



Northborough Primary School

RISK ASSESSMENT



Educational Setting	Northborough Primary School
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	July 2020
Review Date	September 2020

Revision / updated (Date)	Amendments highlighted	Signed
7 th September 2020		SMallott
25 th September 2020		SMallott
12 th October 2020		SMallott
2 nd November 2020		SMallott
18 th November 2020		SMallott
3 rd January 2021		SMallott
January 2021 closure revisions removed (archived)		
1 st March 2021	Revision – Reopening 8 th March	SMallott
23 rd April 2021	CEV update	SMallott
26 th April 2021	Update	SMallott
June 2021	Update	SMallott

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Prevention Spread of Covid in school across groups Closure of groups and possibly school	Pupils and Staff	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 Additional isolation rooms created - Sensory room and intervention room. 2. clean hands thoroughly more often than usual	2. Ensure sufficient stocks of soap, paper towels and/or	SLT Head Caretaker	3/4 th Sept 3/4 th Sept Ongoing	Done



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		<p>There are wash basins available for each group but very limited on numbers. Hand sanitizer required to ensure all children have clean hands at key times of the day. (see curriculum timeables)</p> <p>3. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p> <p>4. introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p> <p>5. minimise contact between individuals and maintain social distancing wherever possible</p> <p>Training day and shared RA to all staff, ensuring they are fully briefed on the expectations in class settings, outdoors</p> <p>6. where necessary, wear appropriate personal protective equipment (PPE)</p> <p>7.</p>	<p>hand sanitizer available in all required locations.</p> <p>3. Ensure there are sufficient stocks of tissues and disposal bins available for all classrooms.</p> <p>4. Ensure Beeby's are made aware of sufficient stocks of suitable cleaning products available and is there sufficient capacity to do the cleaning tasks</p> <p>5. Refresh RA on Training day and shared RA to all staff, ensuring they are fully briefed on the expectations in class settings, outdoors and in staff rooms, etc.</p> <p>6. Ensure sufficient stocks available in the locations it is likely to be needed.</p>	<p>All staff Class teachers/ TA's</p> <p>Caretaker</p> <p>Caretaker / office staff</p> <p>Head and SLT</p> <p>Caretaker</p>	<p>Timetable before 7th Sept</p> <p>Ongoing</p> <p>Ongoing</p> <p>3/4th Sept 4th Jan 2021</p> <p>Ongoing</p>	<p>Done</p> <p>Done</p>



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		<p>Ensure good ventilation in each classroom at all times</p> <p>8. Toilets will not necessarily be allocated to specific groups. Encourage effective handwashing. To minimise infection school to continue to adopt year group toilets during lesson time, playtime children are able to access Year 3 / 4 toilets.</p> <p>LFT testing in school twice a week – The vast majority of staff are signed up for regular testing. – See LFT Risk assessment</p> <p>CEV staff and pupils to be in a well ventilated area, near a window or door. Minimise close contact (within 2m) wherever possible</p>	<p>Afternoon Y6 register monitors reinstated, as risk to pupils and groups dropping registers off to the classroom door are low.</p>	<p>Head/ Class teachers</p> <p>Head</p> <p>All staff</p>	<p>Email to staff</p> <p>WC 25th Jan</p> <p>April 2021</p>	<p>Done</p> <p>Done and ongoing</p> <p>Ongoing</p>
Response to any infection	Pupils and staff infected	<p>9. engage with the NHS Test and Trace process</p> <p>10. manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>11. contain any outbreak by following local health protection team advice</p>	7. Staff update on training 4 th Jan 2021 all staff	Head	4 th Jan 2021	



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Contingency planning for a further outbreak	Lack of continuity for remote learning for pupils and staff	<ul style="list-style-type: none"> In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will need a contingency plan for this eventuality. Schools Remote learning Protocol shared with staff and on website Oct 2020 		SLT	Oct 2020	Done
Social Distancing in school	Pupils and staff infected	<ul style="list-style-type: none"> Minimise contact between individuals and maintain social distancing wherever possible The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. Year group bubbles implemented e.g. EYFS, Year 1 etc. All parents on site to wear a face covering at drop off and collection from 3/11/20 Year group bubbles will be implemented e.g. EYFS, Year 1 etc. Due to good access and egress on site (three entry/exit points)- The school will 	<p>Face coverings to be worn where social distancing cannot be maintained by adults. E.g. corridors and communal areas</p>	<p>SLT All staff</p> <p>All staff</p>	<p>3rd Sept</p> <p>Ongoing</p> <p>8th March</p>	<p>Done</p> <p>Ongoing</p>



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		<p>operate free flow entry to school 9am to 9:15, registration by no later than 9:20.</p> <ul style="list-style-type: none"> • End of the day collection at 3:30 with gates opening at 3:15pm to allow for staggered entry. • Parents to stand 2m away from classdoors and maintain social distancing on the playground. • Year 5/6 cloakroom stagger access Year 5 to wait in class for year 6 to access first. • Groupings - Pupil Numbers <p>Class numbers: EYFS: 21 Year 1: 26 Year 2: 29 Year 3: 30 Year 4: 29 Year 5: 31 Year 6: 29</p> <ul style="list-style-type: none"> • Minimise contact between (year) groups. Staggered start, break and lunch times. • Groups passing in corridor and accessing communal areas 'low risk' 	Year 4 class to use Y3/4 cloakroom door	Year 4	8th March	Ongoing



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		<ul style="list-style-type: none"> Teacher to have, as practicalble as possible, a dedicated 'workzone' ensuring 2m social distance from class group. Teacher to minimise contact with pupils: Avoid face-to-face contact / working to the side. Avoid contact longer than 15 minutes within a 1m 'Workzone' of pupil, at the front of the classroom. No collective worship / assembly / mass gathering of groups together - this will be done daily via a zoom video link between classes. (school will operate 1:1 rota for groups in hall) PE for Year 5 and 6 Girls / boys changing to utilize 'Kims' room teacher to monitor both rooms from hall. Assemblies - Hall to only have one group on rotation (with teacher lead) each day with zoom link to other classes. Classes to eat lunch (cold option) in classroom or outside if weather is good. (See timetable rota) 				



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		<ul style="list-style-type: none"> Staff must ensure they have minimum contact between peripatetic (no singing or wind instruments) RA required, Supply teachers and sports coaches. Children can sit two to a table. Staff can mix between bubbles. However, movement needs to be 'essential travel' only and ensuring minimum contact and social distancing of 2m where possible. Staff meetings in the hall (windows open) ensuring 2m+ distancing. <p>CEV staff and pupils to reduce contact (as much as practicably possible) and social distance. Pupils to sit with same peers as much as practicably possible to minimise daily contacts indoors.</p>		All staff	April 2021	Ongoing
School trips - Infection from other adults	Pupils and staff infected	<ul style="list-style-type: none"> Adult helpers must take a LFD test the day before / on the day of the trip. (Staff to direct helpers to the office in order to collect a test kit) Evidence of the LFD result must be logged on the school's secure staff share. The office will provide login details. 	Communication of procedure to staff and to adult helpers before any trip.	All staff Office	June 2021 ongoing	



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		<ul style="list-style-type: none"> • Adult helpers will wear masks on any form of transport and when inside working with children or school staff. • Masks can be removed if outdoors and socially distanced from others. 				
Cleaning	<p>Pupils and staff infected</p> <p>Chemicals causing side effects and adverse reaction – all bodies in building</p>	<ul style="list-style-type: none"> • The school should consult with their cleaning contractor or their in-house cleaning team to arrange a deep clean may be appropriate before staff and pupils return to school. • If informed that someone has tested positive with covid-19 then any area/room they have accessed should be secured for 72 hours then undergo a thorough clean. • COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn. • Outdoor play equipment will be out-of-bounds • More frequent cleaning procedures should be in place across the site, 		Beeby cleaners additional 5 hours / wk	ongoing	Done



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		<p>particularly in communal areas and at touch points including:</p> <ul style="list-style-type: none"> ○ Taps and washing facilities, ○ Toilet flush and seats, ○ Door handles and push plates, ○ Handrails on staircases and corridors, ○ Lift and hoist controls, ○ Machinery and equipment controls, ○ All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles, vending machines and payment devices, ○ Telephone equipment, ○ Keyboards, photocopiers and other office equipment, classroom desks and chairs. 				
Lunchtime Catering facilities	Pupils and staff infected	<ul style="list-style-type: none"> ● Consideration should be made for food service and how this will be managed and how social distancing can be achieved in the school kitchen and dining areas <ul style="list-style-type: none"> ➢ Serving food ➢ Queing ➢ Different lunch periods 	<p>Lunches no longer served from the library.</p> <p>Staggared lunchtimes ensures only a bubble at a time being served at the kitchen hatch.</p>	SLT	Autumn 2 Ongoing	Done



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		<ul style="list-style-type: none"> Lunch will be reduced to 50 minutes to enable effective staggering of groups. Preordered hot food available for all year groups. Hot serve area in library for KS2 pupils staggered bubble service. EYFS and KS1 to be served via the kitchen. Bubble groups to have their own zone e.g. Year 2 in dining hall, Year 1 and EYFS in hall separated by screens. Cutlery to be collected in bubble groups and collected at the end of service. KS2 Groups to eat lunch at tables in classrooms or outside. Midday staff to ensure 2m workzone between them and pupils. Midday supervisors can work with different groups ensuring 'workzone' Midday staff to not handle pupils food unless absolutely necessary – Sanitizing hands between pupils. Gloves to be worn during service. 				
Fire Safety	Pupils and staff not able to leave	<ul style="list-style-type: none"> Personal Emergency Evacuation Plans (PEEPs) must continue to be in place for those staff that continue to work in the school and any pupils that access the school site, which should include lifts. 		SLT/ Caretaker All staff	Ongoing	Done



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	building effectively	<ul style="list-style-type: none"> Ensure all emergency escape routes / doors are fully operational and kept clear. Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point. Fire Drill WC 21st Sept – Existing procedure adequate Year 4 to exit via Y3/4 main doors to reduce pinch point outside/ minimise class mixing 	Fire Drill Required in first two weeks from 8th March	Head	WC 8 TH or WC 15 TH March	
Access/Egress of school building	Pupils and staff infected	<ul style="list-style-type: none"> One way traffic through external doors to avoid face to face passing to be clearly marked, consider use of markings. Where possible, these can be propped open to reduce the need for touch (fire protection measures must be adhered to). Wipes and sanitiser available at both sides of doors. Increased cleaning of handles and touch plates. Allocated drop off and collection times School arrival arrangement reduce congestion. – Due to good access to site no staggered start or end times required. 		SLT	Approved at Gobs July 2020	Done



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		<ul style="list-style-type: none"> – Free flow start time extending morning 5 mins earlier. 9:00am • Priority must be given to disabled users and those identified as having health related issues. • Provide relevant guidance to parents on drop off and pick up arrangements. – Parent pay messages. 				
First Aid	Pupils and staff infected	<ul style="list-style-type: none"> • Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid or paediatric first aid provided. Access to first aid facilities is maintained and the school suitably stocked with first aid sundries. • Staff or pupils with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required. • Review of the First Aid policy to include consideration of the risk of infection of covid-19. 	<ul style="list-style-type: none"> • Review the contact between first aider and pupil. • All pupils to be reviewed by a qualified first aider. • Minor injuries/grazes can be supported by staff in that bubble, following review by qualified first aider. Minimising contact by first aider crossing bubbles. 	First aiders All staff	Jan 2021	



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Waste	Pupils and staff infected	<ul style="list-style-type: none"> Relocate waste bins to key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely Bins should be emptied daily. Staff handling waste need to wear protective gloves and or wash hands immediately after carrying out this activity. 		All staff	Ongoing	Done
Break/Lunch times	Pupils and staff infected – cross group infection	<ul style="list-style-type: none"> The school will stagger breaks/lunchtimes to achieve the social distancing. Dedicated zones on school grounds to minimise contact between bubbles. Utilizing the deeper orchard 		SLT All staff	Sept2020 Ongoing	Done
Staff/Pupils within the shielded group	Staff infected	<ul style="list-style-type: none"> Any member of staff or pupil that is within the Clinically extremely vulnerable group must have a risk assessment undertaken that includes how social distancing will be maintained in a Covid-19 safe workplace. Staff/pupils that meet the criteria as clinically vulnerable people e.g. diabetics, those who are pregnant, should have a risk assessment completed to identify any 	<p>Tier 4 category requires CEV staff to shield and work from home.</p> <p>Shielding has now lifted.</p> <p>CEV staff to continue to shield till 31st March 2021.</p>	<p>Head</p> <p>Head</p>	<p>Complete and agreed before 3rd Sept</p> <p>Ongoing review</p> <p>April 2021</p>	Done



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		suitable control measures that must be in place before returning to work/school.	Review and refresh individual RA for CV and CEV staff before 8th March.		March 8th when shielding is removed	
Contractors and agency staff		<ul style="list-style-type: none"> All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19. All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. Agency staff to wear a face covering when in school and can remove covering if meeting in a well ventilated room keeping a distance of more than 2m with staff. 		Office staff / caretaker and SLT	Ongoing	Done
Property Compliance	Risk of harm to staff and pupils	<ul style="list-style-type: none"> The school has ensured that relevant property statutory compliance checks have been completed and records updated. Daily and weekly checks have been reinstated and pre-opening checklist completed. 	<ul style="list-style-type: none"> All serious property concerns have been raised with the schools Property Management Adviser and appropriate steps are in place to ensure the safety of all building occupants. 		Ongoing	



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Hygiene	Pupils and staff infected	<ul style="list-style-type: none"> The school has a suitable supply of soap and access to warm water for washing hands. Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets. Group curriculum timetables to include handwashing times/ good hygiene procedures. Hand hygiene – soap and water and controlled use of hand sanitizers (adult administered – to ensure no ingestion) 'Catch it, bin it, kill it' messages communicated and advocated throughout the school to all groups. 'No contact/touching' rule in school for both pupils to pupils and teachers to pupils and vice versa. First aid an exception (see first aid section) Pupil's desks to be forward facing towards teachers 'workzone'. KS2 Pupils must avoid getting out of their seat unless necessary. 			Ongoing	Done
					Sept 2020	



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Accident reporting Covid-19 incidents	Pupils and staff infected	<ul style="list-style-type: none"> The Health & Safety Executive have recently updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity. For further advice and guidance you should contact your competent Health & Safety Adviser. 				
Administrative Staff	Staff infected	<ul style="list-style-type: none"> Office to be occupied by one admin staff member only, due to space available. PPA room to be used Where possible to remote work from home. 		Head Admin team	Ongoing	
Personal Protective Equipment	Staff infected – due to lack of preparation and using PPE effectively	<ul style="list-style-type: none"> Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution. Where close proximity working (school Site Team) is required for longer than 15 minutes, assess the need to issue employees with appropriate Personal Protective Equipment. 	Refresh of procedure to document donning and doffing PPE – Video tutorial – 1 st week of September	Head	3/ 4 th Sept	Done



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		<ul style="list-style-type: none"> Re-usable PPE should be thoroughly cleaned after use and not shared between staff. Intimate care work – key 1:1 staff will wear a mask, apron and gloves 				
Behaviour	Pupils and staff infected	<ul style="list-style-type: none"> Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls. School will carry out inductions to inform staff and pupils of the changes. Encourage staff to cooperate with government plans for contact tracing. 	Communicate behaviour annex to all staff	Head	3/4 th Sept	Done
School Staffroom	Staff infected – cross group infections	<ul style="list-style-type: none"> Arrangements should be made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. stagger lunch times for staff. Removal of seating ensures only 5 members of staff can be in the staffroom at any one time. Staggared lunchtime arrangement will reduce staff contact in the staffroom. Removal of seating ensures only 5 members of staff can be in the staffroom at any one time. Windows to be open to ensure adequate ventilation. 		SLT Head	7 th Sept Ongoing	Done



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Infection Control	Staff Pupils Handwashing	<ul style="list-style-type: none"> Staff and pupils have access at all times to water and soap for hand washing. Removal of shared items eg. utensils 		Caretaker All staff	Ongoing	
Lack of staff	Pupils	<ul style="list-style-type: none"> Assessment of availability of staff for all activities during the school day, including break and lunchtimes The extent to which existing planning, schemes of work will need to be adapted 	See Timetable rotas for break and lunchtime arrangement.			Done
Increased risk of transmission	Staff and Pupils social distancing	<ul style="list-style-type: none"> Ensure availability of staff is adequate Ensure that social distancing measures can be maintained at all times Review activities that can be carried out The behaviour policy is reviewed to take into account COVID-19, to include exclusion for pupils who deliberately put others at risk (e.g. coughing, or spitting at others) and pupils who will not (as opposed to cannot) comply with social distancing. Pupils are prohibited from bringing any equipment into the school. They should be provided with all necessary equipment in school for the activities they are undertaking, with arrangements included 		All staff	3 rd Sept Ongoing	Done



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		<p>in the planning for it to be sanitised daily. No equipment should be taken home.</p> <ul style="list-style-type: none"> • Pupils to start with new set of stationary from EYFS to Y6 – not to be shared. • Equipment that needs to be shared between bubbles needs 48 hours or (72 hours if plastic) or sterilised in Milton before exchanging groups. • Pupils to only bring in ESSENTAIL equipment, eg school bag, coat, pe shoes. Hats and gloves not essential. (Concern over lost property and mixing of non-essential equipment between groups. • Reading books, Textbooks, workbooks can be shared within the group (48 hours break between groups).e.g. over a weekend. • Teachers can take home Reading books, Textbooks, workbooks for marking and 				



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		<p>review. – Hand hygiene required after handling equipment.</p> <ul style="list-style-type: none"> • Play/sports equipment, must be cleaned before other groups access the equipment. • Cloakrooms to have bags and coats – stagger pupils collecting essentials from these areas. Table pairs to have equipment together in cloakroom. • Year 5/6 Staggered cloakroom arrangements – Year 5 wait for Year 6 to access cloakroom. • Children can take books home, as long as they are not shared, whilst in a child's possession . To exchange books - They are then left for a weekend in school before giving to another pupil. You have then allowed that book to be isolated for 48hrs, if not made from plastic. Then safe to give to another pupil. 				



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Dedicated school transport, including statutory provision	Cross group infections	<p>It is important to consider:</p> <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school • use of hand sanitiser upon boarding and/or disembarking • additional cleaning of vehicles • organised queuing and boarding where possible • distancing within vehicles wherever possible • <i>the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet</i> 		Head	Sept Ongoing	Done
Learning outside the classroom (day trips, etc.)		<ul style="list-style-type: none"> • keeping children within their consistent group, and the COVID-secure measures in place at the destination • Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum. 	For more information contact Stephen Brown (Outdoor Education Adviser.)	SLT All staff	Ongoing	

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Extra-curricular activities (coaches, tutors, after school)	Pupils and staff infected	<ul style="list-style-type: none"> Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate. School to incorporate YDP risk assessment. On website Outside agency staff can work with groups across school, ensuring safe ‘workzone’ 2m between them, pupils and school staff. No touching/contact with any groups/staff. Equipment cleaned effectively between groups. 		SLT Head YDP Coach / sports lead	Before 7 th Sept Ongoing	Done
Transmission of Virus through exchanging of equipment between groups / within groups	Pupils and staff infected	<ul style="list-style-type: none"> Pupils have their own equipment – Pencil, pen, whiteboard, coloured pencils, which are not shared. From EYFS to Y6. Each pupil has a tray of resources that are not shared; KS1 includes banded books and play equipment such as lego. – Relaxation to this within group. Pupil’s school bag, coat and other cloakroom equipment to be at their table. – Cloakroom out of bounds. – Groups can have their own cloakrooms. Staggered for Year 5 and 6 due to proximity. Pupils to start with new set of stationary – not to be shared. 		All staff	3rd Sept Ongoing	Done



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		<ul style="list-style-type: none"> Equipment that needs to be shared between bubbles needs 48 hours or 72 hours if plastic or sterilised in Milton before exchanging groups. Pupils to only bring in ESSENTAIL equipment, eg school bag, coat, pe shoes. Hats and gloves not essential. (Concern over lost property and mixing of non-essential equipment between groups. Stagger cloakroom access for Year 5 and 6 at the start and end of the day. Reading books, Textbooks, workbooks can be shared within the group (48 hours break between groups). Teachers can take home Reading books, Textbooks, workbooks for marking and review. – Hand hygiene required after handling equipment. Play/sports equipment, must be cleaned before other groups access the equipment. Cloakrooms to have bags and coats – stagger pupils collecting essentials from these areas. Table pairs to have equipment together in cloakroom. Year 5/6 Staggered cloakroom arrangements – Year 5 wait for Year 6 to access cloakroom. Children can take books home, as long as they are not shared, whilst in a child's possession . To exchange books - They are then left for a weekend in school before giving to another pupil. You have then allowed that book to be isolated for 48hrs, if not made from plastic. Then safe to give to another pupil. 				



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Physical activity		<ul style="list-style-type: none"> Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene Pupils should be kept in consistent groups Sports equipment thoroughly cleaned between each use by different individual groups Contact sports to be avoided. 	For more information contact Ian Roberts (Specialist Adviser - Physical Education and School Sport)	YDP All staff	Sept / ongoing	Done
Safeguarding concerns when contacting parents and children at home.	Cause for concern raised by parent or carer/ allegation made against staff member	<ul style="list-style-type: none"> Zoom call or telephone call to parents and pupils Well-being check for targeted groups such as disadvantaged and SEND with EHCP's Personal mobile phone to hide caller ID Telephone numbers not stored on loose paper or casual notebooks Inform other staff that you are making the call Log call and notes on what has been said Ensure parent or carer is in proximity of call Wear school badge Be appropriately dressed Ensure you are not overheard – sensitive information Ensure a neutral background when videoing Updated Zoom risk assessment made available to all staff 	Refresh procedures in place with all stakeholders 1 st week September Zoom Risk assessment in place Zoom 'terms of use' for parents and pupils in place.	Head	3/4 th September	



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Signage		<ul style="list-style-type: none">What signage is provide to inform staff and pupils regarding social distancing, hand cleaning etc.	Further 'Catch it, Bin it, Kill It' signage required. PCC Covid safe signage displayed for all visitors	Caretaker /SLT	Before Sept opening	

The term 'Workzone' is ensuring that staff have or give themselves 2m distancing, as much as is practicable.

Useful Guidance

- Guidance for full opening: schools can be found [here](#)
- Managing school premises during the coronavirus (COVID-19) outbreak can be found [here](#)
- The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)
- The NASUWT has also produced a useful checklist for reopening of schools which can be found [here](#).
- CLEAPSS [Guide to doing practical work in a partially reopened school Science](#)
- CLEAPSS [Guidance for science departments returning to school after an extended period of closure](#)
- Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)
- COVID-19: guidance on supporting children and young people's mental health and wellbeing can be found [here](#)
- Actions for early years and childcare providers during the coronavirus outbreak can be found [here](#)
- Coronavirus (COVID-19): implementing protective measures in education and childcare settings can be found [here](#)
- Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) can be found [here](#)

General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices



RISK ASSESSMENT



Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

Handwashing techniques advice can be found [here](#)



RISK ASSESSMENT



Appendix A	Partial closure (Collapsed group/s) or closure
Notification to stakeholders	<p>Letter to year group/s notifying collapse of group and closure.</p> <p>Website updated with latest news.</p> <p>Tapestry and Dojo used to communicate daily learning and links with parents/pupils /class teacher</p> <p>Issue Soke Trust Letters to parents following any confirmed or possible cases of Covid-19.</p>
Remote registration procedures 'safe and well checks'	<p>List of safe and well check folder to disseminate to SLT to monitor.</p> <p>Updated list of pupils deemed as at risk – requiring checks.</p> <p>Daily registration via Tapestry or Class Dojo to ensure all children are accessing learning.</p> <p>Home school communication via teacher and pupil/parent</p> <p>Parents to phone school for any concerns.</p> <p>Teacher of closed group to use 'emergency@' for log of concerns, using electronic concern form.</p> <p>Regular well-being and safe and well check to staff members from SLT during lockdown.</p>
Remote learning options	<p>Tapestry & Class Dojo:</p> <p>Planning uploaded daily and feedback given to pupils.</p>
Curriculum coverage	<p>Teacher to have clear assessment systems in place to track and monitor pupils.</p> <p>Long term and weekly planning to be maintained</p>
Staffing	<p>Staff to work from home and support remote learning opportunities.</p> <p>Zoom links for staff meetings.</p> <p>Conferencing zoom meetings with pupil groups to support assessment.</p>