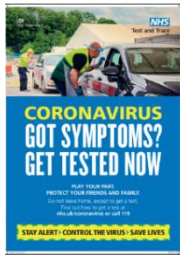


School/Academy:	<u>ROBIN HOOD PRIMARY SCHOOL</u>		Date of assessment	29.07.2020
Who might be harmed?	Pupils, staff, visitors and contractors		How many are affected?	Whole School
Reference: "Given the improved position, the balance of risk is now overwhelmingly in favour of children returning to school. For the vast majority of children, the benefits of being back in school far outweigh the very low risk from coronavirus (COVID-19) ..."				
Guidance for full opening - schools (2nd July 2020)				
Decision based on the risk assessment below:	Date applies to:	Decision summary	Notes	
	29.07.2020	LA template been approved y TU's Will be approved by CoG and Vice CoG Will be shared on website etc for parents and all staff made aware of content prior to 02.09.2020	Will be under constant review.	
Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
Communication				
Staff	This completed risk assessment is shared with staff. Signatures are obtained.	✓	Will be communicated to staff for preliminary reading and then gone through at staff training TUES 01.09.2020 (INSET) All staff completed and signed to confirm they have understood RA.	L
	Staff are encouraged to give regular feedback on the effectiveness of these control measures and plans, share suggestions and identify additional touch points.	✓	Staff are encouraged to do this and raise concerns ASAP. All staff are expected to remind those around them of social distancing guidelines.	
Parents/carers, pupils and visitors	The relevant control measures from this risk assessment are communicated to parents, carers, pupils and visitors. This includes for children old enough not to touch staff and their peers where possible. Signage is installed wherever necessary as a reminder.	✓	Letters have been sent to parents re specific cohort re-entry letters. Communication is good – email etc Signage is displayed throughout external and	M

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
			internal site to promote alert rating. Posters as per Gov & LA guidance / school visible in school Additional posters re Test & Trace up in school	
	If possible a pdf version of this completed risk assessment published on the school's website to provide transparency of approach to parents, carers and pupils. (Do not include names where any personal details are recorded).	✓	The completed and approved RA will be on the school website.	
Employer	This completed risk assessment is shared with the employer following approval by the school's Governing Body.	✓	Discussed with FGB on 15.06.2020. Will be approved by CoG and Vice CoG before being shared with staff	L
Trade Unions	This completed risk assessment is shared with the recognised Trade Unions following approval by the school's Governing Body. (Do not include names where any personal details are recorded).	✓	Will be shared on website and emailed to TU reps.	L
Contracting / transmitting Covid-19				
Preventing symptomatic persons attending school	- Pupils, parents / carers and any visitors, such as suppliers, are informed not to enter the school if they are displaying any symptoms of coronavirus: - a new, continuous cough - or a high temperature - or has a loss of, or change in, their normal sense of taste or smell (anosmia) PHE Campaign posters are available here.	✓	This is made clear in return to school letters sent out via email and in paper format to all parents. Verbal reminders and reminders during ongoing communication will be made clear e.g. monthly newsletters Signage ensures this is clear for any visitors to school site.	M
Reducing the number of persons on site	Following the reduction in the prevalence of coronavirus and relaxation of shielding measures from 1 August most staff are expected to attend school. It remains the case that wider government policy advises those who can work from home to do so. This will not be applicable to most school staff, but where a role may be conducive to home working for example, some administrative roles, school leaders have considered what is	✓	Staff who previously have been clinically vulnerable and not on site have been invited to have time over holidays to tour the school / become accustomed to new measures in place in terms of school environment. All staff who have previously not been on site will be back in school physically from September.	H

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	feasible and appropriate.			
	Contractors undertaking statutory testing and emergency and routine repairs are permitted on site. They are advised to arrange visits outside of the school day where possible and avoid arriving and leaving site during pupil pick up and drop off times. The number and duration of face to face contacts with adults is limited as far as possible (e.g. 15 minutes). 2 metre social distancing protocols are followed.	✓	Contractors etc must read the "Visitors to school" Protocol and due diligence is done in terms of arranging times if possible when chn are not on school site. Staff are aware to limit face to face contact with other staff and parents etc.	
	Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND provide interventions as usual.	✓	InHarmony Staff: Will not begin until 28.09.2020. RHPS in consultation with Music Hub staff re remote learning which can be arranged or smaller group teaching with 2m box demarcated clearly for Music Hub staff.	
	The School's coronavirus safety principles are communicated to essential visitors such as contractors, other non-school based services, external coaches, clubs and organisations for curricular and extra-curricular activities prior to any proposed visit. A dialogue is undertaken where necessary between the school and visitors regarding the schedule of the visit including the rooms to be visited and any points of discussion around social distancing and hygiene.	✓	Contractors etc must read the "Visitors to school" Protocol and due diligence is done in terms of arranging times if possible when chn are not on school site. *See appendix at end of the RA	
	Parents/carers are informed that if their child needs to be accompanied to the school, only one parent/carer should attend if possible.	✓	This is in "Return to School" letters *All on our school website*	
	Conversations with parent/carers are held on the telephone wherever possible. Parents/carers are informed not to enter the school building unless they have a pre-arranged appointment. The 2-metre social distancing rule applies to these meetings and kept as short as possible (e.g. 15 minutes).	✓	This is understood by our school community and SMLT will remind staff if necessary.	
	Non-essential visitors are asked remain away from site. In	✓	School staff are aware of this. Volunteers will not be permitted on site until Autumn 2 at the	

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	determining whether the visitor is essential consider whether the meeting can be undertaken remotely, whether there are any other health and safety, financial or other significant implications of not undertaking the visit.		earliest.	
	- Governor meetings held virtually if possible. Any Governor meetings held in school are undertaken following social distancing protocols. - Governor monitoring visits are undertaken virtually if possible.	✓	Virtual gov meetings in place for Autumn term	
	School performances are not held with an invited physical audience.	✓	This has been communicated to parents. (July Newsletter) on school website.	
Persons at higher risk of becoming seriously ill	- Staff and pupils in the “clinically extremely vulnerable” categories have been identified. - Note that research is being undertaken by PHE following reports that deaths among black, Asian and minority ethnic (BAME) groups are disproportionately high. - A report by Public Health England found that other things might also mean persons are more likely to get seriously ill from coronavirus. These include: - age – the risk increases as you get older - being a man - where in the country you live – the risk is higher in poorer areas - being born outside of the UK or Ireland	✓	Clinically Vulnerable RA (held and completed by HO). Will be reviewed Sept 2020 BAME RA completed (held and completed by NB) Will be reviewed Sept 2020	
	- Guidance is strictly followed for “clinically extremely vulnerable” groups of staff: They can return to work from 1 August as long as they maintain social distancing. School leaders are flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing. - Individual risk assessments have been completed which detail these control measures.	✓	Clinically Extremely Vulnerable RA (held and completed by HO). Will be reviewed Sept 2020	L

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	Guidance is strictly followed for “clinically extremely vulnerable” groups of pupils. The following information has been shared with parents/carers of children who are currently in the clinically extremely vulnerable category: “Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment). More advice is available from the Royal College of Paediatrics and Child Health.” Individual risk assessments have been completed where necessary.	✓	Parents have been asked to indicate if they feel their child would require additional and individual RA. E.g asthma / obesity. We will deal with these cases individually and with parental support and medical advice from child’s consultant etc. Where necessary (in the case of some chn on our SEND register) individual RA have been completed. SEND Team within LA consulted in extreme cases e.g. children in school who require Aerosol Generating Procedure’s (AGP’s)	
	Staff in the clinically vulnerable and BAME categories have been individually reminded to observe social distancing where possible and follow good hand hygiene.	✓	This will be mentioned in our staff training on 01.09.2020	
School Visits	Domestic (UK) overnight and overseas educational visits are not organised. Non-overnight domestic educational visits are undertaken in line with protective measures, such as keeping children within their consistent group, and the coronavirus secure measures in place at the destination.	✓	Mat Allen (EVO Lead) is aware of this and thorough RA (with covid measures considered) will be completed in line with RA.	L
	External sport facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.	✓	Mike Gray (PE Lead) to be aware of this. Possible use of Southglade Leisure Centre and sports settings in Autumn 2.	
Undertaking CPR	The following information has been shared with school first aiders: Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm	✓	This link has been shared with FA trained staff.	L
Persons becoming symptomatic whilst in	If anyone in the school becomes unwell with:	✓	Locations where pupils could be isolated:	H

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
school	○ 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 must: ○ be 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 7 days and should arrange to have a test to see if they have coronavirus. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.		1) Heartspace (DESIGNATED SICK BAY) 2) Family Base 3) Inclusion Room (if needed) 	
	• PPE is available in the event that someone becomes symptomatic on site and if a distance of 2 metres cannot be maintained: ○ a face mask ○ disposable gloves and an apron if contact is necessary ○ eye protection if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting.	✓	PPE Stock is all kept in the Inclusion Room. Staff have been made aware of PPE in school and when it may be used (email from PC) Pam Hissitt (SBM) will maintain stocks of PPE Henry Overton (Deputy) will maintain stocks of hygiene supplies for boxes throughout school.	
	• 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. See the COVID-19: cleaning of non-healthcare settings guidance.	✓	Staff are aware of this. 	
Test and Trace	• The latest NHS/PHE test and trace information has been shared with staff and parents. In particular, parents are encouraged to get tests for their children if they develop symptoms. Posters are	✓	Staff are aware of this and posters are up in the staff room.	

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	available here.			
	Staff and parent telephone numbers are checked for accuracy.	✓	Staff and parent contact details will be checked for accuracy in first two weeks of September. (K Poyser has begun this process)	
	Contact details, are kept of all other visitors to the school, including where possible, personal phone numbers.	✓	Office staff to obtain details of any visitors IN school.	
	- Ongoing records are kept of: - The names of pupils in the bubbles and members of staff who have accessed them. - Any close contact that takes places between children and staff in different bubbles. These details may be required at short notice outside the regular school day to enable the school to inform individuals to immediately self-isolate.	✓	This will be kept and staff have been timetabled to a phase at most. Exceptions to this are SMLT and MG / PC who must be aware of the contact they have with any bubbles and note it if extended / consider proximity of contact.	
	For noting: In the event that a pupil or member of staff reports symptoms, the rest of the bubble can continue to attend school awaiting the result of the test (apart from any siblings who are in, or not in, the same bubble who must also self-isolate with the rest of their household).	✓	Staff and parents are aware of this.	
Hygiene – General	- Correct handwashing and good hygiene are followed by staff, pupils, visitors and contractors. Pupils wash their hands at the designated times during the day and after certain activities: - On arrival at school - After breaks and sport activities - Early Years: after using wheeled bikes, trikes and other large, movable toys - Before cooking and eating - After sneezing or coughing - After using the toilet - Before leaving home Note: Electric hand dryers may be used in schools	✓	Staff and pupils are aware of this. 	H

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
 	A process is in place for removing face coverings when pupils and staff who use them arrive at school. Pupils are instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.	✓	Individual staff / pupils who may wear these are aware.	
	For noting: School uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.	✓	Made clear on letters to parents.	
	Posters are displayed in every classroom to be used, at the main entrance or front office, in places visible to those at the school gate if possible, in the staffroom and in all toilets and reminders given to pupils. Particular pupil groups are encouraged where possible not to touch their faces or to put objects in their mouths.	✓	Posters around hygiene are clearly displayed in every phase and sink area. Expectations around hygiene and teaching of hygiene is covered throughout the primary school.	
	Adequate soap / hand sanitizer and tissues are available for pupils and staff throughout the school and for visitors arriving at main reception. Soap and water is the preferred choice; hand sanitizer is used when the use of soap and water is not practical. Identified children are supervised with their use of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes are used as an alternative.	✓	Hand sanitiser stations (x8) are available throughout school. Sinks are used (sink available in every classroom – area where toilets are located)	
	Arrangements for dealing with bodily fluids are in place. The risk assessment has been completed and appropriate disposal procedures are in place.	✓	Staff are aware of this and methods to dispose of bodily fluids adhered to.	
	The best choice of bins for used tissues is a lidded bin with a pedal as you will not need to physically touch the bin lid and the tissues	✓	Pedalled lidded bins in every classroom.	

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	will be safely stored. Lidded swing top type bins will require the person disposing of the tissue to touch the lid, potentially contaminating it. Although that person disposing of the tissue should wash their hands afterwards, the next person to use the bin who is disposing general waste may not wash their hands afterwards and potentially contaminate their hands. Therefore if these are used then they should be only for the disposal of tissues and labelled as such perhaps with a reminder to wash their hands afterwards. Bins without lids shouldn't be used for tissues but can be used for general waste and/or paper towels used to dry hands after washing them. Site staff / cleaners wash their hands after emptying the bins.		Bins without lids are used for general waste. 	
	Schools that have not had a lengthy closure: A full deep clean of the premises should not be necessary unless it has been required by Public Health England. However, all touch surfaces should be given priority for cleaning, as should have been the case during the partial opening.	✓	Deep clean will be completed across Summer Holidays. Site Manager to quality assure.	
	Sufficient ongoing enhanced cleaning in areas occupied by staff and pupils. (Areas that have not been not occupied and secured prior to the reopening fully do not need cleaning for infection control purposes). A list of touch points and surfaces that will receive regular cleaning has been created. These will include door handles, WC flush handles, WC vanity surfaces, taps, push plates, dining tables, door and gate entry systems, photocopier control panels, banisters, chairs, light switches. Frequently touched surfaces and touch points are cleaned using sanitizing chemicals. The frequency of necessary cleaning has been identified. More frequent cleaning is required of rooms / shared areas that are used by different groups.	✓	Touch point list cleaned x2 daily. Hygiene Boxes in every classroom Daily additional cleaning completed across the lunchtime in school. (x3 cleaning staff – see timetable) Daily cleaning undertaken by cleaners at end of each school day.	

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	Note: By the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings (including schools) to advise on general cleaning.			
	Wherever possible contactless payments are accepted on site rather than cash. In the event that this isn't possible, office staff should wash or sanitise their hands immediately after handling any coins.	✓	RHPS use ParentPay for payments which reduces need for cash. Currently no tuck shop / school fund raising occurring on site which would require exchange of cash. Office staff made aware of need for washing hands in rare event any money is exchanged.	
Hygiene – Classroom group bubble	Soft furnishings, soft toys and toys that are hard or impossible to clean (such as play dough or those with intricate parts) have been removed from use in rooms which more than one bubble group uses.	✓	Shared areas will be kept clear of soft furnishings as much as is practical.	H
	Unnecessary items are removed from classrooms and other learning environments where there is space to store it elsewhere as this reduces the amount of cleaning required.	✓	Staff are very aware surfaces need to be kept clear and TIDY to ensure cleaning can be completed easily.	
	Teaching staff may wish to clean articles or areas within the classroom during the school day e.g. books after being touched by pupils, touch points within their class, e.g. in the event a pupil has dropped a used tissue on a table: It is safest that teaching staff use sanitising wipes for this purpose. If other cleaning chemicals are used then additional COSHH risk assessments, training and PPE may be required. These chemicals should be purchased in the dilution ready for use, kept in the original bottles and stored securely within the classroom.	✓	Hygiene boxes to be kept well stocked. Staff are used to using these boxes to support the cleanliness in the classroom during teaching time.	
	Teachers wash or sanitise their hands before and after handling pupils' books.	✓	Staff are aware of this.	
	Activities are avoided which involve passing items around a class where it does not contribute to pupil education and development. The sharing of books, other resources and equipment is avoided where possible. Staff and pupils have their own pencils and pens, which are not	✓	Activities which involve sharing of an object are discouraged. Staff and pupils have their own individual sets of equipment. Zip wallets are labelled with pupil names.	

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	shared. Consider labelling items with pupils' names.			
	Shared materials such as books and games and surfaces are cleaned and sanitised more frequently. Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities are washed before and after use.	✓	These measures have been shared during our INSET in June and information on additional hygiene has been disseminated. *See at end of RA	
	Resources that are shared between bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between bubbles, 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.	✓	These measures have been shared during our INSET in June and information on additional hygiene has been disseminated. *See at end of RA	
	Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.	✓	Communicated in letters to parents. Classes will have mobile phone boxes where needed.	
	The amount of shared resources that are taken home are limited.	✓	Learning logs and borrowed books are the only resources which will be shared.	
	Ensure that reusable drinking cups are not shared between pupils. Consider replacing reusable drinking cups with disposable cups.	✓	Pupils have individual water bottle. Where this is not possible, pupils will use disposable cup.	
	Guidance is followed with any proposed singing in schools.	✓	Staff are aware of this guidance.	
PPE (Reference)	Children and staff are encouraged to flush toilets with the lid down to avoid the possibility of an aerosol. Where there are toilets without lids in nurseries a temporary cover is placed over the toilet when staff have to flush nursery toilets.	✓	Nursery and Reception toilets have been fitted with lids. Staff need to talk to chn about shutting the lids to reduce aerosol spray. KS1 and 2 chn will be reminded to shut lid to flush and designated toilets / sinks for each classroom will be identified.	M
	- Adequate necessary Personal Protective Equipment (PPE) is available for cleaning tasks, personal care, first aid and certain medical procedures. - Training and instruction have been provided for the putting on, removing and disposal of PPE. - Risk assessments in place for medical procedures have been reviewed in light of the pandemic (contact the medical professional	✓	PPE and instruction have been shared amongst staff.	

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	who created or assisted with the creation of the risk assessment) and in particular noting whether any additional PPE is necessary. - Aerosol generating procedures (AGPs): Within education settings these are only undertaken for a very small number of children with complex medical needs, such as those receiving tracheostomy care. Staff performing AGPs in these settings follow Public Health England's personal protective equipment (PPE) guidance on aerosol generating procedures, and wear the correct PPE which is: - a FFP2/3 respirator - gloves - a long-sleeved fluid repellent gown - eye protection - For noting: Routine wearing of face coverings is not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education.	✓		
Reducing number of touchpoints	Touchpoints are reduced by propping open non-fire doors. Fire doors can only be held open throughout the school day with dedicated automatic closing devices.	✓		M
	Only use touch screen signing in systems if it can be ensured that only the bar code reader is used or hands are sanitised straight afterward after touching and the screens are cleaned on a regular basis at appropriate times.	✓	Sanitising wipes are available to wipe down the screen and staff are being asked to use the barcode reader sign in machine to reduce contact with the screen.	
	Consider whether drinking fountains need to be taken out of action.	✓	Are disabled.	
Site to site visits	Staff who travel from school to another site during work hours for work purposes (i.e. not the commute) on public transport have been provided surgical face masks or the following information: https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-	✓	Staff aware who travel on public transport	L

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	covering			
Contracting / transmitting Covid-19 – including the “Bubble” Model				
Parents and pupils travelling to school	Parents/carers and pupils are encouraged to walk or cycle to the school where possible.	✓	This has been communicated to parents.	M
	The school has considered how pupils arrive at school, and how to reduce any unnecessary travel on coaches, buses or public transport where possible. Consider undertaking a parental survey on their typical mode of travel. Consider staggered start times to enable more public transport journeys to take place outside of peak hours.	✓	Staggered start times in place from 8:30 – 9:00am.	
	Families using public transport are referred to the safer travel guidance for passengers: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers	✓		
Organising the school day	Drop-off and collection times are staggered but these should not reduce the amount of overall teaching time. Specific arrangements are determined where parents/carers have children in different year groups.	✓	Staggered start times in place from 8:30 – 9:00am.	M
	Parents/carers' drop-off and pick-up protocols that minimise adult to adult contact are in place. Parents/carers are instructed not to congregate in groups on, or directly outside the school premises.	✓	Has been considered and communicated to parents. Signage is clear which asks the school community to refrain from congregating on school site.	
	Break times including lunch are staggered so that all pupils are not moving around the school at the same time.	✓	Staggered break and lunch times in place from September for year group bubbles.	
Foyer / Reception	Consider marking the ground directly outside the front entrance with tape or temporary paint at 2 metre intervals and display instructional signage.	✓	In place.	M
	Consider marking the floor of the foyer with tape at 2 metre intervals, and in doing so identify how many individuals (or pairs of individuals from the same household) can safely be present in the	✓	Only one adult in the foyer at any one time.	

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	foyer at any one time. Instructional signage is displayed. Office staff to only allow this identified number into the foyer in at any one time – the front entrance door will need to be on the door entry control system if installed.		Door is automatic.	
	Existing reception screens are kept in the closed position wherever possible. Floor markings are installed if screens are not in place and there is no other barrier preventing the visitor approaching 2 metres from the receptionist. (Note that 1 metre distance is acceptable where screens are fitted)	✓	Perspex screens will be fitted to replace the screens which we have used temporarily. Floor markings are clear and staff are aware NOT to encroach on office staff distance. Office staff to remind others of this if required.	
Office (Reference)	Consider splitting administration staff with staff working from home on alternate days. For larger teams fixing these splits (cohorting), so that where contact is unavoidable, this happens between the same individuals.	✓	Considered but not practical given the number of office staff	M
	- The office layout has been examined such that workstations that are usable at the same time (i.e. 2 metres apart) have been identified. If the proposed workstations are closer than 2 metres (but at least 1 metre) and the office activity needs to continue in this manner, all the following actions must be undertaken where possible to reduce the risk: - Further increasing the frequency of hand washing and surface cleaning. - Keeping the activity time involved as short as possible. - Using screens or barriers to separate people from each other. - Using back-to-back or side-to-side working (rather than face to face).	✓	Areas have demarcated with 2 m distancing around the designated spaces. Signage up. 	
	Hot desks are avoided where possible. Where not possible, workstations are cleaned in between use.	✓	Office spaces are allocated to individual staff. Cleaned in between.	
Meeting rooms	Remote working tools (Teams, Zoom, Meet) are used to avoid in-person meetings where possible.	✓	Teams used to facilitate virtual staff meetings / training / phase meetings etc. as necessary.	M

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	Only absolutely necessary participants physically attend meetings and they maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable).	✓		
	Pens, documents and other objects are not shared.	✓	Staff to be vigilant of this.	
	Hand sanitiser is provided in meeting rooms.	✓	Will be available in all rooms.	
	Meetings are held outdoors or in well-ventilated rooms whenever possible.	✓	Meetings encouraged outside between small teams of staff within a bubble	
	For areas where regular meetings take place, floor signage is used to help people maintain social distancing.	✓		
Staff room	- Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day. Staff can continue to use the staff room if they apply social distancing measures: - Identify seating that can be used 2 metres apart. Back to back seating is preferred. Tape off other seating. - Stagger staff breaktimes - Instruct staff not to congregate at the kitchen area.	✓	Staff room floor to be marked to remind staff of social distancing measures.	M
	Notices promoting hand hygiene and social distancing are visibly placed in the staff room.	✓	This is clear throughout staff room areas / school.	
Corridors	Movement around the school site is kept to a minimum.	✓		
	Consider 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.	✓	One way through school then all exits lead outside.	L
Classrooms	- Small adaptations are made to the classroom to support distancing where possible. This include: - seating pupils side by side and facing forwards, rather than face to face or side on. - moving unnecessary furniture out of classrooms to make more space if necessary.	✓	Each individual classroom layout has been considered. Staff have looked at various arrangements of furniture and trialled what will fulfil guidance best whilst giving space to move around the room / best meet the needs of the age of pupils (e.g. F1 / F2 / Y1 pupils) and also not encroaching on a 2m demarcated "box" /	M

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
			"marker" at the front of the room.	
	Ideally, adults maintain a 2-metre distance from each other, and from children. They avoid close face to face contact and minimise time spent within 1 metre of anyone. This will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support are provided as normal. This is not likely to be possible with younger children however teachers can still work across groups if that is needed to enable a full educational offer.	✓	Adults to be sure they role model appropriate social distancing. Training been given through NST Mary Prest and notes shared from this meeting to all staff - NB to disseminate. (24.08.2020)	
	All teachers and other staff can operate across different classes in order to facilitate the delivery of the school timetable. (Note that in the event that a member of staff develops coronavirus symptoms and tests positive then their close contacts across all these bubble groups may need to be sent home to self-isolate).	✓	The planned timetable limits staff to a year group / phase bubble (with the exception of only a few staff who are aware of the additional preventative measures they need to be aware of). Staff will need to be flexible as we begin the Autumn term.	
	DfE recommend that groups the size of a full class are implemented in primary schools. (If class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, they can look to implement year group sized 'bubbles')	✓	RHPS will operate a year group bubble system (60 pupils and 6 - 10 staff)	
	The bubble groups (pupils) do not mix with other bubble groups throughout the school day as much as possible. Mixing into wider groups for specialist teaching is allowed.	✓	Year group bubbles will be kept separate.	
	Classrooms are accessed directly from outside where possible.	✓	The use of external doors into classrooms is promoted where this fits in with the one way system to avoid bubbles clashing.	
	Pupils occupy the same classroom throughout the school day where possible. Where different groups of pupils use the same classroom at different times, the area is cleaned adequately in between their occupancy.	✓	Additional cleaning will continue throughout the lunch break.	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	Pupils who routinely attend more than one setting on a part time basis have been identified and additional measures put in place as necessary.	✓		
Lunchtime arrangements	- A range of measures are considered and implemented to reduce the risk of transmission and contamination: - Lunches are served and eaten within the bubble classroom - Several lunch sittings are organised. - The hall is zoned such that two or more groups may use it at the same time, with timings staggered so that different bubbles are not queuing whilst waiting to be served at the same time. - Separate waste stations are provided. Social distancing between bubbles can be encouraged with the following measures: folding hall partition dividers, freestanding screens or floor markings. The ability of pupils to follow the social distancing rules has been taken into account within these measures. - Midday Supervisors are allocated to the lowest number of consistent bubble groups. - Note: as per the rest of the school day, social distancing is not required within the bubble group at lunch. - Suitable cleaning for infection control purposes is undertaken between any bubble groups usage of a space (mandatory).	✓	- Sittings will be organised in the lower and upper lunch halls. - Timings are staggered - Waste stations are refreshed in between bubbles - MDS are allocated to a specific year group bubble (KS2 – across two year group bubbles) - Staff to note: Note: as per the rest of the school day, social distancing is not required within the bubble group at lunch. - Staff will clean tables between sittings. 	M
Curriculum	CLEAPSS Guide Organising and managing hands on activities in science, D&T and art in a partially reopened primary school is followed (social distancing aspects not required).	✓		M
	Outdoor sports are prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. Pupils are kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.	✓	This advice has been shared with staff and gone through led by Sports lead (MG) during INSET in July.	
School hall	Large gatherings such as assemblies or collective worship with more than one bubble group are avoided.	✓	This advice has been shared with staff. Remote assemblies planned.	L

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	Halls, dining areas and internal and external sports facilities for exercise may be used by single bubble groups with adequate cleaning between the groups.	✓	Halls for Autumn 1 will only be used for eating and assemblies (with one bubble in attendance)	
Pupil toilets	Wherever possible, individual groups of pupils (the bubble) are allocated their own toilets. This ideally would be their own toilet block. Alternatively, a set of cubicles and sinks could be divided into two where two classrooms share a single block and signage displayed (consider maturity of pupils in following these rules). However, different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.	✓	Bubbles will be allocated their own toilets. Y1 = in classroom Y2 = Shared area Hayroom = indicated toilet outside Y2 Art Studio = toilet opposite Hub* Group Room = Indicated toilet in Staff room* / outdoor toilets	M
Playground and school field	The school makes use of outdoor spaces to support delivery of the curriculum – outdoor education can limit transmission and more easily allow for distance between pupils and staff.	✓	Staff are v clear about the role of the outdoors to prevent spread of coronavirus. Bubbles have timetables outdoors to educate pupils within our external spaces.	M
	The use of play equipment is examined, ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously.	✓	KS1 Playpark cleaning*	
	Pupils playing outside are encouraged to undertake non-touch activities wherever possible. Groups of pupils do not mix.	✓		
Site	The risk of air conditioning spreading coronavirus is extremely low: If you use a centralised ventilation system that removes and circulates air to different rooms, it is recommended that you turn off recirculation and use a fresh air supply. You do not need to adjust other types of air conditioning systems. If you're unsure, speak to your heating ventilation and air conditioning (HVAC) engineers or advisers.	✓	No air con in school.	M
	Good ventilation is encouraged to help reduce the risk of spreading coronavirus. Fans may be used when windows and/or doors are opened to encourage air changes.	✓	Ventilation importance has been shared with staff. SMLT will remind staff to open doors / windows.	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
Breakfast and After School Clubs (Reference)	Breakfast clubs are resumed where possible to ensure vulnerable children have a healthy breakfast and are ready to focus on their lessons, provide enrichment activities, and also support working parents.	✓	Breakfast Clubs will run in each year group. From week 2, breakfast club trolley will provide healthy starts.	L (at present)
	Schools keep children within their day bubbles where possible in these clubs. If it is not possible to maintain bubbles being used during the school day then schools should use small, consistent groups.	✓	Our breakfast club provision will run in separate year group spaces. (Wrap around Hour) We will review this decision re ASC provision WB 21.09.2020	
Operational issues				
Availability of staff	School leaders have discussed leave arrangements with staff before the end of the summer term to inform planning for the autumn term in particular referencing that travel to some countries require a quarantine for 14 days on their return. The school considers the impact where staff travel abroad, their return travel arrangements are disrupted due to factors arising beyond their control in relation to coronavirus, such as the potential for reinstatement of lockdown measures in the place they are visiting.	✓	Staff were sent the guidance from HR on this prior to breaking up.	M
	Where it is not possible to avoid a member of staff having to quarantine during term time, school leaders consider if it is possible to temporarily amend working arrangements to enable them to work from home.			
	- Trained staff are available to support pupil personal needs e.g. - lifting, use of hoists - intimate care - managing medical needs including medicines	✓	*WS / LS – re peg feeding *FA trained staff re medication	
	Sufficient Physical Intervention trained staff are on site (see “other issues” below)	✓	PI trained staff = PC / CB	
Supervision	Supervision ratios are met (for identified individual pupils)	✓	Yes	L

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
First Aid	• Adequate number of first aiders (FAW / EFAW) are on site.	✓	Yes - 16	L
	• Adequate number of paediatric first aiders are on site. (Ref: Early years foundation stage: coronavirus disapplications and associated risk assessment – this is subject to change)	✓	Yes - 12	
Medication	• Necessary pupil medication has been returned to school.	✓	Care Plans to be emailed to individual parents on return to school.	L
Catering	• Assurance has been obtained that the school's catering provider complies with the guidance for food businesses on coronavirus .	✓	Catering Team have emailed a copy of RA for catering staff and contingency plan	L
Site Health and Safety Concerns (General)				
Legionella	• Rarely used outlets have been identified taking into account current usage of taps.	✓	As per regular testing.	L
Fire Procedures	• A fire drill has been organised for early in the school year.	✓	Yes	L
	• No changes are required to the fire evacuation procedures apart from the assembly point is organised with 2 metre social distancing between the bubble groups. (Social distancing is not <i>required</i> during the evacuation between anyone and between members of the same bubble group at the assembly point).	✓	This is in place.	
Various site tasks	• Specific site management tasks are undertaken after re-opening following a lengthy closure*.		NA	
Personal Health and Safety Concerns (General)				
Pupil Behaviour (Reference)	• The school behaviour policy has been updated to reflect the new rules and routines, setting clear, reasonable and proportionate expectations of pupil behaviour. These have been communicated to staff, pupils and parents/carers. The consequences for poor behaviour and deliberately breaking the rules and how they will enforce those rules including any sanctions have been set out clearly at the earliest opportunity. This is particularly the case when considering restrictions on movement	✓	Addendum has gone out to all stakeholders. Staff will verbally go through this at age appropriate levels in week 1.	M

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	within school and new hygiene rules (see also SEND section below).			
	The school will work with those pupils who may struggle to reengage in school and are at risk of being absent and/or persistently disruptive, including providing support for overcoming barriers to attendance and behaviour and to help them reintegrate back into school life.	✓	Nurture Team allocated for Y4 – 6 across lunchtime Certain pupils identified in Y5 and 6 to work with additional teacher (am) Nurture team aware of additional support which will be offered via Hub and Hayroom	
SEND pupils	Individual pupil risk assessments have been reviewed prior to the pupil returning to evaluate any additional measures that may be required. The risk assessments are then subject to regular review if there are any behavioural changes with the pupil on site.	✓	PC / HC have gone through these with parents prior to school breaking up. Chn and parents invited in for an individual visit to allay anxiety.	M
	Where necessary for learning and or safety reasons, and with agreement from the parents and carers, identified SEND pupils, and in particular those that had an extended period away from the school site, are re-integrated into the school on a phased basis (no longer than 4-6 weeks) with a mix of curriculum and non-curriculum activities.	✓	PC / HC have communicated with key parents prior to school breaking up. Chn and parents invited in for an individual visit to allay anxiety. (AUGUST 25 th and 26 th)	
	Pupils with SEND (whether with education, health and care plans or on SEN support) have been identified who will need specific help and preparation for the changes to routine in the new academic year. SEND pupils are given additional time and understanding to comply with the new school rules associated with the virus. Teachers and SENCOs have planned to meet these needs, for example using social stories. Support Services are engaged with as and when necessary to assist these processes.	✓	PC / HC have communicated with key parents prior to school breaking up. Chn and parents invited in for an individual visit to allay anxiety. (AUGUST 25 th and 26 th) Social Story available on school website to support key chn, Nott City resources shared with parents to offer support for any parents / pupils who are anxious.	
	Appropriate support is made available for pupils with SEND, for example by deploying teaching assistants and enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups.	✓	See above	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
Staff welfare and staff redeployment	Governing boards and school leaders have regard to staff (including the Head Teacher) work-life balance and wellbeing. Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process.	✓	Plans made with staff wellbeing in mind.	M
	Schools have considered the potential concerns of staff who may be reluctant or anxious about returning and the right support is in place to address this. This may include staff who have been in the clinically vulnerable health and BAME groups, families that have been personally affected and those that have not been in school since the lockdown commenced. The school has discussed their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school.	✓	Chn and parents invited in for an individual visit to allay anxiety. (AUGUST 25th and 26th) Videos and communication of key information (all available on school website) have been sent to pupils Line Manager available to all staff. Fortnightly phase meetings to discuss anxieties. RA for BAME / clinically vul reviewed Sept 2020 Staff survey completed July 2020. This feedback has fed into plans made for Sept 2020.	
	Wellbeing support for all staff is in place and also for those that require additional support (ref: HR Trauma process and Bereavement Policy).	✓	Phases will meet virtually fortnightly in Autumn 1. This is in response to a staff survey. Weekly communication will remain to support staff of any changes as they arise.	
	Telephone counselling services are available.	✓	PAM ASSIST (LA) Staff aware of: https://www.educationsupport.org.uk/	
	Teaching assistants may be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher Any redeployments are not at the expense of supporting pupils with SEND.	✓	Staff prepared to be flexible in terms of timings and roles.	
	Managers have discussed and agreed any changes to staff roles with individuals. Planning builds in the need to avoid increases in unnecessary and unmanageable workload burdens. This could	✓	Several staff have been flexible with the hours they work to support the return to school in September. This has been discussed with	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	include a review of existing practices in this respect and schools may wish to draw on DfE's workload reduction toolkit. DfE has also published a range of resources, including case studies to support remote education and help address staff workload, this includes case studies on managing wellbeing. Where staff have been temporarily redeployed to different roles, they have the appropriate skills, expertise and experience to carry out the work.		them. ASC/ ASClubs will not take place initially to reduce pressure on staff. Staff wellbeing / pupil wellbeing and safety are priorities in the return to school plans.	
Pupil welfare and mental health support (Reference)	Schools have considered the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and the right support is in place to address this. This may include pupils who have been in the clinically vulnerable health and BAME groups, families that have been personally affected and those that have not been in school since the lockdown commenced. The school has discussed their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school.	✓	Certain families invited back to school prior to September to discuss concerns etc.	
	- The school has considered the provision of pastoral and extra-curricular activities to all pupils designed to: - support the rebuilding of friendships and social engagement - address and equip pupils to respond to issues linked to coronavirus - support pupils with approaches to improving their physical and mental wellbeing	✓	Daily PSHE / sharing of a class text / Nurture Team on call planned in. Staff have received email updates on support for chn re mental health and Nurture Team will advise as and where necessary.	
	The pandemic may lead to some pupils experiencing bullying, discrimination or harassment, for example due to their ethnicity or nationality, or perceived illness. This is monitored and appropriate proactive and reactive measures taken.	✓	This point is made in our Behaviour Policy addendum. *Routine monitoring and recording of any incidents re bullying / racism etc will form part of the INSET to refresh staff of our consistent approach to this.	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
Other Issues				
Contingency plans for outbreaks	For individuals or groups of self-isolating pupils, remote education plans are in place.	✓	This is referred to as part of our remote learning plan.	
	Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, the school is able to offer immediate remote education. Schools are expected to consider how to continue to improve the quality of their existing offer and have a strong contingency plan in place for remote education provision by the end of September. This planning will be particularly important to support a scenario in which the logistical challenges of remote provision are greatest, for example where large numbers of pupils are required to remain at home.	✓	This is referred to as part of our remote learning plan. Will incorporate the views of parents (from the survey sent out late July)	
Training certificates that have expired during the partial closure.	Expired group and individual training certificates have been identified. Some training may be available via virtual learning (Teams, Zoom, Meet) Some refresher requalification training may be available via eLearning.	✓	PFA Training completed in June 2020 by x12 staff	L
	HSE has agreed a final deadline for first aid requalification for these qualifications of 30 September 2020.			
	There has been a formal 6 month period of grace given to settings for school staff to attend Physical Intervention training and re-certificate.		PC – PI training implications	
	For the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training.	✓	HO – Safeguarding training implications	
Incident Reporting	If a staff member has been diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus this is reported as a case of disease via the school's incident reporting			L

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	system and to the HSE according to RIDDOR requirements: https://notifications.hse.gov.uk/riddorforms/Disease (Contact your Safety Adviser for advice)			
Safeguarding	• DSL or a deputy always available during school hours for staff.†	✓	DSL will always be available on site.	L
	• DSLs (and deputies) are provided with more time, especially in the first few weeks of term, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies where these are appropriate, and agencies and services should prepare to work together to actively look for signs of harm.	✓		
Reviews	• Regular reviews are undertaken on the effectiveness of the control measures and plans and changes are made accordingly. The school follows any forthcoming instructions from the employer, government advice, and national or local directions from Public Health England.	✓	Risk Assessment will be an evolving document and will be reviewed by SMLT as necessary and following DfE guidance. RA review updates will be put onto the FGB agenda for 2020-21 Review date 02.11.2020	L

Are there any other foreseeable hazards associated with the Covid-19?		Yes ☐ No ☒
Additional Hazards	List any additional control measures required	Residual Risk rating High, medium, low

* Reopening after a lengthy closure:

- Before resuming normal operation, commission a water treatment specialist to chlorinate and flush the complete system for all hot and cold water systems (including drinking water) and certify the water system is safe before the buildings are reoccupied. Allow sufficient time for this activity, approx. 1 week before opening if possible.
- Recommission all systems before re-opening, as would normally be done after a long holiday period. This includes gas, heating, water supply, mechanical and electrical systems, and catering equipment.
- Check your fire safety systems including making sure:
 - all fire doors are operational
 - your fire alarm system and emergency lights are operational

Clean and disinfect all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas. Deep clean the kitchen prior to reopening before food preparation resumes.

See also this [Zurich Municipal guide](#).

† Designated safeguarding leads (DSLs)

The optimal scenario for any school is to have a trained DSL or deputy available on site. It is recognised this may not be possible, and where this is the case there are 2 options to consider:

- a trained DSL or deputy from the school can be available to be contacted via phone or online video - for example working from home
- sharing trained DSLs or deputies with other schools (who should be available to be contacted via phone or online video)

Where a trained DSL or deputy is not on site, in addition to one of the above options, the department recommend a senior leader takes responsibility for co-ordinating safeguarding on site. This might include updating and managing access to child protection files, liaising with the offsite DSL (or deputy) and as required liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school or college.

Whatever the scenario, it is important that all school staff and volunteers have access to a trained DSL or deputy and know on any given day who that person is and how to speak to them.

Reference Websites:

- www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings
- www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak

ASSESSED BY (Print name)

N C BRIDGES

SIGNED

N C Bridges

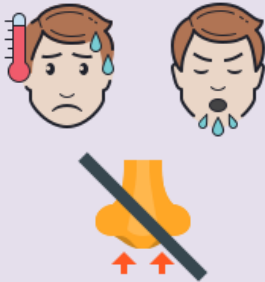
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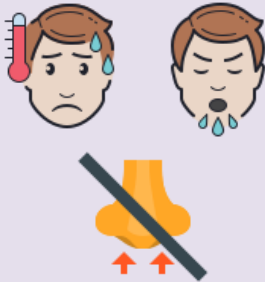
21.08.2020

Visitors to School Protocol – see below.

Hygiene Guidance for Resources

Coronavirus Essential Visitor Protocol: Contractors and Non-School based Professionals

Essential Visitors 	- The school will only allow essential visitors on site for: - School regular maintenance and emergencies - For teaching and learning reasons - Training that must be undertaken in person - Safeguarding reasons - Health and safety reasons - All visits will be at the school's discretion.
Covid-19 Symptoms 	- If you have any one of the following symptoms you must not visit school: - a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) - a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) - a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal - If you have any of these symptoms you must go home and arrange for a test.
Health Conditions 	- Visitors who are clinically extremely vulnerable to coronavirus should work from home if they can. - If they must visit, they must take precautions by washing their hands regularly, avoiding touching their face and keeping 2 metres away from persons in school. - We would expect that the employer has undertaken an individual risk assessment in these circumstances.
Arranging the Visit 	- Visitors must make an appointment to visit school. An exception may be made if it is for essential work for a Child Protection or Child in Need case. - Visitors without an appointment may be asked to leave and make an appointment for a later date. - The visitor and school will agree a time and date for the visit. - Where possible this will be undertaken when there are no pupils in school and avoiding dropping off and picking up times. - The visitor will receive a copy of this protocol before final agreement of time/date has been made so we are able to check visitors understand and agree to its detail.
Arrival 	- Visitors must arrive at agreed time (please contact the office if you are unable to do this) - Report directly to the school reception office unless other prior arrangements have been made. - Record your arrival on the school's visitor management system. (Inventory) - In the event that the visit involves close contact* with anyone else on site, and that person develops symptoms and tests positive then contact details will need to be provided to the Public Health England for their Test and Trace system.
Hand Hygiene 	- Use hand sanitiser provided on entry to school. - Wash hands after visiting the toilet and at regular intervals. - Use hand sanitiser when leaving the building

Social Distancing 	• Visitors should observe social distancing whilst on the school premises wherever possible. That is: ○ Meet as few persons as possible in school. ○ Meet outside if possible. ○ Maintaining a 2 metre social distance throughout the visit wherever possible. (This won't be possible for certain support professionals) ○ Any face to face meetings should be as short as possible (i.e. no longer than 15 minutes).
Site Visit 	• Items should not be shared during the visit if possible. If not possible, good hand hygiene should be observed. • Minimise any touching of school fixtures, fittings and other contents. • Visit as few rooms as possible. If unaccompanied you may be asked to report which rooms you have visited so that touch points may be cleaned afterwards. • If working with pupils, visit the minimum number of group "bubbles" necessary. • Follow any one-way pedestrian systems that are in place. • Observe any rooms restricted to visitors – e.g. staff room. Visitors may be allocated certain toilets. • Windows and doors should be kept open during the visit but this may not always be possible / practicable. • Face masks may be worn by visitors who are not working with pupils, but they are not a substitute for maintaining the required social distance.
Fire Evacuation 	• In the event of the fire alarm activation, the evacuation will be undertaken as normal, with the exception that there will be social distancing at the assembly point.
Becoming Symptomatic in school 	• Any visitor on site who exhibits symptoms of Covid 19 will be isolated and be asked to leave site. • If you start to feel unwell whilst you are at school please let a member of staff know. • If you develop symptoms up to 14 days after being in our school please call school to inform us so we are able to act in line with risk assessments and track and trace. • You are encouraged to be tested if you have symptoms.
Leaving School Site 	• Go straight to the office once you have finished your visit where you will be signed out. • Remember to wash hands on leaving the school. (KS2 sinks)
* Close contact within a school environment definition: • Direct close contacts - face to face contact with a case for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin). • Proximity contacts - extended close contact (within 1-2 metres for more than 15 minutes) with an infected individual.	

Hygiene guidance for resources - July 2020

Shared classroom resources

It will be necessary for some resources to be shared within a class/group (for example: protractors, lego, base ten blocks etc). Where these have been used, where possible, leave in steriliser solution overnight (water + tablet in PPE Store) in a bucket/tub or leave in soapy water. If time does not allow for this, please wipe down equipment using the anti-bac wipes.

Whole school resources

Resources that are used across school (generally those kept in the subject cupboards – eg scales, metre rules, art equipment, science equipment, shared Art resources) if possible, after you have finished using them, leave in your own classroom cupboards, untouched, for 72 hours before returning to the correct storage place. Where time does not allow for this, please wipe down the equipment using anti-bac wipes/spray before returning to the storage areas.

Books

We must encourage reading when we return to school and so it is essential that children have access to library books to borrow. Within your classroom, please set up a clear system where books are returned on one day, left to 'decontaminate' for 72 hours, and then returned to the library. For example, ask children to return books on a Friday morning, leave in classroom in a box untouched for the weekend and return to the library on a Monday morning. Before going to the library to select a book, please do make sure that children wash their hands and then upon their return to the classroom, should wash their hands again.

Please let me (AH) know your day of preference for the library as their may need to be a timetable.

Listening to readers – please do still listen to readers regularly with consideration for your positioning and spacing from the child. As much as possible, allow the child to handle the book.

Learning logs

Children should take home their learning logs each night as they are a resource to be used at home – they should then bring them to school each day but keep them in their book bags (if you need to check for messages/share something, please wipe down the cover using an anti bac wipe). From Y2 upwards, on a specified day (ideally the same as book change day) children should lay out their Learning Log on their desk open on the correct week. A member of staff should then stamp the learning log to show that it has been seen, and the number of times read at home recorded on the class recording sheet.

EYFS and Yr1 – please follow the same routine – however it may work best for you to ask the child individually/in small groups to take out their log and reading book at the same time.