

<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
Planning for whole school reopening in September 2020.  Update to DfE Guidance.	26.07.20	Update to procedures to enable full attendance in new academic year	Terrie Jerrom	26.08.20 Shared on Google docs  02.09.20 Teachers  04.09.20 All staff
Additional measures in light of new lockdown starting 5th November 2020.	04.11.20	Yes - additional measures to maintain social distancing.  Level 2 procedures to remain in place.	Terrie Jerrom	04.11.20 Shared with staff, parents and shared on school website.

Additional measures in light of new lockdown starting 4th January 2021.	04.01.2021	Move to Level 4	Terrie Jerrom	06.01.21 Shared with staff, parents and shared on school website.
Opening of schools to all children	08.03.2021	Move to Level 2	Terrie Jerrom	06.03.21 Shared with staff, parents and shared on school website.
Relaxing some measures as the R rate drops in our local area	07.06.21	Remain at Level 2 Changes in light of reduced infection rate.	Terrie Jerrom	08.06.21 Shared with staff, parents and LGB on school website.
National reduction of Covid 19 measures. New School YeAR	01.09.21	Move to Level 1 with some restrictions.	Terrie Jerrom	02.09.21 Shared with staff, parents and on school website
New restriction re face masks, social distancing and isolation requirements for people in contact with people who are positive.	14.12.21	Remain at level 1 with additional national measures	Terrie Jerrom	14.12.21 Share with staff, parents on the school website
Plan for living with Covid 19	24.02.22	24.02.22 - Remain at level 1 with additional recommended measures	Terrie Jerrom	24.02.22 Share with staff, parents on the school website

## 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	<b>The management of numbers of pupils returning to school within the designated parameters set within this assessment</b>	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>Levels 4-5</b>  <b>School closure to majority of pupils ( 04.01.2021)</b></p> <ul style="list-style-type: none"> <li>➤ All vulnerable pupils with EHCPs, CP, CIN</li> <li>➤ Children of critical workers depending on Government definition of Critical worker (04.01.2021)</li> <li>➤ School discretion re vulnerable pupils e.g children without internet access</li> <li>➤ Level 4 -Breakfast Club open with social, distancing in place.</li> </ul> <p><b>Level 3</b></p> <ul style="list-style-type: none"> <li>➤ as above</li> <li>➤ Additional year groups as advised by theDfE.</li> </ul> <p><b>Level 3 – (if demand increases and space is available)</b></p> <ul style="list-style-type: none"> <li>➤ As above for Critical worker children and additional year groups</li> </ul> <p><b>Level 2</b></p> <ul style="list-style-type: none"> <li>➤ <b>Reopening of whole school in bubbles of 60 (Year groups)</b>                      Staggered start and finish times, for social distancing in Tweeddale Road and school playground. Timetabled playtimes and lunchtimes to zoned areas of the playground to avoid children mixing outside of their year group bubble. Movement around the school is restricted to movement to and from the</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> <p><b>M - with year group zoning.</b></p>

				<p>classrooms / hall / gym / ICT suite. Office is a bubble, staff and pupils are not permitted to enter (except first aid)</p> <p><b>Breakfast Club open</b> Numbers reduced to enable social distancing to year groups in the hall while eating. Most activities outside.</p> <p><b>Late Club closed.</b> Timetables for playtimes for key stage playtimes to reduce numbers in the playground. Year 1 to use front playground. Minimum movement around the school encouraged.</p> <p><b>Level 1</b> Start and finish times for whole school 8.45 - 15.20. <b>Breakfast and late Clubs fully open.</b></p>	
2	<b>Some staff or pupils may be more vulnerable to complications associated with COVID-19</b>	Staff Pupils	M/H	<p><b>Level 1</b> Individual risk assessments for extremely vulnerable staff should be reviewed in light of the changes to regulations. However, there are now no restrictions in place and the expectation is that staff will work as normal. A risk assessment should be in place for anyone with an underlying health condition that may leave them more vulnerable than average to virus or infection. This would have been in place prior to the pandemic.</p> <p><b>Levels 2</b> <b>GLT policy on staffing to be followed supporting extremely critically vulnerable (working from home) and clinically vulnerable (Risk assessments).</b> Vulnerable staff returning to school will meet with T Jerrom to discuss any special requirements that they have to keep them safe. An individual risk assessment or additional information may be added to this risk assessment as required.</p> <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> <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'). Employees in this category must therefore not be asked to attend work.</li> </ul>	Currently L, but will need to be constantly monitored

				<ul style="list-style-type: none"> <li>Those who are clinically vulnerable, should follow the advice of their GPs and advise the Headteacher if their needs cannot be met through social distancing measures in school.</li> <li>It is vital that schools can provide adequate staffing. 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	<p><b>People with symptoms of COVID-19 creating potential for transmission from person to person</b></p>	<p>Staff pupils visitors contractors</p>	H	<p><b>If schools are finding that they are experiencing high levels of Covid-related absence they may look closely at their health and safety policies and procedures to ensure the workplace continues to be safe from Covid; this might mean (re)introducing more or new safety measures like face masks, one-way systems, and physical distancing.</b></p> <p><b>Level 2</b> Government guidance to be followed regarding those with symptoms of Covid 19 and those who have been in contact with someone who tests positive. Pupils awaiting the results of a PCR test when they have been in contact with a positive case, may still attend the setting (as long as they are not displaying symptoms, unless they have been advised to isolate if they have been in contact with the Omicron variant) Staff who have been named as contacts may still attend the setting whilst awaiting a PCR test result (as long as they are not displaying symptoms and are double/booster-jabbed, including those in contact with Omicron variant from 14.12.2021).</p> <p><b>Levels 2-5</b></p> <ul style="list-style-type: none"> <li>1. Staff and children will need to self-isolate for: a new continuous cough, a high temperature and a loss of, or change in normal sense of taste or smell.</li> <li>2. They need to self-isolate if they have been in DIRECT contact with someone who has TESTED POSITIVE for coronavirus. If someone goes home with coronavirus symptoms, the government guidance clearly states that you do not need to self-isolate until that person tests positive, even if they have symptoms. If a child goes home with symptoms, we ask the parents to get them tested (PCR) in line with government advice. <b>In the meantime, their class/bubble will carry on as normal.</b> If the result is negative, nothing changes. If it is positive, we will inform the health authority and shut down the class / bubble and all staff/pupils will be advised to self-isolate. <ul style="list-style-type: none"> <li>3. Staff to be supplied with Lateral Flow Test kits and complete twice a week. Result to be recorded by the school. Anyone with a positive result will need to take a PCR test to confirm the result.</li> </ul> </li> </ul> <p><b>Levels 1-5</b></p>	M

				<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 are displaying any symptoms of COVID-19.</li> <li>If anyone becomes unwell in school with a new, continuous cough, a high temperature and/or loss of taste / smell they are sent home/their parents or carer are contacted to collect them and they are advised to follow the government guidance: <a href="#">COVID-19: guidance for households with possible coronavirus infection</a></li> </ul> <p><b>All Levels</b></p> <ul style="list-style-type: none"> <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'. <ul style="list-style-type: none"> <li><b>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).</b></li> <li><b>The room will be thoroughly cleaned with cleaners provided with PPE for this purpose.</b></li> </ul> </li> </ul>	
4	<b>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 clinically vulnerable).</b>	Staff	M/H	<p><b>Headteachers (and HR Leads) should be mindful that the recent changes to the guidance may heighten anxiety for some staff. If you have staff who are anxious and worried about coming to school you should listen to their concerns and offer reassurance, share the schools risk assessment and any other documentation and or processes that you have put in place with them as this will also help to reassure them.</b></p> <p><b>Levels 1-5</b> <b>GLT policy on staffing to be followed.</b></p> <ul style="list-style-type: none"> <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>Risk assessment has mitigated significantly risk of infection for all staff who are returning to work and management of leave.</li> <li>All staff who are extremely clinically vulnerable should have received a letter re shielding.</li> </ul>	L

				<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.</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></li> <li>Staff and school have access to official guidance from DfE and Public Health England.</li> </ul>	
5	<b>The potential for transmission of virus droplets via bodily excretions</b>	Staff and pupils	H	<p>If schools are finding that they are experiencing high levels of Covid-related absence they may look closely at their health and safety policies and procedures to ensure the workplace continues to be safe from Covid; this might mean (re)introducing more or new safety measures like face masks, one-way systems, and physical distancing.</p> <p>There is no requirement for anyone to wear a mask/face covering. Some staff may prefer to continue to do so in crowded areas, but this will be a matter of personal choice.</p> <p><b>Levels 1-5</b></p> <p><b>Staff can (should) wear face coverings when having F2F meetings with outside agencies.</b></p> <p><b>Staff can (must) wear face coverings in communal areas in school</b></p> <p>Adults to wear face coverings in the playground for the duration of national lockdowns. (for F2F discussions)</p> <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, including face coverings for visitors and contractors, including parents in Reception.</li> <li>Screen to protect catering staff and stop droplets contaminating food at the serving hatch in the dining hall.</li> <li>Government advice is that primary school children do not need to wear masks in school. If children wear masks in school, parents need to provide a secure plastic container for the mask to be kept in during times when the mask is not worn, e.g. PE, playtime and dinnertime.</li> </ul> <p><b>Levels 1-5</b></p> <p>TJ/SA/KH (SLT) discuss with parents individually - to include consideration as to how infection would affect them and what, if any, additional measures are needed.</p>	M

				<ul style="list-style-type: none"> <li>• 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 – attendance in the setting is a high risk to other pupils and staff - risk assessment must be completed.</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> <p><b>Use of equipment including pens, keyboards</b></p> <p><b>Cleaning</b></p>	<p>Staff pupils visitors  contract ors</p>	H/M	<p><b>Schools should continue to ensure that sanitiser is available, and that good handwashing resources and techniques are maintained as this is the best preventative measure for most infections and viruses, including Covid.</b></p> <p><b>Levels 1-5</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</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>• Increased cleaning of frequently touched surfaces using standard cleaning products as provided by Mr. Higgs – sprays and wipes for bodily excretions if spitting etc. seen by practitioners <ul style="list-style-type: none"> <li>• Cleaning checklist– signed by cleaning staff and monitored by Site manager</li> </ul> </li> </ul> <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> </ul>	L

				<ul style="list-style-type: none"> <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> <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 (Dec 21)</b> <ul style="list-style-type: none"> <li>Staff, pupils and contractors use their own pens and stationery where possible, not sharing items with others.</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> </ul> </li> </ul> <p><b>Levels 2-5</b></p> <ul style="list-style-type: none"> <li>Each child has own chair (YR1- YR6)</li> <li>All soft toys and soft furnishings to be removed from all classrooms to be used</li> <li>All unnecessary furniture to be removed from designated classrooms for use to ensure that pupils are able to move around without contact and to minimise the number of surfaces that can be touched</li> <li>Resources available in all settings limited to ensure strict cleaning protocols can be maintained</li> <li>Each EYFS bubble has a selection of pencils, scissors and paint brushes which will be cleaned regularly as part of carousel using designated buckets (Milton or equivalent)</li> <li>In EYFS each class to review resources and boxes allocated to bubbles; timetable adjusted so staff have time to clean resource boxes regularly within the guidelines set including bikes and trikes</li> <li>Cleaning checklist– signed by cleaning staff and monitored by Site manager</li> <li>If school resources are used they are to be labelled and not shared.</li> </ul> <p><b>Level 3-5</b></p> <ul style="list-style-type: none"> <li>All wooden toys to be removed from EYFS classrooms</li> </ul>	
7	<b>Minimise contact between individuals whilst maintaining</b>	Staff Pupils	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>	

	<p><b>distancing wherever possible</b></p> <p><b>Classrooms</b></p> <p><b>Classrooms and offices</b></p>	<p>Visitors</p>		<ul style="list-style-type: none"> <li>● EYFS (Reception) is a bubble outside.</li> <li>● Y1 - Y6 class bubbles to a maximum of <b>60</b> children and <b>4</b> adults.</li> <li>● Staggered start and finish times by the child's house. From 07.06 Air/Earth 08.40-15.10 and Fire/Water 0.50-15.20</li> <li>● Each Year group has their own lunchtime supervisor in their allocated playground zones on a rota basis.</li> <li>● Stay in classes for majority of time but allow year group mixing for specialist teaching including nurture and breakfast club where possible to minimise the cross between bubbles</li> <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>Level 1</b></p> <p>Restrictions for visitors are reduced, but all visitors follow guidelines as required in this Risk Assessment.</p> <p><b>Levels 2-5</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>● Visitors who need to work with SEND pupils will be allowed but will not assess the child in class.</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 queuing procedures for pupils and parents to follow.</li> </ul> <p><b>Levels 3-5</b></p> <ul style="list-style-type: none"> <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> </ul>	<p>L</p>
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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>• 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>• <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;</li> <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>• 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).</li> <li>• 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>• 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> <p><b>Level 1</b> There are no restrictions regarding use of areas of the school.</p> <p><b>Level 2</b></p> <ul style="list-style-type: none"> <li>• 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 and main playground, zoned, lunchtime front playground) (Year 3 - Year 3 classrooms, ground floor between hall entrances) (Year 4 - Mobile classes) (Year 5 - Year 5 area) (Year 6 - First floor) Key Stage 2 to use main playground divided into 4 zones, Supervised by classroom staff or allocated midday supervisor.</li> </ul>	
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				<p><b>Levels 2-4</b></p> <ul style="list-style-type: none"> <li>• All children will be dropped off at set times linked to their houses– strict timetable to be adhered to.</li> <li>• Where possible and appropriate, outside space is utilised for lessons or activities (within areas as above)</li> <li>• Playtimes will be timetabled for year groups to remain separate. <ul style="list-style-type: none"> <li>• The same 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.</li> <li>• A timetable is in place for use of the staffroom at lunchtimes. Only 2 year groups at a time with social distancing on place.</li> </ul> </li> <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. <ul style="list-style-type: none"> <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>• Desks can be arranged in groups</li> <li>• Entry points into school will be changed to reduce congestion (Rec/yr5/yr6)</li> <li>• Each YR group will have different staffroom locations to maintain social distancing in addition to allocated times in the staffroom..</li> <li>• Photocopier room - 1 person at a time. Use hand sanitiser before touching the photocopier.</li> </ul> </li> </ul> <p><b>Levels 1-5</b></p> <ul style="list-style-type: none"> <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. Air quality monitors located throughout the school.</li> <li>• Large climbing frame and playground gym equipment in the <b>Main playground can be used by classes on a rota basis.</b></li> <li>• Sanitising wipes are provided for areas where pupils or staff are using keyboards and mice.</li> <li>•</li> </ul> <p><b>Levels 3-4</b></p> <ul style="list-style-type: none"> <li>• Seating is organised in classrooms so there are gaps of at least 1.5 to 2 metres between pupils and staff</li> </ul>	
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				<ul style="list-style-type: none"> <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>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>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>No hot desking for staff takes place without additional controls in place, such as staff having their own keyboard, mouse and phone.</li> </ul> <p><b>Levels 2-4</b></p> <ul style="list-style-type: none"> <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, unless working in their year group bubble. <ul style="list-style-type: none"> <li>Pupils and staff are encouraged not to share pens or other stationery items.</li> </ul> </li> </ul>	
8	<p><b>Social Distancing -</b></p> <p><b>Drop off and collection times</b></p> <p><b>Toilets</b></p>		M	<p><b>Level 2,3 and 4</b></p> <ul style="list-style-type: none"> <li>1 adult per child to enter premises for drop off and collection</li> <li>Encourage social distancing outside of school near gates</li> <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 to</u></b>.</li> <li>Staggered for social distancing in Tweeddale Road. Air/Earth 08.40-15.10 Fire/Water 08.50-15.20 (Sep 2020-May2021 - Air – 8.40-2.50Earth – 8.50-3.00Fire – 9.00-3.10Water- 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 2-5</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> </ul>	L

				<ul style="list-style-type: none"> <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> </ul> <p><b>Levels 1-5</b></p> <ul style="list-style-type: none"> <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: Daily information for Schools from DfE</li> </ul> <p><b>Levels 3-5</b></p> <ul style="list-style-type: none"> <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> <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>	
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9	<p><b>Social distancing -</b></p> <p><b>lunch</b></p> <p><b>Outside spaces</b></p>	Staff, pupils	M/H	<p><b>Level 2 and 4</b></p> <ul style="list-style-type: none"> <li>● <b>Dining room staff provided with face shields in the dining hall.</b></li> <li>● Dining hall open for limited numbers.</li> <li>● Tables cleaned between groups.</li> <li>● Max 8 tables in the hall.</li> <li>● Hall zoned to maintain class bubbles.</li> <li>● Only 1 year group at a time.</li> <li>● Tables and chairs sanitised between use.</li> <li>● Children supervised by year group staff and allocated MMS</li> <li>● Exit doors/windows open to provide good general ventilation.</li> <li>● Staggered play times.</li> <li>● Foundation Stage - FS playground Year 1 front playground. Y2-6, zoned areas of back playground and ball court</li> <li>● Staggered lunchtimes EYFS (11.30-12.00) KS1 (Y1 12.00-12.20, Y2 12.20-12.40).</li> <li>● Hot dinners – KS2 (Y3/Y4 12.40-1.00, Y5/Y6 1.00-1.20)</li> <li>● Packed Lunches – KS2 in classes.</li> </ul> <p>See timetable. Children's lunchtimes reduced to 30 mins.</p> <p><b>Level 1</b></p> <ul style="list-style-type: none"> <li>● Face shields provided for staff (optional)</li> <li>● Lunchtimes (from Jan 2022) EYFS (11.45-12.45) KS1 (Y1-2-12.00-13.00,) KS2 (Y3-6 12.30-13.20).</li> </ul> <p><b>Levels 1 and 2</b></p> <ul style="list-style-type: none"> <li>● Hall zoned to maintain year group bubbles.</li> <li>● Tables cleaned between groups.</li> <li>● Exit doors/windows open to provide good general ventilation.</li> <li>● Foundation Stage - FS playground Years 1-2 top of main playground Y3-6, zoned areas of back playground and ball court</li> </ul> <p><b>Level 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
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				<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> </ul>	
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10	<p><b>Social distancing - staff room and staff toilet facilities</b></p> <p><b>meetings</b></p>	Staff	M	<p><b>Transition to Level 1 (Sept 21)</b></p> <ul style="list-style-type: none"> <li>● <b>Recommendation of 10 members of staff in staffroom</b></li> <li>● 1 metre distance to be maintained between year group staff.</li> <li>● Staff asked to maintain low numbers</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> <li>● Each Year group will have their own staffroom for rest times, chairs placed to ensure social distancing.</li> <li>● Meetings will be held online and/or in the hall.</li> </ul>	L
11	<p><b>Social distancing - movement around school buildings</b></p>	Staff, pupils	M	<p><b>Social distancing is no longer a requirement,</b></p> <p>Areas of the school will be allocated to individual year groups.</p> <ul style="list-style-type: none"> <li>● Year group playground zones 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> <p><b>Level 1-2</b></p> <ul style="list-style-type: none"> <li>● Although social distancing is no longer a requirement, it is recommended that mixing of staff and pupils is managed in a way to keep numbers to a minimum.</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 1-5</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 1-5</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>• Used PPE to be safely disposed of according to Government advice.</li> <li>• Government Advice for First Aid including Resuscitation advice: <ul style="list-style-type: none"> <li>• <a href="#">COVID-19: guidance for first responders - GOV.UK</a></li> <li>• <b>Resuscitation Council Advice:</b></li> <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 1-5</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> </ul>	L
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				<ul style="list-style-type: none"> <li>If required, gloves will be worn by staff when giving medication.</li> </ul>	
13	<p><b>Someone develops COVID-19 symptoms whilst at school</b></p>	Staff, pupils	M	<p><b>Levels 1-5</b></p> <ul style="list-style-type: none"> <li>If anyone becomes unwell with a new, continuous cough or a high temperature or loss of taste or smell they are sent home/their parents or carer are contacted to collect them and they are advised to follow Government Guidance.</li> <li>If a pupil is awaiting collection, they are moved to a room (Round room) where they can be isolated, 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 and visor must 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, a fluid-resistant surgical face mask and visor 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> </ul>	L

				<ul style="list-style-type: none"> <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 or loss of taste or smell, 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-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> </ul> <p>Level 2-5</p> <ul style="list-style-type: none"> <li>• Children or staff who display symptoms of COVID-19 must self isolate for 10 days, other children and the staff in the same bubble may also be required to self isolate for 10 days, if the person has a positive test result.</li> </ul>	
14	<b>Staff cleaning a child who has soiled themselves.</b>	Staff	M/H	<p><b>Levels 1-5</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.</li> <li>• In the event that a parent cannot be contacted, staff will change the child and will be provided with PPE.</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.</li> <li>• Guidelines on hand hygiene will be communicated to staff and children and followed fully.</li> </ul>	L

				<ul style="list-style-type: none"> <li>The TPS Intimate Care Policy must be adhered to.</li> </ul>	
15	<b>Routine cleaning of communal areas of the school estate</b>	Staff/ Cleaning Contractors	M	<p><b>Levels 1-5</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> <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, it has been advised that jackets 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>	L
16	<b>Storage and issuing of masks</b>  <b>Putting on the masks</b>	Staff	M	<p><b>There is no requirement for anyone to wear a mask/face covering. Some staff may prefer to continue to do so in crowded areas, but this will be a matter of personal choice.</b></p> <p><b>Level 1 (Sept 2021-Feb 22)</b></p> <ul style="list-style-type: none"> <li>Staff may wear face coverings or shields during F2F meetings if they chose to with year group colleagues and should wear them in F2F meetings with non year group colleagues, visitors and parents.</li> <li>Those who are exempt do not have to wear face coverings.</li> </ul> <p><b>Level 2</b></p> <ul style="list-style-type: none"> <li>Staff to wear face coverings or shields during F2F meetings. The use of face coverings in communal areas of the school is optional.</li> </ul> <p><b>Level 3 -5</b></p> <ul style="list-style-type: none"> <li><b>Staff to wear face coverings or shields during F2F meetings and in communal areas of the school.</b></li> </ul>	L

				<ul style="list-style-type: none"> <li>Staff to wear face coverings or shields while in the playground at the start and end of the day. Masks can be supplied.</li> </ul> <p><b>Levels 2-5</b></p> <ul style="list-style-type: none"> <li>Where masks have been supplied for staff 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> </ul>	
17	<b>Ventilation</b>	All	M	<p><b>Levels 1-5</b></p> <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> <li>There are air quality monitors throughout the school in a variety of locations.</li> </ul>	L
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, play equipment and toys</b></p>	All	M	<p><b>Level 1-5</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> </ul> <p><b>Level 2- 5</b></p> <ul style="list-style-type: none"> <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>Easily cleanable toys should be used.</li> </ul> <p><b>Level 2</b></p> <ul style="list-style-type: none"> <li>The ICT suite, music room, shark classroom and Nurture room will be cleaned between different groups using them.</li> <li>Sharing of computers and ipads is avoided where possible.</li> </ul> <p><b>Level 2-5</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 (Level 2-3 timetable) (Level 4-5, 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> </ul>	L

				<ul style="list-style-type: none"> <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> <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>In Levels 4-5, children have allocated use of individually named Chromebooks. Year 6 use of ICT suite.</li> <li>Consider how play equipment is used, ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously.</li> <li>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>Large play equipment in main playground cannot be used (Levels 3-5)</li> <li>Toys (such as those with intricate parts, soft furnishing or bedding which cannot be easily cleaned should not 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. Classes to line up in the allocated area of the playground.</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 school</li> </ul>	•

				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>	-	-	<b>Levels 2-5</b> <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/5eb97d30d3bf7f5d364bfb6/staying-covid-19-secure.pdf">https://assets.publishing.service.gov.uk/media/5eb97d30d3bf7f5d364bfb6/staying-covid-19-secure.pdf</a></li> <li>QR code displayed for Track and trace.</li> </ul> </li> </ul>	
23	<b>Awareness of and adherence to policies and procedures</b>			<b>Levels 1-5</b> <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> </ul>	

24	<b>Partial school closure</b>			<p><b>Levels 4-5</b></p> <ul style="list-style-type: none"> <li>● The school prioritises places for critical worker children and vulnerable children in the first instance.</li> <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>● A minimum of 3 hours work is set daily for pupils accessing learning at home.</li> <li>● Pre recorded introduction to lessons will be provided.</li> <li>● 2 Google Meets will be provided every week for classes to meet with their teacher and LSA. 2 members of staff must always be present.</li> <li>● Feedback will be given to all pupils throughout school hours.</li> <li>● All classes will have a recommended timetable to follow covering at least 4 lessons a day.</li> <li>● CW/vulnerable children will access the learning provided by their class teachers with LSA support.</li> <li>● EHCP children, without health issues, are expected to attend school where their 1:1 support will continue</li> <li>● The plans for the children's continued education during partial school closure ensures there is minimal disruption to pupils' learning – this includes monitoring pupils' learning while not in school and contacting them if insufficient work is being completed</li> <li>● Support for families struggling with accessing learning at home will be offered.</li> <li>● Pupils have access to schoolwork and the necessary reading materials at home;</li> <li>● Technology used is accessible to all pupils – alternative arrangements are put in place where required.</li> <li>● The Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely;</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>	
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25	<b>Recruitment and Students</b>	SLT	M	<p><b>Level 4-5</b></p> <ul style="list-style-type: none"> <li>Students to continue placements working virtually providing lessons with guidance from the class teacher.</li> </ul> <p><b>Level 2-3</b></p> <ul style="list-style-type: none"> <li>Students to remain as part of the bubble they are working in.</li> <li>In school as long as recruitment and students follow the guidelines contained within this risk assessment</li> </ul>	L
26	<b>Curriculum</b>	Staff Pupils	L	<p><b>Level 2-5</b></p> <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>A full curriculum will be provided covering core and foundation subjects for in school and online learning.</li> </ul> <p><b>Level 2</b></p> <ul style="list-style-type: none"> <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 takeholders	M/L	<p><b>Level 4-5</b></p> <ul style="list-style-type: none"> <li>Provision of “School standard food for FSM (PP) children who are not required to attend school.</li> <li>FLO, Inclusion Officer and AHT (Inclusion) to maintain regular contact with SEND, CP, CIN and vulnerable families.</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></li> </ul>	L

				<p><b>Level 1-3</b></p> <ul style="list-style-type: none"> <li>• Provision of “school standard” food for FSM (PP) if they are self isolating.</li> <li>• ELSA will provide 1-1 support for children.</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>• Weekly MH and Well being lessons to be provided for all pupils.</li> <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 (Levels 2-3)</li> <li>• Pupil Premium Strategy will include a number of nurture and well-being initiatives supports pupils and families</li> <li>• Team Mates provision to provide emotional support.</li> </ul>	
	<b>Contingency planning for outbreaks</b>	All stakeholders	M/L Dependent on local area	<p>If there is a change in level of concern, staff and parents will be immediately informed of the new level. This risk assessment has been written in recognition of this. It will be regularly reviewed by SLT.</p> <p>The Outbreak management plan is available on the website.</p> <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 unable to access online learning</li> </ul>	L

				<ul style="list-style-type: none"> <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>	
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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.

**Tweeddale Primary School  
School Opening Guidance for Staff**

National /Local Risk	Level 1 Incl updates from Feb 2022	Level 2 Changes for easing of lockdown from June 21	Level 2 Additions for Nov lockdown	Level 3	Level 4	Level 5
Children in school	All	All Except those isolating	All Except those isolating <b>Except those shielding</b>	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)
Max No of children in a group (class/bubble)	class 30 Year Group 60	class 30 bubble 60	30			15
Classroom set up	As normal	Group tables	All facing forwards	1 child per desk facing forwards	1 child per desk facing forwards	1 child per desk facing forwards
Classroom equipment	As normal.	Children have their own frequently used items e.g. pens and pencils, shared equipment to be cleaned between being used by bubbles. Computers cleaned at the end of the session. Marking can be taken home.	Children have their own frequently used items e.g. pens and pencils, shared equipment to be cleaned between being used by bubbles. Computers cleaned at the end of the session. Marking can be taken home.	Children have their own frequently used items e.g. pens and pencils, shared equipment to be cleaned between being used by pupils. Computers cleaned at the end of the 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 Except those isolating	All Except those isolating or shielding	Year group staff Rota Except those shielding or isolating	Year group staff Online learning provided by staff home working. Year group staff with bubbles in school supporting learning.	Rota Minimum number of staff in school
<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>Staff to wear face coverings in communal areas.</b>	Hands washed when arriving at school. Ensure good respiratory hygiene - <b>promoting 'catch it, bin it, kill it'.</b>  <b>Staff to wear face coverings in communal areas.</b>
<b>Social distancing</b>	Not required.	1 metre minimum mixing in corridors. EYFS - Rec classes adjoining doors open.	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 The School is divided into areas per bubble. No mixing in corridors. Only 1 member of staff in the photocopier room at a time.	2 metres where possible, The School is divided into areas per bubble. No mixing in corridors. Only 1 member of staff in the photocopier room at a time.	Stay home 2 metres. The School is divided into areas per bubble. No mixing in corridors. Only 1 member of staff in the photocopier room at a time.

<b>Online learning</b>	Homework	Homework and for those isolating.	Homework and for those isolating or <b>shielding</b> under medical guidance	For year groups not attending, children choosing to stay home and those shielding	For all children CW / Vulnerable accessing learning online in school.	For all children CW / Vulnerable accessing learning online in school.
<b>Class teacher communication</b>	In school  F2F meetings face coverings may be worn.	Email to children and telephone conversations with parents of isolating children. face coverings to be worn for F2F meetings.	Email to children and telephone conversations with parents of isolating or <b>shielding</b> children	Class Google Meet 2x weekly Email to children and telephone conversations with parents of SEND & vulnerable children	Class Google Meet 2 x weekly Email to children and telephone conversations with parents of SEND & vulnerable children	Class Google Meet 2x weekly Email to children and telephone conversations with parents of SEND & vulnerable children
<b>Assemblies</b>	Whole school, Phase and Year groups	2 year groups to attend Friday assemblies with other year groups joining by Google meet.	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. Late Club - Not Available	Breakfast club – pre booked. Social distancing – year groups together. Late Club - Not Available	Breakfast club – pre booked. Social distancing – year groups together. Late Club -Not Available	Breakfast club – pre booked. Social distancing – year groups together. Late Club - Not Available	Not Available
<b>Nurture</b>	Mon, Tues, Wed, Fri Mixed groups	Mon-Fri Year group sessions	Mon-Fri Year group sessions	Not Available	Not Available	Not Available
<b>Lunchtimes</b>	Dining hall is fully open. Tables cleaned between groups. FS 11.45-12.45 Yr1/2 12.00-1.00 KS2 12.30-1.20	Dining hall open for year group bubbles. No more than 2 year groups at a time. Tables cleaned between groups.	Dining hall is open for limited numbers. Tables cleaned between groups. Max 8 tables. EYFS (11.30-12.00) and KS1 (Y1 12.00-	Hot dinners available. Packed Lunches in class	Hot dinners available. All children eat in the hall within their bubbles. one bubble at a time. Cleaning between bubbles.	Lunches in class Packed lunch only

		EYFS (11.30-12.30) and KS1 (Y1 11.30-12.30, Y2 12.00-1.00). KS2 (Y3-Y6 12.30-1.20,) Packed Lunches and hot dinners in the dining hall.	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 are reduced to 30 mins.			
<b>Breaktimes</b>	YR1 Front Playground (Break) Main at lunchtime. YR2 / KS2 children in the back playground at lunchtime. Ball court rota in place. Gym/climbing frame on class rota.	Staggered times. Year 1 front playground. Y2-6, separate areas of back playground and ball court	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 the 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 – 8.45-3.20	Staggered for social distancing in Tweeddale Road. Air/Earth – 8.40-3.10 Fire/Water – 8.50-3.20	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	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	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	CW/Vul – hours as needed from 8.40 until 3.00
<b>PE</b>	Equipment and Gym in use as normal.	Equipment can be used, but must be cleaned between use by different bubbles	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	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.	As timetabled with Ruby T or Micheal. Alternate weeks PE, MHWB (2hours)	TBA	As timetabled ML/RT to provide lessons.	Friday Afternoon
<b>Toilets</b>	As normal	Encourage use of toilets during timetabled break times.	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 the playground and main office. Parents to be informed and staff to assist children being changed. Sick children go to the main office to be sent home. Children with Covid 19 symptoms go to Round Rm while their parent is informed. Ill children wait in the 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 supply change of clothes. Children with Covid 19 symptoms go to Round Rm while their parent is informed. Ill children wait in the 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 supply change of clothes. Children with Covid 19 symptoms go to Round Rm while their parent is informed. Ill children wait in the 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 go to Round Rm while their parents are 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 go to Round Rm while their parents are 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 go to Round Rm while their parents are informed.
<b>Staff Room / meetings</b>	Recommendation regarding numbers.	Staffroom to be used by a minimum number of staff as timetabled. 1 metre distance to be maintained	Staffroom to be used by a minimum number of staff for food prep only. Year group staffroom available.	Bubble staffrooms allocated. Small face to face meetings in shark class or music room	Bubble staffrooms allocated. No seating in staffroom. No face to face meetings.	Bubble staffrooms allocated. No face to face meetings. Googlemeet staff, phase meetings.

		between year groups. Meetings will be held in the hall or remotely. SLT in Shark Class with 1 metre distancing.	1 metre distance to be maintained. Meetings will be held in the hall or remotely. SLT in Shark Class with 1 metre distancing.	with social distancing. Large meetings via googlemeet.	Googlemeet staff, phase meetings.	
<b>Parents</b>	Face to face meetings with minimum social distancing  Face coverings optional	Meetings with parents to be pre arranged. Googlemeet or telephone in the first instance. Face to face meetings to be pre arranged. Rooms used to be organised with JH. Face coverings to be worn by parents and professionals. DH to organise deep clean after meetings.	Meetings with parents to be pre arranged. Googlemeet or telephone in the first instance. Face to face meetings to be pre arranged. Rooms used to be organised with JH. Face coverings to be worn by parents and professionals. DH to organise deep clean after meetings. <b>Parents and staff to wear face coverings in playground at start and end of the day.</b>	No face to face meetings. Googlemeet or telephone meetings. Parents drop children at the pre-arranged entrance and then leave the premises. Parents not to enter the school. Invitation into the office via telephone contact first. <b>Parents and staff wear face coverings in playground at start and end of the day. I adult per child to drop and collect.</b>	No face to face meetings. Googlemeet / telephone parents meetings where necessary. Drop Critical worker / vulnerable children via bubble entrance. Do not enter the school. School office telephone and email contact. <b>Parents and staff wear face coverings in the playground at start and end of the day. I adult per child to drop and collect.</b>	No face to face meetings. Googlemeet / telephone meetings. Drop Critical worker / vulnerable children via one entrance. Do not enter the school. School office telephone and email contact. <b>Parents and staff to wear face coverings in playground at start and end of the day. I adult per child to drop and collect.</b>
<b>Multi Agency working.</b>	Face to face meetings with	Meetings with parents to be pre arranged.	Meetings with parents to be pre arranged.	No face to face meetings. Googlemeet /	No face to face meetings. Googlemeet /	No face to face meetings. Googlemeet /

	<p>minimum social distancing</p> <p>Face coverings optional</p>	<p>Googlemeet or telephone in the first instance.</p> <p><b>Intervention provision can continue with face coverings morning only or if not visited another school that day, if it cannot be provided remotely.</b></p> <p>Face to face meetings to be pre arranged. Face coverings to be worn by professionals. DH to organise deep clean after meetings.</p>	<p>Googlemeet or telephone in the first instance.</p> <p><b>Intervention provision can continue with full PPE morning only or if not visited another school that day, if it cannot be provided remotely.</b></p> <p>Face to face meetings to be pre arranged. To be held in Shark class in afternoons only. Face coverings to be worn by professionals. DH to organise deep clean after meetings.</p>	<p>telephone meetings where necessary.</p>	<p>telephone meetings where necessary.</p>	<p>telephone meetings where necessary.</p>
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