

## **COVID-19 Opening of schools September 2020**

### **Appendix to Safeguarding and Child Protection Policy**

#### **Safeguarding for students during lockdown**

School continued to operate as a virtual school during lockdown.

Students had to attend zoom assembly at 8.30 each day in school uniform and so we had daily visuals.

Register was taken and opportunities given for the children's voices to be heard every day, singing, reading together, answering questions, talking together.

Staff contacted each child several times a day to check on progress and assist, to quiz, supervise tests and give feedback. During the end of the Spring term taught lessons were given by email. In the Summer term, taught lessons were given mostly by zoom.

The EYT teacher read a story to the three year old every day.

They were given safeguarding information and short lessons during assembly.

They completed nearly the same amount of work as usual.

The school day finished at 3.

The children took it in turns to record a prayer and upload it onto the parents whatsapp, which the parents really liked and responded to.

Parents were given ideas for breaks, and given information on good plays to see and concerts to listen to on youtube.

They were contacted at the beginning of the Easter holidays and after Easter during the holidays.

The children dressed up and acted out part of the Easter story and took photos which were made into a powerpoint with the bible readings. The children read out the readings appropriate to the picture of their play. It was powerful.

Summer Tea replaced Summer Banquet but was successfully held.

#### **Safeguarding for teachers during lockdown**

It was recognised that this was hard and stressful for teachers.

Taught lessons were reduced to the essential subjects: French, Latin, History, Science and art, with English Lit for Seniors. Music was shared as part of assembly.

Daily computer work was not required. Short daily staff meetings at 3.30.

The DSL gave regular updates on the safeguarding information received weekly or more from the local authority.

The Head gave regular information on various connected issues.

### **Safeguarding for parents during lockdown**

Parents connected with school via a whatsapp group, praying, sharing and encouraging the teachers and the children.

Many of them attended the daily assemblies.

Everyone attended the parent teacher fellowships and the Summer Tea Party, encouraging their children to bake cakes and sending pictures to share.

Teachers spoke to parents frequently, letting them know if their children were late to zoom or owed work.

### **Safeguarding for applicants**

Interviews for new students were held in June and July on zoom and assessments were begun in July on zoom.

We held an assessment morning in August and created a risk assessment.

The staff cleaned and organised the building before the day.

Notices about social distancing, masks and gloves were displayed outside the door.

Parents were allowed to bring students to the entrance, but had to wear masks and gloves. Students did not have to wear masks or gloves.

They were socially distanced.

There were rules for moving around the building.

### **The Government has asked schools to adhere to the following advice:**

The school response is in black beneath each advice section in blue and is detailed in the Risk Assessment below:

[The government is asking schools to prepare to welcome all children back this autumn \(from the first week in September\)](#)

The first day of term was on the published calendar for the 10<sup>th</sup> September. Staff were asked to begin formal working from home on 1<sup>st</sup> September.

The first INSET, which included going over the pre-read KCSIE and preparing for the first Maintenance Day and Parent Orientation, was held on Friday 4<sup>th</sup> September. A risk assessment was produced for Maintenance Day and included all the materials being prepared and placed in the appropriate rooms in advance. The PPE materials we had ordered were delivered.

The cohort of parents was divided into two, most for the first event and the remainder for the second.

The idea was to clean the school sufficiently for safe operation.

The Maintenance Day was successfully carried out on Saturday morning, 5<sup>th</sup> September.

Parent Orientation was successfully carried out on Saturday afternoon, 5<sup>th</sup> September.

The second INSET day, to go over plans and policies, to finalise the timetable and room use was held on Monday 7<sup>th</sup> September; the risk assessment for school opening was discussed, agreed and finalised and submitted to Jenny Patterson by the DSL. Further cleaning and organising took place and notices were put up. Learning centres were set up. New backs were made to the desks.

The third INSET was held on Tuesday 8<sup>th</sup> September, for further cleaning to take place and for learning centres to be finished.

The fourth INSET was held on Wednesday 9<sup>th</sup> September for final preparations.

School started on Wednesday 10<sup>th</sup> September as intended.

Parents are asked to drop their children at the downstairs door.

A teacher stands at the bottom to receive them with a temp gun; parents are asked to wait to allow time to be recalled if there is a problem with the temperature.

Children are sent upstairs family by family. Children from Y6 wear masks unless sitting at their own office – this includes scoring and testing.

The door at the top is kept open, guarded by a second teacher who reminds them to wash their hands first

The children then have to sit down and read as normal.

The Headteacher is the only one ringing the bell.

Children go to their offices and have the register taken.

Assembly follows immediately. One teacher sings the song and everyone else hums. One teacher reads the learning passage and everyone else follows.

The pledge, usually chanted in unison, is only spoken by the leading teacher; everyone else hums.

Lunch is eaten at their offices, or socially distanced.

Lunch break is outside, rain or shine.

Student coming a long distance by public transport arrives at 10.15 and leaves at the same time as everyone else except on Fridays, when she leaves an hour early. She takes extra work to do at home or on the train.

Parents text to say they have arrived at 3/3.30 and children are sent down immediately.

A final Maintenance Day with the second group of parents is being held on Saturday morning, 12<sup>th</sup> September.

While coronavirus (COVID-19) remains in the community, this means making judgments at a school level about how to balance and minimise any risks from coronavirus (COVID-19) with providing a full educational experience for children and young people. Schools should use their existing resources to make arrangements to welcome all children back. There are no plans at present to reimburse additional costs incurred as part of that process.

The measures set out in this guidance provide a framework for school leaders to put in place proportionate protective measures for children and staff, which also ensure that all pupils receive a high quality education that enables them to thrive and progress. In welcoming all children back this autumn, schools will be asked to minimise the number of contacts that a pupil has during the school day as part of implementing the system of controls outlined below to reduce the risk of transmission. If schools follow the guidance set out here, they can be confident they are managing risk effectively.

While our aim is to have all pupils back at school in the autumn, every school will also need to plan for the possibility of a local lockdown and how they will ensure continuity of education.

The public health advice in this guidance makes up a Public Health England (PHE) -endorsed 'system of controls', building on the hierarchy of protective measures that have been in use throughout the coronavirus (COVID-19) outbreak. When implemented in line with a revised risk assessment, these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.

The system of controls provides a set of principles and if schools follow this advice, they will effectively minimise risks. All elements of the system of controls are essential. All schools must cover them all, but the way different schools implement some of the requirements will differ based on their individual circumstances. Where something is essential for public health reasons, as advised by PHE, we have said '**must**'. Where there is a legal requirement, we have made that clear. This guidance does not create any new legal obligations.

There cannot be a 'one-size-fits-all' approach where the system of controls describes every scenario. School leaders will be best placed to understand the needs of their schools and communities, and to make informed judgments about how to balance delivering a broad and balanced curriculum with the measures needed to manage risk. The system of controls provides a set of principles to help them do this and, if schools follow this advice, they will effectively minimise risks.

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

- a requirement that people who are ill stay at home

This has been emphasised to parents and students in advance and there is a laminated notice repeating this at the front door.

- robust hand and respiratory hygiene

The students were given a talk after assembly on the first morning by the Health and Safety officer on how to wash their hands and when to sanitise (e.g. before and after using keyboards, PE equipment or musical instruments. She also explained how to catch sneezes. Bins are being kept unlidged.

- enhanced cleaning arrangements

Surfaces are being wiped down after use.

Toilets are being cleaned at the end of each day.

- active engagement with NHS Test and Trace

School will engage actively with NHS Test and Trace

- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and
- minimise potential for contamination so far as is reasonably practicable

These matters have been formally considered by the suite of Risk Assessments and put into practice.

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

We have grouped the children into small groups, no more than 11 together at any one time.

Juniors and Seniors are having separate breaks and separate PE lessons.

We have divided each junior and senior science lesson into two.

Our children sit in carrels, facing away from each other, divided from each other.

Staff wear masks and social distance from each other and from the senior students as much as possible.

Schools should ensure that they implement sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level.

School employers should have active arrangements in place to monitor that the controls are:

- effective
- working as planned
- updated appropriately considering any issues identified and changes in public health advice

Staff will review the controls at each staff meeting to ensure they remain effective and working as planned. They will report to the Headteacher and keep everyone informed as they see that adjustments are necessary.

The Head teacher will advise of any updates relating to issues identified and to changes in public health advice.

## The system of controls: protective measures

Having assessed their risk, schools must work through the below system of controls, adopting measures in a way that addresses the risk identified in their assessment, works for their school, and allows them to deliver a broad and balanced curriculum for their pupils, including full educational and care support for those pupils who have SEND.

### Prevention:

1. minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, **do not attend school for 14 days from the positive person's onset of symptoms**

School will do this when this occurs.

2. clean hands thoroughly more often than usual  
as detailed above
3. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach  
as detailed above
4. introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach  
as detailed above
5. minimise contact between individuals and maintain social distancing wherever possible  
as detailed above
6. where necessary, wear appropriate personal protective equipment (PPE)  
School will do this where necessary and has PPE in stock.

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered, and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

### Response to any infection:

7. engage with the NHS Test and Trace process  
School will do this as required.
8. manage confirmed cases of coronavirus (COVID-19) amongst the school community  
School will follow advice and regulations.

9. contain any outbreak by following local health protection team advice  
School will follow the local health protection team's advice

Numbers 7 to 9 must be followed in every case where they are relevant.

See next page

## Minimise contact between individuals and maintain social distancing wherever possible

Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19).

School will do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.

The overarching principle to apply is reducing the number of contacts between children and staff through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on:

- children's ability to distance
- the layout of the school
- the feasibility of keeping distinct groups separate while offering a broad curriculum. It is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible.

Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group.

School has broken down some lessons and breaks into small groups, which will be maintained consistently.

School has a large amount of space for the number of children. Social distancing is possible between older students who also wear masks when not facing their desks.

The younger children are kept in small groups.

Children will be encouraged not to touch staff.

Schools should assess their circumstances and 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'. **All teachers** and **other staff** can operate across **different classes** and **year groups** in order to facilitate the delivery of the school timetable.

The five members of staff deliver the taught lessons between them and they will meet with different classes. Staff will socially distance as much as possible and wear masks.

Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND **should** provide interventions as usual.

School is employing a peripatetic music teacher and PE teacher. The school staff will keep their distance. People providing support or help for children with SEND will be allowed to do so providing they follow the same rules as the staff.

## Personal Protective Equipment (PPE) including face covering and face masks:

Wearing a face covering or facemask in schools or other education settings is **not** recommended.

The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:

- where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained
- where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used

Staff and senior students are wearing face coverings.

## Engage with the NHS Test and Trace process

Schools must ensure they understand the NHS Test and Trace process and how to contact their local [Public Health England health protection team](#).

School will use the link provided.

Schools must ensure that **staff members** and **parents/carers** understand that they will **need** to be **ready** and **willing to**:

- book a test if they 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
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

**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

Schools should ask parents and staff to inform them immediately of the results of a test;

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.

- if someone tests positive, they should follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' and must continue to self-isolate for at least 7 days from the onset of their symptoms

School has given this information to staff by email (11.09.2020).

School **will give** this information, combined with the latest LA information to parents for 14<sup>th</sup> September.

## Manage confirmed cases of coronavirus (COVID-19) amongst the school community

Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). **Schools should contact the local health protection team.** This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

School will take swift action should they become aware that someone has tested positive. School will contact the **local health protection team.**

The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools **must** send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual travelling in a small vehicle, like a car, with an infected person

The School will send home those people who have been in close contact with the person testing positive, advising them to self-isolate for 14 days since the close contact (within one metre, face to face/skin to skin) or within 1-2 metres for more than 15 minutes in a small vehicle..

## Contain any outbreak by following local health protection team advice

If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.

School will comply with this regulation.

## **Transport arrangements:**

Pupils on dedicated school services (school minibus) do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply from the autumn term on dedicated transport.

The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your school. It is important to consider:

- how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school
- use of hand sanitiser upon boarding and/or disembarking
- additional cleaning of vehicles
- organised queuing and boarding where possible
- distancing within vehicles wherever possible

...travel to school patterns differ greatly between schools. If those patterns allow, schools should consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school.

We have small numbers and students have been able to approach school individually. One student coming by public transport from a distance is coming late and being picked up four days and leaving early on the 5<sup>th</sup>.

## **Breakfast and After School Clubs**

Schools should consider resuming any breakfast and after-school provision, where possible, from the start of the autumn term..... Schools should carefully

consider how they can make such provision work alongside their wider protective measures, including keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then schools should use small, consistent groups.

School has no such clubs at present.

## **Premises Management**

The Governing body will be overseeing the management of the school premises in conjunction with this risk assessment and guidance from DfE .

## Health and Safety Risk Assessment Re-opening Schools September 2020 – COVID-19

|                                       |                                                                                                                                                                                                                                                    |                 |                                        |                                                       |  |
|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------|-------------------------------------------------------|--|
| <b>School</b>                         | King of Kings School                                                                                                                                                                                                                               |                 |                                        | <b>Assessment No.</b>                                 |  |
| <b>Site</b>                           | Main Building                                                                                                                                                                                                                                      | <b>Location</b> | 142 Dantzic Street, Manchester. M4 4DN |                                                       |  |
| <b>Subject of Assessment</b>          | Re-opening school to all pupils.                                                                                                                                                                                                                   |                 |                                        |                                                       |  |
| <b>Assessed by</b>                    | Anne Kellar                                                                                                                                                                                                                                        | <b>Date</b>     | Sept 2020                              | <b>Review date</b>                                    |  |
| <b>Details of workplace/ activity</b> | Pupils and employees partaking in school activities within the school premises, including general classroom activities, dining, break- times, playgrounds, pick-up and drop off (where applicable), first aid and external visitors to the school. |                 |                                        | <b>Persons Affected</b><br><i>(Who may be harmed)</i> |  |
|                                       |                                                                                                                                                                                                                                                    |                 |                                        | Pupils, Employees, Contractors and Visitors           |  |

| Hazards and Risks |                                                                                                                                                             | Existing Control Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Risk Level<br>I<br>(Very High, High, Medium, Low) | Further Actions<br>✓/X<br>(If ✓ See Actions)                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.                | Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the infection, a person who may be asymptomatic or lack of information. | <ul style="list-style-type: none"> <li>The school has informed parents, pupils, carers, employees and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection);</li> <li>Parents receive guidance on school times for their child and protocols set out for attending the school i.e. should remain 2m apart from others, should follow staff members instruction and should not congregate outside the school;</li> <li>Parents issued specific school protocols for school attendance for them to explain to their children;</li> <li>Parents of SEN pupils or those with care plans are individually consulted in order that plans are reviewed to include any new safety measures;</li> <li>Staff are briefed and consulted on school procedures and the plans for re-entry of pupils;</li> <li>Parents, staff and visitors into school are required to engage with 'test, track and trace' measures as set out by Public Health England.</li> <li>School staff are responsible for providing contact details of visitors they invite into school and who may subsequently need to be traced.</li> <li>Employees have had sufficient training and briefing regarding infection control and school protocols;</li> <li>Staff are up to date on other related guidance and support in relation to themselves and pupils such as stress and wellbeing including: <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak</a></li> </ul> | Low                                               | <p style="text-align: center;">✓<br/>( See Actions)</p> <p>10<sup>th</sup> Sept. 20<br/>Students to be issued with safety regulations appropriate to their age.</p> <p>Staff and senior students will wear masks when moving around the building.</p> <p>From the beginning of term and throughout the term:</p> <p>Students and staff to talk / write about their concerns and also positive things experienced in lockdown and school return</p> |

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|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>• In relation to mental health and stress support organisation, details are available to staff including confidential employee help lines and information that can be provided to pupils;</li> <li>• There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively;</li> <li>• Hazard reporting mechanism are in place and easily accessible;</li> <li>• Talks with staff about the planned changes (E.g. safety measures, timetable changes and staggered arrival and departure times), have taken place, including discussing whether additional training would be helpful.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  | <div> <p>Staff to discuss changes and plans on Inset Days and weekly staff meetings.</p> <p>Training will be arranged if needed.</p> </div>                                                                                                                                                                                                                                                                                                                                                                                          |
| 2. | <p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> <li>• Drop off / entry to the school.</li> </ul> | <p><b>Drop off:</b></p> <ul style="list-style-type: none"> <li>• Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents.</li> <li>• On arrival at school all children will go straight to their classroom via the classroom outside door.</li> <li>• Parents are asked to not congregate in the playground for longer than 5 minutes before the designated school start time for their child (if more than one child is to be dropped off, parents will be able to remain in the playground keeping 2m away from others)</li> <li>• Red markers set at two meters will be painted onto tarmac to remind all of 2 meter distancing;</li> <li>• Start times have been staggered according to surname in order to prevent large numbers of parents in the playground/on school grounds (siblings with different surnames will be grouped under older siblings' surname);</li> <li>• Start times are designed to enable one group of parents to leave the site before the next group arrive;</li> <li>• There is a one way system in place to ensure social distancing where pathways are narrow at entry/exit points.</li> <li>• Parents are reminded to leave the site once their children have entered the building;</li> <li>• Only one parent/guardian per child is permitted on site;</li> <li>• If there are additional siblings who have no other carers at home and who are not at school, they are permitted to stand with their parent. They are not to be allowed to run around the</li> </ul> |  | <div> <p>10<sup>th</sup> Sept</p> <p>Go over the instructions on safety for school entry and exit with pupils – appropriate for their age and understanding.</p> <p>Repeat daily as necessary</p> <p>This is a small school. Staff arrive before the children at staggered times. Children tend to arrive at staggered times.</p> <p>One Parent of the 4 year old child may accompany Othniel up the stairs, but may not enter building.</p> <p>Parents must wear a mask if accompanying their small child up the stairs.</p> </div> |

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|  |  | <p>playground or interact with other families.</p> <p><b>Entry to the school:</b></p> <ul style="list-style-type: none"> <li>• Pupils will be met at the designated classroom door /entrance by their Teacher;</li> <li>• Parents/Guardians are NOT permitted to enter the school buildings;</li> <li>• Where possible entrance doors are held open, reducing the number of occupants touching the doors;</li> <li>• Hand-wash stations are located at the entrance to the school (classroom or other). All occupants are required to wash their hands (soap/water or hand sanitiser) on entry to the school;</li> <li>• Good hand washing signage to instruct pupils how to do this effectively is displayed;</li> <li>• Help is available for children and young people who have trouble cleaning their hands independently;</li> <li>• Hand washing demonstrations have been provided to pupils on how to adequately wash their hands</li> </ul> |  | <p>One member of staff ( wearing a mask) to wait at bottom of the stairs with a non contact thermometer. All pupils and staff will be checked each morning. No admission to school if running a fever.</p> <p>Wear gloves before pressing school bell.</p> <p>Teacher to open door. Children must immediately wash hands on entry. Between 8 am to 8:30 am, the door at the top of the stairs will be left open to minimise touching of handles and bell.</p> <p>Pupils to quickly sort out their coat and bags go to designated area for their year group. They must sit quietly in their areas, looking at books.<br/>3 groups – Lower School currently 3 children<br/>Juniors – currently 7 children *<br/>Seniors – currently 9 pupils</p> <p>Two junior children are over 10 years of age , so will be placed with senior students.</p> |
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| 3. | <p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> <li>• Pickup / leaving the school.</li> </ul> | <p><b>Pick up:</b></p> <ul style="list-style-type: none"> <li>• Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents.</li> <li>• Parents are asked to not congregate in the playground for longer than 5 minutes before the designated school finish time for their child (if more than one child is to be picked up parents will be able to remain in the playground/pick-up point keeping 2m away from others);</li> <li>• Finish times have been staggered according to surname in order to prevent large numbers of parents in the playground/on school grounds (siblings with different surnames will be grouped under older siblings' surname); parents text to say they have arrived.</li> <li>• Finish times are designed to enable one group of parents and pupils to leave the site before the next group arrive;</li> <li>• Teacher at bottom of stairs from 3.00-3.15 p.m.</li> <li>• Students must not cross at narrow points</li> <li>• Parents are reminded to leave the site once their children have been collected;</li> <li>• Pupils going home independently will be reminded to leave the school site directly on leaving the classroom;</li> <li>• Only one parent/guardian per child is permitted on site;</li> <li>• If there are additional siblings who have no other carers at home and who are not at school, they are permitted to stand with their parent. They are not to be allowed to run around the playground or interact with other families.</li> </ul> |  | <p>This is a small school.</p> <p>The Lower School and Junior children finish at 3pm.</p> <p>The senior students finish at 3:30 pm.</p> <p>The class teachers will check that children leave in an orderly fashion, allowing for time intervals between children exiting the building.</p> |

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|    |                                                                                                                                                                                                  | <p><b>Leaving the school:</b></p> <ul style="list-style-type: none"> <li>• Pupils will be collected at the bottom of the stairs by their parent;</li> <li>• Parents/Guardians are NOT permitted to enter the school buildings;</li> <li>• Exit doors are held open, reducing the number of occupants touching the doors;</li> <li>• Pupils are reminded to wash hands as they leave the school building;</li> <li>• Hand-wash stations are located at the exits from the school (classroom or other);</li> <li>• Help is available for children and young people who have trouble cleaning their hands independently;</li> <li>• Hand washing demonstrations have been provided to pupils on how to adequately wash their hands;</li> <li>• Good hand washing signage to instruct pupils how to do this effectively is displayed.</li> </ul> |  |                                                                                                                                                                                                                                                                                                                                                                                             |
| 4. | <p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> <li>• Classroom use / activities.</li> </ul> | <p><b>There will be no assembly of more than 60 pupils .</b></p> <p>Gatherings of more than 30 will only take place outside or in large indoor spaces where class 'bubbles' can distance.</p> <p><b>Early years staff to pupil ratio:</b></p> <p>In accordance with the early year's framework class sizes for early years will adhere to the following:</p> <ul style="list-style-type: none"> <li>• Children under two – one adult for every three children</li> <li>• Children aged two – 1 adult for every 4 children</li> <li>• Children three or over – one adult for every 13 children</li> <li>• The timetable has been reviewed to decide which lessons or activities can be delivered to reduce movement around the school;</li> </ul> <p>All other Learning Centre controls are below.</p> <p><b>All other years:</b></p>         |  | <p>This is a small school. There are only 20 pupils and 5 full time staff members, so there will not be gatherings of more than 30 people.</p> <p>Whole school assembly will take place in the Main Hall in the morning.</p> <p>There will not be any singing.</p> <p>There are no concerns with staff to pupil ratios.</p> <p>The senior students and younger pupils will be taught in</p> |

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|  |  | <ul style="list-style-type: none"> <li>• Children are grouped in Learning Centres of up to 30 pupils, 1 Supervisor, and monitors if required (specific needs of class);</li> <li>• Pupils are kept in class groups as they cannot socially distance themselves at all times;</li> <li>• The class group <b>will not interact</b> with more than 30 children within the school building;</li> <li>• Hand washing is completed on entrance to the class and between specific activities;</li> <li>• Pupils are <b>allocated resources</b> and are not encouraged to share;</li> <li>• Pupils are regularly reminded not to touch their or other pupils faces;</li> <li>• <b>Furniture has been reduced.</b> Displays, unnecessary cupboards and soft furnishings, soft toys and those with intricate parts have been removed and are not permitted. This is designed to enable successful and effective cleaning of all surfaces;</li> <li>• Where possible classes/activities will be completed outside; Equipment will be used in rotation;</li> <li>• Equipment is cleaned before use by each designated class group;</li> <li>• The timetable has been reviewed to decide which lessons or activities can be delivered to reduce movement around the school.</li> <li>• The curriculum has been reviewed to decide which activities can take place whilst maintaining social distancing and respiratory hygiene (e.g. no singing).</li> <li>• The PE curriculum has been reviewed so that indoor activities take into account social distancing measures and respiratory hygiene; the outdoor to ensure that pupils do not participate in contact sports and social distancing can be maintained.</li> <li>• PE equipment will be allocated to year groups.</li> <li>• Shared resources such as Art and DT resources will be thoroughly cleaned after use and quarantined before use by other groups.</li> <li>• Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units.</li> <li>• Within curriculum children will specifically be taught about</li> </ul> |  | <div>Practical Science lessons for the seniors will take place in the main hall to allow more space.</div> |
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|    |                                                                                                                                                                                                                                                  | <p>individual hygiene including:</p> <ul style="list-style-type: none"> <li>s handwashing</li> <li>s 'catch it, bin it, kill it' routines</li> <li>s social distancing</li> </ul> <ul style="list-style-type: none"> <li>Pupils will only use their own water bottles. Where these need refilling during the day this will be done by an adult using a jug filled from the tap.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |                                                                                                                                                                                                                                                                                   |
| 5. | <p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> <li>Dining;</li> <li>Moving around the school;</li> <li>Break-time / playgrounds.</li> </ul> | <ul style="list-style-type: none"> <li>Lunch breaks will be staggered where needed;</li> <li>Pupils will stay in class group during lunch period;</li> <li>Younger children will have lunch in their classroom.</li> <li>When altogether, each Learning Centre group will remain together and socially distanced from other Learning Centre groups.</li> <li>Where possible children will be encouraged to bring a packed lunch, and these will be eaten outside or in the classroom depending on the weather.</li> <li>Lunch area cleaned before and after each group's lunch (not just at the end of break).</li> <li>The whole Learning Centre will remain together seated until all finished and leave together.</li> <li>Tables wiped down on children leaving. Only one pupil will use a clean lunch space before it is cleaned again.</li> <li>No water jugs and glasses to be used. Children to bring own water bottles.</li> <li>Hands are to be washed both before and after eating – before entering hall they wash hands in classroom and afterwards in tech room.</li> <li>Playground/patios/fields will be zoned, and year groups do not mix.</li> </ul> <p><b>Moving around the school:</b></p> <ul style="list-style-type: none"> <li>Movement to different areas within the schools is reduced as much as possible;</li> <li>Suitable external doors are used to move pupils from one area to another. Effectively creating external corridors in the open air;</li> <li>Where possible, all spaces are well ventilated using natural</li> </ul> |  | <div> <p>Pupils and staff already bring a packed lunch.<br/>Healthy eating will continue to be promoted to strengthen immune systems.</p> <p>Students will be reminded of hygiene rules.</p> <p>Students will be supervised.</p> <p>Where possible, eat lunch outside.</p> </div> |

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|    |                                                                                      | <ul style="list-style-type: none"> <li>ventilation (opening windows);</li> <li>Additional furniture, coats, bags are not permitted in the school corridor except where there is specific provision for storage;</li> <li>Corridors are sterile environments and kept as clear as possible;</li> <li>Tables and chairs in main areas will be wiped down by staff before and after use with each child/group of children;</li> <li>Anywhere that cannot provide 2m separation (although passing in a corridor is deemed low risk) are designated one way where possible.</li> </ul> <p><b>Break-times / playgrounds:</b></p> <ul style="list-style-type: none"> <li>Separate times or areas (at a safe distance using government guidance) are issued for each separate class group.</li> <li>Due to potential issues with reduced numbers of staff and trained first aiders, playground activities are strictly controlled with structured play. Rough play is prevented;</li> <li>Daily inspection and enhanced cleaning programs in place for external areas and equipment;</li> <li>Outside play equipment and toys are not to be used in rotation with another 'class';</li> <li>PE and play equipment will be allocated in year groups. Year group adult can take designated bats, balls, skipping ropes etc. for their 'class'- keeping them within the year group with children, washing their hands after a PE lesson or use at playtime;</li> <li>If it is wet play they stay in their classroom with their adult.</li> </ul> |  | <div>Students and staff should have breaks outside unless the weather is terrible.</div>                                   |
| 6. | Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene. | <ul style="list-style-type: none"> <li>Staff and parents are encouraged to use education resources such as <a href="#">e-bug</a> and <a href="#">PHE schools resources</a>;</li> <li>Hand washing stations are positioned at each pupil, staff and visitor entrance to the school;</li> <li>All those entering the school are required to wash/sanitise their hands;</li> <li>Hand washing sinks are located within each toilet provision;</li> <li>Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  | <div>Children and pupils will continue to be educated on effective hand washing techniques and good general hygiene.</div> |

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|    |                                                                           | <p>effectively;</p> <ul style="list-style-type: none"> <li>• Pupils and staff have been shown how to wash hands properly;</li> <li>• Help is available for children and young people who have trouble cleaning their hands independently;</li> <li>• Hand washing is recommended frequently and required at the following times: <ul style="list-style-type: none"> <li>♦ Entry and exit from the school;</li> <li>♦ After using the toilet;</li> <li>♦ Before and after eating;</li> <li>♦ On entry and exit from each classroom.</li> </ul> </li> <li>• Unnecessary touching of the face is discouraged.</li> <li>• Teachers will remind pupils to use tissues and bin them once used. If tissues are not readily available exactly when needed children and adults are reminded to cough or sneeze into their arm;</li> <li>• Toilets and wash stations have single use paper towel for drying hands.</li> <li>• Paper towels will be used to turn off taps to minimise re-infecting hands after washing.</li> </ul>                                                                                                                                                                                                          |  |                                                                                                                                                                            |
| 7. | Spread/contraction of COVID-19 due to lack of adequate cleaning measures. | <ul style="list-style-type: none"> <li>• The school has implemented additional cleaning regimes. This includes the following: <ul style="list-style-type: none"> <li>♦ Frequent cleaning of Learning Centres, Toilets, common areas and dining halls;</li> <li>♦ Frequent cleaning of all touched surfaces, such as door handles, handrails, tabletops, play equipment and toys.</li> </ul> </li> <li>• Learning Centres, furniture, and soft furnishings have been reduced in order to improve the ability to effectively clean;</li> <li>• All classroom and corridor surfaces will be kept as clear in order to improve the ability to effectively clean as possible Learning Centres will be cleaned at lunch breaks (tables/door handles) and after school;</li> <li>• Toilets will be cleaned in after lunch and at the end of the day, priority taps, flush buttons and door handles;</li> <li>• Common areas will be cleaned once a day;</li> <li>• Equipment used by the pupils and staff will suitably cleaned at the end of each day or before it is used by another person;</li> <li>• If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a</li> </ul> |  | <p>Staff will clean classrooms, common areas and bathrooms at the end of each day.</p> <p>Plastic toys will be cleaned using Milton's Sterilising fluid or equivalent.</p> |

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|    |                                                                                                                                     | classroom), the room will be closed for 72 hours and then deep cleaned as per the guidance set on <a href="#">COVID-19: cleaning non-healthcare settings</a> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 8. | Spread/contraction of COVID-19 due to lack of social distancing measures. In particular school employees.                           | <ul style="list-style-type: none"> <li>• Employees are required to conform with social distancing requirements at all times amongst themselves, recognising that if within a 'bubble' this may not always be possible;</li> <li>• School offices are either reduced in occupation and desks positioned in order to provide adequate separation or staff are moved to other areas to reduce contact; Non-office staff are not to enter the school office or head's office but to communicate at the door.</li> <li>• Staff rooms are not to be used unless these are large enough to safely accommodate current staff numbers at safe distance from each other; a key time to be aware of numbers is first thing in the morning while getting a coffee. Staff to take refreshment outside on benches if possible.</li> <li>• Staff are encouraged to bring a packed lunch</li> <li>• Pupils will practice social distancing from staff appropriate to their age and as described in additional points of this assessment;</li> <li>• Employees will be provided with and wear PPE when required in accordance with government guidance.</li> <li>• All staff will be required to engage with 'test, track and trace' measures as set out by Public Health England.</li> <li>• School staff will be responsible for providing contact details of visitors they invite into school and who may subsequently need to be traced.</li> </ul> |  | <p>Pupils and staff to be trained in social distancing procedures.</p> <p>Each student has their own learning space (office) which faces to the wall and has dividers each side.</p> <p>Seniors students wear masks or visors when moving around school, scoring or at the testing table and in taught lessons where they are face to face.</p> <p>Furniture in the main hall has been moved to allow for safe distances between tables.</p> |
| 9. | <p>Spread/contraction of COVID-19 due to insufficient First aid measures. This includes:</p> <p>Dealing with general First aid;</p> | <ul style="list-style-type: none"> <li>• <a href="#">A specific First aid needs assessment has been completed – see other 'First Aid Needs assessment – COVID-19';</a></li> <li>• The FA assessment takes into account numbers and ages of pupils, number and training of employees;</li> <li>• This information forms the decision on what activities and groups can safely be managed within the school;</li> <li>• This includes sufficient first aiders for the school to the number of pupils with a particular focus on early years provision;</li> <li>• Qualified first aiders are in place at an appropriate ratio for paediatric first aiders for Early Years provision (Note there is a</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  | <p>A first aid risk assessment will be done.</p> <p>See this for further details.</p> <p>A digital thermometer to allow for non contact temperature</p>                                                                                                                                                                                                                                                                                      |

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|  | <p>Lack of trained first aiders;</p> <p>Dealing with a suspected case of Covid-19;</p> <p>Inappropriate handling / removal of clinical waste;</p> <p>Intimate care procedures.</p> | <p>six month additional time allowed for requalification due to current restrictions);</p> <ul style="list-style-type: none"> <li>• The school has a specific room dedicated for suspected cases of COVID-19; We will be using the <b>Insert area</b>.</li> <li>• Occupants (staff or pupils) who display symptoms of the virus during the school day will be isolated in the designated room until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate;</li> <li>• First aiders required to assist this person will wear PPE provided by Hants CC.</li> <li>• PPE is disposed of in accordance with NHS COVID-19 waste management guidance;<br/><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> <li>• All pupils, parents, staff and visitors will be required to engage with 'test, track and trace' measures as set out by Public Health England. School staff will be responsible for providing contact details of visitors who may need to be traced. Names of visitors during the school day must be recorded in the school diary by the member of staff receiving them.</li> <li>• The first aid room will be cleaned frequently and after each use (when first aid care has been provided).</li> </ul> <p><b>Waste disposal measures</b></p> <p>Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> <li>• Put in a plastic rubbish bag and tied when full;</li> <li>• Place the plastic bag in a second bin bag and tie;</li> <li>• Put in a suitable and secure place, marked for storage until the individual's test results are known;</li> <li>• Store all waste safely and keep away from children;</li> <li>• Do not put waste in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours;</li> </ul> | <div data-bbox="1641 895 2033 1281"> <p>Store any possible contaminated waste in a black bin bag in the caretakers room for 72 hours before safe waste disposal.</p> </div> |
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|     |                                                                                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>• If the individual tests negative, put in with the normal waste;</li> <li>• If the individual tests positive, then store waste for at least 72 hours and then put in with the normal waste;</li> <li>• If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste should be arranged by either local waste collection authority or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |                                                                                                                                                                                    |
| 10. | <p>Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including:</p> <ul style="list-style-type: none"> <li>• Parents;</li> <li>• Maintenance contractors;</li> <li>• External Teachers;</li> <li>• Inspectors;</li> <li>• Delivery personnel</li> </ul> | <ul style="list-style-type: none"> <li>• Parents are not permitted to enter the school;</li> <li>• Parents have been informed to call the school office or email if they have any questions or concerns;</li> <li>• If parents need to drop off items for pupils, they should be left at the school main entrance- in the airlock- for staff to collect;</li> <li>• The SLT are able phone parents if face to face meetings are required;</li> <li>• If a parent has to enter e.g. Collect child from first aid staff are to maintain a distance of over 2 metres;</li> <li>• Visitors to stay back at least 2m from the reception desk;</li> <li>• Visitors will only be permitted into the school if they have an appointment;</li> <li>• Visitors will only be permitted at their designated time and will be asked to wait outside of the school building until their school contact is available;</li> <li>• The school contact is required to attend reception in good time to meet their visitor;</li> <li>• Meetings with visitors will be via video conference or phone where possible;</li> <li>• If not possible, social distancing measures will be adhered to at all times;</li> <li>• Face to face meetings in small room or within 2m are not permitted;</li> <li>• Premises' contractors will be managed in accordance with a separate premises maintenance risk assessment written specifically for this time;</li> <li>• Deliveries will be accepted at designated quiet times only;</li> <li>• Delivered items will be left on the far side of the reception for staff to collect.</li> </ul> |  | <div style="border: 1px solid black; padding: 10px;"> <p>Parents have been informed of the rules.<br/>Keep in regular contact with them and inform them of any changes.</p> </div> |

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|     |                                                                                                                    | <ul style="list-style-type: none"> <li>• Receptionist will use keypad to sign contractors/necessary visitors in. Pen pots are not to be on desks. We will encourage everyone to use only their own pen.</li> <li>• All pupils, parents and visitors will be required to engage with 'test, track and trace' measures as set out by Public Health England. School staff will be responsible for providing contact details of visitors who they have invited into school and subsequently may need to be traced.</li> <li>• Names of visitors in the school day must be recorded in the school diary.</li> </ul>                                                                                       |  |                                                                  |
| 11. | Spread/contraction of COVID-19 due to lack of social distancing measures. This includes unsuitable use of toilets. | <ul style="list-style-type: none"> <li>• One in one out management of toilets is in place for adults;</li> <li>• Toilet use protocols are managed by Teachers if located adjacent to classrooms;</li> <li>• Pupil use of toilets outside of early years' is managed by staff and communicated to pupils;</li> <li>• At break-time children are not to congregate around toilets; Toilets are cleaned throughout the day (see above).</li> </ul>                                                                                                                                                                                                                                                      |  | Staff will supervise use of toilets by pupils during break time. |
| 12. | Fire and evacuation procedures being inadequate at this time due to social distancing requirements.                | <ul style="list-style-type: none"> <li>• Evacuation plans including the following have been reviewed: <ul style="list-style-type: none"> <li>♦ Safe assembly of occupants following social distancing requirements;</li> <li>♦ Children are to line up in classes maintaining two meter gap from other 'classes' using top playground if necessary;</li> <li>♦ Safe exit via the nearest final exit;</li> <li>♦ Training occupants of any changes to evacuation;</li> <li>♦ Ensuring there are enough trained fire wardens on site with the ability to sweep all used areas of the school;</li> </ul> </li> <li>• All other fire system testing, and maintenance has continued as normal.</li> </ul> |  | Have a fire drill practicing social distance rules.              |
| 13. | Lack of staffing / insufficient staff ratios                                                                       | <ul style="list-style-type: none"> <li>• Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation;</li> <li>• Supply staff will be used to ensure ratios are maintained;</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                               |  | Inform parents if there is any change in staff and ratios.       |

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|     |                                                                                                                                                                  | <ul style="list-style-type: none"> <li>Supply staff inducted into school procedures prior commencing work;</li> <li>Children are suitably supervised at all times;</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |                                                                   |
| 14  | Risk of disruptive/withdrawn behaviour and interruption to education due to social, emotional and mental health (SEMH) issues linked to prolonged school closure | <ul style="list-style-type: none"> <li>Transition arrangements put in place to support pupils returning to school – teacher-pupil meetings, teacher-teacher meetings;</li> <li>Staff training/development in recognising signs of anxiety and having strategies and resources to draw on to support children</li> <li>Review of behaviour policy and engagement by all staff with revised policy</li> <li>Review of Personal Development curriculum to ensure good opportunities to support positive well-being choices by individual children including increased physical activity</li> <li>Review of individual plans and risk assessments in consultation with SENCo and parents</li> <li>Early engagement with parents where needs identified</li> <li>Tracking of attendance with engagement with parents where issues identified and use of government guidance on attendance to support.</li> </ul> |  | Provision is in place to promote positive mental health.          |
| 15. | Lack of suitable premises management                                                                                                                             | <ul style="list-style-type: none"> <li>The school adheres to the government guidance on managing buildings that have been closed or only partially open;</li> <li>The school has applied the series of guidance documents and advice sent out by the DfE regarding continued premises management at this time;</li> <li>Premises staff levels are maintained and suitable for the use of the building;</li> <li>Appropriate cleaning and premises staffing levels are in place;</li> <li>Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste;</li> <li>Contingency in place for sudden premises staff absence;</li> <li>Contingency require to maintain this level of cleaning once the whole school returns;</li> <li>Government guidance will be followed.</li> </ul>                                                                              |  | Provision in place for staff to maintain the care of the building |
| 16. | Hazardous substance management, unsuitable                                                                                                                       | <ul style="list-style-type: none"> <li>Suitable storage and management of flammable hand sanitizer is in place;</li> <li>All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately;</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  | Add hand sanitiser to COSHH of cleaning substances                |

|     |                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |                                                          |
|-----|---------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------------------|
|     | COSHH management and use of chemicals leading to ill-health or fire.                  | <ul style="list-style-type: none"> <li>• Material safety data sheets are held for all chemicals and readily available to all staff;</li> <li>• All cleaning chemicals are stored safely and securely in accordance with requirements;</li> <li>• COSHH safety training has been completed by all those using chemicals for cleaning;</li> <li>• Appropriate PPE (gloves, aprons) is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |                                                          |
| 17. | Spread/contraction of COVID-19 due to lack of social distancing measures - Pre-School | <ul style="list-style-type: none"> <li>• Measures set up in Preschool in respect of hygiene, use of resources and increased cleaning will be in place.</li> <li>• Parents reminded not to send child to setting if they or a member of the household is displaying symptoms of COVID-19.</li> <li>• Parents advised to reduce the number of shared settings to a minimum.</li> <li>• The pre-school will form a 'bubble' with Year R to enable use of the outdoor area by all groups. Time spent outside will be maximised.</li> <li>• Stay and play sessions to support new children will be organised on an individual needs basis in consultation with parents. Parents needing to stay in the setting will be required to conform to hygiene procedures and ensure social distancing is maintained.</li> <li>• Parents reminded to ensure social distancing guidelines adhered to when dropping off and collecting children.</li> <li>• Parents are reminded to leave the site once their children have been dropped off/collected;</li> <li>• Only one parent/guardian per child is permitted on site;</li> <li>• If there are additional siblings who have no other carers at home and who are not at school, they are permitted to stand with their parent. They are not to be allowed to run around the playground or interact with other families.</li> <li>• Pre-school staff will receive training to ensure that they understand procedures and guidelines.</li> </ul> |  | <p>Infant and Pre School children to be in a bubble.</p> |

## ACTION PLAN

**(Additional Control Measures Required/Recommended Actions)**

| Hazards and Risks |  | Recommended Actions |
|-------------------|--|---------------------|
|                   |  |                     |
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|                   |  |                     |
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***Please note:***

All controls are subject to change should government guidance change due to changes to the 'R' rate. This could change on a daily basis.

Government and DfE guidance MUST be regularly reviewed. Risk assessment must be reviewed if there is a significant change.

*Following assessment if no further actions are assessed to be required please mark an **X** in the "Further Actions" box. If, however additional controls or actions are assessed to be required please place a ✓ in the box and note the action in the action plan.*

*Any further actions identified should be completed before the assessed task is carried out.*