



# ESSEX PRIMARY SCHOOL

Essex Primary School September 2020 Opening : Health and Safety Risk Assessment



## **Our Vision**

"Everyone valued, everyone challenged, everyone achieving."

At Essex Primary School, we value each member of our community as a unique individual.  
We go the extra mile to ensure that every one of us is challenged and achieves their full potential.

<b>Description of the task/activity:</b>	<b>Covid-19</b> School based teaching / administration and sanitation tasks. Remote teaching / administration tasks for those temporarily working off site.	<b>Location:</b>	Essex Primary School Sheridan Road Manor Park E12 6QX
<b>Name of person(s) completing assessment:</b>	Cecilia Mojzes Amber Ilyas	<b>Job title(s):</b>	Executive Headteacher Associate Head Teacher
<b>Date of this assessment:</b>	26th August 2020	<b>Date of signing:</b>	
<b>Date of next Review:</b>	Review required if there is a significant change or Government guidance changes. <b>Reviewed Friday 11th September 2020</b>	<b>Signed by (LA):</b>	

**\*All Issues/ Mitigation actions reviewed will be in red**

This document has been written in conjunction with the DfE Guidance for Full Opening. Other useful links can be found at the bottom of this document.  
(<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>)

This assessment directly addresses risks associated with coronavirus (COVID-19), so that sensible measures can be put in place to control those risks for children and staff.

Rationale: To prepare the site for opening in September 2020 and consider actions to be taken to minimise the risk of spread of infection

Issue	Things to consider	Responsibility	Risk Rating	School mitigation actions	Revised Risk Rating
Newham - the local context	<ul style="list-style-type: none"> <li>What is the current figure for Newham compared to national this may be comparing the R rates to the population death rate</li> <li>Taking into account the community which the school serves and if there certain communities are more vulnerable</li> <li>Risk assessment information from the local authority</li> <li>LB Newham has been badly affected by the COVID-19 outbreak, with some of the highest mortality levels in the UK. Understandably this has caused significant concern among BAME residents, as the BAME communities have suffered a higher death toll than white residents.</li> </ul>	LA/School	L=3 S=3	<ul style="list-style-type: none"> <li>Age and underlying medical and health conditions, BAME staff taken into consideration - these members of staff have an individual RA which is set out by the EHT and will be reviewed as and when required.</li> <li>All staff working in school must practise social distancing and consistent hygiene practices eg. handwashing</li> </ul>	L= 2 S= 2

Issue	Hazard	Who is affected	Things to consider	Responsibility	Risk Rating	School mitigation actions	Revised Risk Rating
Monitoring	Transmission of Coronavirus	Staff and pupils	<ul style="list-style-type: none"> <li>SLT to monitor effectiveness of RA</li> <li>SLT to update RA based on Monitoring visits</li> <li>Are social distancing and hygiene processes being maintained?</li> <li>Are Health and Safety procedures being followed accurately?</li> <li>Ensure staff understand their responsibility</li> <li>Ensure safeguarding procedures are followed.</li> </ul>	All SLT as delegated by EHT	L= 3 S= 3	<ul style="list-style-type: none"> <li>SLT members to maintain social distancing during the monitoring visits</li> <li>SLT staff must wash/sanitise their hands prior to monitoring visit</li> <li>If they enter a class they must wear a mask/face shield/visor</li> <li>SLT to ensure that they follow the correct procedure for putting on and removing masks.</li> <li>Where possible enter class via external doors</li> </ul>	L=1 S=1
Fire Safety	Fire Outbreak in any part of the site	All adults and pupils onsite	<ul style="list-style-type: none"> <li>Review Fire Evacuation and Fire Drill procedures – document any temporary changes</li> <li>Review Assembly Points - mark out assembly point to maintain social distancing</li> <li>Merge assembly points during the phased return of year groups if necessary so that children and staff are located in one area</li> <li>Social distancing may not be possible during an evacuation</li> <li>Review sufficient number of fire marshals on site each day to coordinate evacuation</li> <li>Carry our fire drill as soon as possible to ensure everyone has practiced new procedures.</li> </ul>	DT/SLT	L= 3 S= 4	<ul style="list-style-type: none"> <li>Marking on fences at normal fire assembly points for fire. <b>Social distancing not necessary between pupils and staff within the same year group bubble. A minimum of 2m social distancing must be adhered to between different year group bubbles.</b></li> <li>Revised evacuation procedures to ensure approximately 1m+ social distancing between each year group bubble during evacuation and whilst lining up at assembly point. Pupils to line up in class year group bubbles. Markings to be made on floor for each class group to show minimum of 1m distancing from another year group.</li> <li>When lining up to go out and outside all pupils to face forward when lining up.</li> <li>Staff to go through procedures with class groups/bubbles.</li> <li>Drill to be carried out during the first week of pupils' return.</li> <li>Hand washing routine completed on return to building.</li> <li>See evacuation procedures for each classroom (See Action Plan &amp; Protocols for September 2020)</li> <li>Individual PEEP's reviewed and updated</li> </ul>	L= 3 S= 2
Health and Safety Checks for Premises/ Building	No gas - impact of lunches and heating system Water is unsafe to drink/use	All adults and pupils onsite	<ul style="list-style-type: none"> <li>Are Health and safety checks being carried out to ensure the premises/ building is safe for staff and pupils?</li> <li>Refer to <a href="#">DfE Guidance</a></li> </ul>	Site Supervisor	L= 3 S=4	<p>Site supervisor to conduct safety checks regularly (logs signed)</p> <ul style="list-style-type: none"> <li>On hot / cold water</li> <li>Gas safety</li> <li>Fire safety</li> <li>Heating system working effectively</li> <li>Security including access control and intruder alarm systems</li> <li>Ventilation</li> <li>Lidded bins provided for each class and other areas and emptied regularly</li> <li>In absence of site supervisor a named person or backup in place</li> </ul>	L = 2 S = 2
First Aid and Pupils with Medical Conditions	Transmission of Coronavirus	All adults and pupils onsite	<ul style="list-style-type: none"> <li>Review sufficient numbers for first Aiders as per pupil ratio (EYFS will continue to apply).</li> <li>Do you have sufficient staff with current first aid training? Are you planning to have further staff trained as first aiders?</li> <li>Consider training more people via NPW online first aid course</li> </ul>	LT	L= 3 S= 3	<ul style="list-style-type: none"> <li>Online First Aid training for staff has taken place in July and face to face sessions will be followed up in September.</li> <li>Trained first aiders are allocated for every year group. Tasks will be clearly defined and include social distancing intervention when required.</li> </ul>	L= 2 S= 2

			<ul style="list-style-type: none"> <li>• Ensure staff understand their responsibility while carrying out first aid and maintaining social distancing</li> <li>• First Aid staff to use appropriate PPE when seeing to children/staff - aprons, gloves etc.</li> <li>• If a child is vomiting or spitting, an eye visor may be necessary</li> <li>• Consider how you might resource, implement, monitor and communicate to staff, parents &amp; pupils first aid arrangements?</li> <li>• Ensure sufficient supplies of PPE Provision disposable gloves, aprons and face masks, ensure staff are using it effectively.</li> <li>• Use Non-Contact Thermometers, ensure staff are aware of how to use them and that they are checking for fever/high temperature 37.8C or greater and then follow <a href="#">PHE Guidance</a></li> <li>• Ensure staff are up to date with <a href="#">Government guidance</a> on how to deal with Covid-19 symptoms.</li> <li>• First Aiders to communicate that pupils and staff with symptoms should not attend school</li> <li>• First Aiders should be aware of the symptoms and what steps to follow if someone has them</li> <li>• Printed documents to go up in medical rooms</li> <li>• Where a pupil or staff member tests positive, the rest of their class/group at your school should be sent home and advised to self-isolate for 14 days, as per government advice. The other household members of that wider class/group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</li> <li>• Provide a separate self-Isolation room for staff and pupils to wait until they are picked up. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• A member of staff may need to stay with a young pupil in the self-isolation room staff should ensure they are wearing PPE, glove, apron and mask.</li> <li>• Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</li> <li>• If a member of staff informs you they have got infected with Covid-19 at school, this needs to be looked into and report to PHE, the HSE under RIDDOR and make sure Amber Ilyas is informed as soon as possible</li> <li>• Access to coronavirus testing, read <a href="#">guidance on coronavirus (Covid-19) getting tested</a>.</li> <li>• If a member of staff displays symptoms, they should go home immediately and follow the government's self-isolation guidance.</li> <li>• If a child displays symptoms, they should be immediately isolated from other pupils. Staff should also try to ensure they remain two metres away while still aiming to provide the reassurance and care particularly young children will need. The school should contact parents and request they collect their child from the school immediately.</li> </ul>			<ul style="list-style-type: none"> <li>• Masks, aprons, goggles/visors (spitting) and gloves (PPE) available in each area - non-contact thermometers located in the office.</li> <li>• Tissue stations in every class maintained daily, Catch It Bin it posters and lidded bins in all areas. Small yellow sanitation bins provided (clinical waste) and disposed of separately from other waste in key areas.</li> <li>• Social distancing measures to be in place consistently for staff and pupils. Reminders consistently given at every briefing for all adults.</li> <li>• Provide communication boards for non-verbal/youngest children to indicate how they are feeling relating to symptoms and experiences.</li> <li>• Staff to be provided with an updated symptoms checklist from DfE (updates checked daily). Record sheet to be completed when any child/adult indicates they feel unwell.</li> <li>• Isolation room for pupils and staff showing symptoms - Music Room reorganised as isolation room.</li> <li>• Follow guidance (See Action Plan &amp; Protocols for September 2020) for staff and pupils showing signs and symptoms of Covid-19.</li> <li>• Parents will be called by the school office. Parents can collect children from the main reception gate or, if in a vehicle, from the carpark. (SLT staff will notify staff members when a parent arrives)</li> <li>• SLT member on duty daily to respond to Covid-19 emergencies.</li> </ul>
Response to child/Adult showing symptoms	Transmission of Coronavirus	Staff and pupils on site	<ul style="list-style-type: none"> <li>• Make provision for children who display COVID19 symptoms/ become ill during the day to be isolated from each other and from the rest of the school.</li> <li>• Space should be identified as an isolation room in addition to the usual medical room.</li> <li>• Provide PPE for staff dealing with pupils in close proximity with masks, visors, gloves and aprons while treating first aid and for intimate care</li> <li>• Ensure first aid staff are fully supported emotionally as they may be anxious dealing with pupils and parents in close proximity on a daily basis.</li> <li>• Additional cleaning of medical/welfare and hygiene facilities throughout the day</li> </ul>	SLT	L=4 S=4	<p><a href="#">Updated guidance from DfE 8.9.2020</a></p> <ul style="list-style-type: none"> <li>• PPE pack (apron, gloves &amp; mask) kept in each class for CT/adults to use when collecting the child from class.</li> <li>• Adults in the area must use the PPE pack and remove the child from the classroom environment to the designated isolation room (Music room) using external doors.</li> <li>• Appropriate PPE to be used by first aider dealing with individual pupils (apron, gloves, mask, goggles/visor - spitting)</li> <li>• If the adult is not a first aider they must call for year group first aider and SLT member for the phase.</li> <li>• Parents will be called by the SLT member to collect the pupil and advised to get the pupil tested and notify the</li> </ul>

						<p>school. (See Action Plan and Protocols for September 2020).</p> <ul style="list-style-type: none"> <li>• Office staff will guide parents/guardians to collect child from the Isolation room using the external door leading to the main reception gate.</li> <li>• Staff/other pupils who have had contact with the symptomatic pupil must wash their hands thoroughly for 20 seconds.</li> <li>• Once the pupil has left the premises, thoroughly disinfect/clean all surfaces and contact points they came into contact with (including the bathroom if used).</li> <li>• If any adult / staff member is showing symptoms they must inform their phase leader, they will be seen by a first aider. Adults/ first aider must use appropriate PPE. Adult / staff member will be advised to get tested and inform school.</li> <li>• Government guidance will be followed regarding dealing with pupils that display COVID-19 symptoms. Updates will be monitored daily.</li> </ul>	
Signage and Markings	Not adhering to social distancing and hence possible contraction of Coronavirus	All adults and pupils onsite	<ul style="list-style-type: none"> <li>• Review school site plans for your school and review changes for entry and exit to maintain social distancing</li> <li>• Review classrooms sizes/measurements, to work out how many pupils can sit in one room, create a 1m+ distance between each pupil and staff member and remove furniture not needed</li> <li>• Make more use of the outside areas on school site for lessons to encourage social distancing</li> <li>• Determine signage needed and who is the audience e.g. parents, staff or pupils</li> <li>• Place clear signposting for adults and children on social distancing in classrooms/corridors/halls/office spaces</li> <li>• Determine marking flooring with tape</li> <li>• Can screens be used for digital signage</li> <li>• Office/PPA areas - staff need to ensure social distancing review set up of desks eliminate face to face seating</li> <li>• Main Office - inform visitors and contractors to maintain social distance and signpost location of handwashing/sanitising facilities</li> <li>• Review staff rooms, shower and toilet facilities can social distancing be maintained, should staff have breaks in alternative in their own classroom or staggered breaks.</li> <li>• Staff should be informed of disinfection procedures throughout the school e.g. staffroom and classroom to ensure they are followed; they should contact the appropriate member of cleaning staff.</li> </ul>	LT	L=3 S=2	<ul style="list-style-type: none"> <li>• Reminders of social distancing rules/directional signs and handwashing/safety posters to be displayed around the building.</li> <li>• 1m+ markings made outside perimeter fencing for parents lining up</li> <li>• Markings at fire assembly points and lining up areas for bubbles to make best endeavours for 1m+ social distancing between year groups.</li> <li>• Playground to be divided up into areas and marked to enable more than one class group to use the space e.g. KS2 playground sections / grass area /running track, area near KS2 gate and monkey bars.</li> <li>• PE staff to provide a set of games that can be played with social distancing and minimum resources.</li> <li>• Any resources or surfaces to be wiped/sterilised after use.</li> </ul>	L=2 S=2
Prepare site to reopen	Transmission of Coronavirus	All adults and pupils onsite	<ul style="list-style-type: none"> <li>• Arrange Deep Cleaning around school and Kitchen via Juniper Area Managers</li> <li>• Identification of surfaces/equipment that will require increased levels of cleaning</li> <li>• Ensure all equipment around the school has not been used for a while, is checked is still in good working order e.g. photocopiers or hot water heaters in staff rooms.</li> <li>• Ensure condition of site is safe to reopen - refer to <a href="#">DfE Guidance</a></li> <li>• Contact suppliers and services to resume contracts e.g. grounds maintenance whilst maintaining social distancing</li> <li>• Ensure sufficient stock of cleaning and Janitorial materials, increase the amount of soap normally ordered plus sanitising gel</li> <li>• Review if additional Catering hours are needed if school day/lunchtimes are staggered – discuss with Juniper</li> </ul>	LT Juniper Site supervisor	L=2 S=3	<ul style="list-style-type: none"> <li>• Whole school to be deeply cleaned prior to school opening.</li> <li>• Catering and cleaning company using specialised products to deep clean.</li> <li>• Site supervisor / cook to check daily cleaning by Juniper staff that areas are ready prior to pupils coming into school.</li> <li>• Main Reception and office - screens installed.</li> <li>• All EYFS resources stored and labelled in boxes and sterilised after use.</li> <li>• EYFS children allocated to designated carousels of play spaces in small groups - In KS1/2 a designated seating plan signposted so pupils know and always sit in the same place facing the same direction.</li> <li>• Classroom furniture rearranged to face forward in KS1 &amp; 2.</li> <li>• Sharing of resources minimised and hygiene routines followed.</li> </ul>	L=2 S=1

			<ul style="list-style-type: none"> <li>Review if additional Site cover hours are needed if school day is staggered and to maintain the site</li> <li>Ensure parents and staff are informed what and how lunches will be provided by school</li> <li>Review policies and update induction/staff handbook document where changes have been made</li> <li>Create short term appendices rather than change the handbooks</li> <li>Ensure detailed staff briefing carried to ensure all staff are fully aware of changes that have been made, ensure there is a system in place to induct staff at a later date who are not available during induction days.</li> <li>Review Extended Services provisions - before and after school, as these essential to continue to support key workers</li> <li>Review if increased cleaning hours are needed during the day to maintain disinfection in between use of areas, toilets, staffroom etc.</li> <li>Remove unnecessary furniture from classrooms and offices</li> <li>Remove unnecessary equipment that will be difficult to keep clean e.g. soft toys, furnishings and other hard to clean toys with small and intricate pieces</li> <li>Ensure equipment kept in classrooms is not being used by multiple groups, otherwise it should be cleaned in between use</li> <li>Ensure an appropriate number of staff is available to work with the number of pupils attending school to ensure sufficient supervision is in place depending on the age and needs of the pupils (EYFS ratio continue to apply)</li> <li>Consider whether all staff are needed or whether some staff can work at home / rota system depending on numbers of children to meet social distancing expectations</li> <li>Go through suppliers list to ensure all services suspended are reinstated</li> </ul>			<ul style="list-style-type: none"> <li>Staff allocated to year group bubbles to minimise changes in contact following staff allocation guidance.</li> <li>PPA to be covered by adults working in year group bubbles, following staffing allocation. Specialist adults and senior leaders must strictly follow hand washing/hygiene procedures to maintain social distancing and minimise contact time with pupils.</li> <li>All staff share responsibility for monitoring toilets, well-being and preparing/caring/sterilising resources</li> </ul>	
Staff and pupils who are clinically <b>extremely</b> vulnerable (there is a distinction between this term and vulnerable pupils see link below under pupils attending school)	Transmission of Coronavirus	Staff and pupils with care plans / personal RA or that are clinically vulnerable	<p>The <u>guidance</u> (updated 18th August 2020) for the clinically extremely vulnerable is that shielding has been paused. This means:</p> <ul style="list-style-type: none"> <li>you do not need to follow previous shielding advice</li> <li>you can go to work as long as the workplace is <u>Covid-secure</u>, but should carry on working from home wherever possible</li> <li>clinically extremely vulnerable children should attend education settings in line with the wider <u>guidance on reopening of schools and guidance for full opening: special schools and other specialist settings</u></li> <li>you can go outside as much as you like but you should still try to keep your overall social interactions low</li> <li>you can visit businesses, such as supermarkets, pubs and shops, while keeping 2 metres away from others wherever possible or <u>1 metre, plus other precautions</u></li> <li>you should continue to wash your hands carefully and more frequently than usual and that you maintain thorough cleaning of frequently touched areas in your home and/or workspace</li> </ul>	CM/AI/TD	L=3 S=2	<ul style="list-style-type: none"> <li>Staff and pupils must follow stringent social distancing 2m or 1m+ where possible. They must also follow stringent hygiene eg. regular handwashing.</li> <li>Confidential audit of individual needs and care plans revised or created.</li> <li>Staff who fell into this category before the latest guidance (including some BAME staff) have individual risk assessments. These RA will be reviewed by EHT.</li> <li>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, the school will offer them access to remote education.</li> </ul>	L=2 S=2
Staff and pupils who are <b>clinically vulnerable</b> (there is a distinction between this term and vulnerable pupils see link	Transmission of Coronavirus	Staff and pupils with care plans / personal RA or that are clinically vulnerable (onsite or at home)	<p>This <u>guidance</u> (point 7) provides the definition of clinically vulnerable staff and pupils, If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people, settings must carefully assess and discuss with them whether this involves an acceptable level of risk.</p> <ul style="list-style-type: none"> <li>School to check if staff or children fall in these categories and advise accordingly</li> </ul>	CM/AI/TD	L=3 S=3	<ul style="list-style-type: none"> <li>Staff and pupils must follow stringent social distancing 2m or 1m+ where possible. They must also follow stringent hygiene eg. regular handwashing.</li> <li>Individual care plans reviewed and confidential 1:1 discussions with EHT.</li> <li>Helplines signposted and school counsellor available for children and staff with anxiety.</li> <li>Staffing rota responsive to individual needs.</li> </ul>	L=2 S=2

below under pupils attending school)			<ul style="list-style-type: none"> <li>Advice from HR Manager – NPW (Tom Alexander)</li> </ul>				
Pupils attending school	Cross contamination between staff / pupils in different areas and hence possible transmission of Coronavirus	Staff and pupils on site	<p>Government has announced the full opening of schools from the beginning of the autumn term.</p> <ul style="list-style-type: none"> <li>What will learning look like at school</li> <li>Is the school building safe enough for larger numbers of children to return i.e. can we suitably minimise the risk of infection and maintain sensible social distancing amongst children?</li> <li>Consider how social distancing might work amongst young children in your school</li> <li>In classrooms (particular focus on classroom layout) layout ideas and behaviour for learning</li> </ul>	Staff	L=3 S=4	<ul style="list-style-type: none"> <li>All year groups returning to school.</li> <li>Children and staff in cohort / year group bubbles eg - Year 5 bubble. All year groups housed in their own area.</li> <li>Assemblies (Collective worship) will take place in class and via Zoom/MUGA</li> <li>Pupils to be taught age appropriate basic skills then to follow the school curriculum for each subject.</li> <li>Teachers to use AfL and address gaps in pupil learning when planning units for autumn term. Teachers to plan on the basis of the educational needs of the pupils.</li> <li>Intervention teacher in each year group bubble to support groups.</li> <li>Resource Provision children and some children with SEND will be housed in the RP room, Art room, Multimedia room year 5 area, Food Technology room year 4 area, Inclusion Suite, ICT Suite and LM room in Year 2 area.</li> <li>Staggered lunch and break times.</li> <li>Staggered entry and exits at different gates.</li> <li>Classrooms rearranged to ensure social distancing measures are in place eg. separating tables, all tables facing forward to avoid pupils facing each other.</li> <li>Revised home-school agreement.</li> <li>Pupils will sit in the same seat every day - no movement.</li> <li>Space to be left around the sink area to ensure pupils can wash hands easily without coming into contact with other pupils in the classroom.</li> <li>External doors and windows to be kept open to maximise ventilation in classroom spaces and avoid having to touch handles.</li> <li>Internal doors should not be propped open with door stoppers.</li> <li>Internal doors with automatic release devices can stay open eg. Reception block.</li> <li>Each classroom must have hand washing gel/soap, boxes of tissues, paper towels and gloves kept within the room.</li> <li>Lidded bins to be kept next to the sink area to dispose of paper towels from washing hands.</li> <li>Posters reminding of social distancing rules/ washing hands/ catch it, bin it, kill it procedures to be displayed in each classroom /shared space. Staff to remind pupils constantly.</li> <li>Procedures for behaviour management see appendix to Behaviour policy.</li> <li>Forest school to follow school expectations for social distancing, hygiene and handwashing procedures - detailed Forest School risk assessment in place and updated.</li> </ul>	L=2 S=2
Pupil Behaviour	Anxiety and distress  Transmission of	Staff, pupils and parents on site.	<ul style="list-style-type: none"> <li>New and altered routines for arrival, leaving from school and moving around during the school day.</li> <li>Ensure children follow the school's rules on handwashing and using sanitiser, including the use of toilets. They must meet the 'catch it, bin it, kill</li> </ul>	Staff	L=4 S=3	<ul style="list-style-type: none"> <li>Send out clear communication to parents for entrance and exit gates see Action Plan and Protocols for September 2020.</li> <li>Expectations of behaviour to be explained and set by</li> </ul>	L=2 S=2

	Coronavirus		<p>it' expectations. They must tell an adult if they feel unwell.</p> <ul style="list-style-type: none"> <li>• Ensure children follow the rules about sharing equipment and other items.</li> <li>• Ensure children follow adult instructions on who they can socialise with in class, lunchtimes and where they can play.</li> <li>• Children may want to share food.</li> <li>• Ensure children must follow the school's rules and expectations to keep them safe both when in school and when working online when using remote learning.</li> <li>• Some children will not understand social distancing</li> <li>• Some pupils will need to be restrained</li> <li>• Some children may be disengaged with any type of learning and being back in school due to the long period of absence from school.</li> <li>• Returning to school may result in some children being anxious over leaving parents, home and the safety that this offered. Some may be anxious over getting ill themselves.</li> <li>• Some children may have experienced loss and bereavement which could result in them crying, shouting, anger etc in response.</li> </ul>			<p>class teachers at the beginning of the first day of return. (Refer to appendix in Behaviour policy)</p> <ul style="list-style-type: none"> <li>• Daily reminders on hygiene and social distancing for pupils to be regularly given by staff.</li> <li>• Children must not share food or drink with others.</li> <li>• Online safety recapped regularly.</li> <li>• Visuals for expectations displayed in the learning environment.</li> <li>• Provide time for staff to reconnect with each other where they feel safe, fit and ready so that they can model their behaviours towards children. (Teams meeting in small groups to plan and prepare during the week prior to re-opening)</li> <li>• Adults to respond sensitively and appropriately to the child's needs at times of distress using attachment informed principles, Growth Mindset and mindfulness P4C.</li> <li>• Staff to follow and use Bereavement training provided as and when necessary.</li> <li>• Nurture principles underpinning classroom bubbles and use of worry boxes.</li> </ul> <p><b>Points below to be recapped with support staff prior to return in September:</b></p> <ul style="list-style-type: none"> <li>• Use of visual supports.</li> <li>• Use child's individual communication tools (e.g. signing, Core Board, visuals, Objects of Reference, clear simple language)</li> <li>• Individual risk assessments for pupils with SEND.</li> <li>• Adult and peer modelling.</li> <li>• Use of PPE for staff supporting pupils with SEND.</li> <li>• Use strategies from Team Teach training (support staff refresher training).</li> <li>• If protective equipment is knocked off during restraint, staff should assess the situation and consider: <ul style="list-style-type: none"> <li>-Is the child/other children safe, if the adult lets go and reapplies their protective equipment?</li> <li>-As soon as the safety of the child/other children/adults is assessed to be safe, adult can reapply their protective equipment</li> <li>-Wash hands, face, etc if necessary</li> <li>-Change clothes if clothes become contaminated with saliva</li> </ul> </li> </ul>	
Pupils with Special Needs (SEND)	Transmission of Coronavirus	Staff and pupils on site	<p>A risk assessment should be completed to consider which children and young people with EHC plans may benefit more from remaining at school than at home. Further guidance available <a href="#">here</a></p> <ul style="list-style-type: none"> <li>• Children with differing needs</li> <li>• Location of children and maintaining social distance</li> <li>• Children with hygiene concerns</li> <li>• Staff who will look after the children</li> <li>• Staff to wear appropriate PPE</li> </ul>	Lead SEND Officer School	L=3 S=3	<ul style="list-style-type: none"> <li>• Individual risk assessments will be reviewed and updated.</li> <li>• PPE to be available and used when changing children.</li> <li>• If more PPE is needed it will be included in 1:1 risk assessments.</li> <li>• 1:1 staff working with pupils who spit and bite should wear masks and face shields.</li> <li>• Soft-play excluding the ball pit will be used by specific bubbles.</li> <li>• Time-tabled access to sensory room (mornings between children) only, with doors opened and wiped down (Staff in the area to wipe equipment using antibacterial wipes).</li> <li>• Sessions for one pupil at a time.</li> </ul>	L=2 S=2
Travelling into and out of schools (including	Transmission of Coronavirus	Staff, pupils and parents (on and off site)	<ul style="list-style-type: none"> <li>• Stagger arrival (and finish) times to school by year group and staff members.</li> <li>• Consider using different doors to enable flow of pupils.</li> <li>• Consider creating a one way system to enter and exit the site</li> <li>• Establish clear zones in the playground/entrance for parents to drop</li> </ul>	Site Supervisor/LT	L=3 S=3	<ul style="list-style-type: none"> <li>• Staggered entry and exits at different gates.</li> <li>• Markings of 1m+ for parents to line up at different entry and exit points (Except for Nursery) parents to remain outside the gates/premises and pupils to enter premises</li> </ul>	L=2 S=2

guidance for parents)			<ul style="list-style-type: none"> <li>off/collect.</li> <li>Mark out safe distances and ensure parents adhere to social distancing expectations.</li> <li>No parents in the school building at all. No face to face meetings with teachers or quick chats at drop off.</li> <li>One parent only to drop off/collect.</li> <li>Inform parents not to pick up or drop off their child in large groups if not essential.</li> <li>Inform parents gathering around the perimeter of the site after drop off/pick up will not be allowed</li> <li>Identification of possible entrances that could be used for staff and pupils to enter and leave school.</li> <li>Rota arrangement for staff to be on duty at entrance/ exit to supervise</li> <li>What are the main barriers to social distancing in your schools? How can these be mitigated?</li> <li>Ensure parents are aware of how to maintain social distancing for them to enter the site e.g. their child is unwell</li> <li>Mark 1m+ on the floor for safe distancing where queues may form e.g. main reception, nursery/reception drop off</li> <li>Careful storage and labelling of pupil water bottles</li> </ul>			<p>independently with supervision of school staff. All pathways/walkways to be guided and supervised by school staff.</p> <ul style="list-style-type: none"> <li>Nursery one way system to be supervised by staff on pathways and in the Nursery playground. No stopping or waiting, parents to keep walking. Reminders of instructions given to parents by staff on duty.</li> <li>Procedures for settling new nursery pupils and parents on site, 3 parents can wait in the Nursery Library at one time. Parents must wear a mask.</li> <li>Handwashing for pupils on entry and exit of the classroom/building.</li> <li>Hand sanitiser at entry and exit points of the school building for staff use.</li> <li>Limited face to face contact/meetings with staff. Any emergency communication or appointments must be made via the office. Only one parent is permitted for an appointment (unless accompanied by a translator.)</li> <li>All information regarding individual classes/year groups dropping off/collection times and information regarding systems to be used will be "pinged" to parents and put onto the school newsletter and on the school website.</li> <li>Disposable cups in the classroom for drinking water.</li> </ul>	
Travelling around school for staff and pupils including specialist teachers	Transmission of Coronavirus	Staff and pupils on site	<ul style="list-style-type: none"> <li>Accessing rooms directly from outside where possible</li> <li>Consider a one-way system, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors</li> <li>Exercise and take breaks or provide education outdoors, where possible, as this can limit transmission and more easily allow for distance between children and staff</li> <li>Keep groups of pupils together all day, avoid mixing with other groups</li> <li>Keep the same staff with those groups</li> <li>Keep the same pupils and staff in the same classroom each day</li> <li>Where possible ask pupils to use the same desk, laptop and stationery each day</li> <li>Stagger movement on timetables</li> <li>Stagger breaks/lesson start and end times so that pupils are not congregating on corridors at same time.</li> <li>Staff should be duty to supervise corridors and rest of the site to ensure social distancing is being maintained</li> <li>Clear signposting on corridors of social distancing rules.</li> <li>Cleaning of door handles, stair rails and other touch points</li> <li>Wash hands or use hand sanitiser regularly after travelling around the building</li> </ul> <p><b>Pupil Briefings</b> After staff induction, staff in charge of their group should make sure pupils are familiar with all the new procedures and the importance of maintaining social distancing around the school e.g. show them location of sinks and toilets they should use, fire evacuation route, assembly points, how to walk in and out of school and how to walk through corridors etc. Ensure pupils are reminded of behaviour policy and expectations of their behaviour to follow social distancing rules while they are at school.</p>	Staff	L=3 S=3	<ul style="list-style-type: none"> <li>All pupils to enter and exit the school building through external classroom doors</li> <li>Where corridors are narrow, always stay on the left - no stopping to engage in conversations</li> <li>Staff to wait and not pass each other in close proximity</li> <li>Adults will carry out self-care/first aid duties which will include wiping down resources and sterilising classroom equipment in EYFS.</li> <li>Pupils will undertake outdoor activities when escorted by a member of staff by using an external classroom door and walk directly to the playground.</li> <li>Signs to be displayed to show direction of one-way systems and reminders of social distancing.</li> <li>Hands to be washed in the classroom using soap and water at regular intervals (especially before going to lunch and on returning to the classroom after lunch and from other areas). This must be controlled by staff to ensure pupils do this one at a time in an orderly manner.</li> <li>Hand tissues/paper towels to be used to dry hands and disposed of in lidded bins. Bins to be emptied by cleaning staff regularly.</li> <li>Specialist teachers to carry their own equipment/resources to each class.</li> </ul>	L=2 S=n2
When using toilet facilities	Transmission of Coronavirus	Staff and pupils on site	<ul style="list-style-type: none"> <li>Allow pupils to have access to toilets at all times during the day to prevent queues developing at social times.</li> <li>Or ensure that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time</li> <li>Encourage children to use the toilet prior to break times to avoid queues at social times</li> </ul>	School	L=3 S=4	<ul style="list-style-type: none"> <li>EYFS toilet times led by adults every hour with children sent from key groups ensuring best social distancing possible, supervision of hand washing and wiping down of toilet handles (most children will not need to go outside of this if adhered to).</li> <li>Class teacher in each class group to remind pupils in the</li> </ul>	L=2 S=2

			<ul style="list-style-type: none"> <li>Advise on washing hands / use of hand sanitiser</li> <li>Paper towels to be used in place of hand dryers</li> <li>Cleaner to be on duty to regularly clean to maintain high standards of cleanliness</li> </ul>			<ul style="list-style-type: none"> <li>class of how to use the toilet eg. washing hands.</li> <li>Only one child at a time to be sent from each class when using the toilet.</li> <li>One adult per year group area to supervise the toilet area and control the number of pupils accessing at one time to ensure 1m+ social distancing is adhered to.</li> <li>Pupils wait until the toilet is available or return to class, if too busy, and come back at a different moment when more quiet.</li> <li>Adults supervise and remind pupils to wash hands after using the toilet.</li> <li>Restrict lunchtime use of toilets to classroom routines - not whilst in the playground or halls. Staff to remind pupils to go to the toilet before going to lunch or when going for outside activities.</li> <li>Pupils have adequate handwashing facilities and paper towels.</li> <li>Hand driers are switched off.</li> <li>Staff and pupils' toilets will be cleaned during the day by designated cleaning staff.</li> </ul>	
At playtimes and lunchtimes	Transmission of Coronavirus	Staff and pupils on site	<p>Stagger the timing of lunch and break times to ensure social distancing rules are adhered to by pupils and staff</p> <p><b>Break times</b></p> <ul style="list-style-type: none"> <li>Stagger break times to minimise opportunities for numbers of pupils to be in close proximity.</li> <li>Consider introducing some games that require distance using equipment such as games involving throwing balls</li> </ul> <p><b>Lunch times</b></p> <ul style="list-style-type: none"> <li>Staggered lunchtimes</li> <li>Provide packed lunches deliver to classrooms</li> <li>Use of jugs and water cups</li> <li>Guidance for children bringing their own food into school (paper bags rather than lunchboxes?)</li> <li>Storage of packed lunches in warm weather</li> <li>Food eaten in classrooms – which could be cleaned by on-site cleaning staff, provide classrooms with bin bags to collect rubbish</li> <li>Consider zoning of playgrounds for different year groups</li> </ul>	Staff	L=3 S=3	<p><b>Breaktimes</b></p> <ul style="list-style-type: none"> <li>Sessions will be timetabled and staggered to ensure each year group bubble has a different allocated time in the playground at one time.</li> <li>Each class within the year group bubble to play in a different section of the playground so each class does not mix with the others.</li> <li>Wash hands on entry to the building via the classroom external doors.</li> </ul> <p><b>Lunchtime to be staggered.</b></p> <ul style="list-style-type: none"> <li>Pupils wash hands in their classroom before lunchtime.</li> <li>Water to be provided for each child (no water bottles).</li> <li>Allocated midday assistant to each <b>Year group</b> bubble.</li> <li>Reminders given to pupils to go to the toilet if necessary before going outside.</li> <li>Hot lunch will be served in the dinner hall.</li> <li>Pupils to line up face forward with 1m+ distance to collect meals where possible</li> <li>Food will be served by kitchen staff following stringent hygiene</li> <li>Safety screens installed in serving areas.</li> <li>Pupils will be directed to seats by allocated midday staff / staff on duty</li> <li><b>Pupils will be timetabled for lunchtime in the halls and lunchtime play in the playgrounds in year group bubbles.</b></li> <li>Lunch hall tables cleaned/disinfected in between each child sitting by designated midday assistant.</li> <li>Windows and hall doors to be opened to allow for ventilation between sittings.</li> <li>Pupils encouraged to have school dinners or bring lunches in an insulated packed lunch box to be kept in classrooms.</li> <li>Midday staff to supervise pupils in the classroom for remaining lunchtime. Pupils to sit in allocated seats - no movement.</li> <li>Staff on dinner duty (<b>who do not work in that bubble</b>) in the dinner halls to wear masks in the correct manner when supporting pupils.</li> </ul> <p><b>Wet Play lunchtime</b> If Children have finished lunch they remain seated. Once the</p>	L=2 S=2

						whole class group is finished they will be taken to their classrooms and can watch News Round, read, draw, etc. No group games.	
In communal / shared spaces or resources	Contamination between people from different areas / bubbles and possible transmission of Coronavirus	Staff and pupils on site	<ul style="list-style-type: none"> <li>Consider if whole school/phase/class assemblies are necessary</li> <li>Use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity.</li> <li>If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning in between groups is in place,</li> <li>Stagger the use of staff rooms and offices to limit occupancy eliminate face to face seating</li> <li>Equipment or classrooms can be shared by pupils if can be cleaned thoroughly before the next group needs it.</li> <li>Clean surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal</li> <li>Consider use of meeting/breakout rooms and have them regularly cleaned after different groups have used the rooms</li> </ul>	Staff	L=3 S=3	<ul style="list-style-type: none"> <li>If raining - outdoor sessions to be timetabled in the halls (R/ KS1pupils in KS1 hall, for Year 3 - 6 split the KS2 hall in 2 sections and use KS2 hall) - screens available to divide the hall.</li> <li>Staffroom to have maximum occupancy to ensure social distancing can be adhered to. Staggered/timetabled where necessary.</li> <li>One way system on the staircase - keep to the right.</li> <li>Internal doors to be kept open to avoid having to use handles.</li> <li>External doors and windows kept open to allow maximum ventilation of room spaces.</li> <li>Staff shower and any shared resources to be cleaned by users with household products provided.</li> <li>School Library to be timetabled with 72 hours interval. Music room will be used as the isolation room.</li> <li>Lifts can be used by specific people, they will need to sanitise their hands after use and wipe the button inside the lift after use.</li> </ul>	L=1 S=2
Best practice around hygiene, particularly hand washing routines	Transmission of Coronavirus	Staff and pupils on site	<ul style="list-style-type: none"> <li>Ensure all staff and pupils are aware of <a href="#">good hand washing practices</a></li> <li>Site staff to top up hand washing and sanitiser gels regularly</li> <li>Site staff to check on soap stock regularly and pre order in advance to help with delivery delays</li> <li>Ensure handwashing facilities are available nearby with soap and water if not possible provide hand sanitiser gel</li> <li>Prepare site plans with locations of sinks and toilets to help determine how the site will be used.</li> <li>Make announcements or incorporate in timetable handwashing</li> <li>Determine if additional handwashing stations need to be bought or hired</li> <li>How will you manage the difficulties associated with play equipment, especially relevant to the early years, given that the virus can persist on surfaces for 72 hours?</li> <li>Avoiding contact with anyone with symptoms, make sure staff are aware of symptoms to ensure that person is sent home as soon as possible</li> <li>Timetable frequent hand cleaning</li> <li>Arrange regular cleaning of settings</li> <li>Minimise contact and mixing of staff and pupils</li> <li>Clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing</li> <li>Ensure staff and pupils are encouraged not to touch their mouth, eyes and nose</li> <li>Ensure good respiratory hygiene practices are in place through the use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> <li>Ensure that help is available for children and young people who have trouble cleaning their hands independently</li> <li>Consider how to encourage young children to learn and practise these habits through games, songs and repetition</li> <li>Ensure that bins for tissues are emptied throughout the day</li> <li>Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units</li> <li>Prop doors open, if you have a dorgard installed on the door (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</li> </ul>	Whole School/Site Supervisor	L=3 S=4	<ul style="list-style-type: none"> <li>Posters reminding of social distancing rules/ washing hands/ catch it, kill it, bin it procedures to be displayed in each classroom /shared space. Staff to explain when hands should be washed and of other hygiene procedures to follow.</li> <li>Pupils to wash hands at regular intervals, reminded and organised by staff.</li> <li>Each classroom must have hand washing gel/soap, boxes of tissues, paper towels and gloves kept within the room. Site supervisor will check these are topped up at the end of each day, prior to the next.</li> <li>Water fountains outside in the playground are turned off.</li> <li>Lidded bins will be emptied during lunch time by designated cleaning staff.</li> <li>Any pupil with COVID-19 symptoms to be seen by a first aider and removed from the classroom to designated isolation area (Music room), away from all other pupils and staff. PPE is available to be used.</li> <li>Buckets and trays with Newham H&amp;S approved sterilising fluid (correct dilution) available at all times in all areas for cleaning of toys/resources (additional adults deployed to each area to act to clean, wipe and replenish resources for class groups between pupil use).</li> </ul>	L=2 S=2

Use of school equipment	Transmission of Coronavirus	Staff and pupils on site	<ul style="list-style-type: none"> <li>Develop clear guidance on the use of all equipment and implications for cleaning</li> <li>Ensure regular cleaning throughout the day including telephone handsets, computer monitors, keyboards and mouse</li> <li>Review and remove all the equipment not needed/difficult to keep clean in the classrooms especially in nursery and reception</li> <li>Chairs and Tables should be cleaned daily if used by the same group, twice if used by a second group.</li> <li>Consider use of outdoor fixed playground equipment</li> <li>Outdoor fixed equipment to be cleaned by site management staff, especially touch points</li> </ul>	Staff	L=4 S=4	<ul style="list-style-type: none"> <li>Where possible pupils should not share resources and should have their own set to use. Each child will have their own stationery set kept within a plastic sleeve/tray and kept at school on their table/desk where they are sitting.</li> <li>All shared resources must be cleaned / disinfected /sterilized after each group (bubble) of pupils use the equipment eg. PE equipment, lego, cubes.</li> <li>Only book 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 the pupil education and development.</li> <li>Chrome books to be wiped down regularly, before and after each usage.</li> <li>Any resources not to be used eg. role play/soft play in the classrooms to be removed/taped off so pupils can not use them.</li> <li>Telephones /photocopiers in year group areas to be wiped/cleaned after each usage. (wipes to be provided)</li> <li>Outdoor climbing / revolving equipment in all playgrounds to be wiped/ cleaned regularly. Pupils to wash hands after use.</li> <li>RP equipment to be wiped down after use between each user.</li> </ul>	L=2 S=2
Use of Public Transport by staff and pupils	Transmission of Coronavirus	Staff and pupils	<ul style="list-style-type: none"> <li>Encourage staff and pupils not to use public transport where possible or they must wear a face covering</li> <li>Determine how staff travel to work and use this information to work out if they may have issues returning to work</li> <li>Determine how pupils travel to school and use this information to work out if they may have issues returning to school</li> <li>Advise parents avoid using public transport and to walk if it possible</li> <li>Promote the cycle to work or walk to work schemes</li> <li>The risk of clothing becoming contaminated on the journey</li> </ul> <p>Further guidance can be found here – <a href="#">Safer travel guidance for passengers</a></p>	School staff travelling by public transport	L=4 S=4	<ul style="list-style-type: none"> <li>Conduct transport audits of pupils and staff, encourage children and staff to walk/cycle/drive.</li> <li>Staff cycle scheme promoted.</li> <li>Include reminders in Newsletters to parents of transport advice encouraging parents to walk/cycle.</li> <li>Teachers speak to pupils in class to encourage and remind pupils of safe travel if using public transport.</li> <li>Staff to carry out their own individual risk assessment for travel on public transport.</li> <li>Remind staff to follow statutory procedures for using public transport.</li> <li>Staff are advised to change travel clothes once in school.</li> </ul>	L=3 S=2
Social distancing for pupils travelling on school transport, where required	Transmission of Coronavirus	Staff and pupils using school minibus	<p>For Pupils with EHCPs who are transported to schools, liaise with LA transport teams on ensuring adequate social distancing to and from the school</p> <p>Review whether transport providers are carrying out the following:</p> <ul style="list-style-type: none"> <li>guidance or training for school transport colleagues</li> <li>substituting smaller vehicles with larger ones, or running 2 vehicles rather than one, where possible, to reduce the number of passengers per vehicle and increase the amount of space between passengers</li> <li>cordoning off seats and eliminating face-to-face seating, where vehicle capacity allows, to help passengers spread out</li> <li>Masks/visors may be required for pupils as well and for staff. How many will be needed? How often will masks need to be changed?</li> <li>Consider use of school minibus and how the above will apply to school staff who drive the minibus</li> </ul>	SLT	L=3 S=4	<ul style="list-style-type: none"> <li>School minibus will be thoroughly cleaned and sanitised between each use.</li> <li>Staff and pupils to use masks in the minibus</li> <li>Staff and pupils follow stringent hygiene before and after using the mini bus.</li> <li>Only 7 persons to be transported using the mini bus at any given time.</li> </ul>	L=1 S=1
Pupils and staff medical information and care plans	Individual medical needs of pupils are not met and pupils put at higher medical	Staff and pupils on site	<ul style="list-style-type: none"> <li>Prior to being admitted back to school, all children's medical records must be updated by the parents and family medical conditions included.</li> <li>Ensure up to date contact information is on the system / request from parents</li> <li>Ensure care plans are updated where applicable</li> <li>Use of ICE "in case of emergency" mobile numbers for parents and carers to</li> </ul>	Famina/TD	L=2 S=4	<ul style="list-style-type: none"> <li>All care plans or medical records to be updated. Where changes are required eg if a child returns to school with an injury, HLTA to speak to parents regarding any changes needed/new care plans required. All relevant adults informed of procedures to be put in place as a result of new care plans/changes needed.</li> </ul>	L=1 S=1

	risk		<ul style="list-style-type: none"> <li>be checked and updated</li> <li>ICE database to be readily accessible to all staff</li> <li>Ensure all staff care plans are reviewed and updated where applicable</li> <li>Ensure staff with medical conditions that were not declared previously is recorded on SIMS and a care plan prepared on their return to school</li> </ul>			<ul style="list-style-type: none"> <li>Pupils will not be admitted to school until care plan changes are made with parents.</li> <li>Constant update of contact numbers where parents change address/phone number.</li> </ul>	
School Dress Code and School Uniform	Contamination between people from different areas / bubbles and possible transmission of Coronavirus	Staff and pupils on site	<ul style="list-style-type: none"> <li>Consider will you maintain the requirement for staff to wear business dress and pupils to wear uniform when they return to school?</li> <li>Encourage staff and children to dress appropriately and wear clean clothes everyday</li> <li>Consider easing of laundering school uniform /business clothes (so that newly washed clothes can be worn each day)</li> </ul>	Staff and pupils	L=3 S=3	<ul style="list-style-type: none"> <li>Changes in clean (washed) clothing daily.</li> <li>Children wear school uniforms.</li> <li>Pupils must wear their PE kit and trainers daily as footwear during their PE day. Pupils do not change in school.</li> <li>Notify parents of changes in clothing on information letter when admitting each class group - ping/newsletter/website.</li> <li>Staff to be reminded to change clothing daily following the dress code.</li> <li>Staff to be reminded to keep a space set of clothing in school.</li> <li>Careful monitoring and use of a school washing machine.</li> </ul>	L=1 S=1
Staff Shortages	Transmission of Coronavirus	Staff	<ul style="list-style-type: none"> <li>Staff absence due to illness not related to Covid-19</li> <li>Staff absence due to illness related to Covid-19</li> <li>Staff showing signs and symptoms of Covid-19 on site during the day</li> <li>Ensure that there is sufficient staff capacity to keep school open</li> </ul>	SLT	L=2 S=3	<ul style="list-style-type: none"> <li>Normal sickness and absence procedures to be followed, cover rota in place.</li> <li>Staff allocated to year group bubbles to cover the class - only use agency staff if absolutely necessary.</li> <li>If staff are absent due to COVID 19 or showing signs on site during the day, isolate staff members and class. SLT on duty to take charge and use PPE as appropriate. Staff members to be sent home and instructed to follow DfE procedures including NHS test and trace.</li> <li>Staff rotas in place to ensure all classes can be covered daily.</li> </ul>	L=2 L=2
Staff Competence Induction / Training	Health and Safety systems not adhered to and possible transmission of Coronavirus	Staff, pupils and parents (on and off site)	<ul style="list-style-type: none"> <li>Once all changes have been made ensure all staff and pupils are inducted into the new changes as soon as they return to school.</li> <li>Training for staff/children/parents on procedures /times for arrival at school and departure from school, and on correct use of masks (particularly difficult for very young children if applicable)</li> <li>Consider children will not have seen each other for a long time and may want to be physically close to friends. (Young children will not understand social distancing and are tactile)</li> <li>Educate pupils before they return about the need to stay apart from others.</li> <li>Young pupils – any stories you can share? write?</li> <li>Review training needs of staff to carry out their role e.g. first aid</li> <li>Ensure that staff are aware of the correct use and disposal of PPE</li> </ul>	SLT	L=2 S=2	<ul style="list-style-type: none"> <li>All staff to read the RA and Action Plan and Protocols for September 2020.</li> <li>Staff INSET planned (Week beginning 1st September) by splitting staff into smaller groups to enable 1m+ social distancing. All procedures to be explained to staff as soon as they return to school and prior to the pupils.</li> <li>Staff given the opportunity to share concerns and signposted to helplines/counsellor.</li> <li>All pupils and families have new procedures explained to them before their first day/arrival back at school. Constant reminders given by all staff where possible and appropriate. eg hygiene, social distancing</li> <li>SLT to constantly monitor and review RA and systems and amend/inform staff continually through regular meetings/briefings and e-mails.</li> <li>SLT to monitor and maintain social distancing.</li> <li>Staff will be provided with training on how to use and dispose PPE <a href="https://www.youtube.com/watch?v=of73FN086E8&amp;app=desktop">https://www.youtube.com/watch?v=of73FN086E8&amp;app=desktop</a></li> <li>Display “Guide to donning and doffing standard Personal Protective Equipment (PPE)” posters in all areas</li> </ul>	L=1 S=1
Mental health and wellbeing of children and staff	Anxiety and stress	Staff and pupils (on and off site)	<ul style="list-style-type: none"> <li>Consider how to approach children and staff who aren't social distancing</li> <li>Children/staff haven't seen their friends for a long time</li> <li>Focus on developing children through educating them on the changes rather than constantly restricting them</li> <li>The impact of social distancing on children and staff</li> <li>Communicating changes/good practice to staff e.g. e-mail rather than staff meetings</li> <li>Children/Staff feeling anxious coming into school/work</li> </ul>	LT	L=4 S=4	<ul style="list-style-type: none"> <li>Go through systems to be used with pupils when they arrive in school - explaining why as much as possible. Provide opportunities for pupils to ask questions/comment and signpost worry boxes.</li> <li>Each class group will have a mental health/wellbeing session.</li> <li>Teach children a variety of no touch greetings including sign language for key feelings/actions.</li> </ul>	L=3 S=2

			<ul style="list-style-type: none"> <li>Children/Staff feeling anxious being around large groups of people</li> <li>Children/Staff feeling anxious travelling</li> <li>Involving/discussing the changes with staff and children</li> </ul>			<ul style="list-style-type: none"> <li>Make use of interactive software to connect children in learning and social activities.</li> <li>All groups have a worry box time, bubble time with the teacher.</li> <li>To provide opportunities for staff and pupils to discuss feelings and share solutions of how to deal with the current situation. Encourage all to be as positive as possible.</li> <li>Staff and pupils to be signposted to available support and resources eg Counsellor, HeadStart, Newham staff helpline and Government guidance.</li> </ul>	
Visitors on site	Contamination from people off site and possible transmission of Coronavirus	Staff, pupils and parents on site	<ul style="list-style-type: none"> <li>Adopt a 'non-essential visitor' approach. If the reason for the school visit is essential and does not amount to a group visit, the visit may go ahead, subject to a straightforward risk assessment. Refer to <a href="#">DfE Guidance</a></li> <li>The Health and Safety Executive have confirmed that there is still a requirement for statutory inspection of plant and equipment. Read <a href="#">HSE's guidance</a></li> <li>Visitors and parents who enter the premises must not be Covid-19 positive or show signs and symptoms</li> </ul>	Admin Staff	L=2 S=4	<ul style="list-style-type: none"> <li>Display signs of Covid-19 Symptoms across the school and at main entrances.</li> <li>Guidance on physical distancing and hygiene to be explained to visitors on or before arrival.</li> <li>A record of all visitors is kept.</li> <li>All visitors must wear a mask or visor.</li> <li>Visitors from external agencies will now be able to come on site eg. NHS, HR, Bursar etc.</li> <li>Nursery parents allowed on premises using one-way systems to drop off /pick up pupils - no loitering/stopping on supervised path/walkways.</li> <li>Visitors or parents must not enter the school site if they are displaying any Covid-19 symptoms as set out in the DfE guidance.</li> <li>All visitors must follow social distancing and sanitise hands on entry to the building.</li> <li>All visitors /external agency staff must work with limited movement and in allocated areas. This will be set out by the SLT member responsible eg. EHT/Associate will direct HR and Bursar, DHT (TD) will direct NHS staff etc.</li> </ul>	L=1 S=2
Localised lock down / Restrictions  Contingency planning for outbreaks	Anxiety, Stress  Transmission of Coronavirus	Staff, pupils and parents	<ul style="list-style-type: none"> <li>Number of cases within school (DofE Procedures)</li> <li>Communication with community</li> <li>Planning for remote learning</li> </ul> <p><a href="#">School planning for local restrictions – summary of DfE guidance, 28 August</a></p> <p>From: <a href="https://www.gov.uk/government/publications/how-schools-can-plan-for-tier-2-local-restrictions/how-schools-can-plan-for-tier-2-local-restrictions">https://www.gov.uk/government/publications/how-schools-can-plan-for-tier-2-local-restrictions/how-schools-can-plan-for-tier-2-local-restrictions</a></p> <p><b>Nursery and Primary</b> Tier 1- 3 – all schools remain fully open Tier 4 – restrictions for all age groups, Limit attendance to just vulnerable children and young people and the children of critical workers</p>	LA and Staff	L=3 S=4	<ul style="list-style-type: none"> <li>School to follow DfE and LA notification procedures.</li> <li>School to communicate with information letters ping/newsletter/website procedures for schools regarding local lockdown closures.</li> <li>EHT/SLT to communicate with staff via zoom or emails.</li> <li>Critical cascade in place and to be followed if required.</li> <li>Staff will plan for remote learning , face to face Zoom lessons, using google classroom and monitoring and acknowledging work.</li> <li>All classes Reception to Year 6 to have login details for google classroom ready (SBT to prepare).</li> <li>Teachers to set weekly homework via google classroom and monitor all access working for pupils during their first week in September 2020.</li> <li>Model and support pupils with any issues arising regarding access, expectations and use of remote learning.</li> <li>Teachers provide blended learning of daily classroom sessions and tasks for identified pupils to access remotely.</li> </ul>	L=2 S=2
NHS Test and Trace	Transmission of Coronavirus	Staff or pupils	<ul style="list-style-type: none"> <li>Staff or pupil contacted for test and trace</li> <li>GDPR</li> <li>Community outbreaks</li> </ul>	Staff / parents	L=2 S=3	<ul style="list-style-type: none"> <li>Follow local and national government procedures for NHS Test and Trace</li> <li>All staff to download the NHS test and trace app for Newham</li> </ul>	L=2 S=2
Educational visits	Transmission of Coronavirus	Staff and pupils off site	<ul style="list-style-type: none"> <li>Are visits required for curriculum content - learning outcomes?</li> <li>Ratios without year group bubbles being compromised</li> </ul>	SLT / Staff	L=3 S=3	<ul style="list-style-type: none"> <li>Learning outcomes evaluated to assess whether visit is absolutely necessary.</li> </ul>	L=2 S=2

						<ul style="list-style-type: none"> <li>Curriculum revised where fieldwork is required and an educational visit high risk.</li> <li>As normal, each visit will have a full and thorough risk assessment in relation to all educational visits to ensure they can be done safely. RAs will consider COVID-19 risks.</li> <li>All destinations will be risk assessed taking into account COVID-secure measures.</li> </ul>	
Before school and after school clubs	Transmission of Coronavirus	Staff and pupils on site	<ul style="list-style-type: none"> <li>Provision for key workers within school and community</li> <li>Safeguarding vulnerable children</li> </ul>	Sports coaches / staff	L=3 S=3	<ul style="list-style-type: none"> <li>Before school provision within bubbles and staffed from within the team bubbles.</li> <li>Children leave from separate gates at the end of the day.</li> <li>No snacks or drinks from home.</li> </ul>	L=2 S=2
New Starters Nursery/Reception	Contamination from external sources and possible transmission of Coronavirus	Staff, pupils and parents on site	<ul style="list-style-type: none"> <li>School Playgroup</li> <li>Parents/carers onsite for settling</li> <li>Communication of school procedures/expectations and special arrangements regarding COVID 19</li> <li>Children's emotional well-being, social distancing</li> </ul>	EYFS staff	L=3 S=4	<ul style="list-style-type: none"> <li>Zoom meeting for Parents/carers new to Nursery and Reception.</li> <li>Parents to be politely requested to use facemasks when on the premises - school to provide where necessary.</li> <li>Parents given timed slots for settling pupils.</li> <li>New Starters web page created to include Meet the Teacher materials and Handbooks.</li> <li>Admission interviews conducted following social distancing measures and using ICT.</li> <li>No home dinners for Reception children settling.</li> </ul>	L=2 S=2

**Useful Links –**

DfE – [Implementing protective measures in education and childcare settings](#)

HSE – [Latest information and advice](#)

PHE – [Public Health England](#)

DfE - [Opening schools for more children and young people: initial planning framework for schools in England](#)

DfE - [Safer travel guidance for passengers](#)

DfE – [Getting tested for Coronavirus](#)

DFE - <https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures>

Likelihood	5	M	M	H	H	H
	4	M	M	M	H	H
	3	L	M	M	M	H
	2	L	L	M	M	M
	1	L	L	L	M	M
	0	1	2	3	4	5
Severity						