



CHURCH STREET - EDENBRIDGE - KENT - TN8 5BD

## 4<sup>th</sup> January 2021 Coronavirus (COVID-19): risk assessment for pupils and staff at school

### The View School

|   |  |  |
|---|--|--|
| Assessment conducted by: Louise Bourne        | Job title: Headteacher   | Covered by this assessment: <a href="#">pupils, staff</a> and <a href="#">other relevant individuals</a> . |
| Date of assessment: 29 <sup>th</sup> May 2020 | Monthly Review interval: <a href="#">in line with government updates</a> | Date of last review: 04.01.20<br>Date of next review: 18.01.21 (or in line with government updates)        |

#### Related documents

[Infection Control Policy, Ill Health and Infectious Disease Risk Assessment, First Aid Policy, Business Continuity Plan, Supporting Pupils with Medical Conditions Policy, COSHH Policy, Administering Medication Policy, Pupil Confidentiality Policy, Staff and Volunteer Confidentiality Policy, Records Management Policy, Data Protection Policy, Security Policy, Behavioural Policy, Staff Code of Conduct.](#)

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Department for Education - registration number: 886/6155

The View School Limited - registered in England and Wales - company number:11313257 - director - Julian Roberts

| Risk rating   |   | Likelihood of occurrence |          |            |
|---------------|---|--------------------------|----------|------------|
|               |   | Probable                 | Possible | Remote     |
| Likely impact | <b>Major</b><br>Causes major physical injury, harm or ill-health.       | High (H)                 | H        | Medium (M) |
|               | <b>Severe</b><br>Causes physical injury or illness requiring first aid. | H                        | M        | Low (L)    |
|               | <b>Minor</b><br>Causes physical or emotional discomfort.                | M                        | L        | L          |

**For the purpose of this risk assessment, we have used the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19). We will ensure this risk assessment reflects local arrangements and will only close if we do not have enough participating pupils or staff to warrant the school remaining open.**

Please note the term “parent” refers to any parent who is a key worker or is a parent or carer to a vulnerable child. Furthermore, the term “pupils” refers to those attending school – all other pupils should learn from home.

| Area for concern                     | Risk rating prior to action<br>H/M/L | Recommended controls   | In place?<br>Yes/No | By whom?           | Deadline        | Risk rating following action<br>H/M/L |
|--------------------------------------|--------------------------------------|--|---------------------|--------------------|-----------------|---------------------------------------|
| Awareness of policies and procedures | <u>H</u>                             | <ul style="list-style-type: none"> <li>• All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- Health and Safety Policy</li> <li>- Infection Control Policy</li> <li>- First Aid Policy</li> </ul> </li> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’</li> <li>- DfE and PHE (2020) ‘COVID-19: guidance for educational settings’</li> </ul> </li> </ul> | <u>Y</u>            | <u>Headteacher</u> | <u>01.06.20</u> | <u>M</u>                              |

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|------------------|--------------------------------------|--|---------------------|----------|----------|---------------------------------------|
|                  |                                      | <ul style="list-style-type: none"> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> <li>• The school keeps up-to-date with advice issued by, but not limited to, the following:               <ul style="list-style-type: none"> <li>- DfE</li> <li>- NHS</li> <li>- Department of Health and Social Care</li> <li>- PHE</li> <li>- The school's local health protection team (HPT)</li> </ul>               PHE Kent Health Protection Team (South East),<br/>               Level Two Civic Centre, Tannery Lane,<br/>               Ashford,<br/>               TN23 1PL             </li> <li>• Staff follow the school's infection control procedures in relation to coronavirus via Microsoft Teams and the school server.</li> <li>• Parents are made aware of the school's infection control procedures in relation to coronavirus via email – they are informed that they must</li> </ul> |                     |          |          |                                       |

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|-----------------------|--------------------------------------|---|---------------------|---------------------------|------------------------|---------------------------------------|
|                       |                                      | <p>contact the school as soon as possible if they believe their child has been exposed to coronavirus.</p> <ul style="list-style-type: none"> <li>• Pupils are made aware of the school's infection control procedures in relation to coronavirus via an assembly, during daily tutor sessions and via signage placed around the school and are informed that they must tell a member of staff if they begin to feel unwell.</li> <li>• The Staff and Volunteer Confidentiality and Pupil Confidentiality are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.</li> </ul> |                     |                           |                        |                                       |
| Poor hygiene practice | <b>H</b>                             | <ul style="list-style-type: none"> <li>• Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school.</li> <li>• Pupils wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds.</li> <li>• Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use.</li> <li>• Infection control procedures are adhered to in accordance with the DfE and PHE's <a href="#">guidance</a> where possible.</li> </ul>  | <b><u>Y</u></b>     | <b><u>Headteacher</u></b> | <b><u>01.06.20</u></b> | <b><u>M</u></b>                       |

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|------------------|--------------------------------------|--|---------------------|----------|----------|---------------------------------------|
|                  |                                      | <ul style="list-style-type: none"> <li>• Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas.</li> <li>• Bar soap is not used, in line with the Infection Control Policy – liquid soap dispensers are installed and used instead.</li> <li>• Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary.</li> <li>• Pupils do not share cutlery, cups or food.</li> <li>• All utensils are thoroughly cleaned before and after use.</li> <li>• Staff carry out daily, thorough cleaning that follows national guidance and is compliant with the and the Health and Safety Policy.</li> <li>• The SLT arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local HTP.</li> <li>• Anti-Bacterial wipes are provided in every room</li> <li>• Gloves and masks are available.</li> </ul> |                     |          |          |                                       |

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|------------------|--------------------------------------|--|---------------------|--------------------|-----------------|---------------------------------------|
| Ill health       | H                                    | <ul style="list-style-type: none"> <li>Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing high temperature and loss of smell or taste and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</li> <li>Any pupil who displays signs of being unwell is immediately referred to the SLT.</li> <li>Staff act in line with the Infection Control Policy and ensure that any unwell pupils are moved to the medical room with the extractor fan turned on whilst they wait for their parent to collect them.</li> <li>If the medical room is deemed unsuitable, the student will be moved to an open area (i.e outside) where they will continue to be observed by a first aider.</li> <li>Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe.</li> <li>The student will be observed, and a member of staff will call for emergency assistance immediately if the pupil's symptoms worsen.</li> <li>The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff.</li> </ul> | Y                   | <u>Headteacher</u> | <u>01.06.20</u> | <u>M</u>                              |

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|---------------------|--------------------------------------|---|---------------------|--------------------|-----------------|---------------------------------------|
|                     |                                      | <ul style="list-style-type: none"> <li>Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy.</li> <li>Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others.</li> <li>Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated.</li> <li>If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection.</li> <li>Parents are advised to contact the NHS if their child or any other member of their household becomes ill.</li> <li>Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy.</li> </ul> |                     |                    |                 |                                       |
| Spread of infection | H                                    | <ul style="list-style-type: none"> <li>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy, using PPE at all times.</li> </ul>  | <u>Y</u>            | <u>Headteacher</u> | <u>01.06.20</u> | <u>M</u>                              |



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|------------------|--------------------------------------|---|---------------------|----------|----------|---------------------------------------|
|                  |                                      | <ul style="list-style-type: none"> <li>• Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units.</li> <li>• Pupils clean their hands after they have coughed or sneezed.</li> <li>• Parents are informed via email not to bring their children to school or on the school premises if they show any signs of being unwell or believe they have been exposed to coronavirus.</li> <li>• Children who have displayed symptoms of coronavirus must self-isolate for 14 days before returning to school or seek a test and return if result is negative</li> <li>• Pupils queue 2 metres apart at entrances and exits to avoid risks of transmission.</li> <li>• Chairs at desks are placed 1-2 metres apart where possible</li> <li>• Students have their own equipment/laptops available on their desks. Students are made aware that sharing of equipment is not appropriate</li> <li>• If new resources are required, staff are to provide students with them and clean it in between uses</li> </ul> |                     |          |          |                                       |

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|--|--------------------------------------|---|---------------------|---------------------------|------------------------|---------------------------------------|
|  |                                      | <ul style="list-style-type: none"> <li>The kitchen will only be accessed by staff or by two students supervised by an adult when taking part in taught lessons</li> </ul>   |                     |                           |                        |                                       |
| Poor management of infectious diseases | <b>H</b>                             | <ul style="list-style-type: none"> <li>Staff are vigilant and report concerns about a pupil's symptoms to the SLT.</li> <li>The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</li> <li>Social distancing measures are implemented as much as possible and PPE is worn where possible.</li> <li>The SLT monitors the cleaning standards of school staff and discusses any additional measures required with regards to managing the spread of coronavirus.</li> </ul>  | <b><u>Y</u></b>     | <b><u>Headteacher</u></b> | <b><u>01.06.20</u></b> | <b><u>M</u></b>                       |
| Lack of communication                  | <b>M</b>                             | <ul style="list-style-type: none"> <li>The Staff/SLT report immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure.</li> <li>The headteacher contacts the local HPT immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken.</li> <li>Any concerns or recommendations should be forwarded to the headteacher via email <a href="mailto:louise@theviewschool.org">louise@theviewschool.org</a></li> </ul> | <b><u>Y</u></b>     | <b><u>Headteacher</u></b> | <b><u>01.06.20</u></b> | <b><u>L</u></b>                       |

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|---|--------------------------------------|--|---------------------|---------------------------|------------------------|---------------------------------------|
|   |                                      | <ul style="list-style-type: none"> <li>Schools put into place any actions or precautions advised by their local HPT.</li> <li>Schools contact their local HPT for specific recommendations for their school.</li> <li>Schools keep pupils and parents adequately updated about any changes to infection control procedures as necessary.</li> <li>All staff are available via email or telephone (01732 865049)</li> <li>Daily meetings between staff</li> <li>Daily meetings during tutor time with students</li> <li>Parents will be contacted on a weekly basis in-line with our current communication processes</li> </ul> |                     |                           |                        |                                       |
| Contact with someone suffering from coronavirus | <b>H</b>                             | <p>Everyone will be asked not to come into school if they need to self-isolate under <a href="#">current guidance</a>. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access <a href="#">testing</a> and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. The staff member or pupil will be provided with a clean mask and isolated in the 'quiet room' next to the office.</p>   | <b><u>Y</u></b>     | <b><u>Headteacher</u></b> | <b><u>04.01.21</u></b> | <b><u>M</u></b>                       |

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|------------------|--------------------------------------|--|---------------------|----------|----------|---------------------------------------|
|                  |                                      | <p>999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> <li>• If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask</li> <li>• If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron</li> <li>• If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection</li> </ul> <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>If there are home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if they are unable to get a test elsewhere.</p> <p>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> <li>• Use of a vehicle with a bulkhead (i.e. the driver is in a separate compartment to any passengers); or</li> <li>• The driver and passenger will maintain a distance of 2m from each other; or</li> </ul> |                     |          |          |                                       |

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|------------------|--------------------------------------|--|---------------------|----------|----------|---------------------------------------|
|                  |                                      | <ul style="list-style-type: none"> <li>The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so</li> </ul> <p>If a parent or carer insists that a pupil with symptoms attends school, the school will use reasonable judgement and refuse the child if this is necessary to protect pupils and staff. The school will consider all circumstances and the latest public health advice when making this decision.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following <a href="#">decontamination guidance</a>.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, and needs advice on next steps, the school will contact the DfE helpline on <b>0800 046 8687</b> and select option 1. (If no advice is required, the school will report the case using the DfE's '<a href="#">online attendance form daily return</a>'). The advice service (or <a href="#">local health protection team</a>, if the call is escalated to them), will carry out a rapid risk assessment to confirm who's been in close contact with the person when infectious.</p> <p>The school will ask (using a template letter from the local health protection team) all close contacts to self-isolate for <b>10 days</b> from the day they were last</p> |                     |          |          |                                       |

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|------------------|--------------------------------------|--|---------------------|----------|----------|---------------------------------------|
|                  |                                      | <p>in close contact or to take a daily lateral flow coronavirus test each morning for 7 school days. If the test is <b>positive</b>, we will follow the same steps (laid out above) as if that pupil/staff member were displaying symptoms, including asking them to take a standard (PCR) coronavirus test at home. If the test is <b>negative</b>, we will ask them to continue taking daily lateral flow tests for the remainder of the 7 days. They can attend school as long as they continue to test negative.</p> <p><b>At the start of spring term 2021:</b><br/>We will ask <b>all staff and pupils</b> to take a lateral flow test.<br/>If the test is <b>positive</b>, we will follow the same steps (laid out above) as if that pupil/staff member were displaying symptoms, including asking them to take a standard coronavirus test at home.<br/>If the test is <b>negative</b>, we will ask them to take another lateral flow test between 3 and 5 days later. If this second test is positive, we will ask them to do as above.</p> <p>To help with identifying staff's and pupils' close contacts, records will be kept of:</p> <ul style="list-style-type: none"> <li>The pupils and staff in each group</li> </ul> |                     |          |          |                                       |

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|-------------------------------|--------------------------------------|---|---------------------|---------------------------|------------------------|---------------------------------------|
|                               |                                      | <ul style="list-style-type: none"> <li>Any close contact that takes place between children and staff in different groups</li> </ul> <p>Close contact means:</p> <ul style="list-style-type: none"> <li>Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including:               <ul style="list-style-type: none"> <li>Being coughed on</li> <li>A face-to-face conversation, or</li> <li>Unprotected physical contact (skin-to-skin)</li> </ul> </li> <li>Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person</li> <li>Travelling in a small car with an infected person</li> <li>If there are 2 or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</li> </ul> |                     |                           |                        |                                       |
| Contact with coronavirus when | <b>H</b>                             | <p>Anyone who needs to take public transport will be referred to <a href="#">government guidance</a>.</p> <p>For dedicated school transport (i.e. buses, minivans and any other services that are used only to carry pupils to school and where pupils do not mix with</p>  | <b><u>Y</u></b>     | <b><u>Headteacher</u></b> | <b><u>04.01.21</u></b> | <b><u>M</u></b>                       |

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|----------------------------|--------------------------------------|---|---------------------|----------|----------|---------------------------------------|
| getting to and from school |                                      | <p>the general public), discussions will be held with the providers to make sure their staff:</p> <ul style="list-style-type: none"> <li>• Follow hygiene rules</li> <li>• Try to keep their distance from passengers where possible</li> <li>• Do not work if they or a member of their household are displaying coronavirus symptoms</li> </ul> <p>In addition, the school will work with providers, pupils and parents/carers as appropriate to ensure that, wherever possible:</p> <ul style="list-style-type: none"> <li>• Pupils are grouped together on transport to reflect the groups that are adopted within school</li> <li>• Hand sanitiser is available upon boarding and/or disembarking</li> <li>• There is additional cleaning of vehicles</li> <li>• Queuing and boarding is well organised</li> <li>• Pupils practise distancing within vehicles</li> <li>• Children aged 11 and over, use face coverings unless they are exempt from wearing them on public transport</li> <li>• Windows and ceiling vents are opened to maximise ventilation of fresh air from outside</li> </ul> <p>Parents/carers who need to drop off and pick up pupils will be told through messages and signage to maintain social distancing at all times.</p> |                     |          |          |                                       |



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|--|--------------------------------------|---|---------------------|---------------------------|------------------------|---------------------------------------|
|  |                                      | Visitors will wear face coverings in areas of the school where social distancing isn't possible. A supply of spare face coverings will be kept for anyone to access.  |                     |                           |                        |                                       |
| Spreading infection due to touch, sneezes and coughs | <b>H</b>                             | <p>Handwashing facilities are provided in each classroom as well as in the toilets located in each downstairs classroom and the one by the entrance.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> <li>• Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using <a href="#">NHS guidelines</a>, or use alcohol-based hand sanitiser to cover all parts of their hands</li> <li>• Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing</li> <li>• Be encouraged not to touch their mouth, eyes and nose</li> <li>• Use a tissue or elbow to cough or sneeze, and use bins for tissue waste</li> </ul> <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently.</p> | <b><u>Y</u></b>     | <b><u>Headteacher</u></b> | <b><u>04.01.21</u></b> | <b><u>M</u></b>                       |

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|--|--------------------------------------|---|---------------------|---------------------------|------------------------|---------------------------------------|
|  |                                      | Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.  |                     |                           |                        |                                       |
| Spreading infection through contact with coronavirus on surfaces | <b>H</b>                             | <p>Staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> <li>• Banisters</li> <li>• Classroom desks and tables</li> <li>• Bathroom facilities (including taps and flush buttons)</li> <li>• Door and window handles</li> <li>• Furniture</li> <li>• Light switches</li> <li>• Teaching and learning aids</li> <li>• Books and games and other classroom-based resources</li> <li>• Computer equipment</li> <li>• Sports equipment</li> <li>• Hard toys</li> <li>• Telephones</li> </ul> | <b><u>Y</u></b>     | <b><u>Headteacher</u></b> | <b><u>04.01.21</u></b> | <b><u>M</u></b>                       |

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|                  |                                      | <p>Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day.</p> <p>Areas of the school not in use will be shut off to make cleaning more manageable.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> <li>• Cleaned frequently and meticulously, and always between groups using them; or</li> <li>• Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups</li> </ul> <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> |                     |          |          |                                       |

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|---|--------------------------------------|--|---------------------|---------------------------|------------------------|---------------------------------------|
|   |                                      | <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> <li>• Restricted to one user; or</li> <li>• Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals</li> </ul> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following <a href="#">decontamination guidance</a>.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p> |                     |                           |                        |                                       |
| Spreading infection due to excessive contact and mixing between pupils and staff in lessons | <b>H</b>                             | <p>Pupils will be kept to their class groups.</p> <p>Where pupils are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Pupils will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.</p>   | <b><u>Y</u></b>     | <b><u>Headteacher</u></b> | <b><u>04.01.21</u></b> | <b><u>M</u></b>                       |

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|---|--------------------------------------|---|---------------------|---------------------------|------------------------|---------------------------------------|
|   |                                      | <p>For physical activity, we will follow the same guidance for cleaning equipment and grouping pupils as in all areas of the school. Outdoor sports will be prioritised where possible.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p> |                     |                           |                        |                                       |
| Spreading infection due to excessive contact and mixing between pupils and staff around | <b>H</b>                             | <p>Pupils will be kept in the same groups at all times each day, and be kept separate from other groups.</p> <p>For pupils who routinely attend other settings on a part-time basis, such as an alternative provision setting, the school will work with these other settings to work out a system to keep these pupils safe.</p> <p>Movement around the school site will be kept to a minimum.</p>   | <b><u>Y</u></b>     | <b><u>Headteacher</u></b> | <b><u>04.01.21</u></b> | <b><u>M</u></b>                       |

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|---|--------------------------------------|--|---------------------|---------------------------|------------------------|---------------------------------------|
| and outside of the school                         |                                      | <p>We will limit the number of visitors to the site, where possible. If it is not, visitors will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. We will keep a record of all visitors.</p> <p>Non-overnight domestic educational visits can take place in the same pupil groups, but only subject to a separate risk assessment that considers the coronavirus measures in place at the destination.</p>   |                     |                           |                        |                                       |
| Spreading infection due to the school environment | <b>H</b>                             | <p>Checks to the premises will be done to make sure the school is up to health and safety standards.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by:</p> <ul style="list-style-type: none"> <li>Using ventilation units - if possible, systems will be adjusted to full fresh air or, if not, then systems will operate as normal as long as they are within a single room and supplemented by an outdoor air supply</li> <li>Opening windows</li> <li>Propping open internal and external doors, where fire safety and safeguarding wouldn't be compromised</li> </ul> | <b><u>Y</u></b>     | <b><u>Headteacher</u></b> | <b><u>04.01.21</u></b> | <b><u>M</u></b>                       |

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|---|--------------------------------------|--|---------------------|---------------------------|------------------------|---------------------------------------|
|   |                                      | <p>A comfortable temperature will be maintained alongside increased ventilation by:</p> <ul style="list-style-type: none"> <li>• Opening high level windows in preference to low level to reduce draughts</li> <li>• Providing flexibility to allow additional, suitable indoor clothing</li> <li>• Increasing the level of ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused). This means keeping windows slightly open while the room is occupied and opening more widely while unoccupied</li> <li>• Rearranging furniture where possible to avoid direct drafts</li> </ul> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p> |                     |                           |                        |                                       |
| Spreading infection due to excessive contact and mixing in meetings | <b>H</b>                             | <p>Where possible, meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, meetings will be conducted outside, outside of school hours, or in a room large enough to allow for social distancing.</p>  | <b><u>Y</u></b>     | <b><u>Headteacher</u></b> | <b><u>04.01.21</u></b> | <b><u>M</u></b>                       |

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|--|--------------------------------------|---|---------------------|--------------------|-----------------|---------------------------------------|
| Individuals vulnerable to serious infection coming into school |                                      | <p><b>If our school is in local restriction tier 1 or 2:</b> Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it is possible to maintain social distancing. For staff who are otherwise at risk (e.g. BAME staff), we will consider putting specific protective measures in place.</p> <p><b>In tier 3 or 4:</b> If the government introduces additional shielding measures, it will contact individuals if they need to shield. Staff who have received a shielding letter or been advised to stay at home by their GP/clinician will not come into school if possible.</p> |                     |                    |                 |                                       |
| Partial/Full school closure                                    | H                                    | <ul style="list-style-type: none"> <li>The school communicates with parents via email regarding any updates to school procedures which are affected by the coronavirus pandemic.</li> <li>Pupils continuing education at school are informed of social distancing rules and how to maintain good levels of personal hygiene.</li> <li>Pupils continuing education at school are seated at least two chairs away from their peers where possible.</li> <li>Pupils working from home are assigned work to complete to a timeframe set by their teacher.</li> </ul>  | <u>Y</u>            | <u>Headteacher</u> | <u>01.06.20</u> | <u>M</u>                              |



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|                  |                                      | <ul style="list-style-type: none"> <li>• The headteacher maintains their plan for pupils' continued education during partial school closure to ensure there is minimal disruption to pupils' learning – this includes their plan to monitor pupils' learning while not in school.</li> <li>• The Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely.</li> <li>• The headteacher ensures all pupils have access to school-work and the necessary reading materials at home, prior to a school closure.</li> <li>• The headteacher works with the ICT technicians to ensure that all technology used is accessible to all pupils – alternative arrangements are put in place where required.</li> <li>• The headteacher liaises with the relevant organisations to ensure adequate provision is in place for pupils to be able to work from home, e.g. learning support.</li> <li>• The school manages the use of parents' and pupils' contact details in line with the Data Protection Policy and Records Management Policy, e.g. collecting emails to send school work to pupils.</li> </ul> |                     |          |          |                                       |

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| Vacant premises  | <b>H</b>                             | <ul style="list-style-type: none"> <li>The headteacher and site manager remain on-call in case of an emergency or if access to the school is required.</li> <li>External signage is visible to show that the school is closed and that access is restricted.</li> <li>Valuable school property and equipment is identified and reasonable measures are in place to ensure security.</li> <li>The site manager ensures the school premises is safe to return to before school activity resumes.</li> <li>Any hazards are reported to the headteacher as soon as possible and issues are resolved prior to school returning to usual business.</li> <li>The headteacher ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice.</li> </ul> | <b><u>Y</u></b>     | <b><u>Headteacher</u></b> | <b><u>01.06.20</u></b> | <b><u>M</u></b>                       |

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|------------------|--------------------------------------|---|---------------------|---------------------------|------------------------|---------------------------------------|
| Emergencies      | <b>H</b>                             | <ul style="list-style-type: none"> <li>All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>Pupils' parents are contacted as soon as practicable in the event of an emergency.</li> <li>Pupils' alternative contacts are called where their primary emergency contact cannot be contacted.</li> <li>The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.</li> </ul> | <b><u>Y</u></b>     | <b><u>Headteacher</u></b> | <b><u>01.06.20</u></b> | <b><u>M</u></b>                       |