

Risk Assessment April 2021

School	Loughborough Primary School				
Subject of Assessment	<p>Following update government guidance, this risk assessment has been adapted to outline plans for our reopening:</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/958906/Restricting_attendance_during_the_national_lockdown_schools_guidance.pdf</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools?utm_source=22%20January%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19</p> <p>Please see item 14 onwards for detailed information on operational procedures in the event school is open for vulnerable children and critical/keyworkers only.</p>				
Assessed by	<ul style="list-style-type: none"> ● Laura McPhee ● Marcella Madden 	Date	19.4.21	Review date	<p>Weekly review during Leadership Meeting.</p> <p>On site daily dynamic risk assessment.</p> <p>C- 19 taskforce led by governors (informal regular review and termly formal review.)</p> <p>Procedures to be revised if Government guidance changes or in the case of local lockdown.</p>

Details of workplace/activity	Students and employees engaging in school activities within the school premises, including general classroom activities, dining, break-times, playgrounds, pick-up and drop off (where applicable), First aid and external visitors to the school.	Persons Affected <i>(Who may be harmed)</i> Pupils, members of staff, contractors and visitors.
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	Hazards and Risks	Control Measures	Risk Level
1.	<p>Entry and exit to school</p> <p>Potential Hazard: people in the immediate vicinity of the school may have Covid-19 virus.</p> <p>Risk: member of LPS community carries Covid-19 into the school.</p>	<ul style="list-style-type: none"> There will be four points of entry/exit into the school: <p>Nursery/2+- parents and pupils to queue outside the nursery side gate, keeping at least 1 metre distance from each other. Nursery teacher to stand at gate entrance, only permitting pupils to come inside. EYEs to assist pupils into the classroom whilst teacher monitors gate.</p> <p>Reception- parents and pupils to queue outside the nursery playground gate (Minet Road), keeping at least 1 metre distance from each other. Reception teacher and EYE will meet pupils at the gate and line them up in the Nursery playground before walking round to their classroom.</p> <p>Loughborough Road Gate- Years 1 – 4 will be entering/exiting via this entrance according to the following staggered timings: Year 1: 8.45am – 3.15pm Year 2: 8.55am – 3.30pm Year 3: 8.45am – 3.15pm Year 4: 8.55am – 3.30pm</p> <p>There will be a one-way entrance and exit path created by barriers to ensure safe social distancing. Parents will be allowed to collect children from the Infant playground after school but will have to remain behind the designated coned off</p> 	MEDIUM

areas. A senior teacher will be available to supervise at the beginning and end of each day.

Minet Road Gate- Years 5 & 6 will be entering/exiting via this entrance according to the following staggered timings:

Year 5: 8.45am – 3.15pm

Year 6: 8.55am – 3.30pm

There will be a one-way entrance and exit path created by barriers to ensure safe social distancing. Parents will not be permitted to move beyond the sanitising station area.

Pupils who wear face masks on their journey to school are supported by an adult to remove these safely, where required. Spare zip locks provided for pupils who need to store face masks safely. All pupils and staff wash hands on entry to school and at regular intervals throughout the day.

KS1 and KS2 pupils will be able to enter their classrooms directly in the morning without lining up. (Soft start).

- Parents/Guardians will NOT be permitted to enter the school buildings.
- Member of premises staff/SLT stationed at entrances to encourage social distancing
- Pupils who arrive late- these pupils must enter the Minet Road entrance where they will be required to buzz in. Only pupils will be permitted to enter school building where they will have to meet a member of the admin team, sanitize their hands before being taken to class.
- Pupils who are picked up late- these pupils will wait in the junior lunch hall where they will be able to safely social distance from each other. A member of SLT will walk pupils round to the Minet Road gate to meet their parents.

		<ul style="list-style-type: none"> From 8th March onwards we politely ask that parents and carers wear face coverings to drop/collect their children. 	
2.	<p><u>Staff work areas</u></p> <p>Potential Hazard: staff member may have Covid-19 virus.</p> <p>Risk: member of staff is potentially infected by Covid-19 virus whilst working in the office or other staff work area</p>	<ul style="list-style-type: none"> All staff have been advised to maintain at least 2m social distance at all times whilst on school premises. There is a max of 6 of adults permitted in the staffrooms at one time. Strict social distancing rules apply. Additional staff bases set up for year groups staff at break and lunch to support with social distancing: <p>EYFS- SEND Room Yrs 1 and 2- Additional Reception Room Yrs 3 and 4 – Staffroom A Yrs 5 and 6- Staffroom B</p> <ul style="list-style-type: none"> A staffroom covid-19 guidance sheet will be up on display to encourage staff to adhere to good hygiene standards. Signage will be up requesting staff to wipe down chairs and surface areas they personally use. A rota will be up specifying break and lunch times for each year group. All staff have access to cleaning wipes/materials and clean their own workstation before use. Staff do not to share workstations, telephones, or other equipment unless properly sanitised between users. Where possible office spaces should avoid having more than two members of staff at any one time. Intervention teachers and HLTAs will be encouraged to keep 2 metres apart from pupils coming from other bubbles in accordance to government guidance. Support and educate the local community by disseminating information from government and Lambeth public health about prevention and what do to in event someone develops symptoms. Share information on website, leaflets, posters, virtual meetings with family support worker. 	MEDIUM
3.	<p><u>Classrooms</u></p> <p>Potential Hazard: staff member or student may have Covid-19 virus.</p>	<ul style="list-style-type: none"> Pupils will be placed in year group bubbles to enable chn full curriculum entitlement and opportunity to be successful. Each child will have their own pencil case/transparent zip wallet for their stationary and other learning resources. 	MEDIUM

	<p>Risk: member of staff or student is potentially infected by Covid-19 virus whilst working in a classroom.</p>	<ul style="list-style-type: none"> ● Where possible exercise books will be covered in plastic wallets which can be wiped down easily. ● If other pupils/ teachers use the same classroom, desks should be sanitised before and after use by staff and pupils – cleaning materials to be provided to all teachers. ● All soft furnishing will be removed from classrooms and furniture be forward facing. ● Students to work side-to-side only. ● Windows to be left open to ensure adequate ventilation. ● Students will wash/sanitize hands before entering the classroom. ● Regular handwashing built in the school timetable- transitions in and out of classroom. ● All assemblies to take place virtually according to school schedule. ● Pupils to keep to left side of corridor at all times. 	
4.	<p><u>Dining Hall</u></p> <p>Potential Hazard: staff member or student may have Covid-19 virus</p> <p>Risk: member of staff or student is potentially infected by Covid-19 virus whilst in the canteen</p>	<ul style="list-style-type: none"> ● Junior and Infant lunch halls will be split in two main zones (2 metres apart) ● Staggered lunch arrangements. ● Where possible chn are sat facing forward in the lunchroom. ● All mealtime supervisors working within the dining hall will be encouraged to wear gloves and aprons throughout the duration of their shift. Masks are available for those who choose. ● Tables to be cleaned after each group has eaten. ● Food trays and cutlery will be given and collected by mealtime supervisors as per usual. ● Lunch area has significant capacity to ensure social distancing takes place ● Salad bar will be removed and given from behind the hatch with other food. 	MEDIUM
5.	<p><u>Communal Areas & Playtime</u></p> <p>Potential Hazard: staff members or students may have Covid-19 virus</p>	<ul style="list-style-type: none"> ● Adults are advised to wear face coverings where social distancing is not possible. School to provide face covering if required. Plastic visors also available upon request. ● Break and lunch times are staggered for all year group bubbles so children and staff from each group do not mix in the communal areas. 	MEDIUM

	<p>Risk: member of staff or student is potentially infected by Covid-19 virus whilst in the communal areas of the school.</p>	<ul style="list-style-type: none"> ● All play areas to be zoned off using cones for different bubbles where several bubbles are using the same play area. ● Each class bubble will be given their own playground equipment bag used at playtimes and lunchtimes. This to be kept in each bubble class. ● Chn not to use climbing frame equipment in playground until further notice. ● Children will not be permitted to play any contact games such as tag or football. Ball games such as Champ or penalty shoot out will have to be facilitated by an adult. ● Communal toilets will be cleaned regularly throughout the day. ● Explicit teaching of good hygiene practice and social distancing. ● Signs for handwashing will be put up to encourage good hygiene practices. ● Regular cleaning of all toilets will be prioritised throughout the school day. ● Playground water fountains will be out of action. Pupils will be asked to bring in their own labelled water bottles. These will be taken out for play and lunchtimes. Teachers and TAs will be responsible for filling these up during transitions. ● Chn attending breakfast and afterschool club bubble to register in advance. ‘Drop ins’ to be held in separate area and isolated from regular attendees. 	
6.	<p>Surfaces in school building</p> <p>Potential Hazard: Covid-19 virus can remain on surfaces and transmit to someone touching that surface</p> <p>Risk: member of staff or student is potentially infected by Covid-19 by touching a surface in the school</p>	<ul style="list-style-type: none"> ● Thorough daily cleaning and disinfecting of objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches and Reception area using appropriate cleaning products and methods. ● Cleaners will be on site at regular intervals and will wipe down frequently touched surfaces throughout the day. ● Enhanced cleaning protocols in place. These include: <ul style="list-style-type: none"> - Extra cleaning of all toilets - Door handles to be wiped regularly - Table tops, classroom equipment such as plastic toys in EYFS and 2+ provision to be wiped regularly with milton - All bins to be strategically placed around the building with lids 	MEDIUM

		<ul style="list-style-type: none"> ● If an area is suspected to have been contaminated by Covid -19 (a positive case is detected for an occupant of a classroom), the room will be closed for 72 hours and then deep cleaned. 	
8.	<p><u>First Aid</u></p> <p>Potential Hazard: Someone giving or receiving first aid treatment may have Covid-19</p> <p>Risk: member of staff or student is potentially infected by Covid-19 whilst giving or receiving first aid treatment.</p>	<ul style="list-style-type: none"> ● In the event member of staff/pupil develops symptoms follow DFE & government guidance: ● If a student or staff member displays Covid-19 related symptoms, the first point of call will be SLT person on duty. ● The pupil will be isolated in the medical room until they are able to leave the building. ● PPE should be worn by staff caring for the child while they wait for collection if a distance of 2m cannot be maintained. ● Staff members who have looked after the child should wash hands thoroughly for 20 seconds after they have had contact with someone who has been unwell. ● Clean the affected area with normal household disinfectant and chlorine based products. (Refer to government guidance Covid 19:cleaning of non healthcare settings guidance). <p>The pupil or member of staff will be asked to immediately start to self- isolate for 10 days (household to isolate for 10 days.) Refer to national guidance (see link above).</p> <ul style="list-style-type: none"> ● The pupil or staff member will be asked to go home and will be advised to immediately get a test conducted. Tests should be conducted within the first 3-5 days after symptoms start. Where tests are negative if individual feels well, they can stop self-isolating and household immediately stops ● If a positive test result returns, share contact details via NHS Test and Trace. Complete 10 days isolation. ● If you are a close contact of a confirmed case, NHS Test & Trace alerts you that you need to isolate for 10 days from last contact. If you go on to develop symptoms, book a test. If negative, still complete 10 day isolation. If positive, self – isolate and follow guidance – see link above and household to isolate for 10 days. ● When school is notified of a positive test for Covid 19, school will notify PHE London Coronavirus Response Cell (LCRC) on 0300 303 0450/ Public 	HIGH

		<p>Health England on 0800 046 8687, making a note of any reference number. Inform local Public Health Team via PublicHealth@lambeth.gov.uk a template letter provided by the local health protection team will be distributed to staff and pupils if needed.</p> <ul style="list-style-type: none"> ● LCRC & Public Health Team to give ongoing support to school with risk assessment, infection prevention, control and communication. ● First aiders will be required to wear PPE and this will be stored in the medical room. ● Members of staff attending a first aid incident must not go within 2 metres of the recipient without wearing PPE such as the visor they will be issued at the start of each day. ● If PPE has been used in the medical room, this must be placed in a double bagged bin liner and left for 72 hours before being disposed of. ● If the medical room is out of bounds, an alternative space will be set up and this will be communicated to staff 	
9.	<p>Visitors</p> <p>Potential Hazard: a visitor to the school may have Covid-19</p> <p>Risk: Member of staff or student is potentially infected with COVID-19 virus through contact with a visitor to the school</p>	<ul style="list-style-type: none"> ● Parents are not permitted to enter the school. ● If parents need to drop off items for children, they should be left at the school main entrance for staff to collect. ● Visitors will only be permitted into the school if they have an appointment. ● Visitors will only be permitted at their designated time and will be asked to wait outside of the school building until their school contact is available. ● All visitors are asked to complete a contact tracing form upon entry to the school to support the national NHS contact track and trace efforts. Visitors will be asked to record their personal details, who they visited and whether they spent any time in close contact with someone (i.e less than 2 metres for approx. 15minutes or longer). In line with our commitment to GDPR we will not store this information for any longer than necessary (typically 21 days.) ● Visitor protocol to be observed at all times, the use of sanitizers on arrival. ● Delivered items will be left by the main reception for staff to collect. ● Office / meeting areas reassessed to observe social distancing rules; additional chairs removed and signage displayed. ● Admin staff instructed on how to deal with deliveries safely. 	MEDIUM

<p>10.</p>	<p><u>Staff wellbeing</u></p> <p>Potential Hazard: introducing small groups of pupils into the building may be a source stress to staff</p> <p>Risk: Staff members suffer anxiety because of the introduction of pupils onto the site.</p>	<ul style="list-style-type: none"> ● Details of school counselling/ support services available. ● Staff have the opportunity to sign up for monthly ‘surgeries’ with the Educational Psychologist. Confidential drop in sessions are allocated to address systemic, classroom or individual issues. ● Staff have the option to take breaks outdoors on the school premises where practical, whilst maintaining social distancing. ● Regular discussions with staff members to communicate the measures the school is taking to ensure their safety when in school. ● SLT to remain in regular contact with members of staff via phone, email or SMS. ● Specific risk assessments conducted for vulnerable colleagues. ● Risk assessments done for specific groups of staff e.g. admin and premises ● Staff working closely with high needs SEND pupils will be able to request PPE. Visors will be encouraged over the use of masks. 	<p>MEDIUM</p>
<p>11.</p>	<p><u>SEND</u> SEND EHCPs will be delivered as normal from or before the 25th September.</p> <p>Potential Hazard: SEND pupil are disproportionately adversely affected.</p> <p>Risk:</p> <ul style="list-style-type: none"> ● Physical/emotional wellbeing of SEND pupils ● challenging behaviours or social or emotional challenges arising as a response to the lockdown, school required to offer additional support and phased returns where needed. 	<ul style="list-style-type: none"> ● Diabetic pupils ● High needs SEND ● Emotional wellbeing ● Identified high risk pupil have personalised individual risk assessments in place. 	<p>MEDIUM</p>

	<ul style="list-style-type: none"> high risk pupil with special educational needs 		
12.	<p><u>LFD testing in place for all staff</u></p> <p>Potential Hazard: staff member may have Covid-19 virus.</p> <p>Risk: member of staff is potentially infected by Covid-19 virus whilst working in the learning environment or other staff work area</p> <p>Asymptomatic staff are transmitting the virus.</p>	<ul style="list-style-type: none"> <i>In line with DFE guidance C-19 Co-ordinator identified (Headteacher), X2 Registration Assistants identified (Office Manager and Office Admin)</i> <i>In order to break chains of transmission:</i> Staff need to carry out twice weekly testing at home (3 to 4 days apart) before they come into the workplace in the morning Tests are only for the use of the person assigned the kits; they should not be taken by anyone else. It remains imperative that the system of controls remain in place. Test kits are delivered to the school office Staff are asked to self – swab every 3-4 days The LFD test will give a result in around 30 minutes Staff must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff are asked to share their result with school to help with contact tracing. Testing is not mandatory for staff and staff do not need to provide proof of a negative test result to attend school or nursery in person, although participation in testing is strongly encouraged. Staff with a positive LFD test result will need to self-isolate in line with the stay-at-home guidance. They will also need to arrange a polymerase chain reaction (PCR) test to confirm the result. Staff with a negative LFD test result can continue to attend school or nursery and use protective measures. School should keep a test kit log, where they record which individual has taken which kits home. This is required in the unlikely event of an incident requiring investigation or batch recall. This log will also help record that staff have received the new instructions for use. This must be separate from the results register for data protection reasons. Results will be recorded on the template provided by DFE. 	MEDIUM

		<ul style="list-style-type: none"> • Staff to receive letter emailed and invitation to whole staff training on lateral flow testing (to take place on 25th January 3:45pm). • DFE training materials saved to central system so that all teams can access at their convenience. • The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines. • Those with symptoms are also expected to order a test online or visit a test site to take a polymerase chain reaction (PCR) test to check if they have the virus. 	
13	<p><u>PCR testing in place for all staff (one – off event w/c 19th April)</u></p> <p>Potential Hazard: staff member may have contracted South African strain/variant of Covid-19 virus.</p> <p>Risk: member of staff is potentially infected by Covid-19 virus whilst working in the learning environment or other staff work area</p> <p>Asymptomatic staff are transmitting the virus.</p>	<ul style="list-style-type: none"> • PCR tests will be delivered today Monday 19th April 2021 between 8am and 3pm • Check the day of your collection on spreadsheet distributed by LA (Loughborough Primary Weds 21/4/21 and 23/4/21). • Tests should be completed no more than 24 hours before collection day/ being returned to school to enable them to be processed by the lab within a 48 hour period • Staff need to register their test online and return the sealed test kit to school. • Count the number of tests that you receive back. • Upon returning the test kit to school they should be placed in the box provided for returning via courier. • You do not need to book a courier. Tests collected by NHS test and trace. • SLT to update LA on Friday 23rd and Friday 30th on how many tests have been taken and returned. LA to send a simple survey for SLT to complete. 	MEDIUM

Operational Procedures in the event school is open for Vulnerable chn and Critical/Keyworker only:

Please note the actions below are **in addition to items above** and represent enhanced measures.

14.	<p><u>Entry and exit to school</u></p> <p>Potential Hazard: people in the immediate vicinity of the school may have Covid-19 virus.</p> <p>Risk: member of LPS community carries Covid-19 into the school.</p>	<p>There will be two points of entry/exit into school</p> <p>2+/Nursery parents and pupils will continue to enter/exit through the nursery gate, on Minet Road.</p> <p>Start time- 9:00am Finish 3:15pm</p> <p>Teacher/TA to meet children at the gate and assist them into class</p> <p>Children from KS1, LSK2, UKS2 will enter and exit through main the gate on Minet Road. KS1 will enter/exit through the main gate. A member of the KS1 team will receive children and walk them through the main entrance, along the infant corridor to class. LKS2 and UKS2 will enter/exit through main gate on Minet Road and will be met by a member of staff, LKS2 through main entrance to class, UKS2 through atrium entrance</p> <p>KS1 Start time 8:50am Finish Time 3:15 pm</p> <p>LKS2 Start time 8:50am Finish Time 3:30pm</p> <p>UKS2 Start time 8:50am Finish Time 3:30pm</p> <p>All children will wash/sanitize hands on entry/exit Parents/carers will not be permitted on to site. Parents/carers will be asked to follow social distance guide lines and wear face coverings/masks when dropping/collecting children.</p>	<p>MEDIUM</p>
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15	<p><u>Vulnerable pupils/safeguarding :</u></p> <p>Potential Hazard: May be reduced contact with vulnerable groups</p> <p>Risk: Children are identified as missing in education</p>	<p>Review the Vulnerable Children’s list:</p> <ul style="list-style-type: none"> • Children on a Section 47 Child Protection Plan, • Children on a Section 17 Child in Need Plan, • Children for whom an extended period of time at home will present an additional risk to the child, • Children open to Targeted Family Support /Early Help • Children who are acting as Young Carers • Looked After Children • Additionally, there are a number of key aspects to consider now, for example: child protection of all children, access to food and any known financial burdens, pupils with special educational needs • Based on the level of need/concern, consider how often a home visit would be needed if these children were not in a school setting, if unsure link with Social Worker or Early Help staff in the Local Authority • Contact vulnerable families by text and in writing to invite them to attend school setting. Establish where the children will be living in the event of a closure and discuss with parents the need to respond to calls. • Divide vulnerable pupils up between DSLs and ensure all vulnerable pupils receive 2 phone calls a week (all other pupils to receive online feedback via google classrooms, access to live teaching in KS1/KS2 and x1 phone call home a week) • Create trackers to monitor and record all relevant communication with vulnerable families to be recorded on shared system. • If unable to contact a child for 3 consecutive days a home visit is required on the fourth day. All home visits will be carried out in pairs, following the home visits risk assessment procedures. • Any concerning information related to safeguarding to be recorded on C-POMs and school safeguarding policy and procedures followed. • All CP meetings will now take place virtually. For CIN meetings, social workers will expect information in writing from partners to inform CIN progress meetings. • Ensure pupils entitled to FSM receive meals. Families to receive notification on how to collect meals/food hampers provided by ISS. • Remote Learning will be provided to all children who are not attending school 	MEDIUM

		<ul style="list-style-type: none"> Any concerns re: pupils missing in education are reported to SLT, Educational Welfare Officer, SIA and Assistant Director for Education and LA. 	
16	<p><u>Staff work areas</u></p> <p>Potential Hazard: staff member may have Covid-19 virus.</p> <p>Risk: member of staff is potentially infected by Covid-19 virus whilst working in the office or other staff work area</p> <p>Asymptomatic staff are transmitting the virus.</p>	<ul style="list-style-type: none"> Keyworker/vulnerable pupils to be placed into EYFS, KS1,LKS2,UKS2 bubbles. All other children to access curriculum remotely. Each bubble will receive additional cleaning equipment and sanitiser. All staff to have access to PPE upon request. Each classroom and all facilities in use will be cleaned thoroughly each day. Additional classrooms and facilities that are surplus to requirement will be locked to reduce risk of transmission. All critically extremely vulnerable staff to work from home All current staff Risk Assessments to be updated All staff (who are not experiencing symptoms) will also be encouraged to take a Covid-19 Lateral Flow test: https://lambethbooking.sishost.co.uk/OnlineBookings/appointment.html?pg=03562187-80f6-4fe3-9d6e-865c9a7d9b67 In the main and allocated staffrooms, chairs will be taped off to support social distancing of 2 metre intervals. Please do not move/remove. Increased signage to encourage social distancing and health and safety measures in line with DFE and Public Health England guidance. 	MEDIUM
17	<p><u>Dining Hall</u></p> <p>Potential Hazard: staff member or student may have Covid-19 virus</p>	<ul style="list-style-type: none"> All bubbles to use the Infant Hall for lunch. Lunch times will be staggered as below; EYFS- 11:30am- 12:30pm KS1- 12:00pm-1:00pm LKS2 – 12:30pm- 1:30pm UKS2- 1:00pm-2:00pm 	MEDIUM

	<p>Risk: member of staff or student is potentially infected by Covid-19 virus whilst in the canteen</p>	<ul style="list-style-type: none"> ● Rotas outline dedicated play areas zoned off for each bubble to reduce risk of transmission 	
18	<p>Communal Areas & Playtime Potential Hazard: staff members or students may have Covid-19 virus</p> <p>Risk: member of staff or student is potentially infected by Covid-19 virus whilst in the communal areas of the school.</p>	<ul style="list-style-type: none"> ● Each bubble to have allocated toilets to reduce the risk of transmission. Each toilet to be clearly signposted for children. ● Toilets- EYFS in class ● KS1- in class ISD ● LKS2- year 3 toilets ● UKS2- year 6 toilets 	MEDIUM
19	<p>Fire procedures</p> <p>Potential Hazard: Adults are working new spaces and may be unfamiliar with the fire procedures in this area of the building</p> <p>Risk: Pupils/adults are harmed in the event of a fire</p>	<ul style="list-style-type: none"> ● Class registers are prepared for each bubble daily ● Teachers to collect the register from the office upon entry ● Registers must be completed am and pm. ● Member of SLT on duty to ensure designated members of staff have radios ● In event fire alarm sounds KS2 bubble leave building using nearest exit and meet member of SLT on duty in KS2 playground (who will have radio) ● KS1 bubble leave building using nearest exit and meet member of office team on duty in KS1 playground (who will have radio) ● EYFS bubble leave building using nearest exit (EYFS teacher will have radio) ● Class teachers count pupils and refer to registers if required (please bring register with you from your classroom). ● Signal to lead in your area (EYFS – teacher, KS1 – office staff, KS2 member of SLT on duty) that all pupils are present by raising your hand ● EYFS teacher, member of office team and SLT leader on duty communicate over radio to confirm all staff and pupils are present ● Premises Manager confirms to member of SLT that it is safe to re- enter the building ● Member of SLT asks teams to re- enter the building ● Fire procedures shared with staff during INSET day and circulated over email. 	MEDIUM
20	<p>Protecting members of the school community who are at higher risk</p>	<ul style="list-style-type: none"> ● Staff members who fall into the category the DFE have defined as ‘clinically vulnerable’ are unable to work in the setting. 	MEDIUM

	<p>Potential Hazard: Adults are working in the school are disproportionately affected by C-19, fall into a higher risk category for health reasons and or are adversely affected by C-19</p> <p>Risk: member of staff is potentially infected by Covid-19 virus whilst working in the learning environment or other staff work area</p> <p>Asymptomatic staff are transmitting the virus.</p>	<ul style="list-style-type: none"> • All staff members who express concern to a member of the leadership team are given a personalised risk assessment. • Black staff members are at greater risk by reason of ethnicity and therefore the school have been especially sensitive to this, ensuring that every safety measure available has been used at the time of writing, including steps that exceed national guidance for example facilitating weekly C- 19 testing for all staff. In addition, in line with NEU and ACAS guidelines all staff through weekly Year Group Leader meetings, have the opportunity to: <ul style="list-style-type: none"> - share their experiences; - reflect on how this has impacted on their wellbeing and their work; and - share experiences and strategies to develop collective resilience. • The senior leadership team will continue to offer an ‘open door’ policy whether working on site or WFH. 	
21	<p><u>Opening of 2 Year Old Provision and Nursery class</u></p> <p>Potential Hazard: staff member may have Covid-19 virus.</p> <p>Risk: member of staff is potentially infected by Covid-19 virus whilst working in the learning environment or other staff work area</p> <p>Asymptomatic staff are transmitting the virus.</p>	<p><i>‘Early years settings remain low risk environments for children and staff. Current evidence suggests that pre-school children (0<5 years) are less susceptible to infection and are unlikely to be playing a driving role in transmission. There is no evidence the new strain of the virus causes more serious illness in either children or adults and there is no evidence that the new variant of coronavirus (COVID-19) disproportionately affects young children.’</i></p> <ul style="list-style-type: none"> • Staggered opening of EYFS provision to enable EYFS team and leadership team to prepare adequately and open as safely as possible: <p>Monday 11th January - Reception, Nursery and 2YOs - Key worker and vulnerable pupils only Tuesday 12th January - Reception (Key worker and vulnerable pupils only) Nursery – all pupils 2 YOs – all pupils</p> <p>*Pupils new to the provision will follow the school’s usual admission procedures and have a staggered start.</p> <p>**In the event the EYFS provision is overwhelmed with pupil numbers priority will continue to be given to vulnerable and key worker children. This decision -making process is led by the team of Designated Safeguarding Leads in consultation with the LA, EYFS practitioners and unions.</p>	MEDIUM

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| | | <ul style="list-style-type: none">• Additional classroom is dedicated to the delivery of EYFS provision to support the preventative control measures outlined in the DFE Early Years guidance.• Outdoor spaces are zoned and allocated to each bubble to support the preventative control measures outlined in the DFE Early Years guidance.• Leadership team to continue to liaise with the EYFS team and review admissions daily. Phased approach adopted:<ul style="list-style-type: none">- Phase 1- 1 bubble up to x15 pupils Reception, Nursery and 2YOs - Key worker and vulnerable pupils only- Phase 2- 2 bubbles up to x15 pupils Reception, Nursery and 2YOs- Phase 3- 3 bubbles up to x15 pupils Reception, Nursery and 2YOs- Phase 4- 4 bubbles up to x15 pupils Reception, Nursery and 2YOs• In addition to the extensive cleaning outlined in item 6, the cleaning team will spend additional time in the EYFS provision during the school day while pupils are on site, cleaning surfaces that are used with high frequency (door handles, tables, surfaces and any additional items that the EYFS team and leadership team request within reason).• Staff have access to excellent ventilation and outdoor play/learning is encouraged. Parents are contacted if pupils are not wearing appropriate clothing to support outdoor play/learning. Staff to contact a member of SLT if the classroom becomes uncomfortably cold. Specialist PE teacher to work with EYFS each week to promote outdoor learning and activity.• In additional to safety measures outlined above - EYFS team are provided with PPE including plastic visors (optional use). | |
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