

<b>Description of Activity / Person / Area / Equipment being assessed</b>	Provision of childcare/education during the Covid-19 pandemic.
<b>Section(s) / Team(s) covered</b>	Tweeddale Primary School
<b>Location(s) covered</b>	School Premises
<b>Date of Original Assessment</b>	20.05.2020

When did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment?	26.05.2020 CTs and SLT	
Are staff covered by this risk assessment aware of the controls noted and understand them?	Yes	No

Has action been taken	YES / NO / ONGOING / NONE REQUIRED
Confirmed by Line Manager?	YES
Lead Assessors name (print)	Terrie Jerrom
Lead Assessor's signature	T Jerrom
Date:	20.05.2020

Has action been taken	YES / NO / ONGOING / NONE REQUIRED
Manager's name (print)	Terrie Jerrom
Manager's signature	
Date:	

**This risk assessment template on the continued provision of childcare and education during the Covid-19 pandemic has been produced to assist schools in managing the school setting during this time. If there are any queries, please contact us at [healthandsafety@kingston.gov.uk](mailto:healthandsafety@kingston.gov.uk).**

## Review Dates

Future Review Date (depends on Action Plan findings)	Review Date - Actual	Were Changes Made?	Name of Lead Reviewer	Date Staff updated about change
This risk assessment will be reviewed whenever there are significant changes to activities in school or relevant changes in the Government's policy and advice on Covid 19.	09.06.2020	Updates to procedures incl bubble opening dates	David Higgs Terrie Jerrom Kelly Hampstead Andy Powell	10.06.2020
Updates made to include opening of 2 bubbles for Year 5.	16.06.20	25 Year 5 children to start on 17.06.20	Terrie Jerrom	16.06.20
<p>Planning for whole school reopening in September 2020.</p> <p>Update to DfE Guidance.</p>	26.07.20	Update to procedures to enable full attendance in new academic year	Terrie Jerrom	<p>26.08.20 Shared on Google docs</p> <p>02.09.20 Teachers</p> <p>04.09.20 All staff</p>

## Significant Hazards and Current Controls

Risk Rating : if left with High or Medium after the controls, use Action Plan

**High** = current controls totally inadequate with serious consequences: death(s), serious injury, long-term ill health, or there is a very high frequency of the hazard/hazardous event occurring Immediate action required, may require task to be suspended until issue resolved

**Medium** = current controls still poor but consequences less serious: minor injury, short-term ill health with no lasting effects, Action required in specific timeframe, normally within 3/6 months, may be sooner dependent on how serious an issue it is

**Low** = current controls are adequate to minimise the risk so far as reasonably practicable, check still relevant at next review date

No	Issue/hazard and what can go wrong	People at risk	Risk Rating before controls – H/M/L	Control measures/ mitigations to be implemented	Risk Rating after controls - H/M/L
1	The management of numbers of pupils returning to school within the designated parameters set within this assessment	Staff and pupils	H/M	<p>Tweeddale has adopted a phased response to returning pupils to ensure all risks can be managed for all stakeholders this includes the number of staff available to return to work safely at any given time. This may result in the school limiting the numbers who can return safely at each phase. Health and safety advice sought from Site Manager (DH) before each phase opens.</p> <p><b>School closure (23.03.2020)</b></p> <ul style="list-style-type: none"> <li>☐ All pupils of Key Workers who cannot be looked after safely at home from N to Y6, as well as vulnerable pupils already risk assessed with EHCPs, plus vulnerable pupils.</li> </ul> <p><b>Phase 1 - 1.06.2020</b></p> <ul style="list-style-type: none"> <li>☐ as above</li> <li>☐ additional children depending on Government definition of Critical worker (29.05.20)</li> </ul> <p><b>04.06.2020</b></p> <ul style="list-style-type: none"> <li>☐ as above</li> <li>☐ EYFS Reception + Nursery critical worker children</li> <li>☐ additional children in EYFS who informed the school by 22.05.2020 of their decision to return.</li> </ul>	<p><b>Phase 1 = L with current numbers</b></p> <p><b>Phase 2&amp;3 = M</b></p> <p><b>Phase 4&amp;5 = H dependent on the scientific evidence</b></p>

				<ul style="list-style-type: none"> <li>☐ Located in EYFS bubble 1 Meerkat (12 max) and bubble 2 Lemur (12 max) .</li> <li><b>Phase 2 – 08.06.20</b></li> <li>☐ Critical worker children and EYFS - as above</li> <li>☐ <b>Additional children in YR1 who informed the school by 22.05.2020 of their decision to return.</b></li> <li>☐ Located in bubble 1 Dolphin (12 max) and bubble 2 Arctic Fox (12 max)</li> <li>☐ <b>Additional children in YR6 who informed the school by 22.05.2020 of their decision to return.</b></li> <li>☐ Located in bubble 1 Penguin (12 max) and bubble 2 Seal (12 max)</li> <li><b>Phase 3 – 15.06.20 (if demand increases and space is available)</b></li> <li>☐ As above for Critical worker children, EYFS, Yr1 and YR6</li> <li>☐ <b>YR6/5CW Bubble 3 to open (Toucan 12 max)</b></li> <li><b>Phase 4 - 17.06.20</b></li> <li>☐ <b>YR5 Bubbles 1 and 2 to open (Wolf 10 max, Husky 10 max)</b></li> <li><b>Phase 5 - When needed if demand increases and staff available</b></li> <li>➤ <b>EYFS Bubble 3 to open (Lion 12 max)</b></li> <li>➤ <b>YR1 Bubble 3 to open (Tiger 8 max)</b></li> <li><b>Phase 6 - September 2020</b></li> <li>➤ <b>Reopening of whole school in bubbles of 30 (classes)</b></li> <li>➤ <b>Reopening of Breakfast Club</b></li> </ul>	<b>M - with year group zoning.</b>
2	<b>Some staff or pupils may be more vulnerable to complications associated with COVID-19</b>	Staff Pupils	M/H	<p><b>Level 3-5</b> In accordance with GLT guidance - from Jenny Cain, Head of HR:</p> <ul style="list-style-type: none"> <li>● Staff / parents of pupils have been asked to let their Manager/the school know if any of the medical conditions listed in the NHS link provided below apply to them or their household. TJ/KH/AP have lists and KH has been in contact with staff as applicable .</li> </ul>	Currently L, but will need to be constantly monitored

				<ul style="list-style-type: none"> <li>● <b>Link:</b> <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/</a></li> <li>● Employees who are considered clinically extremely vulnerable (due to certain medical conditions) are strongly advised to stay at home at all times and avoid any face-to-face contact ('shielding') until the advice changes (the current advice extends until the end of June). Employees in this category must therefore not be asked to attend work.</li> <li>● Those who are clinically vulnerable, e.g. due to age, pregnancy or because they have certain underlying health conditions, should work from home where possible and Headteachers should facilitate this (e.g. by providing IT/equipment). It is recognised that not everyone can work from home and, therefore, the current advice is that those who are clinically vulnerable can come into work provided social distancing measures are adhered to</li> <li>● It is vital that schools can provide adequate staffing before opening up to more children on 1st June. Staff attendance will be monitored on a daily basis. If staff numbers fall below the minimum requirement to meet the needs of pupils and to keep staff / pupils safe, closure of some provision may be necessary.</li> </ul>	
3	<b>People with symptoms of COVID-19 creating potential for transmission from person to person</b>	Staff pupils visitors contractors	H	<p><b>Levels 2-5</b></p> <ul style="list-style-type: none"> <li>● Staff, children, parents, carers or any visitors, such as suppliers, are made aware they must not enter the education or childcare setting if they or any member of their household are displaying any symptoms of COVID-19.</li> <li>● If anyone becomes unwell in school with a new, continuous cough or a high temperature they are sent home/their parents or carer are contacted to collect them and they are advised to follow the staying at home guidance: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection</a></li> <li>● The arrangements for this are discussed in detail in the section of this risk assessment called 'Someone develops COVID-19 symptoms whilst at school'.</li> </ul>	L

				<ul style="list-style-type: none"> <li>• Children or staff will stay in the Round room until they are picked up from school (School Offices not to be used as not sufficient ventilation and too many possible contacts).</li> <li>• The room will be thoroughly cleaned with cleaners provided with PPE for this purpose.</li> </ul>	
4	Stress and anxiety for staff who are asked to return and who are worried about the risks to their health and the health of their family (particularly if living with those who are currently shielding).	Staff	M/H	<p><b>Levels 1-2</b></p> <ul style="list-style-type: none"> <li>• Risk assessment has mitigated significantly risk of infection for all L 13 staff who are returning to work and management of leave Staff M/H</li> <li>• All staff who are clinically vulnerable should have received a letter re safety to un-shield from 01.08.2020</li> <li>• All staff should be available to return to work from 1st September and any planned holidays should consider quarantine rules as all staff should be available for work during term time.</li> </ul> <p><b>Levels 3-5</b></p> <ul style="list-style-type: none"> <li>• Return to work based upon necessity, how many staff are needed and whether appropriate for individuals in line with our detailed advice in the row above this one, and in line with Public Health guidance. <a href="#">Link: NHS list of high risk and moderate risk conditions</a></li> <li>• Plans are discussed with staff including on a one-to-one basis to enable people to speak about their own situation.</li> <li>• TJ/AP/KH (SLT) discuss with their staff individually - to include consideration as to how working will affect them and what, if any, additional measures are needed.</li> <li>• Staff are reminded of the availability of their Employee Assistance Programme.</li> <li>• Staff and school have access to official guidance from DfE and Public Health England.</li> </ul>	L
5	The potential for transmission of	Staff and pupils	H	<p><b>Levels 2-5</b></p>	M

	<b>virus droplets via bodily excretions</b>			<ul style="list-style-type: none"> <li>Risk assessments will be written to support staff who are working with pupils who struggle to maintain good respiratory hygiene (e.g. those who spit) to ensure face-to-face education continues</li> <li>Use of PPE as required</li> </ul> <p><b>Levels 3-5</b></p> <ul style="list-style-type: none"> <li>All EHCP pupils to be risk assessed in terms of potential risk using an agreed scale – based on knowledge of pupils as well as the needs and known behaviours/triggers</li> <li>Risk 1 – unable to attend the setting because of the high risk to other pupils and staff</li> <li>Risk 2 – some risk to pupils however these pupils are closely monitored and routines of expectation are established quickly through a range of strategies</li> <li>Risk 3 – risks can be managed via controls already put in place therefore children are allowed to attend school</li> <li>Behaviour Policy Addendum states behaviour expectations and is shared with parents, staff and pupils.</li> </ul>	
6	<p><b>The potential for transmission of virus droplets from surfaces to the hands and then to the face -</b></p> <p><b>Handwashing</b></p> <p><b>Essential visitors</b></p>	Staff pupils visitors contractors	H/M	<p><b>Levels 2-5</b></p> <ul style="list-style-type: none"> <li>On arriving at school, all staff and pupils are required to wash their hands and/or apply hand sanitiser. Pupils are well versed in the arrangements and handwashing methods, plus their role in infection control.</li> <li>All staff entering the school who have not confirmed that they have read the risk assessment will be given a hard copy to read.</li> <li>On arriving at school, visitors including contractors are required either to apply hand sanitiser provided in reception or wash their hands.</li> <li>Prior to visits by contractors, discussions about the school will ensure that visitors are aware of the requirements and contractor requirements relating to relevant controls, including hand washing take place.</li> </ul>	L

	<p><b>Use of equipment including pens, keyboards</b></p> <p><b>Cleaning</b></p>			<ul style="list-style-type: none"> <li>● All staff and pupils are reminded to wash their hands regularly during the day, especially before eating, and drinking and to avoid touching their nose, mouth or eyes. This is part of the timetable and shown visually for all pupils</li> <li>● Recommendation for EYFs is washing hands after every activity</li> <li>● <b>NO use of all water fountains</b></li> </ul> <p><b>Levels 2-5</b></p> <ul style="list-style-type: none"> <li>● All classrooms used have sinks with hot and cold water plus soap available and HAND SANITISER is in all classrooms being used <ul style="list-style-type: none"> <li>● <b>Link:</b> guidance on hand hygiene:  <a href="https://new.brighton-hove.gov.uk/sites/default/files/campaigns/Coronavirus/Coronavirus%20handwashing%20landscape%20and%20portrait%20A4%20Poster.pdf">https://new.brighton-hove.gov.uk/sites/default/files/campaigns/Coronavirus/Coronavirus%20handwashing%20landscape%20and%20portrait%20A4%20Poster.pdf</a></li> </ul> </li> <li>● Ensuring good respiratory hygiene - <b>promoting ‘catch it, bin it, kill it’.</b></li> <li>● Pupils and staff are encouraged to close toilet lids (YR1 - YR6) before flushing which will need to be supervised in EYFS/Y1 until routines are clearly established</li> <li>● First aiders have access to local handwashing facilities/hand sanitiser and located in each classroom with their own First Aid kits including relevant PPE</li> <li>● Staff, pupils and contractors use their own pens and stationery where possible, not sharing items with others.</li> <li>● Each child has own chair (YR1- YR6)</li> <li>● Staff encouraged to use Touch screen sign in equipment with their knuckle and to use hand sanitiser. Handwashing procedures to be followed after signing in.</li> <li>● Increased cleaning of frequently touched surfaces using standard cleaning products as provided by Mr. Higgs – sprays and blue rolls plus wipes for bodily excretions if spitting etc. seen by practitioners</li> <li>● All soft toys and soft furnishings to be removed from all classrooms to be used</li> </ul>	
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7	<p><b>Minimise contact between individuals whilst maintaining distancing wherever possible</b></p> <p><b>Classrooms</b></p>	<p>Staff Pupils Visitors</p>	M/H	<p><b>Level 2</b></p> <p>KEY Note from guidance: 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 or larger bubbles/zones</p> <ul style="list-style-type: none"> <li>• EYFS (Reception) is a bubble</li> <li>• Y1 - Y6 class bubbles</li> <li>• Staggered start and finish times by the child's house.</li> <li>• Each class has own lunchtime supervisor –reduced lunchtime to 30 minutes</li> <li>• Stay in classes for majority of time but allow year group mixing for specialist</li> </ul>	L

	<p><b>Classrooms and offices</b></p>			<p>teaching including nurture and breakfast club where possible to minimise the cross between bubbles</p> <ul style="list-style-type: none"> <li>● Some staff can operate across different classes and year groups to facilitate the delivery of the school timetable e.g. PE and PPA cover, lunchtime supervision and SLT.</li> <li>● Uniforms do not need to be cleaned more than usual</li> </ul> <p><b>Levels 3-5</b></p> <ul style="list-style-type: none"> <li>● Visitors to the school have been greatly reduced to only those people who need to undertake essential work which will be controlled by DH.</li> <li>● The number of staff entering the school including offices has been reviewed - for example, where staff can undertake their work at home, they are working from home.</li> <li>● Parents will not be able to enter the school office unless it is an emergency and only 1 adult will be admitted at a time. The school phone number will be displayed and entry will need to be organised by calling the school first.</li> <li>● The offices are considered a bubble with social distancing rules to be applied– signs displayed to remind staff</li> <li>● Start and end of the day will be staggered to reduce numbers of pupils gathering at key entry points</li> <li>● Entry to the school premises will be staggered (good time-keeping will be enforced across all classes which are open)</li> <li>● Each bubble will have a separate entrance into the building, entrances that are close to each other will have staggered entry times. There will be signs for entrances, times and queueing procedures for pupils and parents to follow.</li> <li>● <b>Levels 4-5</b> Only pupils who fall into specific categories are attending school, which results in the majority of pupils not coming into school.</li> <li>● <b>Level 3</b> Critical worker children will be in the year 4 classrooms in the portacabins and entry will be via the main playground 8.45- 3.00 (12.30 finish on a Friday).</li> <li>● <b>Level 3</b> - specific year groups in school - the number of pupils attending is likely to rise to include EYFS ( 9.00-1.30 or 9.30/2.00);</li> </ul>	
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	<p><b>Classrooms and offices continued</b></p> <p><b>Outside play equipment</b></p>			<ul style="list-style-type: none"> <li>● EYFS will enter through separate entrances (bubble 1, 9.00-1.30 side door by Nursery) (Bubble 2, 9.30-2.00 via playground door into Lion class) (Bubble 3, 9.30-2.00 via main playground door into Reception corridor)</li> <li>● On Fridays EYFS finish times will be (bubble 1 - 12.00) and (bubbles 2 and 3 - 12.30)</li> <li>● From 08.06.2020 Year 1 ( 9.00 - 2.00 or 9.30/2.30) staggered times to ensure the areas are cleaned and set up for the next day.</li> <li>● Y1 will enter via their classroom doors to the main playground, parents will be able to maintain social distancing due to staggered start times (bubbles 1 and 3, 9.00-2.00) (bubble 2, 9.30-2.30)</li> <li>● On Fridays Yr1 finish times will be (bubbles 1 and 3 - 12.00) and (bubble 2 12.30). <ul style="list-style-type: none"> <li>● From 08.06.2020 Year 6 (8.50-2.10 or 9.00-2.20 or 9.10-2.30) staggered times reduce traffic on the staircase and to ensure the areas are cleaned and set up for the next day.</li> <li>● Y6 will enter via the YR 5 and YR6 doors to the main playground, parents will be able to maintain social distancing due to staggered start times (bubble 1, 8.50-2.10) (bubble 2, 9.00-2.20) (bubble 3, 9.10-2.30)</li> <li>● On Fridays Year 6 finish times will be (bubble 1 - 12.10), (bubble 2 - 12.20) and (bubble 3 - 12.30)</li> <li>● From Wednesday 17th June, Year 5 will be able to attend school for Mornings only. They will enter through the Year 2 class doors (bubble 1 9.10-12.20), (bubble 2 - 9.20-12.30)</li> </ul> </li> <li>● <b>During school hours Year groups will be restricted to their own areas of the school and own playgrounds. (EYFS - Foundation stage unit and playground) (Year 1 - Ground floor up to the hall entrance and front playground) (Year 2 - Year 2 classrooms, ground floor up to the hall entrance) (Year 3 - Year 3 classrooms, ground floor between hall entrances) (Year 4 - Mobile classes and upper part of the main playground) (Year 5 - Year 5 area and main playground at different times to Year 6) (Year 6 - First floor and lower part of the main playground)</b></li> </ul>	
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			<ul style="list-style-type: none"> <li>● Review families in multiple year groups and decide on bubbles with closest drop off and pick up times. CW children can access provision to match siblings in other year group provision.</li> <li>● All children will be dropped off at set times linked to their bubbles– strict timetable to be adhered to.</li> <li>● <b>Where possible and appropriate, outside space is utilised for lessons or activities (within areas as above)</b></li> <li>● Playtimes within year groups will be timetabled for bubbles to remain separate.</li> <li>● Seating is organised in classrooms so there are gaps of at least 1.5 to 2 metres between pupils and staff (YR1, YR5 and YR6)</li> <li>● In EYFS activities will be limited to 1 or 2 pupils depending on space to maintain distance between pupils and staff. Hand washing will be done before all new activities. Staff and pupils will have wipes for cleaning activities.</li> <li>● Class sizes are adjusted (reduced) so that social distancing can be maintained.</li> <li>● <b>Quote from Government Guidance:</b> <i>“For primary schools, classes should normally be split in half, with <b>no more than 15 pupils per small group and one teacher (and, if needed, a teaching assistant).</b> If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher. Vulnerable children and children of critical workers in other year groups should also be split into small groups of no more than 15. <b><u>Desks should be spaced as far apart as possible.</u></b>”</i></li> <li>● Pupils are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days</li> <li>● The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days</li> <li>● Each bubble to organise breaks and lunches for their team, supported by an allocated MDS.</li> </ul>	
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				<ul style="list-style-type: none"> <li>● Pupils use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day.</li> <li>● Pupils will also be encouraged to clean desks and surfaces with wipes if necessary, plus use throw away paper towels provided in each class.</li> <li>● All use of outside equipment in EYFS on a rota and cleaned in between use by another group throughout the day including limited bikes and trikes</li> <li>● Large climbing frame equipment in the <b><u>Main playground cannot be used</u></b></li> <li>● Desks (YR1-YR6) and carpet spaces (EYFS) could be arranged so pupils sit looking in the same direction (i.e. not facing each other).</li> <li>● Entry points into school will be changed to reduce congestion</li> <li>● Classroom and office window(s) are kept open enough to maintain good general ventilation where possible. Staff and pupils will be informed so they can dress appropriately.</li> <li>● Pupils and staff are encouraged not to share pens or other stationery items.</li> <li>● No hot desking for staff takes place without additional controls in place, such as staff having their own keyboard, mouse and phone.</li> <li>● Sanitising wipes are provided for areas where pupils or staff are using keyboards and mice.</li> <li>● Where possible, those staff not supervising or teaching pupils work alone in each office/room. Where this is not possible, staff maintain the 1 metre distancing rule.</li> <li>● Each YR group will have different staffroom locations to maintain social distancing (EYFS - Nursery kitchen and group room) (YR1 - Staffroom) (YR6 - Hummingbird Class) (Critical worker Yr2,3,4, - Leopard Class)</li> </ul>	
8	<b>Social Distancing -</b>  <b>Drop off and collection times</b>		M	<b>Level 2</b> <ul style="list-style-type: none"> <li>● Drop off and collection times will be arranged by house.</li> <li>● This will enable siblings to be dropped off and collected at the same time, avoiding parents or children waiting around in the playground.</li> <li>● Drop off and collection times are staggered and must <b><u>be strictly adhered</u></b> to.</li> </ul>	L

	<p><b>Toilets</b></p>		<ul style="list-style-type: none"> <li>● Staggered for social distancing in Tweeddale Road. Air – 8.40-2.50 Earth – 8.50-3.00 Fire – 9.00-3.10 Water- 9.10-3.20</li> <li>● Nursery, Reception, Year 1 and Year 4 to use toilets allocated to their year groups.</li> <li>● Years 2,3,5,6 to use ground floor girls and boys toilets during breaktimes on rota and with strict limit on numbers.</li> </ul> <p><b>Levels 3-5</b></p> <ul style="list-style-type: none"> <li>● Unnecessary travel on public transport is avoided where possible.</li> <li>● Parents are discouraged from gathering at the school gates and clear pickup/drop timetables are displayed. Mr Higgs and SLT will police to ensure that social distancing is maintained.</li> <li>● Drop off and collection times are staggered and must <b>be strictly adhered</b> to avoid larger groups gathering, for example different class groups at different times.</li> <li>● Y6 pupils will be encouraged to walk to and from school by themselves in readiness for high school</li> <li>● The school regularly checks the Government Advice:</li> <li>● <b>Link to Government Advice for Schools:</b> <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#contents">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#contents</a></li> <li>● <b>Link to SEND advice:</b> <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance">https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance</a></li> <li>● EYFS bubble 1 to use Nursery toilets, Bubbles 2 and 3 to use Reception toilets'</li> <li>● EYFS use of toilets with supervision</li> </ul>	
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				<ul style="list-style-type: none"> <li>• Y1 to use Y1 toilets, 3 toilets per bubble, colour coding and bubble signs to apply– adult supervision in corridor and for hand washing.</li> <li>• Y5 and Y6 to use main toilets accessed by the Y6 stairs and playground. The toilets will be divided into 2 sides for the individual year groups.</li> <li>• 2 children in the toilets at once.</li> <li>• Increased cleaning during the day</li> <li>• Critical worker children use toilets in each mobile classroom.</li> <li>• Staff toilets will be allocated by year groups, EYFS - disabled toilet, YR1 and office staff - toilet by office, YR5/Yr6/CW - upstairs staff toilets, Mobile classrooms toilet allocated for staff use. Men are to use downstairs toilets as allocated. There will be hand sanitizer and paper towels located outside toilets to enable hands to be cleaned before and after opening doors.</li> </ul>	
9	<p><b>Social distancing - lunch</b></p> <p><b>Outside spaces</b></p>	Staff, pupils	M/H	<p><b>Level 2</b></p> <ul style="list-style-type: none"> <li>• Dining hall open for limited numbers.</li> <li>• Tables cleaned between groups.</li> <li>• Max 6-7 tables in the hall.</li> <li>• Staggered lunchtimes EYFS (11.30-12.00) KS1 (Y1 12.00-12.20, Y2 12.20-12.40). Hot dinners – KS2 (Y3/Y4 12.40-1.00, Y5/Y6 1.00-1.20) Packed Lunches – KS2 in classes. See timetable. Children’s lunchtimes reduced to 30 mins.</li> <li>• Staggered times.</li> <li>• Foundation Stage - FS playground Year 1 front playground. Y2-6, separate areas of back playground and ball court</li> </ul> <p><b>Level 3-5</b></p> <ul style="list-style-type: none"> <li>• Review whether it would be practical to have some groups eating lunch outside in good weather.</li> </ul>	L/M

				<ul style="list-style-type: none"> <li>● Staggered lunches - Lunch to be eaten in the classroom or designated places outside as per timetable</li> <li>● No queueing for lunch -lunches to be eaten at the child's desk.</li> <li>● Lunches to be collected from the hall by bubble staff.</li> <li>● Lunch times will vary, where necessary, within Yr groups to allow outside play avoiding contact with other bubbles.</li> <li>● Lunches will be provided between 11.30 - 12.30 see timetable. Lunch times will be earlier on a Friday to allow early closure for deep cleaning. <ul style="list-style-type: none"> <li>□ Playgrounds are separated.</li> </ul> </li> <li>● Staff to be issued with walkie talkies (Year 4 - CW bubbles)</li> <li>● Exit doors/windows open (doors safely secured so they can't slam shut in the wind) to provide good general ventilation. <ul style="list-style-type: none"> <li>● <b>Link</b> to Government Advice for Schools:  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#how-to-implement-protective-measures-in-an-education-setting-before-wider-opening-on-1-june">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#how-to-implement-protective-measures-in-an-education-setting-before-wider-opening-on-1-june</a> </li> </ul> </li> </ul>	
10	<p><b>Social distancing -</b></p> <p><b>staff room and staff toilet facilities</b></p> <p><b>meetings</b></p>	Staff	M	<p><b>Level 2</b></p> <ul style="list-style-type: none"> <li>● Staffroom to be used by minimum number of staff. 1 metre distance to be maintained.</li> <li>● Staff to remain in year group bubbles.</li> <li>● Meetings will be held in the Gym or hall.</li> </ul> <p><b>Levels 2-5</b></p> <ul style="list-style-type: none"> <li>● Protocol set for the use of kitchen and toilet areas - signage for one person at a time.</li> <li>● Staff are encouraged to close toilet lids before flushing.</li> <li>● Staff make their own drinks and handle their own food.</li> <li>● Window(s) opened where possible.</li> </ul>	L

				<p><b>Levels 3-5</b></p> <ul style="list-style-type: none"> <li>• Each Year group will have their own staffroom for rest times, chairs placed to ensure social distancing.</li> <li>• Meeting rooms have chairs removed to ensure only a minimal number permitted to ensure social distance can be enabled.</li> </ul>	
11	<b>Social distancing - movement around school buildings</b>	Staff, pupils	M	<p><b>Levels 2-5</b></p> <ul style="list-style-type: none"> <li>• Areas of the school will be allocated to individual year groups.</li> <li>• Year group playgrounds to avoid gatherings.</li> <li>• Within Year groups break times and the movement of pupils around the school are organised to reduce large groups of children gathering either by staggered playtimes.</li> <li>• Lunches between 11.30 and 1.20 Staff to be issued with walkie talkies to ensure communication.</li> <li>• Some windows along corridors are opened to help with general ventilation where possible.</li> </ul> <ul style="list-style-type: none"> <li>• <b>Link to Government Advice on Social Distancing in schools:</b> <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#class-or-group-sizes">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#class-or-group-sizes</a></li> </ul>	L

12	<p><b>Provision of first aid and medication</b></p> <p><b>Administering medication</b></p>	Staff, pupils	H	<p><b>Levels 2-5</b></p> <ul style="list-style-type: none"> <li>● First aiders have access to local handwashing facilities including soap and paper towels/hand sanitiser.</li> <li>● Disposable gloves are provided for first aiders (preferably non-latex for allergy reasons).</li> <li>● First aiders should wear a fluid-resistant (Type IIR) surgical mask when carrying out direct care, particularly for those suspected as COVID-19 cases.</li> <li>● A disposable plastic apron is recommended for use to deal with any bodily fluids <ul style="list-style-type: none"> <li>● Risk assess whether there is a need to use eye protection (such as face visor or goggles) when there is an anticipated risk of contamination with splashes, droplets of blood or body fluids.</li> <li>● Clean hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE.</li> </ul> </li> </ul> <p><b>Levels 3-5</b></p> <ul style="list-style-type: none"> <li>● First Aid to be administered by practitioner in the classroom or first aider summoned to classroom by phone, in case of a serious accident and/or head injury</li> <li>● Please see the following link for PPE guidance for first responders: <ul style="list-style-type: none"> <li>● <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877602/T3_Recommended_PPE_for_ambulance_staff_paramedics_first_responders_and_pharmacists_poster.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877602/T3_Recommended_PPE_for_ambulance_staff_paramedics_first_responders_and_pharmacists_poster.pdf</a></li> </ul> </li> <li>● The following link provides information on donning masks: <ul style="list-style-type: none"> <li>● <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878677/PHE_11606_Putting_on_PPE_062_revised_8_April.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878677/PHE_11606_Putting_on_PPE_062_revised_8_April.pdf</a></li> </ul> </li> </ul>	L
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				<ul style="list-style-type: none"> <li>The following link provides information on how to safely remove the masks and other PPE: <ul style="list-style-type: none"> <li><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878678/PHE_11606_Taking_off_PPE_064_revised_8_April.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878678/PHE_11606_Taking_off_PPE_064_revised_8_April.pdf</a></li> </ul> </li> <li>Government Advice for First Aid including Resuscitation advice: <ul style="list-style-type: none"> <li><a href="https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov">https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</a></li> </ul> </li> <li><b>Resuscitation Council Advice:</b> <ul style="list-style-type: none"> <li><a href="https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/">https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</a></li> </ul> </li> </ul> <p><b>Levels 2-5</b></p> <p><b>Medication</b></p> <ul style="list-style-type: none"> <li>Staff dispensing medication to students should minimise contact.</li> <li>Wash hands before and after dispensing the medication</li> <li>Where appropriate, students should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc.</li> <li>If required, gloves will be worn by staff when giving medication.</li> </ul>	
13	<b>Someone develops COVID-19 symptoms whilst at school</b>	Staff, pupils	M	<p><b>Levels 2-5</b></p> <ul style="list-style-type: none"> <li>If anyone becomes unwell with a new, continuous cough or a high temperature they are sent home/their parents or carer are contacted to collect them and they are advised to follow the Staying at Home advice: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></li> </ul>	L

				<p><a href="#">ce/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection</a></p> <ul style="list-style-type: none"> <li>• Children or staff who display symptoms of COVID-19 must self isolate for 7 days, other children and the staff in the same bubble may also be required to self isolate for 14 days, if the person has a positive test result.</li> <li>• If a pupil is awaiting collection, they are moved to a room (Round room) where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required.</li> <li>• The extractor fan will be operated for ventilation.</li> <li>• If the pupil needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</li> <li>• If contact with the pupil is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</li> <li>• If they need to go to the bathroom while waiting to be collected, they use a separate bathroom where possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• The school will call 999 if they are seriously ill or injured or their life is at risk.</li> <li>• If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves.</li> <li>• Staff wash their hands thoroughly for at least 20 seconds after any contact with someone who is unwell.</li> <li>• Cleaning with normal household disinfectant after someone with symptoms has left reduces the risk of passing the infection on to other people.</li> <li>• <b>Link:</b> Guidance on Cleaning in Non-Healthcare Settings: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-i">https://www.gov.uk/government/publications/covid-19-decontamination-i</a></li> </ul>	
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				<a href="#">n-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a>	
14	<b>Staff cleaning a child who has soiled themselves.</b>	Staff	M/H	<p><b>Levels 2-5</b></p> <ul style="list-style-type: none"> <li>• In the first instant the child's parent will be contacted to assist if their child is ill. Children who have soiled because they are ill will be asked to stay home for 48 hours. Children who are wet will be encouraged to change themselves with guidance from an adult adhering to social distancing.</li> <li>• In the event that a parent cannot be contacted, staff will change the child and will be provided with PPE (disposable face mask, disposable apron, disposable gloves and eye shields)</li> <li>• Staff wear PPE to clean a child. If there are behaviour issues associated with a child whereby splashing of body fluids is likely, this would need to be reviewed.</li> <li>• Following the task, staff wash their hands and dispose of used equipment gloves, aprons, wipes and paper towels appropriately.</li> <li>• Areas / changing mats in use are cleaned before and after use. <ul style="list-style-type: none"> <li>• <b>Link:</b> Guidelines on Hand Hygiene: <a href="https://new.brighton-hove.gov.uk/sites/default/files/campaigns/Coronavirus/Coronavirus%20handwashing%20landscape%20and%20portrait%20A4%20Poster.pdf">https://new.brighton-hove.gov.uk/sites/default/files/campaigns/Coronavirus/Coronavirus%20handwashing%20landscape%20and%20portrait%20A4%20Poster.pdf</a></li> </ul> </li> </ul>	L
15	<b>Routine cleaning of communal areas of the school estate</b>	Staff/ Cleaning Contractors	M	<p><b>Levels 2-5</b></p> <p>For <b>routine</b> cleaning (i.e. <b>not</b> cleaning in the event of significant contamination by someone suspected of having Covid-19), the following are in place:</p> <ul style="list-style-type: none"> <li>• Disposable gloves are provided for staff/contractors (see next bullet point)</li> <li>• Staff wear their usual washable uniform/clothing</li> <li>• Mops are used for the tasks</li> <li>• Staff wash their hands when they have finished their task and dispose of the gloves.</li> </ul>	L

				<p><b>Levels 3-5</b></p> <ul style="list-style-type: none"> <li>• No jet washing takes place during the current COVID-19 - not under any circumstances</li> <li>• Clothing such as trousers, t-shirts and sweatshirts can be washed each evening as normal.</li> <li>• As a precautionary measure, the jacket could be left near the front door of each person's home, separate from other clothes, particularly if they live with someone who is vulnerable to COVID-19.</li> <li>• Ask parents that uniforms especially must be washed daily</li> </ul>	
16	<p><b>Storage and issuing of masks</b></p> <p><b>Putting on the masks</b></p>	Staff	M	<p><b>Levels 2-5</b></p> <ul style="list-style-type: none"> <li>• Where masks have been supplied for staff (e.g. first aiders) they need to be decanted into clean, sealable bags or plastic lidded boxes so that staff in each bubble have their own supply for social distancing purposes and keeping the unused masks clean.</li> <li>• The following link provides information on donning masks:  <b>Link:</b> Advice on Donning masks:  <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878677/PHE_11606_Putting_on_PPE_062_revised_8_April.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878677/PHE_11606_Putting_on_PPE_062_revised_8_April.pdf</a></li> <li>• The following link provides information on how to safely remove the masks and other PPE:  <b>Link:</b>  <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878678/PHE_11606_Taking_off_PPE_064_revised_8_April.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878678/PHE_11606_Taking_off_PPE_064_revised_8_April.pdf</a></li> </ul>	L
17	Ventilation	All	M	<p><b>Levels 2-5</b></p>	L

				<ul style="list-style-type: none"> <li>Reference has been made in this risk assessment to having some windows open in various areas, including classrooms, offices, corridors and kitchens to help create general natural ventilation.</li> </ul>	
18	<p><b>The potential for transmission of virus droplets from surfaces to the hands and then to the face -</b></p> <p><b>shared equipment,</b></p> <p><b>play equipment</b></p> <p><b>and toys</b></p>	All	M	<p><b>Level 2- 5</b></p> <ul style="list-style-type: none"> <li>Touch screen sign in equipment in reception use of fob to enter and touch out – sanitiser hands first and wipe screen</li> <li>Staff, pupils and contractors use their own pens and stationery where possible, not sharing items with others, including when signing in. If a school pen has to be used because an individual doesn't have a pen and needs to sign in, either reception staff sign in on their behalf or a pen is provided which is then wiped clean afterwards.</li> <li>Sharing of computers and ipads is avoided where possible.</li> <li>Consider how play equipment is used, ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously. <ul style="list-style-type: none"> <li>Clean toys regularly. Marigold or similar gloves are suitable for this work. Each member of staff who does this task should have their own dedicated pair of gloves and they should not share them with others.</li> <li>Easily cleanable toys should be used. Toys (such as those with intricate parts, soft furnishing or bedding which cannot be easily cleaned should not be used.)</li> </ul> </li> </ul> <p><b>Level 3-5</b></p> <ul style="list-style-type: none"> <li>If IT suite used – all keyboards to be cleaned before group leaves the room with products provided (timetable) (year 6 only)</li> <li>Play boxes and other play equipment to be cleaned routinely when groups are changed – laminated tick sheet</li> <li>No hot desking for staff takes place without additional controls in place, such as staff having their own keyboard, mouse and phone.</li> <li>Sanitising wipes are provided for areas where pupils or staff are using keyboards and mice. ICT Rooms - keyboards and mice should be cleaned after each use/session.</li> </ul>	L

				<ul style="list-style-type: none"> <li>Consider how play equipment is used, ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously. Separate boxes for groups of children</li> <li>Large play equipment in main playground cannot be used</li> </ul>	
19	<b>Fire Evacuation</b>	All		<p><b>Levels 2-5</b></p> <ul style="list-style-type: none"> <li>Review fire evacuation procedures to consider if there are busy areas and whether the current assembly point presents social distancing issues.- David Higgs. Bubbles to line up in the allocated area for the classroom their bubble is located in.</li> <li>Fire drill so all are clear of the expectation and children know how to socially distance during line up otherwise as always vacate as soon as possible</li> </ul>	
20	<b>Food and drink</b>	All	M	<p><b>Levels 2-5</b></p> <ul style="list-style-type: none"> <li>Staff to make own drinks and not to share, foodstuffs, cutlery and cups etc</li> <li>Caterers maintain social distancing and adhere to procedures regarding cross contamination, hygiene, etc.</li> <li>Pupils are not allowed to swap food from their lunch boxes.</li> </ul>	L
21	<b>Communicating with staff and parents</b>	All		<p><b>Levels 2-5</b></p> <ul style="list-style-type: none"> <li>Arrangements for discussing in detailed plans with all staff including individually have been discussed elsewhere in this risk assessment.</li> <li>Keep parents informed of the general arrangements being made and explain what is expected of them in terms of dropping off and collecting children and any other local procedures we feel are important.</li> <li>Photos/video of classes shared with parents via Google classroom and website</li> <li>Parents must NOT send children into school if they are suffering from any symptoms which mirror COVID19. If children suffer from hay fever the</li> </ul>	

				school must be informed so measures can be taken – increased supply of tissues and routines catch it , kill it bin it etc.	
22	<b>COVID controls declaration</b>	-	-	<p><b>Levels 2-5</b></p> <ul style="list-style-type: none"> <li>The Government has produced a declaration poster for employers to display which schools may like to display: <ul style="list-style-type: none"> <li>Link: Covid Secure Poster: <a href="https://assets.publishing.service.gov.uk/media/5eb97d30d3bf7f5d364bfbb6/staying-covid-19-secure.pdf">https://assets.publishing.service.gov.uk/media/5eb97d30d3bf7f5d364bfbb6/staying-covid-19-secure.pdf</a></li> </ul> </li> </ul>	
23	<b>Awareness of and adherence to policies and procedures</b>			<p><b>Levels 2-5</b></p> <ul style="list-style-type: none"> <li>All staff and parents have access to the risk assessment.</li> <li>The Health and Safety Policy is updated in line with advice from GLT - Keith Wilson and PHE</li> <li>The Health and Safety Policy is shared with staff and parents (via website)</li> <li>Relevant Guidance is followed including; <ul style="list-style-type: none"> <li>The reporting of Injuries, Diseases and dangerous Occurrences Regulations (RIDDOR) 2013 - D Higgs</li> <li>The Health Protection (Notification) Regulations 2010 - D Higgs</li> <li>Public Health England (PHE) (2017) Health protection in schools and other childcare facilities. - D Higgs</li> <li>DfE and PHE (2020) COVID-19: Guidance for educational settings.</li> </ul> </li> <li>Pupils are aware of the school's procedures and that they must tell a member of staff if they feel unwell.</li> <li>Confidentiality is maintained at all times, including withholding the names of staff and pupils with either confirmed or suspected cases of COVID-19.</li> <li>Staff will be able to have their mobile phones in the same room as them, on silent, if they have downloaded the government's COVID tracing app. The phone is not to be used when children are in the room</li> </ul>	

				in order to maintain safeguarding. The HT must be informed of these circumstances. The mobile phone policy will remain in place.	
24	<b>Partial school closure</b>			<p><b>Levels 3-5</b></p> <p>The school remains closed to pupils in YR2, YR3 and YR4.</p> <p>The school prioritises places for critical worker children and vulnerable children in the first instance.</p> <p>Provision for EYFS, YR1, YR5 and YR6 will be available, but numbers limited due to social distancing requirements. (EYFS -36 places, YR1 - 32 places, YR5 - 26 places and YR6 - 30 places)</p> <ul style="list-style-type: none"> <li>● The school communicates with parents via letter/email regarding any updates to school procedures which are affected by the coronavirus pandemic;</li> <li>● Pupils working from home are assigned work to complete to a timeframe set by their teacher;</li> <li>● The headteacher maintains the plan for pupils' continued education during partial school closure to ensure there is minimal disruption to pupils' learning – this includes their plan to monitor pupils' learning while not in school;</li> <li>● The Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely;</li> <li>● The headteacher ensures all pupils have access to schoolwork and the necessary reading materials at home;</li> <li>● The headteacher works with the ICT Lead to ensure that all technology used is accessible to all pupils – alternative arrangements are put in place where required;</li> <li>● The school manages the use of parents' and pupils' contact details in line with the Data Protection Policy and Records Management Policy, e.g. collecting emails to send schoolwork to pupils</li> </ul>	
25	<b>Recruitment and Students</b>	SLT	M	<b>Level 2</b>	L

				<ul style="list-style-type: none"> <li>In school as long as recruitment and students follow the guidelines contained within this risk assessment</li> </ul>	
26	<b>Curriculum</b>	Staff Pupils	L	<b>Level 2</b> <ul style="list-style-type: none"> <li>Google classroom accounts created for new in-take so they are ready for on-line learning</li> <li>Other year groups to continue to use on-line platforms to support learning in school including setting reading materials</li> <li>Minimise the number of books being sent home – cleaning protocol to be organised by English and Phonics Lead.</li> <li>Reading books to be removed for 1 week when they are returned to school.</li> <li>Priority will be given to areas of the curriculum where gaps have been identified however a full and balanced curriculum will be maintained</li> <li>PHSE lessons should be taught wherever possible as arranged by SM on 02/09/20 (Inset day)</li> </ul>	L
27	<b>Pupil and Families Well-being</b>	All stakeholders	M/L	<ul style="list-style-type: none"> <li>Regular Well-being curriculum input linked assemblies and PSHE/RE curriculum</li> <li>Engagement and enjoyment will be the focus of the curriculum so to facilitate with the removal of barriers to learning</li> <li>Full nurture programme will be in operation from the start of term but linked to year group bubbles so that contact between bubbles can be minimised</li> <li>ELSA will re-commence from the start of term with consideration given to bubbles</li> <li>Family Liaison Officer will continue her work with a number of families across the school community and using remote platforms when appropriate</li> <li>Pupil Premium Strategy will include a number of nurture and well-being initiatives supports pupils and families</li> </ul>	L

	<b>Contingency planning for outbreaks</b>	All stakeholders	M/L dependent on local area	<ul style="list-style-type: none"> <li>• Inform staff of new level of risk and follow risk assessment / guidance for new risk level</li> <li>• SLT to review risk assessment / guidance</li> <li>• Restart Google Classroom home learning</li> <li>• Supply IT equipment to vulnerable pupils where possible</li> <li>• Send home packs for pupils for whom the school is unable to supply IT for</li> <li>• Monitoring &amp; Evaluating of education will continue remotely by SLT and curriculum leads to ensure quality of provision maintained</li> <li>• Staff should continue to use Google classroom and ensure all pupils whilst in school know how to use it and log on regularly.</li> <li>• Keep promoting its use with parents and contact those not using it regularly</li> <li>• Keep website update to-to-date</li> <li>• Ensure new pupils supply working emails, which are tested by the school so contact can be maintained</li> </ul>	L
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### **Action Plan for Improvement**

No.	Hazard and what can go wrong	Action required to reduce risk so far as is reasonably practicable	Residual Risk	By Whom	Target Date	Completion Date	Completed By

**Risk Assessment Review:** During review of this risk assessment, any new controls identified in the action plan that are now in place should be transferred to the “Significant hazards and current controls” page to reflect the improvements made.

<b>Tweeddale Primary School School Opening Guidance for Staff</b>					
<b>National /Local Risk</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>
<b>Children in school</b>	All	All Except those shielding	Critical worker, vulnerable and Year groups as advised by the government	Critical worker and Vulnerable (CP, EHCP and those deemed vulnerable by the school)	Critical worker and Vulnerable (CP, EHCP)
<b>Max No of children in a group (class/bubble)</b>	30	30	15	10	10
<b>Classroom set up</b>	As normal	All facing forwards	1 child per desk facing forwards	1 child per desk facing forwards	1 child per desk facing forwards
<b>Classroom equipment</b>	As normal.	Children to have own frequently used items e.g. pens and pencils, shared equipment to be cleaned between being used by bubbles. Computers cleaned at end of session. Marking can be taken home.	Children to have own frequently used items e.g. pens and pencils, shared equipment to be cleaned between being used by pupils. Computers cleaned at end of session. Marking to remain in school.	Children to have own frequently used items e.g. pens and pencils, shared equipment to be cleaned between being used by pupils. Computers individually allocated.	Children to have own frequently used items e.g. pens and pencils, shared equipment to be cleaned between being used by pupils. Computers individually allocated.
<b>Staff working in school</b>	All	All	Year group staff Rota Except those shielding	Rota Home working for the majority of staff	Rota Minimum number of staff in school

		Except those shielding under medical guidance			
<b>Virus Control Cleanliness</b>	Hands washed when arriving at school. Ensure good respiratory hygiene - <b>promoting 'catch it, bin it, kill it'.</b>	Hands washed when arriving at school. Ensure good respiratory hygiene - <b>promoting 'catch it, bin it, kill it'.</b>	Hands washed when arriving at school. Ensure good respiratory hygiene - <b>promoting 'catch it, bin it, kill it'.</b>	Hands washed when arriving at school. Ensure good respiratory hygiene - <b>promoting 'catch it, bin it, kill it'.</b>	Hands washed when arriving at school. Ensure good respiratory hygiene - <b>promoting 'catch it, bin it, kill it'.</b>
<b>Social distancing</b>	Not required	1 metre 1 metre at front of class for teachers EYFS – Key worker group Minimum mixing in corridors organised by timetables.	2 metres where possible EYFS – Key worker group School divided into areas per bubble. No mixing in corridors.	2 metres where possible School divided into areas per bubble. No mixing in corridors.	Stay home 2 metres School divided into areas per bubble. No mixing in corridors.
<b>Online learning</b>	Homework	Homework and for those shielding under medical guidance	For year groups not attending, children choosing to stay home and those shielding	For all children	For all children
<b>Class teacher communication</b>	In school	Email to children and telephone conversations with parents of shielding children	Class Google Meet weekly Email to children and telephone conversations with parents of vulnerable children	Class Google Meet weekly Email to children and telephone conversations with parents of vulnerable children	Class Google Meet weekly Email to children and telephone conversations with parents of vulnerable children
<b>Assemblies</b>	Whole School Phase and Year groups	Daily circle time in class – SM to provide theme Assemblies via Google meet by SLT	Assemblies via Google classroom by SLT. Sutton Schoolswork Assemblies.	Assemblies via Google classroom by SLT. Sutton Schoolswork Assemblies.	Assemblies via Google classroom by SLT. Sutton Schoolswork Assemblies.

<b>Breakfast Club and Late Club</b>	As normal. Late Club and Breakfast as normal.	Breakfast club – pre booked. Social distancing – year groups together.	Not Available	Not Available	Not Available
<b>Nurture</b>	Mon, Tues, Wed, Fri Mixed groups	Mon-Fri Year group sessions	Not Available	Not Available	Not Available
<b>Lunchtimes</b>	Dining hall fully open. Tables cleaned between groups. FS/KS1 12.00-1.00 KS2 12.30-1.20	Dining hall open for limited numbers. Tables cleaned between groups. Max 6-7 tables. EYFS (11.30-12.00) and KS1 (Y1 12.00-12.20, Y2 12.20-12.40). Hot dinners – KS2 (Y3/Y4 12.40-1.00, Y5/Y6 1.00-1.20) Packed Lunches – KS2 in classes. See timetable. Children’s lunchtimes reduced to 30 mins.	Lunches in class Packed lunch only	Lunches in class Packed lunch only	Lunches in class Packed lunch only
<b>Breaktimes</b>	All children in back playground at lunchtime. Ball court rota in place.	Staggered times. Year 1 front playground. Y2-6, separate areas of back playground and ball court	Staggered times. Year 1 front playground. CW, Y5, Y6 separate areas of back playground.	Social distancing in place, while using different parts of the playground. Climbing equipment not in use.	Social distancing in place, while using different parts of the playground. Climbing equipment not in use.
<b>Staggered Start/Finish</b>	Normal times. Rec- 8.50-3.15 Yr1-6 – 8.50-3.20	Staggered for social distancing in Tweeddale Road. Air – 8.40-2.50 Earth – 8.50-3.00	Staggered for social distancing, via bubbles.	CW – hours as needed from 8.40 until 3.00 Vulnerable- days and hours as decided by SLT	CW/Vul – hours as needed from 8.40 until 3.00

		Fire – 9.00-3.10 Water- 9.10-3.20			
<b>PE</b>	Equipment and Gym in use as normal.	Equipment can be used, but must be cleaned between use by different bubbles	PE equipment for use by bubble only.	PE equipment for use by bubble only.	PE equipment for use by bubble only.
<b>Swimming</b>	Yes	Refer to Govt guidance for opening of pools.	No	No	No
<b>PPA</b>	As timetabled with Ruby T and Micheal.	As timetabled with Ruby T and Micheal.	Friday Afternoon	Friday Afternoon	Friday Afternoon
<b>Toilets</b>	As normal	Encourage use of toilets during timetabled break times.	Toilets for year groups – signage	Toilets for year groups – signage	Toilets allocated to each bubble.
<b>First Aid / Changing children / sick children</b>	First Aid in playground and main office. Parents to be informed and staff to assist child being changed. Sick children to go to main office to be sent home. Children with Covid 19 symptoms to go to Round Rm while parent is informed. Ill children to wait in office.	First Aid in classes initially. Use PPE. Serious injury office staff are called in full PPE. Changing children – Parents called. Staff to wear full PPE. In FS parents to supply change of clothes. Children with Covid 19 symptoms to go to Round Rm while parent is informed. Ill children to wait in office.	First Aid in classes initially. Use PPE. Serious injury office staff are called in full PPE. Changing children – Parents called. Staff to wear full PPE. Children with Covid 19 and illness symptoms to go to Round Rm while parent is informed.	First Aid in classes initially. Use PPE. Serious injury office staff are called in full PPE. Changing children – Parents called. Staff to wear full PPE. Children with Covid 19 and illness symptoms to go to Round Rm while parent is informed.	First Aid in classes initially. Use PPE. Serious injury office staff are called in full PPE. Changing children – Parents called. Staff to wear full PPE. Children with Covid 19 and illness symptoms to go to Round Rm while parent is informed.
<b>Staff Room / meetings</b>	No limits	Staffroom to be used by minimum number of	Bubble staffrooms allocated.	Bubble staffrooms allocated.	Bubble staffrooms allocated.

		staff. 1 metre distance to be maintained. Meetings will be held in the Gym hall.	Sml face to face meetings in shark class or music room with social distancing. Large meetings via googlemeet.	No face to face meetings. Googlemeet staff, phase meetings.	No face to face meetings. Googlemeet staff, phase meetings.
<b>Parents</b>	Face to face meetings with minimum social distancing	Meetings with parents to be pre arranged. Googlemeet or telephone in first instance. Face to face meetings to be pre arranged. To be held in Shark class in afternoons only. Face coverings to be worn by parents and professionals. DH to organise deep clean after meetings.	No face to face meetings. Googlemeet or telephone meetings. Parents to drop children at pre arranged entrance and leave premises. Parents not to enter the school. Invitation into office via telephone contact first. Face coverings to be worn.	No face to face meetings. Googlemeet / telephone parents meetings where necessary. Drop key worker / vulnerable children via one entrance. Do not enter the school. School office telephone and email contact.	No face to face meetings. Googlemeet / telephone meetings. Drop key worker / vulnerable children via one entrance. Do not enter the school. School office telephone and email contact.