

## COVID-19 risk assessment – Partial re-opening of Krishna Avanti Primary School, Croydon

Site / school name:	Krishna Avanti Primary School, Croydon		
Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none"> <li>▪ Pupils</li> <li>▪ Staff</li> <li>▪ Catering and cleaning staff</li> <li>▪ Contractors and visitors</li> </ul>		
Tasks and activities covered by this risk assessment:	<ul style="list-style-type: none"> <li>▪ Partial re-opening of primary school – Children of Key workers; Pupil Premium, vulnerable 8th June 2020 at the earliest</li> <li>▪ Pick up and drop off from school</li> <li>▪ Cleaning and sanitisation</li> <li>▪ Food provision</li> <li>▪ Continued remote working of some staff</li> </ul>		
Equipment and materials used:	<ul style="list-style-type: none"> <li>▪ General class and teaching materials</li> <li>▪ Cleaning materials and equipment</li> <li>▪ Shared resources and spaces</li> </ul>		
Location(s) covered by this risk assessment:	<ul style="list-style-type: none"> <li>▪ All school premises and grounds</li> </ul>		
Name of person completing this risk assessment:	Nathan Barrett & Peter Burton	Date of completion:	28 <sup>th</sup> May 2020
Risk assessment approved by:	Ashutosh Bhardwaj	Date of approval:	5 <sup>th</sup> June 2020
Date risk assessment to be reviewed by:		Risk assessment no:	
<b>Record of risk assessment reviews</b>			
Date of review:	3/06/2020	Reviewed by:	19/6/2020
		Comments / date of next review:	▪

Level of residual risk prior to risk assessment      Medium

Level of residual risk after risk assessment      Low

The protocols and procedures set out in this document will be reviewed regularly and any changes made will be highlighted and shared with parents, staff and pupils.

This document has been shared with the Leadership Team and NEU School Rep on 5<sup>th</sup> June 2020

What are the hazards?	Who might be harmed and how?	General guidance and measures to consider	What do you need to do at your school to manage the risk	Who will do this?	By when?	Completed on:
<ul style="list-style-type: none"> <li>Contact with Individuals who are unwell with COVID 19</li> </ul>	<ul style="list-style-type: none"> <li>Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers.</li> <li>Potential for spread to other family members / persons.</li> </ul>	<p><b>Organise class groups</b></p> <ul style="list-style-type: none"> <li>Ensure maximum numbers are adhered to - 15 children to 1 adult.</li> <li>Minimise contact between groups.</li> <li>Ensure children always stay in the same groups on each day and do not mix on subsequent days.</li> <li>Where possible, ensure that the same teachers and other staff are assigned to the same groups during the day and on subsequent days.</li> <li>Ensure pupils are only in school when they need to be.</li> </ul>	<ul style="list-style-type: none"> <li><b>Identify which areas of the school will be accessible and assess capacity according to numbers of pupils</b></li> <li><b>Keep groups to a maximum of 15 pupils to 1 adult</b></li> <li><b>Implement a rota system for the same staff to be with the same group of pupils</b></li> <li><b>Have a staggered start and finish times for pupils so that a limited number of parents are on site at drop off and pick up times</b></li> </ul>	Site Manager & SLT	Wednesday 27 <sup>th</sup> May 2020	
		<p><b>Organise classrooms and other learning spaces</b></p> <ul style="list-style-type: none"> <li>Move furniture and desks to enable social distancing between pupils. Ensure the same principle is applied to teachers' desks.</li> <li>Floor markings can be used as well to define transit routes or no-go spaces in classrooms.</li> <li>Remove any unnecessary items including soft furnishings and other items that are hard to clean.</li> <li>Allocate pupils to an individual learning station so they use the same desk if they are in on consecutive days.</li> <li>All spaces should be well ventilated using windows etc where possible.</li> </ul>	<ul style="list-style-type: none"> <li><b>Assess capacity of classrooms</b></li> <li><b>Rearrange furniture to ensure social distancing</b></li> <li><b>Assign pupils and staff to the same room/desk</b></li> <li><b>Apply floor markings in areas being used by both staff &amp; pupils, if necessary</b></li> <li><b>Assign pupil to the same desks</b></li> <li><b>Keep pencil cases and books in school</b></li> <li><b>Remove soft furnishings from classrooms; particularly lower school (Soft toys, cushions etc.)</b></li> <li><b>Regular cleaning of all classroom resources and play equipment used using disinfectant</b></li> </ul>	All staff working with pupils And Site Manager	Friday 5 <sup>th</sup> June 2020	
		<p><b>Review curriculum provision</b></p>	<ul style="list-style-type: none"> <li><b>SLT and class teachers to plan lessons/activities for core</b></li> </ul>	SLT/Class teachers	Friday 5 <sup>th</sup> June 2020	

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		<ul style="list-style-type: none"> <li>▪ Decide which lessons or activities will be delivered and those that cannot safely be delivered. This might include some practical or physical activities.</li> <li>▪ Consider which lessons or activities can take place outdoors where social distancing is easier and the risk of transmission reduced.</li> </ul>	<p><b>subjects and pastoral support, using the outdoor spaces and school hall where applicable and possible</b></p> <ul style="list-style-type: none"> <li>▪ <b>CT to plan and organise physical activities for each day so pupils have as much exposure outdoors as possible, ensuring equipment is not used.</b></li> </ul>			
		<p><b>Movement around the school</b></p> <ul style="list-style-type: none"> <li>▪ Adjust the school timetable and selection of classrooms to reduce movement around the school as much as possible.</li> <li>▪ Consider if teachers move rather than pupils ensuring that contact between different groups is minimised.</li> <li>▪ No assembly in hall - CW to be in classrooms</li> <li>▪ Stagger start and finish times.</li> <li>▪ Stagger break and lunch times.</li> <li>▪ Use one-way systems where possible.</li> <li>▪ Use floor or wall markings to highlight social distancing.</li> <li>▪ If pupils need to queue to get into a classroom mark out clear waiting areas with 2 metre spacing. Pupils may need to enter classrooms one at a time as directed by staff.</li> <li>▪ Ensure that toilet facilities do not become crowded by limiting the numbers allowed to use at any one time: 2 pupils at any one time (one girl and one boy)</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Groups to stay in the same areas as much as possible</b></li> <li>▪ <b>Draw up staggered timetables for playtimes and lunchtimes.</b></li> <li>▪ <b>Install one-way directional signs in both halls and corridors.</b></li> <li>▪ <b>Directional signs in both playgrounds for dropping off &amp; picking up pupils.</b></li> <li>▪ <b>Social distancing reminder posters throughout all areas that are being utilised.</b></li> <li>▪ <b>Manage use of toilet facilities with limited numbers (no more than 2) allowed to use at any one time – in each year group area.</b></li> <li>▪ <b>Prop open doors in high traffic areas where possible, using the automatic door opening mechanism.</b></li> </ul>	SLT/ Site Manager / Operations Manager	Friday 5 <sup>th</sup> June 2020	

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		<ul style="list-style-type: none"> <li>▪ With due regard to fire safety, doors may be temporarily propped to limit touching of door handles and aid ventilation.</li> <li>▪ Some children may need additional support with these measures e.g. the very young or those with special educational needs.</li> <li>▪ Develop new Visitor and Contractor arrangements for the school. Visitors are only allowed to attend the site and meet school staff by prior appointment or by good reason (delivery drivers). Otherwise they will be asked to leave the site.</li> <li>▪ Visitors will only be permitted onto the premises by pre-arranged appointment only. Any visitor or contractor needing access to the school beyond reception will need to complete and sign a medical questionnaire to say they are neither suffering from Covid 19 like symptoms nor in the recovery phase.</li> <li>▪ Any visitor or contractor admitting that they have symptoms will not be admitted to the school and asked to leave.</li> <li>▪ If a toilet is required for any person in the school displaying symptoms of Covid 19, they should use a separate toilet from other people where possible. If this is not possible, the toilet should be quarantined after use until it can be cleaned and disinfected thoroughly</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Provide PPE for staff who need to support the very young or SEN pupils.</b></li> <li>▪ <b>Devise a medical questionnaire and ensure that copies are available on the admin office.</b></li> <li>▪ <b>Inform all staff of the new process</b></li> <li>▪ <b>Designate the upper ground floor disabled toilet opposite the library as the isolation facility</b></li> <li>▪ </li> </ul>			

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		<p><b>Shared spaces e.g. assembly and dining halls</b></p> <ul style="list-style-type: none"> <li>▪ Limited use of school hall</li> <li>▪ Adequate cleaning will need to take place between groups using the shared spaces including wiping down of tables between each group.</li> <li>▪ Stagger the use of work rooms and offices to maintain social distancing.</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Assembly will be held in classrooms</b></li> <li>▪ <b>Lunches will be eaten in classrooms (weather dependent)</b></li> <li>▪ <b>Spaces have been allocated to consider staggered break times and adhering to social distancing</b></li> <li>▪ <b>Staff breaks will be staggered to maintain social distancing</b></li> <li>▪ <b>Staff Room use will be time-tabled to minimise staff interaction and maximise social distancing</b></li> <li>▪ <b>Disinfectant and disposable blue roll will be available for sanitising the staffroom facilities.</b></li> <li>▪ <b>Kettle and microwave will be out of use. Staff to bring in own flask, cutlery and crockery</b></li> <li>▪ <b>Cleaning and sanitising of services, door handles, toilets, taps will be cleaned at regular intervals throughout the day by an on-site cleaner and site staff. A thorough clean will take place at the end of each day and a deep clean on Fridays.</b></li> </ul>	SLT/Staff working with pupils	Plans In place by Friday 5 <sup>th</sup> June 2020	
		<p><b>Outside spaces</b></p> <ul style="list-style-type: none"> <li>▪ Should be used for exercise and breaks where possible</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Stagger use of playgrounds and outdoor learning spaces</b></li> </ul>		Plans In place by	

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		<ul style="list-style-type: none"> <li>Outdoor education can limit transmission and allow easier distancing between children and staff</li> <li>Outdoor equipment should not be used.</li> </ul>	<ul style="list-style-type: none"> <li><b>Outdoor equipment will not be used since cleaning between use is not practicable.</b></li> <li><b>In EYFS, or shared resources will be sanitised between each use</b></li> </ul>		Friday 5 <sup>th</sup> June 2020	
		<p><b>Shared resources</b></p> <ul style="list-style-type: none"> <li>Limit what shared resources are required and, particularly any that are taken home.</li> <li>Cleaning will be needed after each use where shared resources are used by different groups.</li> <li>Practical lessons can go ahead only if equipment is cleaned between use and the classroom / space is cleaned between different groups using them.</li> </ul>	<ul style="list-style-type: none"> <li><b>Equipment (books/pencil cases) will not be allowed home</b></li> <li><b>Where possible all small pieces of equipment (dice, shapes, counters etc.) will be sterilised after use</b></li> <li><b>There will be no music lessons where instruments are used</b></li> <li><b>ICT equipment will be cleaned after use in preparation for the next group</b></li> </ul>	SLT/Staff working with pupils	Ongoing	
		<p><b>Policies</b></p> <p>Schools “Sickness Policies” updated to ensure that staff and pupils that are displaying symptoms of COVID 19 are excluded from the school site for at least 7 days or until they are symptom free or confirmed to be COVID 19 free by testing.</p> <ul style="list-style-type: none"> <li>(phe guidance: Stay at Home: guidance for households with possible coronavirus (COVID 19) infection.)</li> </ul> <p>Schools “Sickness Policies” updated to ensure that staff and pupils that have someone in their household displaying the symptoms of COVID 19 are excluded from the school site for 14 days.</p>	<ul style="list-style-type: none"> <li>Risk assessment will be an annex to the school Sickness Policies / Procedures to Parents and Staff</li> </ul>			

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		<ul style="list-style-type: none"> <li>(pne guidance: Stay at Home: guidance for households with possible coronavirus (COVID 19) infection.)</li> </ul> <p><b>Contractors</b> Update the school's "Contractor Management Policy" to ensure that it covers how requirements for contractors attending the school site are symptom free from COVID 19 and that any work required will be delayed until a safe date can be arranged or replaced with another well contractor.</p>	<ul style="list-style-type: none"> <li><b>Site Manager to be aware of the contractor management procedures.</b></li> </ul>			
Social Contact - Drop Off and Collection	<ul style="list-style-type: none"> <li>Direct or indirect transmission of virus from carriers to well individuals</li> </ul>	<p><b>Getting to school and drop off / pick up</b></p> <ul style="list-style-type: none"> <li>Highlight government advice on safe travel to parents and carers.</li> <li>Stagger start and finish times to limit numbers at any one time.</li> <li>Mark drop and pick up areas including with social distancing markers. Different areas may be needed for different classes and groups.</li> </ul>	<ul style="list-style-type: none"> <li><b>Parents/staff/pupils will be discouraged to share vehicles</b></li> <li><b>No educational visits or external workshops will take place during this period</b></li> <li><b>Start and finish times will be staggered to limit numbers</b></li> <li><b>Entrance and Exit points will be kept separated to maintain social distancing</b></li> <li><b>Have dedicated entrances and exits for different groups of pupils.</b></li> </ul>	SLT/Site Manager / Operations Manager	Plans In place by Friday 5 <sup>th</sup> June 2020	
<ul style="list-style-type: none"> <li>Risk of spreading Covid 19 when providing first aid or welfare care</li> </ul>	<ul style="list-style-type: none"> <li>Direct or indirect transmission of virus from carriers to well individuals</li> </ul>	<p><b>First aid and care provision</b></p> <ul style="list-style-type: none"> <li>The school will maintain suitable first aid, including paediatric first aid cover.</li> <li>Social distancing and hygiene control measures must be maintained so far as is reasonably practicable when providing first aid e.g. limiting numbers in first aid rooms,</li> </ul>	<ul style="list-style-type: none"> <li><b>To limit the number of pupils using first aid at the same time we shall have access to first aid equipment in each classroom. Major first aid requirement will be dealt with in the medical room</b></li> </ul>	Site Manager / Admin staff	Plans In place by Friday 5 <sup>th</sup> June 2020	

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		<p>cleaning the area after treatment, PPE for first aiders and thorough hand washing. PPE can include masks, gloves, aprons</p> <ul style="list-style-type: none"> <li>▪ All first aid equipment will be accessible in each classroom.</li> <li>▪ Children, and pupils whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</li> <li>▪ If a child, young person, or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves and a disposable apron should be worn by the supervising adult.</li> <li>▪ All incidents must be recorded as per the school's normal arrangements.</li> <li>▪ If more than one incident of first aid happens at a similar time</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>All classrooms will have hand sanitisers, hand washing facilities and disposable tissues and hand towels</b></li> <li>▪ <b>Staff will have access to face masks, aprons and gloves, as available</b></li> <li>▪ <b>First aid equipment will be sanitised after every use</b></li> <li>▪ <b>Hand free thermometers will be used</b></li> <li>▪ <b>Staff have been advised adhere to strict guidelines pertaining to Covid-19 symptoms and isolation procedure</b></li> <li>▪ <b>Year 3 Classroom will be the dedicated isolation rooms and has been signposted for ease.</b></li> <li>▪ <b>All Covid -19 incidents will be recorded as per normal arrangements</b></li> </ul>			
<ul style="list-style-type: none"> <li>▪ Safeguarding and Mental Health concerns</li> </ul>	<ul style="list-style-type: none"> <li>▪ Staff</li> <li>▪ Children/pupils</li> </ul>	<ul style="list-style-type: none"> <li>▪ School to liaise with both local authority and school safeguarding and social services contacts prior to reopening to facilitate referrals of any families/ pupils struggling to readjust.</li> <li>▪ Principal/Leadership team to attend online webinars via ASCL on bereavement and share learning on how to support children/pupils with all staff</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Leadership team/Principal to attend online bereavement training.</b></li> <li>▪ <b>Regular communication of mental health information and open-door policy for those who need additional support.</b></li> <li>▪ <b>Send a survey out to assess the impact of Covid-19 on the school community.</b></li> </ul>	SLT	9 <sup>th</sup> June 2020	



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		<ul style="list-style-type: none"> <li>Weave into the curriculum (PHSE – circle time) offer opportunities to discuss what life is like in lockdown...</li> <li>Adjust opening and closing times to accommodate staff wellbeing.</li> <li>Full school closure on Fridays for wellbeing and deep cleaning</li> <li>Children who can will self-mark and younger children will be given oral feedback.</li> <li>Children’s books will not be permitted to go home.</li> <li>Keep meetings to a minimum.</li> </ul>	<ul style="list-style-type: none"> <li><b>Employee Assistance Programme details as a body that employees can contact for health &amp; wellbeing advice or counselling during this period, this also extends to immediate family. Number is 0800 030 5182. State that they work for Avanti Schools.</b></li> </ul>			
<ul style="list-style-type: none"> <li>Vulnerable staff and children / pupils who are shielding</li> </ul>	<ul style="list-style-type: none"> <li>Staff</li> <li>Children/pupils/families</li> </ul>	<ul style="list-style-type: none"> <li>Staff who have severe underlying health conditions, pregnant workers with underlying health conditions or where a member of their household has severe underlying health conditions (as listed on the NHS website, in addition to the extremely vulnerable shielding group) to work from home for the duration of the pandemic.</li> </ul>	<ul style="list-style-type: none"> <li><b>Line managers will maintain regular contact with staff members during this time.</b></li> </ul>	SLT	ongoing	
<ul style="list-style-type: none"> <li>Contact with virus particles on surfaces and commonly used areas,</li> </ul>	<ul style="list-style-type: none"> <li>Indirect transmission of virus from carriers to well individuals</li> </ul>	<p><b>Cleaning and hygiene control</b></p> <ul style="list-style-type: none"> <li>Information on hygiene measures will be provided at the main office and key entry points.</li> <li>All staff instructed to actively monitor to ensure all colleagues are adhering to principles of good hygiene.</li> </ul>	<ul style="list-style-type: none"> <li><b>All staff will be briefed on safety procedures weekly or as they develop; signs will be clearly displayed around the school</b></li> <li><b>The school has purchased adequate quantities of cleaning</b></li> </ul>	SLT / Site Manager / Operations Manager	Plans In place by Friday 29 <sup>th</sup> May 2020 Confirmed again on 5 <sup>th</sup> June 2020	

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including door handles, IT equipment and equipment used by multiple persons.		<ul style="list-style-type: none"> <li>Sufficient quantities of cleaning supplies and hand soap to be maintained.</li> <li>Ensure that bins are emptied throughout the day.</li> <li>Daily cleaning in place to provide disinfection of all handles and commonly used surfaces.</li> <li>IT equipment to be used by one person as a designated workstation where possible and cleaned (wiped down) pre use and at the end of the day.</li> <li>Alcohol based hand sanitiser should be considered for practical sessions where hand washing will be required before and after if sufficient facilities are not available.</li> </ul>	<p><b>supplies to maintain high standards of hygiene</b></p> <ul style="list-style-type: none"> <li><b>Cleaning of doors, door handles, desks and keyboards will continue throughout the day with a thorough clean at the end of the each day</b></li> <li><b>Wipes will be provided for staff to wipe personal areas/equipment such as keyboard, if needed.</b></li> <li><b>Library, music room and IT suite will be locked and will not be in use.</b></li> </ul>			
<ul style="list-style-type: none"> <li>Contamination of food products and packaging from supply chain or from food preparation on site.</li> </ul>	<ul style="list-style-type: none"> <li>Staff and occupants infected by consumption of contaminated food packaging or food product.</li> <li>Contamination of food by catering staff failing to adhere to hygiene standards or otherwise who are infected with COVID-19.</li> </ul>	<p><b>Catering provision</b></p> <ul style="list-style-type: none"> <li>Confirm with Govindas that all relevant safety procedures are in place and that they are adhering to government guidelines</li> <li>Ensure that Govindas are aware of any changes to lunch times and operating practices you have made.</li> </ul>	<p><b>Govindas will be asked to present their own Risk Assessment for approval by the Principal</b></p> <p><b>Share the timetables for meal numbers as early as possible with the catering staff</b></p> <ul style="list-style-type: none"> <li></li> </ul>	Operations Manager	Plans and RA In place by Wednesday 3 <sup>rd</sup> June 2020	
<ul style="list-style-type: none"> <li>Staff and pupils may be un-</li> </ul>	<ul style="list-style-type: none"> <li>Risk of injury arising from panic due to lack</li> </ul>	<p><b>Emergencies</b></p> <ul style="list-style-type: none"> <li>Consider if any changes are required to emergency evacuation procedures</li> </ul>	<ul style="list-style-type: none"> <li><b>Review fire wardens, ensure there are adequate numbers to cover all areas</b></li> </ul>	Site Manager /	Plans In place by	

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familiar with changes to fire safety or other emergency arrangements.	of clear emergency arrangements.	because of any other changes made to provision in school e.g. reduced staff, fire wardens covering different areas, managing assembly areas etc. <ul style="list-style-type: none"> <li>A full fire drill may not be appropriate but ensure all staff are familiar with any changes to arrangements.</li> </ul>	<ul style="list-style-type: none"> <li><b>Someone to do Educare Fire Warden Training in absence of PB</b></li> <li><b>On staff induction day (8/6/2020) -ensure all staff are briefed about procedures should there be an alarm (fire/lockdown)</b> The same applies to lockdown procedures</li> </ul>	Operations Manager	Friday 29th May 2020	
<ul style="list-style-type: none"> <li>Safety of health issues relating to interrupted maintenance or inspection schedules whilst school has been closed or in limited use.</li> </ul>	<ul style="list-style-type: none"> <li>All persons at risk of Legionnaires disease from little used systems</li> <li>Damaged or broken items may not be identified or repairs actioned leading to injury.</li> <li>Statutory inspections or maintenance may be missed leading to failure of safety critical items.</li> </ul>	<b>Maintenance and inspection</b> <ul style="list-style-type: none"> <li>Before school reopens:</li> <li>Ensure all little used water outlets are flushed through.</li> <li>Check and test all fire protective systems</li> <li>Check and test all relevant safety critical devices</li> <li>Carry out a visual site inspection to identify any issues that may need remedying</li> <li>Where pieces of equipment or machinery, such as lifts, fume cupboards etc require thorough examination or testing (TE&amp;T) they must all be within their testing cycle. If this has elapsed then these item(s) cannot be used until they have passed the required tests. Their use will therefore need to be postponed until testing has taken place.</li> </ul>	<ul style="list-style-type: none"> <li><b>Flush all water outlets not in frequent use</b></li> <li><b>Test all fire protective systems, review fire assembly points to maintain social distancing</b></li> <li><b>Children to adhere to social distancing at 2 metres, if safe to do so</b></li> <li><b>Carry out a fire drill during the first week back</b></li> <li><b>Conduct site inspection</b></li> <li><b>All equipment must be checked to ensure they are within their testing cycle.</b></li> </ul>	Site Manager / Operations Manager	To be checked by Monday 1 <sup>st</sup> June	
<ul style="list-style-type: none"> <li>Potential for spread of COVID-19 between persons at school</li> </ul>	<ul style="list-style-type: none"> <li>Direct or indirect transmission of the virus from carriers to well individuals</li> </ul>	<b>Suspected case of coronavirus in school</b> <ul style="list-style-type: none"> <li>If anyone becomes unwell with a new, continuous cough or a high temperature whilst in school, they must be sent home and advised to follow government guidance.</li> </ul>	<ul style="list-style-type: none"> <li><b>Isolation rooms identified and those with symptoms will be sent home immediately or, in the case of pupils, isolated until they can be collected by a parent</b></li> </ul>	HT/staff training/ Welfare staff	Plans In place by Friday 29th May 2020	

What are the hazards?	Who might be harmed and how?	General guidance and measures to consider	What do you need to do at your school to manage the risk	Who will do this?	By when?	Completed on:
showing symptoms of coronavirus		<ul style="list-style-type: none"> <li>▪ If a child is awaiting collection, they should be moved, if possible, to the allocated isolation room (Year 3 classroom) where they can be isolated behind a closed door with appropriate adult supervision.</li> <li>▪ A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron should be worn by the supervising adult.</li> <li>▪ If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people</li> <li>▪ Availability of Testing and contact tracing.</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Face Masks will be worn by staff attending to pupils or adults with Covid-19 symptoms</b></li> <li>▪ <b>Disposable face masks, gloves and aprons will be used by welfare when in close contact with a pupil or other adult showing symptoms</b></li> <li>▪ <b>Staff will be reminded to have a test if they develop symptoms or if they treat someone who tests positive</b></li> <li>▪ <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></li> <li>▪ <b>Staff will be signposted to local testing centres</b></li> <li>▪ <b>Hand washing for 20 seconds is to be actively encouraged</b></li> <li>▪ <b>Disinfecting areas after someone has visited either the medical room or isolation room</b></li> </ul>			
<ul style="list-style-type: none"> <li>▪ Potential for spread of COVID-19 between persons at school confirmed to</li> </ul>	<ul style="list-style-type: none"> <li>▪ Direct or indirect transmission of the virus from carriers to well individuals</li> <li>▪</li> </ul>	<p><b>Confirmed case of coronavirus in school</b></p> <ul style="list-style-type: none"> <li>▪ When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Clear instructions given to staff and their fellow household occupants on self-isolation if symptoms develop</b></li> <li>▪ <b>In the event of an adult or child testing positive all members of that group/class will be instructed to self-isolate. The</b></li> </ul>	HT/Welfare staff	On going	

What are the hazards?	Who might be harmed and how?	General guidance and measures to consider	What do you need to do at your school to manage the risk	Who will do this?	By when?	Completed on:
<p>have coronavirus.</p> <ul style="list-style-type: none"> <li>▪</li> </ul>		<ul style="list-style-type: none"> <li>▪ All staff and pupils will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario.</li> <li>▪ Where a child, pupil, or staff member tests positive, the rest of their Bubble group should be sent home and advised to self-isolate for 14 days. The other household members of that wider group do not need to self-isolate unless the child, pupil or staff member they live with in that group subsequently develops symptoms.</li> <li>▪ In the event of a positive test, the school should ensure that the classroom and resources that the child or person used be quarantined until a detailed the clean is carried out, as soon as practicable, in accordance with “COVID 19: cleaning of non-healthcare settings” guidance</li> <li>▪ There is guidance available for managing children and pupils with education, health, and care plans, including those with complex needs. This covers recommendations for educational settings, working with local areas and families, on how to assess risks in supporting children and young people.</li> </ul>	<p><b>school shall follow the appropriate guidelines issued by the NHS and DfE</b></p> <ul style="list-style-type: none"> <li>▪ <b>Risk assessments have been completed for any pupils with an EHCP attending school</b></li> <li>▪ <b>Pupils with underlying conditions will not be allowed to return to school unless it is absolutely safe to do so.</b></li> </ul>			
<ul style="list-style-type: none"> <li>▪ Remote working of staff. Potential for DSE related issues when</li> </ul>	<ul style="list-style-type: none"> <li>▪ Staff may not have designed work location due to the ‘exceptional’ need to work at home who are</li> </ul>	<p><b>Staff working remotely</b></p> <ul style="list-style-type: none"> <li>▪ All staff working remotely to undertake DSE assessment and home working checklist.</li> <li>▪ All staff provided guidance on setting up a safe and suitable work area, given the relative short duration and exceptional</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Staff working from home have completed Risk Assessments (DSE assessment &amp; checklist)</b></li> <li>▪ <b>SLT maintain regular contact with members of their teams</b></li> <li>▪ <b>Messages sent to staff via email</b></li> </ul>	HT	By 2 <sup>nd</sup> June 2020	

What are the hazards?	Who might be harmed and how?	General guidance and measures to consider	What do you need to do at your school to manage the risk	Who will do this?	By when?	Completed on:
<p>away from site.</p> <ul style="list-style-type: none"> <li>▪ Potential for spread of COVID-19 between persons in the early years setting.</li> </ul>	<p>otherwise school based employees.</p> <ul style="list-style-type: none"> <li>▪ Risk of musculoskeletal injuries.</li> <li>▪ Direct or indirect transmission of the virus from carriers to well individuals</li> </ul>	<p>circumstances associated with the school closure.</p> <ul style="list-style-type: none"> <li>▪ E-learning courses can be carried out to supplement guidance as required.</li> <li>▪ Ensure regular communication with staff working remotely.</li> </ul> <p><b>Early years provision</b></p> <ul style="list-style-type: none"> <li>▪ Early years groups in school should consider: <ul style="list-style-type: none"> <li>▪ how to keep small groups of children together throughout the day and to avoid larger groups of children mixing (maximum of 15 children)</li> <li>▪ consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously</li> <li>▪ remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)</li> <li>▪ Ensure that help is available for children and young people who have trouble cleaning their hands independently</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>For pupils of Reception age there will be no more than 15 pupils to one adult. In some cases we shall ensure 2 adults to every 15 pupils at all times.</b></li> <li>▪ <b>Reception pupils have a self-contained play area and play times will be staggered so that social distancing is maintained.</b></li> <li>▪ <b>Groups will be kept separate when using the outdoor areas</b></li> <li>▪ <b>Staff will be advised to wash and disinfect equipment each day and between groups using them</b></li> <li>▪ <b>Where this is not practical these equipment items will be taken out of use</b></li> <li>▪ <b>All soft toys/soft furnishings will be locked away</b></li> <li>▪ <b>Reception children already have their own toilets / hand washing facilities in their classroom. Should both classrooms need to be used, separate toilets may need to be allocated to the different bubbles</b></li> </ul>	<p>EYFS AHT/Staff</p>	<p>Plans In place by Tuesday 2<sup>nd</sup> June 2020</p>	

