

## Kilburn Grange School Operating Risk Assessment April 2021 Update

### Key documents referenced:

- [Restricting attendance during the national lockdown: schools Guidance for all schools in England January 2021](#)
- Kilburn Grange School Operating Risk Assessment March Reopening 2021
- Kilburn Grange School COVID-19 risk assessment dated September 2020
- Kilburn Grange School Operating Risk Assessment January 2021
- Kilburn Grange School Health and Safety Policy dated September 2020
- Kilburn Grange School Asymptomatic Testing Risk Assessment dated January 2021

Name of site	<b>Kilburn Grange School</b>
Purpose and scope	<p><b>School operating profile:</b> Full reopening- all pupils educated on site.</p> <p>This document will assess and specify reasonably practicable mitigating control measures to achieve the key overarching objectives:</p> <ol style="list-style-type: none"> <li>a. help <b>reduce the risk of COVID for pupils and staff who are in school</b></li> <li>b. help <b>reduce public health impacts</b> from in-school mixing</li> <li>c. striving for <b>best student outcomes</b> and fulfilling educational and wellbeing responsibilities</li> </ol>
Risk assessment conducted by	<b>Mr Rob Farrell Headteacher</b>
Risk assessment approved by	<b>Mr Stuart Dixon COO BPET</b>
Date of next review	<b>Ongoing/ weekly SLT Agenda Item</b>

	Risk description	Control measures and mitigating considerations	Risk before controls	Risk after controls	Control measures implemented by
1	<b>Infected staff or pupils attending school with or without symptoms</b>	<p>Aim to minimise contact with individuals who are unwell by ensuring that those with COVID symptoms, or who have someone in their household who does, do not attend school</p> <ul style="list-style-type: none"> <li>● Communicate requirement not to attend if they have COVID symptoms, have tested positive in at least the last 10 days or if they have someone in their household who has</li> <li>● Signpost staff and parents to latest Government advice regarding symptoms and self-isolation and NHS Test and Trace <a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a></li> <li>● Individuals presenting with new continuous cough, or a high</li> </ul>			<b>All Staff, Pupils</b>

		<p>temperature or has a loss of, or change in their normal sense of taste or smell must be sent to the school office prior to returning home</p> <ul style="list-style-type: none"> <li>● Staff or pupils becoming unwell with COVID symptoms whilst at school <ul style="list-style-type: none"> <li>● Follow operating procedure for response to in-school presentation of symptoms to include being sent to the school office whilst awaiting home return arrangements to be made</li> <li>● Depending on age and their supervision requirements, children should be seated where they can be safely monitored by staff. PPE must be worn by staff attending to these individuals if a +2m distance cannot be achieved <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></li> <li>● Call 999 without delay if the individual is seriously unwell or their life may be at risk</li> <li>● Engage with NHS Test and Trace process</li> <li>● Signpost those being sent home to Government self-isolation guidance <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></li> <li>● Signpost those being sent home to contact NHS Test and Trace to arrange a PCR test <a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a></li> <li>● Provide printed copies of key NHS guidance documents for those being sent home in case they do not have access to the internet at home. Consider obtaining copies in languages most commonly used in school community where EAL pupils may not have English speakers at home</li> </ul> </li> <li>● Sensitivity must be given in order not to create stigma or allow individuals presenting with symptoms to be discriminated against or bullied by others</li> <li>● Seek advice from PHE on Local Health Protection Team in the case to assist with in-school contact tracing and isolation directions to help identify and contain any outbreak</li> </ul> <p>SENCO to conduct review on pupils with additional needs to ensure that their needs can be met whilst maintaining these control measures</p>			
2	Increased risk from virus to individuals	<ul style="list-style-type: none"> <li>● Clinically Extremely Vulnerable individuals should not attend work or learning on site and follow Government shielding advice and any</li> </ul>			RF, SLT, All Staff

	<p>who are CV/CEV</p>	<p>direction from their doctor</p> <ul style="list-style-type: none"> <li>• Clinically Vulnerable should take additional care if attending the school site with handwashing, minimal contact with others, +2m distancing and use for face coverings as identified in this risk assessment</li> <li>• Headteacher to review the current list of CEV / CV staff and pupils</li> </ul>			
<p>3</p>	<p><b>Airborne virus spread between pupils and staff in classrooms and other smaller volume indoor spaces used by pupils</b></p>	<p><b>Separation of people and minimised person-to-person contact</b></p> <ul style="list-style-type: none"> <li>• Staff and pupils should remain 2m from each other where possible and no less than 1m (unless in an emergency or where individual risk assessed care is necessary)</li> <li>• Where staff cannot avoid working in a space less than 2m apart then they should wear face masks. Spare face masks are available in the medical room if staff require them.</li> <li>• Maximum room occupancy rates to be monitored and teaching staff to notify SLT if exceeded. Year groups with two classes are not to join together in one classroom for activities.</li> <li>• Break-up indoor classroom sessions with breaks for fresh air</li> <li>• Teaching staff to plan classroom furniture and lessons to avoid face-to-face learning</li> <li>• Clearly marked teacher zone to be established at the front of the class and students / staff not to routinely share this space</li> <li>• Use consistent pupil groups / bubbles and staggered timetabling to reduce the frequency of contacts both in teaching and social time</li> <li>• Teaching and support staff to work with specific groups as specified on the weekly timetable. This will aid track and trace in the event of a positive case.</li> </ul> <p><b>Ventilation</b></p> <ul style="list-style-type: none"> <li>• Ventilate teaching and meeting rooms by opening windows and doors as much as possible without breaching fire, security or other protocols</li> <li>• Open windows to allow background ventilation within occupied rooms</li> <li>• Where the balance between background ventilation and thermal comfort is difficult, for example with draughts and in cold weather, if it is safe to do so open all windows and doors to replace the stale air when the room is empty of pupils.</li> <li>• Staff to monitor classroom temperatures to ensure a reasonable balance between thermal comfort and ventilation and take measures to address this where necessary. SLT to consider flexible uniform requirements in very cold weather to increase indoor thermal comfort</li> <li>• Teaching staff to proactively consider practicality of teaching outdoors, using lesson ideas from CLOtC</li> </ul> <p><a href="https://www.lotc.org.uk/resources/lotc-resource-packs-free-downloads-for-members/">https://www.lotc.org.uk/resources/lotc-resource-packs-free-downloads-for-members/</a></p>			<p>All staff, Pupils</p>

### Face coverings

- School will follow current Government guidance on face coverings <https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>
- Face coverings are optional for pupils and adults unless adults cannot avoid working with another adult in a space less than 2m apart for a prolonged period of time. They may be worn when moving around outside of classrooms, to include any occasions when queuing outdoors
- Keep a reserve supply of face coverings and disposable plastic bags available in school reception to be made readily available upon request
- Parents wishing children to wear face coverings must educate their children on the correct wearing of these and remind children that these face coverings are their responsibility
- The school will take no responsibility for lost face coverings
- Waste face coverings must be taken home by individuals in their own sealable plastic bag or be disposed on in black bin bags and not recycling bins that Estates staff may sort by hand
- Handwashing or sanitisation facilities will be available for cleaning hands after touching face coverings

### Respiratory hygiene

- Regularly communicate the handwashing protocols that will be in place and respiratory etiquette expected of all pupils. Back up with other communications, including resources such as [e-Bug](#) where appropriate
- Posters reminding pupils to 'catch it, bin it, kill it' placed at key sight line points around school
- Produce a COVID checklist and briefing note for each lesson to be used by teachers, reminding pupils and monitoring compliance regarding coughing and sneezing controls
- Pupils encouraged and reminded to bring their own supply of tissues and sanitiser gel into school
- Hygiene stations to be equipped with tissues and hand sanitiser
- Increase the number of bins around site for safe disposal of tissues and sanitising wipes (the latter should not be disposed of down the toilets)

SENCO to conduct review on pupils with additional needs to ensure that their needs can be met whilst maintaining these control measures

4	<b>Hard surface virus spread by teachers and pupils in classrooms or similar spaces</b>	<ul style="list-style-type: none"> <li>• Position hygiene stations equipped with sanitiser gel of the correct <a href="#">specification</a> at key points where they can be used by pupils and staff before and after each lesson and other times throughout the day</li> <li>• Remind pupils to wash hands frequently throughout the day including when they have been to the toilet. Handwash and sanitiser to meet recommended <a href="#">specification</a></li> <li>• Staff to remind pupils on requirement for handwashing for 20+ seconds after return from breaks, change of rooms, before/after eating and visiting the bathroom</li> <li>• Teaching staff to clean their own desk space after a lesson if another teacher is to use the room following on from them.</li> <li>• Provide safe waste disposal of cleaning wipes or cloths in each classroom</li> <li>• COVID daily cleaning checklist to be used by cleaning staff to be completed, signed and returned to the office</li> <li>• Cleaning staff to ensure increased frequency of cleaning door handles, hand rails, light switches and hard contact surfaces that are more frequently touched throughout school day and at end of day</li> <li>• Daily evening clean of hard contact surfaces throughout school <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> </ul> <p>SENCO to conduct review on pupils with additional needs to ensure that their needs can be met whilst maintaining these control measures</p>			<b>All staff, pupils</b>
5	<b>Hard surface virus spread by teachers and pupils in non-teaching rooms and areas of the school</b>	<ul style="list-style-type: none"> <li>• Reduce requirement to touch surfaces - affix signage to remind people to keep switches on all day (lights etc), hold doors open where possible without breaching fire or security protocols.</li> <li>• Increase frequency of cleaning door handles, stair handrails, light switches, locker handles and other hard contact surfaces throughout school day</li> <li>• Additional daily evening clean of hard contact surfaces throughout school</li> <li>• Cleaning schedule to include of hard contact surfaces in outdoor areas such as bike sheds, racks etc</li> <li>• Office Manager and Caretaker to assess whether any COVID control measures may negatively impact other H&amp;S or security measures around the site and raise concerns with the headteacher</li> </ul> <p>IMPORTANT: existing H&amp;S measures should be considered before making changes such as fire doors, security or other safety features.</p>			<b>RF, AT, WF, Admin Team, Cleaning Staff</b>

6	<b>Virus spread from learning resources with hard surfaces including computers, musical instruments, stationery, science and sports equipment</b>	<ul style="list-style-type: none"> <li>Teaching staff to consider adjusting lessons to use individual equipment that can easily be sanitised between use</li> <li>If used, pupils to wipe down in-school equipment after use with sanitising wipes, supervised by staff (if appropriate depending on age and teacher judgment)</li> <li>Pupils to use own equipment or be allocated equipment and not share with others where appropriate</li> <li>Where it is assessed as educationally necessary to share equipment within or between groups/bubbles, these must be meticulously cleaned and when possible, left to 'quarantine' for 48hrs (72hrs for plastic items)</li> <li>Pupils and staff to be asked to limit the quantity of items brought into school to those that are necessary. Ask individuals to bring their own stationery and not share where possible.</li> </ul> <p>SENCO to conduct review on pupils with additional needs to ensure that their needs can be met whilst maintaining these control measures.</p>			<b>All Staff, Pupils</b>
7	<b>Pinch points that concentrate flow of people at the same time, reducing ability to socially distance</b>	<ul style="list-style-type: none"> <li>Continue to monitor pinch points and internal areas where queues might still form</li> <li>Supervise the following pinch points to remind and enforce social distancing where necessary: School entrance upon arrival and at dismissal Entrance to dining hall at lunchtime Lining up for breaks and other times when the school group needs to be together</li> <li>Movement of pupils around the site to be kept to a minimum. The majority of lessons should involve children staying in their own classroom unless a specialised teaching space is required (for example in PE).</li> <li>Remind children to socially distance at points throughout the day</li> <li>Maintain one-way system for circulating around school including the use of one 'up' staircase and one 'down'.</li> <li>Where possible, designate separate entrance and exit from school site and classrooms</li> <li>Adjust timetable to allow additional time for lesson transitions, hand washing and staggered breaks</li> </ul>			<b>All Staff, Pupils</b>
8	<b>Larger than class size gatherings, such as assemblies</b>	<ul style="list-style-type: none"> <li>Whole school assemblies are not to be held until the guidance changes. A rota of in class assemblies will replace these.</li> </ul>			<b>All Staff, Pupils</b>

9	<b>Science lessons</b>	<ul style="list-style-type: none"> <li>Science subject lead to advise of any COVID-specific safety arrangements if these will be required</li> <li>Sharing of equipment is to be avoided across bubbles. Where this is unavoidable, equipment must be thoroughly disinfected between uses.</li> </ul>			<b>Science Subject Lead, All Staff</b>
10	<b>Art, craft or other lessons with practical elements</b>	<ul style="list-style-type: none"> <li>Liaise with the Art subject lead to consider other measures that may be necessary.</li> <li>Sharing of equipment is to be avoided across bubbles. Where this is unavoidable, equipment must be thoroughly disinfected between uses.</li> </ul>			<b>Art Subject Lead, All Staff</b>
11	<b>Music and signing spreading airborne virus particles to individuals on site</b>	<ul style="list-style-type: none"> <li>Singing and the playing of wind instruments should only take place in well ventilated large volume rooms (or even outdoors if possible).</li> <li>Music teacher to advise on any other specific considerations following review of current Government advice</li> </ul>			<b>Music Teacher, All Staff</b>
12	<b>Virus spread from soft surfaces such as paper, books and material that cannot be laundered such as soft furnishings</b>	<ul style="list-style-type: none"> <li>Books and paper used by pupils should be those provided for that bubble only. At the moment it will not be possible for pupils to access books from other bubbles unless those resources have been disinfected and ideally quarantined for 72 hours.</li> <li>Soft furnishings are to be regularly disinfected and are not to be used across bubbles.</li> </ul> <p>SENCO to conduct review on pupils with additional needs to ensure that their needs can be met whilst maintaining these control measures</p>			<b>All Staff, Pupils</b>
13	<b>Virus spread during sport activity for those being educated on-site</b>	<ul style="list-style-type: none"> <li>Liaise with PE staff to conduct activity specific COVID assessment and follow PE or sports coaching governing body guidance</li> <li>Pupils to maintain social distancing during outdoor activity and contact sports will not be permitted</li> <li>Use outdoor space for sports whenever possible, or larger volume well ventilated indoor hall if it is not</li> <li>Specific days will be allocated for sports and request pupils to attend school dressed in PE kit to avoid changing rooms</li> <li>Keep pupils in consistent groups/bubbles during sport</li> <li>Ensure any sports equipment is cleaned thoroughly between use and reduce unnecessary sharing of individual items</li> <li>Head of PE to advise further on additional control measures</li> <li>Disallow any sharing of PE clothing between pupils</li> </ul>			<b>PE Coach, All Staff</b>
	<b>The start and end of the school day create risks of</b>	<ul style="list-style-type: none"> <li>Start and departure times are staggered.</li> <li>The number of entrances and exits to be used is maximised.</li> <li>Different entrances/exits are used for different groups.</li> </ul>			

	<b>breaching social distancing guidelines</b>	<ul style="list-style-type: none"> <li>• Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use.</li> <li>• A plan is in place for managing the movement of people on arrival to avoid groups of people congregating.</li> </ul>			
14	<b>Outdoor recreation time for those being educated on-site: playgrounds</b>	<ul style="list-style-type: none"> <li>• Free time to be supervised to enforce social distancing and maintaining of groups/ bubbles</li> <li>• Break times are staggered throughout the day to take place in bubbles</li> <li>• Pupils are reminded about social distancing at the start of each break time</li> <li>• Clean outdoor playground equipment and furniture (benches etc) frequently</li> </ul>			<b>All Staff, Pupils</b>
15	<b>Indoor recreation time</b>	<ul style="list-style-type: none"> <li>• Pupils to be supervised throughout any break periods that take place inside due to inclement weather.</li> <li>• Pupils to remain in their bubbles during any indoor break periods.</li> <li>• Each class to use indoor play equipment/games that are stored in their own classroom. These are not to be shared with other classes.</li> <li>• Monitoring and enforcing of social distancing to be maintained throughout break times and rest periods between lessons taken indoors</li> </ul>			<b>All Staff, Pupils</b>
16	<b>Staff rooms</b>	<ul style="list-style-type: none"> <li>• Staff to use their own glass/mug and cutlery and keep this with them if possible. If not, staff should ensure that they clean any equipment in the staff room that they use. Dirty plates, cutlery, cups and glasses should be placed in the dishwasher as this will clean and sanitise items.</li> <li>• Staff should use a disinfectant wipe to clean the table space that they have used once they have finished their lunch.</li> <li>• Ensure cleaning rota includes staff rooms throughout teaching day</li> <li>• Consult with staff to ensure that a suitable balance is maintained with access to welfare facilities that can be provided safely. Access to the staff room is the choice of a staff member and they must ensure that they socially distance if using this room.</li> <li>• Expand staff facilities with temporary use of the BPET Training Room. This will allow for more dining space that meets social distance requirements.</li> <li>• Staff should not use chairs that have warning tape applied as these are in place to aid social distancing.</li> <li>• Staff should continue to follow hand washing advice and remember to sanitise hands before and after use of any touch points (such as kettle, fridge etc)</li> </ul>			<b>All Staff</b>



17	<b>Greater potential for virus loading in bathrooms</b>	<ul style="list-style-type: none"> <li>• Increased frequency of cleaning of all bathrooms and toilets throughout the day.</li> <li>• Admin team to produce a COVID daily cleaning checklist for use by cleaning staff, to be completed, signed and returned to the school office.</li> <li>• Where possible, allocate bathrooms to specific pupil groups.</li> <li>• Remind pupils of policy of one person per toilet at a time.</li> <li>• Remind pupils of the importance of hand washing and hand sanitising.</li> </ul>			<b>All Staff, Pupils</b>
18	<b>Greater potential for virus loading in medical room affecting staff supervising / caring for individuals before return home or those cleaning it afterwards</b>	<ul style="list-style-type: none"> <li>• Medical room to be equipped with gloves, tissues, sanitiser gel and waste disposal.</li> <li>• Consult with school nurse or other registered medical practitioner for additional advice and guidance</li> <li>• Follow PPE guidance <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></li> <li>• Face masks (for individuals with possible infection and FFP2 or FFP3 respirator masks and safety glasses/face shields for first aiders who may need to approach and care for them).</li> <li>• Safe cleaning of bodily fluids and waste disposal essential</li> <li>• Deep clean after each use of the room for suspected/confirmed Covid case</li> </ul>			<b>Admin Staff, First Aiders, Cleaning Staff, WF</b>
19	<b>Close contact between first aiders, school nurse and infected people</b>	<ul style="list-style-type: none"> <li>• Consult with school nurse or other registered medical practitioner</li> <li>• Follow guidelines on first aid and review school first aid needs assessment <a href="https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov">https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</a></li> <li>• Medically qualified staff to follow their registered body guidelines on infection control. Equip first aid kits with additional gloves, masks, goggles and sanitiser gel <ul style="list-style-type: none"> <li>○ Individuals displaying COVID symptoms: where it is possible, move the casualty to the dedicated COVID isolation room to apply first aid. Where this is not possible, first aider to wear PPE before treating casualty.</li> <li>○ Other treatment with individual not displaying COVID symptoms - use the normal sick room to apply first aid</li> </ul> </li> <li>• Call 999 ambulance if an individual is seriously unwell or their life may be at risk</li> <li>• Anyone coming into contact with someone who is unwell must wash</li> </ul>			<b>Admin Staff, First Aiders, Cleaning Staff, WF</b>

		<p>their hands thoroughly prior to conducting other duties and the medical room should be cleaned using bleach</p>			
20	<p><b>Increased risk to cleaning staff themselves and of spreading the virus to other areas</b></p>	<ul style="list-style-type: none"> <li>● Inform, train and supervise cleaning staff including correct use of PPE <ul style="list-style-type: none"> <li>○ Routine cleaning: provide PPE to include gloves, aprons and standard face masks and monitor compliance</li> <li>○ Cleaning locations where known or suspected individual may have been or for cleaning bodily fluids: enhanced PPE to include respirator style face mask and eye protection</li> </ul> </li> <li>● Provide sufficient cleaning supplies of correct specifications, including disposable cloths and safe waste disposal facilities</li> <li>● Provide sufficient facilities for cleaning staff to clean themselves after work and before leaving the site</li> <li>● Do not use the same cleaning cloth in multiple rooms to avoid the risk of spreading the virus from room to room.</li> <li>● <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>● <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878677/PHE_11606_Putting_on_PPE_062_revised_8_April.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878677/PHE_11606_Putting_on_PPE_062_revised_8_April.pdf</a></li> <li>● <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878678/PHE_11606_Taking_off_PPE_064_revised_8_April.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878678/PHE_11606_Taking_off_PPE_064_revised_8_April.pdf</a></li> </ul>			<p><b>Admin Staff, Cleaning Staff, WF</b></p>
21	<p><b>Pupils leaving school for external appointments and returning to school</b></p>	<ul style="list-style-type: none"> <li>● Such occurrences should be discouraged where possible.</li> <li>● Parents to collect child following normal protocols and be instructed to sanitise hands before departing</li> <li>● On return to school, pupil to check-in and be directed to hygiene station to wash hands before returning to class</li> <li>● Parents to be reminded to follow social distancing guidelines, safe use of public transport and other government advice whilst temporarily off site when checking-out from reception/student services desk.</li> <li>● Sign in sheet to have a check sheet confirming that social distancing, hand washing, sanitiser and face coverings on public transport have been compiled with.</li> </ul>			<p><b>Admin Staff</b></p>
22	<p><b>Transport for those attending on-site learning</b></p>	<ul style="list-style-type: none"> <li>● Follow guidance contained in DfE transport guidance <a href="https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020">https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020</a></li> <li>● Encourage parents, staff and pupils to walk or cycle to school where</li> </ul>			<p><b>All Staff, Pupils</b></p>

		<p>possible. Consider additional storage/designated areas for cycles and helmet storage within bubble groups if this is required.</p> <ul style="list-style-type: none"> <li>• Where walking or cycling to school is not possible, encourage parents to drive pupils rather than use school or public transport in order to minimise the number of people they may come into contact with</li> <li>• Supervise drop off and collection areas on site to reduce crowding</li> </ul>			
23	School kitchen	<ul style="list-style-type: none"> <li>• External catering supplier's COVID risk assessment and staff operating procedure to be requested and reviewed (if applicable)</li> <li>• Caterer to provide a COVID daily cleaning checklist for use by kitchen staff to be signed and returned to Caterlink</li> <li>• Consult with chef regarding appropriate kitchen food hygiene control measures including use of PPE by catering staff</li> <li>• Kitchen areas must be cleaned before and after each food preparation using appropriate catering sanitiser products</li> <li>• Ensure that crockery or cutlery used is washed thoroughly in hot water with detergent and dried after</li> <li>• Where food is provided, where possible use food coverings to reduce exposure to airborne particles during food preparation</li> </ul>			Admin Staff, Kitchen Staff, Caterlink
24	Staff home visiting pupils	<ul style="list-style-type: none"> <li>• Where possible, home visits should only take place when concerns over a child's welfare have been raised and there has been a lack of contact with parents/carers.</li> <li>• SLT to review lone working and off site working risk assessment and communicate this to colleagues, taking note of the security, personal safety and COVID risk to staff if a home visit is necessary.</li> <li>• Staff engaged in these duties should avoid public transport, follow COVID public health guidance for the general public</li> <li>• Staff to follow existing protocols including checking out with a colleague before leaving the school, visiting by appointment only and not entering pupil households</li> </ul>			SLT, Staff
25	Dining areas	<ul style="list-style-type: none"> <li>• Direct pupils to wash hands before entering dining areas and supervise entry and exit to dining area</li> <li>• Children will use the dining hall in their bubbles and a timetable will be used to ensure that there is no mixing of bubbles.</li> <li>• Arrange lunch seating in bubble groups.</li> <li>• Ensure that the dining hall is cleaned thoroughly after use.</li> <li>• Staff to supervise dining areas to ensure social distancing guidelines are followed.</li> <li>• Pupils queueing for food should maintain social distancing as much as is possible.</li> </ul>			All Staff, Pupils, Catering Staff, Cleaning Staff

		<ul style="list-style-type: none"> <li>Cutlery and plates should not be shared. Any cutlery and plates required for later sittings must be thoroughly cleaned and disinfected.</li> </ul>			
26	<b>Drinking fountains</b>	<ul style="list-style-type: none"> <li>Request that pupils bring their own water bottle and do not share it with others</li> <li>Ensure pupils know to only use for filling up personal water bottles.</li> <li>Ensure that if using new, temporary hand washing facilities, that it is clear which is and which is not safe water for drinking.</li> </ul>			<b>All Staff, Pupils</b>
27	<b>Ingestion or unsafe use of sanitiser gel or cleaning products</b>	<ul style="list-style-type: none"> <li>Supervise use of sanitiser gel for younger pupils or for those with additional needs as appropriate</li> <li>Review COSHH assessment for alcohol gel and cleaning products, store in accordance with manufacturer's instructions and restrict access to stored quantities of greater volumes</li> </ul>			<b>All Staff</b>
28	<b>Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency</b>	<ul style="list-style-type: none"> <li>An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary.</li> <li>Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.</li> </ul>			<b>AT, WF, Headteacher</b>
29	<b>Emergency procedures - fire</b>	<ul style="list-style-type: none"> <li>Review current fire risk assessment and ensure that changes to school access or egress introduced to facilitate social distancing do not counter existing fire risk management control measures</li> </ul>			<b>SLT, Office Staff</b>
30	<b>Emergency procedures - security lockdown</b>	<ul style="list-style-type: none"> <li>Review school security risk assessment and ensure that changes to school access or egress (to facilitate social distancing) do not counter security access control measures</li> <li>Brief staff and pupils to re-familiarise them with school security protocols and to highlight any changes that have been necessary during the current phase of opening</li> </ul>			<b>SLT, Office Staff, All Staff</b>
31	<b>Pupils' increased anxiety and other mental health concerns</b>	<ul style="list-style-type: none"> <li>Staff to monitor pupils' wellbeing and be alert to potential need for greater emotional support</li> <li>Consider establishing additional arrangements for pupils to get support from specialists or staff trained in mental health support</li> <li>Communicate the arrangements for pupils to access support services and consider proactive signposting to external resources including <a href="https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers">https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</a></li> </ul>			<b>All Staff, DSL, SLT</b>

		<ul style="list-style-type: none"> <li>Communicate with parents and pupils in advance regarding how these arrangements will work practically in order to reassure them and to help address further anxiety.</li> <li>Teaching staff to contact DSL if they have any concerns over a pupil that come to light in remote learning sessions.</li> </ul>			
32	<b>Pupils' behaviour on return to school does not comply with social distancing guidance</b>	<ul style="list-style-type: none"> <li>Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings.</li> <li>For young children this is done through age-appropriate methods such as stories and games.</li> <li>Staff model social distancing consistently.</li> <li>The movement of pupils around the school is minimised.</li> <li>Large gatherings are avoided.</li> <li>Break times and lunch times are structured to support social distancing and are closely supervised.</li> <li>Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed.</li> <li>Messages to parents reinforce the importance of social distancing.</li> <li>Staff aim to enforce social distancing with the youngest children in the school.</li> </ul>			<b>All Staff, Pupils</b>
33	<b>Staff welfare. Increased anxiety, occupational stress and mental health presentations by staff exacerbated by changing priorities, workloads, time pressures and blurred work-life balance</b>	<ul style="list-style-type: none"> <li>Proactive line management and regular manager 'check ins' with staff in order to help recognise <a href="#">signs of occupational stress</a></li> <li>Line managers to discuss welfare with colleagues and escalate concerns to the Headteacher</li> <li>Headteacher to monitor staff workloads to ensure these remain manageable</li> </ul>			<b>Line Managers, SLT, Headteacher</b>
34	<b>New and expectant mothers - staff</b>	<ul style="list-style-type: none"> <li>Staff to follow the latest Government guidance and that from individual's doctor or midwife</li> <li>AT to conduct a risk assessment of returning to work for new mothers, in conjunction with medical advice from the individual's doctor</li> </ul>			<b>AT, Relevant Staff</b>
35	<b>Visitors including parents</b>	<ul style="list-style-type: none"> <li>Minimise the number of non-essential visitors</li> <li>Where possible, restrict visitors to appointment only and restrict site access to a designated room close to the main entrance, hosting them</li> </ul>			<b>Admin Staff</b>

		<p>in this room rather than permitting their further movement through the site</p> <ul style="list-style-type: none"> <li>• Parents should not be permitted to enter the school through any other point of entry and should be informed of this important requirement in advance</li> <li>• Inform essential visitors of the school's COVID-related social distancing and other infection control protocols when signing-in</li> <li>• Peripatetic staff may move between schools where necessary but visits should be minimised and follow in full the protocols of the host school whilst on site</li> <li>• Visitors to sanitise hands before and after use of the sign in screen.</li> </ul>			
36	<b>Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply</b>	<ul style="list-style-type: none"> <li>• Start and finish times are staggered.</li> <li>• The use of available entrances and exits is maximised.</li> <li>• Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings</li> </ul>			<b>Pupils, Parents, Staff</b>
37	<b>Contractors</b>	<ul style="list-style-type: none"> <li>• Reduce any unnecessary contractor visits whilst pupils are onsite</li> <li>• Admin Team to check that contractors have not got Covid symptoms by asking them to read through the list of symptoms when they arrive and confirm that they do not have any of those symptoms.</li> <li>• Where possible, plan their work to be at times when pupils are not on site.</li> <li>• AT to request contractor method statements and review their COVID-related control measures.</li> <li>• Admin Team to inform contractors of the school's COVID-related social distancing and other infection protocols.</li> <li>• Contractors to sanitise hands before and after use of the sign in screen.</li> </ul>			<b>Admin Team, WF</b>
38	<b>Deliveries</b>	<ul style="list-style-type: none"> <li>• Designate one location for any deliveries to a space where they can be disinfected before being passed on. Train staff on how to do this and dispose of packaging safely</li> </ul>			<b>Admin Team, WF, All Staff</b>
39	<b>External lettings</b>	<ul style="list-style-type: none"> <li>• External bookings of school facilities to be reinstated during school holidays.</li> <li>• Request risk assessments (including Covid risk assessment) from any external provider.</li> <li>• Cleaning schedule to take account of any external hire of school facilities to ensure thorough disinfecting of the spaces used can take</li> </ul>			<b>Admin Team</b>

		place.			
40	<b>Educational visits</b>	<ul style="list-style-type: none"> <li>• Educational Visits are now permitted although there is still no access to public transport for large school groups.</li> <li>• Any planned visits will be conducted in line with relevant Covid-19 guidance that is in place at that time.</li> <li>• Children will only attend trips in their education bubble, until such time as the guidance states that there is no need for bubbles and social distancing in schools.</li> <li>• Full and thorough risk assessments will take place before any trips are signed off by a member of SLT. These risk assessments must take into account the latest Covid-19 guidance.</li> </ul>			<b>All Staff</b>
41	<b>Non-compliance</b>	<ul style="list-style-type: none"> <li>• Review behaviour policy and HR policies for current phase of operation. Update procedures to incorporate social distancing and other COVID-related measures</li> <li>• Encourage culture of 'positive compliance' through mutual respect and have plans in place for dealing with non-compliance.</li> <li>• Any serious or persistent breaches of compliance to be dealt with by Headteacher.</li> <li>• Establish a log of potential group / bubble or risk assessment breaches.</li> </ul>			<b>All Staff</b>
42	<b>Reporting Positive Tests</b>	<ul style="list-style-type: none"> <li>• Staff and parents of children to report positive COVID tests to the school as soon as the results are known. The school will need to know when Covid symptoms started and who the positive case has come into close contact with. The school will also need to know whether the positive test was a Lateral Flow Test or a PCR as this will impact next steps and advice on self-isolation given to close contacts.</li> <li>• If a positive Lateral Flow Test is returned then that member of the school community should isolate and confirm the result by arranging a follow-up PCR test. If the PCR test is returned within two days and is negative then the individual can return to school and no longer needs to isolate.</li> <li>• Headteacher to call the DFE/PHE and seek advice on closure of bubbles and self-isolation requirements.</li> <li>• School to communicate with close contacts on the need to self-isolate once this has been confirmed with the DFE/PHE.</li> <li>• Follow operating procedure regarding pupils or staff who may have come into contact with the virus whilst at school</li> </ul>			<b>All Staff, Parents</b>
43	<b>The number of staff</b>	<ul style="list-style-type: none"> <li>• The health status and availability of every member of staff is known</li> </ul>			<b>Headteacher, SLT</b>

	<p><b>who are available is lower than that required to teach classes in school and operate effective home learning</b></p>	<p>and is regularly updated so that deployment can be planned.</p> <ul style="list-style-type: none"> <li>• Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online.</li> <li>• Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place.</li> </ul>				
<p><b>44</b></p>	<p><b>Other Estates related occupational H&amp;S</b></p>	<ul style="list-style-type: none"> <li>• Headteacher to conduct periodic walking site tour to make H&amp;S observations and record the outcomes of these.</li> <li>• Office Manager and Caretaker to advise Headteacher on other H&amp;S risk assessments that may be affected during the current phase of operation that may cause temporary changes of use, access arrangements, increased storage of chemicals/cleaning materials and closed-off buildings. This shall include: <ul style="list-style-type: none"> <li>○ Fire</li> <li>○ Security and access control</li> <li>○ Legionella</li> <li>○ COSH</li> </ul> </li> </ul>			<p><b>Headteacher, Office Manager, Caretaker</b></p>	
<p>Other actions identified by risk assessment and ongoing notes and queries</p>					<p>Action required and by who</p>	<p>Completed by</p>