



RISK ASSESSMENT - Covid-19

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| Educational Setting | Newnham Croft Primary School |
| Activity / Task | COVID-19 Risk Management Assessment |
| Completed by & Date | Andy Matthews updated 1 st March 2021 |
| Review Date | Reviewed weekly and ongoing where necessary |

| What are the hazards? | Who might be harmed and how? | What are you doing already? | What further action is necessary? | Action by whom? | Action by when? | Done |
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| Social Distancing on the school site for everyone (Physical controls) | All – through spreading the virus by close contact/exposure to infected people | <ul style="list-style-type: none"> Entrance to designated teaching zones will be via external doors for specific groups of children. Staff members will open these doors for children. These external doors will also act as emergency fire evacuation exits and should be kept clear of obstacles at all times. Perspex screen fitted to spaces where there is high volume proximity contact with the public. This will initially be at the front foyer. This will be cleaned daily as part of a new cleaning regime. In internal corridors the doors will be kept open, with the exception of the front security door. There will be sanitiser stations at either side of this door. | <p>Perspex screen will be fitted to the food server. This will be cleaned daily by the kitchen team.</p> <p>Parents will be directed to drop-off waiting zones specific to each teaching group. Reception, Reception/Y1 and Y1 to the tree by the Reception play area, Year 2, 4, 6 to the field, Year 3 and 5 to the playground, Year 6 will be expected to bring themselves to school maintaining 2 metre social distancing.</p> <p>Parents will be encouraged to arrive just before the published drop off time for their child. If they have two drop off times for two different children they may drop their other child off early and they must go straight to their classroom. School will make drop off times 10 mins apart to support families.</p> | AM, AJ and staff team | Sept 7th | Yes |

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| | | <ul style="list-style-type: none"> A one way system will be employed for access to the school site. This will utilise both school gates, with an in and an out gate. These will have clear signage and use barriers to control the flow. Staff / parent meetings will be conducted if appropriate in a quiet outdoor space maintaining 2 metre social distancing where possible or at least 1m+. If possible parent meetings will be conducted over voice or video calls. If a meeting is of a confidential nature and privacy is required then the meeting can be conducted in either the music room, Y1/2 cloakroom or the heads office with 2 metre social distancing. Priority will be given to disabled users and those identified as having health related issues. They will be assisted to enter the school through the hall. | <p>Priority must be given to disabled users and those identified as having health related issues.</p> <p>Parents will be advised to walk children to school if at all possible. If a child cycles, we ask that cycles are locked with no more than four people locking their bikes at any one time and waiting parents and children keep social distancing outside the cycle park entrance.</p> <p>Outdoor learning zones will be split into 6 areas with temporary fencing. In addition the forest school area is also available.</p> | | | |
| Outdoor fixed play equipment and the tree houses | | <ul style="list-style-type: none"> These structures will not be available to be used at the start and end of the school day by children waiting for school. | The structures in the island area, the outdoor gym and the slide in the Reception play area will be used again. Use will be for one bubble on any one occasion. Pupils will only be allowed to use such structures if they sanitise their hands immediately before and after use. Use will be limited to two | AM, AJ and staff | 7 th Sept | Yes |



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| | | | bubbles a day (one in session time and another for breaks). Regular touch points will be cleaned at the end of each day. | | | |



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| Social distancing for adults on the school site (not school staff) | Parents and children – through spreading the virus by close contact/exposure to infected people | <ul style="list-style-type: none"> Adults arriving on the school site will have been informed of where their waiting zone is located and reminded to keep 2 metre social distancing while on the school site. No parents will be allowed inside the school building unless utterly essential, when access will be via the front entrance. Parents will be requested to keep interactions at the office brief and to the point to limit long queues forming. Sanitiser stations will be located at either side of the front entrance door to help quick exiting without adults using the same station. Parents will be encouraged to leave the school site quickly. Signage and stewarding will show adults where to wait. Expectations will be communicated to parents prior to the start of term in September. Parents wishing to visit the school office will be asked to queue in a one-way loop starting from the clear 2 metre spaced markers from the front entrance gate along the side of the hall to the front door into the foyer. Only one parent will be buzzed into the foyer at a time and when they leave they will follow the one-way exit route past the preschool and exit using the preschool gate. Parents will be | <p>The start and finish times of the school day will be staggered to support the safe flow of people onto the school site. Different groups will start at 10 minute intervals to each other. Initially we will only require 3 staggers (8.40, 8.50 and 9.00) with corresponding finish times of (3.10, 3.20 and 3.30).</p> <p>Intake and dropoff times from March 8th 2021 will be:</p> <p>8.40 – Rec/Y1, Y2, Y3 – 3.10 8.50 – Rec, Y4, Y5 – 3.20 9.00 – Y1, Y6 – 3.30</p> <p>Reception parents will be directed to by the outdoor reception space and children admitted from there. Reception parents will leave their children to enter the classrooms from the outdoor area themselves and will not accompany them into the class rooms. A member of staff will come outside to receive children so that, as far as possible, the child is welcomed and guided through the threshold by a trusted adult.</p> <p>(Additional from 8th March 2021) All parents of KS2 children to drop at the external school gate. Year 1 and 2 parents to drop on the playground. Reception parents to take their children to the collection point by their classrooms.</p> <p>All adults entering the site to wear a face covering.</p> | AM and staff team | Sept 7 th | Yes |
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| | | asked to wear face coverings whilst in the foyer. | <p>Collection of children to remain being from the designated zones for all classes.</p> <p>A one way loop created along Chedworth Street to assist in keeping families apart during drop off and collection. Arrivals on the school side and leavers on the opposite side.</p> <p>(Additional from 4th January 2021) Parents can drop all siblings at the same time as their first drop off, so they can leave the site quickly. Children in question can go straight to their classrooms.</p> <p>Additional adults will be on the playground to ensure that Year 1 and 2 parents drop and leave there and children go to classes.</p> <p>(Additional from March 8th 2021) Staff will assist Reception children who might be distressed to come in and will guide them by the hand, but not bend down to their level and become very close. They will wash their hands immediately after this.</p> | | | |
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| Lack of social distancing during playtime and lunchtime resulting in direct transmission of the virus | All – through spreading the virus by close contact/exposure to infected people | <ul style="list-style-type: none"> There will almost always be an outside space available for each teaching class bubble. Bubbles will not mix during the school breaktimes. Reception pupils (and those in Rec/Y1) will have the sole use of their outdoor area. Which has been divided into two halves. Reduced playtime equipment – to those with hard surfaces that can easily be cleaned. Staff supervision throughout – actively encouraging social distancing between bubbles. Children access classroom via outside classroom door (unless unavoidable). | <p>Lunch and play times will be staggered in their delivery</p> <p>Meals: (updated from 4th January 2021 for whole school attendance)</p> <p>Reception in hall 11.45 -12.10 then outside until 1pm</p> <p>Rec/Y1 in hall 11.55 -12.15 then outside until 1pm</p> <p>Y1 outside from 12.00 – 12.20 then lunch in hall until 12.40, then outside again.</p> <p>Y2 outside from 12.00 – 12.30 then lunch in hall until 12.50pm, then outside again.</p> <p>Year 3 outside at 12.20 then lunch 12.40 -12.55 then outside.</p> <p>Year 4 outside at 12.20 then lunch 12.50 -1.05 then outside.</p> <p>Year 5 collect lunches 12.30 outside hatch from 12.45 to 1.30</p> <p>Year 6 collect lunches 12.40 outside hatch 12.55 to 1.30</p> <p>Timetabling of all of our outdoor spaces will be created to avoid two bubbles in the same space at the same time.</p> <p>All groups will be provided with allocated outdoor zones for playtime and lunchtime.</p> | AM, AJ and lunch team | 7 th Sept | Yes |

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| | | | <p>The outdoor locations will include; two ends of the school field, the cage, the upper playground, lower playgroup, and the island area and outdoor gym. All demarked by temporary fencing.</p> <p>Lunchtime supervision staff will keep 2 metre social distancing too during the staggered lunch break.</p> <p>Transition down corridors will only be one at a time for using toilets or medical attention or for assemblies supervised by teacher, or for lunches supervised by an adult. For these transitions children will be asked to not touch door frames, walls etc.</p> <p>(Additional from 5th November 2020) For internal transit for lunch collection, Year 5 and 6 pupils will be encouraged to wear a face covering.</p> | | | |
| Social distancing for school staff and | Staff and children – through spreading the virus by | <ul style="list-style-type: none"> At all times school staff must keep 2 metre social distancing between each other if possible or at least 1m+ for very short times. | <p>(Amended 4th January 2021) Access to the staff room spaces will be limited to three at a time (maintaining social distancing). Staff will be asked not to linger here and to return to their teaching space to eat and consume drinks,</p> | AM and staff team | Sept 7 th | Yes |

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| other controls | close contact/exposure to infected people | <ul style="list-style-type: none"> Staggering of the school day will limit footfall in spaces such as the staffroom and toilets. Access to each of the school adult toilets will be strictly one at a time. With staff cleaning any areas touched with suitable sanitising wipes. Teaching staff are to keep (where at all possible) a 2 metre distance between them and their teaching group or at least 1m+ for short periods. Face coverings and masks will not be mandated for staff (unless dealing with a suspected Covid-case, (see managing suspected infections below), providing intimate care, cleaning or preparing food), but staff feeling more comfortable wearing them can do so if they wish. They can bring face coverings or visors from home if they so wish. This should not be at the expense of following social distancing guidelines. Re-usable face coverings and PPE should be thoroughly cleaned after use and not shared between staff. Staff will ensure that they wash their hands regularly or use sanitiser. This | <p>use suitable sanitising wipes to clean everything they touch whilst in there. A hand sanitiser station will be located in the staffroom too.</p> <p>Staff will work across no more than two teaching bubbles unless under specific circumstances.</p> <p>Peripatetic staff can work with the children inside the building, but only if they follow the associated risk management protocol. They may also conduct sessions outside or via video link.</p> <p>(Amended from 4th January 2021) Peripatetic staff can attend the school building to conduct sessions or may opt to do so via video link or outside.</p> <p>On entering rooms staff will knock before entering to allow time for staff close to doors to move away.</p> <p>Staff will be encouraged to bring drinks into school themselves (flask of hot drink or a water bottle) to limit the need to visit the staffroom, coffee and tea facilities will be provided by the kitchen through the external window.</p> <p>The kitchen will provide tea and coffee facilities via their outside window.</p> | | | |

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| | | <p>should be done immediately on arrival at the school and at regular intervals during the day.</p> <ul style="list-style-type: none"> • Staff to keep their own cups and cutlery in their teaching space and wash them up themselves in those spaces, not the staffroom. • Coats and other items of clothing are kept in their teaching spaces. • It is not encouraged that face coverings are required outside, however staff wishing to wear them if they wish may do. | <p>If an activity cannot avoid social distancing of at least 1m+ for the teacher then it should be reconsidered or the staff member wear a face covering or mask or visor.</p> <p>Where closer than 1 metres proximity working for staff is required for longer than 15 minutes, assess the need to instruct and issue employees with appropriate Personal Protective Equipment.</p> <p>Staff should be aware that close contact that will require self-isolation for staff if a pupil in the bubble contracts the virus is defined by PHE as people who:</p> <ul style="list-style-type: none"> • had face-to-face contact of any duration (less than 1 metre away) with the case or • were coughed or sneezed on by the case or • had unprotected physical contact (skin to skin) with case or • Spent more than 1 minute within 1 metre of the case or • spent more than 15 minutes within 2 metres of the case or • travelled in a car or other small vehicle (even on a short journey) | | | |



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| Social distancing for pupils on the school site | Staff and children – through spreading the virus by close contact/exposure to infected people | <ul style="list-style-type: none"> We will encourage as many activities to take place outside as is possible, in line with government guidance. Should pupils repeatedly break social distancing with adults then the head should be informed and a conversation had with parents regarding whether they should be in school at this time. If a child is found to be spitting, then the pupil will be spoken to, and the area sprayed. If this happens repeatedly the head will have a conversation with the parents regarding whether they should be in school at this time. Face coverings for pupils for very specific situations, where social distancing is simply impossible, could be used if reasonable endeavours have been made to socially distance an activity have attempted or are likely to fail. Pupils might choose to use their own face covering for certain times during the day or for transit to and from school. School staff will be mindful that only pupils who understand the correct use of a face covering should do so, otherwise they cause more harm than good. School staff will talk to any children in this situation | <p>Pupils will be allocated to a small and consistent teaching group. This will consist of one class. They will stay in this group and with the same consistent adults for the duration of the term. These groups are fixed once set and can be added to for new pupils. New pupils may need to isolate for a period if moving from another school for a set time.</p> <p>(Additional from 5th November 2020) For transitions outside the school building, a new cordoned off walkway will be created to keep classes away from other bubbles already in playground and field spaces.</p> <p>Within the rooms allocated to each class, tables will be separated as much as is feasible and all facing the same way. Pupils will be allocated a designated workspace.</p> <p>We accept that from time-to-time pupils will naturally (and without fault) break adult social distancing requirements with adults. Staff are to respond proportionately to these events and take reasonable endeavours to encourage wider spread group play or active learning.</p> | AM and staff team | Sept 7 th | Yes |

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| | | <p>and ensure that they understand how to use them correctly.</p> <ul style="list-style-type: none"> The use of face coverings will not be encouraged for children with a respiratory condition. | <p>Toileting will be strictly one at a time to toilets allocated to each class. All classes will have a labelled toilet and sink allocated to each class bubble. Children will be advised to sanitise or wash their hands before and after use and use the available sanitiser wipes to clean where they have touched. This will be monitored by a staff member in Reception. Hand driers will be available and paper towels provided with a bin.</p> <p>Pupils will be reminded to maintain the 2 metres distance from the teacher's teaching position, or at least 1m+ for the younger children.</p> <p>Reception pupils will have the sole use of their outdoor area, which will be partitioned between the shed and the school diagonally.</p> <p>Good respiratory hygiene will be stressed with all groups.</p> | | | |
| Cleaning | Cleaners or any pupil or staff member in school getting | <ul style="list-style-type: none"> All class spaces will be cleaned at the end of each day. The cleaning regime will be focused around all hard surfaces and anywhere that pupils or staff could have left virus on a smooth surface. Particular | <p>The school's in-house cleaning team will carry out a deep clean before staff and pupils return to school in September.</p> <p>If someone in school has tested positive with covid-19 then any area/room they have accessed</p> | AJ, cleaning team support | Sept 7 th | Yes |

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| | infected by the virus from touching unclean surfaces | <p>areas of focus in class and communal areas and at touch points will include:</p> <ul style="list-style-type: none"> • Taps and washing facilities, • Toilet flush and seats, • Door handles and push plates, • Cupboard handles and doors, • Trays, • Large equipment and equipment controls, • Telephone equipment, • Keyboards, photocopiers and other office equipment, • Classroom desks and chairs. • Staff will be supplied with suitable sanitising wipes, cleaning spray and disposable cloths and gloves for keeping touched items spot cleaned during the day. • Cleaners to wear appropriate PPE including face masks if they are cleaning up liquids. • Additional cleaning time will be planned for to maintain high standards in classrooms. • There will be frequent inspections of cleaning by the headteacher and the Health and Safety governor. | <p>should be secured for 72 hours then undergo a thorough clean.</p> <p>Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn.</p> <p>Easy to clean outdoor play equipment will be cleaned once used, by children dropping it at the outdoor cleaning station located under the trees between the two playgrounds and the field space.</p> <p>Soft furnishings and soft-cloth toys will be removed from classrooms as this equipment that is hard to clean.</p> <p>ICT suite will be used for one week Mon to Thur by each a single year group and then another will use it the week after. All year groups will have access across a half term.</p> <p>Classes will use the ipads, which will be wiped with an appropriate sanitary cloth after use.</p> <p>Cleaning of outdoor fixed play equipment will be conducted at the end of the day.</p> <p>(Additional from 5th November 2020)</p> | ted by staff | | |



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| | | <ul style="list-style-type: none"> All items (aside from the personal basic school kit) will be spray cleaned or wiped with a suitable sanitiser after use. In Reception and Year 1 classes, items which are hard to clean after use by a child will be sprayed with cleaning solution, and placed into a quarantine area for 72 hours until it can be used again. Items used in the reception play spaces will be used within a social bubble, with children sanitising their hands before and after use. These items will be cleaned in Milton at the end of the day. Staff can report the school to the Health and Safety executive if they feel that safeguarding measures are not being adhered to. Staff are also encouraged to inform senior school leaders if there is a slip in standards. | School staff will wipe down high contact points such as door handles and taps during the working day. | | | |
| Infection from classroom items and marking work | Staff and pupils could pick up the virus from handling | <ul style="list-style-type: none"> All doors and windows will be opened prior to the start of the school day to maximise ventilation and air flow. All pupils will hand sanitise on entry to the class space first thing in the morning and after every period outside. | School will provide pupils with their own set of basic school kit, for them to retain at their classroom designated workspace. This will limit pupils moving around the room. This kit will consist of a set of colouring pencils (Yr-3), writing pencils (and pen for Y5, 6), scissors, ruler, rubber, pencil sharpener, whiteboard, whiteboard pen and any | AM, AJ and staff team | Sept 7 th | Yes |

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| | items with the virus on them | <ul style="list-style-type: none"> The basic guidance on hand and respiratory hygiene will be regularly reinforced during the day. One teaching group will consistently use the same classroom with the same adults (unless unavoidable). Children will keep their water bottle on their table and take it home each night to be refilled, as this will limit the number of times children will need to touch the taps. Coats will be stored on the backs of chairs at their workspace to avoid social gatherings in cloakrooms. Teachers will mark a two metre teaching zone to ensure their social distancing. Interaction with digital screens will be by the teacher only. In reception class areas the following will not be used: soft toys, anything which will be difficult to clean. There will be no passing out or collecting of books after the initial distribution on the first day. Children should be encouraged to use personal whiteboards for carrying out appropriate work. This can be shared at a distance to the teacher. | <p>books in use. These will be kept in a tray by their workspace or in a tray unit.</p> <p>Sets of equipment such as this will be split into multiple small trays for individual use.</p> <p>Safety of water play will be improved by adding soap and creating a bubble/soapy water play area.</p> <p>Pupils will be allocated tables for formal work inside. These will all face the same way towards the teacher.</p> <p>Pupils will keep in-school reading books in with their personal kits and change them by putting them into a box to be quarantined for 72 hours. Home reading books returning from home will be placed in quarantine too.</p> <p>Teachers will sanitise hands before passing out books or resources to the children or collect in work.</p> <p>Sand areas can now be used within bubbles.</p> <p>When choosing home reading books pupils will choose three or four at a time to be taken home in their book bags. This will be done from a box of</p> | | | |



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| | | <ul style="list-style-type: none"> Work conducted in books will where possible be self-marked. If work requires marking teachers will do one of the following: Provide verbal feedback Sanitise their hands before and after marking Wear gloves for marking Keep books for 48 hours prior to marking Teachers will base their decision on the need for the immediacy of feedback Teachers may choose to provide feedback on individual whiteboards and pass them to the pupils. | <p>books kept in the classroom or from a class display of books. Teachers will assist the children in choosing books in a way that limits the need for children to touch multiple books.</p> <p>(Additional from 5th November 2020) Pupils choosing books from the library will sanitise hands before and after choosing books. They will also be requested to touch the minimum number of books whilst choosing.</p> <p>Book bags will be allowed to come into school on a daily basis but kept at the children's workstation.</p> <p>(Additional from 5th November 2020) Pupils are requested to not bring in bags if they don't need to, and not bring in unnecessarily large bags. Packed lunches are requested to come in in disposable bags.</p> <p>Reception class work, that a pupil wants to share, can be shown to the teacher from a distance and then placed in the child's own personal tray to be viewed later.</p> | | | |
| PE sessions | Infection from close contact or | <ul style="list-style-type: none"> If children in a teaching group engage in PE activity, they should avoid shared resources if possible. Items will be for the | All resources should be spray cleaned or wiped after use. For some equipment used in a lesson, there may be value in wiping down surfaces during | Premier sports | Sept 7 th | Yes |

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| | from sharing sports equipment or changing. | <p>sole use of that child during the activity if at all possible (ropes, balls, sticks, bats, rackets, gym mats, etc.) Alternatively these must be cleaned immediately prior to use as well as the children's hands.</p> <ul style="list-style-type: none"> Teachers will need to make a decision on which equipment is easiest to build into sessions and to account for cleaning time required at the end of sessions. Pupils should be reminded that if they touch an item used by someone else they should avoid touching their face and go to a sanitiser station as soon as possible or wash their hands. Pupils should be wearing active wear. Pupils will not be able to bring in a change of clothes for PE. Robust hygiene regimes will be followed before and after PE lessons or physical activity breaks. Children and adults wash their hands with soap and water for 20 seconds before and after activity or use of hand sanitiser. Do not allow sharing of drink bottles or bibs etc. | <p>activities. Items should be taken to the outdoor resources cleaning area after use.</p> <p>(Amended from 4th January 2021) PE sessions will be outside if at all possible (unless after lunch, and then only when the hall is not used by another bubble before cleaning). If the hall is needed to be used it will be cleaned after use by staff from that bubble. It will also be allocated to a class bubble for a week Monday to Thursday and then not used by another bubble until the following Monday.</p> <p>Premier sports coaches assisting with sessions will keep all elements of this risk assessment in mind in planning and delivering sessions. School staff will liaise with Premier sports to achieve this.</p> <p>Premier Sports coaches will not be working in another school on the days they are in working with children at Newnham.</p> <p>Extra-curricular sports activities can be offered, but different class bubbles must not mix within sessions.</p> | staff, staff team | | |



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| | | <ul style="list-style-type: none"> Avoid using Whistles unless in emergencies. Use non-verbal cues, or clapping signals for gaining attention | <p>First aid kits to be carried and contain both gloves and face masks (not FFP2 grade), hand sanitiser and a disposable apron.</p> <p>Clear, visual signage in open spaces will remind students to stay apart and wash their hands.</p> | | | |
| Swimming sessions | Infection from close contact or from sharing sports equipment or changing. | <ul style="list-style-type: none"> Re-educate both swimmers and parents/carers of the importance of pool safety in a Covid-19 environment. This will also include water safety information. Staff teaching sessions will follow the guidance on handwashing and social distancing prior to, during and after sessions. School teachers and teaching assistants that are internal to the bubble can replicate the same procedures through swimming lessons as they do in the classroom. When delivering swimming lessons swimming teachers that are external to a school bubble should adhere to government guidance on social distancing. Prior to a lesson ensure that staff at the pool have followed protocols for cleaning | <p>Swimming teachers should be aware of the number of personnel on poolside to give effect to social distancing. Consider the overall pool layout and where practical, each swimming teacher to deliver from alternate sides of the pool. Avoid overlap of patrolling on poolside whilst delivering.</p> <p>Consider the school class year group bubble that is attending the lesson and how they will need to be split into correct ability groups. Sessions will only happen with one bubble at a time in the pool.</p> <p>Allow time in between activities for cleaning and changeover of pupils. To avoid clustering ensures different entry and exit points of your pool for all swimmers where possible.</p> <p>At swimming pools, separate school changing areas should be made available. Where this is not possible, and 'village-style' changing areas are</p> | Leys Pool and school staff | 21 st Sept | |

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| | | <p>of all equipment. All equipment should be sanitised before and after each activity.</p> <ul style="list-style-type: none"> When delivering school swimming lessons teachers and assistant teachers should deliver from the poolside. Aim to use the same equipment throughout to reduce the likelihood of cross-contamination between pupils and staff. Equipment should be cleaned in-between use. Submerging equipment in adequately disinfected swimming pool water will reduce the risk of transmission of enveloped viruses. Equipment that cannot be sanitised in the pool should be appropriately cleaned between activities. This should include surfaces in high traffic areas such as handrails and towel hooks. | <p>used, attendance at the pool at different times to the public may be requested. Failing this, schools should request that students are provided with a section of the changing area specifically for their use, away from that being used by the public.</p> <p>Teachers should prioritise delivering the climb out over the side exit rather than using the steps where possible.</p> <p>Allocate one set of equipment per teacher/school for the duration of lessons.</p> <p>Don't allow pupils to share equipment and allocate afloat per pupil at the start of the lesson.</p> <p>No loaning of goggles, hats and equipment by the pool setting.</p> <p>Make suitable adjustments for swimmers with Special Educational Needs and/or a disability or health condition in a Covid19 compliant environment.</p> | | | |
| Music lessons and singing | Risk of transmission through blown | <ul style="list-style-type: none"> For singing activity, including class work (and assemblies, when allowed), 2m distancing is necessary. A well-ventilated room, large enough to maintain 2m | For ensembles and groups involving pupils from several bubbles, sessions will need to be delivered online where required. | AM, KO | Sept 7 th | Yes |

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|-----------------------|--|--|--|-----------------|-----------------|------|
| | airborn virus or touching instruments. | <p>distancing, will usually suffice for singing, with everyone facing the same way.</p> <ul style="list-style-type: none"> Consider singing outdoors if you can. The risk of airborne transmission is thought to be significantly lower in the open air but be aware of wind direction for both the singers and the leader. Please keep in mind the wind direction when singing outside and get the children to sing with the wind behind them. In class, they should remain at least 2m from the nearest singer. For any other singing, particularly where it is led by an external tutor, the person leading the singing and any accompanist should be minimum of 3m from the front row. They may want to consider a plexiglass screen. Staff will be expected to use hand-gel/handwashing facilities in school regularly throughout the day and particularly when travelling between settings or different bubbles. Pupils should be encouraged to do the same before and after activities, particularly where instruments are used (see below). We anticipate that at the end of a session, surfaces will be cleaned and our tutors will wash hands or resanitise them. | <p>Where 2m social distancing is not possible, to accommodate 1m+ with 15 min max will be used, to allow for the crossover encounter potential between pupils attending lessons to be removed and to allow time for cleaning surfaces/hand hygiene. Therefore a normal 20 minute individual session slots are structured with 15 min contact time after which the pupil returns to class. The remaining 5 min will enable the tutor to prepare for the next session, ventilation of the room with door and window open, surface cleaning, hand sanitisation and session notes write up. This reduces the encounter in corridor issues or waiting outside the room in a corridor, pupils do not have to touch the door if open when they arrive, the cleaning and air changeover can be maximised without disturbance and the contact time if 2m separation is not possible is limited correctly.</p> <p>If piano tutors cannot maintain current recommended social distancing and see students' hands, they may need to ask the school to rearrange the room but they should not move pianos or other furniture on their own initiative. For the tutor to demonstrate, the student will need to move at least 1m away from the piano. Cleaning keys before and after each change of player is recommended.</p> | | | |

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| | | | <p>Woodwind and brass tutors should insist on proper cleaning and drying of instruments at the end of lessons but should not allow students to blow or tip water out of instruments in the teaching room. Newspaper, paper towels (or anti-bacterial paper) or pots containing detergent should be provided for venting of water keys and players should remove and dispose of their own at the end of the lesson.</p> <p>Instruments that are only used by one person should be cleaned as usual but with additional care. If instruments are used by more than one person (e.g. classroom percussion), or taken in and reallocated (e.g. at the end of a whole-class programme or hire period), meticulous cleaning is called for. Instruments might be allocated to classes or set aside for 72 hours between uses to avoid cross-contamination.</p> <p>Hot, soapy water is just as effective as disinfectant wipes. Instruments or parts of instruments made entirely from plastic may be submersed.</p> | | | |



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| Lunchtime Catering facilities | Pupils or staff consuming contaminated food, transmission of virus on plates, cutlery and through proximity to others | <ul style="list-style-type: none"> Lunch staff will keep two metre social distancing whilst preparing food and wear face coverings during uncooked food preparation and food serving in addition to their normal health and safety protocols. Packed lunches will be kept with the children in their kit trays. | <p>(From 8th March 2021)</p> <p>Classes from Reception to Year 4 will eat in the school hall two bubbles at a time with tables at least 2m apart. Tables will be cleaned between the different sittings.</p> <p>Year 5/6 will collect their meals from the outdoor serving hatch and return to their classrooms to eat.</p> <p>Meals for children who have special dietary requirements will be labelled with their names.</p> <p>Waste food and crockery and cutlery will be placed in black trays outside their rooms for collection by kitchen staff. This will be for Year 5/6 classes.</p> | AM, MN and lunch team | Sept 7 th | Yes |
| Fire Safety | All - Dangers of fire due to new arrangements. Keeping social distancing. | <ul style="list-style-type: none"> Personal Emergency Evacuation Plans (PEEPs) must continue to be in place for those staff that continue to work in the school and any pupils that access the school site. Ensure all emergency escape routes / doors are fully operational and kept clear. Reminders to staff and pupils that if the fire alarm is activated that they must still keep 1m+ distancing when at the evacuation point. | <p>New fire registers for each bubble will be printed and distributed. These will be held in classrooms and stuck on the wall next to the external exit door.</p> <p>All members of staff will familiarise themselves with any new fire exits and assembly points.</p> <p>New assembly points will be spaced at least 2m apart.</p> | AJ and staff team | Sept 7 th | Yes |



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| Child/adult displaying symptoms | All | <ul style="list-style-type: none"> There will be a thermometer available in the school office for temperature checking. Any child with symptoms will be isolated in the medical room until they are collected by parents. Parents will be phoned immediately. The music room will be a backup if there is more than one child. If child is displaying symptoms, they will be isolated in a room and their parents will be called to collect them. The member of staff dealing with the child must wear PPE and wash their hands immediately after being in any contact with the child. If a child tests positive for the virus then they will need to quarantine for 7 days. All other members of their bubble and the staff member will need to quarantine for 14 days and their classroom deep cleaned. The school will keep a log of illness in the community. | <p>All parents will be asked to temperature check their children prior to school. Staff first aid kits will also contain a thermometer.</p> <p>(Additional from 5th November 2020) Staff will temperature check themselves on arrival.</p> <p>Temperature testing devices will be supplied to classrooms for quicker testing of children displaying symptoms.</p> <p>(Additional from January 2021) Staff will carry out lateral flow tests twice a week (Sundays and Wednesdays) to ensure that they are virus free when attending school.</p> <p>Parents will be informed that no child displaying any symptoms of Covid-19 will be welcome at school at the present time and that they should keep them off until they are better. This is due to the expanding understanding of symptoms seen in children with Covid-19.</p> <p>School will immediately send home any child displaying any Covid-19 symptoms. School will recommend the process for booking a test and will request to see the result of that test.</p> | AM | Sept 7 th | Yes |

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| | | | <p>The member of staff attending to a child displaying symptoms will wear the appropriate PPE provided by the Local Authority (this will include FFP2 grade mask, eye protection, long sleeve gown and gloves). Staff should still try to maintain 2 metre social distancing.</p> <p>This staff member will have been fit tested for their mask by watching an approved training video.</p> <p>If a serious localised outbreak occurs in the school, PHE will be advised and the school might need to take further measures under their instruction, if the number of cases is high then the school could be asked to shut for a time as a local lockdown.</p> | | | |
| Children returning too soon from countries that require Quarantine | Adult/ child contracting the virus from one another | <ul style="list-style-type: none"> (Amended 4th January 2021) Parents are required to follow the quarantine protocols set out by national government. If they have returned from a country listed for quarantine all family members will quarantine for 10 days from their arrival back in the UK, or less if they have used the test to release scheme. | <p>The school will remind parents of this requirement prior to the restart of school. Checking and sharing with parents what the up-to-date list of countries is.</p> <p>If the school has evidence of the quarantine requirement not being followed by a family they will contact the family to discuss the matter and may inform the Local Authority and Public Health England. The school may also refuse a child entry to the school if they have strong evidence that a child should still be in quarantine.</p> | AM | Sept 7 th | Yes |



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| Visitor/specialist staff coming to work with individual children or classes | Adult/ child contracting the virus from one another | <ul style="list-style-type: none"> Visitors will only be allowed into school if it is impossible to do their work remotely. | <p>An area will be set up in the music room for the specialist to work with an individual child, maintaining social distancing where possible.</p> <p>Visitors must follow the same guidance as staff on entering the building. Use of soap and or hand gel on arrival. Limited interaction with people and at a socially acceptable distance.</p> <p>Visitors, parapatetic staff or specialist staff working with whole classes should attempt to do so using an outdoor teaching space if possible. They should maintain 2 metres social distancing at the very minimum from the class. If they need to teach inside a room this should be done from a distance of 3 metres in a large well ventilated room such as the hall. They should wear a visor and sanitise hands on entry and exit.</p> | AM | Sept 7 th | Yes |
| Intimate care and the provision of First Aid | Staff managing either intimate care or dealing with | <ul style="list-style-type: none"> Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid or paediatric first aid provided. Access to first aid facilities is maintained and the school suitably stocked with first aid sundries. Staff or pupils with medical needs have been assessed and relevant consents are | <p>The HSE have announced a extension to the validity of the following qualifications until the 14th November if the first aider to requalify because of the coronavirus:</p> <ul style="list-style-type: none"> ○ First Aid at Work ○ Emergency First Aid at Work ○ Paediatric First Aid ○ Emergency Paediatric First Aid | AM, SB and first aid staff team | Sept 7 th | Yes |



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| | medical care. | <p>in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required.</p> <ul style="list-style-type: none"> • Review of the First Aid policy to include consideration of the risk of infection of covid-19. • All teaching spaces will be equipped with a plastic box containing, first aid kit, hand sanitiser, thermometer, disposable gloves, plastic apron, sanitiser wipes and waste bags. This will be taken to wherever the class go, but not left in direct sunlight. • Ice packs will be located in two locations (in the freezer in the medical room and in the freezer in the food tech room). Allowing access even if there is a Covid case being tended in the medical room. • If intimate care is required for a pupil displaying symptoms then this should be carried out in the medical room or in the toilet by the library. The full PPE (including FFP2 quality mask) should be worn by the staff member. The pupil should also wear a face covering or mask. The staff member should assess how to conduct the required work quickly and by limiting their exposure to the child's face. If possible | | | | |

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| | | <p>and the task can wait until a parent arrives then that should also be considered.</p> <ul style="list-style-type: none"> Should any member of staff be required to carry out intimate care with any pupil (not displaying symptoms) then they should sanitise or wash their hands prior to the care starting, wear a face mask (FFP2 quality not required), gloves, plastic apron and eye protection. Immediately after the care has finished both the pupil and the adult should sanitise their hands again. Staff will be asked to not send children to the medical room for minor cuts or bruises, or apply ice packs without good cause. | | | | |
| Emotional distress of the children | Children suffering from upset after returning | <ul style="list-style-type: none"> Children will be placed with at least one friend in a teaching group, more if possible. Clear signposting to support services will be provided to parents to support their children. | <p>Weighted PSHCE/ wellbeing curriculum to be delivered in the first few weeks of return to school.</p> <p>(Additional from January 2021)</p> <p>Staff to monitor the emotional wellbeing of the children through observation and liaison with parents. If necessary these pupils will be added to the vulnerable group and be welcomed back into school.</p> <p>(Additional from 8th March 2021)</p> | AM and staff team | Sept 7 th | Yes |



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| | | | <p>Focus on the first few weeks back will be on assessing and supporting the emotional wellbeing of the children. Curriculum will also aid this.</p> <p>School will implement the new RHE curriculum during 2020/21.</p> | | | |
| Emotional distress of the staff – including anxiety | | <ul style="list-style-type: none"> Staff concerns will be listened to and taken seriously by senior staff. Staff meetings will either be in the school socially distanced by 2m or virtual staff meetings will be used The school will induct the children into this new look schooling in stages. | The school's Risk Assessment will be shared prior to reopening and reviewed after each phase of year group introduction, after week 1 and fortnightly after that. | AM | Sept 7 th | Yes |
| Staff/Pupils within the shielded group | Ensuring that staff, their family members and pupils who should be protected are protected | | <p>(Amended January 2021) Any member of staff or pupil that is within the <u>Clinically extremely vulnerable group</u> must work from home and are advised to not attend school.</p> <p>(Additional from 8th March 2021) The above will continue until the end of any shielding letters.</p> <p>Staff/pupils that meet the criteria as <u>clinically vulnerable people</u> e.g. diabetics, those who are <u>pregnant</u>, should have a risk assessment completed to identify any suitable control</p> | AM | Sept 7 th | Yes |

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| | | | measures that must be in place before returning to work/school. | | | |
| Waste management | All – being infected be discarded items not being managed correctly | <ul style="list-style-type: none"> Relocated waste bins to key strategic positions both in school buildings and in external areas that are in use, in order that waste materials can be managed safely. Waste bins from classrooms will be left in the school corridor at the end of the day in order that waste materials can be managed safely and quickly. Bins should be emptied daily and cleaned. Staff to ensure they wear protective gloves and or wash hands immediately after carrying out waste removal. Disposal of used PPE will be done immediately after its use is finished. First remove disposable gloves by peeling them off by placing fingers under the glove at the wrist and pulling them off and the dropping them straight into a bin. Then washing hands. | <p>If staff have been wearing PPE whilst managing a pupil with suspected symptoms and stayed 2 metres away from the child at all times, then remaining reusable PPE should be removed and placed in a quarantine box for 7 days and then you re wash your hands. If you have been within 2 metres in order to care for the pupil, then all PPE will be disposed of in a bin, and immediately taken to the bin with a lid, after which hands will be washed again. Waste from PPE used in dealing closely with someone suspected of having Covid-19 will be double bagged and kept in quarantine for three days before disposing of in the normal outdoor bins.</p> <p>Any PPE retained in quarantine boxes will be stored for 7 days in the Head's office, after which they will cleaned with suitable sanitising wipes. FFP2 masks will only be re-worn by the same member of staff.</p> | AM, AJ and cleaning team supported by staff team | Sept 7 th | Yes |



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| | | | Signage for correct removal of PPE will be located around the school at key locations (medical room, toilets, music room). | | | |
| Contractors / visitors | Virus spreading from contractors to the school population | <ul style="list-style-type: none"> All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19. All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. Contractors entering the school for an emergency or using the school site for regular safety checks or for maintenance work will comply with 2 metre social distancing. A zone of working will be marked out or a school space temporarily closed whilst emergency works are being carried out. They will be required to wear a face covering unless working completely away from anyone else. | | AM, AJ | Sept 7 th | Yes |
| Property Compliance | That all compliance is in line with expectations | <ul style="list-style-type: none"> The school has ensured that relevant property statutory compliance checks have been completed and records updated. | All serious property concerns have been raised with the schools Property Management Adviser and appropriate steps are in place to ensure the safety of all building occupants. | AM & AJ | Sept 7 th | Yes |



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| | | | Daily and weekly checks have been reinstated and pre-opening checklist completed. | | | |
| Lack of staff | Pupils | <ul style="list-style-type: none"> Assessment of availability of staff for all activities during the school day, including break and lunchtimes is done on a daily basis. | There will be two staff allocated to each bubble with additional staff to support if required. | AM | Sept 7 th | Yes |
| Reporting Covid-19 incidents and contingency planning for a further outbreak | Ensuring that we comply with public health expectations | <ul style="list-style-type: none"> The Health & Safety Executive have recently updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity. This will be completed for all incidents involving Covid-19. | <p>Staff will engage with the NHS Test and Trace process.</p> <p>(Additional from January 2021) Staff will report the results of all Lateral Flow tests to the NHS and will also inform the school if any tests are positive or void.</p> <p>Parents will be reminded to book a test if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit.</p> <p>Parents, pupils and staff will provide details of anyone they or their child have been in close</p> | AM | Sept 7 th | Yes |



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| | | | <p>contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace.</p> <p>Parents, pupils and staff will self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19) or if they live with someone displaying symptoms of Coronavirus.</p> <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>The School will inform PHE and log confirmed cases of coronavirus (COVID-19) amongst the school community.</p> <p>School staff will contain any outbreak by following local health protection team advice.</p> <p>In the event of a local outbreak, the PHE health protection team or local authority may advise a</p> | | | |



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| | | | school or number of schools to close temporarily to help control transmission. School will move to a contingency plan for this eventuality for online learning. | | | |
| Support for children not in school due to Covid-19 related absence. | Pupil not being supported in their education and wellbeing. | • | <p>If a pupil is absent from school for a short period, for a Covid related reason, then the school will provide online learning to cover that absence. This might be while waiting for a Covid-19 test or for quarantine. This online learning will not include any virtual face-to-face learning with their teacher.</p> <p>(Amended 4th January 2021) Should a whole cohort (or the school) need to all go into isolation then the remote learning would include a virtual face-to-face element. (please see school's Remote Learning Policy for more details)</p> <p>Pupils entitled to free school meals who are off for any period of time under these circumstances will be provided with a school meal or food parcel.</p> <p>(Additional for during lockdown from 8th January 2021 and from after 8th March 2021) Safe and well checks on the children either not engaging in the remote learning or otherwise presenting a concern to school staff will be</p> | School staff | Sept 7th | Yes |



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| | | | undertaken by the headteacher or the deputy head. These will take the form of either a phone call, email or home visit. These will be conducted when necessary, and in the case of pupils not engaging will be weekly. | | | |
| Behaviour | That pupils behaviour risks the safety of other pupils or staff from contracting the virus | <ul style="list-style-type: none"> Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls. Staff will discuss this regularly with the children. The School's behaviour policy has an addendum dealing with specific behaviours that we will be discouraging during the outbreak. Encourage staff to cooperate with government plans for contact tracing. | <p>School will carry out inductions to inform staff and pupils of the changes.</p> <p>Staff code of conduct will include a section on Covid compliance.</p> <p>Risk assessment and measures to be taken will be circulated to staff prior to reopening.</p> <p>Parents will be informed of how to prepare their children for the new expectations.</p> | AM and staff team | Sept 7th | Yes |
| Learning outside the classroom (day trips, clubs etc.) | Risk of too much mixing of the bubbles and associated infection | | <p>Children will be kept within their consistent group during any trip away from the school site, and the COVID-secure measures in place at the destination.</p> <p>External coaches and clubs for curricular and extra-curricular activities will follow this risk assessment when on the school site.</p> | AM and staff team | Sept 7th | Yes |



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| | | | <p>Clubs will only be delivered to single bubbles at a time and unless outside will be in their classroom space or in a space not used by any other bubble.</p> <p>(Additional from 8th March 2021) After school clubs can be run by staff from within the bubble's teaching team, unless it is an outside sports club or the club is delivered outside. If any clubs are delivered by staff from outside of their school bubble, this should be a small and consistent group and the adult should maximise social distancing.</p> <p>Clubs will clean the space after use using the appropriate cleaning products supplied.</p> | | | |
| Supply chain | School running out of essential equipment | <ul style="list-style-type: none"> Regular orders will be placed and advanced orders too for essential items for cleaning and sanitiser for during the outbreak. Regular checks on First aid stock will now include a stock check on PPE. | A low stock threshold will be set quite high for all key items which will trigger a new order. Summer orders placed for a terms worth of the following items: Sanitizer, sanitizer cloths, paper towels, soap for classrooms, gloves, cleaning cloths, spray cleaning fluid | AM, AJ & SB | July 21 st | Yes |
| Attendance management | School not keeping track of which pupils we are | <ul style="list-style-type: none"> To ensure safeguarding digital registers will be completed by staff leading classes. This data will be entered into a school system and reported to the DfE using the daily questionnaire. This will be done by the head or the office staff. Office staff | <p>Should families not send their children in to school, they will be marked as unauthorised.</p> <p>(Additional from 8th March 2021) Pupils should all be in attendance and attendance is mandatory. Any parent continuing to keep their</p> | AM, HB & LS | Sept 7 th | Yes |

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| | expecting in school | <p>will chase and keep records of those not in attendance that we were expecting.</p> <ul style="list-style-type: none"> Digital communication will pass dinner numbers directly to the school kitchens. | <p>children off school will be contacted by the school and the Attendance Officer informed.</p> <p>School will request a written explanation for why families have made this decision, will offer support for families and signpost further advice and support, and may still issue a fixed penalty if they see the absence as inappropriate under the circumstances.</p> | | | |
| After school club and other clubs | Maintaining social bubbles in after school clubs and maintaining the integrity of school spaces | <p>During this phase the after school club staff will not have access to the teaching spaces. This includes the outdoor Reception teaching space. The back gate will be locked to prevent this, but the front gates remaining open.</p> <p>The Food tech room will also be unavailable at this time. Chemical ice packs will be provided by school for afterschool club to use.</p> | <p>Children will be sent to the afterschool club (Newcroft club) provision and not collected. This will be done in staggered groups a class at a time. These children will be grouped into 3 consistent bubbles within the after-school club and separated from the other bubbles for the duration of the club. Three areas will be created for the after-school club to use.</p> <p>This room will be cleaned thoroughly before use by a combination of staff from Nursery, after-school club and school.</p> <p>School run clubs will be offered to specific year group bubbles on different nights and be run either outside or in their classroom. The room will be</p> | AM working with MB | Sept 7 th | Yes |



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| | | | <p>cleaned afterwards. Staff leading these clubs will maintain 2m social distancing at all times.</p> <p>These clubs will have a maximum membership of 15 and will not mix with other after-school bubbles on that day.</p> | | | |

Useful Guidance

The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)

The NASUWT has also produced a useful checklist for reopening of schools which can be found [here](#).

CLEAPSS [Guide to doing practical work in a partially reopened school Science](#)

CLEAPSS [Guidance for science departments returning to school after an extended period of closure](#)

Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)

COVID-19: guidance on supporting children and young people's mental health and wellbeing can be found [here](#)

General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

March 2021



RISK ASSESSMENT - Covid-19

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

Handwashing techniques advice can be found [here](#)