



St Joseph's Catholic Primary School
Diocese of Clifton

Inspiring everyone to **REACH** through

Faith, Hope, Love

Safety, Health and Environment (SHE)

GCC COVID-19 RISK ASSESSMENT PROCESS FOR SCHOOLS & EDUCATIONAL SETTINGS



COVID-19 Risk Assessment for Schools and other Educational Settings

ASSESS

Decide appropriate control measures for managers and employees to implement under a 'Plan', 'Do', 'Review' cycle.

*The preventative measures in this risk assessment are not mandatory but are provided as guidance on reducing the risk of transmission. Each school/setting must consider their own situation and adapt the assessment by editing the measures where appropriate. Remove any measures that are not relevant or will not be applied in your setting and add any additional local measures that you are implementing.

Who may be at risk: Employees, pupils and young people, families (parents, carers and siblings), visitors, contractors, members of public.

Vulnerable groups – this risk assessment considers vulnerable groups which the NHS lists as 'people at high risk (clinically extremely vulnerable)'; and 'people at moderate risk (clinically vulnerable)'. An individual risk assessment may be appropriate for vulnerable employees plus BAME and those who are very anxious about returning to their workplace.

PLAN

Prepare Building	Y/N NOTES	Prepare Employees and Parents and pupils	Y/N NOTES
Buildings <ul style="list-style-type: none"> Ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, lifts, etc.). Reviewing emergency and evacuation procedures (e.g. fire wardens, escape routes, roll-call, assembly areas, etc.). Ventilation and AC systems working optimally; (ventilation system should be kept on continuously, with lower ventilation rates when people are absent). Make provision for children who display COVID-19 symptoms/ become ill during the day to be isolated. Space should be identified in addition to the usual medical room. 	<p>All tests will take place on 25.7.20, TH, JM, SC, CC</p> <p>Emergency evacuation procedure shared with staff on inset day.</p> <p>N/A although staff will be encouraged to keep windows open</p> <p>In place</p>	<ul style="list-style-type: none"> Involve employees in plans to return to school and listen to any suggestions on preventative measures that can be taken. Consider personal risk factors: age, obesity, pregnancy, existing health conditions and ethnicity and where necessary conduct individual risk assessments. Employees fully briefed about the plans and protective measures identified in the risk assessment. Regular staff briefings. Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security. Regular communications that those who have coronavirus symptoms, or who have someone 	<p>Inset day 17.7.20/ 1.9.20</p> <p>Done.</p> <p>Inset day 17.7.20 and 1.9.20</p> <p>Weekly staff updates. na</p> <p>Remind parents fortnightly, email, text, newsletter.</p>

<ul style="list-style-type: none"> Ensure school has sufficient supplies of PPE including cleaning materials and hand washing/sanitising liquids that meet DfE/PHE requirements. Provide suitable and sufficient bins to support pupils and staff to follow the 'catch it, bin it, kill it' approach. Provide sufficient tissues in all rooms. Consider if the school site can be split into separate zones where groups of pupils can remain to minimise mixing. Create a plan of the building to mark out areas where bubbles do not mix (e.g. classrooms) and where mixing is more likely and so where distancing and other measures are required. Consider separate facilities be provided for meals and refreshments in different zones (e.g. pods, kiosks, cafes). Evaluate the capacity of rooms and shared areas. Plan for staggered lunches with more sittings to avoid mixing, allowing time for cleaning, devise seating plans, safe capacity etc. Consider door signs mounted to identify max number in room / toilets at one time. 	<p>PPE will be stored in classes, cleaning stations will be in classrooms. Class TA's responsible for upkeep and ensuring fully stocked.</p> <p>Hand wash stations in place in classrooms. However, moving forwards children will be asked to supply their own anti bac gel to enable efficient hand washing.</p> <p>TA's to label bins on inset day.</p> <p>Tissues in classrooms – although as children get colds we may ask children to bring in their own to reduce movement and sharing. All children will be in their own classroom.</p> <p>The school field will be split into zones – one for each class.</p> <p>Done. Corridors and toilets marked up.</p> <p>Children will eat in their classrooms.</p> <p>Break and lunch will be staggered – no area will be shared. Tables to be washed before and after lunch.</p> <p>Shared toilets – sink and toilet identified per bubble. Children taught, staff to monitor.</p>	<p>in their household who does, are not to attend school.</p> <ul style="list-style-type: none"> Information shared about testing available for those with symptoms. Where there are appropriate sources of guidance (e.g. CLEAPSS, afPE, CILIP, etc.) - Senior Leaders/ teachers should refer to curriculum specific guidance. Senior Leaders/ teachers to identify shared resources and how to prevent mixed contact (e.g. cleaning between bubbles or rotas for equipment use). Identify and plan lessons that could take place outdoors. Consider how online resources can be used to shape remote learning. Plan for remote education for pupils, alongside classroom teaching in case of a lockdown or pupils having to isolate. <p>Parents/pupils</p> <ul style="list-style-type: none"> Review EHCPs where required. Educate pupils before they return about the need to stay apart from others and expectations around hygiene. Communicate to parents on the preventative measures being taken. Post the risk assessment or details of measures on school website. Parents and pupils informed about the process that has been agreed for drop off and collection. 	<p>Update parents in September.</p> <p>MB – use for SEND</p> <p>No resources to be shared between bubbles. Regular cleaning in bubbles of shared resources.</p> <p>Normal curricular, planning. Saff meetings September 2020 (CH, GS)</p> <p>In place by end of September 2020.</p> <p>Done, RA's written by MB</p> <p>Class teachers to post welcome back video on school website about what school will be like when we return. Sent July 2020 – on school website.</p> <p>Once agreed by staff and governors.</p> <p>Sent July 2020.</p>
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<ul style="list-style-type: none"> COVID-19 posters/ signage displayed. Identify 'crunch points' (e.g. entrances/ exits/ corridors/ shared space and consider how movement can be staggered. Consider one-way system if possible for circulation around the building. Stairways to be up or down only. 	<p>RE do entrance and exits – TA's inset day.</p> <p>Only one entrance shared. All groups staggered.</p> <p>Not necessary, staggering and own entrances avoids groups meeting. Movement limited.</p> <p>Not possible. Stairs to be taped for Y4 and 5. The they will have their own side to travel up and down. Stairs to be divided in half and marked out although stairwell is not 2m wide. Year 4 and 5 are not to be on the stairs at the same time.</p> <p>Label the sides of the stairs.</p> <p>Re-do floor markings, TA's inset days.</p> <p>All classes have allocated entrance and exit.</p> <p>All doors that are not fire doors to be wedged open, including toilet doors. All classroom doors to be wedged open. Internal fire doors to be left closed</p> <p>Year 2, reception, year 6 and Year1.</p> <p>Staff discussion on inset day 17.7.20</p> <p>All pupils seated facing forward (less risk) except R and Y1 Inset day.</p>	<ul style="list-style-type: none"> Ensure parents have a point of contact for reassurance as to the plans put in place. Limit the equipment pupils bring into school each day to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. All pupils told to provide personal equipment (pens, pencils, rulers calculators etc.) to ensure no shared use in class. Parents informed only one parent to accompany child to school. Parents and pupils encouraged to walk or cycle where possible. Clear messages to pupils about minimising the use of public transport and how to reduce the risks of transmission outside of school. Staggered drop-off and collection times planned and communicated to parents. Made clear to parents that they cannot gather at entrance gates or doors and loiter outside school. Encourage parents to phone school and make telephone appointments if they wish to discuss their child (to avoid face to face meetings). Communications to parents (and young people) includes advice on transport. 	<p>parents know to contact school office or SLT</p> <p>Requested in July communication – staff to reinforce with children.</p> <p>Storage for wellies and waterproofs. Parents advised of this in July.</p> <p>Reminder letter emailed out before the start of term.</p> <p>Difficult due to our location.</p> <p>Ongoing messages at school.</p> <p>Sent July 2020 – will remind 1st Sept 2020. Sept 2020 Signage on school gates. Jan 2021- signage refreshed 2.3.21 Signage checked and refreshed</p> <p>July 2020 – reenforce Sept 2020</p> <p>All conversations via phone or email to slt@st-josephs.gloucs.sch.uk</p> <p>Parents have been advised where to park. Advised not to share transport..if they are sharing</p>
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<ul style="list-style-type: none"> Inspect classrooms and remove unnecessary items and furniture to make more space. Make arrangements with cleaners to put in place an enhanced cleaning schedule that includes frequent cleaning of rooms, shared areas that are used by different groups and frequently touched surfaces. <p>Timetabling and lessons</p> <ul style="list-style-type: none"> Consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school. Stagger break times and lunch times to avoid mixing and time for cleaning surfaces in the dining hall between groups. When timetabling, groups should be kept apart and movement around the school site kept to a minimum to avoid creating busy corridors, entrances and exits. Prepare arrangements to allow remote learning to take place should a partial or full closure of the school be required, at any point in the next academic year. <p>Policies and procedures</p> <ul style="list-style-type: none"> Update policies to reflect changes brought about by COVID-19, including: <ul style="list-style-type: none"> Safeguarding/child protection Behaviour Curriculum NQTs Special educational needs Visitors to school 	<p>Cleaner will come onto site to clean toilets at lunchtime. Staff will clean frequently touched areas at break time. No direct contact with children</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>Office 365 is in place (DFE Grant secured). CH and GS to work together on plan. Staff to be trained during September.</p> <p>Updated in line with KCSIE CH Updated CH CH update NJ – update MB – update</p>	<p>Others</p> <ul style="list-style-type: none"> Communication with contractors and suppliers that will need to prepare to support plans for full opening (e.g. cleaning, catering, food supplies, hygiene suppliers). Assurances that caterers comply with the guidance for food businesses on COVID-19. Discussion with caterers to agree arrangements for staggered lunches (e.g. seating capacity, holding hot food, cleaning between sittings, distancing and minimising contacts). Liaison with transport providers to cater for any changes to start and finish times and confirm protective measures during journeys. Communication with other building users (e.g. lettings, extended school provision, regular visitors, etc.) Limit visitors by exception (e.g. for priority contractors, emergencies etc.). <p>Lettings and non-school users</p> <ul style="list-style-type: none"> Out of school settings for children are permitted if those responsible for them are ready to do so and they can do so safely, following COVID-19 Secure guidelines. A risk assessment should determine the maximum capacity of a hall or hire space while able to maintain social distancing 	<p>transport – inform the school. Communication September 2020.</p> <p>Communicated with caterlink July 2020.</p> <p>TH to communicate regarding other deliveries. CH to contact Lorraine about this.</p> <p>Agreed to packed lunches Sept 2020. Ta's to collect from the school hall – at staggered times.</p> <p>na</p> <p>CH ongoing communication with OOSC and Pre-school.</p> <p>There will be no visitors to the school site except, Montagu academy, parapetetic music teachers and student teachers.</p> <p>CH in close communication with OOSC chair and pre-school staff/chair.</p> <p>The staff room will not be in use – staff will have an allocated drink making area.</p>
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<ul style="list-style-type: none"> • Ensure website is compliant with regards to the publishing of policies. • Establish a visitors' protocol so that parents, contactors, professionals working with individual children are clear about the infection control measures that you have in place. • Governing boards and school leaders to have regard to staff (including the headteacher) work-life balance and wellbeing. • Information shared about the extra mental health support for pupils and teachers is available. <p>Response to any infection</p> <ul style="list-style-type: none"> • Leadership understands the NHS Test and Trace process and how to contact their local Public Health England health protection team. • Plan how to inform staff members and parents/ carers that they will need to be ready and willing to <ul style="list-style-type: none"> ○ book a test if they are displaying symptoms; ○ inform the school immediately of the results of a test; ○ provide details of anyone they have been in close contact with; ○ self-isolate if necessary. 	<p>CH Update All policies will be published on website once approved by governors (Sept 2020)</p> <p>In place for September 2020 Visitors to read and sign to say they understand and comply.</p> <p>Shared with staff on inset day.</p> <p>Guidance to be followed.</p> <p>Shared in communication, July 2020 and on school website.</p>	<p>according to the current relevant guidelines.</p> <ul style="list-style-type: none"> • Any groups hiring the facilities must refer to relevant government guidance or their own associations and national governing body for guidance on running the club or event following the COVID-19 guidelines. • The school can ask any hiring organisation to provide evidence of their risk assessment. • Review existing lettings/hire agreements and amend or supplement as necessary to include specifics of what the school will do and what the hirers are responsible for (e.g. cleaning, sharing equipment, hand washing or sanitiser, what happens if anyone shows symptoms or tests positive to COVID-19, etc.). 	<p>The school will only be in use by known groups during this time (OOSc and Pre-school).</p> <p>Montagu academy</p> <p>na</p> <p>In place, CH to support.</p> <p>OOSc and Pre-school to share their RA with CH.</p> <p>TH to review and share with Pre-school and OOSc.</p>
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DO			
Control Access and Visitors	Measures	Minimise contacts and social distancing	Measures
<ul style="list-style-type: none"> Entry points to school controlled (including deliveries). Building access rules clearly communicated through signage on entrances. School start times staggered so bubbles arrive at different times. Floor markings outside school to indicate distancing rules (if queuing during peak times). Screens installed to protect employees in reception. Shared pens removed from reception. Hand sanitiser provided at all entrances. Pupils, staff and visitors to remove face coverings at school and wash hands immediately on arrival. Covered bins provided on entrances to dispose of temporary face coverings. Sealable plastic bags provided for reusable face coverings to take home with them. Gathering at the school gates prohibited. 	<p>Yes-see detailed plan return to school</p> <p>In place/refresh September inset.</p> <p>Communicated to parents July 2020 remind Sept 2020. JM to re-paint before 3rd Sept.</p> <p>Keep glass doors closed. Visitors not to enter site.</p> <p>LE to do. TA's ensure in place by their class entrance. Children not to wear masks to school. Any staff travelling to school wearing a mask on site to inform CH. No visitors to school</p> <p>na</p> <p>na</p> <p>communicated to parents July 2020. Reinforce Sept 2020. Through reminders prior to going out to play, staff to be vigilant during breaks.</p>	<p>Minimising contacts and mixing between people reduces transmission of COVID-19 and the school will consider how to implement this.</p> <p>'Bubbles'</p> <ul style="list-style-type: none"> Class groups will be kept together in separate 'bubbles' throughout the day and do not mix with other groups. If the design of the school means class bubbles cannot be kept apart, split the building into 'zones' and implement zonal bubbles. Keep a record of pupils and staff in each bubble, lesson or close contact group. School breakfast and after-school clubs to keep to the bubbles used during the school day where possible. <p>Minimise mixing</p> <ul style="list-style-type: none"> Whatever the size of the bubble, they are to be kept apart from other groups where possible. Groups use the same classroom or area of a setting throughout the day. Mixing between bubbles kept to a minimum during arrival, lunchtime, breaks and departure. Pupil movements around the school site, either in groups or individuals is controlled to limit contact and mixing. 	<p>In place</p> <p>Zones will be in place in reception and Year 1.</p> <p>Timetabling and registration.</p> <p>OOSC will be operating KS bubbles.</p> <p>In place – no groups will mix during the school day.</p> <p>In place.</p> <p>Staggering prevents mixing.</p> <p>All movement is limited to break, lunch and toilets. Staff to monitor this to ensure there is no mixing.</p>

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<ul style="list-style-type: none"> Staff on duty outside school to monitor protection measures. 	<p>Use of teams, zoom and conference calls.</p>	<ul style="list-style-type: none"> The number of pupils in shared spaces (e.g. halls, dining areas and internal and external sports facilities) for lunch and exercise is limited to specific bubbles. 	<p>Class bubbles are allocated a space on the school field, staggering lunch and break times prevents any on group playing next to another.</p>
<p>Visitors</p> <p>During School partial closure.</p> <ul style="list-style-type: none"> When necessary meetings will take place on a virtual platform (e.g. 1:1 sessions with professionals, recruitment interviews, parental meetings etc.). The only visitors permitted on the school site are those who are vital to the operation of the school. Visitors coming onto the site without an appointment is not to be permitted. Site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where possible visits arranged outside of school hours. A record kept of all visitors to assist NHS Test and Trace, including: <ul style="list-style-type: none"> the name; a contact phone number; date of visit; arrival and departure time; the name company. 	<p>No parents are allowed on school site.</p> <p>No visitors on site except for emergency contractor, eg. boiler repair, etc...</p> <p>Visitors to be asked to read and sign that they understand and will conform with safety measures.</p> <p>No visits to be arranged without first speaking to CH.</p> <p>SH to produce visitor record sheet.</p> <p>Parents evening will be held virtually or phone call depending on parental preference.</p> <p>Open day will be a virtual tour of the school. Prospective parents will be able to book a tour of the school on a Friday after 3.30pm. the tours will be conducted by a member of the SLT and track and trace information collected.</p>	<ul style="list-style-type: none"> Large gatherings such as assemblies or collective worship with more than one group to be avoided. Separate spaces for each group clearly indicated. Multiple groups do not use outdoor equipment simultaneously. Limiting the number of pupils who use the toilet facilities at one time. Allow pupils to have access to toilets at all times during the day to prevent queues developing at social times. The same teacher(s) and other staff are assigned to each bubble and, as far as possible, these stay the same. Staff that move between classes and year groups, to keep their distance from pupils and other staff. To avoid mixing during breakfast and after-school clubs, a carousel system to be operated with children from different bubbles rotating between activities (e.g. inside, outside, snack time etc.) with cleaning surfaces between groups. 	<p>Whole school assemblies will take place on a Monday and Friday via teams. Classes remain in their bubbles.</p> <p>Map of field provided for staff and children. Shared toilets are labelled so that one cubicle and tap are only used by one bubble.</p> <p>Each class bubble has their own allocated play equipment which is not to be shared and cleaned regularly.</p> <p>Controlled by staff.</p> <p>Controlled by staff.</p> <p>In place – staff move in order to provide PPA.</p> <p>Prevention measures are in place (wash hands between rooms) – all staff aware and compliant.</p> <p>CH to liaise with HH.</p>
<p>Open Days/ Parents Evenings</p>			

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<ul style="list-style-type: none"> Where possible events will be held on a virtual platform to avoid gatherings in school. 		Distancing <ul style="list-style-type: none"> Staff to keep 2 metres from other adults as much as possible. 	Staff informed and complaint. Inset 17.7.20/1.9.20
<p>Where such events do take place:</p> <ul style="list-style-type: none"> Arrange parent visits outside school hours. Measures taken to ensure the strict adherence to social distancing of 2 metres. Staff assisting in the event to keep social distancing at all times and wear face coverings at all times. The size and circumstance of the rooms/ spaces will determine the maximum number of people that can be accommodated while also facilitating social distancing. In determining the number of people that can reasonably follow 2 metres distancing the total floor space as well as likely pinch points and busy areas needs to be taken into account (e.g. entrances, exits). Set a limit on the number of people that may visit (e.g. one parent/carer per child). Attendees should be pre-bookings only to manage numbers and will help with the Test and Trace. Have staggered start times to limit numbers on site or in a space at any one time and reduce the pressure at exits and entrances. Encourage attendees to leave promptly and not to hang around unnecessarily. Weather permitting, conduct as much of the event outside as 		<ul style="list-style-type: none"> Where possible staff to maintain distance from their pupils, staying at the front of the class. Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone. Supply teachers, peripatetic teachers and/or other temporary staff to minimise contact and maintain as much distance as possible from other staff. The occupancy of staff rooms and offices limited. Use of staff rooms to be minimised. Staff in shared spaces (e.g. office) to avoid working facing each other. Use a simple 'no touching' approach for young children to understand the need to maintain distance. Older children to be encouraged to keep their distance within bubbles. 	<p>Staff aware. Inset 17.7.20/1.9.20</p> <p>Staff aware. Inset 17.7.20/1.9.20</p> <p>Supply teachers not used. Peripatetic teachers to teach from the hall, rota of pupils to be in place with cleaning time in between as necessary and class teachers to manage rota. Teachers to provide CH with a RA prior to entering school site.</p> <p>Staff have zoned areas for tea and coffee. Inset 17.7.20/1.9.20 Staff are not to use the staff room. Staff are aware. Inset 17.7.20/1.9.20</p> <p>Staff aware, teach and remind children (especially KS1) Inset 17.7.20/1.9.20</p> <p>Staff to educate and reinforce. Inset 17.7.20/1.9.20</p>
		Minimising contact <ul style="list-style-type: none"> Doors propped open, where safe to do so to limit use of door handles. Ensure closed when premises unoccupied. Taking books and other shared resources home limited, although unnecessary sharing avoided. 	<p>Classroom and toilet access doors to be propped open.</p> <p>Reading books can be taken home. They are to be returned to a drop box, taken out of circulation for 48</p>

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<p>possible where the risk of transmission is lower.</p> <ul style="list-style-type: none"> • Make use of multiple exit and entry points to introduce a one-way flow in and out, with appropriate floor markings or signage. Any changes to entrances, exits and queues, take into account the need to make reasonable adjustments for those who need them, such as people with disabilities. • Control the flow in and out of the school carefully to reduce the risk of congestion with a socially distanced queuing systems. • Ensure frequently touched surfaces cleaned regularly during the event. • On entering and leaving everyone to wash their hands. Provide sufficient wash stations. • Consider the mandatory wearing of face coverings. • Toilets kept open and carefully managed e.g. avoid overcrowding, ensure distancing, regular cleaning. • To support Test and Trace a temporary record of attendees to be kept for 21 days, in a way that is manageable. This will include name and contact number. • Car parking to be managed to help people socially distance. • Evacuation procedures reviewed, particularly if normal fire exits are changed or inaccessible. <p>Events with an audience</p>		<ul style="list-style-type: none"> • Staff and pupils to have their own individual and very frequently used equipment, such as pencils and pens. <p>PE and School Sport</p> <ul style="list-style-type: none"> • Pupils kept in same consistent bubbles where possible during PE and sport. • Sports equipment thoroughly cleaned between each use. • Staff fully aware of COVID-19 guidance for re-starting competitive sport issued by the relevant governing bodies and the required actions for each sport. • Outdoor sports should be prioritised where possible. • Large indoor spaces used where it is not. • Swimming pools are not used until guidance changes. • Distance between pupils from mixed bubbles will be maximised. • Sporting activities delivered by external coaches, clubs and organisations will only go ahead if they can satisfy the above requirements. <p>Sports Days</p> <ul style="list-style-type: none"> • Allow sufficient time and planning to ensure the sports day events, layout, equipment etc. can be adapted to implement measures. • Pupils should remain in their class 'bubble' for as much of the sports day event as possible. • Pupils should avoid mixing and keep to social distancing when not 	<p>hours before returning to the reading scheme.</p> <p>All children to provide their own pencil case and basic equipment. School will provide more specialist equipment.</p> <p>Children will do PE in their class bubble</p> <p>Children will do different sport when lessons are taught consecutively so that different equipment is used. Breaks and lunchtimes will be used to clean equipment. All PE will be outside – whatever the weather.</p> <p>na</p> <p>no bubbles will mix</p> <p>Montagu have satisfied all requirements. CH to gain copy of RA.</p> <p>St Joseph's Catholic Primary school will not be making any educational visits during the autumn term.</p>
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<ul style="list-style-type: none"> Keep all events separate in their bubbles where possible. This will mean groups do not mix and will help limit the attendance size. Limit numbers (e.g. 1 parent/carer) and manage capacity to allow for social distancing. Keep records of all attendees for track and trace purposes. Where weather and facilities allow, conduct activities outside if possible where the risk of transmission is lower. For events, arrange seating in line with social distancing guidance. Social distancing should be maintained at 2m as far as possible, but this can be reduced to a minimum of 1m where 2m is unviable, and where other mitigations are in place (such as face coverings or outdoor events). Social distancing should always be observed side-to-side and be applied nose-to-nose i.e. maintaining 1m between seats in front and behind. No one should attend events if they are required to self-isolate, either because they have coronavirus symptoms or live with someone who does, has tested positive or been in close contact with someone else who has tested positive. Parents/carers must be informed of this prior to the event. Turn people with coronavirus symptoms away. 		<p>actively participating in a race or event.</p> <ul style="list-style-type: none"> It would be recommended that 'bubbles' are allocated a zone in which they remain. The zones should allow each bubble to keep safe distance for another (at least 1 metre separation). If participants are handling sports equipment, it would be recommended that each bubble has its own equipment that is not shared with other bubbles. Provide sanitisers so pupils can sanitise their hands between events to limit the risk of fomite transmission. Sanitise equipment between each use. Water bottles or other refreshment containers should not be shared. Injuries should be treated following the existing first aid protocols for schools. <p>Educational Visits</p> <ul style="list-style-type: none"> All educational visits and off-site activities to be appropriately risk assessed by visit leaders to include COVID measures. Visit leaders to liaise with activity providers, venues, transport operators etc. to ensure COVID-secure measures in place. Contingency plans agreed beforehand should anyone on the visit have COVID symptoms, including isolation and collection/return home. 	
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Risk assessments of visits and journeys to be undertaken by visit leaders.¶

No overnight and overseas visits until government guidance changes.¶

Pupils grouped together on transport in the same bubbles that are adopted within school where possible.¶

Journey's planned with to allow distancing within vehicles (this may mean large vehicles or more are used).¶

The use of face coverings for children over the age of 11, if they are likely to come into very close contact with people outside of their bubble.¶

Use of hand sanitiser upon boarding and/or disembarking¶

Cleaning of vehicles between each journey.

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<ul style="list-style-type: none"> • Manage the scheduling so that attendees for different groups are not entering and leaving at the same time and to allow for adequate cleaning. • Ask parents/carers to wear face coverings. • Provide adequate ventilation – either natural ventilation (opening windows, doors and vents), mechanical ventilation (fans and ducts) where installed, or a combination of both. • Limit parent/carer contact with the performers, school staff and other children to prevent mixing. • Parents/carers should be encouraged to leave promptly and discourage photographs with performers. <p>Make use of multiple exit and entry points to introduce a one way flow in and out. Maintain the enhanced cleaning and ensure the premises are cleaned before and after performances.</p>			
DO			
Infection Control Measures	Measures	Infection Control Measures	Measures

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Deleted: Open Days/ Parents Evenings¶

GCC recommends:¶
Open days, parents evenings and other events will be avoided.¶
Events will be held on a virtual platform to avoid gatherings in school. ¶
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<p>Minimise contact with individuals who are unwell:</p> <ul style="list-style-type: none"> Refer to PHE guidance Anyone with COVID-19 symptoms, or who have someone in their household who does, not to attend school. If anyone becomes unwell at school they will be isolated, sent home and provided with information on what to do next. An unwell child awaiting collection, will be isolated in a suitable room with or without adult supervision (depending on age and needs of the child). Staff caring a child awaiting collection to keep a distance of 2 metres. PPE to be worn by staff caring for the child if 2 metres distance cannot be maintained. Staff to wash their hands after caring for a child with symptoms. All areas where a person with symptoms has been to be cleaned after they have left. Should staff have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days. <p>Hand washing</p> <ul style="list-style-type: none"> Frequent hand washing encouraged for adults and pupils (following guidance on hand cleaning). Sufficient handwashing facilities are available. 	<p>Printed and put on office wall for guidance.</p> <p>Whole community award, fortnightly reminders.</p> <p>All staff aware, provided with staff guidance Inset 17.7.20/1.9.20</p> <p>In place. Inset 17.7.20/1.9.20</p> <p>All staff aware, provided with staff guidance Inset 17.7.20/1.9.20</p> <p>All staff aware, provided with staff guidance Inset 17.7.20/1.9.20</p> <p>All staff aware, provided with staff guidance Inset 17.7.20/1.9.20</p> <p>All staff aware, provided with staff guidance Inset 17.7.20/1.9.20</p>	<p>Cleaning</p> <ul style="list-style-type: none"> Sanitising spray and paper towels to be provided in classrooms for use by members of staff. Thorough cleaning of rooms at the end of the day. Shared materials and surfaces to be cleaned frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, handrails, etc.). Resources that are shared between bubbles (e.g. sports, art and science equipment) to be cleaned frequently and meticulously and always between bubbles. Outdoor equipment appropriately cleaned frequently. Toilets to be cleaned regularly. Staff providing close hands-on contact with pupils need to increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces. Kettles and photocopiers to be wiped before and after use. Signage put up to remind staff. <p>PPE</p> <p>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:</p>	<p>In place – TA's to monitor and ensure this is maintained as used.</p> <p>JA and J</p> <p>Break and lunchtimes</p> <p>Sports equipment – Ollie and Steph responsible Piano – JI responsible.</p> <p>Cleaned after lunch.</p> <p>JA - lunchtimes</p> <p>All staff aware Inset 17.7.20/1.9.20</p>
			<p>All staff aware Inset 17.7.20/1.9.20</p>

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<ul style="list-style-type: none"> Where there is no sink, hand sanitiser provided in classrooms. Skin friendly skin cleaning wipes used as an alternative to hand washing or sanitiser. Pupils to clean their hands when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Staff help is available for pupils who have trouble cleaning their hands independently (e.g. small children and pupils with complex needs). Use resources such as “e-bug” to teach effective hand hygiene etc. <p>Respiratory hygiene</p> <ul style="list-style-type: none"> Adults and pupils are encouraged not to touch their mouth, eyes and nose. Adults and pupils encouraged to use a tissue to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') Tissues to be provided Bins for tissues provided and are emptied throughout the day. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. <p>Music</p> <ul style="list-style-type: none"> Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. Measures to be taken when playing instruments or singing in 	<p>In place</p> <p>In place Children with specific needs (eg eczma) parents to provide suitable alternative.</p> <p>All staff aware, provided with staff guidance Inset 17.7.20/1.9.20</p> <p>Individuals and SEN identified by class teachers and TAs and appropriate support put in place</p> <p>All staff to use in September then reinforces continually.</p> <p>Inset 17.7.20/1.9.20</p> <p>Class staff responsibility</p> <p>TAs ensure they are in classroom and supply maintained. The use of bins will be monitored and emptied as required by class staff.. There will be no singing, choir or whole school assemblies (other than via zoom/teams) during the autumn term.</p> <p>When children are singing in class teachers will Sing outside if possible</p>	<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. <p>Face coverings (In the event of local lockdowns or restrictions, or at the discretion of the school at all other times):</p> <ul style="list-style-type: none"> Face coverings to be worn by pupils, and staff or visitors (unless exempt), where social distancing cannot be maintained moving around the premises (e.g. in corridors). Staff or visitors will be asked to wear face coverings in areas outside of classrooms where social distancing is not possible (e.g. staffrooms or offices). Staff and visitors will be expected to provide their own face covering. A supply of face coverings will be available for anybody that does not have one due to having forgotten it or it has become soiled or unsafe. Cleaning of hands before and after removing or putting on face covering. <p>Face coverings placed in sealable plastic bags between use</p>	<p>Staff training is up to date. All staff aware Inset 17.7.20/1.9.20</p> <p>CH requested that parents wear face coverings when they drop off/collect their children 11/9/20</p> <p>27/9/20 – all staff will wear face coverings at the school gate if coming into contact with parents.</p> <p>7/11/20 Staff given the choice whether or not they wear a face mask in communal areas</p> <p>5/1/21 All staff will wear masks when they are in communal areas corridors, by a photo copier etc. This is not instead of social distancing but as well as. All staff know and understand about safe use and practices of face masks and follow our Safe wearing and removal of face coverings Process.</p> <p>Safe wearing and removal of face coverings Process When wearing a face covering staff will:</p> <ul style="list-style-type: none"> wash their hands thoroughly with soap and water for 20
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physical distancing
playing outside wherever possible
limiting group sizes to no more than 15
positioning pupils back-to-back or side-to-side
avoiding sharing of instruments
ensuring good ventilation

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<p>small groups such as in music lessons include:</p> <ol style="list-style-type: none"> 1. physical distancing; 2. playing outside wherever possible; 3. positioning pupils back-to-back or side-to-side; 4. avoiding sharing of instruments; 5. ensuring good ventilation. 	<p>Ensure the music is quiet and that the children are singing quietly. If singing indoors the room will be well ventilated, the children will be 2 metres apart and where possible back to back, side by side if not.</p>		<p>seconds or use hand sanitiser before putting a face covering on</p> <ul style="list-style-type: none"> • avoid wearing it on their neck or forehead • avoid touching the part of the face covering in contact with their mouth and nose, as it could be contaminated with the virus • change the face covering if it becomes damp or if they have touched it • avoid taking it off and putting it back on in a lot in quick succession
<p>Ventilation</p> <ul style="list-style-type: none"> • Increase the supply of fresh air by opening windows and doors (where safe to do so). 			<p>When removing a face covering staff will:</p> <ul style="list-style-type: none"> • wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing • only handle the straps, ties or clips • not give it to someone else to use • if single-use, dispose of it carefully at home • if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric • wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed • store their mask safely in a sealable plastic bag between use • will not wear a face covering that has become damp, it will be replaced carefully.
<p>As the weather gets colder...</p>	<p>All windows and doors to be open in classrooms and office where possible</p>		
	<p>If the weather allows, keeping windows and doors open to get some ventilation from outside is a good method of reducing risk in classrooms but you will already be mitigating the risks in lots of other ways (personal hygiene, cleaning, minimising contacts and mixing etc.) so there is no reason for a class to sit in a cold room.</p>		
<p>LFT All staff are asked to carry out a voluntary LFT at home, twice a week (on Wednesday and Sunday</p>	<p>Keeping the windows open a little and if safe to do so, keeping internal doors open will help. Even just opening them for periods before or after school will get fresh air in. If it is cold and the heating is turned on, having the windows open just a little will increase air flow and improve ventilation.</p>		

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evenings) and report to NHS track and trace and to school office.▲	Feb 2021- all staff received guidance and RA written.▲		<ul style="list-style-type: none"> • All face coverings must be placed in a reusable plastic bag and taken/disposed of at home • Signage will be put up in the corridors to remind staff to wear a mask.▲
		First Aid <ul style="list-style-type: none"> • Check if qualifications run out. Consider enrolling more staff on training. • Employees providing first aid to pupils will not be expected to maintain 2 metres distance. The following measures will be adopted: • washing hands or using hand sanitiser, before and after treating injured person; • wear gloves or cover hands when dealing with open wounds; • if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives; • if CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest. • dispose of all waste safely. 	
REVIEW			
Communicate and Review Arrangements			
Consultation with employees and trades union Safety Reps on risk assessments	Nominated employees tasked to monitoring protection measures.	Members of staff are on duty at breaks to ensure compliance with rules	This risk assessment will be reviewed if the risk level changes (e.g. following local/national lockdown or cases or an outbreak) and in light of updated guidance.

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All windows and doors to be open in classrooms and office where possible.

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Risk assessment published on school intranet and website.	The effectiveness of prevention measures will be monitored by school leaders.	Staff encourage to report any non compliance. <u>Any non-compliance identified, addressed and reported to goverors.</u>	<p>This Risk Assessment was written on 19.8.20</p> <p>Updated on 15.9.20 in line with GCC V6 document.</p> <p>Updated 27/9/20</p> <p>Updated 28/9/20</p> <p>Updated 17/11/20</p> <p>Updated 5.1.21</p> <p>Checked for return to school 2/3/21</p> <p>Updated 20/5/21</p>
<ul style="list-style-type: none"> https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak <p>https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace</p>			

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