



ESSEX PRIMARY SCHOOL

Essex Primary School March Opening 2021: 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.

Description of the task/activity:	Covid-19 School based teaching / administration and sanitation tasks.	Location:	Essex Primary School Sheridan Road Manor Park E12 6QX
Name of person(s) completing assessment:	Cecilia Mojzes Amber Ilyas	Job title(s):	Executive Headteacher Associate Head Teacher
Date of this assessment:	23rd February 2021	Date of signing:	3rd March 2021
Date of next Review:	Review required if there is a significant change or Government guidance changes. Friday 19th March 2021 Thursday 1st April 2021 (Spring break 02/04/21 - 16/04/21) Friday 23rd April 2021	Signed by (LA):	

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://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf

(<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>)


This document has been written in conjunction with the DfE Guidance for Full Opening and Guidance for March 2021 return to Education. This assessment directly addresses risks associated with coronavirus (COVID-19) and the new variant (B.1.1.7) identified in the UK, so that sensible measures can be put in place to control those risks for children and staff.

Rationale: To prepare the site for full opening 8th March 2021 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"> What is the current figure for Newham compared to national this may be comparing the R rates to the population death rate Taking into account the community which the school serves and if there certain communities are more vulnerable Risk assessment information from the local authority 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 Poor uptake of vaccine in Newham 	LA/School	L=3 S=3	<ul style="list-style-type: none"> 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 All staff working in school must practise social distancing and consistent hygiene practices eg. handwashing Staff vaccination and twice weekly testing (LFT) 	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"> SLT to monitor effectiveness of RA SLT to update RA based on monitoring visits Are social distancing and hygiene procedures being adhered to? Are health and safety procedures being followed accurately? Ensure staff understand their responsibility Ensure safeguarding procedures are followed 	All SLT as delegated by EHT	L= 3 S= 3	<ul style="list-style-type: none"> SLT members to maintain social distancing during the monitoring visits SLT staff must wash/sanitise their hands prior to monitoring visit If they enter a class, they must wear a mask/ face covering SLT to ensure that they follow the correct procedure for putting on and removing masks Where possible enter class via external doors SLT members to limit the duration of the monitoring visit 	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"> Review Fire Evacuation and Fire Drill procedures – document any temporary changes Review Assembly Points - mark out assembly points to maintain social distancing Merge assembly points, if necessary, so that children and staff are located in one area Social distancing may not be possible during an evacuation Carry out fire drills as soon as possible to ensure everyone has practiced new procedures 	DT/SLT	L= 3 S= 4	<ul style="list-style-type: none"> Marking on fences at normal fire assembly points for fire. Social distancing not necessary between pupils and staff within the same year group bubble. 2m social distancing must be adhered to between different year group bubbles Revised evacuation procedures to ensure approximately 2m social distancing between each year group bubble during evacuation and whilst lining up at assembly points. Pupils to line up in class year group bubbles. Markings on the floor for each class group to show 2m distancing from another year group When lining up to go out and outside, all pupils face forward Staff to go through procedures with class groups/bubbles Drill to be carried out during the first week of pupils' return Hand washing routine completed on return to building See evacuation procedures for each classroom (Email from fire warden) Individual PEEP's reviewed and updated 	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 Ventilation	All adults and pupils onsite	<ul style="list-style-type: none"> Are health and safety checks being carried out to ensure the premises/ building is safe for staff and pupils? Refer to DfE Guidance 	Site Supervisor	L= 3 S=4	<p>Site supervisor to conduct safety checks regularly (logs signed)</p> <ul style="list-style-type: none"> On hot / cold water Gas safety Fire safety Heating system working effectively Security - including access control and intruder alarm systems Lidded bins provided for each class and other areas and emptied regularly In absence of site supervisor, a named person or backup in place External doors and windows to be kept open to maximise ventilation in classroom spaces and avoid touchpoints Heating is kept on all day Ventilation (High priority based on DfE guidance): Ventilation must always be kept at a good level. The temperature should not go below 13 degrees. Site supervisor will monitor this on a daily basis. The CO2 level should not exceed 1500ppm. Levels below this indicate good ventilation If temperature is below 13 degrees and if CO2 is not above 1500ppm, then the site supervisor will ask the teacher to close doors for a few minutes but windows must remain open Internal doors should not be propped open with door stoppers 	L = 2 S = 2
Hygiene /Cleaning on site	Transmission of Coronavirus	All adults and pupils onsite	<ul style="list-style-type: none"> Arrange deep cleaning around school and kitchen via Juniper Area Managers Identification of surfaces/equipment that will require increased levels of cleaning Contract suppliers and services to resume contracts, e.g. grounds maintenance whilst maintaining social distancing Ensure sufficient stock of cleaning and janitorial materials, increase the amount of soap normally ordered 		L= 3 S=4	<ul style="list-style-type: none"> Whole school to be deep cleaned prior to school opening Catering and cleaning company using specialised products to deep clean An extra layer of protection sprayed on all touch points and furniture with an 'Anti-Microbial Electrostatic Spray' Staff and pupils' toilets will be cleaned during the day by designated cleaning staff Site supervisor / cook to check daily cleaning by Juniper staff, so areas are ready prior to pupils coming into school Soap dispensers replenished / hand sanitizers available at main reception desk and other school entry points Kitchen staff to ensure all hygiene procedures are followed at all times Chormebooks /equipment used by pupils will be cleaned/wiped with antiseptic cleaner daily before/after use Buckets and trays with Newham H&S approved sterilising fluid (correct dilution) available at all times in all areas for cleaning of toys/resources 	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"> Review sufficient numbers of first Aiders as per pupil ratio (EYFS will continue to apply) Do you have sufficient staff with current and appropriate paediatric first aid training? Ensure staff understand their responsibility while carrying out first aid and maintaining social distancing First Aid staff to use appropriate PPE when dealing with children/staff 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 PHE Guidance Ensure staff are up to date with Government guidance on how to deal with Covid-19 symptoms First Aiders should be aware of the Covid-19 symptoms and what steps to follow if someone has them Provide a separate self-isolation room for staff and pupils to wait until they are picked up. If they need to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The whole toilet area should be cleaned and disinfected using standard cleaning products before being used by anyone else A member of staff may need to stay with the pupil in the self-isolation room. Staff should ensure they are wearing PPE (gloves, apron and mask) 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 If a member of staff informs you they have been infected with Covid-19 at school, this needs to be looked into and reported to PHE, the HSE under RIDDOR and make sure Amber Ilyas / Cecilia Mojzes are informed as soon as possible Access to coronavirus testing, read guidance on coronavirus (Covid-19) getting tested. If a member of staff displays symptoms, they must inform CM/AI and go home immediately and follow the government's self-isolation guidance 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 	LT	L= 3 S= 3	<ul style="list-style-type: none"> First Aid trained staff on site everyday Medical rooms to be used Where close contact is required, staff administering First Aid must wear PPE A thermometer will be available in each year group Masks/ face coverings, aprons, goggles/visors (spitting) and gloves (PPE) available in each area - non-contact thermometers located in each year group area. PPE recommended by PHE (High Quality Masks Type 2R - 3 ply surgical masks) Hygiene stations in every class clearly signposted to pupils. 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 Adults will carry out self-care/first aid duties which will include wiping down resources and sterilising classroom equipment in EYFS Social distancing measures to be in place consistently for adults and pupils. Reminders consistently given at every briefing for all adults Provide communication boards for non-verbal/youngest children to indicate how they are feeling relating to symptoms and experiences Staff to be provided with an updated symptoms checklist from DfE (updates checked daily) Isolation room for pupils and staff showing symptoms - Music Room organised as isolation room <p>Response to child/adult showing symptoms</p> <ul style="list-style-type: none"> Follow DfE guidance for staff and pupils showing signs and symptoms of COVID-19 SLT member for each phase to respond to COVID-19 emergencies PPE pack (apron, gloves & mask) kept in each group /bubble area for CT/adults to use when collecting the child and replenished after use 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, where possible, and avoid travelling through internal routes Appropriate PPE to be used by first aider dealing with individual pupils (apron, gloves, mask, goggles/visor - spitting/aerosols) Parents will be called by the SLT member to collect the pupil and advised to get the pupil tested before notifying the school of the result Office staff will guide parents/guardians to collect their child from the isolation room, using the external door leading to the main reception gate Staff/pupils, who have had contact with the symptomatic pupil, must wash their hands thoroughly for a minimum of 20 seconds Once the pupil has left the premises, thoroughly disinfect/clean all surfaces and any contact points they came into contact with (including the toilet if used) If any adult/staff member is showing symptoms on site, they must inform a LT member on duty, they will be seen by a first aider. Adults/first aiders must use appropriate PPE. Adult/staff members will be advised to self isolate, get tested and inform school of their results Government guidance will be followed regarding dealing with pupils that display COVID-19 symptoms. Updates will be monitored daily 	L= 2 S= 2
Signage and Markings (Social distancing)	Not adhering to social distancing and hence possible contraction of Coronavirus	All adults and pupils onsite	<ul style="list-style-type: none"> Review school site plans for your school and review changes for entry and exit to maintain social distancing Review classroom 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 Make more use of the outside areas on school site for lessons to encourage social distancing Place clear signposting for adults and children on social distancing Main Office - inform visitors and contractors to wear masks, maintain social distance and signpost location of handwashing/sanitising facilities Review staff rooms, shower and toilet facilities - can social distancing 	LT	L=3 S=2	<ul style="list-style-type: none"> Reminders of social distancing rules/directional signs and handwashing/safety posters to be displayed around the building Markings made outside perimeter fencing for parents lining up Staffroom seats taped off/removed with signage to ensure social distancing amongst staff in the staffroom Cleaning products available for use in the staff room Markings at fire assembly points and lining up areas for bubbles to make best endeavours for 2m social distancing between year groups Reminders of current government guidance for all stakeholder on weekly newsletter 	L=2 S=2

			be maintained, should staff have breaks in alternative places/their own classroom or take staggered breaks?				
Prepare site to reopen	Transmission of Coronavirus	All adults and pupils onsite	<ul style="list-style-type: none"> Arrange deep cleaning around school and kitchen via Juniper Area Managers Identification of surfaces/equipment that will require increased levels of cleaning Ensure all equipment around the school, which has not been used for a while, is checked and is still in good working order e.g. photocopiers or hot water heaters in staff rooms Ensure condition of site is safe to reopen - refer to DfE Guidance Ensure sufficient stock of cleaning and janitorial materials, increase the amount of soap normally ordered plus sanitising gel Ensure parents and staff are informed about what and how lunches will be provided by school Review policies and update induction/staff handbook document where changes have been made Ensure detailed staff briefings carried out to ensure all staff are fully aware of changes that have been made 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 Ensure equipment, kept in classrooms, is not being used by multiple groups, otherwise it should be cleaned in between use 	LT Juniper Site supervisor	L=2 S=3	<ul style="list-style-type: none"> Site supervisor/cook to check daily cleaning by Juniper staff so that areas are ready, prior to pupils coming into school. All EYFS resources stored and labelled in boxes and sterilised regularly EYFS children allocated to designated carousels of play spaces in small groups In KS1/2 a designated seating plan is in place and signposted so pupils know and always sit in the same place, facing the same direction except for SEND pupils Pupil seating to be rotated on a weekly basis to ensure that all pupils have equal access to the Interactive White Board and classroom environment Classrooms rearranged to ensure social distancing measures are in place, e.g. separating tables, with all tables facing forward, to avoid pupils facing each other Sharing of resources minimised and hygiene routines followed Staff allocated to year group bubbles to minimise changes in contact following staff allocation guidance 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 All staff share responsibility for monitoring toilets, well-being and preparing/caring/sterilising resources Children can bring in their own reusable water bottles, which must be clearly labelled with their full name and class and placed on class tables (Years 1 -6) Staff briefings to ensure all staff fully aware of RA 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 Water fountains outside in the playground are turned off 	L=2 S=1
Best practice around hygiene, particularly hand washing routines	Transmission of Coronavirus	Staff and pupils	<p>Follow government guidance on Hand hygiene</p> 		L=3 S=3	<p>Children and adults must be reminded to:</p> <ul style="list-style-type: none"> Wash hands more often - as they enter school, after playtimes and before eating lunch/snack, after using shared resources Follow procedures for good respiratory hygiene: use disposable, single-use tissue to cover mouth and nose when coughing, sneezing, wiping or blowing your nose. Dispose of tissue promptly in a bin. Wash hands with soap and water, and dry them thoroughly Posters reminding of social distancing rules/ washing hands/catch it, kill it, bin it procedures to be displayed in each classroom /shared space Adults must use the sanitiser at entry and exit points of the school building, or wash hands To avoid touching their eyes, nose and mouth with hands To cover their mouth and nose when coughing or sneezing with a tissue, then throw the tissue in a bin and wash hands 	L=2 S=2
Staff and pupils who are clinically extremely vulnerable	Transmission of Coronavirus	Staff and pupils with care plans /personal RA/ clinically vulnerable	<p>CEV (Updated Guidance - April 2021)</p> <p>Although the advice to shield has ended, clinically extremely vulnerable people must continue to follow the <u>rules</u> that are in place for everyone. The government is advising clinically extremely vulnerable people to continue to take extra precautions to protect themselves. You are advised to follow the practical steps described below to minimise your risk of exposure to the virus.</p>	CM/AI/TD	L=3 S=2	<ul style="list-style-type: none"> Confidential audit of individual needs and care plans/RA revised or created Staff and pupils must follow stringent social distancing 2m where possible They must also follow stringent hygiene routines, e.g. regular handwashing CEV Staff can attend work, they must follow the rules that are in place for everyone along with their individual RA 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/blended education 	L=2 S=2

Staff and pupils who are clinically vulnerable	Transmission of Coronavirus	Staff and pupils with care plans / personal RA clinically vulnerable	CV (Updated Guidance - April 2021) Staff who are clinically vulnerable (CV) can continue to attend school. While in school, they must follow the system of controls to minimise the risks of transmission. Staff who live with those who are CV can attend the workplace, but should ensure they maintain good prevention practice in the workplace and at home.	CM/AI/TD	L=3 S=3	<ul style="list-style-type: none"> Staff and pupils must follow stringent social distancing 2m where possible They must also follow stringent hygiene routines, e.g. regular handwashing Individual care plans and RA reviewed and confidential 1:1 discussions with EHT Helplines signposted and school counsellor available for children and staff with anxiety. 	L=2 S=2
Pupils and staff medical information and care plans	Individual medical needs of pupils are not met and pupils put at higher medical risk	Staff and pupils on site	<ul style="list-style-type: none"> Prior to being admitted back to school, all children's medical records must be updated by the parents and family medical conditions included Ensure up to date contact information is on the system/request from parents Ensure care plans are updated where applicable Use of ICE "in case of emergency" mobile numbers for parents and carers to be checked and updated (minimum of 3 contacts) ICE database to be readily accessible to all staff Ensure all staff care plans are reviewed and updated where applicable Ensure staff with medical conditions, that were not declared previously, is recorded on SIMS and a care plan prepared on their return to school 	HLTA/TD	L=2 S=4	<ul style="list-style-type: none"> All care plans or medical records to be updated. Where changes are required, e.g. 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 new procedures, to be put in place, as a result of new care plans/changes. Pupils will not be admitted to school until care plan changes are made with parents/carers Regular updating of contact numbers where parents change address/phone number 	L=1 S=1
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 8th March What will learning look like at school?</p> <ul style="list-style-type: none"> 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? Consider how social distancing might work amongst young children in your school In classrooms (particular focus on classroom layout) layout ideas and behaviour for learning 	Staff	L=3 S=4	<ul style="list-style-type: none"> Staggered lunch and break times Staggered entry and exits at different gates KS2 pupils and staff in the cohort are in class group bubbles, e.g. 5B bubble. All year groups housed in their own area EYFS and KS1 children work in year group bubbles Assemblies (collective worship) will take place in class and via Zoom/MUGA Teachers use AfL strategies and address gaps in pupil learning when planning Teachers plan on the basis of the educational needs of the individual pupils ensuring accelerated progress is made to close gaps Intervention teacher in each year group bubble to support groups Clear labelled hygiene station (sink area) with 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 External doors and windows to be kept open to maximise ventilation in classroom spaces and avoid touchpoints Internal doors should not be propped open with door stoppers Internal doors with automatic release devices can stay open, e.g. Reception block Each classroom must have hand washing gel/soap, boxes of tissues, paper towels and gloves kept within the room Lidded bins to be kept next to the sink area to dispose of paper towels from washing hands 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 regularly. 	L=2 S=2
Use of Forest school (outdoors)	Transmission of Coronavirus	Staff and pupils on site	<ul style="list-style-type: none"> Rules for safe use of forest school, e.g. hygiene How will pupils move/travel between areas? What routes will they follow? 	AS	L=2 S=3	<ul style="list-style-type: none"> Detailed forest school risk assessment in place and updated regularly Staff and pupils using the forest school must follow school RA for social distancing, hygiene and handwashing procedures - people will use the outdoor path to access the forest school classroom No more than 10 pupils will be in a forest school session Pupils will be reminded of rules and routines, prior to each session - wash hands, no picking, no licking When pupils finish their forest school session, they will use hand sanitiser, then wash their hands thoroughly when back in class Pupils will be grouped in bubbles from a year group. No mixing will be permitted 	L=1 S=2

Pupil Behaviour	Anxiety and distress Transmission of Coronavirus	Staff, pupils and parents on site	<ul style="list-style-type: none"> • New and altered routines for arrival, leaving school and moving around during the school day • 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 it' expectations. They must tell an adult if they feel unwell • Ensure children follow the rules about sharing equipment and other items. • Ensure children follow adult instructions on who they can socialise with in class, lunchtimes and where they can play • Children may want to share food • Ensure children follow the school's rules and expectations to keep them safe both in school and when working online, using remote learning • Some children will not understand social distancing • Some pupils will need to be restrained • Some children may be disengaged with any type of learning and/or being back in school, due to the long period of absence • Returning to school may result in some children being anxious about leaving parents, home and the safety that this offered. Some may be anxious about getting ill themselves. • Some children may have experienced loss and bereavement which could result in them crying, shouting, being angry etc. . 	Staff	L=4 S=3	<ul style="list-style-type: none"> • Send out clear communication to parents for entrance and exit gates and times • Procedures for behaviour management, see appendix to Behaviour Policy. • Expectations of behaviour to be explained and set by class teachers at the beginning of the first day of return. (Refer to appendix in Behaviour Policy) • Daily reminders on hygiene and social distancing for pupils to be regularly given by staff • Children must not share food or drink with others • Online safety recapped regularly • Visuals for expectations, displayed in the learning environment • 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) • Adults to respond sensitively and appropriately to pupils' needs in times of distress using attachment informed principles, Growth Mindset and mindfulness P4C • Staff to follow and use bereavement training provided, as and when necessary • Nurture principles underpinning classroom bubbles and use of worry boxes <p>Reminder points for support staff</p> <ul style="list-style-type: none"> • Use of visual supports. • Use child's individual communication tools (e.g. signing, Core Board, visuals, Objects of Reference, clear simple language) • Individual risk assessments for pupils with SEND. • Adult and peer modelling. • Use of PPE for staff supporting pupils with SEND. • Use strategies from Team Teach training (support staff refresher training). • If protective equipment is knocked off during restraint, staff should assess the situation and consider: <ul style="list-style-type: none"> <input type="checkbox"/> Is the child/other children safe, if the adult lets go and reapplies their protective equipment? <input type="checkbox"/> As soon as the safety of the child/other children/adults is assessed to be safe, adult can reapply their protective equipment <input type="checkbox"/> Wash hands, face, etc if necessary <input type="checkbox"/> Change clothes, if clothes become contaminated with saliva 	L=2 S=2
Pupils with Special Education 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.</p> <ul style="list-style-type: none"> • Children with differing needs • Location of children and maintaining social distance • Children with hygiene concerns • Staff who will look after the children • Staff to wear appropriate PPE 	Lead SEND Officer School	L=3 S=3	<ul style="list-style-type: none"> • Individual risk assessments will be reviewed and updated • PPE to be available and used when changing children, i.e. nappies /toileting • Masks (High Quality Masks Type 2R - 3 ply surgical masks) must be worn by staff working with 1:1 pupils • Staff must collect a mask from the main office every morning and discard at the end of the day, before they leave the premises • If more PPE is needed, it will be included in 1:1 risk assessments • 1:1 staff working with pupils who spit and bite, MUST wear masks when in close contact • Soft-play (excluding the ball pit) will be used by specific bubbles • Time-tabled access to sensory room only, with doors opened and all surfaces and equipment wiped down (Staff in the area to wipe equipment using antibacterial wipes) • Sessions for one pupil at a time 	L=2 S=2
Use of specialist rooms	Transmission of Coronavirus	Staff and pupils on site	<ul style="list-style-type: none"> • How will these rooms be used? • Hand hygiene • How will pupils move/travel between areas? • What routes will they follow? • Will there be a timetable for use? • Use of equipment and sanitisation of equipment 	Staff/ SLT	L=3 S=3	<ul style="list-style-type: none"> • Resource Provision children and children with SEND will be registered in their classroom and follow a timetable for specialised sessions • Specialist Rooms in use: RP room, Multimedia room year 5 area, Food Technology room year 4 area, Inclusion Suite and LM room in Year 2 area, Soft Play (excluding ball pit) and Sensory Room • Staff will guide pupils to the specialised rooms via external doors, if no route externally, staff to follow one way direction of travel • Staff to wear masks and wash/sanitise hands on entry to the rooms • Staff to ensure pupils wash/sanitise hands on entry to the rooms • Staff to ensure all resources are cleaned/wiped (antiseptic wipes) before and after use, daily 	L=2 S=2

Travelling into and out of schools (including guidance for parents)	Transmission of Coronavirus	Staff, pupils and parents	<ul style="list-style-type: none"> Should parents be permitted on the school premises? One parent only to drop off/collect. Inform parents gathering around the perimeter of the site after drop off/pick up will not be allowed Identification of possible entrances that could be used for staff and pupils to enter and leave school 	Site Supervisor/LT	L=3 S=3	<ul style="list-style-type: none"> No face to face meetings with teachers or quick chats at drop off points Staggered entry and exits at different gates Markings of 2m for parents to line up at both gates Limited face to face contact/meetings with staff. Any emergency communication or appointments must be made via the office 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 into the school newsletter and on the school website All staff must wear a mask in all communal areas All adults must keep 2m distance from each other at all times where possible Parents and carers to maintain social distancing protocols at the gates Parents settling new nursery pupils and parents on site, can wait outdoors in the main reception entrance (garden area). Parents must wear a mask/ face covering 	L=2 S=2
Travelling around school for staff and pupils including specialist teachers	Transmission of Coronavirus	Staff and pupils on site	<ul style="list-style-type: none"> Accessing rooms directly from outside where possible 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 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 Keep groups of pupils together all day, avoid mixing with other groups Keep the same staff with those groups Keep the same pupils and staff in the same classroom each day Stagger movement on timetables Clear signposting on corridors of social distancing rules. Wash hands or use hand sanitiser regularly after travelling around the building 	Staff	L=3 S=3	<ul style="list-style-type: none"> All pupils enter and exit the school building through external classroom doors except 2 year 5 classes, they leave from the internal shared area to avoid mixing with year 3 & 4 pupils Where corridors are narrow, always stay on the left - no stopping to engage in conversations Staff to wait and not pass each other in close proximity Pupils will undertake outdoor activities when escorted by a member of staff using an external classroom door and walking directly to the playground 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 Hand tissues/paper towels to be used to dry hands and disposed of in lidded bins. Bins to be emptied by cleaning staff regularly Specialist teachers to carry their own equipment/resources to each class 	L=2 S=2
When using toilet facilities	Transmission of Coronavirus	Staff and pupils on site	<ul style="list-style-type: none"> Allow pupils to have access to toilets at all times during the day to prevent queues developing at social times 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 Encourage children to use the toilet prior to break times to avoid queues at social times Advise on washing hands /use of hand sanitiser Paper towels to be used in place of hand dryers Cleaner to be on duty to regularly clean to maintain high standards of cleanliness 	School I	L=3 S=4	<ul style="list-style-type: none"> EYFS toilets are regularly supervised by adults all the time Class teacher in each class group to remind pupils how to use the toilet, e.g. washing hands Only one child at a time to be sent from each class when using the toilet Adults in the year group areas to supervise the toilets and control the number of pupils accessing at one time to ensure social distancing is adhered to Adults supervise and remind pupils to wash hands after using the toilet Pupils wait until the toilet is available or return to class, if too busy, then come back at a quieter time 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 Pupils have adequate handwashing facilities and paper towels Hand driers are switched off 	L=2 S=2
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>Break times</p> <ul style="list-style-type: none"> Stagger break times to minimise opportunities for numbers of pupils to be in close proximity Consider introducing some games that require distance using equipment such as games involving throwing balls <p>Lunch times</p> <ul style="list-style-type: none"> Staggered lunchtimes Provide packed lunches deliver to classrooms Use of jugs and water cups Guidance for children bringing their own food into school (paper bags rather than lunchboxes?) 	Staff	L=3 S=3	<p>Breaktimes</p> <ul style="list-style-type: none"> Sessions will be timetabled and staggered to ensure each year group bubble has a different allocated time in the playground Each class, within the year group bubble, plays in a different section of the playground so each class does not mix with the others Wash hands on entry to the building via the classroom external doors <p>Lunchtime to be staggered</p> <ul style="list-style-type: none"> Pupils wash hands in their classroom before going to the dinner hall Pupils will not be allowed to home for home dinners During Ramadan for pupils in years 5 & 6, if there are 10 pupils or under fasting then these pupils will be allowed to go home for home dinners. Parents will be requested to drop and collect their children to school. Water to be provided for each child at tables Allocated midday assistant to each class bubble Reminders given to pupils to go to the toilet if necessary before going outside 	L=2 S=2

			<ul style="list-style-type: none"> Storage of packed lunches in warm weather Food eaten in classrooms – which could be cleaned by on-site cleaning staff, provide classrooms with bin bags to collect rubbish Consider zoning of playgrounds for different year groups 			<ul style="list-style-type: none"> Pupils to line up face forward with appropriate distance to collect meals where possible Food will be served by kitchen staff following stringent hygiene procedures Safety screens installed in serving areas Pupils will be directed to seats by allocated midday staff/staff on duty Pupils will be timetabled for lunchtime in the halls and lunchtime play in the playground within class bubbles (Years 1 - 6) Lunch hall tables cleaned/disinfected in between each child sitting by designated midday assistant Windows and hall doors to be opened to allow for ventilation between sittings Pupils are encouraged to have school dinners. Any packed lunches should be brought in an insulated box to be kept in classrooms Midday staff to supervise pupils in the classroom/playground for remaining lunchtime Staff on dinner duty in the dinner halls to wear masks in the correct manner when supporting pupils <p>Wet play lunchtime If Children have finished lunch they remain seated. Once the whole class group is finished they will be taken to their classrooms and can watch Newsround, read, draw, etc. No group games. Children will be kept in their class bubbles.</p>	
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"> Consider if whole school/phase/class assemblies are necessary Use halls, dining areas, internal and external sports facilities for lunch and exercise at half capacity If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (especially not playing sports or games together) and adequate cleaning in between groups is in place Stagger the use of staff rooms and offices to limit occupancy. Eliminate face to face seating Equipment or classrooms can be shared by pupils, if they can be cleaned thoroughly before the next group needs it Clean surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal Consider use of meeting/breakout rooms and have them regularly cleaned after different groups have used the rooms 	Staff	L=3 S=3	<ul style="list-style-type: none"> If raining - outdoor sessions to be timetabled in the MUGA or 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 Staffroom to have maximum occupancy (8 adults) to ensure social distancing can be adhered to Staff Insets/training will take place face to face in small groups with doors and windows open One way system on the staircase - keep to the right External doors and windows kept open to allow maximum ventilation of room spaces Staff shower and any shared resources to be cleaned by users with household products provided Music room will be used as the isolation room Lifts can be used by specific people, they will need to sanitise their hands after use 	L=1 S=2
Use of school equipment	Transmission of Coronavirus	Staff and pupils on site	<ul style="list-style-type: none"> Develop clear guidance on the use of all equipment and implications for cleaning Ensure regular cleaning throughout the day, including telephone handsets, computer monitors, keyboards and mouse Review and remove all the equipment not needed/difficult to keep clean in the classrooms especially in nursery and reception Chairs and tables should be cleaned daily if used by the same group, twice if used by a second group Consider use of outdoor fixed playground equipment Outdoor fixed equipment to be cleaned by site management staff, especially touch points 	Staff	L=4 S=4	<ul style="list-style-type: none"> Where possible, pupils should not share resources and should have their own set to use. Each child will have their own stationery set stored within a plastic sleeve/tray and kept at school on their table/desk where they are sitting (Years 1 - 6) All shared resources must be cleaned /disinfected /sterilised after each group (bubble) of pupils use the equipment, e.g. PE equipment, Lego, cubes. 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 pupils' education and development Chrome books to be wiped down regularly, before and after each usage Telephones /photocopiers in year group areas to be wiped/cleaned after each usage. (wipes to be provided) Outdoor climbing/ revolving equipment in all playgrounds to be wiped/ cleaned regularly. Pupils to wash hands after use RP equipment to be wiped down after use between each user 	L=2 S=2
Use of Public Transport by	Transmission of Coronavirus	Staff and pupils	<ul style="list-style-type: none"> Encourage staff and pupils not to use public transport where possible or they must wear a face covering Determine how staff travel to work and use this information to work 	School staff travelling by public transport	L=4 S=4	<ul style="list-style-type: none"> Conduct transport audits of pupils and staff, encourage children and staff to walk/cycle/drive Staff cycle scheme promoted 	L=3 S=2

staff and pupils			<ul style="list-style-type: none"> out if they may have issues returning to work Determine how pupils travel to school and use this information to work out if they may have issues returning to school Advise parents avoid using public transport and to walk if it possible Promote the cycle to work or walk to work schemes The risk of clothing becoming contaminated on the journey <p>Further guidance can be found here – Safer travel guidance for passengers</p>			<ul style="list-style-type: none"> Include reminders in Newsletters to parents of transport advice encouraging parents to walk/cycle Teachers speak to pupils in class to encourage and remind pupils of safe travel if using public transport Staff to carry out their own individual risk assessment for travel on public transport Remind staff to follow statutory procedures for using public transport Staff are advised to change travel clothes once in school 	
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"> guidance or training for school transport colleagues 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 cordoning off seats and eliminating face-to-face seating, where vehicle capacity allows, to help passengers spread out 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? Consider use of school minibus and how the above will apply to school staff who drive the minibus 	SLT	L=3 S=4	<ul style="list-style-type: none"> School minibus used in extreme circumstances only School minibus will be thoroughly cleaned and sanitised between each use Staff and pupils use masks in the minibus Staff and pupils follow stringent hygiene before and after using the mini bus Only 7 persons to be transported using the mini bus at any given time 	L=1 S=1
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"> Consider will you maintain the requirement for staff to wear business dress and pupils to wear uniform when they return to school? Encourage staff and children to dress appropriately and wear clean clothes everyday Consider easing of laundering school uniform /business clothes (so that newly washed clothes can be worn each day) 	Staff and pupils	L=3 S=3	<ul style="list-style-type: none"> Children wear school uniforms Pupils must wear their PE kit and trainers as footwear during their PE day Pupils do not change in school Notify parents of changes in clothing on information letters when admitting each class group - ping/newsletter/website Staff to be reminded to change clothing daily following the dress code Staff to be reminded to keep a spare set of clothing in school Careful monitoring and use of a school washing machine 	L=1 S=1
Staff Shortages	Transmission of Coronavirus	Staff	<ul style="list-style-type: none"> Staff absence due to illness not related to COVID-19 Staff absence due to illness related to COVID-19 Staff showing signs and symptoms of COVID-19 on site during the day Ensure that there is sufficient staff capacity to keep school open 	SLT	L=2 S=3	<ul style="list-style-type: none"> Normal sickness and absence procedures to be followed, cover rota in place Staff allocated to year group bubbles to cover the class - only use agency staff if absolutely necessary 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 Staff rotas in place to ensure all classes can be covered daily 	L=2 L=2
Staff Competence Induction / Training	Health and Safety systems not adhered to and possible transmission of Coronavirus	Staff, pupils and parents	<ul style="list-style-type: none"> Once all changes have been made ensure all staff and pupils are inducted into the new changes as soon as they return to school. 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) 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) Educate pupils before they return about the need to stay apart from others. Young pupils – any stories you can share? write? Review training needs of staff to carry out their role e.g. first aid Ensure that staff are aware of the correct use and disposal of PPE 	SLT	L=2 S=2	<ul style="list-style-type: none"> All staff to read updated RA which is reviewed regularly. Staff given the opportunity to share concerns and signposted to helplines/counsellor All pupils and families have procedures explained to them before their first day/arrival back at school. Regular reminders given by all staff, where possible and appropriate, e.g. hygiene, social distancing SLT to regularly monitor and review RA and systems, amend/inform staff continually through regular meetings/briefings and e-mails SLT to monitor and maintain social distancing Staff will be provided with training on how to use and dispose PPE https://www.youtube.com/watch?v=of73FN086E8&app=desktop Display “Guide to donning and doffing standard Personal Protective Equipment (PPE)” posters in all areas 	L=1 S=1

Mental health and wellbeing of children and staff	Anxiety and stress	Staff and pupils	<ul style="list-style-type: none"> Consider how to approach children and staff who aren't social distancing Children/staff haven't seen their friends for a long time Focus on developing children through educating them on the changes rather than constantly restricting them The impact of social distancing on children and staff Communicating changes/good practice to staff e.g. e-mail rather than staff meetings Children/Staff feeling anxious coming into school/work Children/Staff feeling anxious being around large groups of people Children/Staff feeling anxious travelling Involving/discussing the changes with staff and children 	LT	L=4 S=4	<ul style="list-style-type: none"> 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 Each class group will have a mental health/wellbeing session Teach children a variety of no touch greetings including sign language for key feelings/actions Make use of interactive software to connect children in learning and social activities All groups have a worry box time, bubble time with the teacher 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 Staff and pupils to be signposted to available support and resource, e.g. Counsellor, HeadStart, Newham staff helpline and Government guidance 	L=3 S=2
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"> 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 DfE Guidance The Health and Safety Executive have confirmed that there is still a requirement for statutory inspection of plant and equipment. Read HSE's guidance Visitors and parents who enter the premises must not be Covid-19 positive or show signs and symptoms 	Admin Staff	L=2 S=4	<ul style="list-style-type: none"> Visitors on site only if necessary/essential, e.g. Police, NHS staff and governors to support school leaders Display signs of COVID-19 Symptoms across the school All visitors must scan QR code when they arrive using the NHS test and trace app, this is to help trace and stop the spread of Coronavirus. This will be displayed at main entrances All visitors will receive a sticker (name, company representing and who they have an appointment with) which must be clearly visible. A lanyard will not be given due to hygiene reasons. Guidance on physical distancing and hygiene to be explained to visitors on or before arrival A record of all visitors is kept All visitors must wear a mask/face covering Visitors or parents must not enter the school site if they are displaying any Covid-19 symptoms as set out in the DfE guidance All visitors must follow social distancing and sanitise hands on entry to the building Any visitors to be questioned regarding contact with possible COVID-19 cases, e.g. during attendance at other schools or premises that may have had outbreaks 	L=1 S=2
NHS Test and Trace	Transmission of Coronavirus	Staff or pupils	<ul style="list-style-type: none"> Staff or pupil contacted for test and trace GDPR Community outbreaks 	Staff / parents	L=2 S=3	<ul style="list-style-type: none"> Follow local and national government procedures for NHS Test and Trace All staff to download the NHS test and trace app for Newham Self testing (Lateral Flow Testing) kits are provided to all staff, all staff must test twice a week unless tested positive in the last 90 days Procedures are set out to all staff on reporting test results and actions to take if applicable based on NHS Test and Trace guidance Staff encouraged to book for a vaccine 	L=1 S=2
Educational visits	Transmission of Coronavirus	Staff and pupils off site	<ul style="list-style-type: none"> Are visits required for curriculum content - learning outcomes? Ratios without year group bubbles being compromised 	SLT / Staff	L=3 S=3	<ul style="list-style-type: none"> No Educational visits involving travel outside the school during this period visits until 12th April 	L=2 S=2
Before school and after school clubs	Transmission of Coronavirus	Staff and pupils on site	<ul style="list-style-type: none"> Provision for key workers within school and community Safeguarding vulnerable children 	Sports coaches / staff	L=3 S=3	<ul style="list-style-type: none"> Before school provision within bubbles and staffed from within the team bubbles Children leave from separate gates at the end of the day Children can bring a healthy snack from home. Pupils must not share snacks / food. 	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"> School Playgroup Parents/carers onsite for settling Communication of school procedures/expectations and special arrangements regarding COVID 19 Children's emotional well-being, social distancing 	EYFS staff	L=3 S=4	<ul style="list-style-type: none"> Zoom meeting for parents/carers new to Nursery and Reception Parents to be politely requested to use face masks/coverings when on the premises - school to provide where necessary Parents given timed slots for settling pupils New Starters web page created to include Meet the Teacher materials and Handbooks 	L=2 S=2

						<ul style="list-style-type: none"> Admission interviews conducted following social distancing measures 	
Localised lock down / Restrictions Contingency planning for outbreaks	Anxiety, Stress Transmission of Coronavirus	Staff, pupils and parents	<ul style="list-style-type: none"> Number of cases within school (DfE Procedures) Communication with community Planning for remote learning 	LA and Staff	L=3 S=4	<ul style="list-style-type: none"> School to follow DfE and LA notification procedures School to communicate with information letters ping/newsletter/website procedures for schools regarding local lockdown closures EHT/SLT to communicate with staff via zoom or emails Critical cascade in place and to be followed if required Staff will plan for remote learning, face to face Zoom lessons using google classroom and will monitor /acknowledge work All classes Reception to Year 6 to have login details for google classroom (Staff to ensure logins operational at all times) Teachers to set weekly homework via google classroom and monitor all access working for pupils weekly Model and support pupils with any issues arising regarding access, expectations and use of remote learning Teachers provide remote/ blended learning of daily classroom sessions and tasks for identified pupils to access remotely 	L=2 S=2

Useful Links –

HSE – [Latest information and advice](#)

PHE – [Public Health 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					