

Result of COVID-19 risk assessment for the full reopening of Gretton Primary Academy from the autumn term 2020.

Introduction

The risk assessment was carried out in line with our Risk Assessment Policy as published on The Brooke Weston Trust website. It will continue to be reviewed and updated as necessary, particularly in response to changing guidance.

29 risks and associated consequences have been considered. For each risk, control measures have been identified to manage the risk as effectively as possible. The risks identified and key measures in place to control them so that students, staff and visitors are kept as safe as possible are set out on page two of this document.

Risk control and mitigation strategies have followed the 'system of controls' set out in Government guidance for schools. This system of controls is a set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail here.

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
- 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)

Response to any infection:

- 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

Risks and key controls

Risk 1	Inability or failure to maintain appropriate social distancing in school
Key control measures	<p>Staff are to maintain 2 metres between themselves.</p> <p>Reducing the number of contacts between children and staff to be achieved through keeping groups in 'bubbles' and through maintaining distance between individuals.</p> <p>Whole school split into 3 bubbles:</p> <ol style="list-style-type: none"> 1) Rowan and Oak classes 2) Ash and Willow classes 3) Sycamore and Maple classes <p>Each bubble has 2 designated classrooms and 1 set of toilets. They have their own entrance and exit from school and separate assembly, breaks and lunchtime. Designated doors to be used for each class to go out to play. Staff to be tight on timings and to ensure that only one bubble is in a corridor at one time.</p> <p>Teachers and LSAs will be assigned to a bubble and have a designated area in classroom to allow adults to maintain 2 metre distance from each other, and from children. A buffer zone will be taped off for adult areas in the classroom.</p> <p>Children will sit facing the front or towards the wall. Carpet spots can be used with all children facing the front.</p> <p>Removal of unnecessary furniture out of classrooms to make more space for 2 children per desk. Each table has its own pencil pot and children keep reading book and exercise books under their desk where possible.</p> <p>Staff to plan activities outside where possible in zoned areas.</p> <p>Phonics lessons to use staff in one bubble to teach phonic groups.</p> <p>LSAs carrying out small group interventions within their bubble - can sit around a table with 2 or 3 children in the group but staff to avoid 'close contact' wherever possible.</p> <p>LSAs who work 1:1 with an SEND child will be able to sit as close as necessary to provide the appropriate care/tuition that the child needs. Staff may wear a visor if they wish but this would depend on the needs and behaviours of the child and the member of staff.</p> <p>Staffroom to hold no more than 6 staff at any one time. Staff not to access other bubbles unless they are permitted to do so through timetabled teaching arrangements.</p> <p>Where pastoral support workers or intervention teachers need to work with individuals then children must come out of their bubble, washing their hands before and after their sessions. 1:1 session to maintain 2m social distancing wherever possible. Adult to stand at bubble door to collect the child.</p>

	<p>Hand sanitiser in each classroom. Strict hygiene rules to be implemented. All staff to be asked to do the following:</p> <ul style="list-style-type: none"> • Wash hands on entry to the building and on entry to every classroom. • Use alcohol-based hand sanitiser. • Wash hands every hour and before each lesson • Wash hands if face is touched. <p>All hard surfaces subject to hand contact cleaned throughout the day using cleaning products supplied by the school. All equipment used is cleaned daily or more often when used. Antibacterial wipes to be used to clean equipment shared over bubbles (e.g. computer equipment) before and after use.</p> <p>Staff training day 1.9.20 to train staff in all H&S procedures from the risk assessment. Regular reviews will take place. Expectations for all children to be shared in each bubble by class teachers on Day 1. All teachers to carry out fire evacuation procedure with their class on Day 1.</p>
Risk 2	Access to and egress from school site presents increased opportunity for transmission
Key control measures	<p>Dropping off children</p> <p>BUBBLE 1 - 8:45am - Rowan and Oak</p> <ul style="list-style-type: none"> • Parents walk children from the back gate near Chirpy's and through the walkway towards the back playground. • Rowan class to line up with Mrs Knibbs in Rowan courtyard. • Oak class to line up on KS1 playground with Miss Lee. • Parents to exit via staff car park, driveway and through large double gates. <p>BUBBLE 2 - 8:55am - Ash and Willow</p> <ul style="list-style-type: none"> • Parents walk children through the double gates, along driveway and onto staff car park. • Children then walk through the purple wooden gates to the main playground and join their class queue. (Parents DO NOT enter school playground.) • Parents then walk around the 'roundabout' and exit via driveway and large double gates. <p>BUBBLE 3 - 8:55am - Maple and Sycamore</p> <ul style="list-style-type: none"> • Parents to drop off children at main front gates. • Children to walk through playground and line up outside their classroom building. <p>If EYFS child is very upset s/he may be escorted by one parent and teacher into EYFS outdoor area. This parent will then be escorted back to the staff carpark and follow normal exit. If the child will not then come in s/he will need to go home.</p> <p>If parents have multiple children, they will need to follow the route of their youngest child. Other children will then come through the purple wooden gates to join their class queue.</p> <p>SLT to oversee this process.</p>

Gates locked as soon as last parent has left the site.

All children to be accompanied by one parent only.

Markings on driveway to split into 2 lanes and create a roundabout to ensure a one-way system to advise this process.

Collection of children

BUBBLE 1 - 3:05pm - Rowan and Oak

- Parents walk through back gate near Chirpy and through the walkway towards the back playground.
- Rowan parents stand in socially distanced space in Rowan courtyard.
- Oak parents stand in socially distanced space in KS1 playground.
- Children will be dismissed by teacher from their class' back door.
- Parents and children to exit via staff car park, down the driveway and out through large double gates.

BUBBLE 2 - 3:15pm - Ash and Willow

- Parents walk children through the large double gates, up the driveway then at the staff car park go through the purple wooden gates into the front playground.
- Parents to stand in socially distanced space on the front playground.
- Children will be dismissed by teacher from the school.
- Ash dismissed from office doors.
- Willow dismissed from double doors near the hall.
- Parents and children then walk back around the 'roundabout', down the driveway and exit via large double gates.

BUBBLE 3 - 3:15pm - Maple and Sycamore

- Majority of children will walk home independently, leaving via the main front gates.
- Those who are to be collected:
- Parents to walk through main front gates and stand in socially distanced space on the playground nearest to creative studio.
- Children will be dismissed by teacher from their classroom outside doors.
- Parents and children to exit via main front gates.
- If parents have multiple children, they will need to follow the route of their youngest child.

Corridors

Only one bubble at a time to be in a corridor – teachers to monitor this.

Designated doors to be used for each class to go out to play.

Visitors

Communicate revised expectations with parents/carers regularly including:

- New arrangements for drop off / collection
- No gatherings on school sites
- No entry to school sites without prior appointment

	<p>All visitors to be made aware of site rules.</p> <p>Only visitors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read signs in reception regarding good hygiene.</p> <p>Hand gel placed at every entrance to the school.</p> <p>Require cleaning schedules to be kept and signed for review to confirm adequate infection prevention and control is taking place.</p> <p>Staff Staff who are showing any of the signs of Covid-19 may NOT come to school. Staff MUST declare if they have a member of their family displaying signs of COVID-19 and may NOT come into school. Staff have been informed about the need for self-isolation as advised by the Government</p>
Risk 3	Insufficient availability of staff to fulfil all school duties
Key control measures	<p>Induction from SLT for any supply staff to share our systems of control.</p> <p>Individual risk assessments in place for vulnerable staff</p> <p>Support for lunchtime staff through careful rotas and regular review of systems whilst ensuring capacity to deliver for students.</p> <p>Information requested from staff before the end of the summer term re any holiday arrangements which may affect their return to school in September due to Government quarantine restrictions. Communication with staff, to help people understand expectations about being available for work at the start of the Autumn term.</p> <p>Staffing allocation to bubbles is done in advance and shared with staff. The following are considered:</p> <ul style="list-style-type: none"> • Staff consulted about their allocation to bubbles • Staff medical needs • First aiders • Fire Marshalls <p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc. to help control the potential spread of the virus and maintain staff health.</p> <p>Staff absence monitored each morning as usual.</p>
Risk 4	Loss of key staff due to self-isolation
Key control measures	<p>Multiple key holders in place.</p> <p>Communication trees established.</p> <p>Leadership hierarchy in place.</p>

	<p>Ensure staff members trained on key holder duties.</p> <p>Identify key activities with single point of control and train others.</p> <p>Buddy system with partner school for estates management purposes.</p> <p>All staff aware of risk assessment and how to implement procedures.</p>
Risk 5	Staff feel unsupported or unclear about expectations and procedures
Key control measures	<p>Staff Information area created on Trust website, containing useful tools and resources for staff. This includes an FAQ document.</p> <p>Access to 'Employee Assist Programme'.</p> <p>Define expectations for teaching and learning</p> <p>Emails from Kat Pithy circulated to all staff plus reminders and FAQs.</p> <p>Promotion of Employee Assist Programme – details given to individuals and displayed in communal areas.</p> <p>Clearly explain support provisions in place, including access to PPE where the risk assessment identifies the requirement.</p> <p>Sharing of this risk assessment with staff to explain to all staff the measures we are proposing putting in place and involve all staff in that process.</p> <p>Emphasise that employers have a duty of care to their employees, and this extends to their mental health.</p> <p>Remind staff of safety measures in place to protect them.</p> <p>Risk assessments drawn up for vulnerable staff in collaboration with staff member and signed by them.</p>
Risk 6	Suspected case of COVID-19 displaying symptoms whilst at school
Key control measures	<p>Ensure that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). All schools must follow this process and ensure all staff are aware of it. Information booklet to parents to stress this plus signage on gates. Any child feeling ill to be sent home immediately. All staff told to err on side of caution with any child who feels ill.</p> <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', 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</p>

	<p>symptomatic person first had symptoms – details of this outlined to parents in booklet and to staff on training day.</p> <p>PPE is available for staff who may need to care for a poorly child/adult where 2m cannot be maintained – stored in cupboards in staff toilet</p> <p>Separate toilet for potential cases – visitors toilet. Signage to be put on toilet – “out of order” – if it has been used for potential case. Then deep cleaned before it can be re-used.</p> <p>Learning mentor room can still be used to isolate a potential case until they can be collected to go home. Deep cleaned before re-used.</p> <p>All staff to be aware of and understand the NHS Test and Trace process and how to contact their local Public Health England health protection team.</p> <p>Ensure that staff members and parents/carers understand that they will need to be ready and willing to book a test, share details of close contacts and potentially self-isolate”.</p> <p>Training day to explain this to all staff and details in parent booklet.</p> <p>Parents and staff asked to inform JMD immediately of test results.</p> <p>Use of Government guidelines below to inform staff exactly what to do so that they can inform parents.</p> <p>Flow charts displayed in office and staffroom.</p> <p>https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#how-nhs-test-and-trace-service-works</p>
Risk 7	A Confirmed case of Covid-19 in school
Key control measures	<p>Take swift action if we become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team.</p> <p>Infection Response Team in our school.</p> <p>1) Incident controller – makes phone calls to parents of affected child or family of adult, Trust and PHE. Decides which bubbles will need to be closed and which children and staff are sent home.</p> <p>2) First Aider – deals with person who is ill.</p> <p>3) Decontamination – cleaning regime planned and implemented.</p> <p>4) Education – remote learning resources put in place for children isolating at home.</p>

	<p>5) Communication with parents – office staff to contact parents by text of chn who need to be sent home and informed of confirmed case. JMD to write text then a letter to all parents advising them of next steps as advised by PHE.</p> <p>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 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</p> <p>Attendance records in school used to ensure that children/families do not attend or access school in isolation period.</p>
Risk 8	Spread of Covid-19 from exposure from others due to: 1) living with someone with a confirmed case. 2) Has come into close contact with a confirmed case
Key control measures	<p>Staff and students told to follow latest isolation guidelines should they find they have a new, persistent cough and/or a high temperature.</p> <p>Should staff or students disclose that people living with them are self-isolating, they will be advised to follow latest isolation guidelines and Government guidance.</p> <p>All visitors reminded of current isolation guidelines and asked questions before entering premises (helping avoid contact with personnel suspected of having caught COVID-19)</p> <p>Individual risk assessments to be reviewed</p> <p>Safe systems of work must be provided to staff before they start work in September and displayed in school. Staff to sign to say they have read and will comply.</p> <p>Systems in place to restrict number of people on site and contact with others at drop off and collection times. See section 1.</p> <p>Systems in place to deal with those arriving at school who are not supposed to be there – SLT on duty at every start and end of day.</p> <p>Additional signage displayed outside and inside the school.</p> <p>Redesign of school routines to minimise movement of large groups around the school.</p> <p>Redesigning curriculum delivery and work marking requirements to limit shared resources being used that may aid transmission.</p>

	<p>Advising anyone with symptoms to not come to school gates. School control measures prevent anyone coming on to school grounds with symptoms.</p> <p>Letter to parent from JMD reinforces messages above.</p>
Risk 9	Poor hygiene by school occupants increases risk of transmission
Key control measures	<p>School occupants reminded daily via signage to:</p> <ul style="list-style-type: none"> • Wash hands regularly using soap for at least 20 seconds • 'Catch it, bin it, kill it' • Use sanitiser provided • Observe social distancing <p>Students reminded verbally by school staff throughout the school day to observe the hygiene practices detailed above. Staff and students reminded to avoid touching face/eyes/nose/mouth.</p> <p>ALL staff ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Teachers and LSAs to supervise this.</p> <p>Additional hand washing facilities provided to the usual welfare facilities. Antiseptic wipes in every classroom for children and staff to use regularly on tables – especially before eating.</p> <p>Regularly clean the hand washing facilities and check soap and sanitiser levels. Orders of cleaning supplies, soap and hand sanitiser are processed regularly and stocks securely stored. Cleaners rota includes facility check sheets to confirm that soap and sanitiser dispensers are well stocked and tick sheet to show which areas have been cleaned. Cleaners to check at lunchtimes plus other cleaning staff to work throughout the day.</p> <p>Provide PPE champion to ensure that we have enough tissues and bins available in the school to support pupils and staff to follow this routine.</p> <p>Every classroom to have sufficient bins and each entrance to school. Suitable and sufficient rubbish bins with bin bags for hand towels with regular removal and disposal. Bins to be emptied at lunchtime. Not using lidded bins to avoid touching lids.</p> <p>Restricted numbers of children using toilet facilities at any one time. Only one child allowed out to toilet at any time. Toilets allocated to each bubble of children. See section 1.</p> <p>Ensure that ventilation is maximised using natural fresh air – all external doors open during the day to maximise movement of air (unless very bad weather). All classroom, toilet and office windows open all day.</p> <p>Avoid unnecessary handling of resources (books etc.) and use gloves where this is necessary or the items cannot be cleaned first.</p> <p>Touch-free route way into school. Children to wash hands twice before they sit down.</p>

	<p>Uniform to be worn from September and communicated via the booklet. Uniform does not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.</p> <p>Children to sit on desks facing the front. Two children per desk, sitting side by side. Children can sit on the carpet for lesson input but must not be touching and must sit facing forward. Each table of 2 children has own pencil pot – resources not shared between other pupils.</p> <p>Teachers can take children’s books home but rules on hand cleaning should be observed.</p> <p>Any resources shared between bubbles – such as playground equipment should be cleaned between change of groups. No equipment out at morning break as no time to clean it. Climbing frame and trim trail out of use.</p>
Risk 10	Lack of awareness of risks from Covid-19 increases risk of transmission
Key control measures	<p>Updated posters/signage displayed around site including all entrances. Information checked in classrooms.</p> <p>Staff briefings to remind all personnel on site, 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>Informed parents through booklet sent out mid-August.</p> <p>In lessons, teachers informing children of safety procedures.</p> <p>Training Day – Principal to inform staff of all regulations.</p>
Risk 11	Infection prevention and control (cleaning) regimes insufficient or ineffective
Key control measures	<p>An enhanced cleaning schedule is implemented throughout the site, ensuring that contact points, e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. Increased cleaning capacity by hiring additional cleaning staff (consider DBS implications) – 7 extra hours per day. Cleaning schedule in place that ensures cleaning is enhanced to include more frequent cleaning of rooms / shared areas that are used by different groups and frequently touched surfaces being cleaned more often than normal.</p> <p>Infection prevention and control guidelines available from central team.</p> <p>Only cleaning products supplied by the school are to be used.</p> <p>Bin liners should be used in all bins and waste disposed of in line with guidance. All bins to be emptied daily. All bins emptied by cleaners in lunchtime cleaning.</p> <p>Implemented a ‘clean as you go’ culture, with other school staff undertaking some cleaning tasks such as wiping classroom desks and doors before and after each lesson. Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.</p>

	<p>Cleaning staff to be included in all staff communications so they are kept updated of developments in school and expectations for reporting absence etc. ALL cleaners to attend September training day.</p>
Risk 12	Lack of required Personal Protective Equipment (PPE) for identified purposes
Key control measures	<p>Routine school operations requiring PPE identified, for example the provision of intimate care in early years settings.</p> <p>Clear expectations for staff of what PPE needs to be worn for which incident – e.g. intimate care, first aid.</p> <p>Staff: Watch video of donning and doffing PPE PPE Easily accessible.</p> <p>Identified multiple sources of all PPE identified as required through this risk assessment. Do not rely on a single supplier.</p> <p>Utilise support from Central Team, to centrally monitor PPE stock levels across all Trust schools and procure supplies.</p> <p>Facilitate sharing of supplies where temporary supply issues present.</p> <p>Hold stock at sufficient capacity to cover a minimum of two weeks' requirements at all times. Ordering in advance of stock depletion.</p>
Risk 13	Increased risk of harm to vulnerable staff or students, including those attending special unit provision
Key control measures	<p>Existing risk assessments and operating procedures in place including:</p> <ul style="list-style-type: none"> • Personal Emergency Evacuation Plans • Intimate care requirements • First Aid <p>Records kept of students with specific identified health needs.</p> <p>Staff carrying out any intimate care must wear full PPE. If any child needs full changing after a toileting accident. Parents may be contacted to collect them. First aiders to wear PPE if administering first aid.</p> <p>Request information from families to help identify any student who may be at greater risk from Covid-19.</p> <p>Conduct staff survey to identify colleagues who may for any reason be at greater risk from Covid-19.</p> <p>Communicate with identified vulnerable people to remind them of government guidelines about keeping safe.</p> <p>Review staff rotas and staff availability to ensure that the particular needs of any identified individual or group can be appropriately met. Update plans accordingly.</p> <p>Produced and regularly review risk assessments for specific purposes for specific people/groups.</p>

	<p>3 vulnerable staff returning – risk assessments in place and discussions held with all these staff. All have signed their risk assessments.</p> <p>Child with a PEEP to be spoken to individually on return to go through evacuation procedures individually with him.</p> <p>Review staff working role to ensure that the particular needs of any identified individual or group can be appropriately met. Update plans accordingly.</p>
Risk 14	Injury or illness suffered during school occupation requiring administration of first aid
Key control measures	<p>Normal school operating procedures apply with the addition of PPE as required.</p> <p>It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum, 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>Added new PPE provision to all First Aid boxes. First aid kit in each bubble to deal with minor injuries. Identify secure room to treat / leave ill persons – Learning mentor room Nomination of 'duty' first responder. J MacDonald Restrict educational activities to low risk only.</p> <p>Aim for staff rota to include qualified first aider in all bubbles or one allocated to a bubble.</p> <p>Ensure all first aid boxes include supply of appropriate PPE.</p> <p>First aid bags with PPE to remain in all classrooms.</p>
Risk 15	Provision of food for students, including use of restaurant facilities or other designated spaces for eating - exposure from large numbers of persons gathering
Key control measures	<p>Children in 3 sittings in the hall – 2 classes sitting per bubble. 11.45-12.15 12.15 – 12.45 12.45-1.15</p> <p>Children only access the hall in their bubble groups but staff may work across bubbles to supervise. Limiting this where possible.</p> <p>Enhanced cleaning and clearing of waste between sittings - extra cleaner in the hall.</p> <p>Smaller groups than normal in the hall at a time.</p> <p>Children not to sit facing each other – sit on 1 side of tables only.</p> <p>Packed lunches or jacket potatoes with fillings provided in individual pots for children to select.</p> <p>Children not to move around unnecessarily in the hall.</p>

	<p>School timetable planned to allow greater separation of students at lunchtimes by staggering breaks over a longer period.</p> <p>Catering service will provide pre-prepared and wrapped food - Packed lunches.</p> <p>Limited crockery, eating utensils, cups etc. will be used. This avoids a situation where people are helping themselves from communal storage.</p> <p>Any cutlery should be handed out by staff wearing gloves or allocated separately to users and not provided in communal storage where users select their own.</p> <p>Jacket potatoes will also be provided in a disposable box with a choice of fillings which will be in individual boxes. Menu on school website.</p> <p>Packed lunches can be brought in from home. These will be stored on trolleys for each bubble.</p> <p>Meals to be ordered via Wisepay – no cash handled in school</p> <p>Staff operating dishwashers or accessing fridges in school kitchen where maintaining 2 metre distancing from children and staff may be difficult are to be provided with aprons, gloves and face masks. These staff will be advised to work in one area each – kitchen and serving trolley.</p> <p>A separate risk assessment covering the catering teams' work space and food production will be completed, led by Chris Lapsley.</p>
Risk 16	Use of changing facilities, showers and drying rooms
Key control measures	Not applicable – no such facilities.
Risk 17	Insufficient maintenance and use of school environment and facilities (including electrical and mechanical plant) increases risk of transmission or other issues
Key control measures	<p>Site teams provided with list of facilities management activities to complete via Every Compliance Management system and receive automatic reminders.</p> <p>Ongoing water flushing etc in place.</p> <p>Site teams provided with checklist as a reminder by Director of Estates of priority checks and servicing requirements and required to update 'Every' prior to school re-opening so compliance position is demonstrated.</p> <p>Deep clean has taken place across whole school over the summer holidays.</p> <p>Windows open in every classroom and main doors to playground left open for air to circulate.</p> <p>All fire doors must be left closed though.</p>
Risk 18	Outbreak of fire reduces ability for distancing (e.g. between bubbles)
Key control measures	First day back – 2nd September – each bubble does a walk-through of fire evacuation led by JMD. No whole school evacuation practice planned – only in bubbles. If a new child arrives – repeat this.

	<p>Inform all staff of amended procedures on the training day.</p> <p>Muster points not changed.</p> <p>Existing FRA and associated evacuation procedures.</p> <p>Ensure trained fire warden on site during occupied hours. Complete & maintain accurate property occupancy register maintained during occupied hours.</p>
Risk 19	Use of school transport (of any kind) increases opportunity for transmission
Key control measures	Not applicable – no school trips to be planned in Term 1.
Risk 20	Travel off site increases opportunity for transmission
Key control measures	<p>Conduct meetings electronically or via telephone wherever possible.</p> <p>All persons advised to limit their use of public transport.</p> <p>Where meetings take place at another school – social distancing to be maintained by all parties and adhere to all onsite rules specific to the setting.</p> <p>Forest school have own risk assessment and procedures for walking the children to the pocket park are followed to the letter.</p>
Risk 21	Deliveries & waste collection – visitors to site increase opportunity for transmission
Key control measures	<p>Deliveries left at school gate for collection by school staff or larger items left at school entrance to office with permission and monitoring by office staff.</p> <p>Signage in reception areas reminding visitors to maintain social distancing.</p> <p>Floor marking tape used to signal distance to keep from reception desks.</p> <p>Staff advised not to approach delivery staff, allow packages to be left in a safe place – entrance to office.</p> <p>Hands are to be thoroughly washed after handling all deliveries or waste materials.</p> <p>Waste to be disposed of in bins immediately or site teams asked to remove it as soon as possible. Minimise handling.</p> <p>Signage erected at delivery points reminding drivers to maintain social distancing and to use hand sanitiser or PPE where practical for them to do so.</p> <p>Antibacterial wipes / spray made available for staff to clean any products delivered prior to handling.</p>
Risk 22	Contractors, visitor and volunteers attending school site

<p>Key control measures</p>	<p>Only contractors carrying out essential maintenance deemed necessary by the school Principal to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres) and contractors will be reminded of this on arrival each day via displayed signage.</p> <p>All contractors are to wash their hands or use sanitiser upon entering the site.</p> <p>Site inductions are to be carried out with all contractors following social distancing principles (2m separation).</p> <p>The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned before occupation again by any other user.</p> <p>Contractors not on school site wherever possible in school time. Grounds work after school or weekends.</p> <p>All visitors asked to sign in and to provide their mobile phone number to support track and trace.</p> <p>"Volunteers may be used to support the work of the school, as would usually be the case. It is important that they are properly supported and given appropriate roles." Volunteers to have full induction into new school protocols and given the power point from training day which is shared with them by SLT or class teacher. Ask to sign in – check that all volunteer personal contact details are up to date. Volunteers will only work in one bubble. They will have full induction into the school procedure and protocols. Volunteers invited to safeguarding training session or will receive SG training early in September.</p>
<p>Risk 23</p>	<p>Reintroducing the use of shared equipment and resources as part of curriculum delivery</p>
<p>Key control measures</p>	<p>"Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, 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 bubbles."</p> <p>"Outdoor playground equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers." Trim trail and climbing frame not in use.</p> <p>"It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources."</p>

	<p>Depending on the curriculum set, separate risk assessments or lesson plans that include hygiene procedures should be prepared for specific subjects / activities including:</p> <ul style="list-style-type: none"> • Practical science – any equipment to be wiped down at start and end of each session. • Practical DT– any equipment to be wiped down at start and end of each session. • Music – all instruments to be wiped down at start and end of each session. • PE – outdoors whenever possible and equipment to be cleaned at end of lesson. No beanbags, cloth skipping ropes to be used. Only plastic and metal. • Art/drama – children to be socially distanced where possible and not face each other. • EYFS activities – all equipment to be sprayed with antibacterial solution regularly. • ICT – all laptops and Learnpads to be cleaned at start and end of each session. KS2 ICT rotation – one group to be on ICT for whole session. <p>This is to ensure those elements of the curriculum are safely delivered for staff and students. These must be retained and shared with all relevant colleagues.</p> <p>Children sitting side by side – 2 per desk facing forwards. Children can sit on the carpet for lesson input but must not be touching and must sit facing forward. Each table of 2 children has own pencil pot – resources not shared between other pupils.</p> <p>Teachers can take children’s books home but rules on hand cleaning should be observed.</p> <p>Any resources shared between bubbles – such as playground equipment should be cleaned between change of groups. No use of playtime equipment at morning break as no time to clean it. Lunchtime supervisors to have time to clean equipment every day.</p>
Risk 24	Recruitment activities and teacher training
Key control measures	<p>No plans for recruitment next term. We would interview over TEAMS if necessary but try to do face to face interview with careful social distancing and limited visiting of the school site.</p> <p>Trainees to attend training day on 1st September and have full induction alongside other staff. Mentor in place to support trainee and ensure she is kept safe.</p> <p>All relevant documentation shared with trainee.</p>
Risk 25	Safeguarding cases – increase in volume and interventions needed
Key control measures	<p>Worry boxes in every classroom – checked regularly.</p> <p>Additional time for pastoral worker to support children and LSAs in each class deployed to support individuals with wellbeing issues.</p>

	<p>Training for staff on training day around resources to support children's well-being. Folder of resources for LSAs and teachers to access.</p> <p>Well-being wheel's updated to reflect COVID and used with individuals to check on children's well-being. Results of this to inform the support children receive.</p> <p>Increase amount of circle time and PSHE on weekly timetables. Time for reflection and sharing issues every day.</p> <p>Jigsaw scheme incorporating reflection time for children.</p> <p>Staff to record on CPOMS any well-being issues.</p> <p>Supervision for DSLs in place from Autumn term.</p> <p>Crucial that weekly DSL meetings take place and JMD or SB to attend Trust DSL meetings to be held twice a term.</p>
Risk 26	Extra-curricular provision reintroduced
Key control measures	<p>Corby Council to produce own risk assessment also.</p> <p>Morning activity club runs from 8am to 8.55am</p> <p>After school club runs from 3.15-6.00pm</p> <p>Both run by Corby Council – 2 members of staff provided.</p> <p>Payment goes straight to the council.</p> <p>Clubs run in Creative room and group room plus outdoor areas and the school hall.</p> <p>Morning and after school club to run in 3 bubbles as reflected in the rest of the school. Corby Council to provide 2 members of staff. So hall split into 2 zones for 2 bubbles and creative room used for 3rd bubble.</p> <p>Payment to be made by cheque – avoiding cash wherever possible.</p> <p>Cleaning after morning club to be done by Corby council –cleaning tables and equipment. School to provide cleaning materials.</p> <p>School cleaners to clean creative and group room once After school club is finished.</p> <p>All other regular clubs are to be cancelled until Covid restrictions are lifted.</p>
Risk 27	Behaviour and discipline falls below usual standards and results in increased transmission risk
Key control measures	<p>School behaviour policy in place and shared with all stakeholders.</p> <p>Children aware of school rules and values.</p> <p>Class rewards and sanctions system implemented consistently across the school.</p> <p>Amendment to policy: when a child is sent for time out to another class, they must be sent to a class within their bubble.</p>

	<p>In first assembly, JMD to share behaviour policy with children to remind them of importance of following guidance social distancing and following protocols in place.</p> <p>Each bubble to have separate assembly with JMD each week – to reinforce behaviour and school values.</p> <p>SB to give teachers PowerPoint to use in class.</p> <p>Teachers to continuously remind children to follow rules.</p> <p>All staff to be vigilant around movement in corridors, behaviour at lunch time etc.</p> <p>At lunchtime, if children misbehave, SLT member to go out to them, rather than sent in.</p> <p>If needing to speak to parents at end of day, parent must wait until playground is cleared. Or teacher to make phone call to parent.</p>
Risk 28	Bubble or whole school required to isolate / lock-down due to outbreak
Key control measures	<p>This risk assessment focuses on H&S issues relating to staff. Separate plans would be formulated for providing ongoing support to students during any further period of lockdown or bubble isolation.</p> <p>Infection response team would have worked through their action plan to communicate with parents. This will enable the school to swiftly 'invac' the affected bubble.</p> <p>Swift action taken to contact the local health protection team.</p> <p>Head to consult with local director of Public Health who may dispatch local testing unit to test others who may have been in contact with the person who has tested positive.</p> <p>Communication tree to be used to contact members of staff to advise of school closure and plans moving forward.</p> <p>Home learning re-installed.</p>
Risk 29	Insufficient space available to accommodate all students
Key control measures	<p>Desks can be accommodated in an appropriate layout in all classrooms.</p> <p>Limited amount of desks in EYFS and Year 1 to allow for continuous provision.</p> <p>Removed excess tables and chairs, cupboards, from classrooms to encourage social distancing.</p> <p>Teachers have a buffer zone with 2m distance between them and the children. Plus buffer zone in doorway for SLT to stand in.</p> <p>All spaces to be resourced to minimise movement around the classroom by pupils. Each bubble assigned 2 classrooms, toilets and cloakroom – not to be deviated from.</p>



	<p>Library to be the base for bubble 2 intervention</p> <p>Group room to be the base for bubble 3 intervention.</p> <p>Children allowed to sit on the carpet for teaching input. Rows to sit further apart, but all children facing the same way.</p> <p>Resources to be shared between max. of 2 children.</p> <p>Bubbles on staggered break times and lunchtimes to allow for space in hall and playgrounds. See above.</p>
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