

Re-opening Thomas Jones School to all children – September 2020 - 03	
Risk level: The current risk is Medium to High . National advice and guidance (updated guidance published on 3 rd Sept) will be utilized regularly to update the risk assessment to ensure its continued effectiveness. The risk assessment will be reviewed routinely every fortnight.	
Assessment by: Lindsay JOHNSON (Deputy Headteacher)	Date: July & August 2020 (updated Sept 2020)
Headteacher Approval: David SELLENS	Date: August 2020
Chair of Governors Approval: Tom CHURCH	Date: August 2020
All employers have a duty to consult employees on health and safety. Have staff (support staff, teachers, leadership, administrative, site manager) been consulted in production of this risk assessment?	Yes. (including union rep – Scott Gourley) August 2020

What are the hazards?	Who might be harmed?	Actions to take	What further action is necessary?
OVERVIEW: Transmission of Coronavirus / spread of COVID-19	Staff, children / wider contacts	<p>General Prevention Measures:</p> <ol style="list-style-type: none"> 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. 5) minimise contact between individuals and maintain social distancing wherever possible 6) where necessary, wear appropriate personal protective equipment (PPE) <p>Numbers 1 to 5 will be in place at all the times. Number 6 applies in specific circumstances.</p> <p>Response to any infection:</p> <ol style="list-style-type: none"> 7) engage with the NHS Test and Trace process 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community 9) contain any outbreak by following local health protection team advice 	<p>Children to be encouraged to bring their own hand gel and tissues in KS1 and KS2, as well as these items being offered in school.</p> <p>In EYFS – at least three boxes of tissues should be dotted about to enable easy access for children and staff.</p> <p>In KS1 – All staff should keep tissues on their person ready to distribute to children, as well as a box of tissues placed in an accessible position for all.</p> <p>In KS2 – children to keep a supply of tissues in their individual trays.</p> <p>All children to be explicitly taught and reminded of the importance of ‘catch it, bin it, kill it.’</p>

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		<p>Numbers 7 to 9 must be followed in every case where they are relevant (refer to Public Health FAQ document).</p> <p>Actions: More is now known about the coronavirus (COVID-19) and so from September there will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of children will be able to return to school. From September:</p> <ul style="list-style-type: none"> • a small number of children will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19) • shielding advice for all adults and children was paused on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of children who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. • if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below). • some children no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). More advice is available from the Royal College of Paediatrics and Child Health at COVID-19 - 'shielding' guidance for children and young people. <p>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, they will immediately be offered access to remote education. The engagement with remote learning will be monitored.</p> <p>Risk assessments for children with EHC plans will be reviewed as and when necessary, to ensure child is at no more risk in the school setting than at home.</p>	

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		<p>We will set up clear, repeated messaging to parents/carers that children must not attend if they, or a member of their household, has COVID-like symptoms or a positive test.</p> <p>We will ensure visiting staff are aware of, and adhere to, distancing and hygiene measures and minimise contact to only children who need to be taught.</p> <p>PPE will be worn where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at school.</p> <p>PPE will be worn 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.</p> <p>PPE will be worn when a child requires first aid treatment.</p>	<p>The disabled loo should only be used to change children. No adults should use it/enter it unless they are LSAs tending to children. Actioned</p>
<p>Transmission of Coronavirus / spread of COVID-19 through person-to-person contact/coughing etc.</p>	<p>Staff, Children / wider contacts</p>	<p>Action:</p> <p>Ensure that children and staff, where possible, only mix in consistent class groups and that contact is limited to those children and staff within the class.</p> <p>Each class has a walkie-talkie to communicate with each other, the deputy head and the site manager.</p> <p>Designate areas for staff breaks that maintain social distancing and hygiene.</p> <p>Adults should maintain at least 1 metre distance (ideally 2 metre) from each other, and from children.</p> <p>Staff working with younger children should avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p>For children who have complex needs or who need close contact care. These children' educational and care support should be provided as normal.</p> <p>Remove, where practicable, unnecessary equipment and furniture from classrooms.</p> <p>Set up desks as far apart as possible and so they are forward-facing, with children beside one another. (KS2)</p>	<p>Certain staff will continue to work across year groups in accordance to the guidance – ‘staff can work across year groups if that is needed to enable a full educational offer’ and ‘All teachers and staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.’</p> <p>Ensure all staff are trained to use the walkie-talkies. Actioned</p> <p>Staff to utilise emails to undertake longer, more involved communications, rather than face to face conversations or paper memos.</p> <p>The staffroom will remain closed and utilised in alternative ways as and when necessary.</p> <p>The school's stance remains that it is the personal choice of staff to wear PPE, however the school only has funds to provide it for – first aiders, certain LSAs and for emergencies (e.g. a staff member travels on public transport and their PPE has been misplaced or damaged.) SO staff in general will need to purchase their own.</p>

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		<p>Mark out areas, where practicable/helpful, to help children visualize and maintain safe distancing.</p> <p>Rooms to be kept as well ventilated as possible (opening windows) All other indoor areas used will be ventilated adequately, with windows/doors opened by site manager first thing in the morning. Doors propped open to increase ventilation and reduce use of door handles. Pupils to use outdoor space as much as the timetable allows. The grilles and windows in the KS2 library will be open at all times.</p> <p>Schedule handwashing times for all children and staff to ensure this occurs on arrival, before departure, when coming in from break, before and after eating. Hands should also be washed after going to the toilet.</p> <p>No event or activity where groups will be required to mix will be held – no assemblies, no eating lunch in the hall. Assemblies/collective worship will occur via Zoom.</p> <p>Determine whether interventions are essential and ensure delivery in line with social distancing guidelines.</p> <p>Ensure that specialists and therapists can support children safely through careful timetabling.</p> <p>Breakfast and afterschool clubs - will require a phased reinstatement.</p> <p>Consider opportunities for outdoor learning to assist in social distancing.</p> <p>Staff to follow social distancing guidance in offices/close working in rooms etc and should not use/share offices / rooms where 2m distancing/good ventilation cannot be maintained.</p> <p>Avoid large gatherings such as assemblies or collective worship with more than one group.</p> <p>Limit face to face meetings to those which are essential. Ensure these are conducted in large enough areas to maintain ideally 2m (at least 1m) distancing; or via electronic means (e.g. Zoom)</p> <p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.</p>	<p>Ask teachers to consider furniture carefully when setting up their classrooms before September. Rugs to be kept in N, Rec, Y1, Y2 (feet dipped in antibacterial solution on entry will support the continued hygiene of this area)</p> <p>NM to support Y1 and Y2 teachers in setting up class safely. Actioned.</p> <p>Children to wear school fleeces in class when the weather is cold.</p> <p>Staff to be encouraged to wear appropriate clothing so that, windows can remain open.</p> <p>A timetable of spaces to be drawn up so that interventions can occur safely and that cleaning can occur between sessions. Staff to communicate fully when a shared space is used for assessment or interventions and take responsibility for leaving the space clean and safe.</p> <p>There will be no music tutors, external PE staff, play therapist (so referrals can be identified) for the first three weeks of term.</p> <p>Music tutors resume teaching they will sit side by side with the child and there will be no sharing of instruments. Cleaning will occur between each lesson.</p> <p>The school administrator (CK) to undertake an audit of breakfast and after school staff in September to ascertain availability and also explore the potential demand from parents. The leadership team will utilize this information to consider a variety of models for this provision moving forward. Any decisions will be kept under constant review.</p> <p>Staff will work at home when they are undertaking a role or activity conducive to this option, in line with guidance 'where a role may be</p>

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		<p>Provide suitable and sufficient rubbish bins in all areas with regular removal and disposal.</p> <p>Ensure outdoor equipment is cleaned between groups of children using it, and that multiple groups do not use it simultaneously.</p> <p>Cover up water fountains and follow the Legionella management programme weekly. Encourage children to bring in their own water, in a named bottle.</p>	<p>conducive to home working, for example some administrative roles, school leaders should consider what is feasible and appropriate' and 'governing bodies and school leaders should have regard to (including headteacher) work-life balance and well- being' and 'schools should take steps to limit interaction and sharing of rooms as much as possible.' SO:</p> <ul style="list-style-type: none"> • Certain 'office based-staff' (admin and leadership), when working on appropriate activities will work at home. • Teachers, when undertaking planning preparation and marking, will work at home. <p>Teachers to timetable a cleaning schedule to be actioned throughout the day by their individual class staff team both inside the classroom and outside e.g. playground resources (in liaison with other teachers and KS leaders.)</p>																																										
<p>Transmission of Coronavirus / spread of COVID-19 from access to & egress from site</p>	<p>Staff, Children/ wider contacts</p>	<p>Staggered start and finish times, break and lunch times (to reduce congestion and contact at all times) will be introduced. Communicate changes and allocated times and entrances to parents.</p> <table border="1" data-bbox="512 842 1308 1492"> <thead> <tr> <th></th> <th>Start</th> <th>Play 15 mins</th> <th>Lunch Play 20 mins</th> <th>Eat Lunch 20 mins</th> <th>Play</th> <th>End</th> </tr> </thead> <tbody> <tr> <td>Nursery</td> <td>8.30 (Back)</td> <td></td> <td colspan="2">11.50 am In class</td> <td></td> <td>2.30 (Back) <i>1.15 Fri</i></td> </tr> <tr> <td>Reception</td> <td>8.45 (Back)</td> <td></td> <td colspan="2">11.50 am Collect from hall</td> <td></td> <td>2.45 (Back) <i>1.30 Fri</i></td> </tr> <tr> <td>Year 1</td> <td>9.00 (Back)</td> <td>10.45</td> <td>12.30</td> <td>12.10</td> <td>2.10</td> <td>3.00 (Back) <i>1.45 Fri</i></td> </tr> <tr> <td>Year 2</td> <td>9.15 (Back)</td> <td>11.00</td> <td>12.10</td> <td>12.30</td> <td>2.00</td> <td>3.15 (Back) <i>2pm Fri</i></td> </tr> <tr> <td>Year 3</td> <td>8.30 (Main)</td> <td>10.15</td> <td>12.20</td> <td>12.00</td> <td></td> <td>2.30 (Main) <i>1.15 Fri</i></td> </tr> </tbody> </table>		Start	Play 15 mins	Lunch Play 20 mins	Eat Lunch 20 mins	Play	End	Nursery	8.30 (Back)		11.50 am In class			2.30 (Back) <i>1.15 Fri</i>	Reception	8.45 (Back)		11.50 am Collect from hall			2.45 (Back) <i>1.30 Fri</i>	Year 1	9.00 (Back)	10.45	12.30	12.10	2.10	3.00 (Back) <i>1.45 Fri</i>	Year 2	9.15 (Back)	11.00	12.10	12.30	2.00	3.15 (Back) <i>2pm Fri</i>	Year 3	8.30 (Main)	10.15	12.20	12.00		2.30 (Main) <i>1.15 Fri</i>	<p>Staff members can register their own private vehicle with RBKC to be exempt from local parking charges if driving.</p> <p>Consider asking staff to change clothes on arrival if they have used public transport.</p> <p>Ensure that staff are aware that they must wear a mask on public transport, by law.</p> <p>Staff who have travelled on public transport or walked to school to spray the soles of their feet on entry.</p>
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		Year 4	8.45 (Main)	10.30	12.00	12.20		2.45 (Main) <i>1.30 Fri</i>	<p>Adults supervising the school gates will limit communication with parents, but if necessary, at a distance (1m, but ideally 2m). Face masks to be worn if desired.</p>
Year 5	9.00 (Main)	10.45	1.00	12.40		3.00 (Main) <i>1.45 Fri</i>			
Year 6	9.15 (Main)	11.00	12.40	1.00		3.15 (Main) <i>2pm Fri</i>			
<p>Children Children to arrive at a designated time, different to other classes. They will step in antibacterial foot wash on entry and be instructed to wash their hands in anti-bacterial solution. Whilst the school understands that a temperature is not always an indicator of the virus, temperatures will still be taken as this can sometimes be an indicator of the virus and will also alert staff to a child's general health.</p> <p>Visitors Only essential visitors to be allowed onto the school site. Ensure all visitors / building users are aware of expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school. Signage in reception regarding good hygiene and social distancing</p> <p>Staff On arrival all staff to be required to wash hands using nearest available toilet or use the sanitiser provided in reception.</p> <p>We understand that staff travelling on the tube need to continue to proceed with care – and may be delayed (if avoiding a busy train) and should leave promptly after school to avoid peak times.</p> <p>Staff who have travelled on public transport or walked to school to spray the soles of their feet on entry.</p> <p>Adults to take their own temperature in their zone on arrival to school.</p> <p>Care to be taken when using school lockers, not to touch any other lockers.</p>		<p>Staff break zones to be set up (small marquees) Communicate that all staff will only have a half an hour break.</p> <p>Class teachers to devise their own timetable for their staff team including when they should have their break.</p>							

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		<p>In addition – there will be no educational visits off-site in the autumn term. Teachers will utilize remote museum/gallery visits wherever possible. The only exception (to be considered in due course) would be an outdoor venue that be accessed on foot from the school site e.g. Holland Park Ecology Centre.</p> <p>Staff to be encouraged to arrive and leave promptly where possible, especially if travelling on public transport.</p> <p>Once on site, staff should not leave until the end of the day. Breaks to be taken in school.</p> <p>Parents Children and families to be asked to avoid public transport and wear face coverings where that is not possible. Parents/carers are not to be allowed on site at any time. Meetings/conversations are to occur over the phone or via Zoom. All start and end times are staggered. These agreed times to be sent to all parents/carers in August in advance of the term starting. One parent/carer only to travel to school with their child. Parents to be encouraged to arrive no more than 5-minutes before allocated drop-off and pick-off time and leave swiftly. Children are to access via the school from the main and back entrance, which will be opened and supervised by 8.25 am They are expected to exercise physical distancing.</p>	
Indirect transmission of Coronavirus / spread of COVID-19 through surface contamination and ineffective personal hygiene practices	Staff/ Children/ wider contacts	We will: Ensure children wash their hands on entry to school. Ensure adequate supplies of soap, paper hand towels and hand sanitiser, with stock monitoring and re-ordering procedures set up. Ensure soap and hand towels are regularly topped up at all washing stations. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. Ensure proper handwashing and hand sanitiser technique are prominently displayed at all stations, as directed by NHS guidance and that children continue to be explicitly taught/reminded how to wash hands thoroughly.	Teachers to ensure children wash their hands/use hand sanitizer: <ol style="list-style-type: none"> 1) On entry 2) At the end of morning play 3) Before lunch 4) After lunch has been consumed. 5) At the end of afternoon play (KS 1 only)

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		<p>Ensure site staff regularly clean the hand washing facilities.</p> <p>Encourage parents to send in emollient cream if their child suffers from eczema, so hands don't become cracked and sore and to ensure children don't try to avoid washing hands.</p> <p>Locate hand sanitiser at reception and insist on it being used by all persons when entering the building.</p> <p>Provide multiple tissue boxes for classrooms. Staff to replenish as needed.</p> <p>Ensure bins are provided for tissues in every classroom.</p> <p>Ensure catch it, bin it, kill it message is displayed, discussed and understood in each class. Staff / children to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.</p>	
<p>Transmission of Coronavirus / spread of COVID-19 due to insufficient / ineffective cleaning and hygiene practices</p>	<p>Staff, Children / wider contacts</p>	<p>We will ensure:</p> <p>A cleaning schedule is implemented throughout the site, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Thorough cleaning of rooms at the end of the day. Extra deep clean on Friday (longer session – school to finish earlier on that day)</p> <p>Cleaning protocol is followed: Hard surfaces to be cleaned using standard cleaning products and disposable cloths / paper towels throughout day.</p> <p>Hand towels and hand wash are checked and replaced as needed by site manager.</p> <p>Enhanced cleaning regimes for toilet facilities are undertaken, particularly door handles, locks and the toilet flush, etc.</p> <p>Only cleaning products supplied by the school / contract cleaners are used.</p> <p>A risk assessment from contract cleaning staff for assurance on social distancing and their methods for cleaning the school site each day in particular to the cleaning required for door handles and taps etc.</p>	<p>Site manager to action.</p>

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<p>Transmission of Coronavirus / spread of COVID-19 from contact points and equipment use; printers, workstations, apparatus, machinery etc.</p>	<p>Staff, Children / wider contacts</p>	<p>We will ensure:</p> <p>Children have their own, water bottles in school (supplied by parents.)</p> <p>Common contact surfaces in reception, offices, access control etc. (screens, telephone handsets, desks) to be regularly cleaned.</p> <p>Staff and children have their own frequently used items, such as pens and pencils that are not shared.</p> <p>Classroom-based resources, such as books and games, are used and shared within the group and cleaned regularly, along with all frequently touched surfaces. Class teachers to create their own cleaning schedule to be undertaken in their classroom by their small staff team.</p> <p>Resources that are shared between groups, such as sports, art and science equipment are cleaned frequently and meticulously and always between use by different groups or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different groups.</p> <p>Ensure outdoor playground equipment, including inside and outside resources used by wraparound care providers, is cleaned frequently.</p> <p>Limit the amount of equipment children bring into school each day to essentials such as bags, lunch boxes, hats, coats, books.</p>	<p>Individual pencils/sharpener/ruler/eraser/ coloured pencils/glue stick given to all children from Y1 up. Individual pencil cases to be kept in trays in KS2 and on the table by each child in KS1.</p> <p>There should be no access to communal messy play areas in the EYs such as sand and mud. The water tray (with antibacterial solution) and individual playdough portions that are later disposed of would be acceptable and individual sand and water trays could also be an option.</p> <p>Rota for using photocopier/printer. Class teachers to discuss. Only one person is permitted in the photocopier room at a time. Clean touch areas on the photocopier after use. (antibacterial spray to be kept adjacent to the copier for easy access.)</p> <p>Registers to be completed online. Paper registers are no longer to be used. School administrator CK to train staff on September INSET day.</p> <p>Site manager to clean taps, flushers x2 a day in adult and children's loos.</p> <p>KS and EYs leaders to liaise with teachers to ensure protocols are set up for playground equipment.</p>
<p>Transmission of Coronavirus / spread of COVID-19 due to failure to adhere to rules within school</p>	<p>Staff, Children / wider contacts</p>	<p>We will:</p> <p>Review behaviour policies to ensure they are in line with updated guidance.</p> <p>Communicate the new rules to staff, children and parent/carers.</p> <p>Parent/carer agreement sent out to all: - I agree to actively work in a trusting partnership with the school and understand, in the current circumstances, how vital it is for my child to behave appropriately for the safety and wellbeing of themselves and their peers. I understand that if my child puts themselves or other children at risk due to their behaviour, the school will, at the earliest opportunity, set out</p>	<p>EJ actioned.</p>

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		<p>clear consequences within the context of the current restrictions on movement within the school and new hygiene rules.</p> <ul style="list-style-type: none"> - I understand that if my child presents with any combination of symptoms related to the coronavirus, parents/carers will be required to keep them at home for 7 days and engage with the NHS Test and Trace process. - I accept that there will continue to be differences to the normal school routine. - I will be patient and understand that staff continue to work within an unprecedented and unique set of circumstances. - Whilst I understand that the school staff will strive to keep the site safe at all times and will ensure that protective rules and routines are established, there can be no absolute guarantee. - I will be punctual in collecting and dropping my child to school at the designated time, and ensure I stand at a safe distance (at least 1 metre - ideally 2m) from other parents/carers. -I appreciate that I will not be able to engage in conversation with staff at this time and will leave the vicinity of the school as quickly as possible. - I understand that only one parent/carer should drop off my child in the morning. - I understand that no parent/carer should enter the school site for any reason and communication with staff will need to occur via email or telephone. - I understand that I should endeavor to organise any medical appointments out of school hours. If my child does have to leave the school for an appointment, I will return them in a state of cleanliness, which will ensure their continued safety and that of their peers. - I understand I cannot drop-off anything during the day (e.g. PE kit, lunch.) In the case of lunch, I understand that my child will be provided with a school lunch, which I would then be charged for. - I understand that it is not possible for my child to have home learning (apart from Year 6), but they will have a reading book. - I understand that the number of items that come into school from home should be kept to an absolute minimum (e.g. if it is a warm day, my child will not wear a jacket. -I understand that public transport should be avoided on the way to school and if it cannot be, masks will be worn. - I will check my emails regularly. -I understand that the school will close early on a Friday, to ensure deep-cleaning of all areas in the school can occur. 	

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		<p>- I understand that due to the communal nature and location of the bike/scooter park my child will not be able to store their vehicle on site.</p> <p>Reinforce the new rules through daily teacher reminders.</p> <p>Display the new rules prominently through the school and at the gate.</p> <p>Discipline any staff who fail to adhere to the rules and expectations</p>	
<p>Transmission of Coronavirus / spread of COVID-19 during lunchtime</p>	<p>Staff, Children / wider contacts</p>	<p>All persons should be required to stay on site once they have entered it and not use local shops etc. Staff should only consume food and drink brought in from home and kept in class. THE STAFFROOM IS CLOSED.</p> <p>Play and lunch times for children should be staggered to reduce congestion and contact at all times.</p> <p>Staff break times should be staggered to reduce contact.</p> <p>Staff are not to congregate with anyone outside of their protected zone. Even within a zone distance where possible must be maintained.</p> <p>Reinforce handwashing prior to eating food.</p> <p>Make hand sanitiser available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p> <p>All persons should be kept as far apart as possible (at least 1 metre – ideally 2m) whilst eating.</p> <p>Lunchtime Food operators continue to follow Food Standard Agency’s (FSA) <u>guidance on good hygiene practices</u> in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.</p> <p>Children to collect lunch in their class group from the hall and take it back to the classroom to eat.</p> <p>Wrapped desserts or fruit to reduce visits to the lunch hall (ie Lunch and dessert picked up in one visit.)</p>	<p>Set up marquees for staff break times. Actioned.</p> <p>Circulate staff rota for lunches. These rotas are to be developed by each class teacher for their team.</p>

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		<p>All crockery, cutlery and food waste should be put straight in the class boxes provided and transported to the kitchen by a staff member wearing gloves.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break.</p>	
Transmission of Coronavirus / spread of COVID-19 due to travel off site	Staff, Children / wider contacts	No educational visits to occur off-site. Outdoor venues that can be accessed on foot may be considered at some point. Staff to utilize virtual visits to museums and galleries where available.	
Transmission of Coronavirus / spread of COVID-19 from contractors	Contractors, Staff, Children / wider contacts	<p>We will:</p> <p>Ensure only contractors carrying out essential maintenance deemed necessary to the safe running of the school are allowed on site and will read and comply with signs in reception regarding social distancing and good hygiene.</p> <p>Ensure any contractors who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, are not permitted on site.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres ideally, but at least 1m).</p> <p>All contractors wash their hands or use alcohol-based hand sanitiser upon entering and leaving the site.</p> <p>All contractors to wear a mask if they are working inside the building, but not if they are working outside.</p> <p>Agree approach to scheduled/ongoing building works.</p> <p>Seek confirmation of the contractors' method statement / risk assessment.</p>	Site manager to action.
Transmission of Coronavirus / spread of COVID-19 due to lack of awareness of PHE / school controls	Staff, Children / wider contacts	<p>We will:</p> <p>Display posters in the reception and other communal area around the site.</p> <p>Speak to all staff on the INSET day 4th September, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.</p> <p>Ensure good, clear and regular communications with parents/carers and wider school community - their support is valued and needed.</p>	

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<p>Transmission of Coronavirus / spread of COVID-19 via provision of first aid</p>	<p>Staff, Children / wider contacts</p>	<p>It is accepted that 2m (at least 1m) social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. children apply cold pack, wipe, plaster where able to do so.</p> <p>First aiders will be issued with a PPE pack and those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion.</p> <p>First aid equipment (including inhalers and epi-pens) distributed to each class to ensure that children can receive basic first aid without needing to leave their zone. First aid packs to be located in each zone sub-section. Accident forms in each classroom to be completed in event of any first aid. In case of an emergency, a staff member in class to use walkie talkie and contact member of the LT for advice OR class where a first aider is located depending on the situation. If a child brings antibiotics, it should be kept in the fridge in the hub room. An adult from the child's class will collect and return the medication (cleaning surfaces as required) and administer the medication in class.</p>	<p>Site manager to circulate packs to first aiders (and LSAs)</p> <p>Site manager and Janet (first aider) to action the distribution of equipment.</p>

What are the hazards?	Who might be harmed?	Actions to take	What further action is necessary?
Transmission of Coronavirus / spread of COVID-19 via provision of personal care	Staff, Children / wider contacts	<p>Ensure staff know the whereabouts of PPE, and are trained to use it safely.</p> <p>PPE is only needed in a very small number of cases:</p> <ul style="list-style-type: none"> - children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way - PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus symptoms . - PPE is required if a child or staff falls ill and requires direct personal care on site: <ul style="list-style-type: none"> • Fluid resistant surgical mask worn by supervising adult if 2m distance cannot be maintained • Disposable gloves, disposable apron, fluid-resistant surgical mask worn if contact is necessary • Eye protection if there is a risk of splashing (e.g. coughing, spitting, vomiting) <p>Review PPE protocols for routine provision of intimate care and ensure adequate supply.</p>	Adults are not expected to wear PPE (however it is recommended in certain circumstances) nor are they discouraged from doing so. The school has a neutral stance. The school has an emergency supply of PPE only.
Transmission of Coronavirus / spread of COVID-19 through emergency procedures (Fire alarm activations etc)	Staff, Children / wider contacts	<p>Where there are pre-planned fire drills, social distancing will be maintained, with the focus on social distancing rather than the time it takes to get out of the building. All muster points to remain as usual.</p> <p>Where emergency evacuations are necessary, the focus should be on evacuating the building quickly and in an orderly manner without the focus on social distancing. Social distancing can be maintained once everyone is out of the building, and out of danger, safely.</p> <p>Review any Personal Evacuation Emergency Plans (PEEPS) to ensure that arrangements are still adequate and relevant.</p>	EJ to action.
Transmission of Coronavirus / spread of COVID-19 from deliveries & waste collection	Staff, Children / wider contacts	<p>We will</p> <p>Discourage staff from approaching delivery staff, allow packages to be left in a safe place.</p> <p>Store delivery items for 72 hours prior to unpacking/use.</p>	No staff should have personal deliveries sent to the school.

What are the hazards?	Who might be harmed?	Actions to take	What further action is necessary?
		Ensure hands are thoroughly washed after handling all deliveries or waste materials.	
Unsafe premises (general)	Staff, Children / children	<p>Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc.</p> <p>Ensure all key services are operational</p> <p>Flush all water outlets thorough in areas of the school which have been closed for period of time.</p> <p>Ensure key fire doors are not being compromised</p>	
Transmission of Coronavirus / spread of COVID-19 due to SUSPECTED CASE ON-SITE	Staff, Children / children / wider contacts	<p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection (https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)', which sets out that they must self isolate for at least 10 days and should arrange to have a test (https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) 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.</p> <p>We will:</p> <ul style="list-style-type: none"> • Ensure all children are reminded daily to inform their teacher if they feel poorly • Designate waiting room/s for symptomatic child/children waiting to be collected. • Establish clear communication protocol in school, for quickly notifying key staff and parent/carer- Emergency contact numbers for parents/carers cross checked to ensure they are up to date • Set up COVID-19 risk/ incident log, for oversight by the safeguarding governor and further debrief/ training 	

What are the hazards?	Who might be harmed?	Actions to take	What further action is necessary?
		<ul style="list-style-type: none"> • Child/ staff member with symptoms should go home as soon as possible. • While waiting for collection, the child will wait in a well-ventilated room with a closed door, or if they cannot be isolated then they will be moved them to an area which is at least 2m away from others • PPE is required if a child or staff falls ill with coronavirus symptoms (young child or with complex needs) and requires direct personal care on site: <ul style="list-style-type: none"> ○ Fluid resistant surgical mask worn by supervising adult if 2m distance cannot be maintained ○ Disposable gloves, disposable apron, fluid-resistant surgical mask worn if contact is necessary ○ Eye protection if there is a risk of splashing (e.g. coughing, spitting, vomiting) • Parents/ carers/ symptomatic staff provided with self-isolation advice, and information about seeking help • Tests can be booked online through the NHS testing and tracing for coronavirus website (https://www.nhs.uk/conditions/coronaviruscovid-19/testing-for-coronavirus/), or ordered by telephone via NHS 119 for those without access to the internet. • Safe disposal of PPE and areas occupied and equipment used by the affected person cleaned and disinfected, as per guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings • Clean the affected area with normal household disinfectant • Supervising staff member and cohort wash hands thoroughly, do not need to go home unless they develop symptoms or the child subsequently tests positive. • Headteacher follow up if test result is not received. • Log completed <p>We will always call 999 in an emergency.</p> <p>We will adhere to the advice below:</p> <p>If someone who has attended has tested positive for COVID-19:</p> <ul style="list-style-type: none"> • 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 	

What are the hazards?	Who might be harmed?	Actions to take	What further action is necessary?
		<p>(COVID-19) attended the school – as identified by NHS Test and Trace.</p> <ul style="list-style-type: none"> • The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. • 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 advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. • The health protection team will provide definitive advice on who must be sent home. To support them in doing so, it is recommended that schools keep a record of children and staff in each group, and any close contact that takes place between children and staff in different groups. • A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. • Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. • Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. 	

What are the hazards?	Who might be harmed?	Actions to take	What further action is necessary?
		<p>If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ (https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance). They should get a test, and:</p> <ul style="list-style-type: none"> • if the test delivers a negative result they may return to school. • if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ (https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance) <p>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.</p>	
<p>Insufficient number of staff for the number of children attending and/or safety measures being adhered to.</p>		<p>We will:</p> <p>Audit the health status and availability of every member of staff and regularly review and update this, so that deployment can be planned.</p> <p>Carry out individual staff risk assessments where appropriate.</p> <p>Based on available staffing and any cover secured, decide how many children and how many classes can be supported at any one time. Organise home learning (education off site) for children when not on the premises and maintain online education platform as a contingency.</p>	<p>Local decisions on blended learning to be made in event of insufficient available teachers or staff to supervise the groups.</p> <p>School contingency plan to be enacted if some or all children have to learn at home. This will be written by the leadership team in September.</p>

What are the hazards?	Who might be harmed?	Actions to take	What further action is necessary?
		<p>Make full use of all qualified teachers and take a flexible and responsive approach to the use of teaching assistants and pastoral staff in supervising classes.</p> <p>Ensure there are sufficient support staff available to support those children who need a high level of support, including those with SEND whilst minimising changes in contact. Some children, for example those children with ASD will need to be supported by the same adults, where possible. Complete individual risk assessments for children with an EHCP.</p> <p>Make full use of test and trace to inform staff deployment.</p> <p>Ensure there is adequate delegation of staff to deliver on site learning (for those attending school) and home learning (for those who are learning at home due to exceptional circumstances).</p> <p>Ensure a clear rationale is in place for which children will be in school and at home each day and a blended model of home learning and attendance at school is utilised until staffing levels improve.</p>	
<p>Children do not attend/have low attendance due to parent/carer concern/anxiety about transmission of Coronavirus / spread of COVID-19</p>	<p>Children (education/social skills/mental and emotional well-being)</p>	<p>Now the circumstances have changed and it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development.</p> <p>Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:</p> <ul style="list-style-type: none"> -parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age -schools' responsibilities to record attendance and follow up absence -the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct <p>Schools should be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil</p>	<p>DS to promote in newsletters.</p> <p>Teachers to promote in class.</p> <p>Angela and Cara are prepared and have a 'script' ready for September if and when necessary.</p>

What are the hazards?	Who might be harmed?	Actions to take	What further action is necessary?
		has been granted a leave of absence, is unable to attend because of sickness etc).	
<p>Children and staff well-being detrimentally effected by the additional pressures and concerns around COVID 19</p>	<p>Children and staff</p>	<p>Children Planning of lessons for children incorporates sessions which will enable children to consider their thoughts, feelings and personal experiences of the Covid-19 pandemic.</p> <p>There will be a focus on Physical activity, (with 2 PE sessions per week), Personal Development sessions and other areas of the curriculum where the children have ‘gaps’, but will also support their processing of feelings etc. (Art for example.)</p> <p>Play therapy will be available for those children who have particularly profound difficulties.</p> <p>Staff Governing boards and school leaders should have regard to staff (including the headteacher) work-life balance and wellbeing. Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process.</p> <p>Schools have a legal obligation to protect their employees, and others, from harm and should continue to assess health and safety risks</p> <p>Leadership team as well as all colleagues are to ensure that our usual wellbeing policy for colleagues is being adhered to.</p> <p>Workplace Options remain open and colleagues can seek counselling and the details are in our policy on the website. The service is free and confidential.</p>	<p>Teachers are to prioritise and give as many opportunities as possible at play and lunchtime for children to socialize, re-build friendships and communicate their thoughts and feelings.</p> <p>Teachers should remain mindful that many children will have had little to no physical exercise for a sustained period and will differentiate accordingly, encouraging children to do their best whilst not overwhelming them.</p> <p>Ensure staff see and have an opportunity to comment on the risk assessment before September.</p> <p>Ensure staff can have a break. (Nursery – in cupboard/office space; Reception – outside class at round table; other classes a small marquees)</p> <p>New Y1 and Y2 teacher to be supported by VH to link school and home/remote learning.</p> <p>Teachers to undertake PPA at home.</p> <p>Ensure the time it takes to prepare school learning and home/remote learning is appropriate and streamlined.</p>

What are the hazards?	Who might be harmed?	Actions to take	What further action is necessary?
			<p>Encourage staff to come in later and leave promptly where possible, but also allow enough time to converse about the day. (at least 15 mins)</p> <p>Consider the introduction of other responsibilities and the possible related increase in pressure for staff.</p>

Key Local Authority Contacts:

Health and Safety – Phil Pringle – phil.pringle@rbkc.gov.uk

Public Health: CHSCovid19Coordination@rbkc.gov.uk