

Risk Assessment (Updated 25th January)

Prior Heath Infant School

COVID-19 protective measures risk

Whole school opening from 1st September 2020

Risk assessors: Mrs L. Chivers Headteacher, Mrs Bradford: SLT, Mrs Shah SLT & Mrs Stephens SLT

Please read in conjunction with the following policies:

Behaviour Policy

Safeguarding & Child Protection Policy, School safeguarding arrangements COVID-19

Health and Safety Policy

Infection Control Policy

First Aid Policy

School Emergency Plan

School Business Continuity Plan

Attendance policy

Visitor's policy

Behaviour policy

This risk assessment is based on the SCC model risk assessment template for mainstream schools that has been prepared in response to the Government's guidance for full opening. The measures set out in this risk assessment provide a framework for school leaders to put in place proportionate protective measures for pupils and staff for September 2020 and we have added specifics related to our school

This has been used alongside the government guidance below:

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

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

<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>

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>

<https://www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf>

Issued on behalf of the Surrey Recovery Planning Team

Rationale:

This risk assessment is developed from the current government guidance (Guidance for full opening – school; 2nd July 2020) and reviewed as new guidance is published. The mental health and wellbeing of children and staff are placed alongside safety as well as the practicalities and limitations of the school.

The school is organised into ‘consistent groups’ as guided by the government, whilst also doing everything possible to minimise contacts and mixing, whilst delivering a broad and balanced curriculum (Guidance for full opening – school; 2nd July 2020). The government recognise that organisation of a school is affected by the children’s ability to distance from staff and from each other, the lay out of the school and the feasibility to keep distinct groups separate whilst offering a broad curriculum and, therefore, schools may need to increase the size of the consistent groups from those of the summer term to year group consistent groups.

Following this guidance, whilst also taking into the consideration the age, lay out and logistics of Prior Heath, for September 1st 2020, consistent group sizes will increase from ‘consistent groups’ of up to 15 to year group consistent groups, whilst working within individual classes. Whilst there is no expectation from the Government that children within a consistent group should social distance between them and, therefore they may play and work in close proximity to each other (although we do emphasise personal space), staff are encouraged to keep a 2 metre distance from children and other adults and work for no longer than 15 minutes with an individual or groups at a closer proximity. In addition to this, the guidance explains that all staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable for example PPA, catch up/booster provision. Staff will may cross consistent groups to provide the full curriculum, pastoral care, interventions and/or SEN support in line with statutory requirements.

	Risk rating prior to action H/M/L	Recommended controls/Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of and adherence	M	<ul style="list-style-type: none"> Health and Safety Policy has been updated in light of the COVID-19 advice All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: 	yes	HT All staff	Sum 2020	L



<p>to policies and procedures</p>		<ul style="list-style-type: none"> - Health and Safety Policy - Infection Control Policy - First Aid Policy • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <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' • The relevant staff receive any necessary training that helps minimise the spread of infection Prior Heath staff have attended online infection control training and other appropriate training as needed. All new staff will attend this training. • Staff at school receive training related to the COVID systems and processes in school to support COVID safe environment, new staff, visitors/helpers will also need to attend this. • 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 • Staff are made aware of the school's infection control procedures in relation to coronavirus. • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must not send their child to school if they have <u>coronavirus (COVID-19) symptoms</u>, or have tested positive in the last 10 days, or if another household member develops coronavirus symptoms. In both these circumstances the parents/carers should call the school to inform the 				
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		<p>school of this and that they will be following the national <u>stay at Home</u> guidance.</p> <ul style="list-style-type: none"> • Pupils are made aware of the school’s infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell. • Staff and pupils are made aware of the process for removing face coverings when pupils and staff who use them arrive at school, and this is communicated clearly to parents and staff. • The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus. 				
<p>Prevention</p> <p>1. Minimise contact with individuals who are unwell with COVID-19 symptoms</p>	M	<ul style="list-style-type: none"> • Children coming into school who are clinically extremely vulnerable (and have a letter from the DFE/NHS officially stating this) will have an Individual Healthcare Plan in place prior to returning to school and other children will be encouraged to wash their hands frequently, as outlined in this risk assessment. • If a staff member lives with an identified clinically extremely vulnerable person or is clinically extremely vulnerable themselves (and has a DFE/NHS letter stating this) and has concerns returning to work, they will be offered an individual risk assessment to be put in place. • Should factors affect the safe provision for children at Prior Heath, the school and governors will reserve the right to review the arrangements and make immediate recommendations resulting in rapid changes if necessary, which may include a return to Home Learning or Blended Learning e.g. rotas involving a mixture of onsite lessons and home learning (pending government guidance). Parents will be kept updated of any changes. • Staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and anyone developing those symptoms during the school day is sent home. 	yes	HT All staff	Sum 2020	L

		<ul style="list-style-type: none"> • If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they are sent home and advised to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’, which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. • If a child is awaiting collection, they are moved, where possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. A window should be opened for ventilation. If it is not possible to isolate them, they are moved to an area which is at least 2 metres away from other people. • If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. • Everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. • PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) guidance. 				
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		<ul style="list-style-type: none"> • In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital. • Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace. • The Infection Control Policy and <u>Cleaning in non-healthcare settings</u> guidance to be followed to clean the area. • Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and <u>Cleaning in non-healthcare settings</u> guidance. Staff will use PPE for cleaning up bodily fluids of these individuals. 				
<p>Prevention</p> <p>2. Good hand hygiene practice</p>		<ul style="list-style-type: none"> • The School will ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. • Supervision of hand sanitiser use will take place due to risk of ingestion. Younger pupils and pupils with complex needs will continue to be helped to clean their hands properly where appropriate. • The school will build hand washing routines into school culture, supported by behaviour expectations set out in the school Behaviour Policy. • Sufficient handwashing facilities will be made available. Where a sink is not nearby, hand sanitisers will be provided in classrooms and other learning environments including near to outdoor large equipment e.g. adventure playground, trim trail and climbing wall. • Pupils arriving at school wearing a face covering are instructed not to touch the front of their face covering during use or when removing them. Parents are asked to remove their child's face covering & take it home 	yes	HT All staff	Sum 2020	L

	<p>with them & bring it back to school with them when they return at the end of the day. Guidance on <u>safe working in education, childcare and children's social care</u> provides more advice. Parents who have requested that their child wears a face covering during the school day will be supported by the school appropriately.</p> <ul style="list-style-type: none"> • Posters with guidance on handwashing and hygiene measures will be placed in each area in school. <p>All adults & children are required to:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly; • Clean their hands on arrival at school, before and after eating, and after sneezing or coughing; • Refrain from touching their mouth, eyes and nose; • Use a tissue or elbow to cough or sneeze and use bins for disposing of tissue waste ('catch it, bin it, kill it') <p>In school pupils will be taught specific guidance on washing hands, social distancing and limited use of shared outdoor equipment.</p> <ul style="list-style-type: none"> • Pupils are encouraged to learn and practise these habits through visual supports, games, and repetition; • Lidded pedal bins for tissues will be provided for each classroom area, the office space and staffrooms and these will be emptied each day; • The use of shared resources such as stationery and other equipment is limited and disinfected where it is not possible to avoid their use; the children also have their own stationery packs for use at their tables. • Play equipment is not used simultaneously by different groups; • Outdoor play equipment will be open. Children must sanitise their hands before use and not touch their faces. Outdoor playground equipment should be cleaned more frequently. • All spaces are well ventilated using natural ventilation (opening of windows / doors) or ventilation units where possible. Internal doors & 				
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		<p>windows are open & classrooms are fully ventilated when children leave the classroom e.g. during lunch times.</p> <ul style="list-style-type: none"> • ‘High touch areas’ such as tables, door handles & taps will be cleaned during the school day as well as being thoroughly cleaned at the end of the school day. • Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding procedures), to limit use of door handles and aid ventilation; • Posters and visual supports are displayed reminding pupils to wash their hands. • Pupils always wash their hands with soap and water before eating and either wash or anti-bac their hands after break times and lunchtimes for no less than 20 seconds. • Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use. • 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. • Broken or missing items that make cleaning surfaces, objects and washing hands difficult (for instance, no wipes, broken dispensers, no liquid soap) need to be reported to a member of the office team, who will organise for these to be fixed/replaced. 				
<p>Prevention</p> <p>3. Good respiratory hygiene</p>		<ul style="list-style-type: none"> • ‘Catch it, bin it, kill it’ approach continues to be very important, suitable number of tissues and bins available in the school to support pupils and staff to follow this routine. • Each learning area and classroom is provided with a hand sanitiser station, tissues and a pedal bin. Children are taught how to use these appropriately. • Younger pupils and those with complex needs are helped to follow this. 	yes	HT All staff	Sum 2020	L

		<ul style="list-style-type: none"> • Risk assessments to identify pupils with complex needs who struggle to maintain good respiratory hygiene, for example those who spit uncontrollably or use saliva as a sensory stimulant. • Wherever possible, doors and windows to outside areas need to be kept open to encourage good ventilation. All windows must be closed at the end of the school day. • Internal doors and windows to be kept open to avoid them being touched too often. • Children should work in as small groups as possible with the adult remaining a social distance of 2m or keeping to a maximum of 15 minutes for each close proximity intervention. 				
<p>Prevention</p> <p>4. Enhanced cleaning</p>		<ul style="list-style-type: none"> • The school to be kept clean by the cleaners, and objects and surfaces to be frequently wiped using the wipes and sprays provided by the school. Sprays to be in staff toilet cubicles and sink areas for adults to use to clean before and after their use. Alcohol hand gel is available for all adults. Anti-bacterial gel is available for use by children. • Items that are not possible to be cleaned throughout the day, such as soft toys, soft furnishings, dressing-up clothes, toys/games with small components, sand and water, playdough (unless individual) and equipment made from bare wood (i.e. unvarnished, unpainted) will not be made available to staff and children in school. Such items will be stored away in boxes. • At the end of each day, an adult to clean each child's desk and wipe down other areas of the classroom as appropriate • In areas in which children and adults are spending time, adults need to have easy access to anti-bacterial spray, antibacterial wipes and cloths for the purpose of wiping door handles, chairs, objects, etc. These should be stored safely away from the children. • Surfaces that pupils are frequently touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal; 	yes	HT All staff	Sum 2020	L

		<ul style="list-style-type: none"> • Different ‘bubbles’ have allocated toilet areas, however toilets will be cleaned regularly, and pupils encouraged to clean their hands thoroughly after using the toilet. • The COVID-19: cleaning of non-healthcare settings guidance is followed. • Outdoor playground equipment should be cleaned more frequently. This includes resources used inside and outside by wrap around care providers as set out in the School Lettings Policy/contract. • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and Cleaning in non-healthcare settings guidance. Staff will use PPE equipment where appropriate. • Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. • The SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. Schools short of cleaning product supplies, should email DfE-CovidEnquiries.COMMERCIAL@education.gov.uk • The SBM monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. 				
<p>Prevention</p> <p>5. Minimise contact</p>		<ul style="list-style-type: none"> • All the children will be part of a Year Group ‘consistent group’, known as a ‘consistent group’. As per the Government’s guidance, children will not be allowed to mix, in school, with other children from outside their consistent group within the week. • During periods of lockdown, where appropriate, any additional space available will be used to maximise the distance between pupils and staff. • The number of contacts between pupils and staff is reduced. This is achieved through keeping groups separate (in year group ‘bubbles’) and 	yes	HT All staff	Sum 2020	L

		<p>through maintaining distance between individuals. The balance between the bubbles and social distancing is based on:</p> <ul style="list-style-type: none"> ○ Pupils ability to distance; ○ The layout of the school site; ○ The feasibility of keeping distinct groups separate while offering a broad curriculum <p>More information on groups can be found in COVID-19: Guidance for full opening</p> <ul style="list-style-type: none"> ● If staff or pupils cannot maintain distancing, particularly with younger pupils, the risk is reduced by keeping pupils in smaller class sized groups. ● Posters around the inside and outside of school remind children and adults to keep their social distance. ● Staff should only move between bubbles when absolutely necessary. Where staff need to move between classes and year groups, where possible they should try and keep their distance from pupils and other staff as much as they can, ideally 2m from other adults. Staff have been recommended to wear either a visor or face covering when in contact with parents and for staff working at dinner time or when working with a child in close proximity for a long period of time. ● Adults to avoid close face to face contact and minimise time spent within 1m of anyone. ● Each consistent group may receive support from TAs or intervention staff where needed, following the advised 2 metre social distance or 15 minutes time limit when working in close proximity to children. Staff supporting across consistent groups will be asked to do so by adhering to 2m distancing and limiting touching surfaces of different rooms (thoroughly washing hands regularly and cleaning surfaces as needed). ● Staff working in close proximity to individual children or small groups, are advised to wear a face covering. ● Music: Singing will take place and where possible children should social distance, be positioned back to back, or side to side and in a well- 				
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		<p>ventilated room or outside if possible. Wind instruments such as recorders must not be shared and the guidelines for singing should apply. These need to be soaked overnight in a Milton solution or washed in the dishwasher before being used again. Children will have music lessons, within their own bubble areas, delivered by the music teacher. This will be in accordance with the Government guidelines and will be evaluated during periods of lockdown.</p> <ul style="list-style-type: none"> • Staff are requested to wear face coverings at lunchtime, in the hall. Reception children to have their lunch within their classrooms to minimise cross contamination between bubbles. • The school will provide disposable face coverings for staff use, in accordance with government guidelines. • Pupils old enough should be supported to maintain distance and not touch staff and their peers. • Classrooms and other learning environments are organised to maintain space between seats and desks where possible. • Pupils are seated side by side and facing forwards, rather than face to face or side on. • Assemblies will be delivered in bubbles, in the hall, which will be well ventilated. The adult delivering the assembly will do so from a 2m distance. During periods of lockdown, assemblies will be suspended and assembly content will be delivered in class bubbles within the classrooms or virtually via Teams. • The timetable has been revised as follows: <ul style="list-style-type: none"> ○ Lessons or activities have been amended to ensure that groups are kept apart and movement around the school site is kept to a minimum; ○ The number of lessons or classroom activities which could take place outdoors has been maximised; 				
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		<ul style="list-style-type: none"> ○ Break times (including lunch) are staggered so that all pupils are not moving around the school at the same time and to avoid groups of children and adults being in close proximity. <p>Lunchtimes and break times will be staggered to ensure consistent groups are not mixing and children have sufficient space to play. The hall will be well ventilated and cleaned thoroughly during and after use.</p> <p>Central and intervention areas may be used, but are limited to one consistent bubble group per day only and will be thoroughly cleaned each day.</p> <p>During periods of lockdown, bubble staffrooms will be allocated and resourced appropriately. All staff must ensure excellent hygiene at all times, thoroughly cleaning their hands before and/or after using shared items such as fridge door handles and taps and maintaining 2m distancing.</p> <ul style="list-style-type: none"> ○ Drop-off and collection times are staggered and communicated to parents; <p>Year 2 will arrive at 8.35am and finish at 2.45pm from Southcote park entrance</p> <p>Willow & Chestnut will arrive at 8.35am and finish at 2.45pm from Prior Road entrance.</p> <p>Year 1 will arrive at 8.50 am and finish at 3pm Southcote park entrance</p> <ul style="list-style-type: none"> ○ Parents' drop-off and pick-up protocols are planned and communicated. <p>These revised arrangements will be shared with staff and parents in the summer term 2020. The one way routes indicated on the map around the school must be followed at all times for drop off and collection so that they minimise adult to adult contact;</p> <ul style="list-style-type: none"> ● Pupils use the same classroom or defined area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. And are seated at the same desk; ● Mixing within education or childcare setting is minimised by: <ul style="list-style-type: none"> ○ accessing rooms directly from outside where possible; 				
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		<ul style="list-style-type: none"> ○ considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors; ○ staggering lunch breaks and pupils clean their hands beforehand and enter in the groups they are already in or pupils are brought their lunch in their classrooms; ○ The number of pupils using the toilet at any one time is limited; <ul style="list-style-type: none"> ● The use of shared space, such as the hall, is limited and there is cleaning between use by different groups; ● When staff are moving around the school and are outside of their bubble, they are requested to wear a face covering. ● The use of staff rooms and offices is staggered to limit occupancy. Only 2 people should work in the office at the same time. The door within the office area must remain open to provide good ventilation. Non office based staff cannot enter the office during school hours or when it is occupied. Staff needing to communicate with the office must wear a face covering and stand outside the yellow marked area by the office door or should communicate via the glass hatch in the reception area. Staff sited in the front office will deal with reception matters, first aid and deliveries around the school to minimise movement between the offices. ● Visitors to the school will be asked to sanitise their hands. This will be pointed out to them by office staff. During periods of lockdown, no external visitors will be permitted on site unless there are extenuating circumstances. ● Classroom based resources, such as books and games, are used and shared within the bubble; these are cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between bubble use, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. 				
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	<ul style="list-style-type: none"> • Children will have their own equipment set e.g. pencils, work books, glue. • Children will not be able to touch each other's belongings and if staff touch books, they must wear gloves or sanitise their hands before and after. • Children should bring their own named water bottle which needs to be sent home and cleaned each night. Only the child whose name is on the bottle should handle the bottle and re-fill it during the school day. • Children may take 3 reading books home per week. Children in year R & year 1 will choose their books on a Monday & return them to school by Thursday to a quarantine box in their class. The books will be 'quarantined' for 72 hours & then returned to the shelves. Yr 2 will choose their books on a Thursday & return to school on a Monday. Books that are returned late will be boxed separately. • The children will have a separate books in school to read, provided by the school. • Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, book bags and stationery. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing is avoided. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources. • Staff and pupils have their own individual, frequently used equipment, such as pencils and pens which must not be shared. • Children will wear PE kit on the days they are timetabled to have PE, this may include leggings or jogging bottoms. School uniform must be worn on the other days. The uniform does not have to be washed any more frequently than usual. • As rooms will be very well ventilated, children will be encouraged to wear baselayers or thermals under their school uniforms. 				
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	<ul style="list-style-type: none"> Physical Education classes should be kept in consistent groups and sports equipment thoroughly cleaned between use by different groups. Contact sport to be avoided. Outdoor sports to be prioritised and large indoor spaces to be used where PE is conducted inside to ensure maximum distance between pupils. High levels of cleaning and hygiene must be adhered to. COVID-19: Guidance on phased return of sport and recreations. <p>Medical equipment</p> <ul style="list-style-type: none"> Each class has their own medical box which contains everything needed for administering basic first aid. This will be used only for minor injuries staff will contact the school office for further support where necessary. The following items will be available within the medical box: - anti-bac spray - cloth/kitchen towel - disposable gloves - disposable aprons (for treating suspected corona cases) - disposable mask (for treating suspected corona cases) - hand gel for adults within each class. Where possible, staff must comfort a child from afar with words. The adult must ensure that they keep this to a minimum; keep their face away from the child and wash their hands afterwards. Each class will have anti-bacterial spray, kitchen towels, adult alcohol hand gel, boxes of tissues and a medical kit containing PPE. It is the responsibility of the teacher and the learning support assistants in the classroom to ensure these are in good working order and replenished sufficiently by liaising with the office staff. <p>Visitors</p> <ul style="list-style-type: none"> Parents are asked to contact the school by phone or email rather than in person. This is to limit the number of visitors in school and time teachers and staff spend speaking to a variety of people. No non-essential visitors will be permitted to enter the school building. Visitors to the school will be asked to anti-bac their hands on arrival and follow the guidance displayed on the poster. This will be pointed out to them by office staff. 				
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	<ul style="list-style-type: none"> Specialist therapists, clinicians and other support staff for pupils with SEND may provide interventions as usual by coming into school. They will be briefed by the office team and all safety measures will be explained. They must keep their social distance from all children and adults in school. A record will be kept of all visitors. Visitors who are deemed essential, including delivery personnel, are told not to enter the school if they are displaying any symptoms of the coronavirus and asked to adhere to the following guidance: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection <p>Fire alarm In the event of a fire alarm, children will evacuate the building as usual by the nearest exit.</p> <ul style="list-style-type: none"> Staff to support children to remain at a 2m distance from children in other bubbles, as they move to their designated area. Bubble groups to line up with 2m between each group. All other fire alarm procedures will remain the same. <p>Lockdown In the event that we had a live situation where we had to remove children from classrooms to a safer area, we may not be able to keep them socially distanced from other bubbles but their safety would take priority.</p>				
<p>Prevention</p> <p>6. Where necessary, wear PPE</p>	<ul style="list-style-type: none"> The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including: <ul style="list-style-type: none"> where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used 	yes	HT All staff	Sum 2020	L

		<ul style="list-style-type: none"> • Read the guidance on safe working in education, childcare and children's social care for more information about preventing and controlling infection and follow SCC PPE guidance. 				
<p>Response to infection 7. Test and trace</p>		<ul style="list-style-type: none"> • NHS Test and Trace process to be followed and understand how to contact their local Public Health England health protection team. Staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> ○ book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All pupils can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit ○ provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace ○ self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) • A small number of home testing kits are available to be given directly to parents/carers collecting a child who has developed symptoms at school or staff who have developed symptoms at school in the exceptional circumstance that a test cannot otherwise be accessed or where providing a test will increase the likelihood of them getting tested. • The school will ask parents and staff to inform them immediately of the result of the test: <ul style="list-style-type: none"> ○ If someone tests negative, if they feel well and no longer have symptoms similar to COVID-19 they can stop self-isolating & return to school. However if they still feel unwell they may have another virus & should avoid contact until they feel well & can return to school. ○ If someone test positive they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 	yes	HT All staff	Sum 2020	L



		<p>10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. Other members of their household should continue self-isolating for the full 14 days. If the high temperature persists they must stay at home.</p> <ul style="list-style-type: none"> ○ In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice. 				
<p>Response to infection</p> <p>8. Managing confirmed COVID-19 cases</p>		<ul style="list-style-type: none"> ● Surrey Flowchart school response to suspected or confirmed COVID-19 cases to be followed for suspected or confirmed cases. https://www.surreycc.gov.uk/data/assets/pdf_file/0014/237110/Flow-chart-Guidance-for-Surrey-Childcare-and-Educations-Settings-Management-of-COVID19-v4.2-23.09.20.pdf ● If someone has attended the site tests positive for COVID-19, the local health protection team will be contacted by the school. ● The health protection team will provide guidance to support a rapid risk assessment to confirm who has been in close contact with the person during the period they were infectious and ensure they are asked to self-isolate. ● Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means: <ul style="list-style-type: none"> ○ Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being 	yes	HT All staff	Sum 2020	L

		<p>coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</p> <ul style="list-style-type: none"> ○ Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual ○ Travelling in a small vehicle, like a car, with an infected person <ul style="list-style-type: none"> ● Records of pupils and staff in each group and any close contact that takes place between pupils and staff in different groups to be kept up to date. This does not need to include every interaction a member of staff or pupil has. ● Remote education plan is in place for individual pupils or groups of pupils self-isolating. 				
<p>Response to infection</p> <p>9. Contain any outbreaks</p>		<ul style="list-style-type: none"> ● If two or more cases are confirmed within 14 days or an overall rise in sickness absence where COVID-19 is suspected, there may be an outbreak and the local health protection will advise on any additional action required. ● Follow local health protection advice, this may include a larger number of other pupils self-isolate at home as a precaution. ● In consultations with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who tested positive. ● Remote education plan is in place for individual pupils or groups of pupils self-isolating. 	yes	HT All staff	Sum 2020	L
Partial school closure		<ul style="list-style-type: none"> ● The school communicates with parents via letter/email regarding any updates to school procedures which are affected by the coronavirus pandemic. ● Pupils working from home are assigned weekly home learning. 	Yes	HT/SLT	ongoing	L

		<ul style="list-style-type: none"> • The Headteacher maintains their plan for pupils' continued education during partial school closure to ensure there is minimal disruption to pupils' learning. • The Safeguarding and Child Protection Policy, Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely; <p>The Headteacher ensures all pupils have access to learning materials at home:</p> <ul style="list-style-type: none"> • A Remote learning offer team (RLO) has been created which includes a teacher/SLT from each year group and the responsible governor Mrs Batley Hammond. • Staffing is in place that releases teachers during each week for communications with children and parents. • Wi-Fi audit takes place and access upgraded where appropriate to address technical/connection issues e.g. inconsistent loss of sound and picture freezing. • 2 laptops to be purchased in addition to existing laptops for communications with children and parents. • The school remote learning offer has been published on the school website. • Where technical issues emerge these will be communicated in detail and the plans to address them. <p>The remote offer will be enhanced to include where appropriate:</p> <ul style="list-style-type: none"> • Interaction with children and parents on a weekly basis with the class teacher or a member of the SLT where necessary. This would be conducted through one or more of the following: email correspondence, online platform feedback and / or Teams meetings. • Telephone conversations between the class teacher and parents. • The online meetings protocol will be updated, shared with staff and sent to parents. 				
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	<ul style="list-style-type: none"> • During periods of lockdown staff will provide the following: <ul style="list-style-type: none"> - Daily remote learning activities outlined on a weekly letter to the parents. - Uploaded weekly “welcome to the week” videos via Tapestry and Teams. - Pre-recorded teaching inputs. - Weekly social meetings conducted via Teams with all those children working remotely. - Dedicated class email addresses that enable parents to communicate with their child’s class teacher. - Feedback on children’s uploaded work (within 24 hours) through the use of online learning platforms. <p>Content and feedback on learning:</p> <ul style="list-style-type: none"> • Where systems have been replaced with a different approach to facilitate effective remote home learning, the rationale for this is communicated to parents. • Teacher feedback on remote learning will continue and will include next steps in learning for the individual child. • This will continue to be monitored to identify take up of the remote learning offer and parents will be contacted accordingly with further offers of support. • Weekly email messages from the class teacher continue. • Weekly home learning continues with relevant information about learning and support and will include reference to contact information for queries and concerns from parents. • Weekly videos continue to be uploaded. • Recorded lesson inputs & weekly social meetings via Teams. • Assemblies will continue to be uploaded for the children to access via Teams. 				
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	<ul style="list-style-type: none"> • Pupils and parents will be asked to provide feedback on these opportunities after their child’s period of isolation and on a regular basis throughout lockdown. This feedback is used to contribute to the evaluation of remote learning provision. • The Headteacher works with the Computing Lead to ensure that all technology used is accessible to all pupils – alternative arrangements are put in place where required; • The school manages the use of parents’ and pupils’ contact details in line with the Data Protection and GDPR Policy and Records Management Policy, e.g. collecting emails to send schoolwork to pupils. • Communication with children/parents to include: note in correspondence where appropriate that parents can contact school if they have any questions/concerns, feedback via online platform feedback, video messages from the teacher, weekly letters to accompany the home learning, telephone contact with vulnerable families as appropriate, email interaction. • Technical support to be continued remotely by Soft egg. 				
Emergencies	<ul style="list-style-type: none"> • All pupil emergency contact details are up-to-date, including alternative emergency contact details, where required. • Parents are contacted as soon as practicable in the event of an emergency. • Pupil 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. 	yes	HT All staff	Sum 2020	L
Managing School Transport	<ul style="list-style-type: none"> • Parents and pupils are encouraged to walk or cycle to their education setting where possible; 	yes	HT All staff	Sum 2020	L

		<ul style="list-style-type: none"> Parents and pupils are discouraged from using public transport, where possible particularly during peak times; For more information on home to school transport, please refer to SCC guidance in safer working for home to school transport. Where possible, transport arrangements are organised to cater for any changes to start and finish times; Transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of coronavirus; Transport providers, as far as possible, are advised of the need to follow hygiene rules and try to keep distance from their passengers; Revised travel plans are communicated clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times). 				
Attendance		<ul style="list-style-type: none"> School attendance is mandatory with usual rules on attendance applying. During periods of lockdown, each class teacher will record a log of pupil engagement in accessing / uploading remote learning tasks & who is in attendance at the weekly Teams social meetings. Each week during lockdown, any child that is not accessing & uploading their learning tasks will be sent an email to offer further school support. If no contact is made with the child's family, a follow-up phone call will be made by the end of each week either by the class teacher or SLT (where appropriate). During periods of lockdown 'vulnerable' children will be strongly encouraged to attend school. However, if their parent(s) request to engage in remote learning, the school will work together with the LA / social worker where applicable. 				
Behaviour		<ul style="list-style-type: none"> Our usual behaviour expectations outlined in the behaviour policy are in place. There will be an additional expectation that all children will adhere to the hygiene measures expected of them throughout the school day. 				

		<ul style="list-style-type: none"> All pupils will be expected to stay in their year group bubbles throughout the school day. 				
Lateral flow testing		<ul style="list-style-type: none"> All staff who have consented will be supplied with lateral flow testing kits to be used twice weekly on Sunday and Wednesday afternoon/evenings before 7.00pm (beginning Wednesday 27.1.21). This will allow us to identify any positive cases of COVID-19 in asymptomatic members of staff. Staff have been supplied with clear instructions for how to store, administer and read the tests to support them to be used accurately. Staff will inform 'Gov.UK Reporting a Covid 19 LFD result' and the school office (via email) following each test to share details of the test used and whether the result was positive, negative or void. Clear instructions have been provided for how to complete these reports. If a staff member tests positive, they need to report this to school, self-isolate and book a PCR test. Control measures laid out in this risk assessment regarding a positive case of COVID-19 will be followed. If the test is void, the staff member will need to carry out a second LFD test. In the unlikely event there is a second void result, they will need to book a PCR test. If a staff member displays symptoms of COVID-19, they will need to book a PCR test, not use an LFD test. A negative test result does not mean that staff members can then not adhere to the measures laid out in this risk assessment. All control measures must be followed at all times. LFD tests must only be used by the staff member they have been assigned to. They are not for use by family or friends. LFD Tests are collected in person as a signature is required, but strict Covid risk assessment guidance is followed including social distancing, wearing of masks, sanitising, signing with their own pen etc. LFD tests should not be administered during a period of self-isolation and the full term of isolation must be completed by the staff member. 				

Risk Assessment (Updated 25th January)

		<ul style="list-style-type: none"> • Any 'incidents' must be reported to the school including: clinical - allergic reaction, bleeding whilst carrying out the test or non-clinical - test kit items missing or broken. • Testing is not compulsory and any staff member that does not wish to be part of the testing programme, should inform the Headteacher. These staff members must continue to follow the procedures as outlined in this risk assessment document. • K Club and Twelve15 catering staff will be included in the school testing programme. 				
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