

St Stephen's Church School

COVID-19 Risk Assessment: September 2020

This is a generic assessment to cover anyone including employees, pupils, volunteers, stakeholders and contractors who engage or are in contact with any Trust offices, schools or external working areas during the pandemic. Risk of infection from and to others in line with government advice and guidance.

In response to the current COVID-19 measures, the following risk assessment has been designed to consider different situations and environments that you as individuals or teams may encounter during this period of alternative working. It is the school's responsibility to ensure that this assessment is adapted to be specific to the premises.

When completing this document please consider the following control measures:

- **Eliminate** – can the task or situation be avoided or how can we eliminate the risk to the best of our ability?
- **Substitute** – where a face to face meeting is arranged, can this be substituted with a 'teams' meeting?
- **Engineered** – The use of screens, barriers or other floor markings to ensure that social distancing is maintained?
- **Administration** – controls will include social distancing measures, regular hand washing procedures, isolating as much as possible, with information and training in place as required.
- **PPE** – PPE garments such as aprons and face masks could be considered.

Completed by:	Andy Bowman, Headteacher
Date:	9.7.20
Updates:	1.9.20

What is the hazard/concern?	What is in place?	What further action is necessary?	Action by Whom?	Date action due?	Date action in place?
<p>Social Distancing</p> <p><i>We promote behaviours and establish processes and approaches which work towards maintaining a social distance of 2 metres. Where a 2 metre distance is not achievable, we have taken reasonable and proportionate steps to mitigate risk.</i></p>					
<p>Staff and children to be reminded daily on the importance of social distancing in the workplace and outside</p> <p>Reducing the number of persons in any work area to comply with social distancing guidance</p> <p>Teams to be used to replace face to face meetings where possible</p> <p>Consider using barriers or screens to help maintain social distancing in customer facing positions ie offices</p> <p>Social distancing also to be adhered to in staffroom areas</p>	<p>Banner inside grounds. Staff to begin the day by reminding children of the expectations Markers are placed on the ground in foyer at 1m spaces.</p> <p>Adults should maintain at least 1 metre distance at all times, maintaining 2m distance whenever possible. Only essential staff should be in the office, with the hatch used for all non-confidential staff communication. Gatherings for meetings to be avoided (see below).</p> <p>Teams used for larger staff team meetings. Email to be used for communication wherever appropriate. SLT meetings happening using Teams.</p> <p>Hygiene screen installed on the front desk of the office.</p> <p>Staggered playtimes and lunchtimes enable reduced numbers of staff in the staff room at key times. Staff reminded to maintain 1m+ distance</p>	<p>Review: Where high needs children require support, are additional adults impacting upon effective social distancing?</p> <p>Review: is there sufficient staff room space? Does a further room need to be created?</p>	<p>SLT</p> <p>SLT</p>	<p>September 30th 2020</p> <p>September 15th 2020</p>	
<p>Start and end of day</p> <p>Staggered start and end times to reduce footfall on the school site where possible</p>	<p>Four entry and exit points to the school grounds are identified. There are two entry times: 8.40 and 8.50 and each year group has an</p>	<p>Review of start and end of day procedures.</p>	<p>SLT</p>	<p>15th September 2020</p>	

<p>Breaktime Staggered breaks to reduce the number of children together at any one time</p> <p>Closing off play equipment eg, trim trails, climbing frames</p> <p>Toilet Use Only one child can use the toilet space at a time</p> <p>Lining Up Reduce contact during lining up times.</p>	<p>allocated time slot and entry/exit point. See separate detailed risk assessment</p> <p>Breaktimes are staggered, and/or separate play spaces demarcated to ensure separate play. Children will only play within their year group. See separate organisational plan</p> <p>The Playpod and climbing frame are closed off. The stage will be accessible due to minimal hand contact.</p> <p>Each group has identified toilets during class time: EYFS, Year 1 and Year 2 have dedicated sole-use toilets. Year 6 and Class 8 will use the same toilet block. Guidance allows this, but to provide further measures, cubicles and sinks are labelled to further separate use. Years 4, 5 and Class 7 will use the same toilet block. Sinks will be labelled to separate use.</p> <p>Children will be told to only use the cubicles and wait outside for the person before them to leave. Urinals will be taped off to support this. Markers on the floor enforce social distancing of 1m when waiting. With younger children adults can make a judgement call to avoid accidents.</p> <p>Children will only be lined up when absolutely necessary based upon an assessment of the safety of the children. Year 1 and year 2 children need to walk up and down stairs to access their classroom and this must be done in an orderly fashion to maintain safety and so a line will be used. It is not anticipated other year groups will have to routinely line up. When children do need to line up, all children must face forwards, stand at least an arm's length behind the person in front. Establish this routine from the start of the first day.</p>	<p>Update separate risk assessment</p> <p>Review toilet procedures: is social distancing being maintained? Are the designated facilities sufficient?</p>	<p>Staff (feedback) and SLT</p>	<p>15th September 2020</p>	
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<p>Classroom</p> <p>Encouraging outside learning to reduce numbers in the classroom</p> <p>Re-arranging classroom layout to avoid face to face contact</p> <p>Children remaining in the same groups all day to reduce contact with others</p> <p>Shared Spaces</p> <p>Use of hall, library, IT suite and corridor spaces.</p>	<p>Timetables include time for every learning group to be outside. See separate organisational plan</p> <p>Classroom layouts are designed to minimise face to face contact, with children sitting side by side and facing the same direction where possible. In EYFS, staff are mindful of the need to minimise face to face contact, but not pursue this at the expense of a broad balanced curriculum.</p> <p>Learning ‘bubbles’ are define as complete year groups, avoiding the need for children to cross between groups. Shared EYFS playground will be scheduled to prevent mixing. Classrooms are designated to groups to avoid shared entrances (ie porches in Year 5/6 classrooms)</p> <p>Tables and chairs in shared areas must be wiped down in between small group use. Year 5/6 corridor is not to be used for break-out space.</p> <p>Additional rooms will be timetabled for use by specific groups and surfaces must be wiped down after use.</p>	<p>Daily review of classroom layout. Ideas/observations fed back to SLT/ shared widely.</p> <p>Finalise use of shared spaces and timetabling.</p>	<p>Staff</p> <p>SLT</p>	<p>30th September 2020</p>	
<p>Hygiene</p> <p><i>The measures that are in place to maintain hygiene not only for staff working and children but for all visitors to the school.</i></p>					

<p>Ensuring that adequate facilities for hand hygiene are available and are well stocked</p>	<p>Plentiful cleaning supplies ordered through centralised source. Additional outdoor hand wash station is available for children and adults returning in from outside.</p>	<p>Review: Is the location of hand sanitisers etc effective?</p>	<p>SLT/ Site Manager</p>		
<p>Have you considered turning off hand dryers? Paper towels used for the drying of hands</p>	<p>Hand dryers are permanently turned off, paper towels available for drying hands.</p>	<p>Review: How frequently does stock need to be replenished? Establish an ordering schedule to prevent running low/out.</p>	<p>Site manager/ office manager</p>		
<p>Gel sanitisers in any area where hand washing facilities are not readily available Employees and children to be reminded on a regular basis of hand hygiene</p>	<p>Gel soap dispensers be fitted in all classrooms. Daily routine includes frequent handwashing (every 1.5 hours minimum). Introduced through induction (3rd and 4th September), with reminder about washing for 20 seconds, and technique to be used.</p>	<p>Review: How frequently does stock need to be replenished? Establish an ordering schedule to prevent running low/out.</p>	<p>Site manager/ office manager</p>		
<p>Staff instructed not to share equipment, where practical</p>	<p>Equipment stays within classroom. Where a job-share is needed, staff should maintain own set of equipment for use or wipe down after use.</p>	<p>Review: How frequently does stock need to be replenished? Establish an ordering schedule to prevent running low/out.</p>	<p>Site manager/ office manager</p>		
<p>All surfaces are wiped down at the start, end and at regular intervals during the working day</p>	<p>Routine cleaning of children’s personal equipment (ipads, chromebooks, surfaces) is instigated by teacher and carried out by the child, using wipes, if the child is able to do so.</p>	<p>Review: How frequently does stock need to be replenished? Establish an ordering schedule to prevent running low/out.</p>	<p>Site manager/ office manager</p>		
<p>Open windows to ensure good ventilation in the classrooms</p>	<p>Tissues are available throughout the school, 2 boxes per classroom continuously available.</p>	<p>Review: How frequently does stock need to be replenished? Establish an ordering schedule to prevent running low/out.</p>	<p>Site manager/ office manager</p>		
<p>SLT to liaise with site staff to ensure the safety of the site. Checks to be carried out by leadership teams to ensure procedures are being followed</p>	<p>Windows are opened prior to children arriving in class. Site manager routinely checks all windows are closed prior to lock up.</p>	<p>Review: How frequently does stock need to be replenished? Establish an ordering schedule to prevent running low/out.</p>	<p>Site manager/ office manager</p>		
<p>Have you considered turning off water fountains?</p>	<p>Water fountains are turned off. Parents provide children with own bottle which can be refilled from classroom taps (all drinking water compliant).</p>	<p>Daily review: are all children bringing in</p>	<p>Teachers</p>		

<p>Have you considered bins for contaminated waste eg tissues, hand wipes etc?</p>	<p>Pedal bins in every classroom. The outside of bins are cleaned as part of the daily cleaning schedule.</p>	<p>water? Communicate with individual parents to remind</p>			
<p>Have you considered turning off fans and air conditioning units?</p>	<p>Staff do not use fans in the classrooms. Staff are to inform SLT if room temperature becomes uncomfortable and safe outside space will be found. Not all outdoor spaces are timetabled to reserve provision for this. There are no automatic fans/air con units.</p>	<p>Review: Is allotted outdoor 'break out' space sufficient for demand in hot weather?</p>			
<p>Do site staff working hours need to be reviewed? Longer opening hours?</p>	<p>HT to maintain any site manager cleaning duties during non-working hours in middle of the day. School opening hours will still fall within site manager's hours.</p>				
<p>Are additional key holders required?</p>	<p>Existing key holders are sufficient.</p>				

Cleaning

The daily and deep cleaning processes that are in place.

<p>Will there be a deep clean of the school before children return?</p> <p>Have you considered what products are used? If additional products are used are COSHH files up to date? Have suitable and sufficient cleaning products been purchased? Have you considered using disposable cloths for cleaning surfaces?</p> <p>Have you considered if PPE is required for cleaning staff?</p>	<p>A deep clean occurred during the summer holiday.</p> <p>All products ordered are Covid-19 compliant, sourced through BWMAT.</p> <p>Cleaning staff are employed by contracted company who will make decisions about PPE for their employees.</p>	<p>Review: Was clean effective? Any areas of concern?</p> <p>Review: How frequently does stock need to be replenished? Establish an ordering schedule to prevent running low/out.</p>	<p>Site manager</p> <p>Site manager/ Office manager</p>		
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<p>Daily Cleaning</p> <p>How will you manage cleaning of high-risk areas throughout the day?</p> <ul style="list-style-type: none"> ○ Door handles ○ Bannisters ○ Printers/ photocopier ○ Taps ○ Communal area switches ○ Kettles ○ Switches ○ Phones ○ Staff IT equipment ○ Laptops/IT equipment (children) ○ Signing in systems <p>Ensure that classroom rubbish is removed daily and disposed of correctly</p>	<p>Cleaning routine established to cover communal areas as listed left. Site Manager and HT maintain regular cleaning schedule: Mid-morning (SM), Lunchtime (HT), mid-afternoon (SM).</p> <p>Staff are provided with wipes, disinfectant spray and gloves to enable frequent cleaning throughout day within own working space. HT/DH contactable to bring more equipment as and when required. Establish an ordering schedule to prevent running low/out.</p> <p>Chromebooks and iPads timetabled for use. Cleaned by children with provided wipes before and after use.</p> <p>Process managed by member of office staff to avoid contact.</p> <p>Established routine</p>	<p>Review: How frequently does stock need to be replenished?</p>	<p>Site manager/ Office manager</p>		
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First Aid

The first aid provision and procedures that are in place.

<p>Have you considered any revised first aid requirements in view of the changing working patterns?</p> <p>Identify a room that poorly children can be kept in until parents come to collect them</p> <ul style="list-style-type: none"> ○ With closing door ○ Window for ventilation ○ Close to toilets ○ Make sure staff know to use this space ○ Ensure hand washing procedures are in place <p>Government guidance for first responders</p> <p>https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</p>	<p>First Aid packs are already in each classroom for non-urgent scrapes and bumps (<u>not</u> head injuries)</p> <p>First Aid Provision:</p> <p>Tier 1: Any adult is able to support children to administer plasters, wipes etc.</p> <p>Tier 2: Urgent or head injuries to be referred to year group’s designated first aider, to be administered in a space close to classroom.</p> <p>Tier 3: Suspected symptoms of Covid-19, sickness, serious head injuries or significant blood injuries to be treated by group’s designated first aider in medical room. PPE available to be used at the adult’s discretion.</p> <p>Medical room is kept well-ventilated and stocked with cleaning materials and PPE*. Will be cleaned as part of daily cleaning routine.</p> <p>If a child is displaying potential symptoms of Covid-19 (persistent cough, raised temperature, loss of or change to smell or taste) they wait in the medical room to be collected by a parent/carer. PPE is available for the accompanying member of staff*. The child will leave, with the parent/carer via the external door of the medical room and will be let out of the side gate to avoid walking back through the school to leave.</p> <p>*PPE (specifically gloves, masks and aprons) is available in the medical room for use if the member of staff chooses. Gloves and masks are single use and should be disposed of in a lidded bin immediately after use. Hands should be thoroughly washed immediately afterwards.</p>	<p>Review process: Liaise with support staff on effectiveness of arrangements</p> <p>Review: Use of PPE. Is further guidance required? Does more PPE need to be ordered?</p>	<p>HT/DH</p> <p>HT</p>		
<p>Premises Management</p> <p>Compliance checks must be up to date before children return – is this in place?</p>	<p>Compliance software indicates full compliance.</p> <p>Checks have been ongoing.</p>				

<p>Have you ensured that site staff have continued with their daily, weekly and monthly checks where possible?</p> <p>Please also take note of the guidance updates outlined by the DfE https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</p> <p>Do you have sufficient site staff to ensure the site is safe before children return?</p> <p>Is all servicing up to date eg, fire extinguishers, boilers etc?</p> <p>Have checks been completed on the fire alarm?</p> <p>Are all fire doors operational?</p> <p>Are all fire escape routes clear?</p> <p>Do any changes need to be made to your fire evacuation procedures?</p> <p>Do any changes need to be made to your lock down procedures?</p> <p>Have all water systems been checked and flushed through following the site closure?</p>	<p>Usual staffing is in place.</p> <p>All servicing is up to date.</p> <p>Yes</p> <p>All fire doors are functional and all escape routes are clear.</p> <p>The usual evacuation procedures and muster points are the safest to use.</p> <p>No changes required at this stage. Plan doesn't require cross-bubble mixing.</p> <p>All water systems have been used through the part-closure.</p>	<p>Review procedure following fire drills: Any changes needed to routes or muster points? Re-drill if necessary.</p> <p>Review lock-down following drill</p>	<p>SLT/ site manager</p> <p>SLT</p>	<p>8th June</p>	
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Contractors on Site

How contractors required to attend the school site to undertake certain repairs or compliance tasks will be managed.

<p>Only business critical tasks to be completed</p> <p>Gel sanitisers in any area where hand washing facilities are not readily available</p> <p>Ensure social distancing guidance is followed</p> <p>Working areas to be wiped down as necessary</p>	<p>Only business-critical work to be carried out. If at all possible, essential work will be conducted out of school hours.</p> <p>In the event of essential work being required, contractors read statements related to Covid-friendly practice and sign to acknowledge understanding of each statement:</p> <ul style="list-style-type: none"> - Wash hands using gel provided upon entry to the school - Access to the accessible toilet next to the office only and all touched surfaces must be cleaned with the wipes provided before and after use. - No entry to classrooms or areas containing children. - Social distancing of 1M to be maintained between adults - Follow-up discussion will be carried out by email or phone wherever possible. - All tools should be carried to the area of work in one go to avoid unnecessary journeys through the school. - Whilst moving through the school, avoid touching any surfaces unnecessarily. - Use the wipes provided to ensure working area remains clean throughout <p>The site manager will clean the work-space once the contractor has left, including door handles and light switches.</p> <p>All necessary cleaning products will be made available.</p> <p>Signage reinforces guidance before and after entry to building. Site Manager to monitor.</p> <p>Site manager will oversee cleaning process.</p>				
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Visitors on Site					
<i>Which visitors are allowed into the school building and what control measure are in place whilst visiting.</i>					
Educational professionals working 1:1 with children including SEND specialists, social care and Brighter Futures staff.	In line with guidance, educational SEND/pastoral professionals are able to work in school as normal, provided they avoid face to face contact and do not enter the building if they present with Covid-19 symptoms.				
Peripatetic music teachers	In line with guidance, peripatetic music teachers are able to work in school as normal in timetabled slots in the music room. All equipment and surfaces used must be wiped down between children and face to face contact should be avoided. Singing is not currently permitted.				
Parents	In line with guidance, all other visitors to the school building must be by appointment only.				
Trust staff, including central team, RDLA and colleagues in other schools	Teams is used for meetings whenever possible. All monitoring/ Trust visits are in line with Trust's own guidance and school improvement strategy.				
Office Spaces					
<i>Procedures to ensure the safe running of the main school office.</i>					
Restricting staff and pupil access to the office area - knock and wait system?	Only essential staff communications go via the office. Staff speak through the screen at the hatch whenever possible. If confidential, staff will knock and wait.	Review of communication through office:	Office manager	15 th September 2020	
Staff to adhere to social distancing guidelines – working from home if possible? Could the office team work on a rota basis?	If admin tasks can be carried out at home they are, with staff working from home on a rota basis.	Are adjustments or reminders needed for parent, staff or children comms?			
Regular cleaning of high touch areas ie, phone, printer, copier, PCs etc	See cleaning schedule above. Cleaning equipment also provided to enable ongoing cleaning by staff. No-contact signing-in system in place.				

<p>Have you considered one person signing in all visitors to reduce touch on the signing in system?</p>					
<p>Do you have procedures in place to ensure social distancing when visitors arrive at the school? How will the lobby/waiting area work?</p>	<p>Parents are encouraged to phone or email rather than face to face discussion. Video conferencing with outside agencies where appropriate. Essential visitors will wait at floor spots to maintain social distance in queue.</p>				
<p>Is the school office cashless?</p>	<p>The school office is cashless</p>				
<p>Have you considered how you will manage late arrivals?</p>	<p>Parents will be expected to bring their children in on time and to not enter the building. If a child is brought in late, the parent will buzz at the front door and will leave their child there. The door will be opened by the office staff and the child will make their way to their classroom independently. Reception children may be accompanied by HT/DHT/office manager</p>				
<p>Have you considered how you will manage parents bring in items late ie, lunchboxes etc? Will this still be allowed?</p>	<p>High-contact keypads etc will be wiped by staff in office to reduce social contact.</p>				
<p>Will there be procedures for wiping access gates, keypads etc?</p>	<p>A social screen is installed on the desk in front of the reception hatch.</p>	<p>Review of all social distancing measures in the office and foyer. Are further adjustments or reminders needed for staff, parents, children?</p>			
<p>Visitors at the hatch</p>	<p>The screen will enable the original hatch window to remain open and a through breeze will be created by ensuring office windows remain open.</p>		<p>Office Manager</p>	<p>15th September 2020</p>	
<p>Ventilation</p>					
<p>Social distancing within office</p>	<p>The three workstations in the office are in three separate rooms, enabling three members of staff to work separately. Only one person is allowed to be in each section at any one time. Where possible, staff will be rota'd, and alternative work spaces could be made available (for example for the site manager).</p>				

Deliveries					
<i>The controls in place for deliveries to the school ie, consumables, equipment, kitchen food deliveries.</i>					
Consider how orders are placed to reduce the need for frequent deliveries	Essential orders only.				
Consider how the deliveries are received and what access drivers will have to the school site Ensure hand washing/hand gel facilities are available	Any food deliveries are received at the kitchen door rather than at the front door. All delivery drivers are leaving items at the door without signatures required. A hands-free gel dispenser is installed in the entrance porch for all visitors.				
IT Equipment					
<i>The management of IT equipment throughout the school.</i>					
Are children able to use the same piece of IT equipment during the day to avoid the spread of germs? <ul style="list-style-type: none"> ○ Ensure laptops/tablets are wiped down after each use ○ Whiteboards to be cleaned twice a day as a minimum 	Cleaned by children with provided wipes and all equipment is wiped before and after use. Staff are provided with wipes, disinfectant spray and gloves to enable frequent cleaning throughout day within own working space. HT/DH contactable to bring more equipment as and when required.	Review: Is distribution of chn's IT effective? Is cleaning process effective?	IT Lead SLT/ Site manager	30 th September 2020 30 th September 2020	
Are there procedures for printers, copiers and remote controls to be cleaned regularly during the day?	Cleaning routine established to cover communal areas as listed left. Site Manager and HT maintain regular cleaning schedule: Mid-morning (SM), Lunchtime (HT), mid-afternoon (SM).				
Classrooms					
<i>The management of items/equipment in the classroom.</i>					
Before school returns, try to minimise the equipment in the classroom to what is essential to avoid daily cleaning	Equipment available: <ul style="list-style-type: none"> • All equipment must stay within classrooms. • All equipment must be routinely washed and/or quarantined for 72 hours after use. 	Review of available equipment: Is it sufficient? Is	SLT	30 th September 2020	

<p>Children allocated their own equipment to reduce sharing eg, named pencil, rubber etc</p> <p>Children to bring in their own named drinks containers for the day</p> <p>Have you thought about how you will manage reading books in the classroom?</p> <p>Have you agreed the procedures for marking children's books?</p>	<ul style="list-style-type: none"> • Soft furnishings, dressing up clothes, soft toys can be present in classrooms provided they have educational/ environmental value and are regularly cleaned. • Non-essential items are removed to enable thorough cleaning by avoiding clutter. • Reading books are given out and collected in in line with normal school procedures. Staff to wash hands after handling books out of book bags and wipes to be used to clean books as taken from book bags. • 'Book Corner' books can be rotated weekly to enable quarantining between use. • Plastic, easily washable toys/ equipment (eg Duplo/ counters) can be used provided they are washed afterwards (soaked in the sink with disinfectant, left to drain in the sink overnight). • Each child is given an individual set of equipment to include: Writing pencil, sharpener, ruler, coloured pencils, scissors. <p>The school marking policy is followed, with staff ensuring they wash their hands before and after each set of books.</p>	<p>the cleaning of plastic shared equipment manageable?</p>			
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Physical Activity

How the increased risk posed by PE and exercise will be mitigated.

<p>Where will PE take place?</p> <p>How will planning ensure social distancing is maintained?</p> <p>How will planning ensure that opportunities for transmission are minimised?</p> <p>How will children get changed for PE?</p>	<p>PE is timetabled to take place outside. If the weather requires indoor PE to take place, the activities should be static and low intensity (eg yoga) to prevent transmission via sweat or increased breathing.</p> <p>Contact sports are avoided. Activities are planned to develop skills whilst ensuring pupils have a designated space to work within.</p> <p>Activities are carefully planned to ensure equipment, including balls, is not passed hand to hand. All equipment is wiped clean after use and left for a period of 72 hours before being used by a different year group.</p> <p>Children will not be getting changed into PE kits, other than changing shoes. On PPA Wednesdays, the children can come to school in PE kit.</p>				
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Lunches/Lunchtime					
<i>The management of lunch service across the school.</i>					
Reducing the menu options to one main meal and a packed lunch option to simplify lunch service	Edwards and Ward are offering a packed lunch service. Packed lunches are delivered to the classrooms by a member of SLT or the kitchen team leader if on site.				
Staggered lunch times	Lunchtimes are staggered in order to stagger the play time that follows (see separate organisational plan).				
Packed lunches to be eaten in the classrooms	All packed lunches will be eaten in classrooms, or outside if possible. At other times, packed lunch boxes should be stored under the child's desk if possible.	Review of lunchtime preparation/cleaning process. Is it manageable and safe for staff?	SLT	June 8th	
Have you agreed procedures for hand washing before lunch?	Preparation for lunchtime will include tables being wiped and all children thoroughly washing hands. Sufficient time will be allowed on the timetable to enable this.				
Have you agreed procedures for cleaning surfaces after lunch service?	Staff or children in the room will wipe affected surfaces before going out to play.	Review effectiveness of wet lunchtime supervision	SLT	When required	
Are there contingency plans for wet playtimes?	Parents will be reminded to ensure children have adequate wet weather clothing with them in school. In the event that despite this a wet play is needed, Lunchtime supervisors will supervise from the door of the classroom, in line with the outdoor rota.				
Shared Staff Areas					
<i>Measures to ensure good hygiene and social distancing in staff areas.</i>					
Ensuring sufficient space in between members of staff	Staff room use is staggered in line with lunchtime/playtimes (see separate organisational plan). Members of staff ensure 1m+ distance between them at all times. Temporary overflow staff room located in the IT Suite (drinks etc to be taken through from staff room and returned).	Review: Are staff spaces effective in supporting social distancing? Consider:	SLT	June 8th	

<p>Dishwasher to be used where possible</p> <p>Paper towels to be used instead of tea towels for drying up</p> <p>Effective cleaning of work areas throughout the day</p>	<p>Where applicable, paper towels used. Dishwasher should be used whenever possible.</p> <p>Cleaning routine established to cover communal areas as listed left. Site Manager and HT maintain regular cleaning schedule: Mid-morning (SM), Lunchtime (HT), mid-afternoon (SM). Staff are provided with wipes, disinfectant spray and gloves to enable frequent cleaning throughout day within own working space. HT/Office manager contactable to bring more equipment as and when required.</p>	<p>amount, staggered use and number of staff, layout and furniture.</p>			
<p>Breakfast and After School Clubs</p>					
<p><i>Procedures in place for breakfast and after school clubs.</i></p>					
<p>How will you provide food and drinks during breakfast club?</p> <p>How will parents drop off children in the morning?</p> <p>How will parents collect after school?</p> <p>Have you considered staggered drop off and collection times?</p> <p>What will the toilet arrangements be?</p> <p>Do you have procedures in place for cleaning high risk touch points?</p>	<p>Food will be prepared by a member of staff, wearing PPE. Food is plated up by the adult and children sit distanced where possible.</p> <p>Children arrive and enter independently through the hall door (normal procedure).</p> <p>Collect from hall door (normal procedure) but do not enter the hall. Substitute the signing out system with one staff member taking responsibility for child handover. Install a hand sanitising unit by the door.</p> <p>There is a natural staggering due to various arrival and departure times.</p> <p>Toilets - 1 at a time - regularly cleaned/sprayed/wiped down PPE garments are available for staff to use if they so wish. Children to use their designated 'day time' toilets</p> <p>Equipment (lego etc) is disinfected and left to drain nightly. No sharing of toys outside groups</p>	<p>Do these toilet arrangements work?</p>			

<p>How do we encourage social distancing?</p> <p>PPE</p>	<p>Guarantee hand hygiene facilities are always well stocked - soap, paper towels, hand sanitisers, wipes, tissues.</p> <p>Pedal bins available in the hall</p> <p>Ensure hall is well ventilated at all times and handles/doors/mats wiped down after PE sessions.</p> <p>Bookings placed online for both Breakfast and After School club.</p> <p>To avoid crossing between bubble groups, the hall is zoned into 6 areas. This can be engineered with floor markings to ensure social distancing rules are followed</p> <p>As much outside play as possible - staggered play times. All staff to engage in outside play on a daily basis. No play pod or climbing frame -reducing touch.</p> <p>PPE (specifically gloves, masks and aprons) is available in the medical room for use if the member of staff chooses. Gloves and masks are single use and should be disposed of in a lidded bin immediately after use. Hands should be thoroughly washed immediately afterwards. PPE should be used for close contact with a child and for food preparation.</p>				
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Pupil Behaviour

The process for ensuring children's behaviour contributes positively to staff and pupil safety.

<p>Does the behaviour policy support the staff in ensuring safe behaviour?</p> <p>Can the escalation measures (eg SLT involvement) be carried out whilst maintaining social distancing?</p>	<p>Expectations around social distancing are made clear to the children repeatedly. If a child repeatedly <i>and</i> deliberately deviates from expected behaviours this will be challenged in line with our adapted behaviour policy.</p> <p>The behaviour policy is adapted to ensure that persistent behaviour can be escalated to SLT whilst maintaining social distancing guidelines. The policy enables repeated and deliberate behaviour which undermines child or staff safety in relation to Covid-19 to be</p>	<p>Review: Has the behaviour policy remained effective in responding to incidents of behaviour</p>	<p>SLT</p>	<p>30th September 2020</p>	
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	<p>children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.</p> <p>If there are multiple confirmed cases, or an increase in illness absence related to Covid-19 symptoms, this may be considered an outbreak and the local health protection team will continue to advise.</p>				
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Remote Learning

The process for ensuring children’s learning continues in the event of part closure to one or more year groups.

<p>How will we ensure that children’s learning continues in the event that a year group bubble has to be closed?</p> <p>How will we safeguard staff in the event that they are required to share lessons online?</p>	<p>The starting point for online teaching follows the principles set out in the Code of Conduct and the Social Media and Networking Policy. This will include acceptable use of technologies, staff pupil/student relationships and communication including the use of social media.</p> <p>In line with DfE requirements, remote learning will commence immediately following the closure of a year group bubble due to Public Health advice.</p> <p>All teachers and teaching assistants connected to the year group bubble will be able to work remotely across the bubble to provide the necessary content and feedback.</p> <p>We only use Microsoft Teams for online teaching, overseen and managed by the Bath and Wells Trust ICT department.</p> <p>We are clear about the value of pre-recorded online teaching versus live online teaching and choose the most appropriate form of delivery depending upon the task and age of the children.</p> <p>If lessons are streamed live, we follow Trust safeguarding guidelines. We refer to the <u>guidance on safeguarding and remote</u></p>				
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[education](#) , [guidance from the UK Safer Internet Centre on safe remote learning](#) and from the [London Grid for Learning on the use of videos and livestreaming](#) to help us plan online lessons and/or activities safely. We will seek advice from the Trust IT department where we have any concerns or questions.

We ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements. We seek advice from the DPO where there are any concerns about a breach of the requirements.

We issue guidance to parents to reinforce the importance of children being safe online. We will ensure that parents and carers are made aware of what their children are being asked to do online, including the sites they will be asked to access and we will make it clear which members of school staff their children will have interaction with.

If a 1:1 online meeting is required, we follow the following Trust guidance:

- *Agree with your Line Manager a list of children who will be invited to a scheduled Teams meeting*
- *Agree with your Line Manager a second member of staff who will be invited to attend the meeting with you*
- *Agree with your Line manager what the purpose of the meeting is and what the content will be*
- *Gain consent from the parent for the child to attend the Teams meeting and where possible request that an adult will be present with the child for the duration of the meeting*
- *Schedule the Teams Meeting using your Teams calendar and invite the child and the second member of staff. Ensure the subject of the meeting is clear.*
- *Ensure that the meeting takes place in a safe and suitable environment – where possible this should be at school for the staff members. In all locations outside of school blur or change your background.*

	<ul style="list-style-type: none"> · <i>If you have any concerns during the meeting then you must terminate the meeting and report your concerns to your Line Manager</i> · <i>Ensure that you end the Teams meeting to prevent children reconnecting to the meeting.</i> · <i>The meeting should remain in your Teams calendar</i> 				
General <i>Further areas not covered above.</i>					
<p>How to reduce any unnecessary visitors to the school?</p> <p>Do you have procedures in place for class worship?</p> <p>Have you considered one-way systems for corridors where possible?</p> <p>Have you considered using signage around the school and the grounds?</p> <p>Have risk assessments been completed for pupils with EHCP, SEN, SEMH needs?</p>	<p>Parents are encouraged to:</p> <ul style="list-style-type: none"> - arrange to pick-up and drop-off an additional child in line with guidance. - take all measures to avoid being late - phone rather than arrive in person with enquiries <p>Group worship is in year groups or across year groups via Teams. Group singing is only allowed outside and with social distancing measures reinforced.</p> <p>Passing in the corridor is considered low risk and width of corridors enables adequate space, provided children keep closely to the left.</p> <p>Signage related to handwashing and maintaining social distance displayed throughout the school.</p> <p>SENDco has risk assessed each child in collaboration with parents, building upon assessments already made through this period. Children with funded 1:1 support continue to receive equivalent provision where required. SENDco has informed parents that this may not be the usual named member of staff, according to staff availability. The altered social and physical environment may affect the behaviour and/or emotional response of other individual children in unforeseen ways, and as concerns and levels of need arise, these will be risk-assessed in the same way.</p>	<p>Review movement through school: Is there need for further steps: Consider a one way system or arrows on floor?</p>	<p>SLT</p> <p>SENDco</p> <p>HT/DHT</p>	<p>15th September 2020</p> <p>15th September 2020</p>	

How will the handover over of a reluctant and/or emotional child be safely managed?	Parents will be made aware that they will have to take responsibility for reassuring/ calming their child before they walk to their teacher as close 1:1 contact will not be possible. If the child is not ready to come in when required by the teacher, the parent will be invited to take some time to calm/reassure them and the office will be informed to expect the child to be dropped at the main entrance instead. The office manager, HT or DHT will then accompany the child to their classroom door.	Review provision: Are children safe and happy? Are staff able to successfully socially distance in classroom?		15 th September 2020	
How will staff relay immediate concerns in relation to their safety, or that of the children?	<p>If staff have a concern related to their safety, or that of a child, the following people are phoned immediately: Cleaning/medical equipment: Office Manager Staff safety/procedural/behavioural concerns: HT/DH They will come to the classroom door to offer advice, support or equipment.</p> <p>All issues raised by staff are fed into SLT meetings and the ongoing risk assessment process.</p>	Review: Is this response manageable? Is it leading to unnecessary movement/contact?			

This document has been shared with the following staff groups:

Teaching Staff	Date: 10.7.20 and 25.8.20 (draft)	Date: 2.9.20 (final)
Support Staff	Date: 10.7.20 and 25.8.20 (draft)	Date: 2.9.20 (final)
Admin Staff	Date: 10.7.20 and 25.8.20 (draft)	Date: 2.9.20 (final)
Lunchtime Staff	Date: 10.7.20 and 25.8.20 (draft)	Date: 2.9.20 (final)
Kitchen Staff	Date: [To be shared on return. Employed by contactor]	Date: 3.9.20 (final)

Name: Andy Bowman	 Signature:	Date: 2.9.20
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Action:	School response:
<p>Please highlight any section in yellow within the risk assessment where you consider your controls are not resulting in a low risk e.g. is there anything which you consider still to be a risk which you cannot reduce satisfactorily.</p> <p>Please summarise these issues in the response box on the right.</p>	
Have you consulted with all staff about the contents of the risk assessment and taken into consideration any views/changes?	Yes 10.7.20, 25.8.20 and 1.9.20
Have you consulted with any union appointed safety representatives or representatives of employee safety about the contents of the risk assessment and taken into consideration any views/changes?	Yes 10.7.20 and 25.8.20
Have Governors been involved in the risk assessment process, or will be walking through the risk assessment with you?	Yes, 2.9.20. Site visit CoG and H&S Governor
Please confirm when and how staff are being trained in the arrangements being put in place to return.	Inset Days 1 st and 2 nd September