


## Coronavirus/Covid-19 Risk Assessment Template for Persons Attending a Primary or Secondary School Setting

*effective from Autumn Term (September) 2020 onwards (version 1 controls continue to apply until the end of Summer Term 2020)*

School name:	Grafton Primary School		
Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none"> <li>▪ Teaching staff</li> <li>▪ Learning Support Staff</li> <li>▪ Administrative Staff</li> <li>▪ Pupils</li> <li>▪ Visitors</li> <li>▪ Catering staff</li> <li>▪ Domestic Staff</li> </ul>		
Tasks and activities covered by this risk assessment:	<ul style="list-style-type: none"> <li>▪ General education/childcare provision during COVID-19 pandemic</li> <li>▪ General site occupancy and site movement</li> <li>▪ Personal hygiene</li> <li>▪ Cleaning and sanitisation</li> <li>▪ Serving school meals</li> <li>▪ Interactions with maintenance contractors, not including the actual maintenance and compliance activities</li> </ul>		
Equipment and materials used:	<ul style="list-style-type: none"> <li>▪ General class and teaching and play materials (indoor and outdoor)</li> <li>▪ Cleaning materials and equipment</li> <li>▪ Dining hall equipment</li> </ul>		
Location(s) covered by this risk assessment:	<ul style="list-style-type: none"> <li>▪ All school premises</li> </ul>		
Name of person completing this risk assessment:	Andrew Turnock	Date of completion:	Reviewed August 31 <sup>st</sup> 2020
Risk assessment approved by:	 Alex Barros-Curtis, Chair of Governors	Date of approval:	31 August 2020

Date risk assessment to be reviewed by:	September 10 <sup>th</sup> 2020	Risk assessment no:	Sept 2020 ver 3
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**Record of risk assessment reviews**

Date of review:	By Aug 31 <sup>st</sup> 2020	Reviewed by:	A Turnock	Comments / date of next review:	▪
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**Before completing the Risk Assessment it is recommended that school leaders including those responsible for governance have read the information outlined below, including A and B, which include information referenced in the controls shown in the assessment.**

**IMPORTANT NOTE:** in addition to completing this risk assessment and ensuring all controls are in place, schools must complete **Appendix A: Premises Guidance and Checklist. This should be signed and returned by no later than 26 August 2020.**

## Background

This risk assessment will consider the risks to pupils, staff and others impacted by the infection of a member of the school community attending school (e.g. pupils, staff, contractors, visitors and household members of pupils and staff) while the coronavirus leading to Covid-19 infection is in circulation in the general community in the UK. It is based on government guidance, which indicates that it cannot be a 'one-size-fits-all' approach and school leaders are best suited to identify the system of controls that will let them effectively minimise the risk while delivering the curriculum.

Note: this risk assessment only addresses hazards directly related to physical exposure to Coronavirus/Covid-19. The school should separately consider non-physical hazards e.g. stress to staff and hazards not directly related to exposure to the virus, e.g. working at home, catering, including food preparation and building management arrangements.

**Hazard** - Coronavirus (SARS-CoV2), which is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).

**Risk Consequence** - The vast majority of people who become infected with COVID-19 will have mild to moderate symptoms which will self-resolve, and will not require further NHS treatment. While Covid-19 illness can be fatal, this likelihood disproportionately impacts adults and specifically those with pre-existing conditions who should follow the relevant government guidance.

- severity of disease in children – there is high scientific confidence that children of all ages have less severe symptoms than adults if they contract coronavirus (COVID-19)
- the age of children – there is moderately high scientific confidence that younger children are less likely to become unwell if infected with coronavirus (COVID-19)
- severity of disease in adults – a small proportion of adults suffer a very serious or fatal illness, if infected. The likelihood of serious or fatal consequences is much greater for older people and those with underlying health conditions e.g. the clinically vulnerable and extremely clinical vulnerable for whom personal risk assessments should be completed (see also risk reference 1A below).

**Likelihood** is based on the likelihood of transmission, which may lead to one or multiple fatalities.

If personal hygiene, school cleaning measures, and social distancing measures (in accordance with government guidance) are followed and all very high risk/very vulnerable (previously shielded, until shielding was suspended) persons and high risk/vulnerable persons (see NHS lists) work to a personal risk assessment that identifies how they can optimise their social distancing, likelihood of transmission leading to a fatality will be low for persons who are not clinically vulnerable and medium for clinically extremely vulnerable/clinically vulnerable persons. Where strict social distancing cannot be achieved for clinically extremely vulnerable persons, alternative controls should be considered in their personal risk assessment in addition to these shown in this risk assessment in order to prevent their risk becoming high.

This risk assessment is based on the "Guidance for full opening - schools", published 2 July 2020 and available at <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Schools with early years provision (nursery classes and younger children) should also refer to <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>. A separate risk assessment template is available for Children's Centres and other Early Years settings.

Both the schools and early years guidance follow the same basic system of controls to prevent transmission of infection occurring and respond to infection, if it occurs.

## **A) Essential general control measures – applicable to all pupils, staff and others, in all schools, at all times**

Procedures in place, including reminders to all adults and children via regular classroom briefings, specific learning and poster displays to ensure:

- Pupils and staff stay at home if,
  - unwell with coronavirus (COVID-19) symptoms, *or*
  - in a household where somebody else is symptomatic, *or*
  - if instructed to do so by the NHS Test and Trace system or by a Public Health England, Camden and Islington Public Health or other health protection team officer, *or*
  - where quarantine applies following travel abroad
- Pupils, staff and their households understand their obligation to be tested if displaying symptoms and follow NHS guidance.
- Frequent washing of hands with soap and water for 20 seconds and dry thoroughly using the correct hand washing technique. This includes on arrival at the setting, before and after eating, after breaks, after changing rooms and after sneezing or coughing
- Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').
- Not touch their mouth, eyes and nose.
- Follow the school's procedures for removing any face coverings used on the way to school safely (not touching the front) and either putting them in a plastic bag, if reusable, or disposing in a bin (if disposable), then washing hands.

- Implement normal personal hygiene and washing of clothes following a day in an educational or childcare setting.
- Follow the school's procedures to minimise physical contact between individuals and maintain social distancing.

## **B) School Infection Prevention Measures**

All schools **must** have processes and facilities in place,

1. To minimise contact with persons unwell with coronavirus symptoms or who have somebody in their household with symptoms, including
  - a. Procedures to ensure staff and pupils in these situations do not attend school
  - b. Procedures to isolate and send home any pupil or staff who develop symptoms while at school
  - c. Procedures to support pupils and staff with engaging with NHS Test and Trace.
  - d. Procedures to contact the local health protection team if anybody who has attended school (staff, pupil, visitor or contractor) has tested positive and then follow Public Health's advice.
2. To enable thorough hand cleansing at appropriate times
  - a. Well maintained, regularly cleaned, hand washing facilities e.g. running water, soap and either electric dryers or disposable hand towels or (where running water not available) hand sanitiser stations stocked with suitable sanitiser available at appropriate locations.
  - b. Pupils and staff educated to cleanse their hands at appropriate times and age appropriate supervision and assistance provided for children where needed.
  - c. Regular reminders of the required behaviours and staff leading by example.
3. Promote good respiratory hygiene by,
  - a. Ensuring tissues and bins with lids are available.
  - b. Bins regularly emptied and tissues re-stocked at appropriate intervals.
  - c. Appropriate education of "catch it, bin it, kill it" approach and support for pupils who need assistance e.g. EYFS and pupils with additional needs.
  - d. Arrangements to safely remove face coverings on arrival at school.
4. Enhanced cleaning – use the methods to be published in Public Health England's revised guidance on general cleaning in non-healthcare settings (expected by end of Summer Term 2020)

- a. Identify rooms and facilities/areas used by different groups/cohorts e.g. toilets, workshops, laboratories, specialist teaching rooms (art, music, etc.) dining halls, play areas, secondary school classrooms
  - b. Identify frequently touched surfaces (e.g. door handles, toilets, wash hand basins) that require enhanced "frequently touched surfaces" cleaning.
  - c. Schedule frequent and enhanced cleaning for frequently touched areas and areas used by different groups/cohorts, ensuring suitable competent staff and supplies of standard cleaning products and materials are available
  - d. Where cleaning is not practical (e.g. books), arrangements should be put in place to store items out of reach/out of use, so that they are left unused and untouched for 48 hours for most materials and 72 hours for plastics.
5. Minimise contact between individuals and maintain social distancing wherever possible
- a. Identify appropriate cohorts or bubbles of consistent groups to minimise the contact between individuals, but still maintain the ability to teach a broad and balanced curriculum. Consider the nature of the curriculum and the arrangement of the school's facilities (cohorts may be an EYFS age group, a single class, group of classes, year group or another consistent group, depending on the ages of the pupils and the curriculum requirements – **the smallest consistent group practical while maintaining the curriculum should be selected**).
    - i. Information/education of staff, pupils, parents/guardians/carers and others in the school community to explain how the cohorts/bubbles work and why they must be maintained.
  - b. Set up facilities to maintain social distancing as far as practical (it is acknowledged that EYFS pupils are not expected to fully socially distance) e.g. pupils' desks facing forward and spaced as far apart as practical
    - i. In secondary schools, where cohorts will be very large (due to the need to change teaching sets for different subjects), social distancing will need to be actively encouraged and managed by the supervising staff.
    - ii. Staggered breaks and lunch times (where this is not already in place).
    - iii. Minimise and manage corridor movements and circulations. This may involve one-way systems, corridors being marked with arrows to separate two-way flow, or a "traffic light" flow management system
  - c. Set up staff facilities to enable 2 metre social distancing wherever possible, both in the classroom and non-teaching areas such as offices and welfare facilities/staff rooms.
    - i. In EYFS, it is acknowledged that social distancing will not be possible with and among the pupils, so staff should interact with one cohort wherever possible. Any specialist staff working across more than one class/cohort should review their work practices to minimise direct contact with pupils.
    - ii. In secondary schools (KS3 onwards), where all staff teach multiple classes over several year groups, the social distancing arrangements should be particularly carefully reviewed and managed to ensure they are effective.
  - d. Set up arrangements for pupils arriving and leaving school that keep cohorts/bubbles apart as far as practical, but also prevent gathering of parents and pupils at the school gates and minimise rush hour use of public transport.

- i. Consider the school’s site and demography to decide how this can be best achieved. Options to consider can include,
  - Staggered start and finish times (unless this leads to parents gathering outside the gates with siblings, which is not desirable). Staggering may assist in reducing congestion on public transport, however it will not work where pupils use school buses.
  - Off-peak start and finishing times for secondary pupils who must use public transport (they should be encouraged to walk or cycle, where practical).
  - Using different entrances, so that cohorts arrive at different points and do not mix
- ii. Ensure pupils using school buses sit in their cohorts/bubbles – where appropriate liaise with Accessible Community Transport about bus arrangements.

Ref	Activity/Area	KEY CONTROLS OR PROCESSES IN PLACE TO MITIGATE RISK If you cannot implement all controls below, you must consider if you can safely undertake the activity Where likelihood of transmission remains High, you must consider if it is acceptable to proceed.	Likelihood of transmission with all key controls in place	COMMENTS If you cannot implement all controls	OWNER / LEAD OFFICE
1	Pupils, household members or staff symptomatic	<p>Parents/carers, pupils, staff, contractors and other visitors informed that nobody who is symptomatic or in a household where somebody else is symptomatic may attend school or enter the premises - they must all follow the government’s self-isolation, testing and tracing guidelines.</p> <p>Remind parents/carers/staff/pupils/visitors etc e.g. by notices at entrance, that nobody in such a household may attend school and that they must be tested and follow the NHS Test and Trace process</p> <p>See also Ref 15 below for a suspected case of Covid-19 on site.</p>	Medium	<p>Build on previous practices in school for informing parents and carers via email, text and posters on school gates.</p> <p>Information has already been sent home as of July 21<sup>st</sup> 2020 so that parents and carers can familiarise themselves with new procedures.</p>	SLT Prem Man

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1.1	Pupil or staff member contacted by NHS Test and Trace as a contact	Self-isolate in accordance with NHS Test and Trace instructions <i>(if persons follow these instructions, the likelihood of transmission to others is minimised)</i>	Low	Staff member or child's parents to inform school via normal 'sickness' reporting procedures if they are displaying symptoms of covid 19 or if contacted by NHS Trace. Then protocol as for suspected case on site to be followed. PH C&I advise sought.	SLT
1A	Staff - Clinically extremely vulnerable (previously shielded) and clinically vulnerable staff working at the school/setting	<p>A personal risk assessment should be completed for each staff member. Where the nature of their job means that they cannot work from home (the situation that will apply to most teaching and many support roles in a school which is fully open). Shielding (extremely clinical vulnerable persons) can come to the workplace from 1 August 2020, however their risk assessment must address minimising their risk of exposure while undertaking their job role.</p> <ul style="list-style-type: none"> <li>i) Review work methods to optimise social distancing, where practicable.</li> <li>ii) Observe personal hygiene best practice.</li> <li>iii) Where the member of staff works with very young children e.g. nursery or reception, consider whether there are options for working with a slightly older age group where social distancing is more practical.</li> </ul> <p>The guidance for extremely clinically vulnerable/shielding persons is available at <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a> and for clinically vulnerable persons is <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</a></p>	Medium	<p>Staff previously shielding or having care for someone previously shielding to be allocated roles in school where social distancing is practical. This could involve admin tasks and working with year groups where staff can maintain their distance whilst performing teaching tasks.</p> <p>When working directly with a child, stand behind child rather than face to face.</p> <p>First aid roles may need to be revised for these staff.</p>	SLT

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1B	Pupils who are clinically extremely vulnerable (previously shielded) or clinically vulnerable	<p>These pupils can return to school, in line with the government guidance. They should be assisted to socially distance where applicable.</p> <p>If a local rate of disease rises, clinically extremely vulnerable children may be advised to temporarily shield again, hence be temporarily absent from school.</p> <p>These children should take advice from their specialist health professional and, where applicable, the school should support the child in following this advice.</p> <p>Families can be referred to the school nursing team, who will individually be able to discuss their concerns and risks.</p>	Medium	<p>Regular contact with Public Health Camden and Islington.</p> <p>School will need information from parents and carers with regard to their child's health and risks from attending school.</p> <p>Regular reviews of child's health and contact with child's parents and carers</p>	SLT/Health Lead
1C	Household members of pupils and staff who are clinically extremely vulnerable (previously shielded) or clinically vulnerable	<p>The staff and pupils living in households with extremely clinically vulnerable persons should attend school as normal.</p> <p>The pupils and staff should follow the government guidelines about personal hygiene measures and social distancing as far as practical, both at school and in the home environment.</p> <p>Pupils and staff members should be supported by the school to follow personal hygiene and social distancing best practices.</p> <p>Families can be referred to the school nursing team, who will individually be able to discuss their concerns and risks.</p>	Low	Individual Risk assessment for staff plus survey for children to identify those living with previously shielding children. IRA indicates controls necessary for staff. For children take advice from PHE and relevant	As above
2	Classroom/general activities	Consistent groups of pupils and related staff identified, to minimise the numbers of people each individual interacts with (see B5 above) – in primary settings, the cohort will often be a class of about 30 pupils and their staff (minimising other persons in room except in an emergency). Consideration can be given to other combinations of classes where the curriculum requires. In secondary schools the group is likely to be a year group or other grouping of students where the curriculum requires them to be taught together.	Medium	Children will be taught in class bubbles * <i>see note below</i> but for breaks and lunches to work without impinging on the day then these will be organised into year groups. Where-ever possible staff wherever will remain in class	Whole school SLT lead



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		<p>Where cohorts/consistent groups are bigger than one class, if a member of the cohort is diagnosed with Covid-19, the entire cohort may be advised by Public Health to self-isolate (in addition to the class of the pupil) – see B1d above.</p> <p>In secondary schools and some primary school roles, staff cannot remain with a single cohort, because they have specialist/subject teaching roles. These staff should be briefed to be particularly careful to optimise their social distancing, minimise their close contact with others and use other controls where they need to be close.</p> <p>Classrooms organised to optimise social distancing between pupils and staff – where appropriate, pupils should all face forward e.g. in traditional “all class” teaching (this is unlikely to be appropriate in many EYFS settings). Where possible, pupils should remain at the same desk. Where this is not possible (e.g. in secondary schools where pupils are in different sets for different subjects, rather than taught in classes), desks should have enhanced cleaning (see B4 above ref cleaning).</p> <p>Where possible, staff should not spend extended periods in very close proximity to pupils – see B5c above</p> <p>Pupils and staff should have their own personal frequently used equipment e.g. pens and pencils. Books, games and other resources can be shared within the cohort and should be cleaned regularly, where appropriate. Where equipment is shared between cohorts, meticulous cleaning is needed between cohorts. As an alternative, or where cleaning is not practical, items can be left unused for a period – see B4d above reference rotation of items)</p> <p>Books and other shared resources can be taken home when it contributes to a child’s education and development. Appropriate cleaning and rotation (see B4d) should apply to these resources.</p> <p>Parents to be requested to not allow their children to bring toys, or any other non-essential items to school.</p> <p>Arrangements for frequent handwashing, including additional support where</p>		<p>bubbles with some specialist staff teaching across 2 year groups where social distancing can be ensured.</p> <p><b>*Note</b></p> <p>In year 1 and year 6 children may be grouped according to need for some specific interventions such as phonics, literacy and numeracy. Enhanced cleaning may be required if this takes place.</p> <p>However, should a child or adult become unwell with covid 19 only the direct contacts of that child or adult would need to isolate NOT the whole bubble. Advice will be taken from PH C&amp;I. who will advise school on those who need to self isolate.</p> <p>All previous procedures from June Wider Opening RA also to be followed including pupils having their own</p>	

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		<p>needed by pupils (see B2), good respiratory hygiene (B3) and classroom cleaning (B4) in place</p> <p>Removing ill/symptomatic persons from classroom (see B1b and ref 15 below).</p> <p>Review timetable to consider the following:</p> <ul style="list-style-type: none"> <li>• use the timetable and selection of classrooms or other learning environment to reduce movement around the school building, where practical</li> <li>• do not having physical assemblies involving classes outside of the cohort, use virtual assemblies</li> <li>• See ref 10, 19, 20, 21 and 22 below about specific risks associated with certain aspects of specific curriculum activities (e.g. dance, drama, music, contact sports, visits)</li> </ul>		<p>equipment and items shred between bubbles to be quarantined for 48 hours so ideally the weekend.</p> <p>Assemblies via Zoom and classes only move when need to go to break, lunch, PE or home otherwise small groups to use toilet supervised by adults.</p> <p>One way system in school to allow for smooth flow and no clash. However, at the beginning and end of the school day a different route maybe used if agreed.</p>	
3	<p><i>This section has now been combined with 2 above, to cover all age groups</i></p>				

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4	Use of toilets	<p>Enhanced cleaning of toilet facilities (see B4 above).</p> <p>Where there is a toilet facility in or near a classroom/cohort; that cohort should use it as far as practicable (to minimise contact with others).</p> <p>All staff and pupils instructed and supported to wash hands correctly after using toilet (see B2 above).</p> <p>Where toilets are shared by different groups/cohorts, an enhanced cleaning regime should be put in place.</p>	<p>Medium</p>	<p>Follow on from well developed practices already established during wider opening.</p> <p>A cleaner will be always be on site during the school day and monitor cleanliness of the toilets. Especially where toilets are used by different bubbles.</p> <p>To avoid bubble clash where toilets are shared between several year groups, staff to co-ordinate this.</p> <p>At break and lunch, walk way between play group sectors to be set up</p>	<p>SLT Prem man</p>

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5	One-on-one teaching and personal care for infants and children with additional needs	<p>PPE only needed for pupils whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way - see <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></p> <p>Where PPE is required, staff should be instructed in when it is needed and how to don and doff it correctly.</p> <p>Minimise close contact time without negative impact on personal care. Where close contact is necessary, stand behind or beside the pupil, where practicable, rather than face-to-face</p> <p>Where a pupil is displaying symptoms they should be removed from classroom and the appropriate procedures followed (see B1b and ref 15 below).</p>	Medium	<p>Any staff member who may need to provide 1:1 support to be briefed and this to be recorded on their IRA.</p> <p>However, following from June wider opening, although not encouraged, staff may wear PPE if it helps them feel more secure.</p> <p>When at all possible staff should support child from behind or at the side.</p>	SLT SENCc
6	<i>This section has now been combined with 5 above</i>				

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7	<p>Playground activities</p> <p><i>Outdoor transmission likelihood believed to be much lower than indoors.</i></p>	<p>Staggered breaks and lunch times to ensure pupils and staff cohorts do not mix in the playground (if two or more cohorts are playing at the same time, each cohort should be in a separate area of the playground and using different equipment).</p> <p>Play equipment should be cleaned regularly. Where a school wishes to rotate cohorts between different areas of the playground, they should clean equipment between each group (see B4 above)</p> <p>Hand washing before and after each break and/or use of play equipment.</p> <p>Social distancing enforced as far as practical for pupils.</p> <p>All staff (teaching, premises, catering etc.) must try to maintain social distancing where possible to safeguard themselves and set an example to the pupils.</p> <p>Close contact sports/activities (e.g. football, rugby, dancing) should not be played until the guidance allows (see 10[sports] and 20[dance, drama, etc.] below).</p>	Low	<p>See whole school timetables indicates when break and lunchtimes will take place.</p> <p>Although classes will remain as classes where ever possible they will eat lunch and play as whole year groups to allow the day to run as well as it can and to ensure that the play ground is available for PE for as long as possible.</p>	SLT/Deputy Head
8	Corridors/movements to other rooms, etc.	<p>Corridors movements should be managed to prevent congestion – see B5biii above.</p> <p>Interaction between cohorts and staff should be avoided where possible, or limited to as short a period as possible (e.g. crossing briefly in corridors or playgrounds).</p> <p>Schools should consider one way systems and up/down stairs where practicable. Where this is not possible “walk on the left” signage and floor markings should be installed to minimise congestion.</p>	Low	Flow system through school during the day. However at the beginning and end of day it may be more practical for children take shortest route to their allocated exit. Children will never move around the school without support from staff to ensure pinch points are avoided.	

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9	Lunch	<p>Lunch to be served to bubble / cohort, who should not meet/interact with any other cohort. If any other cohorts are in the dining hall, they must be socially distanced. Sit pupils in as socially distanced manner as far as is practicable.</p> <p>Tables are high touch surfaces and must be cleaned between each cohort usage (see B4) and there should be no shared items (e.g. water jugs, condiments) on tables.</p> <p>School kitchens must operate in line with the government guidance for food businesses on coronavirus/COVID-19 - <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</a></p>	Low	<p>Children will eat their lunch in year group bubbles with two year groups in the dining hall at one time</p> <p>These two groups will sit separately and leave via different exits.</p> <p>Walk ways will be identified for children to leave the hall without mixing.</p> <p>Children coming into the hall will enter via a different door.</p> <p>Children will only be able to leave the lunch hall en mass, support staff attached to the bubble to wipe tables before next bubble sitting.</p> <p>On some days the pupils will be provided with sandwiches.</p> <p>Paper plates will be used initially to reduce movement and potential interactions.</p>	Assistant Heads

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10	Physical activities <i>(replacing Sports Hall/Gym)</i>	<p>Outdoor sports and physical education should be prioritised, where possible.</p> <p>Large sports halls/gyms can be used where outdoor facilities are not available (outdoor activities are lower risk than indoor activities).</p> <p>Where indoor spaces are used,</p> <ul style="list-style-type: none"> <li>• Maximum distancing between pupils must be applied, as breathing during exercise releases droplets from the mouth and nose.</li> <li>• Meticulous hand and respiratory hygiene must be practised (see B2 and B3 above).</li> <li>• Meticulous cleaning of indoor sports facilities between groups is required (see B4 above).</li> </ul> <p>No contact sports matches until government guidance changes.</p> <p>All sports should be played within cohorts (so no inter-school matches or house matches, unless also within the cohort) unless groups of up to six AND outdoors AND socially distanced at greater than 2 metres AND no physical contact (e.g. tennis).</p> <p>See the Association of Physical Education’s guidance  <a href="https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf">https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf</a></p>	Medium	<p>Lunch and break times to be organised to ensure that the outside space is available for as long as possible.</p> <p>As far as is possible outside PE to organised so that children can suitably distance themselves. Children have own water and wash hands after exercise.</p> <p>Classes to have own equipment and any equipment that is shared to be cleaned between bubbles. Play structure maybe used if cleaned between i</p> <p>Only low impact sports to take place in the sports hall i.e. stationary aerobic exercise.</p>	SLT/PE Lead

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11	Arrival/departure	<p>Pupil arrival and departure arrangements to be managed to minimise interactions between other cohorts and other persons (other parents, visitors, etc.) – see B5d above.</p> <p>No parents/carers/visitors to enter school and must be encouraged not congregate outside the school entrance / exit, consider signage.</p>	<p>Low</p>	<p>Please see whole school timetable attached for arrival and departure. School to build on already sound practices.</p> <p>At least 3 entrances and exits to be used to avoid crowding.</p> <p>Parents and carers not allowed on to school site except for nursery parents and the parents of reception children for the first few sessions.</p>	<p>SLT/Pr m Mar</p>



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12	Maintenance and contractor visits	<p>Contractors to be advised of school’s social distancing and hygiene arrangements on or before arrival. Their telephone number should be recorded with the other visitor/contractor details, in case NHS Test and Trace need to contact them.</p> <p>Contractors not to mix with any cohort of pupils with their staff, and their arrival time to be pre-agreed.</p> <p>Consider emergency works procedure; classroom activities may need to cease and relocate to an alternative space.</p> <p>Consider holding an alternative, clean classroom space, where possible or using the sports hall or similar for emergency work.</p> <p>Contractors must provide RAMS for all activities on site bearing in mind Covid-19 risk. The school should induct contractors in their COVID-secure arrangements.</p> <p>Where possible, visits should happen outside of school hours.</p>	Low	School to follow all requirements.	Prem Man
13	Meetings with staff, parents etc	<p>Wherever possible, all meetings to be conducted by telephone, video conferencing etc.</p> <p>Essential other meetings to be conducted with social distancing and hygiene in place.</p> <p>Where visitors attend site, their telephone number should be recorded with the other visitor details, in case NHS Test and Trace need to contact them.</p>	Low	<p>All visitors sign in and therefore record is kept.</p> <p>Meetings with parents via telephone or zoom.</p>	Admin, SLT

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14	First Aid/Ill Health (other than Covid-19 symptoms)	<p>Further guidance issued to first aiders on providing general first aid, CPR and resuscitation – see <a href="https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/">https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</a></p> <p>Consider holding an alternative, clean classroom space if there is illness in the classroom, which must be cleaned or isolated.</p>	<b>Medium</b>	<p>First aid to be attended to within year group bubbles. Each year groups bubble to be assigned first aiders, PPE to be worn when dealing with first aid and log to be kept.</p> <p>School to follow advice from PH C&amp;I as well as Whittington Health particularly with respect for those with asthma and or allergies.</p> <p>Full PPE gowns will be made available for any member of staff dealing with a first aid problem.</p>	SLT/Health Lead
15	Suspected case on site	<p>Establish protocol and train all staff on swift and safe response to suspected cases on site.</p> <p>Communicate protocol clearly to parents and carers.</p> <p>Designate waiting room/s for symptomatic child/children waiting to be collected.</p> <p>Acquire PPE<sup>1</sup> for staff to use if supervising a child waiting to be collected, train staff on whereabouts and safe use of PPE. Set up PPE stock record/ ordering system.</p> <p><a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></p>	<b>Medium</b>	<p>Music room has been re-purposed as a Covid 19 waiting area for any child who develops symptoms whilst in school.</p> <p>Any suspected case must be referred to a member of SLT immediately. Child to be taken to waiting space (music room which has a ventilation system) and parents and carers called to</p>	SLT

<sup>1</sup> Obtain through local PPE chains, or if difficult to obtain, approach local resilience forum.

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		<p>Considerations for protocol:</p> <p><u>Reducing COVID-19 risk</u></p> <ul style="list-style-type: none"> <li>• Ensure that parents and carers are aware of COVID-19 symptoms:                             <ul style="list-style-type: none"> <li>○ a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>○ a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</li> <li>○ a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal</li> </ul> </li> <li>• Ensure that parents and carers are aware they should not send children to the school or EY setting if they are unwell with COVID-19 symptoms or if someone living in their household is unwell with COVID-19 symptoms. If the child is unwell they should self-isolate for 10 days &amp; get a test. Household members should also self-isolate for 14 days. If someone in the household is unwell, the child should self-isolate for 14 days.</li> <li>• Ensure all children are reminded daily to inform their teacher if they feel poorly</li> </ul> <p><u>Preparation for possible COVID-19 illness</u></p> <ul style="list-style-type: none"> <li>• Establish clear communication protocol in school, for quickly notifying key staff and parent/carer</li> <li>• Set up COVID-19 risk/ incident log, for oversight by the safeguarding governor and further debrief/ training</li> <li>• Ensure Business Continuity Plans are up to date and consider how to manage/what to do if a large number of staff are required to self-</li> </ul>		<p>take child home.</p> <p>Any adult must go home immediately, the school may provide transport depending on level of illness.</p> <p>Any member of staff supervising suspected case must wear PPE including masks. Any child with symptoms may be asked to wear a face covering Where it is practical and safe to do so unless they have breathing issues or too young to maintain covering.</p> <p>The remaining staff and children do not need to isolate at this stage.</p> <p>The child/staff member must then be tested and results shared with the school as soon as possible. In 90% of cases this will be within 48 hours, however, no action should be taken until result is known except for usual cleaning. If no result is available within a timely manner contact PH C&amp;I</p> <p>If the result is negative the</p>	

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		<p>isolate.</p> <p><u>Responding to possible COVID-19 illness</u></p> <ul style="list-style-type: none"> <li>• Child/ staff member with symptoms should go home as soon as possible and get tested for COVID-19 as soon as possible, and at the latest within the first 5 days of symptoms starting.                             <ul style="list-style-type: none"> <li>○ <b>Tests for the general public</b> can be booked online at <a href="http://www.nhs.uk/ask-for-a-coronavirus-test">www.nhs.uk/ask-for-a-coronavirus-test</a> (or by calling 119)</li> <li>○ <b>Tests for essential workers</b> are prioritised and can be booked at: <a href="https://www.gov.uk/apply-coronavirus-test-essential-workers">https://www.gov.uk/apply-coronavirus-test-essential-workers</a></li> <li>○ <b>For help with testing:</b> <a href="https://www.nhs.uk/contact-us/get-help-with-asking-for-a-coronavirus-test/">https://www.nhs.uk/contact-us/get-help-with-asking-for-a-coronavirus-test/</a></li> </ul> </li> <li>• While waiting for collection, the child should wait in a well-ventilated room with a closed door, or if they cannot be isolated then move them to an area which is at least 2m away from others</li> <li>• PPE is required if a child or staff falls ill with coronavirus symptoms (young child or with complex needs) and requires direct personal care on site:                             <ul style="list-style-type: none"> <li>○ Fluid resistant surgical mask worn by supervising adult if 2m distance cannot be maintained</li> <li>○ Disposable gloves, disposable apron, fluid-resistant surgical mask worn if contact is necessary</li> <li>○ Eye protection if there is a risk of splashing (e.g. coughing, spitting, vomiting)</li> </ul> </li> <li>• Parents/ carer/ symptomatic staff provided with self-isolation advice, and information about NHS Test and Trace – schools can access further information and resources on NHS Test and Trace <a href="https://www.camden.gov.uk/covid-19-advice-and-guidance-working-with-residents#ubos">https://www.camden.gov.uk/covid-19-advice-and-guidance-working-with-residents#ubos</a> for Camden and <a href="https://www.islington.gov.uk/social-care-and-health/support-and-">https://www.islington.gov.uk/social-care-and-health/support-and-</a></li> </ul>		<p>bubble can continue and the child/member of staff returns to school at an appropriate time.</p> <p>If the result is positive then PH C&amp;I must be contacted the whole bubble must isolate for 14 days.</p> <p>Please see PHE Protocol for Track and Trace in schools as distributed to all staff.</p> <p>Incidents of suspected covid infection should be recorded in a Covid log and the subsequent outcome of any test.</p> <p>Any used PPE must be disposed of safely in the peddle bin provided in the covid room.</p> <p>Appropriate cleaning using disinfectant of both the covid room and areas where the symptoms were present should take place.</p> <p>The remaining bubble may need to use an outside space/hall space whilst this cleaning is taking place.</p>	

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		<p><a href="#">guidance-during-covid-19/useful-guidance-and-resources-covid-19/test-and-trace-for-local-organisations</a> for Islington</p> <ul style="list-style-type: none"> <li>• Safe disposal of PPE and areas occupied and equipment used by the affected person cleaned and disinfected, as per guidance <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>• Clean the affected area with normal household disinfectant</li> <li>• Supervising staff member and cohort wash hands thoroughly, do not need to go home unless they develop symptoms or the child subsequently tests positive.</li> <li>• If the school needs support with a possible case or has an enquiry contact the local Public Health Team for support – email <a href="mailto:CIPHAdmin@islington.gov.uk">CIPHAdmin@islington.gov.uk</a></li> <li>• Headteacher to follow up if test result is not received.</li> <li>• If the test result is:                             <ul style="list-style-type: none"> <li>○ <b>Negative:</b> unwell person can return to the setting if they feel well enough and their fellow household members can end their self-isolation.</li> <li>○ <b>Positive:</b> unwell person must complete 10 day self-isolation and log onto NHS Test and Trace to share their recent close contacts.</li> </ul> </li> <li>• The setting should notify PHE London Coronavirus Response Cell (LCRC 0300 303 0450) of all confirmed cases in the setting. Template letters and other communications materials for parents and staff members will be shared by LCRC and the local Public Health Team.</li> <li>• PHE LCRC will undertake a risk assessment and usually will advise that the class or year group who have been exposed should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless a household member becomes symptomatic.</li> <li>• As part of the NHS Test and Trace service, if other cases are detected within the cohort or wider setting, PHE LCRC will conduct a rapid</li> </ul>		<p>Siblings of children who have tested positive must self isolate but bubbles that they may attend do not need to isolate unless that child develops symptoms and consequently tests positive.</p> <p>Therefore parents and carers of children who are absent must inform the school and include whether the child is absent due to covid symptoms. If the absent child does have covid symptoms then the child must be tested within 48 hours of symptoms and the test result shared with the school and consequential appropriate action.</p> <p>Full PPE gowns are available if required.</p> <p>Parents and carers and staff will only be informed of potential case with agreement of relevant adults.</p>	

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		<p>investigation and advise schools. Closure of the whole setting will not generally be necessary.</p>			
16	Cleaning	<p>Cleaning should be done in line with guidance in <a href="https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks">https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks</a></p> <p><b>Note</b> – Public Health England are releasing new guidance about methods before the end of the summer Term</p> <p>Cleaning to be done while pupils not in classrooms.</p> <p>PPE for cleaning in line with COSHH/cleaning risk assessment, including of metal/hard surfaces and toilet facilities. Normal cleaning materials (e.g. detergents and bleach) to be used except when a case of Covid-19 is suspected – then follow <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Instruction provided on how to use PPE correctly including hand hygiene.</p> <p>Frequently touched surfaces being cleaned more often than normal.</p> <p>Cleaning staff should collect full waste bags at the end of the school day to avoid entering a classroom when carrying out cleaning in the classroom.</p> <p>Bins should have lids and foot pedals.</p> <p>Separate cleaning activities risk assessment must be completed by competent person and communicated to cleaning staff prior to cleaning activities.</p>	Medium	<p>Additional staff time to facilitate this. Cleaner on site at all times and be timetabled to clean communal areas and high traffic areas as well as being on call for as and when required.</p> <p>Regular monitoring of the toilets.</p> <p>Children encouraged not to touch handles and banisters but these must be cleaned regularly anyway.</p> <p>All cleaners to use PPE.</p>	SLT/Pr m Mar

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17	Staff welfare facilities	<p>Consider maximum occupancy of the staff room bearing in mind social distancing guidelines.</p> <p>Staff to socially distance at all times and clean down all equipment before and after use.</p> <p>Do not share cups, crockery and cutlery.</p> <p>Use of fridge only if full hand and fridge sanitisations.</p>	Medium	<p>Staff to be allocated own cup which they retain for and own tea and coffee and milk cartons.</p> <p>As breaks and lunches will be staggered then fewer staff will be on break at any one time.</p> <p>Staffroom capacity limited.</p>	Admin
18	Travel to/from school a) by foot, bike or private car	<p>All persons (staff and pupils) to avoid public transport, where possible walking and other forms of travel should be encouraged.</p> <p>Where walking not possible for staff, arrangements to be made for them to park on-site, where possible.</p>	Low		
	b) by public transport	<p>If public transport use is unavoidable, consideration to be given to arrangements to minimise, where practical, rush hour use of public transport by staff and pupils.</p> <p>Face coverings to be worn on public transport, in line with government guidance. School to put suitable procedures /arrangements in place to support the hygienic removal of face coverings on arrival at school (see B3d above)</p>	Medium		

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19	Curriculum activities creating high velocity droplets from mouth/nose e.g. Singing Playing woodwind (oboe, clarinet, flute, recorder, etc.) or brass (trumpet, trombone, etc.) instruments Drama	Physical distancing (e.g. 2 metres to be applied). Small groups – maximum 15 Pupils to be back-to-back or side-to-side (NOT facing). No sharing of woodwind or brass instruments and regular cleaning of instruments, particularly mouthpieces. Well ventilated rooms or outside. <i>The DfE are expected to shortly publish further guidance detailed relating to music.</i>	Medium	There will be no practical music lessons where high velocity droplets might be released at least within the first 6 weeks of school.  Music curriculum will be focused on appraisal and listening rather than performing and composing. This will be reviewed regularly and as guidance changes.	Music Lead
20	Curriculum activities requiring close proximity or touching of other persons, e.g. Dance Drama Close contact sport e.g. where person to person tackling occurs (rugby, football).	Consistent pupil groups (e.g. teams within the cohorts) maintained. 2 metre social distancing to be maintained (drama/dance curriculum will need to be managed around this). Equipment to be cleaned regularly. Personal hygiene (handwashing) to be maintained. No plays and concerts allowed until government guidance changes.  <i>See Reference 10 above for sports and physical education activities, including matches.</i>	Medium	As above, there will be no activities where this will take place for at least the first 6 weeks.	PE Lead



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21	School activities involving multiple cohorts e.g. Wraparound activities (breakfast and after-school clubs, etc.) House activities, clubs/societies Plays and concerts Sports matches	Keep in cohorts, where practical. Where not practical, keep in consistent small groups for wraparound care, optimise social distancing and ensure any equipment is regularly cleaned.  Where practical e.g. visits by speakers to a society, rooms to be set up to enable social distancing (say using a large school hall, rather than a classroom).  <i>See reference 10 above for sports matches</i>	Medium	Children to register in largest space possible ensuring social distancing of at least two meters and then be separated into groups bubbles.  Parents to go to space where year group is located to collect child.	Educational Visit Lead

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22	Educational visits ( <i>domestic, non-residential</i> )	<p>Guidance dated 2 July 2020 advises against overseas or residential domestic trips. However, non-residential (non-overnight) domestic educational visits can be resumed in the autumn term  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>).</p> <p>These trips should be risk assessed in the normal way and recorded on the EVOLVE platform (or other equivalent arrangements, if used by the school). The risk assessments should include consideration of,</p> <ul style="list-style-type: none"> <li>• Maintaining consistent groups (cohorts/bubbles) of pupils or ensuring full 2 metre social distancing is maintained.</li> <li>• COVID-secure arrangements at the destination.</li> <li>• Public transport to be avoided.</li> </ul>	Low	There will be no visits for the first 6 weeks.	
23	Visiting Professional i.e. music teachers, artists and therapist who may work in other locations	<p>Visiting professional to inform schools of their other work locations.</p> <p>At all times keep 2m social distancing with other staff and children. No 1:1 teaching.</p> <p>If in therapy sessions follow guidelines from individual organisation.</p> <p>Follow all guidelines on hand washing and good respiratory hygiene.</p>	Low	Visiting professional must keep the school informed of their fitness to work on a weekly basis.	SLT
24	One off visitors who may work in multiple locations.	Personal details need to be kept and strict social distancing needs to be adhered to as well as hand and respiratory hygiene.	Low	Visitor must be well and not displaying any symptoms associated with covid 19.	

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Ref	Activity/Area	<p>KEY CONTROLS OR PROCESSES IN PLACE TO MITIGATE RISK</p> <p>If you cannot implement all controls below, you must consider if you can safely undertake the activity</p> <p>Where likelihood of transmission remains High, you must consider if it is acceptable to proceed.</p>	Likelihood of transmission with all key controls in place	COMMENTS If you cannot implement all controls	OWNER / LEAD OFFICER
25	Fire Evacuation	<p>School to be evacuated via the nearest and safest possible exit.</p> <p>Staff to always be familiar with how to evacuate from the room they are in.</p> <p>Once outside normal routine for evacuation i.e. register taken and fire warden informed. Each bubble should keep away from others and staff must socially distance as soon as safely possible.</p> <p>Fire marshals to ensure that the area that they are working in is evacuated.</p>	Low		SLT Pem Man
26	Staff well-fare	<p>Less face to face contact, school to continue with online staff surveys.</p> <p>Staff access to therapeutic service.</p> <p>Common fridges should only be used with due regard to social distancing and essential hygiene. A protocol for this will be developed in consultation with users.</p> <p>All staff to use own cup and tea and coffee.</p> <p>Shared items like milk can be used but staff must follow hand hygiene expectations before and after using shared items.</p> <p>Staff should use their own crockery and cutlery.</p>	Low	<p>All staff to complete IRA with SLT. Staff safety is a top priority for the school and will remain so.</p> <p>Feedback from staff survey to inform planning and ways forward.</p>	SLT

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Ref	Activity/Area	<p>KEY CONTROLS OR PROCESSES IN PLACE TO MITIGATE RISK</p> <p>If you cannot implement all controls below, you must consider if you can safely undertake the activity</p> <p>Where likelihood of transmission remains High, you must consider if it is acceptable to proceed.</p>	Likelihood of transmission with all key controls in place	COMMENTS If you cannot implement all controls	OWNER / LEAD OFFICER
27	Catering	<p>Catering staff to operate as one bubble and to social distance from other staff and children.</p> <p>Children to be encouraged to scrape their own plates.</p> <p>Need two stations for plates.</p> <p>Use paper plates for first 6 weeks.</p> <p>Supervision staff not to enter kitchen area.</p> <p>Catering staff to make cleaning equipment available for supervision staff.</p>	Mid	Important that supervisory and catering staff do not mix.	
		<p><b>Important Note: in addition to completing this risk assessment and ensuring all controls are in place, schools must complete Appendix A: Premises Guidance and Checklist. This should be signed and returned by no later than 26 August 2020.</b></p>			

School Day Timetable