. In some cases, a larger number of other children and adults may be asked to self-isolate at home as a precautionary measure. The other household members of the wider Bubble do not need to isolate unless the child or staff member they live with develops symptoms. Current guidance is that if two or more cases are confirmed through a positive test result within 14 days or there is an increase of confirmed cases in school, the school will be required to close to children and parents.
74. 999 will be called if serious symptoms are being demonstrated.
75. If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves or the child subsequently tests positive. PPE equipment must be worn when supporting a child or an adult with symptoms. **However, advice from the PHE's local Health Protection Team may result in certain individuals requested to go home and self-isolate for 14 days**
76. Adults supporting a sick child should wash their hands thoroughly for 20 seconds after any contact.

			<p>77. Cleaning the affected area with household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p> <p>78. Waste from possible cases and cleaning of areas where possible cases will be put in a plastic rubbish bag and tied – double bagging. The bag will be placed in a second bin bag and tied. This bag must then be stored away from adults and children and will not be put into communal waste until a negative test results or it has been stored for 72 hours. It can then be placed in the communal rubbish.</p> <p>79. Staff must check the NHS website regularly to look for updates and apply this to their practice.</p> <p>80. Relevant information will be sent to parents on updates on coronavirus regularly regarding the signs and symptoms, and how they need to respond, including if a member of their family is experiencing signs and symptoms. If a child/adult in school are living with someone who is showing signs, they will be required to take a test using the website https://www.nhs.uk/ask-for-a-coronavirus-test.</p> <p>81. Names of children, staff and parents who have had or are having coronavirus symptoms will be kept confidential.</p> <p><u>Testing for COVID-19</u></p> <p>82. We will issue test kits, however these are only offered in exceptional circumstances to individuals (pupils, teachers and staff) who:</p> <ul style="list-style-type: none"> • Have developed symptoms while at school, and • We believe they may have barriers to accessing a test elsewhere • We believe that if we sent the individual home without a kit, they would not receive a test at all. If the individual is under 18 this kit should be given to their parent or carer. <p><u>Policies and training to support keeping safe from COVID-19</u></p> <p>83. The school has an Infectious Disease Policy, Health and Safety Policy, First Aid Policy which reflect the procedures for COVID-19 which it follows and is available on the school’s website and the Staff drive.</p> <p>84. All staff have regard to legalisation to the</p> <ul style="list-style-type: none"> - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 through this link https://www.oshcr.org/riddor-reporting-of-injuries-diseases-and-dangerous-occurrences-regulations/ - The Health Protection (Notification) Regulations 2010 through this link http://www.legislation.gov.uk/uksi/2010/659/contents/made - Public Health England (PHE) (2017) Health Protection in schools and other childcare facilities’ through this link https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities <p>85. The school community is aware of and is requested to consult the Stay at Home guidance available on https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>86. All staff have completed the Virtual Colleges ‘An Introduction to Infection Prevention and Control’ online course.</p> <p>87. Follow the school’s COVID Behaviour Policy and updated Behaviour Addendum until further notice. If discipline needs to go beyond the classroom, please call the Headteacher or Deputy immediately.</p>		
2	Children/staff will transmit infection to the home	6	<p>1. Out-of-school activities (including wraparound care) may continue to operate if their primary purpose is providing registered childcare, or where they are offering other childcare activities, where this is reasonably necessary to enable parents to: work or search for work, undertake training or education or for respite for vulnerable children/families.</p>	4	All staff Parents children

	<p>environment from school or vice versa</p> <p><u>Who may be harmed:</u> Family members including those who are vulnerable</p> <p>Children Staff Others</p>		<ol style="list-style-type: none"> 2. Children will also wash their hands before leaving school at the end of the day. 2 additional handwashing facilities have been installed to assist this. 3. Children should bring their own named water bottle which needs to be sent home and cleaned each night. Only the child whose name is on the bottle should handle the bottle, including collecting and filling it in school. Children can also bring in their own named hand sanitiser, which needs to stay in school; a coat or jacket, which needs to be hung on the back of their chair when they are not wearing it or kept in their personal allocated locker for Year 4 – 6. Lunch (if they are not having a school lunch) needs to be in a named container and kept on a trolley in the outside area. 4. Children and adults will be asked to not touch items belonging to other children and adults or place their items touching those of others. This will be emphasised regularly by all staff, as part of our Golden Rules and also in assemblies. 5. Children will take a book pack home in a plastic wallet on Monday and return it every day. They will take their reading book and running record out and leave it on their desk. They can have a reading book that the teacher provides them and once this is finished, it is wiped down and left aside for 48 hours before returning to the books shelf. Children are not to collect books themselves but placed on the child’s desk (after being wiped) by an adult at the beginning of the day. 6. Children will wear school uniform except on the days they are doing PE. 7. Only essential items outlined above are brought into school – birthday party treats, toys etc. are not permitted. 8. Items used by pupils, assigned by the school, such as wobble cushions, putty etc. needs to stay with the children their desk and not touched by other children. These are named. 9. Use of public transport is discouraged and a log kept. Face covering/masks are to be worn if using public transport or a taxi. 10. Parents are advised to limit the number of different out-of-school stting providers they access, as far as possible and seek assurance that the providers are carefully considering protective measures. 11. Pupils work books are kept in school with minimal marking taking place, where teachers are required to carry out formative assessment using quizzes, self-assessment etc. 		
3	<p>Infection may be transmitted via the physical school environment</p> <p><u>Who may be harmed:</u> Children Staff Family members others</p>	6	<ol style="list-style-type: none"> 1. The school to be kept sterile by the cleaners, and objects and surfaces to be frequently wiped using the wipes and sprays provided by the school. Staff to clean the staff toilets before and after their use. Alcohol hand gel is available in all adult toilets. Children are encouraged to bring their own hand gel to school in a named bottle, which only they can touch. Anti-bacterial soap is available to all children in the toilet area and children are encouraged to use this. Children’s toilets to be cleaned at lunchtime and are staffed during all lunch and playtimes by a member of staff. 2. The cleaning standard is monitored by the SBM, who also arranges enhanced cleaning to be undertaken. 3. Items that are not possible to be cleaned throughout the day, such as soft toys and small intricate toys with small components will be removed from the classroom. Other items such as dressing up clothes, aprons, soft furnishings will be washed after each use daily. See separate EYFS risk assessment. 4. The library is closed to use as a library as it is not possible to keep books clean. It will be used as a groups room for one bubble. Similarly, all intervention spaces have been allocated to specific bubbles only and no cross over during the school is permitted. Each area is wiped down, including chairs by the adult, after use. 5. Doors and windows to outside areas need to be kept open to encourage good ventilation, when not too cold to do so. All internal classroom doors to be kept open to improve ventilation. All communal windows, where possible are to be opened from the start of the day. Class room staff will use their judgement to balance the need for good ventilation whilst ensuring the comfort of those in class. Outdoor sports should be prioritised where possible, and large indoor 	4	<p>School cleaners</p> <p>Staff</p> <p>Children</p> <p>Parents</p>

spaces used where it is not, 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.

6. When a child requires a change of clothes (soiling or accidents), their soiled clothes will be double-bagged and sent home. The change of clothes provided by the school is not to be returned. Spare clothing is kept in the classroom cupboard.
7. Internal doors and windows to be kept open to avoid them being touched too often.
8. Each child to have their own desk and equipment on their desk. They use this desk and equipment only to avoid contamination through sharing of items. Children should not be encouraged to leave their seat so all equipment needs to be placed on a tray on their desk.
9. Staff and children to use their own whiteboard, visualisers, own book, large paper etc, using initiative to keep a distance
10. Pupils and teachers can take books and other shared resources home if this is essential, for instance reading books. These items need to be cleaned before and after travelling from school or home (or left untouched for 48 hours) and vice versa.
11. At the end of each day, the tables will be cleaned by an adult. Adults in the classroom to wipe down other areas in the classroom as appropriate.
12. Small equipment/maths equipment like counters etc. to be left in a Milton bath overnight and then drained and put on paper towels to dry.
13. Lunches will be in disposable take-out style boxes with disposable cutlery. Reception, Year 1 and Year 2 will eat in the hall spaced out and facing forward. Years 3-6 will eat in their classroom. Each group's TA will collect the group's lunches, which will be sealed and on a tray, from the kitchen. TAs will support at lunchtime as usual, taking their break at an agreed time if they are working in school all day. TA's will cover Teachers lunches and Teachers will cover TA's lunches as per the arranged timetable.
14. Drinking fountains are out of use.
15. Areas in which children and adults are spending time, need to have easy access to sterile wipes. Staff need to take these with them when they move around the school with children to wipe objects and surfaces. Also provided is disinfectant spray and cloths for the purpose of wiping door handles, chairs, objects, etc.
16. Children to have their own equipment for instance, pens, pencils, books. However, school resources, such as books and games, can be used and shared within a Bubble if it contributes to the children's education or wellbeing, however this is kept to a minimum.
17. Resources that are shared across Bubbles, need to be wiped before and after use or left for 48 hours between Bubble uses.
18. Children should work in as small groups as possible with the adult remaining a social distance of 2 metres or keeping to a maximum of 15 minutes for each intervention.
19. Children should work/play outside as often as this is possible
20. Children should know to use only the designated toilets and an adult accompanies them. Only one pupil to enter the toilet at any given time unless they are in the same bubble. A maximum of 4 pupils per bubble permitted into the toilets.
21. Children should be encouraged to observe social distancing and adults reinforce the visual reminders around school (arrows, one way systems) regularly and through assembly messages.

			<p>22. Broken or missing items that make cleaning surfaces, objects and washing hands difficult (for instance, no wipes, no liquid soap, no paper towels) needs to be reported to a member of SLT who will make arrangements for these to be fixed/replaced.</p> <p>23. Each class needs anti-bacterial spray, kitchen towels, adult alcohol hand gel, boxes of tissues, a medical kit containing PPE and paper towels. It is the responsibility of the teacher and the learning support assistants in the classroom to ensure these are in good working order and replenished sufficiently by informing the office via the school telephone. No bars of soap to be used. FC to monitor PPE stock in classrooms and assigned area and log on this risk assessment.</p> <p>24. Windows and external doors must be kept open as far as is possible, whilst maintaining a comfortable learning environment for ventilation to flow. Top windows are encouraged as these allow better air flow. Thermometers in classrooms to monitor comfortable temperature between 18 – 19C. All windows must be opened and left open at the end of the day. These will be closed by the teachers at the end of the day and checked by the caretaker.</p> <p>25. Teachers to reduce contact with pupil books, allowing pupil marking where possible for feedback. Adult live marking to take place during lesson times.</p> <p>26. Staff to discourage movement with a class; staff need to provide as many resources as possible on each child’s desk. Smart Sacks introduced in year 1 – 4 to store personal educational items and waterbottles to free up space on tables.</p> <p>27. Lunch is eaten in the classroom from Year 3 – 6 and in the hall for Reception, Year 1-2. The children sit side by side and forward facing, maximum of 3 children to a 6-seater table in the hall.</p>		
4	<p>Infection may be transmitted via the physical school environment in the Early Years (Reception and Nursery)</p> <p><u>Who may be harmed:</u> Children Staff Family members others</p>	6	<p>In the Early Years we will also follow the additional Government Guidance published on 7th September 2020 ‘Actions for early years and childcare providers during the Coronavirus (COVIS-19) outbreak</p> <p>In EYFS we will follow the control measures above and consider the following points relevant to EY aged children.</p> <ol style="list-style-type: none"> 1. Children will be kept in one bubble class and have separate staggered start and end of day times. Playtime and lunch time is restricted to their bubble. EYFS will use their own area within school. 2. We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group. 3. In EYFS it is not expected that children and staff within their group will keep 2 metres apart but by following guidelines we will be able to keep contact between groups to an absolute minimum and stay away from other groups in school. 4. Items that are not possible to be cleaned throughout the day, such as soft toys, puzzles and small intricate toys with small components will be removed from the classroom. Other items such as dressing up clothes, aprons, easily cleaned soft furnishings will be washed after each use daily. 5. EYFS activities will be planned to allow for resources to be quarantined for 48 hours between uses, such as dressing up clothes and construction toys. 6. Playdough is provided in individual named containers on a set day and is not shared. It is discarded after use. 7. There will be no sand play outside as this is hard to clean thoroughly. 8. As far as possible sharing of resources within the group will be limited e.g. each child will have their own pot of playdough. Pencils, pens, painting resources will be wiped down regularly throughout the day. 9. Children will be encouraged to play at different areas in the classroom to minimise contact between children and staff and the use of the outdoor area will be encouraged where possible. 10. Resources that are shared within the group will be thoroughly cleaned at the end of the day. These resources will not be shared between groups. 11. Children will wash hands at regular intervals throughout the day and in-between activities. 	4	

			<p>12. Sanitiser station to be set up outside in playground.</p> <p>13. Children with complex needs will be supported with handwashing.</p> <p>14. 'Catch it, kill it, bin it' encouraged with tissue bins and tissues in allocated areas.</p> <p>15. Windows and doors to be open to increase ventilation.</p> <p>16. Different groups don't need to be allocated their own toilets, but toilets will need to be cleaned regularly and children must be encouraged to clean their hands thoroughly after using the toilet</p> <p>We will plan to use the outdoor space as much as possible, cleaning outdoor equipment and toys at the end of the day and not sharing between different groups.</p>		