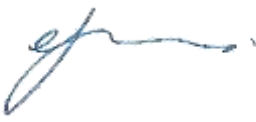




Reopening of School: Covid-19 Risk Assessment

Location / Site	Joy Lane Primary School (Mainstream School, Oyster Bay Nursery, Oysters SRP & Joy Lane Swim School)
Activity / Procedure	Re-opening of school: Monday 8 th March 2021
Assessment date	13.07.2020 (modified 24.08.2020) 04.09.2020
Review date	04.09.2020 (or as required) 14.09.2020 13.11.20 05.01.21 25.02.21 21.05.21 18.09.2020 27.11.20 15.01.21 05.03.21 06.06.21 02.10.2020 4.12.20 29.01.21 19.03.21 19.06.21 16.10.2020 18.12.20 11.02.21 16.04.21 14.07.21 03.11.2020 02.01.21 21.2.21 07.05.21
Responsible Person(s)	All staff have responsibility to ensure this risk assessment is followed and applied. Parents/Carers to work in partnership with School and observe RA
All staff will need to sign to show they have read, understood and are able to apply this risk assessment.	

COVID-19 Risk Assessment Signature Section & Key	
	Joy Lane Primary School
Authorised By: Chris Graves, Chair of Governors	Signature: 
	Dated:
Communicated: through staff training, SharePoint, email and Microsoft Teams	
Reviewed: Weekly – recorded on adaptations working document sheet and Covid Council	
Reviewed By: Executive Headteacher – Debra Hines and Chair of Governors and FGB	
Hazard: <u>Contraction of Coronavirus COVID-19</u>	
<ul style="list-style-type: none"> • Coronavirus disease 2019 (COVID-19) is an infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). It has since spread globally, resulting in an ongoing pandemic. As of <u>15 October 2020</u>, more than 38.6 million cases had been reported across 187 countries and territories, resulting in more than 1 million deaths. More than 26.7 million people have recovered. • Common symptoms include fever, cough, fatigue, shortness of breath, and loss of smell and taste. While the majority of cases result in mild symptoms, some progress to acute respiratory distress syndrome (ARDS), multi-organ failure, septic shock and blood clots. The time from exposure to onset of symptoms is typically around five days but may range from two to fourteen days. • The virus is primarily spread between people during close contact most often via small droplets produced by coughing, sneezing and talking. • The droplets usually fall to the ground or onto surfaces rather than travelling through air over long distances. Less commonly, people may become infected by touching a contaminated surface and then touching their face. • It is most contagious during the first three days after the onset of symptoms, although spread may be possible before symptoms appear, or from people who do not show symptoms. 	



Who might be harmed: Employees, contractors or visitors. Employees and their family members who are in the vulnerable categories.	How might people be harmed Inhalation of coronavirus in small droplets expelled from the nose or mouth of persons coughing, sneezing, breathing who are shedding the COVID-19 virus and contact with surfaces contaminated with the COVID 19 virus and transfer to the body through touching eyes, nose and mouth. Transmission could result in possible infection, mild, moderate or serious illness and potential death through respiratory failure and /or associated complications.
Assessed Risk: Risk is a combination of the likelihood of occurrence and severity of injury or illness arising from the hazard. We have categorised risk as High, Medium, Low or Negligible – in some cases where colours are ragged Red refers to High , Orange Medium and Green Low. This again refers to a balance of likelihood of transmission balanced with severity of illness arising.	
Principles of this Risk Assessment: Identify the risk and categorise – Mitigate with control measures and re-rate risk with measures in place.	

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

In July, the Government issued new guidance for the reopening of schools to all pupils in September 2020. See the full guidance: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

Below are the key actions schools must take to prepare for reopening:

System of controls

This is the set of actions schools must take. They are grouped into ‘prevention’ and ‘response to any infection’ and are outlined in more detail in the sections below.

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.
Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.



Number 6 applies in specific circumstances.

Response to any infection

7) engage with the NHS Test and Trace process

8) manage confirmed cases of coronavirus (COVID-19) amongst the school community

9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

<u>Identify hazard</u>		Children having toileting accidents and requiring assistance with their intimate care. * Anxiety levels raised following return during national lockdown (8.3.21)		
Existing level of risk		Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE	
Consequences of no action		Spread of Coronavirus that could result in serious illness and/or death.		
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<p>1. Children will be reminded to use the toilets throughout the day 2. The child will be supervised to wash their hands properly.</p> <p>3. If a child has an accident, staff will clear the area of the classroom and ensure it is disinfected immediately. 4. Call onsite cleaner to clean the area.</p> <p>5. Staff will encourage the child to take off any soiled clothing – supporting only when necessary.</p> <p>6. Staff will wear gloves, aprons visors and will wash their hands immediately and also use hand gel after washing.</p> <p>7. Parent/Carer to be informed; if accident requires parent/carer help, call at point of accident.</p> <p>8. Soiled clothing will be double bagged and placed in the child’s school bag to be taken home and cleaned.</p>				
Remaining level of risk		Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE	

<u>Identify hazard</u>		Children placing toys and resources in their mouths and therefore increasing the risk of infection in bubbles.		
Existing level of risk		Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE	
Consequences of no action		Spread of Coronavirus that could result in serious illness and/or death.		



<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> Children will be reminded at the start of each session about not putting things in their mouths/touching their faces. Sensory toys need to be cleaned after each use. Parents/Carers/Children notified not to bring in personal toys from home. In EYs and KS1 children will have their own set of equipment. In KS2, children will have their own individual wallet provided by the school. Resources to be rotated regularly and cleaned accordingly. Resources have been removed from the classroom that cannot be easily cleaned. Resources such as blocks will be cleaned between different children using these. Reduced number of children in the different learning areas so they do not become overcrowded. Reduce amount of soft toys/furnishings and steam clean daily if used. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Cleaning and use of outdoor equipment in the Early Years/ KS1 area/KS2 Climbing Wall & Climbing Frame	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Consequences of no action		Spread of Coronavirus that could result in serious illness and/or death.	
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> Children will wash hands before and after using soap and water. Other resources which are not easily cleaned will be removed; role play clothes, fabric, bean bags. When used, should be steam cleaned. Timetable for each class bubble/year group bubble to use specific equipment e.g. mud kitchen, climbing frame, bikes to avoid cross over and allow for cleaning in between groups. All equipment to be cleaned once a class bubble/year group bubble, has used it e.g. wiping down the bikes with anti bac wipes Children to wash their hands before going outside and on returning to the classroom. Rota for using group bubble toilets KS2 children to observe 2 metre social distancing on all outdoor equipment Cleaning equipment is available for all staff in each room/shared area All outside moveable equipment (N, R and Year 1) to be brought inside/stored overnight and cleaned before use the next day Outside areas to be jet washed weekly (each Friday) or more frequently as required. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE



<u>Identify hazard</u>		Snack time and water bottles.	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Consequences of no action		Spread of Coronavirus that could result in serious illness and/or death.	
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children will be supervised to wash their hands before snack. 2. All children will have snack at the same time so that tables can be cleaned before and after. 3. Children will be reminded to eat with their mouths closed. 4. Children will wash their hands after snack. 5. Children to provide their own water bottles. 6. In EYs/KS1 water bottles will be stored in the specified areas. 7. KS2 water bottles kept with children on their specified desk/tray. 8. Water bottles to be taken home for cleaning at the end of every day. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Risk of sunburn/dehydration from increased amounts of time outside.	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Consequences of no action		Risk of dehydration and sun burn	
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Parents to provide sun cream for the children and ensure that they are able to apply this independently. For Nursery and EYS staff to wear PPE when applying sun cream. 2. All children with sun cream supplied will reapply when directed to by an adult 3. Sunhats to be provided by parents and staff to ensure that these are worn in hot weather. 4. Children will be reminded to drink plenty of water to avoid dehydration. 5. Children will be encouraged to play in the shade where possible 6. Additional shade to be provided through the use of a gazebo which can be moved to specific areas children are working in. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Distressed children entering the setting without parents to support whilst maintaining social distancing
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Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Consequences of no action		Spread of Coronavirus that could result in serious illness and/or death.	
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Parents are notified of expectations to leave children at the designated drop off points. 2. Familiarisation with child/family prior to return to school if appropriate. 3. Social Stories sent to parent/carer community to share with their child/children. 4. Planned transition curriculum to support children's return to School 5. Calls to families (by School Staff) to check their well-being and offer support 6. A member of staff will support the children into the setting if needed whilst keeping to social distancing recommendations. 7. If a child is very distressed it will be suggested to parents that an alternative drop off time and place is used. 8. All staff and members of parent/carer community to wear a face-covering and observe 2 metre rule if appropriate 9. If families unsure or decide not to send their child to School –assign member of Inclusion team and inform local authority attendance officer. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Lack of personal hygiene in young children	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Consequences of no action		Spread of Coronavirus that could result in serious illness and/or death.	
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children will be reminded each day about the need for personal hygiene using age appropriate resources 2. Children will be reminded to “catch it, bin it, kill it” when coughing or sneezing 3. For those younger children who struggle to wipe their nose support can be given if deemed necessary and staff will wear PPE to do this. 4. Children will be shown where the supply of tissues is and will be encouraged to use these. 5. Children will be reminded to place any used tissues in the bin. 6. Children will be supervised to ensure that their hands are cleaned and dried properly. 7. Children will use songs/rhymes to support the correct washing of hands. 8. If children's clothing becomes contaminated due to poor personal hygiene, then it will be removed and double bagged and the child will be provided with alternative clothing. The bag will be stored out of the reach of the children and handed to parent/carer at home time. 			
Remaining level of risk		Consider level of risk following use of control measures	



HIGH	MEDIUM	LOW	NEGLIGIBLE
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<u>Identify hazard</u>		Management of communication, whole school community/staff and support of Anxiety /Mental Health	
Existing level of risk		Many staff scared to return, anxious regarding safety measures and personal risks	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Consequences of no action		Staff mental health at risk	
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Communicate all emails to staff including ones going to parents regarding arrangements 2. Share risk assessments with whole school community 3. Home school agreement shared and reaffirmed if rules not followed. 4. Weekly COVID Council meeting to enable staff to air views and any concerns. 5. Opportunity to access School Counsellor (Staff only) and sign posting of support services for Parent/Carer community 6. Refreshment areas established in each year group to reduce mixing of bubbles and contamination when making refreshments. Refreshments replenished daily. 7. Bi-weekly Lateral Flow Device Testing of all Joy Lane Community Staff (from January 21st 2021) 			
<p style="color: blue;">7. Staff to wear face coverings in corridors and around the School site. Visors may be worn in classrooms if Staff deem appropriate. (remove from 31/8/2021)</p>			
Remaining Level of Risk		Consider risk after control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Risk of virus in the environment through lack of cleaning.	
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Consequences of no action		Higher risk of transmission levels and risk Spread of Coronavirus that could result in serious illness and/or death.	
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	



<ol style="list-style-type: none"> Cleaning schedules to continue at increased rate. (cleaner available during the school day between 10am – 2pm) Staff have access to cleansing box in every classroom. Children and staff encouraged to hand wash regularly. Bubble cleaned after suspected case – where possible move bubble location i.e. Conference Room 1/2. Follow procedures in contingency plans for outbreaks document. Enhanced cleaning for busy areas; midday cleaning of toilets, door handles, Main Hall, EYS Hall etc. Cleaning contractors contact to request enhanced training for cleaning staff to keep them and others safe. Bins emptied daily all bins have lids. End of day checklists adhered to and dated/signed before staff member leaves classroom at the end of the day. 			
Remaining Level of Risk		Consider risk after control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Managing Maintenance Contractors & Deliveries	
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Consequences of no action		Elevated transmission risk due to meeting others or not following on site systems.	
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>Health and Safety recommendations adhered to with due regard given to the following:</p> <ol style="list-style-type: none"> By appointment only – speak to the School Business Manager/ Premises Manager/ office prior to arrival so they have relevant information/follow visitor protocol Out of hours where possible – strongly recommended! Remind them of our rules and inspect their COVID risk assessments Limit site access and movement to avoid meeting bubbles Organise out of school hours if possible or work in rooms not in use Deliveries to phone ahead where possible to agree timing Deliver externally Premises Manager or office staff to bring inside if more than one person needed Wherever possible use the same contractor and pair with the same member of JLPS. Essential Emergency work only during any lockdown period pre-agreed by School Business Manager/ Premises Manager Visitors to show evidence of negative Lateral Flow Test before they enter site. 			
Remaining Level of Risk		Consider risk after control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Person Displaying Symptoms or Person Requiring First Aid	
Existing level of risk			



HIGH	MEDIUM	LOW	NEGLIGIBLE
Consequences of no action		Transmission Risk Elevated	
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ul style="list-style-type: none"> • Isolate child or staff member in designated area/medical room □ Social distance where possible. • Use PPE where appropriate in first aid situation in line with government guidance – includes masks, gloves, aprons, soap, hand sanitisers and visors. • PPE training videos seen by staff so know how to use • If a child, call parent to collect child plus siblings as precaution if child is showing Covid symptoms. • Advise parent of necessity through home school agreement to immediately seek a test and advise us of outcome. • Person removed from site and advised to self-isolate immediately if Covid suspected. • If test returns positive follow government guidance at time, currently– return home for 10 days minimum – household to isolate for 10 days • As from 16/9/2020 School to contact the DfE Helpline on 0800 046 8687 (PHE 0344 225 3861/out of hours 08449670085) and select option 1 for advice on the action to take in response to a positive case. • Follow procedures in contingency plans for outbreaks document. • Close Bubble for 10 days including staff • Staff and pupils should not attend school if they are displaying any Covid symptoms. They should take a COVID test and advise the school of the result and return to school when well. School to keep a data record sheet of all children/staff who have a COVID Test and their subsequent result • A member of staff that assisted someone who was unwell does not need to go home unless they develop symptoms themselves or the person subsequently tests positive. • ***Local Canterbury district exponential rise in positive COVID-19 cases 21/100,000 (July 2 -9th data) 			
Remaining Level of Risk		Consider risk after control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Meetings – Staff meetings – Common Area Meeting Risk – Including offices		
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Consequences of no action		Risk of transmission elevated	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		



1. Meetings socially distanced – use technology where possible for virtual meetings (Microsoft Teams)
2. When necessary, face to face meetings to be at least two metres apart and in short timeframe no longer than 15 minutes)
3. Non-teaching Staff have designated areas to work. Screens in rooms for dividing spaces.
4. Staff to wear face coverings in corridors and around the School. Visors may be worn to teach.
5. Avoid face to face meetings where social distancing is difficult
6. Do not share resources in meetings
7. Ensure paper resources for Staff have sufficient time (48 hours) before sharing with Staff Member
8. Seating and rooms changed / furniture removed to enhance social distancing
9. Staff to maintain social distance when eating lunch (alternative outside areas provided)
10. Refreshments stations in each year group bubble. Replenished daily.
11. Bags etc... kept in lockers or under desks
12. Office layouts demarcated and changed to ensure do not face each other
13. Meetings with School Professionals/Outside Agencies and member of our Parent/Carer community to follow visiting Protocols (outside visitors to wear face covering)
14. Multi-agency visitors to use the Family Room only. Cleansed thoroughly after each meeting by onsite cleaning staff.
15. Bi-weekly (Wednesday/Sunday) Lateral Flow Device Testing. Report to EHT/SLT if positive case and follow COVID-19 procedures.

Remaining Level of Risk		Consider risk after control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Identify hazard</u>		Movement around the building – including contractors and parents/carers	
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Consequences of no action		Bubbles would meet risking transmission	
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Timetables used to keep bubbles (class or year group) apart 2. Additional signage for 2 metre Social distancing/Face Coverings 3. All visitors to the School site must wear a face covering or share exemption lanyard where appropriate 4. Different entrances and exits be used to enhance one-way system 5. One way systems and signage where possible – where not possible 2 metre social distancing demarcated 6. Staggered entry and exit of all pupils (see timings on Health and Safety Plan) 7. Parents/Carers access to school offices by appointment only (these will be minimised or cancelled during any period of lockdown at the school discretion) and visitors must wear a compulsory face covering. If not able, a virtual meeting will be organised instead (Teams) 8. <i>Parent/Carer community to contact office by telephone/email only. No face to face contact to school office for during of national lockdown (December 22nd 2020– July 23rd 2021) Admin representative will be available outside during morning and afternoon drop off/collection time.</i> 9. Contractors booked in advance so movements can be managed (emergency work only during period of lockdown) 10. Contractors must share/follow JLPS COVID risk assessments 11. Contractors/Visitors must share LTD negative test result before entry is afforded. 			
Remaining Level of Risk		Consider risk after control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Lack of social distancing in the classroom resulting in direct transmission of the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE



Consequences of no action		Spread of Coronavirus that could result in serious illness and/or death.	
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Remove excess furniture to increase space and declutter to clear surfaces 2. Children keep to their designated desk/area when in the room in KS2 Home school Agreement and Behaviour Policy Appendix K shared with children to ensure expectations are understood 3. Class rules re-visited and modelled many times a day and linked to school behaviour system (Dojo) – lots of praise for adherence 4. Share e-Bug Coronavirus (COVID-19) website with all children. 5. Children reminded if cannot adhere to class rules and spoken to re the need for social distancing 6. Lessons planned for individual work and Bubble work 7. Feedback – using large whiteboard and visualizer and interactive whiteboard not close interaction but where needed should be side to side and not facing 8. Teacher desk (if necessary/possible) 2m distance at front of room 9. Children to use same desk each day in KS2 10. Teacher and TA/1:1 are assigned to these children and stay with these children throughout the day within year group Bubble as much as possible (<i>and on subsequent days</i>) 11. Children will use the same indoor space whenever possible, with lots of opportunities for outside learning. 12. Coats and bags to be hung on pegs 13. Lunchboxes kept in bags in KS2 and on the lunch trolley in EY/KS1. 14. Maintain air-flow in the classroom by opening doors and windows. 15. Conversations in class from adult height where appropriate. 16. End of day classroom checklist to be signed and dated before staff member leaves School for the day 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Consequences of no action		Spread of Coronavirus that could result in serious illness and/or death.	
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Only one boy and one girl allowed to go to toilet at a time ensuring they follow handwashing guidance 2. Allocated toilets for different year groups of children 3. Hand sanitiser (where appropriate) used after toilet use as well as washing hands 4. Extra signs in toilet and on door re washing hands 5. Extra soap ordered to ensure we do not run out 6. On site cleaner employed to clean toilets/door handles/switches throughout the day. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Lack of social distancing waiting to enter classroom in morning resulting in direct transmission of the virus	
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Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Consequences of no action		Spread of Coronavirus that could result in serious illness and/or death.	
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Encourage children to socially distance when lining up and be forward facing 2. Encourage all children to wash hands/sanitise on arrival and when moving between year group bubble areas. 3. Allocated gate for parents/carers to arrive and leave from 4. Instructions shared re social distancing between families in the morning with parents and children 5. Staggered drop off and pick up times for different year groups 6. All staff informed that car park is closed from 8:15am and between 2.30pm and 3.30pm. (When all community off-site and safe for vehicles to move). 7. Site, Wellbeing Team and Senior staff to be on duty to supervise entry/exit of all school community 8. Signage and demarcation to support foot fall and directions 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Consequences of no action		Spread of Coronavirus that could result in serious illness and/or death.	
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Staggered playtimes and allocated play area in the first instance 2. Reduced playtime equipment – hard surfaces and can be easily cleaned 3. Each bubble (year group) to have their own set of equipment that can be easily cleaned 4. Games discussed which encourage social distancing – football passing, catch etc. 5. Staff supervision throughout – actively encouraging and insisting on social distancing, as far as possible/age appropriate. 6. Outdoor climbing frames and walls to be timetabled for class/year group bubble and cleaned after each use. Must leave 48 hours when changing class bubble/year group bubble (namely at the weekend) 7. Wash hands before children leave the class and again on their return from any break (or toilet break) 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Lack of social distancing when eating lunch resulting in direct transmission of the virus	
Existing level of risk		Consider current level of risk	



HIGH	MEDIUM	LOW	NEGLIGIBLE
Consequences of no action		Spread of Coronavirus that could result in serious illness and/or death.	
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<i>Class Group Bubbles</i> 1. Children will eat in their classes 2. Tables and equipment will be cleaned between each sitting 3. Staff will collect the children’s meals from the kitchen			
<i>Year Group Bubbles</i> 1.Children in Oyster Bay Nursery, Early Years and Year 1 will eat their packed lunch/school dinner in their designated classroom in their year group(Nursery group bubble) Year 1 &Year 2 will eat in Lower School Hall. Children will wash their hands before and after eating food or snack. 2. Oysters SRP & KS2 children: - Staggered timings will allow for one-year group in the hall at one time and tables and equipment will be cleaned between each sitting. Some children to eat in classroom (to be arranged in year group bubbles). Tables in classrooms to be cleaned before and after children have had their lunch/snack. 3. Catering staff will wear visors/coverings/disposable gloves and disposable aprons whilst serving children 4. Cutlery will be handed to each individual child			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Lack of social distancing in the corridors resulting in direct transmission of the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Consequences of no action		Spread of Coronavirus that could result in serious illness and/or death.	
<u>Control measures</u>		List your control measures required to reduce risk detail about the type and location of controls – add appropriate	
1. Children staying in their classroom and accessing outside from classroom door (year two classes to exit via door and designated time) 2. One child from each class going to toilet at one time (supervised by Staff member) 3. Messages to office via class phones 4. One-way system around the school using walkway and outside – safety concerns 5. Agree instructions with children concerning going and returning to toilet, when unsupervised. 6. When moving around the school move in orderly lines, supervised by Staff member 7. Adults to wear face coverings when moving around the school			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE



<u>Identify hazard</u>		Contact of shared resources resulting in indirect transmission of the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Consequences of no action		Spread of Coronavirus that could result in serious illness and/or death.	
<u>Control measures</u>		List your control detail about the measures r type and location of control required to reduce risk – add appropriate	
<ol style="list-style-type: none"> 1. Packs of stationery labelled with child's name on 2. Tubs of resources on rotation for individuals as needed – maths cubes etc. which will be cleaned between uses 3. In EYS and KS1 children to wash their hands before choosing an activity 4. In KS2 children to wash hands before handing different books 5. Resources sterilised or quarantined each night and left to dry if not same person using them the next day 6. Quarantine of reading books after each use before shared with community 7. Cleaners to ensure tables, door handles and other surfaces are sterilised throughout the school day and at the end of each School day 8. Lessons planned so resources are individual and not shared – or on white board 9. Resources on tables ready for lesson and not distributed within the lesson 10. Plastic packets (zippy) bags used for individual resources 11. Children encouraged to wash hands / use hand gel before lessons and after each lesson 12. Hand sanitiser available in all classrooms. 13. All classrooms and areas 'deep cleaned and fogged' each Friday or as necessary. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Emotional distress of the children	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Consequences of no action		Wellbeing of children is affected and may impact on their mental health and ability to focus on learning. Could also impact on behaviours.	
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children to have a familiar adult support from year group bubble in the first instance 2. Inclusion/wellbeing team available to support Staff with strategies 3. Staff professional development has taken place to share strategies 4. Refer to Mainstream Core Standards and adapted policies (school objectives) 5. Social stories shared with all children 6. Planned transition unit to support the return to school – Reconnect, Restore and Recover which acknowledges the current situation and the impact on children and their families 7. Children with EHCP have their own individual risk assessment 8. Additional resources and sensory zones established to support Reconnect, Restore and Recovery 			



Curriculum 9. Referral to School Counsellor as appropriate/necessary 10. Referral to our Inclusion Team, ELSA support or Early Help 11. All routines, staggered entry/exit times and in-school organisation (year group bubbles) have remained familiar to the children and parent/carer community			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Emotional distress of the staff – including anxiety	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Consequences of no action		Could affect mental health and wellbeing as well as physical symptoms.	
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Inclusion in risk assessment process – input into hazard identification and control measures through COVID-19 Council 2. At least one SLT member of staff on site/duty available every day for staff to share concerns 3. Risk assessments reviewed bi-weekly or at point of change– this is flexible 4. Refreshment stations established in each year group bubble/staff zones 5. Outside zones established for Staff to take a break/eat lunch 6. Planned time for planning and preparation each Friday afternoon (as adults cannot move between year group bubbles) 7. Referral to outside agency if necessary/appropriate 8. All meetings are virtual (Microsoft Teams) unless private meeting requested (no more than 15 minutes and social distancing observed). 9. Expectant mothers to work from home/or away from children at 28 weeks of gestation 10. Staff directed to shield from NHS should work from home where possible 11. Staff to complete their own person safety assessment every three months or at point of medication change/direction of medical professional. 12. Staff to wear face coverings in school corridors and around the school. Visors can be worn in classroom and when teaching (staff choice) 13. Staff to undertake bi-weekly (Wednesday/Sunday) Lateral Flow Device Testing 14. Staff survey on well-being (February 10th 2021) 15. Protocol for visitors to School building/site sent prior to visit <p>The Education Support Partnership free and confidential helpline is available 24/7 to everyone working in education and is available UK wide on 08000 562 561</p>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus
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Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Consequences of no action		Spread of Coronavirus that could result in serious illness and/or death.	
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Individual risk assessments in place for identified children 2. Visors/face coverings/disposable aprons/disposable gloves available for all staff. 3. PPE/Cleansing materials available in each classroom/shared areas/ offices 4. Reduced timetable / exclusion / inclusion considered if necessary 5. Restraint – please see individual child risk assessments (follow guidance and procedures on restraint) 6. Specialist Teacher Service referral if appropriate 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
		Spread of Coronavirus that could result in serious illness and/or death.	
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Key staff to have an overview of COSHH training 2. All staff to follow government guidance on cleaning in non-healthcare settings: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcaresettings/covid-19-decontamination-in-non-healthcare-settings 3. Good hygiene routines established and monitored by all School Staff 4. Hand sanitiser dispenser along corridors 5. Hand sanitiser order in large quantities 6. Extra soap dispensers and re-fills in each classroom 7. Children hand wash or hand sanitiser on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze 8. Washing hands posters in all washing areas 9. Procedures and reminders how to wash hands properly – videos and posters 10. e-Bug coronavirus (COVID-19) website 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE



<u>Identify hazard</u>		Risk of infection due to lack of cleaning resulting in indirect transmission of the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Consequences of no action		Spread of Coronavirus that could result in serious illness and/or death.	
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. All surfaces, handles, toilets and shared equipment will be cleaned each day using sterilising materials 2. PPE will be worn by all cleaning staff 3. Some resources will be rotated and left to de-contaminate for 48 hours after cleaning to reduce the risk of indirect transmission 4. Soft furnishings and soft / cloth toys will be steamed daily 5. Expectations of cleaning from cleaning company to be shared with staff 6. On site cleaner available during the day to clean and disinfect handles, switches and toilets 7. Displays (The Curiosity Approach) to be designed to engage children but not encourage touching. 8. Decorations should be above the children's heads. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Consequences of no action		Spread of Coronavirus that could result in serious illness and/or death.	
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Vulnerable staff to complete personalised risk assessment with member of SLT. 2. Staff will alert SLT to any concerns they might have. 3. All staff to undertake LTD twice a week and report results to School 4. SLT to discuss safety assessment and mitigate risk on a moderate or high score 5. Expectant mothers withdrawn from face to face teaching at 28 weeks' gestation 6. Staff directed to shield must work from home during the given shielding period 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Risk of infection/injury due to site management not being
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		maintained	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Consequences of no action		Spread of Coronavirus or other illnesses, risk of injuries to staff and pupils.	
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>1. Review arrangements for all building-related systems but in particular:</p> <ul style="list-style-type: none"> • hot and cold water systems • gas safety • fire safety • kitchen equipment • security including access control and intruder alarm systems □ ventilation • pathways clear • Site management staff to review the site daily <p>Ref: https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</p>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Risk of virus spreading to or from the community due to parents congregating at drop off and pick up points or pre-booked appointment*.	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Consequences of no action		Spread of Coronavirus or other illnesses within the local community.	
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Implement staggered start and collection times for the different 'bubbles' of children. 2. Any children arriving at school with disposable face masks to throw them into bin which will be 'double bagged' and disposed of. 3. All visitors to the school site are required to wear a face covering (unless exempt) 4. Disposable Face Coverings made available at all entrances to school site and school office 5. All visitors/contractors to school buildings must show negative result of LTD before they enter building 6. All children to use the designated entrance for drop off and collection for their year group. 7. Implement a one-way system at the main entrance. 8. Only one parent to bring their child to school. 9. No parents to access the school building without an appointment and LTD negative test result; communication is preferred using telephone, email or Microsoft Teams virtual meeting 10. Parent Partnership consultations will take place through a choice of telephone or via virtual meetings (Microsoft Teams) only 11. Reception 2021 transition events to be adapted to reflect new government guidance (14 June 21) and local authority recommendation. Outside events in small groups only. 12. Year 6 Graduation ceremony to take place outside and in class bubbles 			



13. In Schools, Step 4 of the roadmap to be implemented from 31/8/2021 (validated by Area Education Officer of Local Authority July 13 2021)

**Please Note: Some situations will require face to face meeting in case of children with Special Education Needs visiting our SRP base, with an EHCP in place. All visitors must show evidence of LTD negative result.*

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

Government Guidance on cleaning in non-healthcare settings:

- cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people
- wear disposable or washing-up gloves and aprons for cleaning. These should be doublebagged, then stored securely for 48 hours then thrown away in the regular rubbish after cleaning is finished
- using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles
- if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron
- wash hands regularly with soap and water for at least 20 seconds, and after removing gloves, aprons and other protection used while cleaning

Appendix Documents:

- Oyster Bay Nursery
- Contractor Protocol
- Visitor Protocol
- Classroom Health and Safety Checklist
- Joy Lane Swim School Risk Assessment

