

**Risk Assessment Coronavirus – COVID-19**  
**School return 8<sup>th</sup> March 2021**

<b>Location / Site</b>	Henbury View First School
<b>Activity / Procedure</b>	Opening school for all children from 8 <sup>th</sup> March 2021
<b>Assessment date</b>	23 <sup>rd</sup> February 2021
<b>Assessment serial number</b>	07
<p>The school has prepared this risk assessment following guidance from Central Government, the Local Authority (Southampton City Council/Borough of Bournemouth, Christchurch and Poole, Dorset, Portsmouth) and Hamwic Education Trust.</p> <p>We as educators commit to all reasonable actions to uphold the Government’s ‘<i>Stay Alert</i>’ campaign and we take this to mean that we (as a community) do things differently to function in a climate of virus awareness and vigilant practice. We will endeavour to ensure that our school environment is as safe as it can be. Extra measures (outlined below) will be taken to ensure our school observes regular hand-washing, sanitising, cleaning and social-distancing (where possible). Please note that, whilst we will do our utmost to ensure we provide our staff and pupils with a safe place to work a safe environment and follow government guidance, we can only do so to our best endeavours and our working-knowledge of the Covid-19. However the risk remains medium even with all the control measures in place due to the unseen virus. If any member of staff has any concerns they must discuss it immediately with the School Leader.</p>	

<b>Identify hazards</b>	Record all hazards that are specific to this task
Lack of or poor hygiene and cleanliness across the site.	
Inadequate staff ratios.	
Poor communication means that staff, parents, pupils or visitors do not follow guidance.	
Deliveries and waste collection means outside workers expose the school population to the virus.	
Contractors expose the school population to the virus.	
Close contact with others causes virus to spread throughout the staff and pupil population.	
Lack of knowledge of the NHS Test and Trace process.	
Lack of PPE (if required).	

Identify people at risk	Circle boxes where persons may be affected by hazards	
Employees	<b>YES</b>	<b>NO</b>
Visitors	<b>YES</b>	<b>NO</b>
Contractors	<b>YES</b>	<b>NO</b>
Vulnerable persons	<b>YES</b>	<b>NO</b>
Pupils	<b>YES</b>	<b>NO</b>

Existing control measures	List controls already in place to reduce risk from of injury
	<ul style="list-style-type: none"> <li>Schools to follow all DFE/Government guidance which will be made available through updates from the Hamwic Education Trust (HET).</li> </ul>
	<ul style="list-style-type: none"> <li>School leaders will ensure the school can open with the correct adult to pupil ratios and that 1:1 pupils have the correct support, if this cannot be achieved then they will notify the HET immediately.</li> </ul>
	<ul style="list-style-type: none"> <li>The DSL must be available on site or via phone.</li> </ul>
	<ul style="list-style-type: none"> <li>No parent must enter the school buildings unless asked to do so or in the event of an emergency.</li> </ul>
	<ul style="list-style-type: none"> <li>Parents have been invited to wear a face covering at drop off and afternoon pick up times while on the school grounds. Teaching staff will be wearing a clear visor or face covering at the gate during these times and whilst moving around the internal school. Clear visors are available for staff to support when marking or giving feedback.</li> </ul>
	<ul style="list-style-type: none"> <li>All visitors and meetings will be cancelled or significantly reduced unless an emergency. Where visits can be conducted remotely this will be prioritised. Where visitors can attend after school hours, this will be encouraged. If visitors and meetings are required on site, clear visitor guidelines will be shared prior to visit and strictly followed throughout.</li> </ul>
<b><u>Safety in the Classroom</u></b>	
<b>Operational points to support safety within the classroom</b>	
	<ul style="list-style-type: none"> <li>Seating will be arranged so children are positioned side by side, rather than face to face. This includes on carpet spaces where possible. Desks will be organised to allow teachers to move between them whilst maintaining physical distance.</li> <li>All staff to ensure teaching leads from the front - maintaining the distance from the children and other adults is essential (6.1.21)</li> <li>Children will have their own small tray containing their individual regularly used items such as a pencil, glue stick and ruler</li> <li>Other sharing resources within the bubble will be wiped down with antibacterial spray at regular intervals throughout the day</li> <li>Assemblies will be held within individual bubbles to avoid whole school gatherings and cross year group mixing. Mrs Clarke will prerecord a weekly assembly to be shared on a Friday afternoon.</li> <li>We kindly ask that any lunches coming into school should be in a plastic container which can be easily wiped clean.</li> <li>Where possible, adults will endeavour to maintain distance of 1m+ at the front of the classroom and time within this range or face to face will be limited</li> </ul>

- School uniform to be worn on return. Please provide an extra layer if the weather becomes cold.

- 1-1 contact times should be reduced to avoid staff and pupils being less than 2 metres from each other. Where this is not possible staff and pupils should avoid close face to face contact and minimise time spent within 1 metre of anyone.

- Staff and pupils are placed in separate groups (or bubbles) which minimises contacts and mixing between people and reduces transmission of coronavirus across the school. Staff that move across classes, such as those teaching PPA and school leaders, will remain two metres from children and other adults in the group as much as possible. Exceptions will only be made if a child is unsafe or if learning is being hindered. In these circumstances, an interaction of less than two metres should be short and must avoid a face-to-face contact. (Staff moving across bubble may wish to wear visors to protect the bubble further)
- Staff reminded of the importance of remaining within their discrete bubbles at all times throughout the day. Staff have been advised to wear face coverings when moving between shared and communal spaces around the school (6.1.21)

- Avoid the sharing of resources where possible. However, those resources that need to be shared in class will be cleaned regularly and children will wash hands after they have touched any resource that is not their own.
- Any resources, such as PE equipment, that will need to be shared across bubbles, will be dipped in disinfectant at the end of a lesson and left to dry.
- Those staff who have returned from shielding will be allocated their own equipment for their bubble to prevent them handling equipment outside of their own environment. This includes outdoor equipment, subject specific equipment, general stock and library/reading books
- Staff designated space for lunch to maintain discrete bubbles - please can we maintain the following : Foundation - Hall Year1 (old tadpoles) Year 2 Library Year 3 Computer suite Year 4 Staffroom

**Other:**

- Stop hand shaking of pupils and visitors;
- Do not use shared cups in class (e.g. using cups for water), replace with disposable cups; The school will provide plastic cups that are disposable if pupils do not have their own water bottle.
- Inform parents to ensure pupils have water bottles in school, rather than placing these in containers close together ensure they are separate on the side. Use disposable cups where you can.
- Ask parents to use plastic lunchboxes so these can be easily wiped down when they arrive in school
- ensure pupils bring minimum equipment to school, by taking measures such as providing stationery in school. PE bags to be brought in on a Monday and to go home on a Friday. Book bags to be brought into school on a Monday and a Thursday.
- Children to be able to bring in a small rucksack to carry everything
- Choirs and orchestras will not reconvene until further notice
- Peripatetic lessons for any wind instrument will be discussed with the provider to ensure that safety measures and meticulous cleaning of the room takes place between lessons. Where possible, wind instrument lessons will take place in an empty room with a hard floor that can be easily washed where possible

- Any existing individual risk assessments (disability, young persons or new/expectant months) to be reviewed.

- All staff are aware of what to do should they feel unwell, Notify SLT immediately if you feel unwell at any time during the day and follow guidance.

- **Self-Isolation**

- Anyone who meets one of the following criteria should not come to school:
  - Has a high temperature, a new persistent cough or who experiences a loss or change in their normal sense of taste or smell (anosmia) - follow the Government guidance on [self-isolation 'stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection'](#), which sets out that they must self-isolate for at least 7 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.
- Therefore, if anyone in your household is displaying symptoms associated with COVID-19, your child should not attend school.

- Parents will report their child's absence using the normal absence procedure by contacting the school office.

- As a school community, we would like to promote the engagement with the NHS test and trace process

**\*Book a test** (All children can now be tested)

**\*Provide contact details**

**\*Self-isolate**

- 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.
- In the event of a negative result, we kindly ask that if any child still feels unwell they should not attend school until they feel better.

### **Fire Procedures**

- All staff in school are aware of what to do in the event of a fire and have had appropriate training.
- Drill will be held within the week beginning 7<sup>th</sup> September and then monthly there after

In the event of a fire, the following evacuation procedures will apply.

- All children will be supported by the same adult who will share responsibility for checking their own toilet area or hall space (as appropriate) as part of their routine evacuation procedure.

<b>Foundation</b>	<i>Exit the building via the Year 4 classroom and lead on to the main playground and line up at the bottom near the ball wall</i>
<b>Years 1,2,3 &amp; 4</b>	<i>Exit via their classroom doors, walk down to the main playground externally to the building and proceed to line up at the bottom near the ball wall</i>

Staff to ensure pupils with a Personal Emergency Evacuation Plan (PEEP) are evacuated as per the plan.

- SLT to ensure pupils with a Behavioural Risk Assessment have their 1-1 support where stated. Ensure

an SEN risk assessment is updated for the child to help them adjust to any new expectations so they can continue with their learning.

### **Cleaning & Hygiene**

- All children to wash their hands thoroughly before and after eating.
- All lunches will be eaten in each classroom, avoiding any mixing of pupils within bubbles. Any child providing their own lunch, please do so in a plastic container which will be stored in a designated space in the classroom to allow easy cleaning by the adult who will distribute lunches safely
- All children will also need to bring a named water bottle
- Each year group will have their break in their own designated area, avoiding mixing with any other year group
- Each year group have access to a selection of their own set of outdoor playtime equipment which will be cleaned following each break time
- Outdoor climbing equipment to be cordoned off preventing access
- Each year group will continue to use their designated toilet facilities to avoid mixing with another year group. Children will be encouraged to go to the toilet before going outdoors. Individual bubbles to organise staff break times on a staggered system to allow staff to have a break. This will be discrete to each year group.
- To allow us to ensure the safety of all children during wetter weather, we ask that all pupils come to school with a suitable wet weather coat and footwear
- If the weather is too severe to be outside, the children will remain in their classroom and have access to shared resources which can be easily cleaned following their use. Occasionally, the children will be able to watch a suitable dvd during a wet play but this will not be a frequent lunchtime activity.

As all pupils are back at school first aid cover will be in place and a 3 day trained first aider at work, including a paediatric first aider will be in school at all times.

### **Administering First Aid**

#### ***Operational points to maintain provision and safety:***

- Basic first aid will be administered by staff in individual year group bubbles and at lunchtimes, by their regular supervisor. A note will not be made for minor incidences *e.g. a plaster on the finger*
- In exceptional circumstances, this will be attended to at the top of the school by a qualified first aider, under supervision of the office staff. PPE will be worn if appropriate. In this event, a note will be provided and possibly a phone call to parents.
- We will continue to always notify you with a phone call in the event of a bumped head.

### **Medicine in School**

- Medicines will be administered in the classroom where possible to prevent too many children coming to the office. They will be stored in a locked cupboard in the office and taken down to the classrooms at appropriate times. Permission forms to be completed at the external part of the school office and handed in.
- Where medicines need to be stored in the fridge, a member of office staff will deliver them safely to the classroom.
- Medicines which are considered more high risk and epi pens will continue to be stored in a locked cupboard, in the school office.
- Strict hygiene rules will be followed in giving any medication, including use of PPE if appropriate

### **Procedure if Someone Falls Ill**

- In the event that a pupil presents any symptoms associated with COVID-19, we will ask you to come and collect your child. PPE must be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained.
- The child will be asked to wait in an allocated well ventilated room, away from other pupils, while they await collection.
- We will encourage the child to cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow to minimise the risk of infection.
- Schools will aim to secure at least three contact numbers for every child in case of this emergency. Parents asked to notify us of any changes to your child's emergency contact details that may arise.
- Staff members are aware of the NHS Test and Trace process and are ready and willing to book a test if they are displaying symptoms, provide details of anyone they have been in close contact with if they were to test positive for coronavirus, and self-isolate if they have been in close contact with someone who develops coronavirus.
- In the event that a symptomatic child who is sent home subsequently tests positive, parents have been asked to notify us so that we can take swift action and notify HPT (Health Protection Team) who will undertake a risk assessment and implement their management procedures.

- Staff members are aware of the NHS Test and Trace process and are ready and willing to book a test if they are displaying symptoms, provide details of anyone they have been in close contact with if they were to test positive for coronavirus, and self-isolate if they have been in close contact with someone who develops coronavirus.

### **Physical Activity**

- physical activity is prioritised to outdoor sports where possible and large indoor spaces where not; maximising distance between pupils is particularly important due to the way people breath during exercise;
- pupils are kept in consistent groups (bubbles);
- sports equipment is thoroughly cleaned between each use by different individual groups;  
- no contact sports
- Each year group will be allocated a day slot to use the hall, this will allow for thorough cleaning of the space between sessions. This will mean there is no mixing between groups in this space.

### **School transport**

N/A

### **Communication to parents**

- We will ensure that all information we need to provide you with is done so via email or phone call.
- Parents can contact the school office by email [office@henburyview.dorset.sch.uk](mailto:office@henburyview.dorset.sch.uk) or phone **01202**

**659179** and we can get back to you as soon as we can.

- Visits to school will be undertaken by appointment only, allowing appropriate safety measures to be addressed.
- At present, our parent teacher conferences which normally take place during the Autumn term are planned to take place via zoom.
- Parents advised to only allow one parent on site at drop off and pick up times
- Operation handbook shared with parents explaining clear one way systems designed to avoid gatherings at gates and doors

### **Deliveries/Waste collection**

- Do not approach delivery staff, allow packages to be left in a safe place.
- Hands are to be thoroughly washed after handling all deliveries or waste materials.
- Delivery must be afforded the use of welfare facilities by law. Our COVID 19 prevention measures will be communicated effectively. Toilets are in a communal area and can be easily accessed away from any internal bubble.

### **Cleaning & Hygiene**

- All staff or school visitors will use hand sanitiser prior to entering the school.
- Hand sanitisers and antibacterial wipes have been provided at common touch points throughout the school to promote good hygiene at high touch points. Increased hand sanitising stations in classrooms and around school (3.1.21)

#### ***We will ensure that all adults and children:***

- frequently wash their hands with soap and water for 20 seconds and dry thoroughly;
- clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing;
- are encouraged not to touch their mouth, eyes and nose;
- use a tissue or elbow to cough or sneeze and use bins for tissue waste (***'catch it, bin it, kill it'***).
- An increased cleaning schedule will be implemented throughout the school, ensuring that high risk contact points, *e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.*
- Equipment that is shared across bubbles will be cleaned meticulously before being used by another set of children, allowing 72 hours between uses.
- Where possible, all spaces will be well ventilated using natural ventilation through opening windows.
- Doors will be propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.
- Inform parents of hygiene expectations and discuss with pupils.
- Clean surfaces that pupils and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal.
- Ensure that bins for tissues are emptied throughout the day.
- Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.
- Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of

door handles and aid ventilation.

### Contractors

Only contractors carrying out essential maintenance and statutory testing deemed necessary to the safe running of the school are to be allowed on site and will read and comply with good hygiene.

Staff and contractors are to maintain a safe distance between themselves and others (2 metres).

All contractors are to wash their hands upon entering the site.

Strict hygiene rules to be implemented, all contractors are to be asked to do the following:

- wash hands on entry into individual work areas – or use alcohol-based hand sanitiser;
- repeat the hand washing/sanitising every hour.

The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned.

### Existing level of risk

Consider current level of risk with existing controls in place

**Due to the nature of the virus there will be a higher risk compared to other illnesses. Schools will monitor the situation and as soon as they feel the risk has increased in their setting they will notify Bob Farmer, Gemma Carr and Louise Adams at the Hamwic Education Trust.**

### Additional control measures

List any additional control measures that are required

- Timings of the school day to be staggered to prevent cross bubble activity
- Staff to use track and trace twice a week to report lateral flow results to the NHS .
- Movement around the school will be via designated outdoor route only. Each bubble classroom has access to an external door.
- School gates will remain closed to parental vehicles
- Large gatherings will not be held. Assemblies will be held via zoom or teams so that bubbles remain discrete
- Each bubble allocated their own toilets
- Cleaning staff capacity increased and PPE is provided where required
- All children provided with individual supplies of highly used items
- Disposable cups available for those who do not have a plastic bottle
- Cold packed lunches in place during Autumn terms
- Cleaning materials available in each classrooms
- Provision of hand sanitors at key positions
- COVID-19 potential waste to be separated into a separate waste stream, double bagged, dated and stored for 72hours before disposal
- Breakfast club will continue with children in separate bubbles.
- School will review the use of external clubs with the view for them to open when the risk management allows.

### **Operational points that support all children entering school safely**

We respectfully ask that you follow the support measures we have put in place to keep our whole community safe:

- All the year groups have been organised into discrete bubbles (1xclass per year group)
- No cars on site apart from staff and school contractors . This allows families to utilise the roadway to maintain a safe distance. Please walk if you can, or if you can't, please park with due consideration to our neighbours.
- We would ask to limit the amount of adults dropping off, keeping this to one parent where possible,



to speed up the process, avoid any unnecessary gatherings and to allow for safer distancing.

- The system of entry is designed to support a smooth drop off for all children. Please keep younger children with you at all times and follow the one way systems and timings we have created.
- Parents who have a message for your child's classteacher that can't be handed over verbally and swiftly at drop off, please contact the school office by email [office@henburyview.dorset.sch.uk](mailto:office@henburyview.dorset.sch.uk) or phone 01202 659179 and we will get back to you as soon as we can. Parents will not be able to come into school, unless it is an emergency or they are invited in by appointment.
- There will be sanitisers available at each drop off point. All children will be asked to wash their hands as soon as they enter their classroom.
- Breakfast club will continue to operate however children will remain within year group zones to ensure no mixing between our year group bubbles.
- Parents have been invited to wear a face covering at drop off and afternoon pick up times while on the school grounds. Teaching staff will be wearing a clear visor or face covering at the gate during these times (from 5.11.20)

Year Group	Entry point	Timings	Logistics
Foundation	Wyatts Lane	8.50-9.00am	<b>Enter though the top gates on Wyatts Lane</b> , walk down the slope (not the steps please) and wait at the Foundation gate. Then depart up the steps back onto Wyatts Lane
Year 1	Bottom gate – Hillside Road	8.40-8.50am	<b>Enter via the Hillside Road gate .</b> Line up from the Year 1 gate with at least 1 metre + distance . ( Please be aware we are adding this gate over the Summer directly opposite the Year 1 classroom door)  Children enter the gate when the teacher receives them and then adults cross the internal road and leave via the double gates back onto Hillside Road
Year 2	Bottom gate – Hillside Road	8.50-.9.00am	<b>Enter via the Hillside Road gate .</b>  Line up from the Year 2 gate with at least 1 metre + distance .  Children enter the gate when the teacher receives them and then adults cross the internal road and leave via the double gates back onto Hillside Road .
Year 3	Pond gate – Wyatts Lane	8.40-8.50am	<b>Enter via the Wyatts Lane Pond gate .</b>  Line up from the gate with at least 1 metre + distance opposite the pond .  The teacher will receive them and adults leave by walking up the steps outside the main office on a one way system
Year 4	Pond gate – Wyatts Lane	8.50- 9am	<b>Enter via the Wyatts Lane Pond gate .</b>  Line up from the gate with at least 1 metre + distance opposite the pond .  The teacher will receive them and adults leave by walking up the steps outside the main office on a one way system

### Afternoon play

Year group	Timings	Location
Foundation	2pm (flexible)	Field
Year 1	2pm -2.10pm	Bottom part of the Playground
Year 2	2.15-2.25 pm	Bottom playground
Year 3	2pm -2.10pm	Top part of the <b>main</b> playground
Year 4	2.15-2.25 pm	Top part of main playground/ Field

### Exit points

Year Group	Exit point	Timings	Logistics
Foundation	Wyatts Lane	3.05-3.15pm	<b>Enter though the top gates on Wyatts Lane</b> , walk down the slope (not the steps please) and wait at the Foundation gate. Then depart up the steps back onto Wyatts Lane
Year 1	Bottom gate – Hillside Road	2.55 3.05pm	<b>Enter via the Hillside Road gate .</b> Line up from the Year 1 gate with at least 1 metre + distance . ( Please be aware we are adding this gate over the Summer directly opposite the Year 1 classroom door)  Children enter the gate when the teacher receives them and then adults cross the internal road and leave via the double gates back onto Hillside Road
Year 2	Bottom gate – Hillside Road	3.05-3.15pm	<b>Enter via the Hillside Road gate .</b>  Line up from the Year 2 gate with at least 1 metre + distance .  Children enter the gate when the teacher receives them and then adults cross the internal road and leave via the double gates back onto Hillside Road .
Year 3	Pond gate – Wyatts Lane	2.55 3.05pm	<b>Enter via the Wyatts Lane Pond gate .</b>  Line up from the gate with at least 1 metre + distance opposite the pond .  The teacher will receive them and adults leave by walking up the steps outside the main office on a one way system
Year 4	Pond gate – Wyatts Lane	3.05-3.15pm	<b>Enter via the Wyatts Lane Pond gate .</b>  Line up from the gate with at least 1 metre + distance opposite the pond .  The teacher will receive them and adults leave by walking up the steps outside the main office on a one way system

**\*Please note, Mrs Clarke & Mrs Collins have personally liased with parents with siblings separately to agree drop off arrangements.**

### **3. Breaktimes**

#### **3.1 Morning breaks**

<b>Year group</b>	<b>Timings</b>	<b>Location</b>
<b>Foundation</b>	<b>10.35-10.50am</b>	Field/Bottom playground
<b>Year 1</b>	<b>10.15-10.30 am</b>	Main Playground
<b>Year 2</b>	<b>10.35-10.50am</b>	Top playground and a section of the main playground
<b>Year 3</b>	<b>10.00-10.15 am</b>	Top playground and a section of the main playground
<b>Year 4</b>	<b>10.00-10.15 am</b>	Main Playground

#### **Operational points that support all children having a morning break safely**

- Each year group will have their break in their own designated area, avoiding mixing with any other year group
- Each year group will have access to a selection of their own set of outdoor playtime equipment which will be cleaned following each break time
- Outdoor climbing equipment to be cordoned off preventing access
- Each year group will continue to use their designated toilet facilities to avoid mixing with another year group. Children will be encouraged to go to the toilet before going outdoors.
- Static benches will be sprayed with disinfectant after use
- To allow us to ensure the safety of all children during wetter weather, we ask that all pupils come to school with a suitable wet weather coat and footwear

#### **3.2. Lunchtimes**

<b>Year group</b>	<b>Timings</b>		<b>Location</b>
<b>Foundation</b>	<b>11.55 – 12.25pm</b> Eat Lunch in classroom	<b>12.30 –1pm</b> Outside Play	Top part of the <b>main</b> playground
<b>Year 1</b>	<b>11.55 –12.25pm</b> Outside Play	<b>12.25 -1pm</b> Eat Lunch in classroom	Bottom part of the Playground
<b>Year 2</b>	<b>11.55 – 12.25pm</b> Eat Lunch in classroom	<b>12.30 – 1pm</b> Outside Play	Bottom playground
<b>Year 3</b>	<b>11.55 – 12.25pm</b> Outside Play	<b>12.25 -1pm</b> Eat Lunch in classroom	Top part of the <b>main</b> playground
<b>Year 4</b>	<b>11.55 – 12.25pm</b> Outside Play	<b>12.25 -1pm</b> Eat Lunch in classroom	Top playground/ Field

### **Operational points that support all children having a safe lunchtime**

- All children to wash their hands thoroughly before and after eating.
- All lunches will be eaten in each classroom, avoiding any mixing of pupils within bubbles. Any child providing their own lunch, please do so in a plastic container which will be stored in a designated space in the classroom to allow easy cleaning by the adult who will distribute lunches safely
- All children will also need to bring a named water bottle
- Each year group will have their break in their own designated area, avoiding mixing with any other year group
- Each year group have access to a selection of their own set of outdoor playtime equipment which will be cleaned following each break time
- Outdoor climbing equipment to be cordoned off preventing access
- Each year group will continue to use their designated toilet facilities to avoid mixing with another year group. Children will be encouraged to go to the toilet before going outdoors. Individual bubbles to organise staff break times on a staggered system to allow staff to have a break. This will be discrete to each year group.
- Static benches will be sprayed with disinfectant after use
- To allow us to ensure the safety of all children during wetter weather, we ask that all pupils come to school with a suitable wet weather coat and footwear
- If the weather is too severe to be outside, the children will remain in their classroom and have access to shared resources which can be easily cleaned following their use. Occasionally, the children will be able to watch a suitable dvd during a wet play but this will not be a frequent lunchtime activity.
- Each class will have a access to the hall for a day each week, which will support physical activity during wet weather.

### **Prevention is still the best approach:**

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

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.

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<b>School leader's comments</b>	Insert comments relevant to findings as appropriate
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Head Teacher comments

Wrap around care will be reinstated as soon as the school has a clear picture of the implementation and review of the returning plan for March 8<sup>th</sup> 2021.

**Engage with the NHS Test and Trace process**

- The school will follow all current advice and instruction relating to the Test and Trace process, keeping abreast of any developments.
- The school is supporting all staff to test who consent each week through the rapid asymptomatic testing programme.

The school will issue correct, current advice to any member of its community who receives a positive test.

Name of school leader	Signature of school leader	Date
Jane Clarke Natasha Graham (Health & Safety Governor) GradIOSH,MIIRSM	<i>Jane Clarke.</i>	14.7.20

<b>Risk assessment reviews</b>	Set future review dates & sign/comment upon completion
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Review date	Reviewed by	Reviewer signature	Remarks
4 <sup>th</sup> September 2020	Led by Jane Clarke – shared with school team	<i>Jane Clarke.</i>	Letter sent to all parents/carers highlighting small updates.
15 <sup>th</sup> September 2020		<i>Jane Clarke.</i>	
4 <sup>th</sup> November 2020	Jane Clarke, Harriet Collins & Natasha Graham (shared with governors and staff)	<i>Jane Clarke.</i>	Letter sent to parents *invite for parents to wear face coverings while on school sight *staff to wear face coverings at drop off and pick up *additional clothing for pupils during colder

			months
3 <sup>rd</sup> January 2021	Jane Clarke, Harriet Collins & Natasha Graham (shared with governors and staff)	<i>Jane Clarke.</i>	Return to school update Spring term 2021
5 <sup>th</sup> January 2021	Jane Clarke, (shared with governors and staff)	Jane Clarke, Harriet Collins & Natasha Graham (shared with governors and staff)	Entering lockdown 3
14 <sup>th</sup> January 2021	Jane Clarke, (shared with governors and staff)	<i>Jane Clarke.</i>	Including guidance on staff testing
23 <sup>rd</sup> February 2021-in anticipation for a return to school on 8 <sup>th</sup> March	Jane Clarke, (shared with governors and staff)	<i>Jane Clarke.</i>	Including guidance on staff testing

### RISK ASSESSMENT MATRIX - LEVEL OF RISK

		LIKELIHOOD					
5	Fatalities	SEVERITY	5	10	15	20	25
4	Major		4	8	12	16	20
3	Serious		3	6	9	12	15
2	Minor		2	4	6	8	10
1	Negligible		1	2	3	4	5
			1 Very Unlikely	2 Unlikely	3 Moderate	4 Likely	5 Very Likely

<b>Low Risk</b>	Acceptable – Monitor. See note 1 below.
<b>Moderate Risk</b>	Acceptable - subject to guidance. See note 2 below.
<b>High Risk</b>	Unacceptable. Activity must not proceed.

Note 1. If the risk after controls is established as low, then no further action is required. However, you should continue to monitor the residual risk and ensure that it remains as low as **‘so far as is reasonable practical’**

Note 2. Tasks which have been identified as containing moderate residual risk, after controls are in place, may only be undertaken providing the risk has been reduced **‘so far as is reasonable practicable’** and must be reduced to a minimum commensurate with the needs of the task.