



The Federation of Nettlestone and Newchurch Primary Schools

COVID 19 PROTECTIVE MEASURES RISK ASSESSMENT FOR FULL OPENING SEPT 2020 Y3 & Y4

Sept 2020

FEDERATION OF NEWCHURCH AND NETTLESTONE PRIMARY SCHOOLS

This assessment enables the Federation to implement its recovery planning around a range of 'protective measures' for the Autumn Term 2020.

All Federation staff will all have an opportunity to inform the successful implementation of recommended controls; mitigation and protective measures.

In recognition of the dynamic situation, this risk assessment will be reviewed or superseded where guidance from the government changes, or where improvements are required following implementation by the Federation at a local level however it is our intention to implement these measures until October half term and then further review barring necessity to change.

This assessment should be used alongside the government guidance below that was last updated on 28th August 2020:

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

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>

This assessment has been shared with members of the Isle of Wight Health & Safety team who have advised that the Federation have taken good cognisance of the DFE guidance and have implemented appropriate control measures thereby advising that the level of risk as a result is low.

Risk Assessment

Location / Site	Newchurch Primary School
Activity / Procedure	Full opening of school in September 2020 - Year 3 & 4
Assessment date	09/09/20 - to be updated regularly

Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	Yes

Government guidance released 2nd July 2020 states:

'It is our plan that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term.'

'The prevalence of coronavirus (COVID-19) has decreased our NHS Test and Trace system is up and running, and we are clear about the measures that need to be in place to create safer environments within schools.'

'Returning to school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children's future ability to learn, and therefore we need to ensure all pupils can return to school sooner rather than later.'

'The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. We know that school is a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families.'

'In relation to working in schools, whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics' analysis on coronavirus (COVID-19) related deaths linked to occupations suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults.'

'Given the improved position, the balance of risk is now overwhelmingly in favour of children returning to school. For the vast majority of children, the benefits of being back in school far outweigh the very low risk from coronavirus (COVID-19), and this guidance explains the steps schools need to take to reduce risks still further. As a result, we can plan for all children to return and start to reverse the enormous costs of missed education. This will be an important move back towards normal life for many children and families.'

FEDERATION OF NEWCHURCH AND NETTLESTONE PRIMARY SCHOOLS

Red texts are control measures from Government Guidance - Coronavirus (COVID-19); implementing protective measures in education and childcare settings published 11th May 2020 and regularly updated which we deem still to be sensible precautionary measures. Purple text are actions taken from Government Guidance - Guidance for full opening - Schools published 2nd July 2020. Green text are actions taken from Government Guidance - Guidance for full opening - Schools published 2^{8th} August 2020.

<u>Identify hazard</u>	<i>Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards</i>		
1) Lack of social distancing in the classroom resulting in direct transmission of the virus			
<u>Existing level of risk</u>	Consider current level of risk		
HIGH			
<u>Control measures</u>	List your control measures required to reduce risk - add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Create Lower KS2 Bubble to minimise contact between individuals and maintain social distancing wherever possible. 2. Lower KS2 bubble will not mix with other bubbles during the school day. 3. Review of Year 3 & 4 staffing structure to ensure risk of transmission reduced by limiting number of adult interactions with children within the pupil yet ensuring a broad and balanced curriculum. 4. Review Year 3 & 4 timetable to ensure all lessons take place in class groups for the majority of the time only therefore limiting interactions. 5. Identify additional teaching space for large Year 4 class and set up as additional class base to facilitate increased social distancing. Wherever possible breakout space to be used. 6. Lunchtime provision in classroom. 7. Staggered playtimes, supervised by staff from bubble. 8. Identify outdoor space to be used exclusively by bubble to facilitate outdoor learning and adjust timetable accordingly. 9. Encourage use of creative outdoor learning solutions during autumn term to reduce number of children being taught inside the classroom. 10. Classrooms to be well ventilated with all available windows opened and doors where safeguarding arrangements permit (i.e. not balcony doors, or doors identified as fire doors) 11. Wherever possible classrooms will be organised to support social distancing where possible. This will include seating children side by side and facing forwards, rather than face to face or side on. 12. Remove excess furniture to increase space if space to do so 13. Children keep to their allocated seat when in class and to use the same desk daily. Staff to create seating plan so all staff teaching bubble are aware of seating positions. 14. Children to have key equipment on desk to minimise movement in classroom e.g. water bottle, stationary set etc 15. Social distancing charter created for and with the children - (Include instructions how to line up, use of toilet, moving around the classroom, no touching of staff, each other etc) 16. Charter re-visited and modelled many times a day and linked to school behaviour system - lots of praise for adherence and sanctions for non-compliance 17. Children spoken to if cannot adhere to charter and dealt with according to revised Behaviour 			

FEDERATION OF NEWCHURCH AND NETTLESTONE PRIMARY SCHOOLS

Policy

18. Lessons planned for individual work (not pairings or group work in the first instance)
19. Where interventions need to be in place they should be only for children within the bubble and from an appropriate social distance. As many interventions to take place within the classroom as possible rather than in areas around the school.
20. Wherever practical staff to position at front, side or back of room.
21. Staff permitted to wear face coverings where they feel social distancing is not possible.
22. Feedback - using large whiteboard and visualizer and interactive whiteboard not close interaction - adults to be reminded that they should attempt to minimise contact within 1m of anyone (adults or children). If close feedback or communication needed - side to side not facing child.
23. Children to have access to own stationary resources (pen, pencil, rubber, pencil sharpener) to avoid unnecessary sharing - this will be provided by school.
24. Children to bring minimal items to school, coat, lunchbox, reading book and these will be stored in personal lockers for Year 3 and on individual coat pegs for Year 4.
25. Staff to coordinate arrangements for the end of the day so that only small groups to access lockers/coat pegs at a time to avoid congestion.
26. Although school uniform policy reinstated on allocated PE days children to wear PE kit to school to avoid need for changing and therefore opportunities to forfeit social distancing.
27. Activities such as assemblies, enrichment and celebratory events suspended for the first half of the autumn term to prevent large gatherings.
28. Open and honest communication with parents regarding the challenges of implementing social distancing, support requested in preparing pupils for a return to school
29. New fire route communicated to children as they will be in a new class base and practice fire drill undertaken during first week back to allow for social distancing as appropriate.
30. Request feedback from staff on success or otherwise of measures and refine/adapt accordingly if guidance changes

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		<i>Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards</i>	
2) Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk - add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Allocated toilet area highlighted for Y3/Y4 Bubble. 2. Children instructed, if cubicles are in use, to wait outside to maintain social distancing. 3. Hand gel used after toilet use as well as washing hands. 4. Extra signs in toilet area re washing hands. 5. Door hooks or wedges in place for the toilet external toilet doors if not fire doors to increase ventilation. 			

FEDERATION OF NEWCHURCH AND NETTLESTONE PRIMARY SCHOOLS

6. Extra soap ordered to ensure we do not run out.
7. Enhanced cleaning schedule in place using standard products such as detergents and bleach as this is a shared area used by different groups.
8. Signage to identify handwashing protocols to serve as reminders - clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing.
9. Lidded bin in each toilet base to support 'catch it, kill it, bin it' protocol.
10. Toilets to be well ventilated.
11. Children taught to flush toilet with lid closed where lids are present.
12. Request feedback from staff on success or otherwise of measures and refine/adapt accordingly if guidance changes.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	<i>Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards</i>
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3) Lack of social distancing waiting to enter classroom in morning resulting in direct transmission of the virus

Existing level of risk	Consider current level of risk		
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HIGH	MEDIUM	LOW	NEGLIGIBLE
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Control measures	List your control measures required to reduce risk - add appropriate detail about the type and location of controls
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1. Parents to be encouraged to walk/cycle with children to school as per government guidance - further promote walking/ cycling within curriculum focus.
2. School transport discouraged during initial weeks of autumn term - school bus suspended. If children do arrive by school bus they should wear face coverings, be supported in their safe removal and handwash upon arrival, and these will need to be placed in a sealed bag during the day.
3. No parents allowed on site uninvited - drop off points promoted through school communication
4. Signage to promote walking route into school away from other class bases. Year 4 to use blue gate and access the coat peg area via the Hall. Year 3 to arrive via the main gate and access the classroom via the outside door.
5. Instructions shared re social distancing between families in the morning with parents and children - markers to support social distancing on routes to classroom.
6. Parents encouraged to wear face coverings on drop off/pick if exiting their vehicle or walking to school.
7. Staff on duty to supervise- face coverings permitted should staff member wish to wear them.
8. Staggered drop off and pick up times for different bubbles but with no impact on teaching time.
9. Request feedback from staff on success or otherwise of measures and refine/adapt accordingly if guidance changes

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		<i>Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards</i>	
4) Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus			
<u>Existing level of risk</u>		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk - add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Staggered playtimes and allocated play areas for each bubble to minimise contact between individuals and maintain social distancing wherever possible . 2. Only one bubble out to play at one time - one class on playground and one group on field wherever possible (PE lessons depending) 3. Reduced playtime equipment - items that of hard surface that can be easily cleaned allocated for use by each bubble - age appropriate items. 4. Games discussed which encourage social distancing - no contact games permitted. 5. Staff supervision by staff within the bubble throughout - actively encouraging and modelling social distancing at all times. 6. Handwashing to take place before and after any playtime. 7. Wooden outdoor equipment should be allocated to a bubble on a rota basis for 1 week allowing 48 hours between groups. 8. Request feedback from staff on success or otherwise of measures and refine/adapt accordingly if guidance changes 			
<u>Remaining level of risk</u>		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		<i>Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards</i>	
5) Lack of social distancing when eating lunch resulting in direct transmission of the virus			
<u>Existing level of risk</u>		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk - add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Handwashing to take place, before and after eating. 2. Staggered lunchtimes for bubbles to avoid large gatherings and minimise contact between individuals and maintain social distancing wherever possible. 3. Ongoing liaison with Caterlink to ensure COVID secure operations. 4. School kitchen fully operational for hot meals but suitable arrangements in place to enable Y3/Y4 bubble to eat within the classrooms thereby avoiding large gathering in main hall. 5. Adaptation of school menu to facilitate meals that can easily be transported e.g. avoidance of custard/gravy etc 			

FEDERATION OF NEWCHURCH AND NETTLESTONE PRIMARY SCHOOLS

6. Consideration of safe transportation of hot food to classrooms, to avoid strain or excessive effort from staff. Use of thermal food covers, meal trolleys, identification of quickest, socially distant route.
7. Ensure bubble staff feel competent and confident to support transit and delivery of hot food.
8. Consideration of utensils and crockery allocated to bubble for sole use of children within the bubble, although this will have been through a dishwasher.
9. Provision of food waste bowl in classrooms for hot meal waste to be disposed of straight away after eating.
10. All surfaces to be cleaned after eating.
11. Children can eat packed lunches outside wherever possible in allocated area or in class base in inclement weather.
12. All packed lunch rubbish taken home in lunch box.
13. Request feedback from staff on success or otherwise of measures and refine/adapt accordingly if guidance changes

Remaining level of risk

Consider level of risk following use of control measures

HIGH	MEDIUM	LOW	NEGLIGIBLE
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Identify hazard

Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards

6) Lack of social distancing in the corridors resulting in direct transmission of the virus

Existing level of risk

Consider current level of risk

HIGH	MEDIUM	LOW	NEGLIGIBLE
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Control measures

List your control measures required to reduce risk - add appropriate detail about the type and location of controls

1. Children staying in their class base and accessing from outside classroom door where possible
2. Only one child going to toilet at one time - different toilets allocated to each bubble wherever possible - arrangements to be agreed with children concerning going and returning to toilet
3. Messages to office via classroom telephone - no child to be sent with a message.
4. Each class base to have access to basic first aid kit to avoid unnecessary pupil movement in the school.
5. Staff use empty classrooms and alcoves to maximise the distance between each other.
6. System for entry and exit into Y3/ Y4 classrooms to be deployed to avoid congestion outside main classroom doors.
7. When moving class around the school - 1m+ metres between children - regular practice this in the first few days.
8. Corridors to remain well ventilated.
9. Staggered breaktimes and access routes to playground/field to avoid congestion in corridors
10. Use of shared spaces minimised e.g. Hall,
11. Signage to promote social distancing on staircases i.e. no passing on stairs permitted.
12. Staff permitted to wear face coverings in areas where social distancing is challenging.
13. Request feedback from staff on success or otherwise of measures and refine/adapt accordingly if guidance changes

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	<i>Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards</i>
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7) Contact of shared resources resulting in indirect transmission of the virus

Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk - add appropriate detail about the type and location of controls
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1. Children encouraged to wash hands / use hand gel **more often than usual**.
2. Children allocated a pencil case with own stationary to use - no sharing of pencil case items.
3. **Staff to have their own stationary items that are not shared.**
4. Staff to make every effort to plan lessons to reduce risk of shared resources e.g. tubs of resources for pairs if needed - maths cubes etc
5. Tables, door handles and other surfaces cleaned with anti-bacterial spray every night and between teaching sessions.
6. Promotion of vigilant approach regarding regular cleaning of class based resources (books, games etc) and frequently touched surfaces.
7. Resources on tables ready for lesson and not distributed within the lesson.
8. Limited resources transferred between home and school - only necessity items e.g. water bottle, lunch box, reading book, hat, coat etc Small bags only are allowed.
9. Verbal feedback encouraged wherever possible, children to mark own work where they can to minimise contact points. **Staff are able to take books and other resources home but unnecessary sharing is to be avoided.**
10. **Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.**
11. **Outdoor equipment should be more frequently cleaned.**
12. All soft furnishings minimised as only those essential to the delivery of the learning objective.
13. Request feedback from staff on success or otherwise of measures and refine/adapt accordingly if guidance changes

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	<i>Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards</i>
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8) Emotional distress of the children

Existing level of risk		Consider current level of risk	
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FEDERATION OF NEWCHURCH AND NETTLESTONE PRIMARY SCHOOLS

HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk - add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Communication to reassure pupils and families who may be anxious about a return to school in place as early as possible. 2. Welfare calls in the last few weeks of summer term to address directly how families are feeling about a return to school and that all pupils must attend school in September. Where anxiety identified resources and sources of support to be signposted at the earliest opportunity along with reassurances given about measures that will be put in place to reduce the risk in school. 3. Staff to take proactive approach with parents of children who identify as BAME to ensure they can share safeguards and address any specific concerns that may be raised. A risk assessment may be co-produced with parents so that a personalised risk mitigation plan can be put in place that can be shared with parents prior to the child returning to school. 4. Transition meetings to share welfare and pastoral information prior to September. 5. Virtual transition days in place 16th/17th July to ensure children are familiar with adults that will be working with them in their bubble. 6. Social story to be shared with all children before return to school to familiarise them with the new expectations. 7. First three days of new academic year to focus on emotional, health and pupil well-being and to create class climate of fun, exciting and safe learning. Positive opportunities offered in order that children can see purpose, relevance and can be enthused about a return to school 8. Provision of more focused pastoral support where issues are identified that individuals may need help with including engagement with school nurse service. 9. 2 metre social distancing ELSA provision available for children who are distressed further support from Hants EP service if required 10. Promotion of Speak Out Stay Safe message 11. Circle time opportunities 12. Opportunities given for children to speak freely of their experiences of lockdown 13. Opportunities offered for children to speak 1:1 with a trusted adult should they feel they need additional support 14. Lesson content to be adapted to reflection social and emotional needs 15. INSET Day Sept 1st focus on Safeguarding and supporting social, emotional, mental health of school community - support resources signposted. 16. DSL contact details promoted in September newsletter and community encouraged to raise concerns where they exist 17. Follow safeguarding protocols to refer where new issues have arisen or existing concerns escalated 18. Request feedback from staff on success or otherwise of measures and refine/adapt accordingly if guidance changes 			
<u>Remaining level of risk</u>		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Identify hazard</u>		Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards	
9) Emotional distress of the staff - including anxiety			

FEDERATION OF NEWCHURCH AND NETTLESTONE PRIMARY SCHOOLS

<u>Existing level of risk</u>		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk - add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Involve staff in risk assessment process - input into hazard identification and control measures 2. Ongoing communication with staff to share plans and thought processes 3. Sharing of support helplines - HCC and others 4. At least one member of senior staff on site everyday for staff to share concerns with 5. Limited access to communal areas to minimise contact between individuals and maintain social distancing wherever possible. Visible signage in place to support these arrangements. 6. Cleaning products available to support wiping of shared resources after use e.g. photocopier, telephone etc 7. No shared workstations permitted in school offices or admin areas minimise contact between individuals and maintain social distancing wherever possible. 8. Staff to use own personal stationary stocks - no shared pens etc 9. Staff to limit number of resources taken from school to home and vice versa to those only necessary for delivery of curriculum objectives. 10. Staff bases created for each individual bubble to avoid mass use of staffroom during breaktimes. Only staff working within the bubble permitted to access staff base during allocated break times. 11. Planned time for planning and preparation within the week 12. Staff needing to work across the Federation to minimise points of contact to reduce risk of transmission and implement social distancing within shared work spaces where practical and reasonable to do so. 13. Where a role is conducive to home working this will be considered where feasible and appropriate. 14. Clinically vulnerable staff including pregnant women will be subject to individual risk assessment and will be deployed to maintain social distancing. 15. Staff who feel that they may be at increased risk (including those who identify as BAME) are encouraged to discuss their concerns and the school will do all that is practically possible to accommodate additional measures where appropriate. 16. Increased access to online training/meetings to be implemented to facilitate staff working/training from home and supporting staff well-being. 17. Student teachers or work placements to be allocated to one bubble only and work within the remit of the bubble. Expectations communicated prior to placement commencing. 18. Adults working in regulated activity to only support one bubble on one day and not work with students from across different bubbles (e.g. peripatetic teachers, sports coaches etc) appropriate social distancing to be maintained. 19. Volunteers to only be allocated to support one bubble and to work from an appropriate social distance. Volunteers to risk assess their suitability to support the work of the bubble based on their personal circumstances e.g. age, underlying health conditions etc 20. Staff to make school leaders aware of autumn term travel plans that could cause disruption due to quarantine arrangements upon return. 21. Request feedback from staff on success or otherwise of measures and refine/adapt accordingly if guidance changes 			
<u>Remaining level of risk</u>		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards	
10) Risk of spreading virus due to close contact with children - 1:1 and intimate care resulting in direct transmission of the virus			
<u>Existing level of risk</u>		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk - add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Individual risk assessments produced by SENCO identifying additional hazards due to behaviours that may present challenge e.g. spitting, biting etc <i>Children that have complex needs or who need close contact care should have this provided as normal.</i> 2. Appropriate PPE purchased and available to staff providing intimate care - masks, gloves, disposable aprons, visors. 3. First aid to be administered side by side, using verbal instructions wherever possible wearing gloves <i>and within the Bubble area.</i> 4. <i>Revised addendum to Positive Behaviour Policy to ensure all aware of sanctions if children are acting in a way staff are put at risk.</i> 4. Request feedback from staff on success or otherwise of measures and refine/adapt accordingly if guidance changes 			
<u>Remaining level of risk</u>		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards	
11) Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus			
<u>Existing level of risk</u>		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk - add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Additional handwashing facilities installed on external walls to promote handwashing at entry and exit points 2. Additional hand sanitiser dispensers outside of all classrooms 3. Hand sanitiser ordered in large quantities 4. Extra soap dispensers situated in each classroom 5. Children handwash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze 			

FEDERATION OF NEWCHURCH AND NETTLESTONE PRIMARY SCHOOLS

6. Washing hands posters shared in all washing areas
7. Reminders/ Models of how to wash hands properly - videos and posters promoting how to wash hands with soap and water for 20 seconds and dry thoroughly
8. Children encouraged not to touch their mouth, eyes and nose
9. Tissues supplied in each class base to promote 'catch it, Kill it, Bin it' for tissue waste.
10. Lidded bins purchased for all areas and emptied frequently to prevent infection transmission.
11. Request feedback from staff on success or otherwise of measures and refine/adapt accordingly if guidance changes

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards
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12) Risk of infection due to lack of cleaning resulting in indirect transmission of the virus

Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk - add appropriate detail about the type and location of controls
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1. All surfaces, handles, toilets and shared equipment will be cleaned each day using anti bacterial cleaner.
2. PPE will be worn by cleaning staff as directed by the cleaning contractor.
3. Some resources will be rotated and left to de-contaminate for 72 hours after cleaning to reduce the risk of indirect transmission
4. Soft furnishings and soft / cloth toys will be minimised in classrooms as to only those essential for curriculum delivery.
5. Displays to be designed to engage and support learning but not encourage touch or physical interaction.
6. Thorough cleaning of each room at the end of each day and toilet facilities cleaned during the day.
7. Cleaning schedule to be agreed with contractor prior to return to school
8. All cleaning to adhere to published government guidance - **COVID-19: cleaning of non-healthcare settings.**
9. Cleaning box allocated for each bubble
10. Request feedback from staff on success or otherwise of measures and refine/adapt accordingly if guidance changes

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards
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13) Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk - add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. 2. People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace. 3. Staff identified as vulnerable will be offered the opportunity to create an individual risk assessment to ensure that they feel confident and safe in the workplace. 4. Staff and other adults must not come to school if they have symptoms of coronavirus or have tested positive in at least the last 10 days. 5. Staff developing symptoms (new or persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia)) during the school day will be sent home. 6. Staff testing positive but not displaying symptoms should not come to school and should self-isolate. Should symptoms develop during the isolation period the 10-day isolation period should restart from the day they develop symptoms. 7. Household members should self-isolate for 14 days from when the symptomatic person first had symptoms. 8. Any member of staff who have helped someone with symptoms do not need to go home to self isolate unless they develop symptoms themselves - in which case they should arrange a test 9. Request feedback from staff on success or otherwise of measures and refine/adapt accordingly if guidance changes 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		<i>Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards</i>	
14) Risk of transmission after a child falls ill with symptoms within school			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk - add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Communicate to families that it is a statutory requirement that in the event of symptoms that they are ready and willing to; book a test, provide details of anyone that they have been in close contact with if they test positive and self-isolate 2. Staff informed and asked to remain alert of the symptoms of possible coronavirus infection e.g. 			

FEDERATION OF NEWCHURCH AND NETTLESTONE PRIMARY SCHOOLS

new or persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia) and will be informed if any other symptoms are added to the list.

3. Temperatures taken upon arrival and any above 37.8° will be sent home immediately
4. Identification of well-ventilated area that can be used as a quarantine space should a child fall ill (EK/CM office)
5. Any pupil who displays signs of being unwell immediately referred to designated member of staff.
6. Ensure parents called immediately and asked to collect child and ensure that parents are aware of this expectation.
7. PPE (face mask, apron, gloves and mask) available for staff providing supervision in the identified quarantine space.
8. Appropriate signage in quarantine area to provide visual reminder to staff that 2m social distance needs to be maintained.
9. Separate toilet facilities to be used by person exhibiting symptoms if required.
10. Room cleaned and disinfected as soon as child collected.
11. Ensure staff in school understand the NHS Test and Trace process and how to contact local Public Health England protection team.
12. Schools to ask parents to inform immediately the results of the test if positive it is necessary for the patient to self-isolate for 10 days whilst the family members need to self-isolate for 14 days.
13. Further advice to be taken from Public Health England on further managing the outbreak.

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	<i>Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards</i>		
15) Risk of transmission following planning of school based activities.			
<u>Existing level of risk</u>	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk - add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Extra curricular and/or breakfast club provision will take place within the Y3/Y4 bubble only to ensure consistent groups. Staggered pick up in operation for clubs. 2. Parents advised to limit the number of different out-of-school settings providers they access as far as possible to minimise contacts between individuals. 3. Educational visits will be thoroughly risk assessed and will take place within Y3/Y4 bubble only and not across the Federation as previously. 4. Minibus driver allocated to each bubble to facilitate safe transport and travel to offsite venues. 5. Community facilities will be used to support outdoor curriculum opportunities providing they are COVID- secure. 6. No overnight residential opportunities will be offered. 7. Visiting curriculum specialists will work with one bubble only and care will be taken to safely used any shared spaces e.g. Hall 			

FEDERATION OF NEWCHURCH AND NETTLESTONE PRIMARY SCHOOLS

8. Communicate expectations with all those in regulated activity that support the work of the school.
9. Assemblies will take place in class bubbles to **avoid large gatherings**.
10. Alternative methods for sharing success with wider stakeholders to be considered in place of Celebration Assemblies.
11. School calendar reviewed to provide alternatives to established activities that require close contact e.g. mentoring meetings, class assemblies, workshop activities. Creative solutions to be used.
12. PE lessons to be outdoors as much as possible - staff allocated to each bubble to provide high-quality PE. No access to changing rooms. **Only sports whose national governing bodies have developed guidance and approved by the government are permitted. Contact sports will be avoided.**
13. Swimming lessons suspended for Year 3 for autumn term.
14. School choir will be suspended as **singing, wind and brass playing should not take place in larger groups.**
15. Any activities involving shouting should not take place and **microphones should be used if voice projection required.**
16. **Any meetings/ adult gatherings/ adult based events (either indoors or outdoors) should be individually risk assessed and limited to a maximum of 6 participants if taking place face to face and always undertaken at an appropriate social distance. Face coverings are encouraged.**
17. **All other visitors (not invited parents) only permitted on site if their work directly impacts on positive outcomes for children, all other visits to be undertaken remotely to minimise contact between individuals and maintain social distancing. Visitors encouraged to wear face coverings.**
18. School facilities will not be available for external hire during the autumn term.

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards		
16) Risk of mismanagement of school premises when preparing for full re-opening			
<u>Existing level of risk</u>	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk - add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Identified members of staff for managing premises, reviewing risk assessments and implementing any measures to ensure that safety is maintained for wider opening (KJH/LP/AJ/RP/GF/GA). 2. Routine flushing as advised of all the cold water systems and domestic hot water services. 3. Seek advice from legionella competent person who will advise on the action required if any 4. Contact persons responsible for drinking water dispensers to ensure that all remain safe to use and water is safe to drink. 			

FEDERATION OF NEWCHURCH AND NETTLESTONE PRIMARY SCHOOLS

5. In the event that water is not safe to drink bottled water will be provided.
6. Ensure all classroom have access to hot water feed for handwashing and soap dispenser.
7. Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems.
8. Regularly check hot water generation for functionality and if required, temperature recording.
9. Ensure availability of soap and hot water in every toilet and any areas used for personal care of pupils eg changing
10. Purchase of hand sanitiser in all classrooms and for regular passing/access points
11. Purchase of lidded bins for all classrooms and for other key locations around the site for the disposal of tissues and any other potentially infected waste.
12. Purchase of plentiful supply of disposable tissues in each classroom and communal areas
13. Systems in place to coordinate emptying of bins and safe waste disposal at lunchtime as well as at end of day.
14. All hand dryers disconnected to prevent unnecessary distribution of bacteria in the air.
15. Checks made that all areas are well ventilated and that windows are operational.
16. Promotion of natural ventilation via windows or vents to be used as far as possible and where available occupied room windows should be open.
17. Before re-opening check all fire doors are operational and fire alarm system and emergency lights have been tested and are fully operational
18. During week 1 of reopening complete fire drill with appropriate social distancing.
19. Before re-opening and during opening ensure new cleaning arrangements in line with coronavirus preparations should include regular systematic checks on drainage systems (check traps have not dried out and ensure water seals are in place to prevent smells within the building, for example, accessible toilet areas) and where toilets are put back into use ensure the flushing of the toilets occur with the lids down and toilet ventilation systems are working
20. Ensure all cleaning is undertaken in accordance with COVID secure guidance
21. Provision of cleaning materials and gloves for each bubble to prevent cross-contamination and facilitate immediate cleaning of surfaces impacted by coughs/sneezes etc
22. Liaise with Caterlink to ensure all cleaning and kitchen management processes are in line with COVID-19 secure guidance
23. Ensure adequate signage to publicise social distancing rules around the site.
24. Demarcation of 2m social distance lines on school frontage and approaches to school entry points.
25. Allocation of outside space to each identified bubble with demarcation of zones as required.
26. Request feedback from staff on success or otherwise of measures and refine/adapt accordingly if guidance changes

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

APPENDIX 1

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Coronavirus (COVID-19)

What you need to know – cleaning in non-healthcare settings

- cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people
- wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished
- using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles
- if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron
- wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning

Background

Experience of new coronaviruses (SARS-CoV and MERS-CoV) has been used to inform this guidance. The risk of infection depends on many factors, including:

- the type of surfaces contaminated
- the amount of virus shed from the individual
- the time the individual spent in the setting
- the time since the individual was last in the setting

The infection risk from coronavirus (COVID-19) following contamination of the environment decreases over time. It is not yet clear at what point there is no risk. However, studies of other viruses in the same family suggest that, in most circumstances, the risk is likely to be reduced significantly after 72 hours.

Principles of cleaning after the case has left the setting or area

Personal protective equipment (PPE)

The minimum [PPE](#) to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.

If a risk assessment of the setting indicates that a higher level of virus may be present (for example, where unwell individuals have slept such as a hotel room or boarding school dormitory) or there is visible contamination with body fluids, then the need for additional PPE to protect the cleaner's eyes, mouth and nose might be necessary. The local Public Health England (PHE) Health Protection Team (HPT) can advise on this. Non-healthcare workers should be trained in the correct use of a surgical mask, to protect them against other people's potentially infectious respiratory droplets when within 2 metres, and the mask use and supply of masks would need to be equivalent to that in healthcare environments.

Cleaning and disinfection

Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.

All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:

- objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:

- use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine

or

- a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants

Or

if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses

Avoid creating splashes and spray when cleaning.

Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.

When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.

Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.

Laundry

Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.

Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air. Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

Waste

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

1. Should be put in a plastic rubbish bag and tied when full.
2. The plastic bag should then be placed in a second bin bag and tied.
3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known.

Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.

- if the individual tests negative, this can be put in with the normal waste
- if the individual tests positive, then store it for at least 72 hours and put in with the normal waste

If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.

Appendix 2

Symptoms of Covid-19

