

Form **SV4**

RISK ASSESSMENT FORM

(Calculate Actual Risk Rating by using the formula given at the end of the main document)

RISK ASSESSMENT FOR: Return to school following third national lockdown – March 2021

This risk assessment has evolved over the last year in response to the national and local response to COVID pandemic. In readiness for the school's reopening on 8th March 2021, it has had a full rewrite.

Documentation, Guidance and activities supporting this risk assessment:

- **Government guidance is evolving and is received frequently in school via email to the SMT.**
- **The DfE has a collection of guidance to schools at: <https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>**
- **Particular government guidance docs: [Schools Coronavirus \(COVID 19\) Operational Guidance – Feb 2021](#)**
- LB Hounslow produces guidance frequently and it is circulated to SMT via email. Key LB Hounslow officers also send emails direct to the Headteacher – which are then disseminated to the SMT
- PHE Hounslow – direct weekly/fortnightly remote briefings and dashboard distribution.
- LDBS Covid bulletins – received frequently by Headteacher via email and disseminated by email to SMT
- Union guidance and advice – NAHT website – FAQ's – Direct union communications to HT
- SMT members participate in professional networks with other local school leaders and advisors – Hounslow Education Partnership East Partnership meetings, LDBS weekly church heads meeting since Summer term 2020.

Version Updates:

1 – 05/03/21 - Complete review and update in readiness for school reopening 08/03/21

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Section 1 – Risk Assessment

List Hazards Here	List Groups Of People Who Are Especially At Risk From The Hazards	List Existing Controls - Or Note Where the information is Kept Note Any Action You Will Take to Control Additional Risks, Where It Is Practicable	ACTUAL RISK RATING (calculate by using formula given in Risk Rating Table following)
Premises – Recommissioning	Staff, Pupils, Visitors	<p>-The school has been operating out of the St Paul’s site continually. The Alexandra House site has been closed since the end of the Autumn term 2020. The usual programme of routine maintenance and servicing was brought up to date for both sites in the February 2021 half term.</p> <ul style="list-style-type: none"> -At the start of the Spring 2 2021 term, the Premises manager has undertaken the necessary tests and checks to support safe reopening, using normal procedures at the end of a period of prolonged closure and in line with guidance (pg 50, Schools Coronavirus (COVID 19) Operational Guidance – Feb 2021) <p>-Teaching staff and others who have been working remotely in the spring term 2021 will return to the school site on the afternoon of 05/03 to prepare/reconfigure the site, furniture, classrooms etc in readiness for the school’s return on 08/03</p>	3x3= 9 medium
Premises – zoning – social distance/mixing	Staff, Pupils, Visitors	<p>-At the end of May 2020, the SMT made an assessment of room capacity for each room in the school. Excess furniture and resources were removed to enable bubbles to be accommodated in classrooms with maximum possible distancing. Tables were reorganised to provide offset rows.</p> <p>-In the DfE’s Schools Coronavirus (COVID 19) Operational Guidance – Feb 2021, the maximum size of ‘bubbles’ has been relaxed since the phased reopening of schools in June 2020. The SLT have determined that in order to facilitate the logistical running of the school and the delivery of a broad and effective curriculum, the school will operate bubbles by year group. This means that a bubble will have a maximum of 60 pupils in it. For much of the school day however, these bubbles will be reduced in size to match class sizes (maximum 30)</p> <p>-‘Bubbles’ as described above will continue in order to reduce contact and mixing across the school community.</p> <p>-The use of ‘Bubbles’ is also designed to reduce the number of people in the school community who may need to isolate, should the school experience a number of positive cases. With the support of Public Health England (LB Hounslow), we could close a number of bubbles as opposed to the whole school.</p> <p>-Each bubble has been allocated a classroom space, toilet and handwashing/sanitising facilities. This allocation has been mapped on school layout plans and will be supported with signage around the school.</p> <p>-External space has been similarly zoned to ensure that ‘bubbles’ do not mix. This allocation</p>	4x3= 12 medium

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		<p>has been mapped on school layout plans (appendix 1), and where appropriate signage will support.</p> <p>-Timetables will be devised to ensure that ‘bubbles’ do not mix during necessary movement around the school and during break and recreation times.</p> <p>-Schools Coronavirus (COVID 19) Operational Guidance – Feb 2021 allows for teachers and other staff to operate across different classes and year groups in order to facilitate the delivery of the school timetable. We shall plan staff deployment to minimise the number of classes, year groups and sites that staff work across in a timetabled week.</p> <p>-Where there is staff absence, some staff, eg HLTAs, may need to work across a number of classes and year groups.</p> <p>-Schools Coronavirus (COVID 19) Operational Guidance – Feb 2021 also allows for the return of peripatetic teachers and supply agency staff. This means that staff from Sports Impact, Hounslow Music Service and our usual supply agency will be able to attend school. The teachers from Sports Impact and Hounslow Music Service will be the same person across the year. We have two teaching vacancies for the remainder of the academic year and so have made arrangements for longterm supply staff. We use internal staff cover (HLTAs) for absence cover in the first instance and will only deploy agency staff where we have multiple or longer-term absences. We have a welfare support TA from an agency, working with two specific children. This person is the same. We have two longer term supply LSAs working with specific children in the school.</p> <p>-All peripatetic and agency staff will be expected to reduce contact with other staff and maintain as much distance as possible from pupils and staff whilst teaching. All peripatetic and agency staff will be given copies of the amended staff handbooks, which covers these procedures, when they start with us in the autumn term.</p> <p>-These arrangements will also apply to the school’s IT technician, Adam Wignall (Strawberry 7).</p> <p>-Schools Coronavirus (COVID 19) Operational Guidance – Feb 2021 expects the full provision of educational and therapeutic support for pupils with SEND. This will involve some external practitioners visiting the school. As with peripatetic and agency staff, they will be expected to reduce contact with other staff and maintain as much distance as possible from pupils and staff whilst teaching. All visiting external practitioners will be alerted to the control measures and procedures in place on arrival, through a COVID 19 visitors to school information and checklist, that will be part of the school’s signing in process (Appendix 8).</p>	

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		<p>-Social Workers, the Police and other safeguarding professionals may need to visit the school to meet children. Where a physical visit is not essential, we shall seek to use remote means: email, telephone, Google Meet etc. Where a physical visit is essential, they will be alerted to the control measures and procedures in place on arrival, through a COVID 19 visitors to school information and checklist, that will be part of the school's signing in process (Appendix 8).</p> <p>-Premises contractors will only be admitted to the school site during working hours where absolutely necessary (where repair is critical). All routine contracting work will be completed outside working hours and during holiday periods. Where a contractor must enter the site, they will be alerted to the control measures and procedures in place on arrival, through a COVID 19 visitors to school information and checklist, that will be part of the school's signing in process (Appendix 8).</p>	
Premises – Signage	Staff, Pupils, Visitors	<p>-New, distinctive signage was created in May 2020 and has been modified (appendix 2) and will be displayed around the school to support the new procedures and plans needed to run the school safely:</p> <p>Signage on all school perimeter gates – to forbid entry to anyone experiencing COVID 19 symptoms, advising them to return home, seek medical advice and isolate until condition confirmed.</p> <p>Signage on all school perimeter gates – to advise that all but exempt visitors over 11 years of age must wear a face covering when on site at drop off/collection.</p> <p>Signage on gates used for entry and exit to remind families which gate to use, to maintain social distance and to avoid congregation – to leave promptly.</p> <p>Signage on school office gate – instructing that the office is closed to all but essential school visitors, giving contact details for visitors.</p> <p>Signage at photocopiers – to instruct staff to use sanitiser/ immediately wash hands after use.</p> <p>Signage to support allocation and usage of rooms and toilets by identified bubbles.</p> <p>Signage and markings to support effective queuing at the end of the school day.</p> <p>Signage and markings around the school to encourage one way system in corridors.</p> <p>Signage in each classroom to encourage handwashing/not touching face, catch it bin it kill it</p> <p>Signage in each classroom with additional school rules on.</p> <p>Signage around the school to encourage handwashing/effective personal hygiene, social distancing</p> <p>Signage on welfare room doors & in office to support staff in working with possible COVID community members</p>	4x3= 12 medium

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		Signage in staff rooms to encourage social distancing, to remind of relevant messages to staff Signage in classrooms, offices and staffrooms to encourage ventilation Signage by hand sanitiser dispensers to encourage use of the sanitiser. Signage for the welfare COVID boxes to display 'NO ENTRY' on welfare doors, when supporting a community member displaying COVID symptoms. Signage for the kitchens to support workplace distancing, awareness of symptoms, washing hands etc.	
Premises – Ventilation & minimising contact with shared surfaces	Staff, Pupils, Visitors	<ul style="list-style-type: none"> -The vast majority of doors in the school have alarm operated door retainers on them, so can be safely propped open. This number has increased during the COVID pandemic. -Classrooms, offices and staffrooms should be well ventilated to reduce risk of virus spreading. Most doors will be kept open, to create through ventilation and to prevent the need for the community to use the door handles to pass through the space. Clearly not toilets. -Windows will also be opened to provide ventilation. -Not all windows need to be opened, if the day is cold or there is much external noise. Most classrooms have window configurations or mechanisms to allow for small openings for ventilation. Some ventilation needs to be provided even on cold days. -Opening windows at height helps to avoid the challenge of drafts which make the learning environment less comfortable. -Isolated external doors: the door to the SPS playground, the white door on the SPS hall should not be left propped open when the playground is empty, as this presents a possible security risk. -Internal & external classroom doors should be open to a degree at all times to allow ventilation – where possible they should be held back on a retainer to prevent the handles from being used by multiple people as they move between the spaces. Doors without alarm operated retainers should not be held open, if they have a door closure mechanism. -On Alexandra House site, a number of rooms are fitted with air handling units. These remove stale air and replace it with fresh air from outside. These have been set to remove stale air. -Some parts of the school (both sites) are heated/cooled using air re-circulation devices. These are used only when most needed to provide a comfortable working environment. In these rooms, ventilation continues to be a priority, to mitigate against the risk of air recirculation. 	4x3= 12 medium
Premises – marking and signage to support social PHE	Staff, Pupils, Visitors	<ul style="list-style-type: none"> -Signage will be provided – see above – to support social distancing measures. -Corridors will be marked out with masking tape lines to provide a 'keep left' one way system 	4x2= 8 medium

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messages		throughout the school. -The school has now established familiar socially distanced queuing procedures for parents collecting children, these will be reiterated by staff on reopening and supported by tape, ribbon, cones, marking where needed.	
Premises – hand washing/hand sanitising facilities/tissues/stock	Staff, Pupils, Visitors	<ul style="list-style-type: none"> -Many classrooms have their own sinks – all of these have soap and handtowels with them. -In the summer holiday 2020, additional sinks are being installed in a number of classrooms on the Alexandra House site. -The school also has multiple toilet locations – all with soap, hot water and handtowels/hand driers. -All classrooms and offices are supplied with boxes of tissues. -All classrooms, toilets, staffrooms and offices have bins – these are lined to allow waste to be removed without contact. -The school has multiple hand sanitiser points – located throughout the school and accompanied with signage to encourage use. -The school also has multiple ‘portable’ sanitiser units, which will be located by SMT – e.g. at visitors’ entrance to the school, by the photocopier. -Pupils and staff will be permitted to bring their own sanitisers, hand cream and soap (for those with allergens etc.), which will be kept in their trays. -The school ordered a significant quantity of soap, hand towels, toilet rolls and some sanitiser refills and has maintained sufficient stock. The Premises Manager will audit and seek to maintain stock at high levels weekly. -Should our usual suppliers be unable to fulfil orders the school will call on contingency stock through the Local Authority. -Replenishment of soap, towels, toilet rolls and hand towels is part of the daily cleaning schedule and is a priority for the daily cleaner. -Staff can report any low stock to the Premises Manager using the usual reporting system, or if stock runs out, directly to the school office. The Premises Manager makes tours of the site on a frequent basis to prompt staff who may need consumable refills. 	4x3= 12 medium
Premises – COVID cleaning specification -Classrooms -Toilets -Communal Areas	Staff, Pupils, Visitors	<ul style="list-style-type: none"> -The school has established cleaning specifications for daily/weekly and longer-term cleaning across the school estate. We also have established routines for infection control (non-Covid). -The school employs its cleaners directly and has an established team who know the school well. -The SMT & Premises manager has developed a COVID 19 cleaning specification (appendix 6) 	4x3= 12 medium

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<ul style="list-style-type: none"> -Staff Areas -Offices 		<p>for the preparation of rooms and communal spaces for reopening – with a comprehensive focus on cleaning shared hard surfaces. This has been devised alongside: COVID-19: cleaning in non-healthcare settings guidance.</p> <ul style="list-style-type: none"> -In readiness for the return on 8th March 2021, the school has carried out a thorough ‘deep clean’ of the unoccupied spaces of the school. Additional cleaning will take place at the end of day 05/03 of the parts of the site that have been in use to provide a ‘deep clean’ for these spaces. -The Premises Manager provided a copy of: COVID-19: cleaning in non-healthcare settings to cleaners in Autumn 2020, and provided verbal guidance to ensure most effective cleaning practices are in place. -The school uses industry wide colour coding system to ensure that cleaning equipment is used safely and to avoid cross contamination. The school has an established system and timescale for the replacement of cleaning cloths, mop heads and other consumables, which the premises manager oversees. -Cleaners already use PPE, but will be reminded to use gloves and clothing protection whilst cleaning. 	
Premises – Cleaning spaces used for welfare care of COVID suspected community members	Staff, Pupils, Visitors	<ul style="list-style-type: none"> -The Welfare Officer/admin team will inform the Premises Manager & SBM if a member of the community has been given welfare assistance after developing COVID symptoms in school. -These cases should ordinarily be supported in the welfare rooms on each site – following the procedures for supporting members of the community who develop symptoms during the day in: -The space used to provide welfare will be closed/cordoned off and a full clean will be undertaken as a matter of priority following the guidance in: COVID-19: cleaning in non-healthcare settings 	4x3= 12 medium
Premises – Whole day cleaning	Staff, Pupils, Visitors	<ul style="list-style-type: none"> -In the middle of March 2020, the school increased the cleaning provision, employing a cleaner during much of the school day to make multiple tours of the school cleaning down communal shared hard surfaces, emptying bins, replenishing hygiene stocks. This role will continue. This will ensure that frequent cleaning of communal resources takes place throughout the day. 	4x3= 12 medium
Premises – Cleaning product stock	Staff, Pupils, Visitors	<ul style="list-style-type: none"> -The school has good stocks of cleaning products, these are regularly checked and reordered by the Premises Manager. -The Premises Manager will continue to do this and seek to retain high levels of stock at all times. 	4x3= 12 medium

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		<ul style="list-style-type: none"> -Should our usual suppliers be unable to fulfil orders the school will call on contingency stock through the Local Authority. -Replenishment of soap, towels, toilet rolls and hand towels is part of the daily cleaning schedule and is a priority for the daily cleaner. -Staff can report any low stock to the Premises Manager using the usual reporting system, or if stock runs out, directly to the school office. 	
Premises – enhanced distribution of cleaning products	Staff, Pupils, Visitors	<ul style="list-style-type: none"> -In readiness for the return on 8th March 2021, the Premises Manager distributed sanitising cleaning spray, PPE gloves and colour coded cloths to every class and office area. These resources are kept in the locked classroom cupboard to ensure that only adults have access to them. -These sprays can be used by adults in the rooms to sanitise hard surfaces as necessary and before and after eating. 	4x2= 8 medium
Premises – dispersed entry points for arrival, distance marking and queuing for collection	Staff, Pupils, Visitors	<ul style="list-style-type: none"> -To reduce mixing and promote social distancing the school will make use of the multiple entry gates into the playground and the separate external classroom doors. This was put in place in the second half of the summer term 2020 and will continue in March 2021. -In September 2020, in recognition of the increased pupil numbers, the SLT have revisited the entry and departure arrangements. Pupils will be admitted in year group size bubbles over a staggered period. The school will use more gates on the AH site and is working with the LA to have safety barriers installed temporarily on the London Road. The use of the additional gates will reduce contact and mixing, as well as congregation at the start and end of the day as it displaces some of the school community. This will continue in March 2021. -Signage has been fixed to the gates to provide direction to families and to remind them of social distancing, to wear a face covering, to caution against entry with symptoms and to avoid congregation. -Details of entry and departures times and locations have been shared with staff and families in advance of reopening in March 2021. -Parents have been advised that ideally only one adult should collect each child. -Only household adults or those within the wider household ‘bubble’ should collect children, the school will suspend the usual arrangement for friends to collect. This has been communicated to parents in advance of March 2021. -Guidance on the use of Face coverings in primary schools has been revised (DfE: 4 March – Coronavirus – Daily update to all early years, children’s social care, schools and further education providers). All visitors over 11 years of age will be expected to wear a face covering 	4x2= 8 medium

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		<p>when visiting the school site – this includes collection at the end of the school day. Only those who are medically exempt will be excused from this requirement. The school has circulated this information to all staff and parents in readiness for the return in March 2021.</p> <p>-In the Autumn term 2020, the school established social distanced queues for parents to use when waiting to collect their children at the end of the school day. The same system will be in operation in March 2021.</p> <p>-Staggered times will reduce queuing, however staff will need to dismiss the youngest children individually to the correct adult, in these cases there will need to be some queuing.</p> <p>-These measures have been marked up on a layout plan (appendix 1) of each site.</p> <p>-Cycle rack provision has been made by the year 4 classrooms to reduce mixing between Year 3 and Year 4 pupils at the start/end of the school day.</p> <p>-18/09 – The new gates in use on Alexandra House site present a difficulty with pedestrian traffic volumes, with some pupils/families moving into the road to get around groups. Staff on the gate are encouraging queuing to the side and making space for other pedestrians. We have proposed a one-way route around the Alexandra House site, making use of the pedestrian alleyway to the east of Berkeley House. This has been publicised through the school’s newsletter and will be supported with signage on the exterior of Alexandra House. Map added to appendix 1.</p>	
Premises – fire evacuation	Staff, Pupils, Visitors	<p>-The school has clear fire evacuation notices, identifying the primary route for evacuation in every room.</p> <p>-Priority will be to leave the building by the nearest external door. This will necessitate the use of the old front door on Alexandra House.</p> <p>-The Premises Manager has adapted the locks on the access gates on Alexandra House site to facilitate access to the muster point on Alexandra House.</p> <p>-Guidance will be shared with staff regarding Muster points for socially distant mustering.</p> <p>-Staff will share new evacuation plans within their bubble in the first week of the return in March 2021.</p> <p>-The school will hold a fire drill within a fortnight of the start of term and will repeat fire drills as necessary to secure effective evacuation under the new levels of occupation.</p>	4x2= 8 medium
Premises – Site security with new entry points and school bubble isolation	Staff, Pupils, Visitors	<p>-All external gates are secured either by a card operated maglock or a fire brigade key. At least one member of staff will be allocated to each playground to open and supervise entry to the school playground for entry and exit.</p> <p>-In the first few days multiple members of staff will be present to support and oversee this</p>	4x2= 8 medium

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		<p>process.</p> <p>-The school has the established practice of parents leaving their child at the school gate for all but nursery and Reception classes. This practice will be extended to all parents, to reduce unnecessary contact and mixing.</p> <p>-At the end of the school day, parents will need to enter the school site to collect their children. Gates will be opened and supervised by school staff.</p> <p>-The staff members allocated to the gates at entry and dismissal will be responsible for the safe opening and locking of gates.</p>	
Premises – Staff – Travel to school – distancing and safety	Staff	<p>-Guidance on travel to school: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers was shared with staff prior to the phased reopening of the school in June 2020 and again in the autumn term 2021.</p> <p>-The local authority has provided a reduction in permit parking prices within the CPZ, some staff have taken advantage of this.</p> <p>-Staff will be advised to take care when leaving and getting into their car to stagger it with other staff – in order to maintain social distance.</p>	4x2= 8 medium
Community – safe travel to/from school	Pupils & Families	<p>-As part of the communications with families at the start of the academic year 2020, they were advised to walk, cycle or drive rather than taking public transport.</p> <p>-For those families who need to take public transport, we have shared: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>-The school’s Travel Plan coordinator is working with partners to secure pedestrian skills training, Dr Bike and cycle skills training to build confidence in these forms of transport.</p>	4x2=8 medium
Social distancing – bubbles/concentric circles	Staff, Pupils, Visitors	<p>- The DfE’s Schools Coronavirus (COVID 19) Operational Guidance – Feb 2021 identifies social distancing as an important mitigating factor, whilst also recognising that primary aged pupils will find this most difficult. Taking this into account, they propose working on a hierarchy for mitigating risk:</p> <ul style="list-style-type: none"> • avoiding contact with anyone with symptoms • frequent hand cleaning and good hygiene practices • regular cleaning of settings • and minimising contact and mixing <p>This risk assessment is based on this hierarchy.</p> <p>The DfE’s Schools Coronavirus (COVID 19) Operational Guidance – Feb 2021 adds the</p>	4x3= 12 medium

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		<p>requirement to work in partnership with the NHS test and trace as well as local public health authorities to the hierarchy identified above.</p> <p>-In order to support social distancing, recognising the challenge set out above, we shall create year group bubbles. These bubbles will be kept as isolated as possible from each other during the school day to reduce contact and mixing. For much of the day, pupils will be in smaller, class groups. Actions set out above and below respond to this aim.</p> <p>-Siblings of different ages will not be brought together as the curriculum offer will be different and will not be appropriate.</p> <p>-Similarly staff members with children in the school will not be placed in the same bubble if they teach and study in different age groups.</p> <p>-It will not be possible to prevent some level of contact with individuals outside the bubble, we will seek to minimize the number of contacts between bubbles.</p> <p>-Bubbles will be formed according to year group.</p> <p>-Some adults, will work across a number of bubbles, for example mentors, HLTAs, TAs, cleaners.</p> <p>-The 'whole day' cleaner will work across the entire site, but will be transitory in most locations and will only clean tables etc in a classroom when the room is empty (break times etc).</p> <p>-Staff absence will likely disrupt this plan, as a result only essential leave of absence will be agreed during the pandemic response period.</p>	
Social distancing - teaching	Staff, Pupils, Visitors	<p>-Non-essential furniture and resources have been removed from classrooms and tables were organised in rows (from Y1-6), with children allocated specific places to support distancing and reduce the number of shared surfaces.</p> <p>-Classes in Year 1-6 will be arranged with rows of tables facing forwards, in line with DfE's Schools Coronavirus (COVID 19) Operational Guidance – Feb 2021</p> <p>-In Years 1-4, children will be given allocated places in the classroom. In Years 5-6, where classes are often grouped for English and Maths, places will be regular in each group, but shared.</p> <p>-Staff will be advised to maintain distance as much as possible when teaching, avoiding unnecessarily close contact. In particular they will be advised to avoid face-to-face contact and to minimise the time they spend within 1 metre of any pupil.</p> <p>-Whole class groups in years 1-6 pupils will not be brought together on the carpet at the same</p>	

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		<p>time. For some learning sequences, smaller groups of children may be gathered at the front of the room to support teaching. Where this is the case, children will be encouraged to sit apart, to maintain distance.</p> <p>-We recognise that for young children and particularly SEN pupils, staff may have to work in close proximity. This is recognised in DfE's Schools Coronavirus (COVID 19) Operational Guidance – Feb 2021. Staff working in this way will be advised to minimise close contact as much as possible and encourage frequent handwashing and other protective measures set out in this risk assessment.</p>	
Social distancing – curtailing/amendment of communal activities	Staff, Pupils, Visitors	<p>-Communal school activities will not take place during the phased return, including: whole school worship, lunchtimes in lunch halls, trips, performances, parents' evenings and induction activities/transition, PTFA events, curriculum enrichment days etc. This will reduce non-essential mixing. Worship will occur within bubbles and through Google Meet.</p> <p>-In the summer term 2021, we hope to reintroduce some dining hall service. This will be based on the segregation of dining groups by year group bubble and will only proceed if the school has the capacity to deliver this service effectively within the constraints of the hierarchy of measures.</p>	4x3= 12 medium
Social distancing – staggered timetable for drop off/playtime/lunch service/collection	Staff, Pupils, Visitors	<p>-The school devised staggered arrival and departure times for Autumn term 2020, these reduce congregation and social contact at arrival and departure times.</p> <p>-The SMT worked with the local authority to arrange a temporary road closure on Albany Road at drop off and pick up times – to provide more space for families to socially distance on arrival and departure. This scheme has been extended into the 2020-21 academic year..</p> <p>-The SMT has circulated staggered arrival times to moderate flow and use multiple gates to reduce crowding at the start of the school day. Pupils will enter the school either through the external door of the classroom they are allocated or a dedicated external door close to their classroom, to reduce social mixing. Signage and a marked up layout plan will help with this.</p> <p>-The SMT have worked with the local authority to have safety barriers installed on the London Road, to enable us to use more gates on the Alexandra House site from September – further dissipating pupils and families at drop off and pick up times.</p> <p>-The SMT has created a staggered timetable for break and lunchtimes to reduce the number of bubbles in the playground at any one time. Where more than one bubble is on the playground, zones have been established to prevent mixing.</p> <p>-Children will eat their lunches in their classrooms to prevent mixing in the lunch hall. Lunches will be delivered to the corridor outside each classroom shortly before the start of the</p>	4x2= 8 medium

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		<p>allocated lunch period. As set out above, this may be revised in the summer term.</p> <p>-The SMT has circulated staggered departure times and made use of multiple entry points to reduce social mixing. Signage and marked layout plans will help with this.</p>	
Social Distancing - Reducing non-essential visits to school – Parents, community, professionals	Staff, Pupils, Visitors	<p>-The school office is currently closed to casual visitors and the office gate will be kept locked during the school day. Signage will prompt visitors to make contact through email or by phone.</p> <p>-Essential visitors will usually be expected as they will usually have an appointment, they will be asked to ring on arrival to permit entry.</p> <p>-Physical visits by professional partners and governors will be restricted to essential visits only.</p> <p>-Where meetings can be held remotely on the phone or using IT conferencing tools this will be done to reduce the number of visitors to the school.</p> <p>-Where ad hoc face-to-face contact is necessary e.g. Police, medical services, social workers etc. They will be admitted to the school.</p> <p>-See earlier section on arrangements for sharing COVID procedures with visitors above.</p>	4x2= 8 medium
Reducing non-essential visits to school – deliveries to the school	Staff, Pupils, Visitors	<p>-The school has established a postage box on the school gate, for the contact free deposit of post to the school.</p> <p>-Delivery drivers will need to ring the office in order to make a delivery.</p> <p>-Deliveries should be non-contact, with as little physical handover as possible. Gates can be opened to permit delivery to be put down and then left. Staff can then retrieve the delivery and lock the gate – to maintain distance.</p> <p>-Where deliveries are heavy – delivered on a trolley or pallet, staff will escort at a safe social distance the delivery agent to a safe delivery point and escort them off site. This sort of delivery will not be permitted if staff/pupils are using a space through which the delivery will pass. In these cases, another area of the school site may be selected or the delivery may need to be re-scheduled.</p>	4x2= 8 medium
Reducing non-essential visits to school – contractors, servicing, maintenance and development	Staff, Pupils, Visitors	<p>-The school has a duty to maintain statutory checks and servicing of plant and other equipment.</p> <p>-The premises manager and SBM will work with contractors to book and carry out visits at times when the school is not occupied.</p> <p>-Where emergency works are needed and operatives need to work on site during the school day, pupils and staff may need to be relocated before works start. The Premises manager, SBM and SMT will work together to facilitate this.</p> <p>-The movement of contractors around the site will be restricted to those areas strictly</p>	4x2= 8 medium

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		<p>necessary to undertake repairs and works.</p> <ul style="list-style-type: none"> -Contractors will be expected to minimise their movement on-site. -The Premises manager will explain these expectations to contractors on arrival. -Visitors to site will be asked to share details of their movements on site with the SBM before they leave – this is to support track and trace should it be necessary. - See earlier section on arrangements for sharing COVID procedures with visitors above. 	
Community – Preventing access to symptomatic community members/visitors	Staff, Pupils, Visitors	<ul style="list-style-type: none"> -All staff, parents and visitors have been informed that if they have COVID 19 symptoms, then they must not come to the school site, but stay at home and contact the NHS for advice. -The school displays signage at every entry point to the school premises to reinforce the message. -Staff will stop any member of the community coming onto the site if they appear to be displaying symptoms and advise them to return home and seek advice. -Staff and members of the school community will be able to take a PCR COVID 19 test locally, through arrangement with their GP/NHS 111/119. -Community members displaying symptoms consistent with/similar to COVID 19, but which are confirmed to be as a result of a different condition e.g. seasonal hayfever, will be admitted to site, provided the different condition is confirmed. 	4x2= 8 medium
Staff – Social Distancing – PPE, handwashing & other core hygiene	Staff, Pupils, Visitors	<ul style="list-style-type: none"> -The school will use signage (see above) to remind all members of the school community to maintain social distancing as much as possible within the school. -The DfE advises that staff in school do not need to use PPE routinely – with exception of face coverings – see next point. School staff already use PPE for their health and safety, for example catering, cleaning and welfare staff. For staff providing welfare, intimate care or caring for staff/pupils developing potential COVID symptoms, the school will provide additional PPE – facemasks and plastic disposable aprons will be available for possible COVID patients. Gloves are already readily available in welfare rooms. -The DfE updated guidance in March 2021 regarding the use of face coverings in primary schools. Primary school staff and adult visitors to site are now required to wear face coverings in shared use spaces in the school, where distancing between adults is difficult. This includes corridors, pick up/drop off, staffrooms (when not eating & drinking), vestibules etc. They should not be worn in classrooms whilst teaching. Primary aged children should not wear face coverings. The school established this procedure in January 2021, for the Critical worker and vulnerable on-site provision. The school has shared this expectation with staff and parents. -The SBM/Welfare officer have stocked three COVID kits in plastic boxes. These will include 	4x3= 12 medium

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		<p>gloves, tissues, face masks, hand sanitiser, sick bags, disposable plastic aprons, signage and bin bags. On the outside of the box, the routines for supporting community members with COVID symptoms will be displayed. This information was taken from: Coronavirus (COVID-19): implementing protective measures in education and childcare settings, DfE, 12/05/20.</p> <p>-At the start of the academic year 2020-21, in INSET, all staff were issued with guidance on effective COVID prevention measures, including frequent handwashing and other personal hygiene actions, advised to adapt their work methods to minimise contact and mixing, advised to leave school promptly and to avoid unnecessary social congregation as well as advised to maintain social distance as much as possible. This advice is included in an updated staff handbook prepared for the return to school in March 2021. This has been shared in a staff briefing on 02/03/21 and the handbook has been circulated to all staff.</p> <p>-The SMT has revised the staff handbook document prepared for September 2020 drawing together all the new procedures, timetables, FAQ's and other documentation to provide to staff and parents in advance of the phased reopening.</p> <p>-This risk assessment will be shared with staff and governors in advance of the pupils return to school in March 2021.</p>	
Staff – social distancing in staff rooms, offices and other non-teaching spaces	Staff	<p>-The school has two staffrooms, which will alleviate pressure to a degree – both have kitchens with sinks, soap and handtowels.</p> <p>-Additional tables and sufficient chairs to achieve social distancing will be provided in the staff rooms.</p> <p>-Timetabling will be staggered to reduce the pressure on staffrooms.</p> <p>-Following on-going monitoring, the staffrooms have been reconfigured, removing furniture, assigning seating to ensure staff do not face one another and a capacity limit (9 AH staffroom), (11 SPS staffroom) has been introduced and shared with staff to reduce risk of infection spread.</p> <p>-The school will establish an additional tea and coffee point for staff in the aftercare servery on Alexandra House site, to reduce pressure on the staff room. The garden to the west of the AH site can also be used for rest by staff. There is external seating in this space.</p> <p>-Office based staff will use their own designated telephones, computer keyboards, mice, desks and avoid using those of others.</p> <p>-Current desk configurations in offices provide sufficient distance for effective social distancing.</p> <p>-Staff working on projects together will be reminded to keep an appropriate distance – staff</p>	4x3= 12 medium

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		<p>may use larger areas, outside space to meet in larger spaces – to provide social distance.</p> <ul style="list-style-type: none"> -‘Hot desking’ will be minimized. -Hand sanitiser will be provided at the main office for visitors and office staff. -The school’s kitchens will have additional signage to encourage distancing. -Catering staff numbers will be kept to a minimum to reduce number of staff working in the school kitchen. -The SBM/Chef Manager have identified and marked out distanced workplaces in the kitchen – using parallel rather opposite workstations and one way transit to support distancing within the kitchens. 	
Shared communal resources: photocopier, kettle, dishwasher, microwave	Staff	<ul style="list-style-type: none"> -Hand sanitiser will be provided at photocopiers, with signage to encourage staff to wash their hands or use the sanitiser immediately after using the photocopier. -Photocopiers, telephones, computer keyboards, mice, kettles, dishwashers will all be included in the full day cleaner’s hard surface sanitation round. 	4x3= 12 medium
Shared communal resources: teaching resources, stationery, tables, chairs	Staff, Pupils, Visitors	<ul style="list-style-type: none"> -Non-essential shared classroom resources has been removed from classrooms. -Pencils, pens and other basic stationery and learning resources will be allocated to individuals, as appropriate to their age. The school will provide trays/pouches/boxes to support children in isolating and storing their equipment at their allocated table. -In Years 1-4, pupils will be allocated a specific table to work at in the classroom. Children will not work in small groups, but may work in pairs, with the child sitting next to them. They will remain seated side-by-side, rather than turning to be face-to-face. -In Years 5&6 the school uses groups to teach English and Mathematics in the morning. Pupils will move within their bubbles to these groups. They will have consistent places within their group rooms and their classrooms for the rest of the day. -Whole class groups in years 1-6 pupils will not be brought together on the carpet at the same time. For some learning sequences, smaller groups of children may be gathered at the front of the room to support teaching. Where this is the case, children will be encouraged to sit apart, to maintain distance. -EY/Infant staff will be mindful of the need for distance when working with young children in groups/whole bubble – perhaps using mats/cards to allocate distanced seating spaces. -Staff may use outdoor spaces for small group/whole bubble activities, where greater distance can be achieved – although they will be reminded to be mindful of other bubbles on the site and take care when moving around the site, keeping movement to a minimum. -Some small learning resources used during the school day may need to be shared within the 	4x3= 12 medium

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		<p>bubble. Staff will remind children not to put them in their mouths. Such resources will be cleaned at the end of the school day, in readiness for the next time they are used.</p> <ul style="list-style-type: none"> -Where possible, teachers will work to reduce the distribution of resources such as worksheets – children will not be asked to hand out worksheets – staff will endeavour to place worksheets on tables/in trays before the lesson start. -Where a lesson requires specific equipment e.g. protractors, this equipment will be distributed during the lesson and the children will keep it in their trays until the unit of work is complete – in this way they will have ownership of the resource. -Ibads/laptops will be cleaned at the end of the day using a sanitiser spray and cloth and returned to the charging trolleys. Pupils iPads will be allocated to each pupil – so that they use the same iPad each day. -The PE and Music subject leaders will provide further advice to staff, in line with government guidance, to support the safe use of equipment and teaching in these higher risk subjects. 	
Shared resources - welfare	Staff, Pupils	<ul style="list-style-type: none"> -The school usually uses cloth sleeves, which are washed regularly, to hold ice pack in place when a cold compress is needed. The sleeves have been removed for the current period and a fresh paper towel is wrapped around the ice pack each time it is needed. -Ice packs will be cleaned with a sanitizer before returning to the freezer, in between uses. -The school has pillows/cushions and blankets that can be used in the welfare rooms. These soft items have been cleaned and will be stored in cupboards in the welfare room. They will only be used in extreme first aid incidents, where their use is essential for care. Once used they will be stored. The Premises team will be informed, so that they can be washed prior to subsequent use. 	
Shared communal resources: outdoor learning resources and playground equipment	Staff, Pupils	<ul style="list-style-type: none"> -Each bubble will be allocated a limited number of play items, which they will use within the bubble. The organisation of these resources varies according to age group. -Restricting resources to single bubbles reduces the risk of cross-infection between different groups of pupils. -The school does not have any fixed play equipment. -The learning resource in the EY external areas will be treated as above – limited to the essential and cleaned at the end of the day. 	4x3= 12 medium
Shared resources: reducing exchange between home and school	Staff, Pupils, Visitors, families	<ul style="list-style-type: none"> -For Years 1-6, the school will endeavour to use online resources to set maths and English homework in order to reduce the transit of physical resources between school and home. -Paper packs will be needed for families with inadequate IT resources at home. -Reading books and reading record books will be taken home. Where children are reading 	4x3= 12 medium

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		<p>chapter books/longer books, they will be stored in their trays each day they are in school. On the return of finished reading books to school, they will be quarantined for 48 hours, before being reissued.</p> <ul style="list-style-type: none"> -Pupils will be advised not to bring things in from home to share in school. Fruit snacks and drinking water bottles will be permitted, for consumption by the pupil who brought it in only. -Party bags will not be allowed during the pandemic response period. -Catering staff who have a PPE uniform will change into uniform on site and change back into their normal clothes before leaving the site. -Catering PPE uniforms will be laundered in school, rather than being taken home by individual staff members to clean at home. 	
Pupils – social distancing	Staff, Pupils, Visitors	<ul style="list-style-type: none"> -The DfE acknowledges that social distancing will be challenging for primary aged pupils, however the routines and procedures underpinned by this risk assessment, will seek to encourage as much distance as possible, alongside the reduction in mixing and contact. -Staff will include social distancing messages in their teaching and will remind children to do so as much as possible. -Signage in the school will encourage social distancing. 	4x3= 12 medium
Pupils – PPE	Staff, Pupils, Visitors	<ul style="list-style-type: none"> -DfE guidance continues to advise that primary aged pupils should not wear face coverings as the risks of poor use outweigh any benefit. -Pupils should not therefore wear PPE in school. This information has been shared with parents prior to the start of the academic year and again in readiness for the March 2021 return. -Frequent and effective handwashing as well as following effective personal hygiene (catch it, bin it) are key to keeping children safe – alongside the reduction in mixing and contact. The school has good provision of soap, towels, tissues, water, sanitiser etc. to provide for this. -These health messages will be promoted through routines, direct teaching and signage around the school. 	4x3= 12 medium
Community – Shielding & vulnerable staff	Staff, families	<ul style="list-style-type: none"> -In advance of the return to school in March 2021 the SMT completed an audit of all staff – to determine whether any were required to shield after 08/03/21. -This compliments an audit completed in Spring 2020 to collect information about staff health and the health of those in their households. In Spring 2020, The SMT determined whether a member of staff is clinically extremely vulnerable or clinically vulnerable, as well as whether a member of staff lives in a household with a family member in either category. Staff may also have a care role due to the national lockdown. Where any of these considerations apply, the 	4x3= 12 medium

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		<p>SLT will take an individual approach, with support of the HR advisory services.</p> <ul style="list-style-type: none"> -By the beginning of March 2021, all staff had returned successfully to work. -The increasing provision of COVID testing in the locality will make it easier for staff to determine whether or not symptoms are indeed COVID 19 and will make the process of determining fitness to work quicker. -The usual illness procedures, as set out in the staff handbook, remain in place for all non-COVID illnesses – staff should not come into work if they are ill. -The school will work with its HR advisory service to identify appropriate working arrangements/leave etc. for staff who may not be able to return to work. This will be done in line with HM government advice to employers on staff who are absent through COVID 19. 	
Community – staff vaccination	Staff, families, School community	<ul style="list-style-type: none"> -The UK government licenced and launched a programme of COVID vaccination for adults in January 2021. This programme is rolling out nationally in line with a risk rated distribution priority. The oldest and most vulnerable adults are being prioritised. This means that present most school staff have not yet been invited for a vaccination. -The programme is meeting the ambitious timescale set, uptake is good and the clinical results of vaccination seem very positive in regards to reducing the risk of severe illness. Research into infection risk is continuing, but seems positive. -The school will work with government. LA and local public health authorities to support vaccination of the school community if and when this becomes available. 	4x3= 12 medium
Community – Shielding & vulnerable staff	Staff, families	<ul style="list-style-type: none"> -In January 2021, HM Government re-introduced shielding for some high-risk patients. Shielding has been extended beyond 08/03/21 for some patients. Those affected will be advised directly by DoH by email, text or letter. This notification should be shared with the school. The HT has requested an update on shielding from staff. To date no member of staff is currently required to shield. -We shall make specific arrangements to support staff shielding, in line with latest government guidance and with HR advisory support. 	4x3= 12 medium
Community – Shielding & vulnerable families	Staff, families	<ul style="list-style-type: none"> -Where a member of staff is clinically vulnerable they will be advised by their GP or if they have not been contacted and believe they fit the category, we shall advise them to seek advice from their GP before presenting at work. -In Summer term 2020, the SLT worked with all clinically vulnerable staff above to secure their successful and safe return to work. By the end of the summer term all clinically vulnerable staff were working successfully in school. 	4x3= 12 medium

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		-Should the clinical situation change and the risk alter, the school would take the action described below:	
Community – community members developing symptoms during school day	Staff, Pupils, Visitors	<p>-The school has a welfare room on both school sites, equipped with telephones, that can be used to communicate with the school office and parents/carers/emergency services.</p> <p>-In June 2020, the Welfare officer, first aiders, office staff, Premises Manager and SBM were given a copy of Coronavirus (COVID-19): implementing protective measures in education and childcare settings, DfE, 12/05/20, which sets out procedures for supporting a member of the school community who develops COVID symptoms. The key elements of this information have been printed and included with the COVID boxes in the school welfare rooms and office.</p> <p>-Members of the school community will be told not to come to school if they have symptoms of Coronavirus at the start of the day.</p> <p>-Where a member of the school community begins to exhibit Coronavirus symptoms: becoming unwell with a new, continuous cough or a high temperature in an education or childcare setting, they will be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.</p> <p>-Where a child or staff member develops symptoms and is sent home, any other household member who is part of the school community will also be sent home and advised to seek NHS advice and isolate for 10 days.</p> <p>-Where a child needs to await collection, they will, where possible, be moved to the welfare room. Where they cannot, they will be moved at least 2 metres away from everyone else – or the space will be vacated by others to allow this.</p> <p>-The welfare rooms and school office will have a COVID 19 box with PPE and prompts on the correct action to take. They will use this to provide welfare safely.</p> <p>-The window will be opened to provide ventilation.</p> <p>-Ideally the child will be left in that room with the member of staff supporting them at the other side of the door to provide reassurance. Where a child is very distressed the staff member may wait with the child.</p> <p>-If a member of the community with COVID symptoms needs to use the toilet, that toilet will be closed and not be reopened until cleaning has taken place. The Premises Manager/SBM will coordinate this.</p> <p>-If a member of the community with COVID symptoms has a rapid deterioration in their condition or presents with very serious symptoms, the school will call 999 and seek an</p>	4x3= 12 medium

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		<p>emergency response.</p> <ul style="list-style-type: none"> -On collection, the parent of the child will be given a letter (appendix 5) and advised to seek NHS advice immediately. -Once the child has been collected, the welfare room will be closed for cleaning. The Premises Manager/SBM will coordinate this. -Once the member of the school community with possible COVID symptoms has gone home, they will be encouraged to contact 111//119/GP to take further advice. This is likely to involve isolation and then testing. No member of the school community should return to school until they have been advised that it is safe to do so by a medical professional. -If the COVID symptoms are confirmed, the school will follow PHE advice and the guidance in Coronavirus (COVID-19): implementing protective measures in education and childcare settings, the rest of the class and staff directly associated with the patient will be sent home and advised to self isolate for 10 days, contacting 111/119/GP if they develop symptoms. 	
Asymptomatic testing of key workers	Staff, Pupils	-In January 2021 asymptomatic testing of primary school staff started nationally. All staff have been trained and have access to the home testing Lateral Flow Testing programme. This is a voluntary programme. Staff without COVID symptoms test themselves twice a week at home. The results are then reported to the school and DoH. Should a staff member test positive or achieve two voids, they then isolate and follow up with a PCR test. This programme is designed to identify the roughly 30% of the infected population who may be without symptoms, but infectious.	4x2= 8 medium
Asymptomatic testing of adults in school families	Staff, pupils, school community	-HM government announced access to LFT asymptomatic tests to all adults in households with school aged children, in readiness for the national return to school in March 2021. Currently this is being provided through the Local Authority. Parents can book an LFT test at a local test centre. The school will publicise this programme in readiness for the return to school. -This programme is designed to identify the roughly 30% of the infected population who may be without symptoms, but infectious.	4x2= 8 medium
Community – providing intimate care/first aid/Medication etc.	Staff, Pupils	<ul style="list-style-type: none"> -All children in school may at times need more intimate care, where direct contact is needed. This may be needed for first aid or where a child has had wet themselves, been sick or excreted. -The school has 6 staff trained in paediatric first aid and the greater majority of staff completed a day's first aid training in February 2019. -The school has established systems for administering first aid and welfare in school. These systems are included in staff induction and set out in the staff handbook, which all staff 	4x3= 12 medium

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		<p>receive in September or on induction.</p> <ul style="list-style-type: none"> -The HSE has produced guidance on first aid provision in COVID, this guidance will be shared with qualified first aiders in school in readiness for the school's return in March 2021. -The school encourages as much independence as possible amongst the pupils in changing after wetting/excreting. -The school will ask all families in EY bubbles to provide a clean set of spare clothes. These will be used if pupils have an accident and need to change during the school day – in place of shared spare clothes that are currently held in school. This clean set of clothes will be stored on the child's coat peg. -Clean school spare clothes will only be used where a family may not have sufficient clothes to provide a spare. -The school's welfare rooms, office and nursery setting all have first aid kits and PPE gloves. -The school has multiple hand sanitiser points throughout the site (see Appendix 1). -In addition to the standard PPE, the school will provide disposable plastic aprons and facemasks in the welfare rooms and in the school office for staff to use when supporting first aid and intimate care. -There are cleaning cloths, cleaning spray, aprons, gloves and sanitiser provided in each bubble classroom to support with cleaning. -Where close contact/intimate care can be avoided, staff will avoid doing so – for example suggesting, where capable of doing so, that a child wets and applies their own cold compress. -All intimate care/first aid which has required contact will be recorded in the school accident book – with the duplicate copy being sent home. -Blankets, cushions, pillows and any other communal first aid resources will be washed in advance of the start of the academic year and stored away. They will only be used where necessary. -We have some children with healthcare plans who often need close supervision/support to manage their health needs. One of the children requires an additional attached adult. These pupils may be in the clinically vulnerable category. The Inclusion Coordinator is making contact with the families and their healthcare teams to liaise and develop plans for a safe and effective return. -Where prescription medicine needs to be administered, staff will measure the dosage into a medicine cap dispenser, leave the dose for the child to pick up and take independently, where possible. Staff will have access to gloves, plastic disposable aprons and face masks to support 	

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		<p>them when administering medication.</p> <p>-The Inclusion Coordinator will assess medication plans for HCP pupils with the welfare staff concerned to identify where risks may lie and to modify procedures for example through encouraged independence or additional PPE.</p>	
Community – welfare – social and emotional wellbeing of community impacted by lockdown, COVID and phased return	Staff, Pupils, Families	<p>-The school will seek details of any family who have been very directly affected by bereavement or very serious illness of close family members.</p> <p>-The school has two mentors. The mentors have experience of supporting primary pupils with issues such as illness and death. The school has some stories and other resources to use to introduce and discuss these subjects.</p> <p>-In July 2020, a staff team developed a recovery curriculum for all pupils in autumn term 2020. This curriculum has three core purposes: to re-establish school routines and procedures, to support the emotional wellbeing of the community and to identify and address academic gaps.</p> <p>-The school timetable, assessment schedule, INSET and CPD programme for 2020-21 have been modified to support the introduction of this curriculum. It builds on materials collated by the Inclusion Coordinator in June 2020.</p> <p>-The school will run some aspects of the recovery curriculum in March 2021, to support pupils' emotional needs and to recover school routines introducing as much normality as possible back into the school community, in order to support recovery.</p> <p>-The Inclusion Coordinator can access additional specialist support through London Borough of Hounslow Children's Services.</p> <p>-All teachers and staff will prioritise welfare and emotional wellbeing in their lessons and activities, in line with the recovery curriculum. Staff will use resources provided by the Inclusion Coordinator in June 2020, the recovery curriculum resources, PSHE and collective worship resources to introduce these themes in an age appropriate manner – in order that pupils can voice their concerns and fears. Time will be given for thought and reflection. Staff will help pupils to recognise that feelings of worry, anxiety, fear and concern are natural and share facts in an age appropriate manner to provide factual basis to their discussions. Staff will also focus on messages of hope and inspiration.</p> <p>-Staff will work closely with parents, seeking wider family support where necessary to provide support for the whole family.</p> <p>-The school's clergy may also be able to provide pastoral support for families and the wider school community.</p>	4x3= 12 medium

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Community – Management of suspected/confirmed COVID case emerging in school community outside the school day	Staff, Pupils, Visitors	<ul style="list-style-type: none"> -The school will again share the symptoms of COVID 19 with staff and families in advance of the return to school in March 2021 and advise all members of the school’s community to remain at home and seek advice/guidance form GP/111/119. They will be told explicitly not to come to the school site if they have concerns – instead to notify us by telephone/email at the earliest possible time. -Signage is displayed on the school gate to make clear that those experiencing COVID symptoms should not enter the site, but should return home. - No member of the school community should return to school until they have been advised that it is safe to do so by a medical professional. 	4x3= 12 medium
Community – reducing staff contact and mixing for those in cross school roles	Staff, Pupils, Visitors	<ul style="list-style-type: none"> -Some school roles require staff to work across the whole school: e.g. administrative staff, school leaders, mentors, cleaners, Inclusion Coordinator, DSL, ADSL. -All unnecessary work across the school will be reduced. Staff will use non-direct contact where possible. E.g. staff will use the school’s telephone extensions to contact the DSL for all but the most serious concerns. The concerns can then be evaluated in terms of the need to have direct contact. -Staff roles will alter slightly as a result – for example, senior leaders may not make as many drop in visits or distribute sticker rewards as they normally do. -Physical message carrying will be reduced, with staff using email, telephone and walkie talkie to communicate as much as possible. -Where staff need to tour the site, they will stand at the door, rather than entering the classroom to collect whatever information they need or to pass on. -Transit between the two school sites will be kept to a minimum, with staff using telephones/emails/walkie talkies between sites. SMT will keep mobile phones on, so that they are contactable without direct contact. 	4x3= 12 medium
Community – safe staffing ratios	Staff, Pupils, Visitors	<ul style="list-style-type: none"> -Where the school experiences large numbers of staff absent amongst academic staff, we may need to close bubbles until staff recover from illness. Every attempt will be made to provide appropriate cover, including the use of supply staff. -Where a large number of staff are advised to isolate as a result of the NHS Track and Trace programme the SLT will review safe staffing levels and may need to implement a partial or full closure of the school. 	4x3= 12 medium
Community – safe room capacity/orientation	Staff, Pupils, Visitors	<ul style="list-style-type: none"> -The SMT have audited the classrooms, toilets, corridors playgrounds and other external spaces allocated for use by bubbles attending the school. -The SMT have rearranged classroom furniture to ensure that all tables (Y1-6) face forwards 	4x3= 12 medium

List Hazards Here	List Groups Of People Who Are Especially At Risk From The Hazards	List Existing Controls - Or Note Where the information is Kept Note Any Action You Will Take to Control Additional Risks, Where It Is Practicable	ACTUAL RISK RATING (calculate by using formula given in Risk Rating Table following)
		and that social distancing opportunities are maximised within the classroom. -In EY classes places will be spread across the tables and floor areas, in keeping with the age and curriculum delivery model.	
Community – safeguarding provision (DSL)	Staff, Pupils, Visitors	-We anticipate a possible rise in concerns following the return to school in march 2021. -A third member of staff, who held the ADSL role during maternity cover a couple of years ago, undertook refresher training in September 2020, in order to build DSL/ADSL capacity within the school. -The new socially distant routines for sharing safeguarding concerns was shared with staff in September INSET.	3x3= 9 medium
Community – safeguarding - Attendance	Staff, Pupils	Schools Coronavirus (COVID 19) Operational Guidance – Feb 2021 sets out that school attendance will become mandatory for all pupils from 8 th March 2021. The SMT are planning for a full return of all pupils. -This expectation of mandatory attendance has been shared with families in readiness for the school's return on 08/03/21. -The school has shared details of the procedures and systems in place to reduce infection with parents before the return on 08/03/21. -The school has kept in regular telephone contact with all families, as well as live streaming twice daily through the remote learning offer. This should help to build confidence in a full return in March. -The school will monitor attendance carefully, returning to usual procedures. The admin team and Inclusion Leader will make contact with families who do not return and work closely with them to secure their effective return to school. -The school will work closely with our LA Education Welfare Team to secure effective attendance amongst all families, whilst addressing concerns. -The school will reinstate attendance certificates and other celebrations of good school attendance.	3x3=9 medium
Community – updated school rules	Staff, Pupils, Visitors	-In advance of the phased reopening in June 2020, the SMT revised and updated the school's behaviour policy to incorporate new rules, expectations, sanctions and rewards that reflect the routines and procedures necessary to keep the school and its community a safe place to be, mitigating risks: <ul style="list-style-type: none"> • securing social distancing as much as possible • avoiding contact with anyone with symptoms • frequent hand cleaning and good hygiene practices • regular cleaning of settings 	4x3= 12 medium

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		<ul style="list-style-type: none"> • and minimising contact and mixing <p>-These new elements were shared in advance of the summer term reopening with parents, for them to discuss and share with their children in advance of return. These details were shared again with families in advance of the school's return in September 2020.</p> <p>-These new elements were shared with staff in advance of the summer term reopening and were revisited in the September INSET days.</p> <p>-New rules are displayed in each classroom.</p> <p>-Staff will induct all pupils in the new routines and procedures in the first week of the return in March, using praise and reward to secure effective behaviours. The first will will be much like the start of a school year, focussing on routines and expectations.</p>	
Community – no children sent out of class, sent to another class or running errands.	Pupils	<p>-Staff were advised in advance of the reopening of the school in June 2020, that in order to reduce mixing and contact, pupils should not be sent between classes, to the office or elsewhere on errands. This will remain the case.</p> <p>-Where there is an immediate emergency staff will seek to communicate verbally with colleagues, using the emergency red card only as a last resort and reminding children to go to the doorway of the nearest classroom to seek assistance, rather than entering the classroom.</p> <p>-Similarly children who have misbehaved will not be sent out to another class or to a senior leader, except where their behaviour presents a risk to health and safety. Staff should follow the school's behaviour policy, making use of 'time out' spaces within the classroom. Onward assistance/notification to senior leadership can be done through telephone or email.</p>	4x2 = 8 medium
Staff – handwashing after handling pupils' books	Staff, pupils	<p>-To reduce the risk of infection transmission, staff should minimise the degree of contact they have with pupils in lessons and with pupil books.</p> <p>-Where possible, pupils should be facilitated to mark their own work.</p> <p>-This will not always be possible, for example with written pieces. Teachers will be expected to mark books, but should try to do so in school to avoid routinely taking books between school and home.</p> <p>-Teachers will be advised to wash/sanitise their hands immediately after marking books.</p> <p>-Marking may be briefer than is our normal practice, in recognition of these restrictions. Senior staff will be able to give advice where needed.</p> <p>-The school will make use of online platforms for homework, to reduce direct contact with physical books.</p>	4x2 = 8 medium
Community – unfamiliarity with new procedures, rules	Staff, pupils, families,	<p>-The new routines and procedures necessary to minimise the risk of infection transmission and illness will be a very significant departure from normal school life and will involve greater</p>	4x3= 12 medium

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and routines.	stakeholders	<p>restrictions than in normal school life. These restrictions have the potential to cause frustration and disquiet, however they have been designed and amended around DfE guidance, keeping the hierarchy of measures.</p> <ul style="list-style-type: none"> -The school staff and some pupils and families have experience of of these differences from the autumn term 2020. -In order to ensure that the whole school community has a clear understanding of how and why things will be different the SMT updated and circulated an information handbook for parents, governors and other stakeholders in March 2021. The information handbook was shared with parents again on 04/03/21. -The SMT have led a series of meeting and briefing sessions for staff to help communicate the new systems and rationale that lies behind them over the closure in the spring term 2021. These sessions provided opportunities for staff to ask questions and raise any concerns. 	
Pupils & Staff – Use of outdoor space	Staff,Pupils	<ul style="list-style-type: none"> -SMT has created zones in playground spaces which are currently shared. Each 'bubble' has been allocated a zone. The SMT will devise staggered timetabling which will mean that each playground zone will only be used one year group bubble at a time. -Each Year group will have allocated playground equipment – which they will play with at playtime. These resources will not be shared between bubbles. For EY classes the resources will be put together by EY staff from classroom resources, before the lunchtime. These resources will be returned at the end of the lunchtime break. -During playtimes the children will have some physical contact, although we will discourage high contact games. -At lunchtime breaks, staff will lead physical activities to keep physical contact to a minimum. -After playtimes and lunchtimes, pupils will wash/sanitise their hands on their return to the classroom. -For some games and PE sessions, some resources will need to be shared – balls in ball games. Contact will be kept to a minimum. 	4x2 = 8 medium
Aftercare/Breakfast club, Afterschool clubs	Staff, pupils	<ul style="list-style-type: none"> -In Schools Coronavirus (COVID 19) Operational Guidance – Feb 2021 School breakfast and aftercare clubs are expected to reopen. -In March 2021, SLT assessed the possibility of restarting the school's breakfast and aftercare clubs. We shall reopen them as they provide much needed childcare for a number of families. -We shall run the provision on a modified version of the clubs established in autumn term 2021 to reduce contact/mixing and incorporating the hierarchy of measures used elsewhere in the school's planning. The key modifications are: 	4x3=12 medium

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		<ul style="list-style-type: none"> • Ad-hoc, short notice bookings of the breakfast club and aftercare will not be allowed in the autumn term (and for as long as the COVID measures are needed). • Bookings (by individual club) will be for a minimum of three days a week and a minimum commitment of half a term. This will allow for the creation of small, consistent groups of children at the club each day. • The clubs will operate two 'bubbles', one for children whose class is on Alexandra House, the other for children whose class in on the St Paul's Site. The bubbles will operate at opposite ends of the hall and will eat separately from one another. • No child exhibiting symptoms, living in a household with somebody who has symptoms or which has been advised to isolate, will be admitted to the clubs. • Parents will not be admitted inside the clubs. There will be socially distanced queuing, in line with the rest of the school, at the start and end of the clubs. • The clubs will make as much use as possible of outside space as long as weather and light permits. • The clubs will have their own toilet facilities. • The other hierarchy of measures in place in the rest of the school – increased handwashing, catch it bin it and increased cleaning of hard surfaces and resources will take place in the breakfast and aftercare clubs. • Staff will not use resources that are hard to clean, planning activities that involve the least amount of sharing and use easy-to-clean resources. As a result some of the activities may not be as rich as they usually are. • The breakfast club and aftercare staff will have access to sanitising cleaner, colour coded cloths and PPE as is the case in classrooms. • The breakfast club and aftercare staff will have a use of the AH welfare room and the COVID 19 treatment box, for any pupils who develop symptoms whilst at the clubs. 	
Pupils – supporting pupils with complex health needs (Healthcare Plans)	Staff, Pupils	<p>-The school has a number of pupils on health care plans (HCPs), many with significant health and care needs.</p> <p>-Some families with HCPs may also fall within the 'extremely clinically vulnerable' category. These families are expected to return in March 2021.</p> <p>-If a specific child is advised to continue shielding, we will work with that family to provide remote learning and any other relevant support (e.g. FSM).</p> <p>-The Inclusion coordinator will liaise with medical teams and families of children with HCPs to</p>	4x3= 12 medium

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		discuss whether it is appropriate for them to return. In consultation with medical professionals and parents the Inclusion Coordinator will amend the HCPs.	
Community – contact – staff/parent meetings	Staff, Pupils, Parents	<ul style="list-style-type: none"> -The school’s usual practice of ‘drop in’ meetings for parents and teachers at the end of the school day will be suspended to reduce the risk of contact and mixing. -Any parental concerns/queries should be directed to the school office by email or telephone. -Staff will respond using email or telephone – however response times and the extent of the response may be more limited than usual, given the additional workload that school staff will be under. Staff workload will need to be carefully managed. 	4x3= 12 medium
Community – Lateness to school	Staff, Pupils	<ul style="list-style-type: none"> -Punctuality will be even more important than usual to ensure that staggered arrivals and departures achieve their aim of moderating flow and reducing congregation/crowding. -Taking a late pupil through the school office to their classroom also reduced the impact of all the measures in this risk assessment. -Parents will be reminded of the importance of punctuality as a protective measure and their support to bring children to school for their allocated time will be sought. -The school is aware that journeys may be different for some families and will encourage walking and cycling as much as possible, as many families are local. -The SMT will develop a new school timetable that they will share with staff in September. All staff will be expected to work to the timetable – following the times punctually to reduce mixing and contact. 	4x3= 12 medium
Community – Managing fluctuations in pupil numbers	Staff, Pupils, Visitors	-From March 2021, attendance at school for all pupils becomes mandatory. This reduces the risk of fluctuation in pupil numbers.	4x2= 8 medium
Pupils – Practising frequent hand cleaning and good respiratory hygiene	Staff, pupils, families	<ul style="list-style-type: none"> -The school has implemented ‘hand washing’ times into the school timetable – with handwashing directed on arrival at school, after playtime, before eating, after using the toilet, after lunchtime by the teacher (as a minimum). Staff will use discretion to include more hand washing where necessary, particularly in the younger classes. -School staff will include handwashing in the direct curriculum, showing children teaching resources and demonstrating how to wash and dry your hands. -Signage will remind pupils to wash their hands frequently – as well as how to wash their hands. -The school has hand sanitisers across the site which staff, pupils and visitors can use in addition to the hand washing facilities. -Teachers will also teach and promote the catch it, bin it message. This too will be supported by signage. 	4x3= 12 medium

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Staff Capacity – Test and Trace System	Staff, Pupils, Visitors	<p>-On 27th May 2020 the government’s test and trace programme began. The scheme will grow over time. This programme aims to prevent the need for wholesale national lockdowns – instead supporting a locally managed lockdown procedure. Where an individual tests positive for Coronavirus, a tracing programme will be initiated to identify close contacts with the affected individual. Many of these contacts will be asked to self-isolate for 10 days.</p> <p>-The risk to the school is that a substantial number of key school staff could be removed from the staffing structure should a positive Coronavirus case emerge within the school community.</p> <p>-The school will work with NHS Test and Trace and PHE (Hounslow) to manage any positive cases in the school community and to determine whether or not the school can operate safely.</p> <p>-Some roles, for example premises, administration, catering, leadership etc involve potentially greater contact, albeit reduced, across the school community. The impact of the test and trace programme, should it involve a positive test in the school community, may be that significant numbers of staff in these roles may need to self-isolate simultaneously. This would present a risk to the safe running of the school. In such a circumstance, the school would work with the LA and Diocese to secure additional support. Self-isolating staff who remain fit would also continue work from home, where practical – however not all roles/responsibilities can be completed from home.</p> <p>-It may also be necessary to close the school until sufficient staff are available in all roles to continue the safe running of the school.</p> <p>-The speed at which testing and results can be secured is crucial as a mitigating factor in this area.</p> <p>-The NHS Covid tracker app was introduced in late September 2020. Following local PHE advice, staff have been advised to disable the track function where they leave their phones in locked cupboards/lockers during their working hours. Left with the tracking enabled, this can create a false warning to staff.</p>	3x3=9 medium
Catch Up Provision	Pupils	<p>-During the summer term 2020, the government announced Catch up provision for pupils across England. The school worked in the autumn term 2020 to identify and address learning gap needs for all pupils and specific groups for intensive support and tuition. The school had a plan to commence this provision in January 2021. The third lockdown postponed this plan. The school will complete some formative assessment on return to school in March 2021. This, alongside teacher observations, remote learning work and assessment information in Autumn</p>	1x5=5 medium

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Immanuel Church Letting	School community, Immanuel Church Community	<p>term will be used to provide catch up provision and to make use of the national tuition offer.</p> <p>-The school has a longstanding Sunday (and Saturday evening) let with the Immanuel church. This was suspended in March 2020 following the national school closure announcement.</p> <p>-As the lockdown has slowly been relaxed and modified group worship is now allowed, both school and church are keen to re-establish the let, provided it can be done safely.</p> <p>-In June/July 2020, the school and church leader had a series of meetings to establish a possible return to the let.</p> <p>-The school shared details of its risk assessment and procedures and the church also shared details of their risk assessment and planning procedures. These were shared with the Chair of Governors.</p> <p>-The church has put in place significant changes and safeguards in line with government guidance to mitigate against the risk of infection. Details of the Immanuel Church Risk assessment and procedures can be found appendix 7. The core modifications of the church's let include:</p> <ul style="list-style-type: none"> • Reduced occupation of the school site – the SPS hall, the corridor behind the hall and an identified toilet in the toilet set by the studio on SPS site. • No admittance to symptomatic parishioners, those advised to self-isolate or those in households to whom that applies. • Socially distanced seating and a capacity cap – to be determined by the church leader in advance of restarting the let. • A one-way system for entry and departure. • Ventilation by opening doors and windows. • Sanitising/handcleaning. • Use of volunteers to support compliance and understanding of COVID measures. • No serving of refreshment • Enhanced cleaning of the venue before departure. <p>-The church recommenced the let during August 2020, in order to test and amend plans etc, whilst pupils and staff are absent.</p> <p>-The church and school maintained regular contact at the end of August and into the new academic year to discuss and amend routines as necessary, in order to support safety of both school and church.</p>	4x3=12 medium

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Educational Visits	Pupils, Staff, Volunteers	<p>-In Schools Coronavirus (COVID 19) Operational Guidance – Feb 2021 the government continues to advise against domestic (UK) overnight and overseas educational visits. In the autumn term, schools can resume non-overnight domestic educational visits. Such visits would be subject to the usual Risk Assessment process.</p> <p>-We recognise that the use of public transport is being restricted to the strictly necessary, in order to protect transport workers and passengers. We shall not make visits on public transport, keeping this under review as the term progresses.</p> <p>-We recognise that parental helpers and other volunteers on school trips reduce the school’s capacity to create isolated bubbles of pupils and that interaction with the public at venues can present a risk.</p> <p>-We shall gradually introduce risk assessed educational visits in the immediate locality of the school. All trips will initially be walking trips.</p> <p>-Where local visit venues/education providers are open and have effective control measures in place we will assess the safety of a visit, alongside the contribution the visit offers towards the provision of a rich, broad and balanced curriculum.</p> <p>-All details of trips to venues will, as is already established practice, be shared with parents in advance. Parents will have the opportunity to withhold consent if they have concerns.</p> <p>-Visits to amenities in the immediate locality, the neighbouring park to observe autumn leaves, a walking tour of Brentford to support Topic work etc. will not require the level of consent in the previous bullet point, being part of the school’s curriculum plan. Nonetheless, the group leader will complete a risk assessment in view of the COVID risks, with the system of controls set out in Guidance for full opening: schools forming the basis of the risk assessment.</p> <p>-All visits off site must be discussed and agreed with the Deputy or Headteacher in advance of them taking place.</p>	3x3=9 medium
Staff CPD sessions in school	Staff	<p>-To reduce the chance of transmission and contact, we shall hold in-school CPD sessions using as much physical space as possible to reduce excess congregation and mixing. Where CPD sessions involve whole staff or large staff groups, these will be split between the school hall and adjoining classrooms. The presentation will be given in the hall, with other venues linked in via Google Meet.</p> <p>-Windows, ventilation and doors will be open to provide ventilation. Hand washing and sanitising facilities are in or close to all the venues and should be used by staff at the beginning and end of CPD sessions as a minimum.</p> <p>-Seating will be laid out to promote distancing – facing forwards.</p>	3x4=12 medium

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		<p>-Presenters will present from the front, with a distance between themselves and the participants.</p> <p>-Group work (involving colleagues outside the year group bubbles) will be minimised during CPD.</p> <p>-Staff will be encouraged to maintain social distance whilst attending CPD.</p>	
Shared communal facilities – Water Fountains	Pupils	<p>-The school has six water fountains across both sites. Pupils need access to water and the fountains are usually well used in the school day. To continue using them we will take the following actions:</p> <ul style="list-style-type: none"> • Display signage encouraging children not to touch the taps with their mouths, to wash/sanitise hands after use/to keep a distance • Include water fountain buttons in the all-day cleaning round to ensure that cleaning frequency is increased 	3x4=12 medium
Community – Prospective Parent Tours of the school	Visitors, Staff, pupils	<p>-Ordinarily we hold prospective parent tours of the school to support families in choosing a school for their child. These events involve a group meeting and then a tour of both school sites, ordinarily passing through classrooms. We intend to hold modified tours subject to relevant mitigating measures. We will review this decision as the progress of the pandemic evolves (especially should we be subject to lockdown).</p> <ul style="list-style-type: none"> • Reduce size of groups to maximum 10 adults in two groups of max 5 for the tour of the school. • Only two adults per family and no children attending. • Hold the group meeting outside (where weather permits) in socially distant seats or with social distancing in the school hall and ventilation. • All adults (school staff conducting tour and parents) to wear a face covering. • Tour of the school to be shortened in length, so as not to coincide with movements of children in corridors at playtimes. • All visiting adults to sign in using COVID signing in forms and to retain contact details should they be needed by test and trace. • No access to visitors if they have COVID symptoms, are isolating as a household, have been advised to isolate by test and trace, have had a positive result in the last 10 days or have returned from a country requiring quarantine. • Adults to sanitise hands on arrival and at entry to different sites • The tour section of the school to be restricted to maximum of 5 (two groups when 	3x4=12 medium

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		<p>numbers go beyond 5). The tour will be restricted to observing classrooms from the doorway.</p> <ul style="list-style-type: none"> • Tour to be reduced in length, with a one way system to avoid crossing in one location. • The tour will focus more on Reception, with a briefer tour of the whole school. • Communications with parents attending the tour once booked to explain some of the measures and to warn that the tours may be cancelled at short notice if there is a change in COVID circumstances in the school. 	

Section 2 – Risk Rating

RISK ASSESSMENT FOR: Return to school following third national lockdown – March 2021

SEVERITY	LIKELIHOOD	RISK RATING (S X L)
1 = no injury or illness	1 = very remote	High 14+
2 = first aid injury/illness	2 = improbable	Medium 5 – 13
3= minor injury/illness – up to 3 days away	3 = possible	Low 1- 4
4= 3(+) days injury/illness	4 = probable	
5 = major injury / illness	5 = likely	
6 = fatal or disabling injury/illness	6 = certainty	

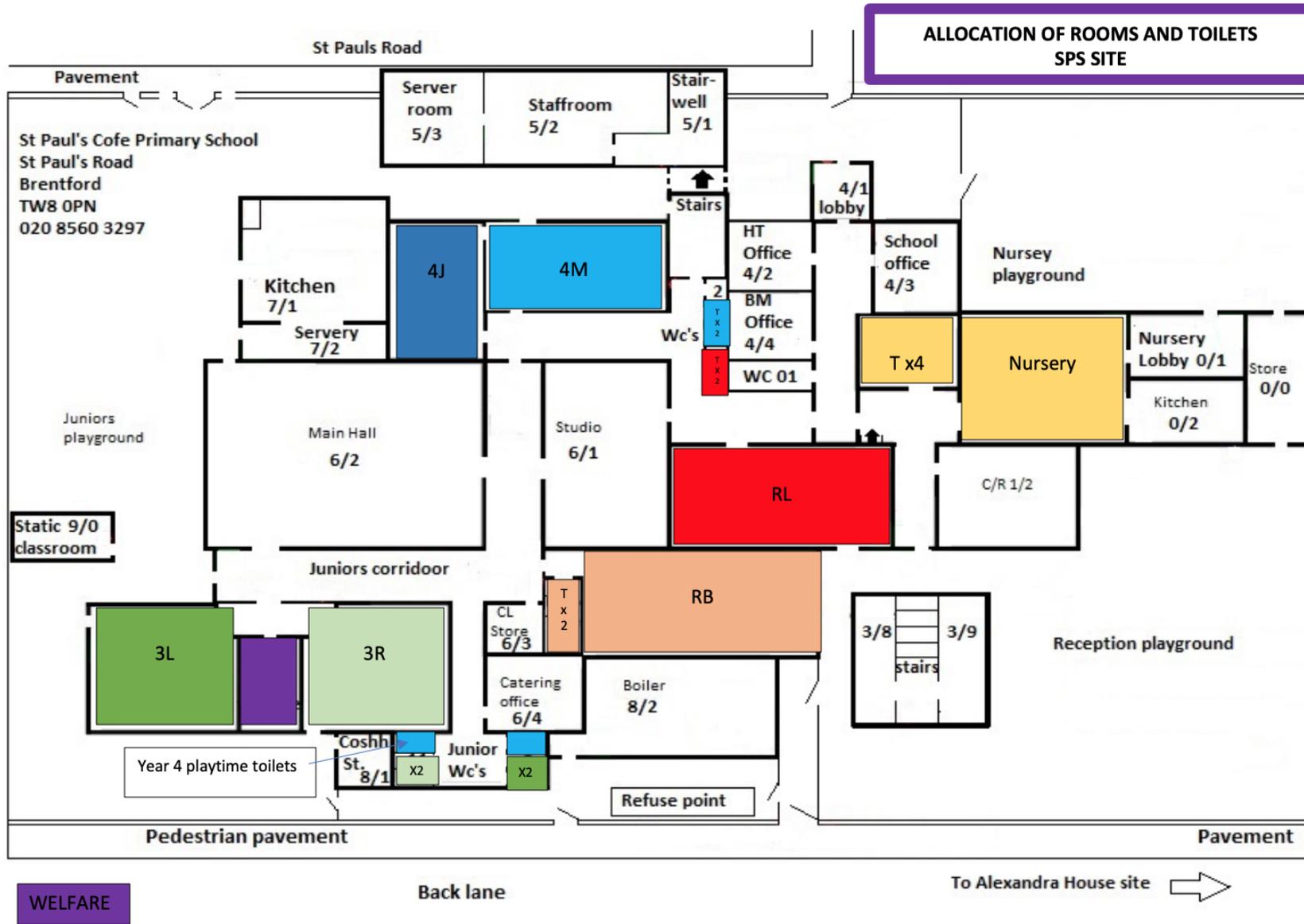
ASSESSMENT UNDERTAKEN BY: John Wright – Headteacher 05/03/21
continual review, with a monthly review at a minimum – 05/04/21

REVIEW DATE: This document is dynamic and will be under

See version numbers on front page for review and addition dates.

Appendices follow

Appendix 1 – Layout Plans

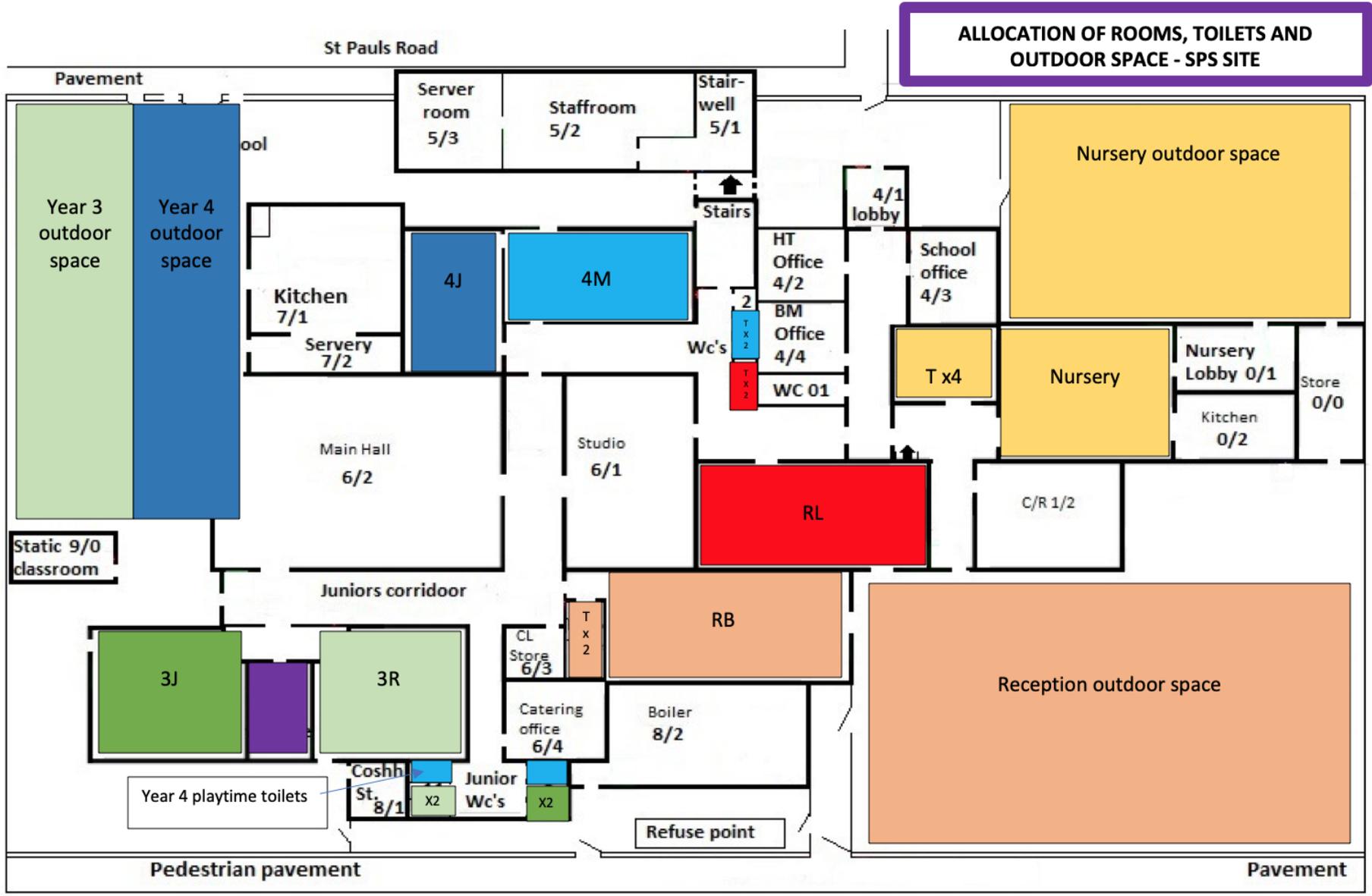


**ALLOCATION OF ROOMS AND TOILETS
AHS SITE**



WELFARE

ALLOCATION OF ROOMS, TOILETS AND OUTDOOR SPACE - SPS SITE



WELFARE

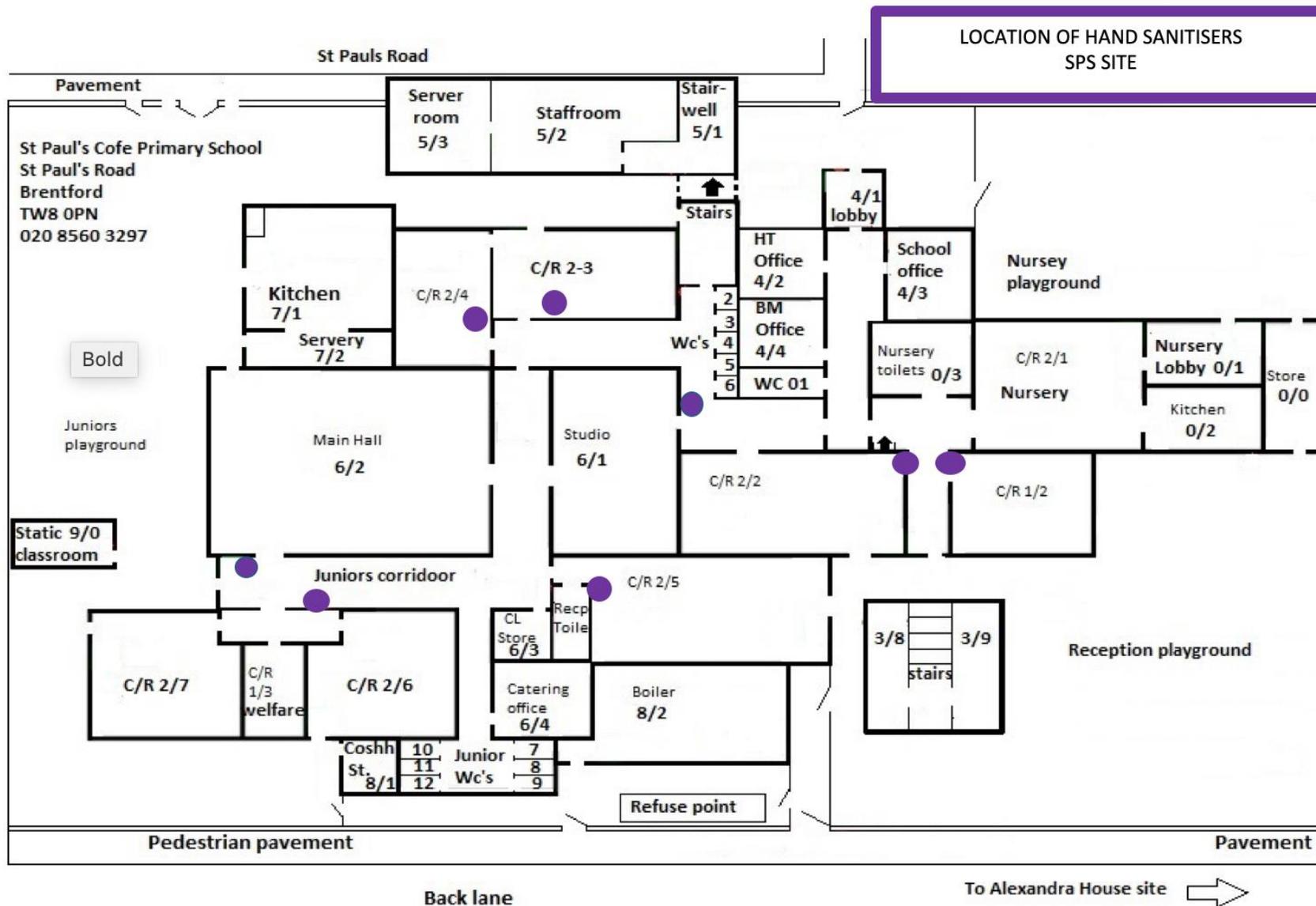
Back lane

To Alexandra House site →

ALLOCATION OF ROOMS, TOILETS AND OUTDOOR SPACE - AHS

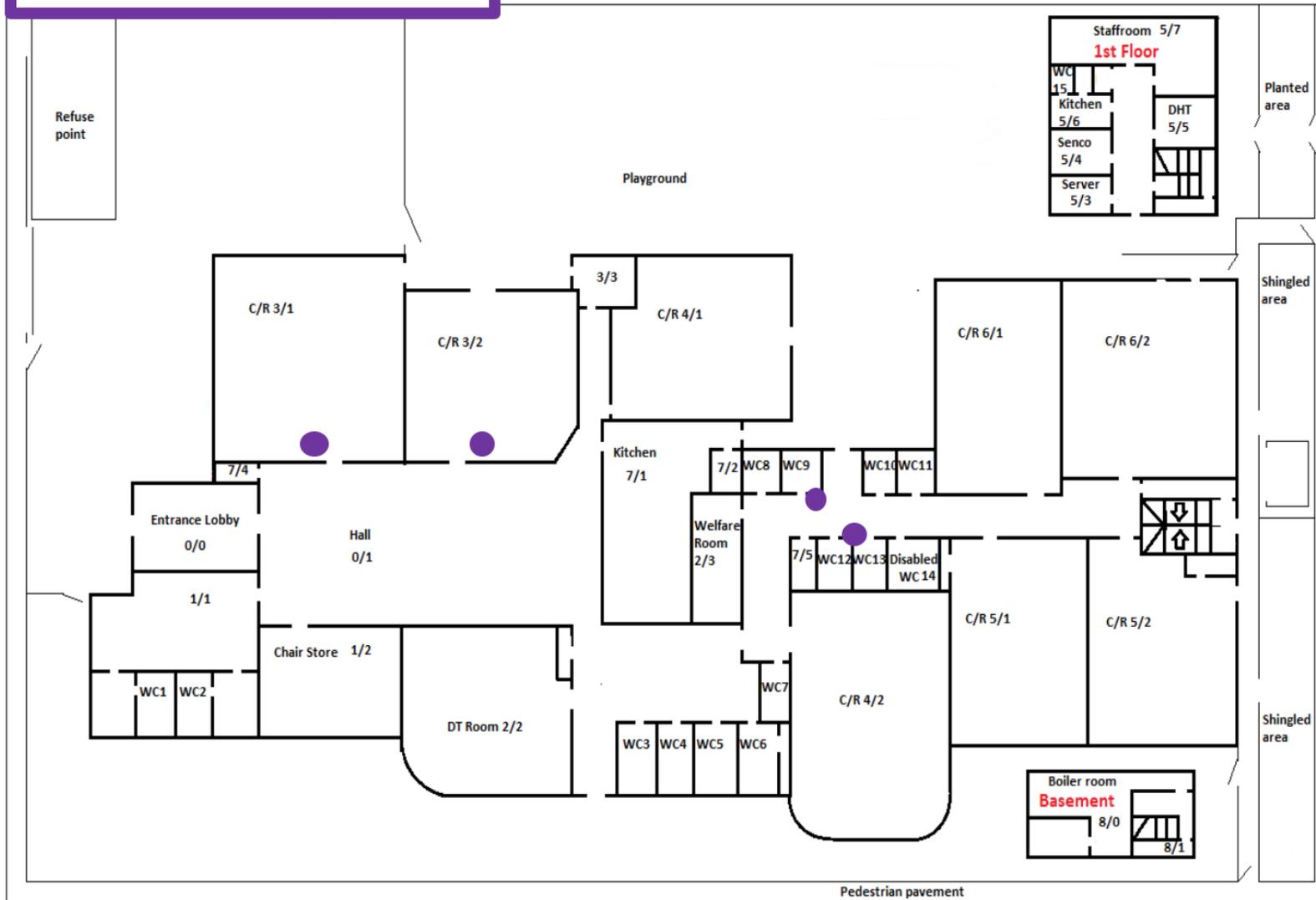


WELFARE

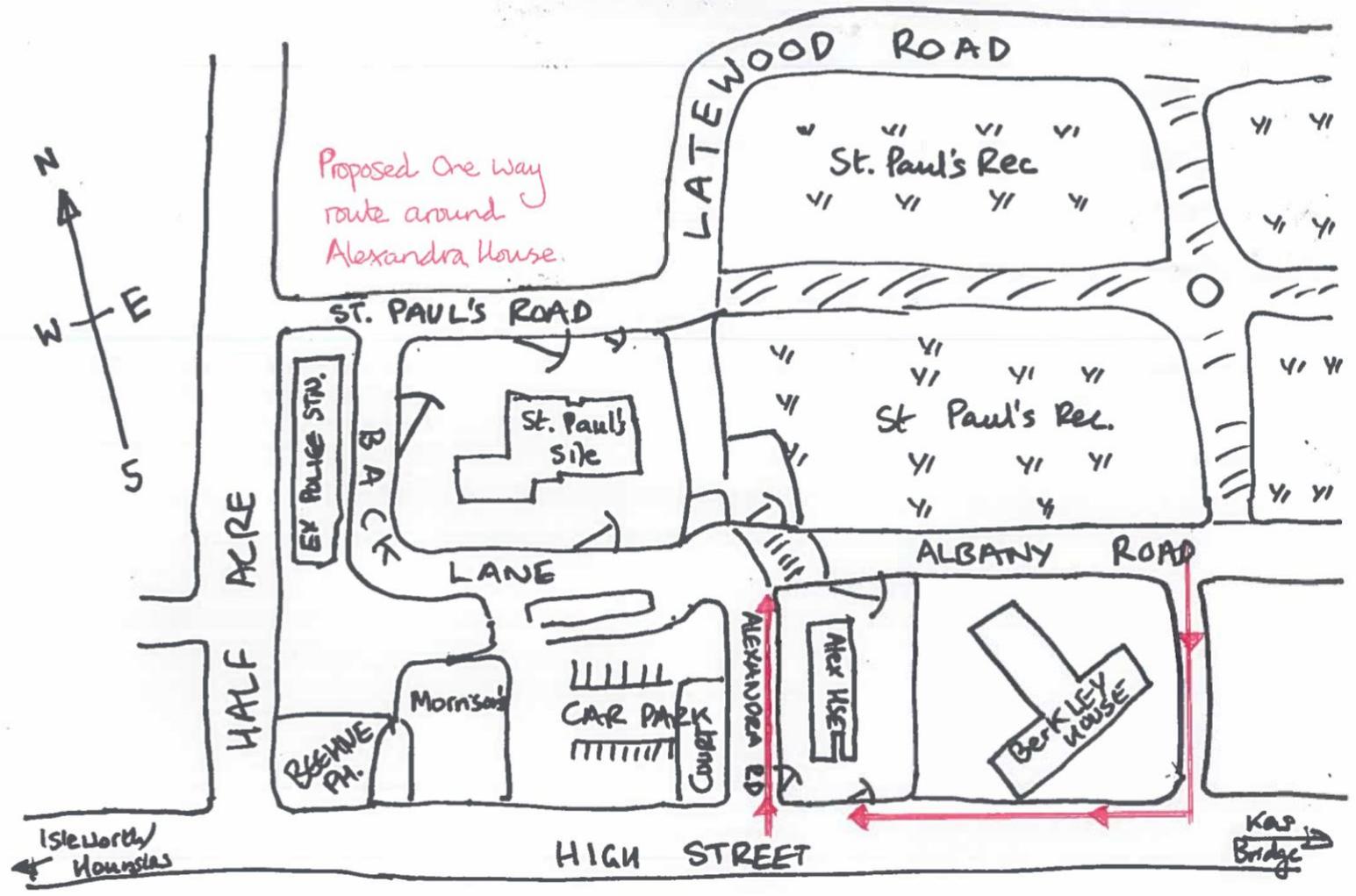


NOTE – THESE ARE FIXED DISPENSERS – THE SCHOOL ALSO HAS PORTABLE DISPENSERS ACROSS SITES

**LOCATION OF HAND SANITISERS
AHS SITE**



NOTE – THESE ARE FIXED DISPENSERS – THE SCHOOL ALSO HAS PORTABLE DISPENSERS ACROSS SITES

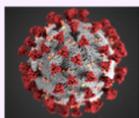


Nursery classroom



Please do not enter unless you are allocated to work with this class.

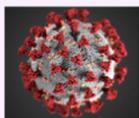
- Minimising contact and mixing
- Frequent hand cleaning and good hygiene



Nursery Toilets



- Minimising contact and mixing
- Frequent hand cleaning and good hygiene



St Paul's CE Primary School

Coronavirus Measures Signage

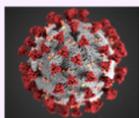


RB classroom



Please do not enter unless you are allocated to work with this class.

- Minimising contact and mixing
- Frequent hand cleaning and good hygiene



St Paul's CE Primary School

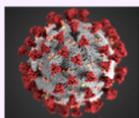
Coronavirus Measures Signage



Year RB Toilet



- Minimising contact and mixing
- Frequent hand cleaning and good hygiene



St Paul's CE Primary School

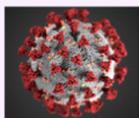
Coronavirus Measures Signage



Year RB Toilet



- Minimising contact and mixing
- Frequent hand cleaning and good hygiene

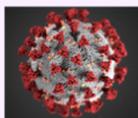


RL classroom



Please do not enter unless you are allocated to work with this class.

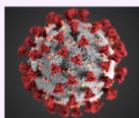
- Minimising contact and mixing
- Frequent hand cleaning and good hygiene



Year RL Toilet



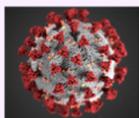
- Minimising contact and mixing
- Frequent hand cleaning and good hygiene



Year RL Toilet



- Minimising contact and mixing
- Frequent hand cleaning and good hygiene

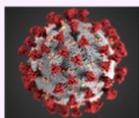


1S classroom



Please do not enter unless you are allocated to work with this class.

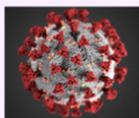
- Minimising contact and mixing
- Frequent hand cleaning and good hygiene



Year 1 Toilet



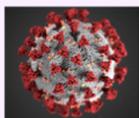
- Minimising contact and mixing
- Frequent hand cleaning and good hygiene



Year 1 Toilet



- Minimising contact and mixing
- Frequent hand cleaning and good hygiene

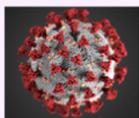


1B classroom



Please do not enter unless you are allocated to work with this class.

- Minimising contact and mixing
- Frequent hand cleaning and good hygiene



St Paul's CE Primary School

Coronavirus Measures Signage

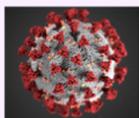


2K classroom



Please do not enter unless you are allocated to work with this class.

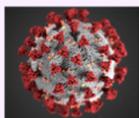
- Minimising contact and mixing
- Frequent hand cleaning and good hygiene



Year 2 Toilet



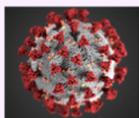
- Minimising contact and mixing
- Frequent hand cleaning and good hygiene



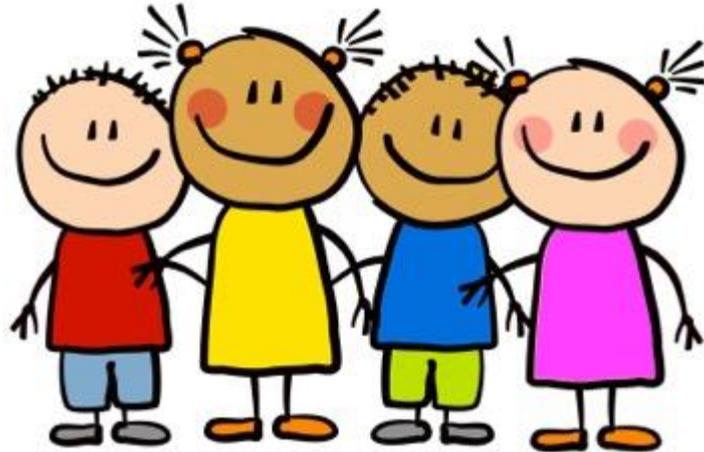
Year 2 Toilet



- Minimising contact and mixing
- Frequent hand cleaning and good hygiene

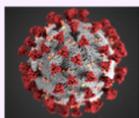


2V classroom



Please do not enter unless you are allocated to work with this class.

- Minimising contact and mixing
- Frequent hand cleaning and good hygiene

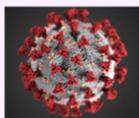


3L classroom



Please do not enter unless you are allocated to work with this class.

- Minimising contact and mixing
- Frequent hand cleaning and good hygiene



St Paul's CE Primary School

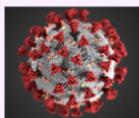
Coronavirus Measures Signage



Year 3 Toilet



- Minimising contact and mixing
- Frequent hand cleaning and good hygiene



St Paul's CE Primary School

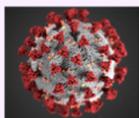
Coronavirus Measures Signage



Year 3 Toilet



- Minimising contact and mixing
- Frequent hand cleaning and good hygiene



St Paul's CE Primary School

Coronavirus Measures Signage

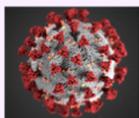


3R classroom



Please do not enter unless you are allocated to work with this class.

- Minimising contact and mixing
- Frequent hand cleaning and good hygiene



St Paul's CE Primary School

Coronavirus Measures Signage

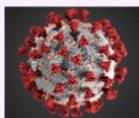


4J classroom



Please do not enter unless you are allocated to work with this class.

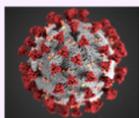
- Minimising contact and mixing
- Frequent hand cleaning and good hygiene



Year 4 Toilet



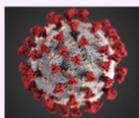
- Minimising contact and mixing
- Frequent hand cleaning and good hygiene



Year 4 Toilet



- Minimising contact and mixing
- Frequent hand cleaning and good hygiene

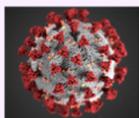


Year 4

Playtime Toilet



- Minimising contact and mixing
- Frequent hand cleaning and good hygiene

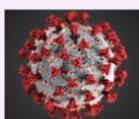


Year 4

Playtime Toilet



- Minimising contact and mixing
- Frequent hand cleaning and good hygiene

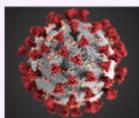


4M classroom



Please do not enter unless you are allocated to work with this class.

- Minimising contact and mixing
- Frequent hand cleaning and good hygiene

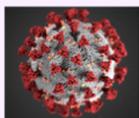


5J classroom



Please do not enter unless you are allocated to work with this class.

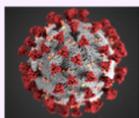
- Minimising contact and mixing
- Frequent hand cleaning and good hygiene



Year 5 Toilet



- Minimising contact and mixing
- Frequent hand cleaning and good hygiene



St Paul's CE Primary School

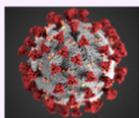
Coronavirus Measures Signage



Year 5 Toilet



- Minimising contact and mixing
- Frequent hand cleaning and good hygiene

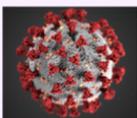


5P classroom



Please do not enter unless you are allocated to work with this class.

- Minimising contact and mixing
- Frequent hand cleaning and good hygiene

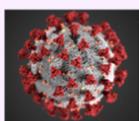


6TL classroom



Please do not enter unless you are allocated to work with this class.

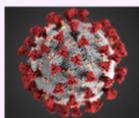
- Minimising contact and mixing
- Frequent hand cleaning and good hygiene



Year 6 Toilet



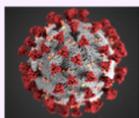
- Minimising contact and mixing
- Frequent hand cleaning and good hygiene



Year 6 Toilet



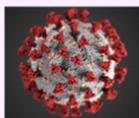
- Minimising contact and mixing
- Frequent hand cleaning and good hygiene



Year 6 Toilet



- Minimising contact and mixing
- Frequent hand cleaning and good hygiene

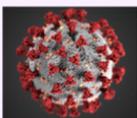


6KL classroom



Please do not enter unless you are allocated to work with this class.

- Minimising contact and mixing
- Frequent hand cleaning and good hygiene



CATCH IT

Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.



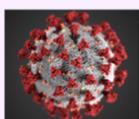
BIN IT

Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.



KILL IT

Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.



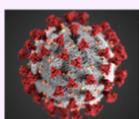
St Paul's CE Primary School

Coronavirus Measures Signage



In the event that someone becomes unwell with Covid symptoms:

- Move them to a room where they can be isolated behind a closed door, with appropriate adult supervision.
 - Open a window for ventilation.
 - PPE including an apron, gloves, mouth covering and full-face mask should be worn.
 - If they need to go to the bathroom while waiting to be collected, use a separate bathroom if possible. The bathroom should be cleaned and disinfected before being used by anyone else.
 - In the event of an emergency call 999.
-
- Avoiding contact with anyone with symptoms
 - Good hygiene practices & regular cleaning of settings
 - Minimising contact and mixing



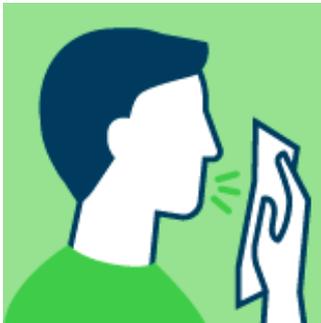
Prevent the spread



Frequently wash your hands for 20 seconds using soap and water.

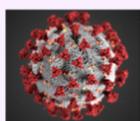


Try not to touch your eyes, mouth or nose.



Catch a cough or sneeze in a tissue and throw it away.

- Frequent hand washing and good hygiene



School Rules

We shall arrive promptly at school at the time set for our bubble.

We shall wait at a distance from other household groups.

We shall avoid the temptation to hug, cuddle or kiss our friends waving, speaking and using non-contact signs to show our happiness at seeing each other again.

We shall wash and dry our hands with soap and water frequently during the school day – at the start of the day, after playtimes, after using the toilet, before lunch and at other times that adults direct us to.

We shall use the hand sanitizer when directed to by adults.

We shall mix and play only with children in the same bubble as us.

We shall 'keep left' when walking along the school's corridors and public spaces.

We shall give way and hold back at a distance, if we see someone approaching at a narrow point in the corridor or other public space.

We shall only use the toilet allocated to our bubble.

We shall catch coughs and sneezes in tissues or the crook of our arm, rather than coughing and sneezing in the open.

We shall throw our own used tissues in the bin, when it is convenient to do so.

We shall try to avoid touching our mouth, nose and eyes as much as possible.

We shall tell an adult straightaway if we feel we have a temperature, a new cough or feel unwell in any other way.

We will avoid sharing our classroom resources as much as possible, using our own pencils etc. We shall avoid putting pencils, pens or other resources in our mouths.

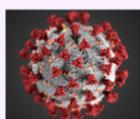
We shall follow adult instructions when moving around the school.

We shall play in the allocated zone, not moving between zones.

We shall play low/no contact games at playtime.

We shall not spit, sneeze or cough deliberately at another person.

We shall not share packed lunch food, snacks or drinks bottles.



St Paul's CE Primary School

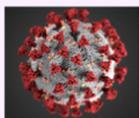
Coronavirus Measures Signage



Please keep this door open for ventilation.



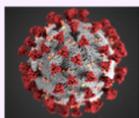
- Frequent hand washing and good hygiene practices
- Regular cleaning of settings



Please keep this window open for ventilation.



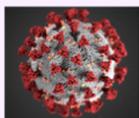
- Frequent hand washing and good hygiene practices
- Regular cleaning of settings



Please keep this window open for ventilation.



- Frequent hand washing and good hygiene practices
- Regular cleaning of settings

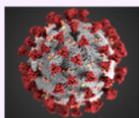


Wash your hands



- Use soap and water.
- Wash your hands for at least 20 seconds.
- Dry your hands fully.

- Frequent hand washing and good hygiene

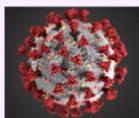


You are now
entering AHS.



Please wash or
sterilise your
hands

- Frequent hand washing and good personal hygiene



St Paul's CE Primary School

Coronavirus Measures Signage

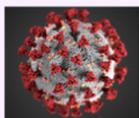


You are now
entering SPS.



Please wash or
sterilise your
hands

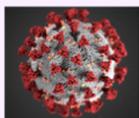
- Frequent hand washing and good personal hygiene



YEARS 1 and 2 Gate

Parents please:

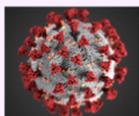
- Wait in the designated spaces, ensuring a 2 meter distance
 - No hugs or handshakes with others outside of your household
 - Return home as soon as you have collected your child
 - Wash your hands upon arrival home
-
- Minimising contact and mixing
 - Frequent hand washing and good hygiene



RECEPTION GATE

Parents please:

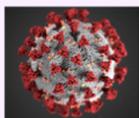
- Wait in the designated spaces, ensuring a 2 meter distance
 - No hugs or handshakes with others outside of your household
 - Return home as soon as you have collected your child
 - Wash your hands upon arrival home
-
- Minimising contact and mixing
 - Frequent hand washing and good hygiene



ALEXANDRA HOUSE GATE

Parents please:

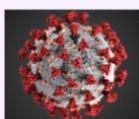
- Wait in the designated spaces, ensuring a 2 meter distance
 - No hugs or handshakes with others outside of your household
 - Return home as soon as you have collected your child
 - Wash your hands upon arrival home
-
- Minimising contact and mixing
 - Frequent hand washing and good hygiene



NURSERY GATE

Parents please:

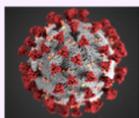
- Wait in the designated spaces, ensuring a 2 meter distance
 - No hugs or handshakes with others outside of your household
 - Return home as soon as you have collected your child
 - Wash your hands upon arrival home
-
- Minimising contact and mixing
 - Frequent hand washing and good hygiene



YEARS 5 and 6 GATE

Parents please:

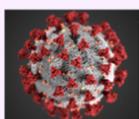
- Wait in the designated spaces, ensuring a 2 meter distance
- No hugs or handshakes with others outside of your household
- Return home as soon as you have collected your child
- Wash your hands upon arrival home
 - Minimising contact and mixing
 - Frequent hand washing and good hygiene



YEARS 3 and 4 GATE

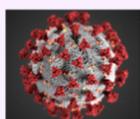
Parents please:

- Wait in the designated spaces, ensuring a 2 meter distance
- No hugs or handshakes with others outside of your household
- Return home as soon as you have collected your child
- Wash your hands upon arrival home
 - Minimising contact and mixing
 - Frequent hand washing and good hygiene



Parents please:

- Wait in the designated spaces, ensuring a 2 meter distance
 - No hugs or handshakes with others outside of your household
 - Return home as soon as you have collected your child
 - Wash your hands upon arrival home
-
- Minimising contact and mixing
 - Frequent hand washing and good hygiene



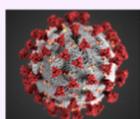
The school office and this entrance is closed to all non-essential visitors.

To contact the office,
please call 020 8560 3297

or email:

office@stpauls.hounslow.sch.uk

- Minimising contact and mixing
- Social distancing



St Paul's CE Primary School

Coronavirus Measures Signage



Use the Water Fountains Safely

Keep your mouth away from the tap



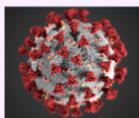
Wash or sanitise your hands after using the fountain



Keep a distance whilst using and queuing for the fountain



- Minimising contact and mixing
- Frequent hand washing and good hygiene



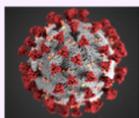
STOP!

Do not enter if:

1. You or a member of your household has Coronavirus
2. You have signs of a fever or a high temperature
3. You have a persistent cough, a shortness of breath or loss of sense smell and taste
4. You have had contact with any possible source of the virus
5. If you, or a member of your family, have been in contact with Trace and Track

If you have met any of the above criteria please return home and call NHS 111 for advice.

- Avoiding contact with anyone with symptoms
- Minimising contact and mixing
- Trace and Track

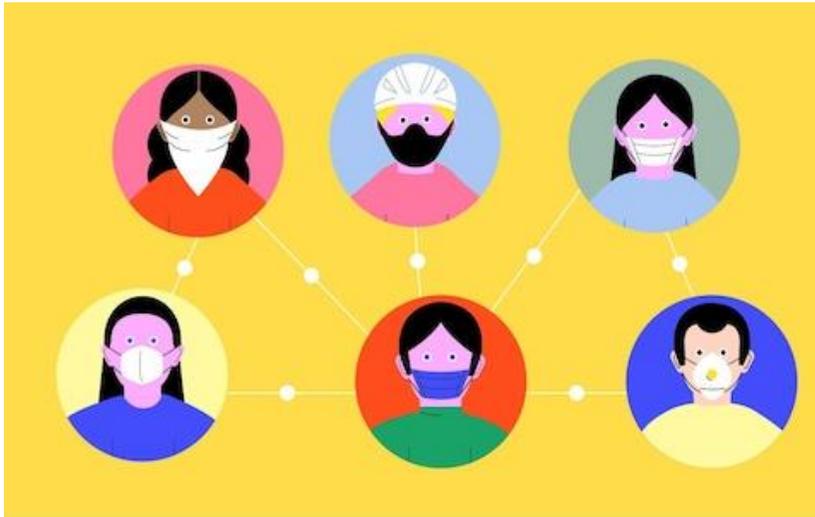


St Paul's CE Primary School

Coronavirus Measures Signage



ALL VISITORS OVER 11 MUST WEAR A FACE COVERING WHEN COMING ON TO THE SCHOOL SITE.

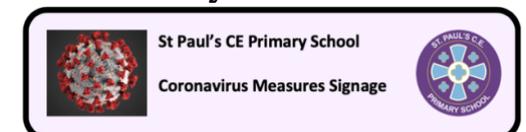


A Scarf or pulled up jumper is not sufficient.

Masks should be worn over your nose and mouth

If you are exempt from wearing a face covering, please email the school office on: office@stpauls.hounslow.sch.uk **BEFORE** visiting the site.

Children in Nursery, Reception and Years 1 to 4 must be collected from the classroom door by an adult.



Appendix 3 – Curriculum Adaptation

This appendix was prepared for the reopening of schools in June 2020. There is a staff team working on a recovery curriculum for September 2020, which builds on this document and the guidance from DfE – the Recovery Curriculum will be published once it is completed.

GUIDANCE FOR PLANNING – YEAR 6

DfE STATEMENT

14.5.20 – Planning guide for primary schools

In year 6 it is unlikely that many of the end of term traditions will be able to take place, for example, whole year or class assemblies with parents, school journeys and trips. Schools should provide opportunities for children to discuss this as it may be a source of anxiety or sadness. Though visits to secondary schools for induction will not take place this year, some secondary schools may have capacity to undertake remote induction briefings or other types of sessions for pupils, for example to meet form tutors, heads of year, or other key staff, or have a tour of the school virtually. You should discuss the options with your secondary schools.

Primary schools should, if not already in hand, ensure that information is transferred to destination secondary schools as soon as possible, and if practical in the absence of SATs results ensure that secondary schools are briefed in as much detail as possible about the attainment profile of transferring pupils, along with other information normally transferred.

*Year 6 teaching during this time should focus on **readiness for secondary school (Transition)**, including academic readiness, which could involve additional teaching in any subject, but in particular **Mathematics** and **English** to make up for any losses to learning incurred while at home.*

***Physical Education** lessons may continue to take place providing they are strictly non-contact and do not involve more than any one temporary group.*

RATIONALE

It light of the above statement it is planned that Year 6 follow the following rationale.

A focus on Maths, English and Topic, RE and PE, following the existing timetable.

Extra sessions for PHSCE focusing on transition to Secondary School.

Abandonment of short morning sessions due to changes in timetable.

Creation of Curriculum Focus sessions to accommodate lessons that have been curtailed by other changes. (This would include Grammar, Science, Music, Computing and French)

DAILY SESSIONS

Maths

Use Summer 1 2019 plans as starting point

TEXT BOOKS – Put TJ books 5 and 6 in their trays AND RECORD ON PLANNING

eg **PUT TJ BOOKS IN TRAY FOR THE WHOLE TERM**

PHOTOCOPYING – Ensure resources are prepared in advance AND RECORD ON PLANNING

eg **PHOTOCOPY TIMETABLE FROM TEST BASE FOR NEXT DAY**

IPADS – RECORD ON PLANNING when you will use ipads, and also on planning that will clean them at the end of the day

eg **USE IPADS TO SHARE WORKSEETS. CLEAN IPADS BEFORE RETURNING TO CHARGE**

Children will need WB, pens and wipes in their drawers in plastic wallets

T/P/S – will need to be managed statically on existing table spaces AND RECORD ON PLANNING

eg Discuss pattern and **T/P/S observing social distancing**

English

Use Summer 1 2019 plans as starting point

TEXT BOOKS – Put Power of Reading books in their trays AND RECORD ON PLANNING

eg **PUT POWER OF READING BOOKS IN TRAY FOR THE WHOLE TERM**

PHOTOCOPYING – Ensure resources are prepared in advance AND RECORD ON PLANNING

eg **PHOTOCOPY DIARY BOOKLET FOR FOLLOWING DAY**

IPADS – RECORD ON PLANNING when you will use ipads, and also on planning that will clean them at the end of the day

eg **USE IPADS TO SHARE WORKSEETS. CLEAN IPADS BEFORE RETURNING TO CHARGE**

T/P/S – will need to be managed statically on existing table spaces AND RECORD ON PLANNING

eg Discuss feelings of Bradley and **T/P/S observing social distancing**

Change all working in pairs and groups to individual (but role play activities, especially hot seating can still happen with distancing, especially if they stay in their seats)

Highlighting text could be problematic because there would be too much photocopying. Children to transcribe examples instead

WEEKLY SESSIONS

Topic

Use Summer 2 2020 plans

PHOTOCOPYING – Ensure resources are prepared in advance AND RECORD ON PLANNING

eg PHOTOCOPY UK MAP RESOURCE PREVIOUS DAY

IPADS – RECORD ON PLANNING when you will use ipads, and also on planning that will clean them at the end of the day

eg USE IPADS TO FIND RAILWAY POSTERS. CLEAN IPADS BEFORE RETURNING TO CHARGE

T/P/S – will need to be managed statically on existing table spaces AND RECORD ON PLANNING

eg Discuss pictures and **T/P/S observing social distancing** on what it might be like to visit these places

RE

Use Summer 2 LDBS Scheme

T/P/S – will need to be managed statically on existing table spaces AND RECORD ON PLANNING

eg Discuss feelings and **T/P/S observing social distancing**

PE

Use Summer 2 Athletics – Field Events

Throwing Javelin, Shot Put and Discus ONLY if one each

Running events

Generic Social Distancing games such as Cricket and Rounders

CHANGING FOR PE – Children to come to school already changed on PE days

PHSCE

Use Folens CPSHE Book 4

TEXT BOOKS – Put CPSHE Book 4 in their trays AND RECORD ON PLANNING

eg PUT FOLENS CPSHE BOOKS IN TRAY FOR THE WHOLE TERM

T/P/S – will need to be managed statically on existing table spaces AND RECORD ON PLANNING

eg Discuss feelings and **T/P/S observing social distancing**

TALK TIME

Use old pictures from last year that you have discussed with previous classes

Use sessions to also discuss issues surrounding Transition

CURRICULUM FOCUS SESSIONS

These elements may be subject to major timetable change (no time for morning 30 minute sessions) and will need to occur only occasionally in the timetabled slot

Grammar

Use Nelson Grammar Book 6

TEXT BOOKS – Put Nelson Grammar Book 6 in their trays AND RECORD ON PLANNING

eg PUT NELSON GRAMMAR BOOKS IN TRAY FOR THE WHOLE TERM

Science

Use Summer 1 Light

Music

Use HLS Charanga

Computing

Use J2Code

French

Use Unit 12: On va faire la fête!

Appendix 4 – Additions to School’s Behaviour Policy

The phased reopening of the school following the pandemic closure, requires an additional set of school rules in order to support the reopening process safely. These additional rules and other amendments to the policy are recorded below.

Additional School Rules

These rules will need to be explained in an age-appropriate manner to children in each bubble. Parents will be asked to explain them to their child before they return and staff will explain and discuss these additional rules in class.

Some of these rules relate to the start and end of the school day and children will need help from their families to meet them.

- We shall arrive promptly at school at the time set for our bubble.
- We shall wait at a distance from other household groups.
- We shall avoid the temptation to hug, cuddle or kiss our friends waving, speaking and using non-contact signs to show our happiness at seeing each other again.
- We shall wash and dry our hands with soap and water frequently during the school day – at the start of the day, after playtimes, after using the toilet, before lunch and at other times that adults direct us to.
- We shall use the hand sanitizer when directed to by adults.
- We shall mix and play only with children in the same bubble as us.
- We shall ‘keep left’ when walking along the school’s corridors and public spaces.
- We shall give way and hold back at a distance, if we see someone approaching at a narrow point in the corridor or other public space.
- We shall only use the toilet allocated to our bubble.
- We shall catch coughs and sneezes in tissues or the crook of our arm, rather than coughing and sneezing in the open.
- We shall throw our own used tissues in the bin, when it is convenient to do so.
- We shall try to avoid touching our mouth, nose and eyes as much as possible.
- We shall tell an adult straightaway if we feel we have a temperature, a new cough or feel unwell in any other way.
- We will avoid sharing our classroom resources as much as possible, using our own pencils etc.
- We shall avoid putting pencils, pens or other resources in our mouths.
- We shall follow adult instructions when moving around the school.
- We shall play in the allocated zone, not moving between zones.
- We shall play low/no contact games at playtime.
- We shall not spit, sneeze or cough deliberately at another person.
- We shall not share packed lunch food, snacks or drinks bottles.

Rewards and Sanctions

Rewards remain at the centre of our behaviour management approach. It is much more effective to reward as many children as possible for doing the right thing than to sanction large numbers of children.

Rewards and sanctions should always be proportionate and smart. Blanket sanctions should be used sparingly as they can be perceived as unfair.

We shall continue to use our existing reward systems, however be mindful of the mixing and contact restrictions. Pupils are often directed to collect their own reward stars – this should continue. In younger classes, staff may award stars directly to the child’s chart. There will not be a celebration assembly. Teachers can praise achievement within the class in their class worship sessions. Teachers can notify senior staff of children who have earned a DHT/HT sticker and these can then be distributed at a distance.

Our existing sanctions system will also remain in place, although children may have their ‘time out’ in the playground, rather than the classroom. Children should not be sent out of their bubble room into the corridor or to another classroom. Teachers should establish a ‘time out’ area within their classroom bubble. In instances of significant/repeated poor behaviour, where a senior leader may be called/involved, teachers should make remote contact with a senior leader first – using telephone/walkie talkie/email.

Senior leaders should only be called directly where behaviour incidents are extremely severe – where there is a risk to health and safety or the good order of the school.

Staff need to be aware of pupils with significant SEN social and emotional needs as well as pupils who may have suffered significantly during the COVID lockdown. Where children in this category present with unusually challenging behaviour as a result of the new procedures in place, they should contact the Inclusion Coordinator to discuss additional strategies or resources to support these pupils in complying successfully with the rules.

Sanctions for a deliberate breach of the new COVID rules will be dealt with extremely seriously, as they present a risk to the whole school community. The senior team will use all sanctions, including exclusion where necessary, to ensure that risky or dangerous behaviours are minimised.

Appendix 5 – Letter to parents collecting child who has developed symptoms during the day

Name of Pupil: _____

Bubble: _____

Date: _____

Dear Parent,

Your child has been sent home as since they arrived at school this morning, they have developed one or more symptoms consistent with the Coronavirus illness.

The symptoms include:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- 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)
- 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

(NHS England)

We must also send home any sibling or family member who lives in your household and attends our school. They should now isolate for 10 days, as should you. Advice will be given by the NHS, once you make contact with them as advised below.

Naturally, we cannot diagnose COVID, however **it is important that you go straight home and contact NHS 111 or NHS 119 and/or your GP to take further advice.**

COVID testing is now available to all people over the age of 5. You should liaise with NHS 119 to secure a test for your child and any other member of your household who may also have symptoms. The NHS can help you to arrange testing.

Your child should not return to school until you have been advised by the NHS that it is safe for them (and the other pupils and staff in school) to return to school.

If your child is tested, your child and your household will need to isolate until the results come back. Results should be known within 48-72 hours. Results are usually communicated by text message.

If the test returns a negative result, your child may return to school provided they are otherwise healthy – their symptoms may be of a different illness and they should only return once they are recovered.

If the test returns a positive result, you will need to continue to isolate and follow NHS advice. **You must notify the school as soon as your test result is known (positive or negative)** as this may

have an impact on the staff and pupils who have worked closely with your child. You may then be contacted by a contact tracer from Public Health England.

I wish you well at this worrying time and hope to welcome you back to school again soon. Please do keep in touch with us, we will be happy to help and support in any way that we can.

Kind regards,

John Wright
Headteacher

Letter to members of the school community being sent home following confirmation of a positive COVID result from another member of the school community

Name of Pupil: _____

Bubble: _____

Date: _____

Dear Parent,

Your child has been sent home as we have been notified of a positive COVID case in our school community. Your child should now self-isolate at home for 10 days, contacting NHS 111 or your GP if they develop COVID 19 symptoms during that period. If at the end of 14 days of self-isolation they have not developed symptoms, they will be allowed to return to school.

Why has my child been sent home?

We have established new systems and routines, in line with Department of Education guidance. This includes isolating groups of pupils within school in bubbles and seeking to reduce contact between children in different bubbles. This helps to reduce the risk of transmission of the virus and means that the entire school shouldn't have to close in the event of a confirmed case of COVID 19 in the school community.

The information, guidance and advice in this letter is specific to your child and is not a general instruction to the whole school community.

We are working closely with Hounslow Health Protection Team and are following their advice on which members of our school community must be sent home. Your child is being sent home as they have had recent close contact with a member of the school community who has since tested positive for COVID 19.

The symptoms of COVID 19 include:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- 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)
- 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

(NHS England)

Siblings and other household members who attend the school

We are not sending home your child's sibling or other household members at this stage, as they are in another bubble and have not had close contact. However if your child develops symptoms during the self-isolation period, you must notify the school and start 10 days of self isolation for the whole household.

Sending home close contacts is a precautionary measure and doesn't mean that your child will have the illness, however **it is important that you go straight home and contact NHS 111 or NHS 119 and/or your GP should your child or anyone in your household develop COVID symptoms.**

COVID testing is now available to all people over the age of 5. You should liaise with NHS 119 to secure a test for your child and any other member of your household if they develop symptoms during self-isolation. The NHS can help you to arrange testing.

Your child should not return to school until they have completed 10 days of self-isolation without developing symptoms. Should they develop symptoms, they should not return to school until they have been tested and any illness has passed.

If your child is tested, your child and your household will need to isolate until the results come back. Results should be known within 48-72 hours. Results are usually communicated by text message.

If the test returns a positive result, you will need to continue to isolate and follow NHS advice. **You must notify the school as soon as your test result is known (positive or negative)** as this may have an impact on the staff and pupils who have worked closely with your child. You may then be contacted by a contact tracer from Public Health England.

I wish you well at this worrying time and hope to welcome you back to school again soon. Please do keep in touch with us, we will be happy to help and support in any way that we can.

Kind regards,

John Wright
Headteacher

COVID Classroom Cleaning Tasks

Areas to be cleaned by Premises Team:

- Tables - including table tops, legs and underneath
- Chairs - including front and back of seat area and legs
- Sink area – particularly taps, paper towel holders and counter tops
- Door handles (inside and out)
- Light switches
- Interactive whiteboard and whiteboards
- Cupboard tops and shelves where possible
- Window ledges

Areas to be cleaned by Teaching Staff:

- Children's toys and resources
- iPads and laptops
- Tables before lunch

Please ensure that you are wearing gloves and aprons when cleaning.

Every class is stocked with: blue cleaning cloth (general), green cleaning cloth (tables), disinfectant spray, hand sanitiser, facial tissues

COVID Cleaning Guidance

Premises Staff should wear gloves at all times when cleaning. Once finished, remove them and wash your hands using soap and water for at least 20 seconds.

Hard Surface Cleaning:

- Sweep any dust or debris from hard surfaces
- Using pink antibacterial spray and a cloth wipe down all of the area including table/ chair legs and underneath
- Pay particular attention to areas of frequent use e.g. light switches, door and window handles and sink areas including soap pumps and tissue dispensers
- Vacuum the carpet area and mop the floors, ensuring that water is changed between bubble classrooms
- Replenish blue paper towels and facial tissues frequently

In cases of suspected Covid:

- Premises staff should wear gloves, aprons and face masks when cleaning areas after a suspected Covid case
- Follow the guidance above, taking care that all surfaces are cleaned and that floors are mopped
- At the end of cleaning any tissues, cloths and PPE worn should be double bagged in a black sack and placed into the lidded black Covid bin located by the COSH store.

Cleaning staff should refer to **covid19-decontamination-in-non-healthcare-settings** for further guidance

Appendix 7 – Immanuel Church Risk Assessment & Documentation

Coronavirus Risk Assessment for Opening Baptist Churches

The Baptist Union of Great Britain has developed this risk assessment template working with health and safety consultants from Ellis Whittam to assist churches as they plan for re-opening their premises. Prior to completing this document, it is recommended that churches read our leaflet [Coronavirus: Guidance For Reopening Church Buildings](#) and review the [government guidance and regulations relating to churches re-opening](#).

This template is designed to allow Trustees of a Baptist Church to consider the specific risks relating to Coronavirus in opening their premises. It should be considered as a supplement to a general risk assessment of the premises.

This risk assessment contains some generic risks, and potential control measures but you may wish to add some risk or control measures of your own that are specific to your church building and church circumstances. Space has been left in the template for this, but feel free to add additional pages if you believe this to be necessary.

You may also find some of the risks and control measures to not be suitable for your circumstances. If that is the case, we would recommend you make notes as to why these are not suitable as this will allow you to explain your position if it is questioned in future.

It is also important to say that this document should be a living document subject to regular review. You should certainly review it after the first few times your church gathers and after any change in government regulations or guidance to ensure that the assessment of risks remains appropriate and the control measures are appropriate and are functioning as intended.

We also recommend that churches conduct a [general risk assessments relating to staff and volunteers returning to work at church buildings](#) using the template provided on our website and an [individual risk assessment relating to each volunteer](#), also using this template provided on our website.

Date of issue: 2 July 2020

Risk Assessment Matrix

The following tables give a framework for assessing the risks identified, with some guidance to assist you with what a score might mean. The scoring system deliberately places additional emphasis on risks with the most severe consequences but are not very likely over those that are likely but have limited consequence. This aligns with the most recent best practice in assessment and management of risks.

In the Coronavirus pandemic, it is likely that most risks, before controls are implemented will be scored as 5 (high probability) and 5 (high severity) as the likelihood of a case being observed within 12 months is significant and the consequences are potentially death of an individual or multiple individuals. This goes to emphasize the importance of taking control measures seriously in order to reduce the likelihood and severity of the risk.

Likelihood / Probability
5. Likely to occur at least once in any 12 month period
4. Likely to occur at least once in a 3 year period
3. Likely to occur at least once in a 10 year period
2. Likely to occur at least once in a 50 year period
1. Unlikely in a 50 year period

Severity / Significance / Consequence
5. Expected to result in church closure or significant harm to multiple individuals, death of an individual
4. Material threat to continued existence of church, or significant harm to single individual
3. Substantial adaptation required to ongoing operations
2.. Minor adaptation required to ongoing operations
1. Inconvenience to ongoing operations

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD / PROBABILITY	5	7	14	21	28	35
	4	6	12	18	24	30
	3	5	10	15	20	25
	2	4	8	12	16	20
	1	3	6	9	12	15
		1	2	3	4	5
SEVERITY / SIGNIFICANCE / CONSEQUENCE						

Score = Severity x Likelihood + 2 x Severity

(this formula places additional emphasis on high severity issues)

Summary		Suggested Timeframe for Action
20+	High	Immediate / within days
15-19	Medium	Within weeks
1-15	Low	Whenever viable to do so

Risk:	Coronavirus entering the premises and potentially infecting users of the building				
Persons at risk	Ministers, leaders, members, attendees, contractors, cleaners				
Risk Rating before control measures	Likelihood	5		Risk Rating after control measures	Likelihood
	Severity	5			Severity
	Overall Risk	35			Overall Risk

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Ask everyone symptomatic not to attend	Y	RI	This will be communicated both in advance by email and with signs at the door.
2. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.	Y	RI	This will be communicated by email as well as on a case by case basis.
3. Verbal symptom checks on entry	Y	RI	Part of check in procedures for each individual.
4. Ask vulnerable not to attend in person	Y	SC	Will be communicated generally by email as well as through conversation with individuals.
5. Everyone to use hand sanitiser on entry to the building	Y	RI	Hand sanitizer will be provided and hand sanitation is part of procedures
6. Action Plan in place in case and communicated to leaders as in event of Coronavirus case known to enter premises	Y	RI	In procedures
7. Temperature/symptom checks on entry	N		No temperature checks
8. Display suitable posters to ask people with symptoms not to enter the building (see our Coronavirus poster library)	Y	RI	Suitable posters will be displayed at the entrance.
9. Social distancing measures to be maintained where possible, including the arrival and departure of the venue.	Y	RI	One meter plus distancing at seats with mitigations. Otherwise two meters encouraged with signage placed.

Control Measures	Control in place (Y/N)	Person Responsible	Comments
10. All contractors to complete the 'Contractor Checklist' (Appendix 6 of Guidance on Re-opening churches).	N		The school is responsible for all contractors and their work. Their risk assessment accounts for contractors.
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			

Risk:		Transmission of Coronavirus to an individual direct from infected person			
Persons at risk		Ministers, leaders, members, attendees, contractors, cleaners			
Risk Rating before control measures	Likelihood	5		Risk Rating after control measures	Likelihood
	Severity	5			Severity
	Overall Risk	35			Overall Risk

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Suitable social distancing policy in place (2m or “1m plus mitigations”)	Y	RI	Seating will be 1m plus. Minister will be 2m plus for their safety.
2. No physical contact between persons from different households/bubbles	Y	RI	Congregating will be discouraged both inside and outside the building.
3. All attendees required to wear a face covering	Y	RI	This will be communicated in advance, at the door, and throughout the building. Disposable face coverings will be provided for volunteers and those who may have forgotten.
4. One-way system of flow through building to avoid pinch points	Y	RI	One way system will be in place.
5. Areas marked out of bounds where appropriate	Y	RI	Security tape will be available to mark out of bounds areas.
6. Seating arrangements adapted for social distancing	Y	RI	1m plus distancing between seats.
7. Capacity monitored and entry stopped when capacity reached	Y	RI	Reservation required with 5-10% capacity reserved for walk ups. Attendant on the door will be required to turn away once capacity is reached.
8. No singing during services	Y	RI	Singing will be prohibited both congregational and by soloist or choirs.
9. Signage in place to remind people of safe practices	Y	RI	Signage will be placed throughout the facility.

Control Measures	Control in place (Y/N)	Person Responsible	Comments
10. Any changes to entrances, exits and queues will take into account reasonable adjustments to accommodate those who need them, such as worshippers with physical disabilities.	Y		One way system may need reversing for individuals with limited mobility, but this is manageable.
11. Visitors instructed not to gather in groups, except with members of their own household, inside or outside the building.	Y	RI	This will be communicated in advance by email, by signage, and verbally by the minister.
12. All individuals who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly.	N		Those that fall into the vulnerable category will be asked not to attend the service will be streamed online.
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

Risk:	Transmission of Coronavirus to an individual via a contaminated surface/item (excluding toilet facilities)				
Persons at risk	Ministers, leaders, members, attendees, contractors, cleaners				
Risk Rating before control measures	Likelihood	5		Risk Rating after control measures	Likelihood
	Severity	5			Severity
	Overall Risk	35			Overall Risk

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Doors kept open where possible to reduce contact with door handles (may not be appropriate for fire safety or to maintain suitable temperature)	Y	RI	Door handles to be regularly cleaned.
2. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.	Y	RI	Sanitizer spray to be provided
3. No passing of collection plate/bag and collection not counted for 72 hours after service.	Y	RI	Offering will not be taken
4. Toilets supplied with disposal hand towels or dryers (not a reusable linen towel), hand sanitiser. Limit to 1 person per toilet unit (even if it has multiple cubicles), posters etc.	Y	RI	Toilet monitor to be in place for duration of service to maintain hygiene standards.
5. Building not used again for 72 hours or building thoroughly deep cleaned between uses	Y	RI	In Summer the school will not be used for at least 72 hours after services conclude. In term time deep cleaning to be undertaken by trained volunteers.
6. No serving of food and drink items prior to, during or after the service.	Y	RI	
7. No distribution of bibles or other books – attendees asked to bring their own and take them away with them.	Y	RI	Service sheets to be provided and congregation asked to take home for disposal.
8. Microphones and other equipment kept to a single individual	Y	RI	To be cleaned and stored in bag for 72 hours after service.

Control Measures	Control in place (Y/N)	Person Responsible	Comments
9. Keep Register of attendees	Y	RI	Will be kept for 21 days in accord with government guidance.
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			

Risk:		Transmission of Coronavirus to an individual via toilet facilities			
Persons at risk		Ministers, leaders, members, attendees, contractors, cleaners			
Risk Rating before control measures	Likelihood	5		Risk Rating after control measures	Likelihood
	Severity	5			Severity
	Overall Risk	35			Overall Risk

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.	Y	RI	Sanitizer spray and a toilet monitor will be in place.
2. Toilets supplied with disposal hand towels or dryers (not a reusable linen towel), hand sanitiser. Limit to 1 person per toilet unit (even if it has multiple cubicles), posters etc.	Y	RI	
3. Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.	Y	RI	Toilets to be cleaned before and after service and after each individual use.
4. Introducing enhanced cleaning of toilet facilities, provision of more waste facilities, more frequent rubbish collections.	Y	RI	Toilets to be cleaned after each use. Appropriate bins to be placed.
5. Ask people to spray clean toilet after use	Y	RI	Sanitizing spray will be provided
6. Children under 11 to be accompanied to the toilet	Y	RI	Parents required to accompany children to toilets.
7.			
8.			
9.			

Risk:		Transmission of Coronavirus to an individual via contaminated waste			
Persons at risk		Cleaners and anyone else handling waste			
Risk Rating before control measures	Likelihood	5		Risk Rating after control measures	Likelihood
	Severity	5			Severity
	Overall Risk	35			Overall Risk

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Everyone asked to take waste home with them if possible	Y	RI	This will be communicated by email, verbally by minister, and using signage.
2. All waste to be assumed contaminated and handled appropriately	Y	RI	Volunteers dealing with waste will be trained and PPE will be provided.
3. Anyone handling waste to be trained in suitable working practices	Y	RI	See above
4. All waste handled with suitable PPE (see cleaning guidance for details).	Y	RI	See above
5. All bins lined with disposable liners and all waste double bagged prior to disposal and disposed of as hazardous waste in line with normal infection prevention control policies and procedures.	Y	RI	
6. Lidded bins operated by foot-pedal to be provided	Y	RI	
7. Keep Register of attendees	Y	RI	Register to be kept for 21 days in line with government guidance.
8.			
9.			

Risk:		Transmission of Coronavirus to an individual via working in the church building			
Persons at risk		Ministers, leaders, members, attendees, contractors, cleaners			
Risk Rating before control measures	Likelihood	5		Risk Rating after control measures	Likelihood
	Severity	5			Severity
	Overall Risk	35			Overall Risk

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Use remote working tools to avoid in-person meetings.	Y	RI	
2. Restrict attendance of individuals at meetings to those absolutely necessary and maintain social distancing throughout.	Y	RI	
3. Avoid transmission during meetings, for example, by avoiding sharing pens and other objects.	Y	RI	
4. Provide hand sanitiser in rooms used for meetings.	Y	RI	
5. Hold meetings outdoors or in well-ventilated rooms whenever possible.	Y	RI	
6. For areas where regular meetings take place, use floor signage to help people maintain social distancing.	Y	RI	
7. Implement cleaning procedures for goods and items entering the premises.	Y	RI	
8.			
9.			

Review/Revision Record

Date of Review	Confirmed by	Comments

I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes

Staff Member Name (Print)	Signature	Date

Rules and Regulations

If you are feeling unwell or have a temperature or cough then you should not attend the service. Please join us online on facebook.

Pre-registration is required to assure a place in the service.

Please maintain two meters distance between members not of your household at all times.

Face Coverings must be worn in the building at all times. If you have forgotten your face covering an extra will be provided. Children under 11 are not required to wear a face covering.

Please wait outside the door to be welcomed in by an attendant. We are operating a one way system. Please listen to the attendants instructions and follow all posted signs.

All participants must wash hands upon entry using provided hand sanitizer.

You will be asked to provide your contact details in case of the need to share these details with NHS track and trace. These details will be kept secure and will be deleted after 21 days.

You will be seated by an attendant.

Children are required to remain with their parents at all times.

Toilet facilities are available (children under 11 must be accompanied by an adult). Please follow the instructions of the toilet attendant. You will be asked to wipe down the toilet facilities after use using provided sanitizer. Wash your hands before returning to the service.

Do not leave your seating area to speak to others. You are asked to limit your interactions with those outside of your household while at the church. This includes the car park.

If you feel unwell or require assistance, please speak to one of the ushers on duty.

There will be no singing during the service. If there is a responsive reading, please do not read in a raised voice or remove your face covering.

Please take all rubbish (including service sheets) home with you and dispose of them appropriately.

Following the service you will be dismissed by seating bubble by one of the ushers. Please follow the signs to the exit.

Hand sanitizer stations are placed throughout the church and at the exit. Please remember to wash your hands regularly to prevent the spread of the virus.

Volunteer Check List

Face Covering and gloves must be worn at all times. Disposable aprons are available for cleaning both before and after.

Opening Up

We are limiting surface exposure. Assume that if something is not on this list, then it should not be placed (this includes Bibles, banners, tables, writing utensils, etc.).

- Open doors and windows for increased ventilation.
- Sanitize high touch surfaces including door handles, tables, chairs, the music stand, piano.
- Set out chairs based on the pre-registration list. Leave a few in the back for walk ups.
- Place service sheets on seats.
- Check hand sanitizer levels in hand sanitizer stations.
- Sanitize toilets.
- Sanitize microphone and place on the sanitized music stand for speaker.
- Place signage at appropriate locations including outdoor signs.

Before and During Service

- One person on Main Entrance to greet.
- Invite people in one household at a time.
- Make sure they are wearing a face covering if not, provide them with a disposable face covering.
- If anyone is showing signs of illness ask them to leave through the one way system in place. See below for procedures for someone who shows signs of illness.
- Watch them sanitize their hands at the hand sanitizer station.
- Confirm their contact details. We must have their names and their contact phone number.
- Send them into the service area where they will be met by a second volunteer who will seat them. If they did not preregister then set out the appropriate number of chairs for the household. Please note on the diagram where they are seated in the facility.

- We are operating at a strict capacity restriction. Once we are full, then people without a reservation must be turned away.

Toilets

- One volunteer will be placed outside of the toilets.
- Only one person may use the toilets at a time. Either ask them to sanitize the toilets after they use them, or sanitize them yourself after each use. PPE is provided if you choose the latter.
- Children under 11 must be accompanied by a parent to the toilets.

Illness

- If someone shows signs of being unwell or expresses feeling unwell at any point during the service then they should be sent home immediately and encouraged to get in touch with the NHS online or by phone to be tested. The area where they were sitting and any other area they visited should be cleaned immediately.

Following the Service

- Members are to be discouraged from congregating in the building.
- Each seating group will be dismissed one at a time by an attendants.
- Members are encouraged to wash their hands using the hand sanitizer by the door upon exit.
- Members are discouraged from congregating in the car park.

Cleaning

Volunteers will need to wear provided PPE for all cleaning.

___ All chairs and other furnishings to be wiped down with disinfectant and restocked.

___ Microphone to be disinfected by the speaker and placed in a plastic bag for a minimum of 72 hours.

___ High touch areas to be disinfected including door handles.

___ Floors to be swept and mopped (floor cleaning product to be approved by the school)

___ All toilets to be disinfected.

___ Close and lock all windows and doors.

When outside remove PPE and place in bin bag. All rubbish is to be treated as contaminated.

Appendix 8 – Visitor Admission Document



St Paul's CE Primary School

COVID Protection Measures and Procedures – Information for visitors to the school

Welcome to St Paul's CE Primary School. The school has developed new routines and procedures based on Department for Education guidance in order to minimise the risk of COVID transmission within the school community.

We are working to reduce on site visits to a minimum, working out-of-hours or virtually where possible. **All visitors must read, confirm and complete the information below as part of our revised procedures before admitting visitors to our school.**

1) Symptomatic individuals

	Yes	No
I do not have the symptoms of COVID 19 – a high temperature, a new and persistent cough, a loss of smell of taste		
Nobody in the house that I live is suffering from COVID, has the COVID symptoms, is self isolating or awaiting COVID test results.		
I have not been contacted by Track and Trace and advised to self-isolate		

If you have answered 'no' to any of the above, you must leave the site now and seek NHS advice.

We cannot admit anyone who has COVID, has COVID symptoms, is awaiting results of a test, is living in a household with somebody who is or who has been advised by Test and Trace to isolate.

2) Enhanced Hygiene

	Yes	No
I have used the hand sanitiser provided to clean my hands thoroughly on arrival as I have signed into the school. (please note that those with skin allergies etc. may ask to wash their hands on arrival with soap and water – this will be done immediately after the signing in process is complete).		

All members of the school community and visitors must wash/sanitise their hands more frequently than normal. There are multiple santisers around the school site and handwashing facilities – please use them during your visit today. In addition, please wash/sanitise your hands as you leave the site today.

We are also following the 'catch it, bin it, kill it' routine. If you cough or sneeze on site, please catch it in a tissue or the crook of your arm – then dispose carefully of your tissue.

3) PPE and Reduced Contact

The Department of Education advises that facemasks do not need to be worn in school, however, if your employer requires the wearing of facemasks you may do so on our site.

We are grouping and isolating our school community during the day – as a result you should restrict your movement around the school to a minimum. Most visitors are meeting a member of

staff and will be escorted on their visit. Please follow guidance from the staff member in regards to access to the school site.

Un-escorted visitors should discuss their access around the building with the school business manager, Mr Roy.

Un-escorted visitors should confirm (with Mr Roy) on departure the parts of the school they visited during their visit.

Basic Access rules:

Only access the parts of the school that you need to

Do not enter rooms with pupils/staff in them

Follow the keep left/circulation guidance signage when moving around the school

Make use of external doors and external access around the school

4) Social Distancing

Visitors to the school need to be particularly careful to follow social distancing. At all times whilst on our site, please try to achieve 1 metre plus distancing from staff and pupils.

On site meetings have been reduced to a minimum (using virtual meeting tools wherever possible). If you are attending a meeting on site you will find that the meeting may be held outside or in a large internal room. Spacing between participants will be increased and the room will be ventilated. Hand shaking and other physical contact will be avoided.

5) Fire Evacuation

Should the fire alarm sound during your visit, please leave the building by the nearest fire exit (green arrows and procedure notices in all rooms around the school). Go to the main playground and make 'socially distant' contact with the admin team, to confirm your safe evacuation.

6) Test and Trace

The school will work with Public Health England, the NHS, the Local Authority and our Local Health Protection Team to support the Test and Trace procedure and to respond effectively in the event of a positive case/outbreak of COVID in the school community.

Please complete the details below, which will be stored securely in school for XXXXX before being securely destroyed. These details may be shared with one of the public bodies listed above in order to facilitate the Test and Trace process.

Name: (First and Family Name) _____

Company of organisation employed by : _____

Personal contact number: _____ Date of Visit: _____

Reason/person visiting: _____

Please complete all sections of the school's visitors' book. The admin team will copy this and give you a reference copy.

Thank you for your cooperation

Appendix 9 – Guidance for Staff on Higher Risk Curriculum subjects – Music

The vital role of music and the wider arts in supporting mental health, social engagement, and learning in children is well recognised globally, backed by high quality scientific data. This role of music is more important now, during a global crisis, than ever, given the wide-ranging challenges being faced by children and families. But it is crucial that activities are promoted in a safe way...

Dr Daisy Fancourt, University College London

Guidance for Teaching Music during Covid-19 **September 2020**

Teachers to follow adapted Covid lesson plans on Charanga. Teachers to utilise ‘alternative’ aspects of lessons that focus on developing listening/differentiation and rhythm skills when they appear in the lesson plan. Note: Singing/chanting at a low volume is still allowed though.

Chn should be as far apart from each other as possible (ideally 2m) and adults should take care to keep 2m distance from pupils and other adults.

Sing at a low volume. Keep any background music lower to discourage children and teachers from raising their voices. Don’t sing for more than 40min at a time. Don’t stress ‘enunciation of consonants’ as this increases aerosol transmission.

When singing, children should stand side to side and ideally keep 2m of distance from each other. Teacher should stand 3m away from pupils when singing/when children are singing.

Make sure all windows/doors are open for adequate ventilation during Music lessons, especially when children are singing/chanting. In cold weather, still open all windows/doors but have children wear their coats.

If sheet music or lyrics are given out (only if necessary to teach an effective lesson), children should keep them in their individual plastic pouches.

If children will be using instruments, clean hands before and after using instruments—clean instruments after with warm soapy water or disinfectant spray. Note: we won’t use the drums at present as cleaning spray/ soap will damage the drum heads.

When using instruments, there should be ‘pick up points’ instead of the teacher or a child passing out instruments.

Note: If you have any questions/concerns or would like clarification on any of these points, please come see Stephanie Vanos (Music Coordinator).