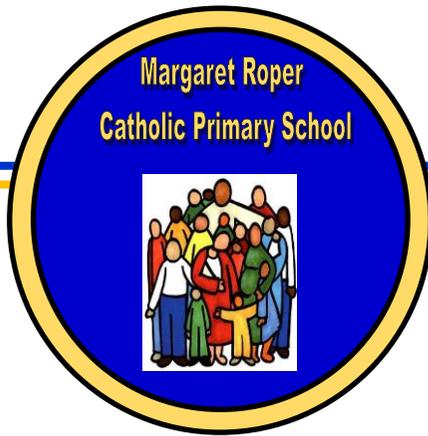


Margaret Roper Catholic Primary School



Russell Hill Road, Purley, Surrey, CR8 2XP
Telephone: 020 8660 0115 Fax: 020 8660 9656
Email: office@margaretroper.croydon.sch.uk
Head Teacher: [D. J Mooney](#)
Assistant Head Teachers: C. Garcia, E. Holloway

September opening – Revised risk assessment, Protocols and Procedures V5 04092020

Introduction

Margaret Roper will be opening for all pupils from Monday 7th September 2020, according to government guidance. Our planning is underpinned by Government guidance and that of the Local Authority and professional associations. This guidance has been carefully considered in preparation of this document.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Our planning is underpinned by the Department of Education's advice on effective infection control protection and control which states the following:

There are important actions that children and young people, their parents and those who work with them can take during the coronavirus outbreak, to help prevent the spread of the virus.

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (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. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- *minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges*
- *cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered*
- *ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach*
- *cleaning frequently touched surfaces often using standard products, such as detergents and bleach*
- *minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break and lunchtimes)*

The following considerations need to be planned for to ensure a safe return to school for pupils and staff:

1. Wellbeing of pupils and staff – Return to schools for some children will be the first time they have been in school since March 2020. This extended period of time will mean that many pupils may have uncertainties about what to expect and how to behave. It is essential that staff provide clear and sensitive guidance to pupils about the schools' expectations and procedures to 'keep everyone safe'. This will need to be continually revisited.
2. Similarly, members of school staff will be adjusting to the requirements of opening school to all pupils. Staff may have anxieties about how this will be managed and continual dialogue with staff will be required to ensure safest practice.
3. Parents of pupils returning after an extended period will also be anxious to ensure that their children are safe and that they and their families are not put at unnecessary risk. While parents will welcome the return to school for their children, which is essential, the school must be mindful of the need to communicate its procedures clearly to reassure parents that every effort has been made to ensure safety for all.

4. Social distancing in school – for all pupils and staff attending – the principle of social distancing must be adhered to as much as feasible to reduce potential for transmission
5. Cleaning and Hygiene – Protocols for cleaning and hygiene must be clearly thought through, achievable and adaptable, with clear oversight.
6. Training – Staff and children need to have time to adapt to the new procedures and environment in school and support and training will be required to understand and apply the new procedures.
7. Health and safety – The school must ensure before opening that all necessary health and safety procedures and checks have taken place.
8. Communication – It is essential that all stakeholders; staff, parents, governors and any other person who may come into contact with the school is clear about what is expected/required of them.
9. Curriculum – the curriculum for pupils will be adjusted to ensure that a programme of catch up in core areas will be prioritised, while maintaining a full broad and balanced curriculum
10. Contingency planning to ensure that, if an outbreak occurs in school, the actions to take place to contain this are clear and effective.

Assessment completed by: Dermot Mooney, Emma Holloway, Review by Governors and Admin team	Job title: Head teacher, Assistant Head	Covered by this assessment: pupils, staff and parents/carers, visitors.
Date of assessment: August 2020 (ongoing)	Review interval: in line with government updates	Date of next review: 31 September 2020 or sooner if required.

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

For the purpose of this risk assessment, we have used the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19).

List of appendices:

1. Procedures for cleaning
2. Structure of school day and timetables for break and lunchtimes and wrap around care.
3. Amendments to behavior policy for Covid-19
4. Infection control procedures
5. Caterers' risk assessment
6. Recent advice from Local Authority and Health Protection Team managing cases of Covid-19

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures	H	<p>All staff are aware of all relevant policies and procedures including, but not limited to, the following:</p> <ul style="list-style-type: none"> - Health and Safety Policy - First Aid Policy <p>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:</p> <ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' - <u>Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak guidance,</u> 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> - <u>guidance on implementing protective measures in education and childcare settings</u> - <u>guidance on critical workers</u> - <u>guidance on vulnerable children and young people</u> <p>These policies will be shared with staff via email for reference and will be stored on the staff shared area.</p> <ul style="list-style-type: none"> • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - Department of Health and Social Care - PHE - The school's local health protection team (HPT) • Staff are made aware of the school's infection control procedures (Appendix 4) in relation to coronavirus via staff training and email. It may be necessary to discuss more specific control procedures with identified staff. • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. • Pupils are made aware of the school's infection control procedures in relation to coronavirus via daily class talks and are informed that they must tell a member of staff if they begin to feel unwell. • Confidentiality - Policies are followed at all times – this 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		includes withholding the names of staff and pupils with either confirmed or suspected cases of coronavirus.				
Poor hygiene practice	H	<ul style="list-style-type: none"> • Posters are displayed throughout the school reminding pupils to wash their hands frequently, as specified below. • Adults and children wash their hands no less than 20 seconds. with soap on entry to school, before and after break times and lunchtimes, before leaving school and any time that they visit the toilet or cough/sneeze into their hands. • Where children require support in hand washing, for example younger children, staff will maintain safe distance if at all possible and also wash and sanitise their hands. • Pupils are supervised by staff when washing their hands to ensure it is done correctly. Children will require explicit teaching in handwashing and very regular reminders. • Handwashing facilities are provided in all classrooms, with liquid soap and hand towels. Floor marking identifies the social distance required between users. • Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use where social distancing cannot be adhered to. • Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas. 				

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		<ul style="list-style-type: none"> • Pupils will not share any resources that cannot be easily cleaned. An audit of the school site will be carried out to identify items that cannot be used and these will be stored away. • Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the Health and Safety Policy. Cleaning will take place each evening See appendix 1 (Procedures for cleaning) • The Finance Officer and Headteacher arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local HTP. 				
Ill health	H	<ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. • Staff who are working in a bubble where a pupil become unwell will contact the Headteacher using telephone (<i>See amendment to safeguarding policy in safeguarding section</i>) for the pupil to be collected from the room. This pupil will then be escorted by a designated member of staff to the medical room. • Any pupil who displays signs of being unwell is immediately taken to the medical treatment room. No other children will be permitted into this area and any adult supervising the child should strictly adhere to the 2m distancing rules. • Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. • The supervising adult or member of the office staff calls for emergency assistance immediately if the pupil's symptoms worsen. • The parents of an unwell pupil are informed as soon as possible of the 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>situation by a member of staff.</p> <ul style="list-style-type: none"> • Parents whose children attend school will be asked to provide updated contact details and to ensure that they are contactable at all times. Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy. • Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others. This will be the medical room, which will not be available during this time to other users. • Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated. • If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. • Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk. • Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy. 				
Spread of infection	H	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy, using PPE at all times. • Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units. • Pupils clean their hands after they have coughed or sneezed. Soap and paper towels will be available in each classroom. Regular training, 				

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		<p>reminders and supervision will be required by staff.</p> <ul style="list-style-type: none"> • All classrooms will have a lidded bin to contain any tissues, towels and wipes/sanitiser used. These will be emptied at least daily or as required, double bagged, and disposed of safely by cleaning staff. • School water fountains will not be used. They will be turned off and covered with barrier tape. • Parents are informed via a letter not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. • Parents of children or members of staff who have displayed symptoms of coronavirus must ensure that their child is tested by contacting the relevant authority https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/ While test results are pending, the relevant bubble may continue to operate. If the test is negative the pupil may return to school and the bubble continues. If the test is positive, following advice from NHS track and Trace and the Health protection agency the entire bubble may need to self-isolate for 14 days before returning to school in line with guidance in 'Implementing protective measures in education and childcare settings'. Link on page 1. • In the event of a positive test the school will immediately inform the Local Authority and contact the Health Protection Agency to seek advice. Subsequently, the school will follow the HPA advice regarding measures to be taken. (See Guidance for full opening: Schools updated 28 August 2020 – Section 1. Point 9 <i>Manage confirmed cases of Covid 19 amongst the school community</i> - link on front page of this 				

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		<p>document)</p> <ul style="list-style-type: none"> Pupils queue 2 metres apart at entrances and exits to avoid risks of transmission. Evidence shows that Black and Minority ethnic (BAME) families may be more at risk of contracting the virus. The school will track the number of BAME pupils attending and identify actions to ensure that these pupils are participating and not at additional risk. If necessary, BAME families may be contacted by telephone to discuss concerns. 				
Pupil Wellbeing		<ul style="list-style-type: none"> Be transparent and direct when talking about bereavement – follow the school’s Bereavement Policy Use class times to address bereavement Use of available staff to talk about worries and issues re bereavement and health. Refer on for support services / SENCo input & assessments as needed when concerns raised. 				
Poor management of infectious diseases	H	<ul style="list-style-type: none"> Staff are vigilant and report concerns about a pupil’s symptoms to a senior member of staff. The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. Social distancing measures are implemented as much as possible and staff are given the option to wear PPE. The Headteacher monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. 				
Lack of communication	M	<ul style="list-style-type: none"> Any member of staff reports immediately to the Headteacher or deputy Headteacher about any cases of suspected coronavirus, even if they are unsure. The Headteacher contacts the local HPT (Health Protection 				

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		<p>Team) immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken.</p> <ul style="list-style-type: none"> The school puts into place any actions or precautions advised by their local HPT. <p>HPT contact details: PHE South London Health Protection Team, Floor 3C Skipton House, 80 London Road, London, SE1 6LH 0344 326 2052 phe.slhpt@nhs.net slhpt.oncall@phe.gov.uk</p> <ul style="list-style-type: none"> Schools contact their local HPT for specific recommendations for their school Schools keep pupils and parents adequately updated about any changes to infection control procedures as necessary. School should also ensure that parents are kept regularly informed about how the procedures are working to ensure that parents have reassurance and up to date information. 				
Provision for distanced learning (if required)	H	<ul style="list-style-type: none"> Where it becomes necessary for pupils to self-isolate, following a confirmed case or cases and after the advice of the HPA to do so, the school will provide distanced learning for all pupils self-isolating using google classroom. This school work will ensure that pupils have access to relevant daily practice suitable to their need and there will be opportunity for feedback to pupils. The Behaviour Policy and Staff Code of Conduct are adhered to at all times, even while working remotely. The behaviour policy has been amended for pupils in school to reflect the expectations placed on them by social distancing (appendix 3) 				

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		<ul style="list-style-type: none"> The Headteacher, in conjunction with the SENCO and SMT will monitor the provision for pupils' distanced learning. The school manages the use of parents' and pupils' contact details in line with the Data Protection Policy. 				
Emergencies	H	<ul style="list-style-type: none"> All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. (Form for parents) Pupils' parents are contacted as soon as practicable in the event of an emergency. Pupils' alternative contacts are called where their primary emergency contact cannot be contacted. The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. In the event of a fire, the school will follow the evacuation plan. It will be necessary to have a practice of this when the school reopens, so that they know how to exit and where to stand, . When lining up on the playground, children will stand with an ideal distance of 2 metres from each other. A register will be kept by each class bubble so that there is an up to date register for emergencies. Virtual records will be used – the physical register will not travel between the school office and the classrooms. Should a member of staff need to contact the office, or vice versa, this will be completed virtually, by email or, in the event of an emergency, telephone, if a verbal message cannot be given safely according to social distancing. Pupils will not carry messages or leave their bubbles to travel around the school for any reason. 				

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Teaching and Learning	H	<ul style="list-style-type: none"> • Classes will be separated into class bubbles. These bubbles will be kept separate from each other, with the exception of the pupils who attend after school or breakfast club (See appendix 2 for additional information) • The curriculum will be broad and balanced, although there will be a strong focus on 'catch up' activities focused around reading, writing and mathematics to ensure that pupils mitigate learning loss caused by a long period out of school. • An initial period of assessment of pupils learning gaps will be carried out over the first few weeks of the new school year to ensure that planning for 'catch up' is focussed and timely. • Pupils will remain in their own bubble for all sessions and cross over with other classes will be avoided. • • Whole school assemblies will be carried out virtually, using zoom. Classrooms will be organised to maximise social distancing, with pupils facing the front and desks arranged in as spaced a manner as possible. The front of the classroom will provide a space for the class teacher/teaching assistant to maintain distancing wherever possible. • In Early Years and Year One, it is unrealistic to expect pupils to socially distance during activities. Owing to the nature of the curriculum in younger year groups, some close contact between pupils is unavoidable. Where possible social distancing will be observed. • The adults supporting the groups will remain the same unless they are unable to attend work. 				

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		<ul style="list-style-type: none"> • Adults should stand when talking to pupils – do not bend down to eye height. • Adults should maintain a 2-metre distance from each other, and where possible a 2metre distance from children. Where this is not possible or practical, e.g. in a small classroom with young children, try to maintain distance. • Classroom windows should be kept open as much as possible. • Outside space should be utilised where possible with a rota system and playground/field separation. (See appendix 2 for outside zones) • PE lessons are encouraged and it will be positive for the children to use outside space as much as feasible for learning, maintaining separation from other groups. PE lessons will need to be planned carefully to avoid unnecessary contact between pupils and sharing of equipment between bubbles, unless it is sanitised thoroughly. Non-contact PE, such as running or aerobic keep fit activities should be prioritised. Staff will be able to plan for this in their training and guidance about appropriate activities will be sought. • If paper/books are used in a lesson, these should kept with the children and should not go back and forth between pupil and teacher. Feedback and marking should be adapted to account for this: e.g. verbal feedback, children marking their own work. If a teacher wishes to review learning in books, books should have a 12hour holding period before being touched (and vice versa when returned to children) or teachers should use gloves to handle. For this reason, loose paper-based activities may be more appropriate in some circumstances. • Class library books can be used, but every effort should be made to 				

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		<p>clean these thoroughly between uses and have a 36 hour holding period between uses.</p> <ul style="list-style-type: none"> • Children should have their own set of stationery which should not be used by anybody else. School will provide this in named packs for pupils attending. • Pupils will be able to bring in their own reading book from home which will be kept in their workspace. • School uniform will be worn. In the event that parents have had difficulty procuring some items of school uniform during the lockdown period, this will be looked on sympathetically by the school but the intention is that full, normal school uniform will be worn. • Pupils who have a timetabled PE session on a particular day should attend school in their PE kit and tracksuit for that day. 				
Supporting pupils with Special Educational needs	H	<ul style="list-style-type: none"> • Pupils with moderate levels of special educational needs will be supported in classrooms,. Support for pupils with SEN will be, wherever possible, carried out observing social distancing; for instance, a child can be advised from further away in order to assist them in learning. • For pupils with additional needs who require specific provision, a separate risk assessment will be carried out to ensure the safety of the pupil, their peers and staff. This will be in consultation with parents and the SENCO, who will then advise whether the provision is adequate. This will then inform the decision about whether the school can cater to that individual's needs, prior to admission to the school. • Where, during the time that the school is in these measures, an individual pupil requires consultation with an external agency, for 				

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		<p>example the Educational Psychologist or a therapist, this will, wherever possible be carried out using remote means, such as video conferencing. In the event that this is not possible and an external agency needs to visit the site to work with a child, this will be arranged and risk assessed carefully beforehand, and social distancing observed in a designated space away from others. The Headteacher and SENCO will, in consultation with the teacher responsible for that child and their parents ensure that risk is minimised before commencing this activity. Any visitor on this basis will also have to adhere to the procedures that their organisation requires and the school will request a copy of these, including the provision of PPE where appropriate. The school can provide PPE on request.</p> <ul style="list-style-type: none"> Where pupils exhibit behaviour that could compromise their safety and that of others, which is caused by their additional needs, the school will carry out a risk assessment with staff and parents to ensure that, in the opinion of the school, that pupil can be safely supported. The amendments to the behaviour plan (appendix 3) state that if this cannot be guaranteed, Parents will be consulted and the school's behaviour policy will be followed, including possible exclusion. 				
Safeguarding	H	<ul style="list-style-type: none"> The school will continue to apply its safeguarding policy as agreed by governors. Any cause for concern raised by staff will be followed up by DSL's as per protocol and procedures. It is possible that, following the period of lockdown, some pupils may disclose to staff issues that raise safeguarding concerns. These must be reported to the DSL in the usual manner, as soon as possible and will be followed up by the DSL. Staff will be informed of the subsequent 				

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		<p>actions as part of the process.</p> <ul style="list-style-type: none"> The DSL will, additionally, check on a very regular basis with staff about the welfare of the pupils in their charge, and in conjunction with the SENCO and if necessary referring to SPOC or additional agencies, make recommendations to the member of staff on how to support that child. Any disclosures that require referral to SPOC will be carried out immediately as per policy. In order to aid communication through the school between bubbles, the usual school restrictions on using mobile telephones will be lifted during this period. Staff should continue to not routinely make or receive calls other than to communicate within school. This amendment to policy has been agreed with governors. 				
School Premises	H	<ul style="list-style-type: none"> One parent will drop off their children/child at an allotted time. There will be staggered pick up and drop off times for different groups. (See Appendix 2) Parents are not permitted into the school building and must observe social distancing in approaches to school, particularly the alleyway. Access has been planned to avoid significant congestion, however it is responsibility of parents to manage access carefully. The children will be escorted into the school by the class teacher, having been met and lined up in socially distanced lines at the appropriate entrance. The access points for classes and travel in the school are itemised in appendix 2 Parents will be asked to arrive on time to reduce risk of congestion. The school office will not be accessible to any staff or pupils. All 				

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		<p>communication with the school office will be carried out through email. Registers will be collected digitally and no paper registers will be sent from or to the office.</p> <ul style="list-style-type: none"> • Classroom doors are to be propped open. Additional door stops have been provided for this purpose. In the event of a fire alarm, the door wedges are to be removed so that doors close, compartmentalising the building. • Teachers to escort children to drop/off collection points. Children will be lined up, socially distanced in their relevant drop off points and dismissed to parents who must wait in their zones, socially distanced, until their child is sent to them. • Lift will be deemed out of use to pupils / staff due to inability to adequately social distance. Signage / Tape will be used to mark off access. It can only be used by one individual to transport resources if required. • Pupil toilets – Toilets used will be as follows: Year 6 Violet Classroom – Y6 Toilets Year 6 Amethyst Classroom – Toilets on mezzanine level staircase. Y4 Classroom –Y6 Toilets (potential crossover with bubble in Y6 classroom– protocols will need to be agreed – other potential is for the playground toilets to be used)Y5 Classrooms –Toilet en bloc. Y1 Classroom – Toilets en bloc Reception Classroom – Toilets en bloc Y3 Classroom – Toilet en bloc Y2 Classroom – Toilet beside Y2 (This is usually a staff toilet and will be designated for pupil use during this time. Pupil toilets beside the playground will be used during breaks and PE lessons but must be operated on a one in, one out system, as must 				

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		toilets designated for other classes. Children must be reminded about handwashing after use – some distanced supervision may be required for younger pupils.				
Outside Space and Playtimes	H	<ul style="list-style-type: none"> • Boxes of play equipment will be allocated to each year group: These will be regularly sanitised and must not be shared between class bubbles. Equipment should be stored in classes and returned there after playtimes. • Lunch will be eaten in classrooms or outdoors where possible. Lunches will be packed lunch/school meals packed lunch only and will be brought to the classrooms. This will eliminate the need for any queuing or for lunches. Lunch wrappings must be disposed of into a bin, which will then be collected and disposed of. Lunch orders will be taken at the start of the day and collected from each classroom. • Lunch boxes should not be used and children should bring their lunch in a disposable bag, preferably recyclable. • Pupils will be asked to bring their own water bottle. This will then be kept in school. Water is available in all classrooms and water will be available for pupils outside, at a refilling station which will be cleansed regularly. • Lunch time is staggered – See appendix 2 • The playground and field will be zoned to be used by separate groups. See appendix 2. • The large play equipment will be taped off as it is not possible to safely 				

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		<p>keep it cleansed..</p> <ul style="list-style-type: none"> • Lunchtime supervision for eating will be carried out by class teachers for the first 15 minutes of the class lunchbreak. Supervisors will then be available on the playground for the remainder of the lunch break. • Children will need to ask to go to the toilet and this will be done on a one-in one-out basis. • Basic first aid equipment will be available on the playground and staff providing first aid should use appropriate PPE. Wet playtime – In the event of wet playtime, pupils will remain in their bubble. Staff will be released on a rotated basis to have an opportunity to take a short break for comfort and refreshment. 				
Those with medical conditions (asthma/diabetes)		<ul style="list-style-type: none"> • The school will liaise with all parents whose children have medical conditions by telephone to ensure that their needs are met safely. Medicine and first aid bags to be in children’s classroom. • Staff on lunch time duty to be aware of those with medical needs and remind them of social distancing. • Teachers to spend some time each day discussing the school routines and social distancing expectations – particularly before going out to play. • Playtimes will be staggered to avoid groups meeting and in zones. • Pupils who have an epipen or asthma inhaler will have these stored in their classroom bubble for use if needed. This prevents the need to break the bubble to access them in the school. These items will be stored out of sight in the teacher space in the classroom. Staff teaching the child will need to be briefed on this and to ensure they are familiar with the specific needs of the child. 				
Staff lack of Social Distancing		<ul style="list-style-type: none"> • Staff avoid contact with people who show symptoms of coronavirus, both in and out of school. 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • Where a member of staff must accompany or supervise a pupil showing symptoms of coronavirus, infection control procedures and social distancing arrangements are adhered to at all times. • Staff avoid non-essential work-related travel, where practicable. • Where practicable, staff always keep at least two metres apart and avoid close proximity interaction. • Where close proximity interaction (being less than two metres apart) cannot be avoided, staff are instructed to: <ul style="list-style-type: none"> ○ Identify beforehand which tasks must be done in close proximity to others and which tasks can be carried out at a distance or remotely. ○ Work facing away from each other or side-by-side, where possible, instead of face-to-face. ○ Where face-to-face interaction is essential, minimise the frequency and duration of the interaction. ○ Limit close proximity interaction to 5 minutes at a time. ○ Limit the number of people in close proximity interactions to no more than two people. • The size and frequency of essential adult group gatherings should, where at all possible, be limited to no more than three people, and this is communicated to staff and via email. • Where staff must work in teams to carry out their role or perform a task, teams are arranged beforehand and, where possible, team mixing is minimised. • Where group gatherings must occur in larger numbers or higher frequency remote meetings are arranged including weekly staff meetings. • The use of communal areas, e.g. the staff room, is limited to avoid unnecessary group gatherings. No more than three in the staff room. 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • Floor markings or signs are used, where necessary, to indicate any two-metre spacing. • Contact with parents is minimised and alternative arrangements are in place. Email and phone calls will replace face-to-face meetings. This will be made clear to parents through letter. • Where staff cannot follow social distancing arrangements for a particular activity, the Headteacher assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential. 				
Staff ill health		<ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. • Any member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, is immediately sent home and advised to call 999 if they become seriously ill or their life is at risk. • Staff ensure that any unwell members of staff who are waiting to go home are moved to a quieter area of the school, away from others. • Areas used by unwell members of staff who need to go home are appropriately cleaned once vacated. • If staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. • Any medication given to ease symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy. • Should staff member become unwell and be unable to attend school (e.g. non COVID related) or unable to attend school due to personal reasons (e.g. bereavement) supply cover would be sought to cover the absence. Any supply teachers visiting school will have an initial briefing on school expectations related to Covid-19 precautions. 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Staff spread of infection		<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately using PPE. • Staff are encouraged to transfer information digitally, e.g. via email, and to avoid transferring information in paper format. This applies to all communication with each other and with the school office. • Staff are informed via email that they must not enter the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. • Staff do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with the local and national guidance or until they receive a negative test result. • Staff inform the Headteacher when they plan to return to work after having coronavirus. • Staff notify the Headteacher if their medical circumstances change, which means that they fall into the 'extremely vulnerable' group, or any information which may affect their ability to carry out their duties. • Any additional provisions for staff who are more vulnerable to infections are put in place by the Headteacher. • Everyone is instructed to monitor themselves and others and look out for similar symptoms if somebody has been sent home with suspected coronavirus. • Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to a senior member of staff. • No sharing of computers. • If communal use of equipment, e.g. photocopiers, telephones etc. 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>gloves should be worn.</p> <ul style="list-style-type: none"> • Telephones should be used on speaker phone wherever possible. • All communication with the office should be done via telephone or email – there will be no access to the school office. . • Staff who wish to access the toilets or staff room should assess whether access is appropriate at that time (whether social distancing can be adhered to if entered) before entering. • Doors should be open at all times to minimise the touching of door handles. • Staff should wash their hands regularly and use hand sanitiser where washing is not possible. • Evidence shows that BAME staff may be at particular risk and every care should be taken to ensure safety. 				
Staff Lunch / Break time arrangements		<ul style="list-style-type: none"> • Staff should remain in their staff bubble or isolate during their lunch break. Access to the staff room as a group will not be practical, so an area separate to the classroom, ideally outside and away from other groups may be used. This will be decided and agreed with staff. Spaces included in this could be The small room, by Y6 Amethyst The rainbow room • Since it is difficult to maintain adequate hygiene with the use of cups and plates that are normally dishwashed, disposable cups, plates and cutlery will be provided for staff, which can be used once and thrown away. This reduces the risk of cross infection. 				
Catering Provision		<p>Nourish Catering team to share their risk assessment with school. (Appendix 5)</p> <ul style="list-style-type: none"> - Catering Manager to work with the school to ensure precautions are in place for all staff on site 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> ○ Washing hand ○ Use of sanitizer ○ Wearing gloves and hair nets and uniform ○ Thorough cleaning of kitchen at the end of every service - Ensure the kitchen space and lavatory for staff are being cleaned as appropriate. - Inform Head teacher of any staff off sick with associated symptoms. - If no kitchen staff available contact the Head Teacher in the first instance. - Deliveries to the kitchen must deliver to the kitchen door as usual and not enter the site. Deliveries can be left at safe distance from staff, who can then collect them once the delivery is complete. - Prior to reopening, a briefing will be held with the catering Manager and the team to ensure that they understand and are able to apply the safe practices. 				
Poor staff wellbeing		<ul style="list-style-type: none"> • Communication channels are available to all staff, through dialogue, preferably digital, with the Headteacher and senior leaders. • Staff need to know that, if they feel that any aspect of the procedures increases risk or is not working adequately, this should be raised with the Headteacher for urgent attention. The Headteacher will check with staff, initially daily and continuing regularly, to ensure that practices are safe and amend any procedures as necessary. • Staff know that they can raise concerns with any senior member of staff, e.g. about their commitments, health, workload and mental wellbeing. • The Headteacher will share all information about staff wellbeing with governors through regular weekly catch up meetings with the chair. Staff also have the right to raise any concerns with governors 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>if they wish.</p> <ul style="list-style-type: none"> • The Headteacher will put staff rotas in place wherever possible to minimise staff exposure to coronavirus, group sizes, and any additional workload. • Staff are encouraged to communicate remotely, where possible, and to minimise close-proximity interaction. • Staff are encouraged to discuss with their line manager how to manage their workload and balance their commitments. Staff are aware of how to report sickness, how long to stay away from the school, and how they will be paid during their absence. • Staff who travel to school using public transport should endeavour to maintain 2m distancing at all times, ensuring that a face covering is worn. The school can provide PPE for their journeys if necessary. Car sharing other than members of the same household should not happen. For members of staff who use public transport, it will be necessary to discuss with the school a safe travel plan. • 				
Staff Emergencies		<ul style="list-style-type: none"> • All staff members' emergency contact details are up-to-date, including alternative emergency contact details, where required. • Staff members' alternative contacts are contacted where their primary emergency contact cannot be reached. • The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. • The Chair of Governors and the Governing Board overall, will oversee the school's provision and weekly reviews will take place to identify any challenges the school faces and discuss how to overcome them. 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Other Visitors		<ul style="list-style-type: none"> • There will be no parent visitors at any time. • The main gate or vehicle will be used for other visitors (e.g. deliveries, maintenance) • Wherever possible, deliveries will be left outside the office area. • Only essential and well-planned access will be granted. • Those who require access to the school will have notified the school in advance and a plan around their visit organised (e.g. which rooms they need, how access will be granted and how cleaning will be undertaken). • There will be no volunteers during this term. 				

Appendix 1 – Procedures for cleaning

1. Daily cleaning by cleaning staff

In addition to daily routine cleaning (See Zing Cleaning contract – available on request) that includes mopping of hard surfaces, hoovering, cleaning sinks and toilet areas and routine emptying of bins and so on, cleaners will be directed to pay particular attention to thoroughly cleaning the following items in each area of the school:

Items touched by multiple people – to include:

- *Photocopiers, including touch screens*
- *Door entry pads*
- *Door Handles and push plates (even if doors stand routinely open)*
- *Tables and counter tops*
- *Chairs*
- *Computers including mouse and keyboard*
- *Light switches*
- *Telephones*
- *Banister rails*
- *Any specialist equipment used to support SEND learners*
- *Toilet handles, cisterns, seats, taps and push hand soap dispensers*
- *Cleaning and emptying of waste bins, double bagging waste for disposal*

This list may not be exclusive and will be reviewed with the cleaning company regularly. . An area specific checklist for cleaning staff will be provided that ensures that these items are sanitised at least daily. This will be monitored by the Headteacher.

2. Additional daily cleaning by other staff – infection control procedures

In order to maintain the best levels of infection control, all staff will have some responsibility for maintaining hygiene in their bubble. PPE and cleaning products will be available in all classroom areas and staff can use these as required to wipe down and sanitise surfaces, particularly those that may have contact with many people in the bubble, for instance door handles, taps and some surfaces. There is no expectation that teaching staff will carry out routine daily cleaning; this will be provided by school cleaners, however in the interests of all staff, they may feel reassured that they have access to resources for spot cleaning if they deem it necessary. The Headteacher will arrange for any points of multiple contact to be cleaned during the day; for instance, banister rails, door handles and push plates and communal toilets.

In some classes, particularly early years classes where resources include small items that need to be shared, a protocol will be agreed with staff prior to reopening for pupils that includes clear direction on how these resources will be sanitised between uses. Much equipment will need to be stored away from pupils, including any soft furnishings and plush items and a limited range of resources, that are easily wiped down will be agreed.

3. Requirements for deep clean over and above daily cleaning

In deep cleaning, there is an expectation that, in the absence on that day of pupils in the school (with the exception of the priority group, cleaners will have more time to ensure that any area that is in touch contact with pupils is additionally cleaned and specific areas which will be identified by the school will also be included. This is to be agreed with the cleaning company and recorded by the Headteacher/Finance officer to demonstrate an audit trail.

Appendix 2 – Structure of school day and timetables for break and lunchtimes – inc staggered starts and finishes, , . wrap around care

Reception commence part time from Monday 7th September.

Year 1

Drop off time	Collection time	Location
8.30am	2.50pm	Playground

Year 2

Drop off time	Collection time	Location
8.50am	3.10pm	Office entrance

Year 3

Drop off time	Collection time	Location
8.30am	2.50pm	Playground

Year 4

Drop off time	Collection time	Location
8.40am	3pm	Office entrance

Year 5

Drop off time	Collection time	Location
8.30am	2.50pm	Office entrance

Year 6 Amethyst (Miss Kelly)

Drop off time	Collection time	Location
8.30am	2.50pm	Playground

Year 6 Violet (Miss Holloway)

Drop off time	Collection time	Location
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8.50am	3.10pm	Playground
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Breaktimes: - initially supervised by class teachers

Y1, Y3, Y5 & Y6 Amethyst 10.15-10.30

Y2, Y4 & y6 Violet, 10.30-10.45

Reception class will not be having a formal playtime.

Lunchtimes:

Will run from 11.30-1.15.

11.30 – Y6 Amethyst, Y5, Y3, Reception (from full time start) Go to playground at 11.45.

12.15 – Y6 Violet, Y1, Y4 & Y2. – go to playground at 12.30.

Pupils will eat, supervised by their teachers for the first 15 minutes of the period, followed by 45 minutes of zoned play

Outside spaces:

Playground – Zone 1 – Infant end as far as First netball court Zone 2 – playground up to end of netball court 1 – Zone 3 – Green play space, Zone 4, Playground at gate end.

Field – Zone 1 – Football pitch in front of playground Zone 2 – Football pitch near tennis courts Zone 3 – Football pitch near swimming pool. Zone 4 – Area beside Coach House.

These areas will be coned to demarcate boundaries, with gap between demarcated boundaries.

Wrap around care – Breakfast club and After School Club

Children accessing Breakfast Club and After School club will be divided into two groups, one based in the school hall and one based in the Pannett Classroom. The groups will be separated into one group containing siblings and one group with other pupils who do not have a sibling. However, until the numbers of pupils accessing this provision is finalised, these groups will not be decided. The principle is to minimise the number of contacts between bubbles that the children have.

Appendix 3 – Amendments to behaviour policy

Appendix for Behaviour Policy regarding school opening during Covid 19:

As schools re-open fully, the following will need to be adhered to regarding Government guidance. We understand the school closure will have caused some children to experience the feelings of anxiety. With this in mind, it is clear that some support in the transition back to school will be needed to be completed for all pupils returning – in particular, special consideration given to the promotion of pupils' mental health and wellbeing whilst effectively reintegrating children back into school..

Following the Government Guidance on the measures schools must take in order to re-open, parents and carers must be aware that changes to routines including start times, end times, recreational and lunchtimes must be made in order to open the school safely. The school has prepared a risk assessment which details the measures to be taken for children and staff whilst in the school environment.

Where possible, minimal physical contact between members of staff and children at school must be adhered to, to ensure all can be kept safe.

As always, it is therefore imperative that children arrive at school ready to learn and are able to follow the school's expectations, behaviour policy and the risk assessment from the school. These documents can be found on the school's website.

It is important to state that all staff in school have the right to enforce this policy and that all instructions given must be followed by all children attending the setting.

- Should there be an occasion where a child does not follow the school rules or expectations, this child will then be putting members of staff and other children within the school at risk. Should this be the case, parents/carers will be contacted immediately to collect their child. It is the responsibility of parents / carers leaving their child at school to ensure they will be available and able to collect their child should this need occur.
- The school uses a range of strategies to support pupils in deescalating situations where a child displays extreme behaviours, which ultimately put themselves or others at risk of harm. Where this is the case, staff in school will contact parents and explain that their child is not safe to be in school and therefore cannot remain in the school building. These instances will be taken extremely seriously and this could result in your child no longer being able to access the provision in the current climate.
- We understand that some children are vulnerable, this includes those with EHCPs (Education Health Care Plans). For these children a bespoke risk assessment will be completed. If any actions on the risk assessment are not adhered to a parent/carer will be contacted to collect their child.
- Any parent or carer wishing for their child to returning to school following an incident from the above will require a meeting with a member of SLT. This is for the safety of the child, others and members of staff.
- It is an expectation that whilst your child is in school, that they adhere to the school's regulations in relation to hygiene: they must follow instructions for handwashing, sanitising and use of equipment. Expectations about sneezing, coughing and tissue disposal will be shared regularly with pupils; it is an expectation this is reiterated at home by parents/carers in the best interests of all parties.

- It goes without saying that any serious breaches of hygiene and sanitation – including spitting, coughing at others, and wiping fluids on others – will be taken incredibly seriously and as such, parents and carers will be called to collect their children immediately. This will be dealt with extremely seriously and consequences will be put in place.
- Children must follow guidance and instructions on how they are able to socialise in school with their peers and staff during this time; we appreciate that for younger children, further support will be needed with this, however the expectation is that children follow instructions for the safety of themselves, their peers and staff in school. During recreational time, outdoor learning and indoor learning, the same rules and expectations apply.
- When moving around the school, children will – once again – be expected to follow adult’s instructions, which will include one-way systems, out of bounds areas and queueing at a safe distance. Children will be reminded of these new routines, however should children choose not to abide by these instructions, this will constitute as a breach of the behaviour policy and parents / carers will be called to collect their child.

Appendix 4 – Infection control procedures

Please reference <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>

Effective infection protection and control

There are important actions that children and young people, their guardians and those who work with them can take during the coronavirus outbreak to help prevent the spread of the virus.

Transmission of coronavirus mainly occurs via respiratory droplets generated during breathing, talking, coughing and sneezing. These droplets can directly infect the respiratory tracts of other people if there is close contact. They also infect others indirectly. This happens when the droplets get onto and contaminate surfaces which are then touched and introduced into the mouth or eyes of an uninfected person. Another route of transmission is via aerosols (extremely small droplets), but this is only relevant to medical procedures for a very small number of children in education and social care settings.

In all education, childcare and children's social care settings, preventing the spread of coronavirus involves preventing:

- direct transmission, for instance, when in close contact with those sneezing and coughing
- indirect transmission, for instance, touching contaminated surfaces

A range of approaches and actions should be employed. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system where the risk of transmission of infection is substantially reduced. These include:

1. Minimise contact with individuals who are unwell

If you have, or are showing symptoms of, coronavirus (a new continuous cough, or fever, or a loss of, or change in, your normal sense of taste or smell (anosmia)), or have someone in your household who is, you should not be in a childcare setting, school or college. You should be at home, in line with the [guidance for households with possible coronavirus infection](#).

When working with children in residential schools and homes, you should follow the [guidance on isolation for residential educational settings](#).

2. Clean your hands often

Clean your hands more often than usual, particularly after arriving at your setting, touching your face, blowing your nose, sneezing or coughing, and before eating or handling food.

To clean your hands, you should wash your hands thoroughly for 20 seconds with running water and soap and dry them thoroughly, or use alcohol hand rub/sanitiser ensuring that all parts of the hands are covered.

3. Respiratory hygiene (catch it, bin it, kill it)

Avoid touching your mouth, eyes and nose. Cover your mouth and nose with disposable tissues when you cough or sneeze. If one is not available, sneeze into the crook of your elbow, not into your hand. Dispose of tissues into a disposable rubbish bag and immediately clean your hands with soap and water or use a hand sanitiser.

4. Clean surfaces that are touched frequently

To prevent the indirect spread of the virus from person to person, regularly clean frequently-touched surfaces, such as:

- door handles
- handrails
- table tops
- play equipment
- toys
- electronic devices (such as phones)

When cleaning, use the usual products, like detergents and bleach, as these will be very effective at getting rid of the virus on surfaces.

All education, childcare and children's social care settings should follow the Public Health England (PHE) [guidance on cleaning for non-healthcare settings](#).

5. Minimise contact and mixing

You should, as much as possible, alter the environment of your setting (such as classroom layout) and your timetables (such as staggered break time) to minimise contact and mixing.

Appendix 5 – Nourish Catering Risk Assessment

Unit 27
Metro Business Centre
Kangley Bridge Road
London
SE26 5BW

Risk Assessment

for the control of the Novel Coronavirus: COVID-19

Date of assessment:
Assessment Review Date:
Person consulted:
Assessors:

2nd April 2020
9th April 2020
Clair Morley / Suzanne Ailes
Clair Morley/ Samuel Turner

CaterSafe Consultants Ltd
Suite 5B Caxton House
Wellesley Road
Ashford Kent

RISK ASSESSMENT MATRIX

Based on the existing control measures and precautions that are taken when using the equipment or completing the work activity under consideration – we assess and record the degree of risk. I.e. to what severity can the hazard associated with the work activity cause harm, and how likely is this to happen. These are multiplied together (S x L) which determines the risk rating (RR). The overall risk therefore will be given a numerical score, on a **high (12-25)**, **medium (8-10)** or **low (1-6)** scale using the following simple table below:

Risk Rating (RR) = Severity (S) x Likelihood (L)

Severity	1- Slight injury/health effect	2 – Minor injury/health effect	3 – Moderate injury/ill health effect	4 – Major injury/ill health effect	5 – Potential fatality
Likelihood	1-Remote	2 - Unlikely	3 -Possible	4- Likely	5 - Certain

Virus information:

Covid-19 is a newly discovered novel strain of Coronavirus. Coronaviruses are a large family of viruses which can cause illness in animals or humans. COVID-19 is an illness that can affect your lungs and airways. Illness due to COVID-19 infection is generally mild, especially for children and young adults. However, it can cause serious illness: about 1 in every 5 people who catch it will require hospital treatment. Symptoms can be mild, moderate, severe or even fatal.

This is a current Risk Assessment for dealing with the current Covid-19 situation for our sites.

NB: The COVID-19 pandemic is rapidly evolving, and outbreak investigations are ongoing. Nourish Contract Catering are closely monitoring information pertaining to this outbreak and will review this Risk Assessment on a weekly basis.

How is COVID-19 transmitted?

Studies to date suggest that the virus that causes COVID-19 is mainly transmitted through contact with respiratory droplets rather than through the air. The virus that causes COVID-19 is mainly transmitted through droplets generated when an infected person coughs, sneezes, or speaks. These droplets are too heavy to hang in the air. They quickly fall on floors or surfaces.

You can be infected by breathing in the virus if you are within 1-2 metres of a person who has COVID-19, or by touching a contaminated surface and then touching your eyes, nose or mouth before washing your hands.

If you have symptoms of coronavirus (a high temperature or a new, continuous cough), use the [111 coronavirus service](#).

- for urgent medical help, use the <https://111.nhs.uk/> – only call 111 if you're unable to get help online
- for life-threatening emergencies, call 999 for an ambulance.

Coronavirus (COVID-19) Risk Assessment						
Date: 2 nd April 2020 Review Date: 9 th April 2020 Produced By: Clair Morley						
Hazard Description	Who is at risk?	Controls Measures in Place	Severity	Likelihood	Risk Rating	Additional controls / comments
Exposure to		- Do not come into work where someone	5	1	5	Update Human

<p>COVID-19 from others due to:</p> <p>1. Living with a confirmed case.</p> <p>2. Close contact (within 2 metres for more than 10 minutes) with a confirmed case.</p> <p>3. Being advised by a public health agency that contact with a confirmed case has occurred.</p>	<p>Staff, Service users & pupils (especially those with underlying health conditions) contactors and teachers.</p>	<p>you live with has been diagnosed.</p> <ul style="list-style-type: none"> - Follow NHS 111 advice as required. - Ensure vulnerable persons (elderly, pre-existing health condition, those with lower immunity) are individually assessed - Extra training for staff to follow good personal hygiene and respiratory hygiene at all times - Restrict visitors to the site – only key / essential workers permitted onsite - Where contact with a confirmed case has been established, individual must self-isolate for at least 14 days. 				<p><i>Resources department (HR) with absence due to Coronavirus and manage absence in line with company HR policies / procedures.</i></p> <p><i>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.</i></p>
Hazard Description	Who is at risk?	Controls Measures in Place	Severity	Likelihood	Risk	Additional controls / comments
<p>Exposure to COVID-19 and</p>	<p>Those who are travelling to and from the</p>	<ul style="list-style-type: none"> - Do not travel to travel to work unless absolutely necessary - Reduce travelling where possible and identify where home working / E-conferencing can be carried out as a 	<p>5</p>	<p>1</p>	<p>5</p>	<p><i>Internal communication channels and cascading of</i></p>

subsequent spreading of the virus Whilst travelling to and from work.	site. Anyone they come into contact with whilst on site	<p>viable option.</p> <ul style="list-style-type: none"> - Where an individual has recently returned home from a high risk country (see government website), they should self / home isolate themselves for 14 days - Individuals should not share vehicles or cabs, where suitable distancing cannot be achieved. - When travelling by public transport, ensure the 2 metre distancing rule is observed at all times. - Please continue to follow any further national government advice provided 				<i>information through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</i>
Hazard Description	Who is at risk?	Controls Measures in Place	Severity	Likelihood	Risk	Additional controls / comments
The spread of COVID-19 Infection due to poor personal hygiene	Staff, Service users & pupils (especially those with underlying health conditions)	<ul style="list-style-type: none"> - Extra training given to staff regarding the importance and need for extra stringency pertaining to: Personal Hygiene, Hand Hygiene & Respiratory hygiene. - Staff to regularly and thoroughly cleanse hands with an alcohol-based hand rub or wash them vigorously with 	5	1	5	<i>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on</i>

	contactors and teachers.	<p>soap and water and dry them thoroughly.</p> <ul style="list-style-type: none"> - Staff must put their outside clothes in a suitable receptacle on changing into PPE and to put their PPE at the end of the shift into another suitable receptacle – e.g. a pillowcase, prior to transporting. PPE to be washed daily. - Staff must bathe or shower twice a day, before and after work. - Never lick fingers – particularly when separating paper or packaging - Do not touch face, eyes, nose or mouth - Staff to follow good respiratory hygiene; covering mouth / nose with bent elbow or tissue when coughing or sneezing. Dispose of the used tissue immediately and wash hands. 				<p><i>how to remove gloves carefully to reduce contamination and how to dispose of them safely.</i></p> <p><i>Supervisors to continuously reinforce the importance of Personal Hygiene, hand hygiene and respiratory hygiene. This is backed up with effective supervision.</i></p> <p><i>Provision of posters on the importance of personal hygiene.</i></p>
Hazard Description	Who is at risk?	Controls Measures in Place	Severity	Likelihood	Risk	Additional controls / comments
The spread of COVID-19 Infection due to close contact with others	Staff, Service users & pupils (especially those with underlying	<ul style="list-style-type: none"> - Ensure that individuals keep at least a 2 Metre distance between each other at all times - Provide information and posters in strategic areas to serve as a visual reminder. - The use of tape or markers at 2 metre intervals in dining rooms where queues 	5	1	5	<p>RPE Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social</p>

	health conditions) contactors and teachers.	<p>are in place, to serve as physical markers and guide.</p> <ul style="list-style-type: none"> - Put in place 'one way systems' where possible to avoid people crossing over areas and accidentally / inadvertently coming into contact. - Limit the amount of people to be in any one area at a time – this varies from site to site. Tables and chairs spread out. - Individuals are discouraged from lingering in public areas and from loitering unnecessarily. - Respiratory protective equipment (RPE) masks to be considered as last resort. At the time of writing, there is still some debate whether face masks are effective. 				<p><i>distancing measures and practice good hand hygiene behaviours.</i></p> <p>NB: Face masks are currently in very short supply from our suppliers</p>
Hazard Description	Who is at risk?	Controls Measures in Place	Severity	Likelihood	Risk	Additional controls / comments
The spread of COVID-19 Infection due to hand contact with surfaces.	Staff, Service users & pupils (especially those with underlying health conditions) contactors and teachers.	<ul style="list-style-type: none"> - A stringent surface cleaning and sanitising routine is in place of all surfaces and hand contact points. - Fingerprint scanners are no longer to be used. Instead, staff search for pupil surname manually. - Individuals are discouraged from touching items and surfaces unnecessarily. 	5	1	5	<p><i>Staff are trained to be particularly aware when clearing dirty crockery and utensils from tables. Staff must wash their hands immediately after doing this and must avoid touching their face, ears,</i></p>

		<ul style="list-style-type: none"> - Food items which would normally be on display are kept out of reach and are only to be accessed by staff. - Staff clearing dirty crockery must avoid doing so directly where possible and wash their hands immediately after. - Keep areas well ventilated. 				<p><i>eyes, nose and face before hand washing.</i></p>
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Signed: _____ **Print:** _____ **Date:** _____

Additional Training

Please ensure a manager's brief has been completed alerting staff to site specific process / procedures and that staff are aware of the following sources of information:

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>

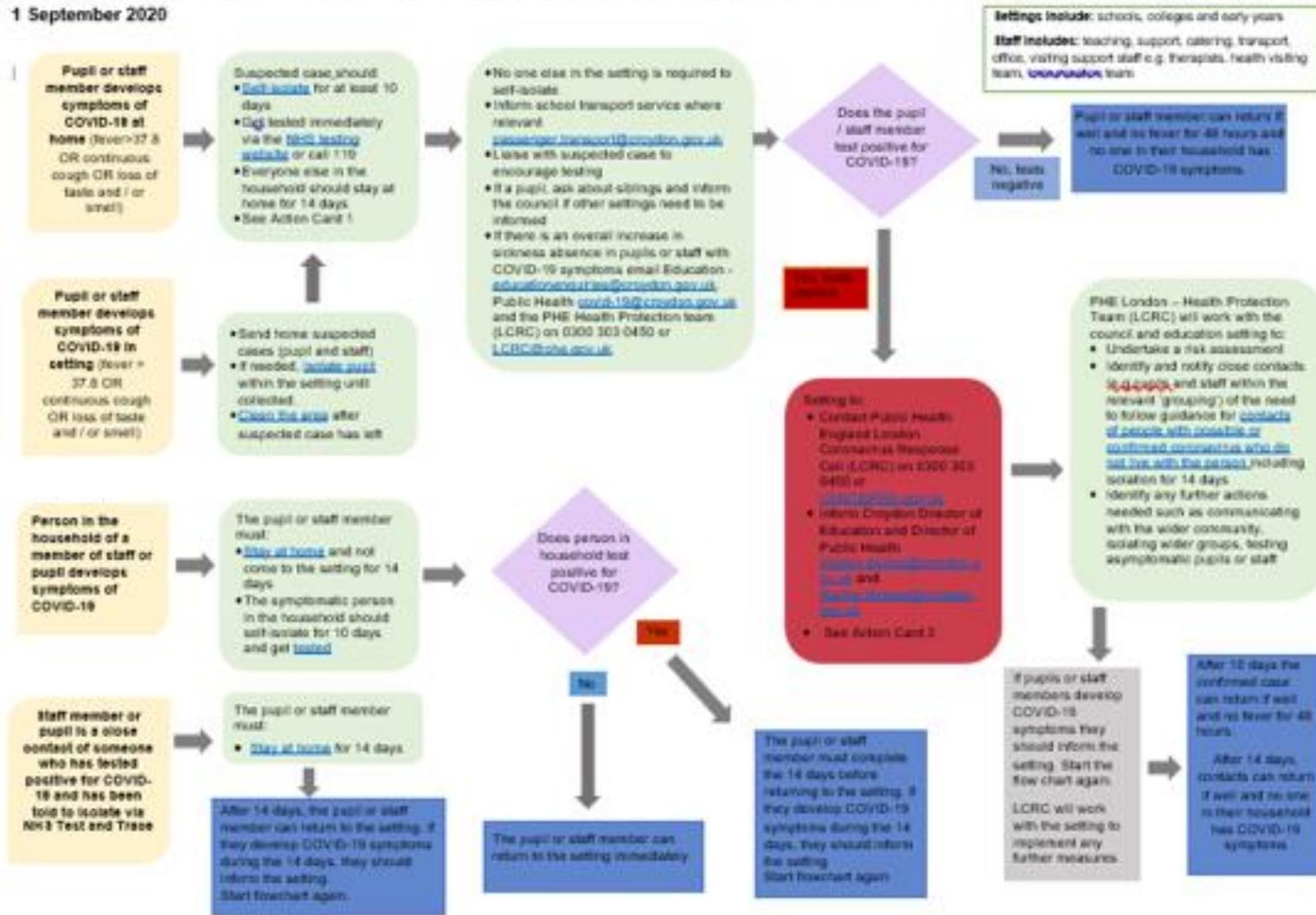
<https://www.nhs.uk/conditions/coronavirus-covid-19/advice-for-travellers/>

<https://www.gov.uk/government/publications/coronavirus-action-plan>

Appendix 6: Local Authority slides on managing cases from September 1st Taken from LA guidance 02092020

What to do if there is a suspected or confirmed case of COVID-19 in education setting (early years, schools or colleges)

1 September 2020



A symptomatic case – key actions

Action Card 1 – SUSPECTED CASE	Progress
1. If suspected case is a pupil, isolate them in a safe space until taken home by parent or carer. If they cannot be collected by parent/carer, ask their transport provider to collect them	
2. Adults who accompany or care for a suspected case in isolation and coming within 2 m distance of them should wear gloves, aprons and masks	
3. In exceptional circumstances give the staff member or parent / carer a COVID-19 testing kit from school stock See guidance here	
4. If suspected case is a member of staff, send them home immediately, minimizing contacts and surfaces touched while still on the premises	
5. Clean the surfaces touched by the suspected case according to guidance .	
6. Contact suspected case (or their parent/carer) to: <ul style="list-style-type: none"> • Encourage them to follow guidance: suspected case to stay at home for 10 days; suspected case to request a test; household members to stay at home for 14 days. • Ask parent/carer to inform other education settings if siblings attend other settings • Encourage parents/carers to let contacts know to be very diligent in handwashing and social distancing 	
7. Inform transport provider passenger.transport@croydon.gov.uk , specialist support staff, social care, LAC team as appropriate	
8. Follow up parent/carer after 24 hours to see if they have requested a test	
9. If a pupil is off sick, and a parent has not been in contact, the education setting should contact the parents to find out if the pupil has COVID-19 symptoms	
10. If there is an overall increase in sickness absence reporting where parents report illness with suspected COVID-19 (but where no tests have been done or results are available) email Education on educationenquiries@croydon.gov.uk , Public Health on covid-19@croydon.gov.uk and the PHE Health Protection team (LCRC) on 0300 303 0450 or LCRC@phe.gov.uk LCRC will provide a reference number for the incident.	
11. Ensure stock of PPE in the event of further suspected cases	

A positive COVID-19 case – key actions

Action Card 2 - CONFIRMED CASE	Progress
1. Inform the Director of Education Shelley.Davies@croydon.gov.uk and the Director of Public Health Rachel.Flowers@croydon.gov.uk of the positive test, providing LCRC reference number if available	
2. Contact the London Health Protection team (LCRC) on 0300 303 0450 or LCRC@phe.gov.uk to inform them of the positive case (they may already have been in touch) and discuss next actions. LCRC will provide a reference number for the incident.	
3. Send home members of the same school grouping as the confirmed case to self-isolate for 14 days. This may be the "bubble" or a different group of pupils and staff – the decision as to who should self-isolate at home will be made with the support of the LCRC	
4. Contact confirmed case (or their parent/carer) to: <ol style="list-style-type: none"> Offer support Ask for an update on other members of the household especially those who are at other educational settings Ask parents to inform other settings Check that the rest of household are self-isolating 	
5. Inform transport provider, specialist support staff, social care, LAC team as appropriate	
6. Send letters (based on template letters A and B) to identified contacts and their parents/carers. The letters do not identify individuals	
7. Review the implementation of prevention and control measures within the setting	