

Mereworth Community Primary School Risk Assessment

Risk Assessment regarding the planned re-opening of the school from 1st SEPTEMBER 2020 (COVID-19 Pandemic)

<p>Assessment completed by: Senior Leadership Team - SLT Amanda Lavelle Kate Maryon Mary Ovenell</p> <p>Numbers of Persons involved: All staff Health and Safety Governor</p>	<p>Name of person completing Risk Assessment: Senior Leadership Team - SLT Amanda Lavelle / Kate Maryon / Mary Ovenell</p> <p>Name of person amending Risk Assessment: All staff to contribute to approving the RA on 21.07.20 & 22.07.20 & H&S Governor to oversee process 23.07.2020 Final version 01.09.2020</p>	<p>Date Risk Assessment completed: July 2020</p> <p>Date Assessment amended: September 1st 2020 following a final review with all staff</p>
<p>Activity - Organisation of school: Physical environment Learning environment</p>	<p>Risk Assessment Title: Reopening of the school to ALL pupils - September 2020</p>	
<p>Guidance & Information:</p>	<p><i>Government Directive:</i> <i>The government has directed schools to open to all pupils from 1st September 2020. ALL NHS/PUBLIC HEALTH ENGLAND/LOCAL PROTECTION TEAM and GOV.UK guidance to be followed at all times regarding isolation, social distancing and hygiene.</i></p> <p><i>The following guidance has been issued and has informed the details of this Risk Assessment:-</i></p> <ul style="list-style-type: none"> • Government guidance for full opening: schools https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools • Coronavirus (COVID-19) related deaths by occupation, England and Wales: deaths registered up to and including 20 April 2020 Provisional analysis of deaths involving the coronavirus (COVID-19), by different occupational groups, among males and females aged 20 to 64 years in England and Wales. https://www.ons.gov.uk/peoplepopulationandcommunity/healthandsocialcare/causesofdeath/bulletins/coronaviruscovid19relateddeathsbyoccupationenglandandwales/deathsregisteredbetween9marchand25may2020 • Guidance COVID-19: cleaning in non-healthcare settings 	

	<p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <ul style="list-style-type: none"> • Guidance Safe working in education, childcare and children’s 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 • Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 • Guidance Staying alert and safe (social distancing) https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people <p>Kent County Council guidance - Primary Guidance specifically for primary schools, relating to delivery of the curriculum in September with a Self-Evaluation Toolkit for a recovery curriculum. Primary Guidance (PDF, 544.1 KB) - 14 July Appendix 1 - Blended Learning Materials (DOCX, 56.5 KB) - 14 July Appendix 2 - Safeguarding advice for online learning (DOCX, 62.8 KB) - 14 July Appendix 3 - KCSIE Summary 2020 (DOCX, 36.8 KB) - 14 July Appendix 4 - Parental Engagement Guidance (DOCX, 44.7 KB) - 14 July Appendix 5 - School Exclusion Risks after Covid-19 (PDF, 1.8 MB) - 14 July.</p> <p>Operational Guidance - Relating to Health and Safety, social distancing, cleaning and catering. Operational Guidance (PDF, 379.0 KB) - Updated 15 July - with additional guidance regarding cleaning and hygiene KCC Client Services COVID-19 Catering Guidance and Risk Assessment (PDF, 279.8 KB) - 10 July KCC Framework School Meals FAQs (PDF, 108.1 KB) - 10 July</p> <p>Emotional Wellbeing - In-depth guidance and resources to support schools to make decisions on how best to support their community’s emotional wellbeing, as well as knowing what to do if a member of the school community requires extra support. Emotional Wellbeing Guidance (PDF, 461.9 KB) - 10 July</p> <p>Safeguarding - Toolkit to assist Governing Bodies and Headteachers in reviewing their safeguarding arrangements. Safeguarding Toolkit - Full Opening of Schools September 2020 (DOCX, 183.2 KB) - 10 July Being prepared to meet the differing needs of children (PDF, 108.9 KB) - 10 July Online Safety Guidance - Full Opening of Schools (PDF, 245.6 KB) - 10 July</p> <p>Governance - Guidance for the governance of schools in relation to their full opening, including school operations, curriculum and assessment, accountability and contingency planning. Governance Guidance (PDF, 215.1 KB) - 10 July</p>
Mereworth Community Primary School Risk Assessment:	<p>Our Risk Assessment incorporates control measures to reduce the risk of transmission of the coronavirus (COVID-19). This Risk Assessment covers pupils, staff, parents and any visitors to the school. Key protective measures include:</p> <p>Minimising contacts and mixing between people reduces transmission of coronavirus. There are two main controls to manage contact between people:</p>

1. Ensure groups are separated into bubbles with no contact with other year group bubbles unless Phase bubbles are in use for Breakfast Club/After School Club or some shared areas on the timetable e.g. ICT suite being used on the same day.
2. Ensure individuals maintain distancing measures.

Class 'Bubble' for pupils

Children will be in **class 'bubbles'** during the day.

Sharing of rooms and resources will be limited as much as possible.

Adults and specialist teachers can move between class bubbles but with a greater emphasis on maintaining distance from pupils and ensuring their own hand washing/sanitising between class bubbles.

Phase 'Bubbles' for pupils – Phase bubbles will be used for Breakfast Club/After School Club and some shared rooms/areas of the school.

Measures within the classroom

Year 2 - Year 6

When children are learning within their class bubble/classroom, they will not be expected to distance in the same way as adults. This means social contact is minimised by:

All desks and pupils facing forwards in rows

Pupils sitting at desks in assigned seats

Children may work with a pupil partner side by side

Adults to work side by side with pupils avoiding facing one another directly

Children to keep their own stationery on their desk which they do not share

Classrooms to be well ventilated and doors to stay open where possible

Reception and Year 1

Spread out with assigned carpet space

Group work in allocated groups in Reception and Year 1

Use of water play but not sand

Each child to have a named plastic wallet with resources

<p>Class Teacher to organise resources on a cycle that are cleaned between use Basic provision in setting but not enhanced e.g. minimal soft furnishings Classrooms to be well ventilated and doors to stay open where possible Resources used both indoors and outdoors to be cleaned regularly</p> <p>Curriculum and subjects with additional measures in place</p> <p>Music: Children to carry out music lessons in their assigned carpet spaces or desk / Face to face group work to be avoided Side to side group work only / No singing or choir in any size group indoors / Singing can take place outside</p> <p>PE: No inter-school sport / Non-contact PE / Outdoor PE only</p> <p>Outdoor Learning: Outdoor learning to be carried out in class bubbles.</p> <p>Staffing including Cover Teacher/PPA Teacher/ Specialist Teachers/Peripatetic Teachers that move between class bubbles</p> <p>Some members of staff will move between class group bubbles. These staff will maintain at least 2m distance from pupils. These staff will hand wash or sanitise between each group. Agency and other temporary workers may move across schools but Senior Leaders will minimise the need for external cover using internal staff cover where possible.</p> <p>Initial Teacher Training placements – Student Teachers</p> <p>Any Student Teachers will be placed within one class bubble and assigned a mentor/tutor.</p> <p>Specialist extra-curricular club activities</p> <p>No internal staff clubs during Term 1 or Term 2. This will be reviewed before the end of Term 2. No specialist external clubs during Term 1 or Term 2. This will be reviewed before the end of Term 2.</p> <p>Parents/Carers information</p> <p>Parents and staff should avoid face to face meetings and use email, telephone or video call instead There will be no in school face to face events involving parents. Assemblies and productions will be recorded.</p>
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There will be no Stay and Play events in EYFS or Stay & Learn sessions in EYFS/KS1 or KS2.
 Wrap around care (Breakfast Club and After School Club) will operate from the start of the Autumn Term with protective measures and new systems in place.
 Parent Consultation will be confirmed during the Autumn Term.
 No parents or visitors on site unless a prior appointment has been made and health and safety measures have been agreed.

Staggered School Times for the Autumn Term 2020:

Drop off and collection times will be staggered to minimise the risk of parents and children mixing.

Only one parent should accompany their child to minimise adults on site.

Extended staggered start time from 8.30 – 9.00am and extended staggered finish time from 3.00 – 3.30pm.

Different entry/exit points for all classes and parent waiting areas.

Year Group / Family	Drop off	Collection	Area of school
Year R	8.40-8.50am	3.00-3.10pm	<i>EYFS gate/EYFS playground area</i>
Year 1	8.50-9.00am	3.10-3.20pm	<i>Main gate/small pedestrian gate for Year 1 outside area</i>
Year 2	8.40-8.50am	3.00-3.10pm	<i>Main gate/front playground</i>
Year 3	8.50-9.00am	3.10-3.20pm	<i>Main gate/front playground</i>
Year 4	8.40-8.50am	3.00 3.10pm	<i>Staff car park designated area</i>
Year 5	8.50-9.00am	3.10-3.20pm	<i>Staff car park designated area</i>
Year 6	8.30-8.40am	3.15-3.20pm	<i>Staff car park designated area / walk home to church</i>
FAMILY - siblings	If you have more than one child in the school after dropping off your first child please go to your designated waiting area for your next child.		

Risk Assessment code:

Risk Assessment codes: H = HIGH M = MEDIUM L = LOW

If all control measures are followed this should reduce the likelihood of infection/transmission to 'LOW'

Hazards Identified	What's The Risk?	Risk (H, M, L)	Control Measures	Actions Required
<p>Hazard A: Spread of infection from Covid-19 due to large numbers of children and staff mixing together in school.</p> <p>Approximately 210 pupils and 30 staff.</p>	<p>The greater number of people mixing together the higher the risk of infection transmission.</p>	<p>HIGH</p>	<p>Class bubbles (children with same adults in class bubbles) for teaching and learning, playtimes and lunchtimes.</p> <p>Children to only mix with their allocated class bubble at all times including playtimes, lunchtimes, teaching & learning and entrance and exit from school.</p> <p>There are designated toilets for each class bubble and for staff.</p> <p>See school map with allocated zones.</p> <p>Staff allocated to one group only for the duration of Term 1.</p> <p>No large gatherings of children. Zoom assemblies set up 3 x week.</p> <p>Communicate clearly to parents about not attending the setting if their child or anyone in their household has symptoms that could potentially indicate infection with Coronavirus (Following the COVID-19 guidance for households with possible coronavirus infection).</p>	<p>Staggered entrance and exit times for class bubbles and siblings.</p> <p>'Zoned areas' for each class bubble which includes outside area and designated toilet.</p> <p>Communicate expectations to staff, parents and children - referring to the most up to date GOV.UK guidance, Local Protection Team and NHS.</p> <p>All staff and pupils adhere to distancing rules and stay in allocated zones.</p> <p>See Parent Protocol information September 2020.</p> <p>See School website information.</p> <p>Letters sent to parents July and September 2020.</p>

<p>Hazard B: Spread of infection due to close proximity within classrooms and corridors.</p>	<p>The higher the risk when pupils and staff are closer together.</p>	<p>HIGH</p>	<p>Children’s desks to face forward.</p> <p>Children to sit side by side.</p> <p>Each class to use their own resources.</p> <p>Children may bring into school their own resources – not to be shared.</p> <p>Teacher to be 1m+ from pupils at the front of the room when teaching.</p> <p>Procedures in place for Term 1 detailing what children should and should not have in school.</p> <p>Zone areas for each year group to limit contact between groups this includes movement around school, allocated toilets, inside and outside play areas.</p> <p>See school map with allocated zones + Timetable for school day + staff deployment – September 2020.</p>	<p>Organisation of classrooms: All desks facing the board in rows. Seating will be side by side. Ensure all rooms are well ventilated with windows open.</p> <p>Adults and children to work side by side and avoid directly facing one another.</p> <p>Communicated to parents via letter and parent protocol – September 2020: Reading books to be quarantined 72hrs before being returned to shelf.</p> <p>Communicate zone system to all staff, parents and children.</p> <p>Hazard tape outside play areas.</p> <p>Put up signs for inside and outside areas so that each learning zone and entrance/exit is clearly separated and defined.</p> <p>Parent protocol for September 2020. Parent information via website – July/September 2020.</p>
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<p>Hazard C: Risk of transmission through staff and pupils and others from entering the building.</p>	<p>The greater number of people mixing together the higher the risk of infection transmission</p>	<p>HIGH</p>	<p>If a child/staff member feels unwell during the school day their temperature will be taken at regular intervals.</p> <p>Non-contact thermometers available for use by staff.</p> <p>Follow reporting procedures if the staff member or child has a temperature above 37.8.</p> <p>Child to be isolated in DT room / staff member to wear appropriate PPE – until parent attends school to collect. Room to be thoroughly cleaned after use.</p>	<p>Communication to parents via letter: Parents not allowed to give Calpol/Nurofen to reduce temperature at home and subsequently send child to school, even if they are “sure” the reason for the temperature “is not COVID-19.” The school MUST be informed and the child must remain at home. The school will not administer medication (only allergy medication and antibiotics/other prescribed medicine unrelated to COVID-19) to pupils.</p> <p>Staff, parents and children informed of temperature checks.</p> <p>School to seek advice via Local Protection Team and also Test, Track and Trace system.</p>
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<p>Hazard D: Risk of infection to staff from pupils.</p>		HIGH	<p>The government has advised PPE is not necessary for children. School staff can use PPE if a child displays coronavirus symptoms and needs to be isolated (DT room) until they are collected. It should also be used for: Sickness/soiling/accidents involving bodily fluids.</p> <p>Testing to be organised for anyone with symptoms and prior to anyone returning to school that has had symptoms.</p> <p>Record First Aid accidents using 'First Aid folder' for each classroom– copy to go home with parent – follow school policy and procedures e.g. telephone re. Bumped head.</p>	<p>PPE equipment in all rooms and key areas of the school including masks, visor mask, gloves and aprons for staff to use as appropriate.</p> <p>PPE information and training for staff on how to use PPE correctly and recommend use by government.</p> <p>PPE to be used for First Aid Accidents and for pupils displaying signs and symptoms of the coronavirus.</p> <p>Testing to be arranged for staff, pupils and families as necessary.</p> <p>First Aid record folders in each room. Staff to record all accidents/incidents. Staff to use telephone situated outside school office to communicate with parents – follow school policy.</p> <p>NO ENTRY INTO SCHOOL OFFICE.</p>
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<p>Hazard E: Spread of infection between different groups in school.</p>	<p>The higher the risk if pupils mix with other groups as increases numbers of pupils mixing.</p>	<p>HIGH</p>	<p>Children to stay using the same inside and outside learning and play areas in their allocated zone and not come into contact with other classes.</p> <p>Zone playground areas and outside areas and designated toilets. Children must only play in class zone/bubble with supervising adult linked to the class.</p> <p>Lunch hall: to be split into 2 areas to allow space between classes when eating. Staff to serve Year R, Year 1 and Year 2 children at tables for hot meals selected during registration – child wears coloured arm band to indicate meal chosen. Arm bands used allocated to each class and cleaned daily.</p> <p>Access rooms via outside doors where possible to avoid passing in corridors.</p> <p>Organise curriculum timetable to ensure class stay in class bubble and don't mix with other classes/children. This includes a timetable for caged area for PE, ICT room and school Library.</p> <p>ICT room: used by a class or phase year groups each day and cleaned after use, including wiping down keyboards, mouse, desk area and backs and sides of chairs.</p>	<p>Communicate to parents via letters: Staggered drop off and collection times for each class – see timetable for September 2020, to minimise contact between groups of children. Ensure staff, parents and children know expectations regarding only coming into contact with children in their own class bubble wherever possible.</p> <p>Class zones and designated drop off and collection points on school grounds. Separate areas with social distancing signs - see school map for September 2020.</p> <p>Teaching staff to organise outside learning activities into the structure of the school day/week. Use of shaded areas to reduce risk of sunburn during playtime/lunchtime and outside learning.</p> <p>Cleaning of all frequently touched items within class and when using shared learning areas.</p> <p>ICT room/Library room – clean and wipe down after use all tables, keyboards, mouse, desk area and backs and sides of chairs.. Use of hand sanitizer on entry/exit to shared rooms.</p>
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			<p>Library: to be accessed only at designated timetable time in a small groups from the class bubbles. Any returned library books to be kept in a separate box for 72 hours and quarantined. Children/staff to use hand sanitizer before entry to library and on exit from library. Staff to wipe down 'frequently touched areas' after visit ready for the next class.</p> <p>School reading scheme books: books to be given out by staff to all children as necessary and returned books to be quarantined for 72 hours before returning to central storage areas and class library storage area.</p>	
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<p>Hazard F: Spread of infection between different groups of staff in school.</p>	<p>The higher the risk if staff mix with other groups as increases numbers of staff mixing.</p>	<p>HIGH</p>	<p>Staff will minimise contact with other staff by avoiding social contact and staying within their allocated class areas/zones in school. All staff have an allocated PPA and lunch area. See School map September 2020. There will be NO communal staff areas.</p> <p>Weekly staff meetings will be held remotely via ZOOM. Any training/staff meetings held in school will adhere to social distance guidance, in a designated area/room that is suitable for the number of staff attending. Hand sanitizer to be used on entry/exit. Larger whole school meetings should be conducted via zoom wherever applicable.</p> <p>Staff using the staff kitchen area and facilities to keep to social distance measures and leave area as soon as possible after collecting food / drink.</p> <p>Staff should not spend time in any other rooms e.g. School Office with other staff that are not in their group/bubble.</p> <p>Use of school photocopiers: staff to wipe down frequently touched areas with antibacterial wipe after use, ready for the next person.</p>	<p>Communicate information and expectations to all staff regarding minimising contact or mixing with staff that are not in their class bubble. Staff must stay in designated areas and adhere to protective measures in place.</p> <p>Ensure social distancing guidance is adhered to at all times by staff that may come into contact with one another.</p> <p>Staff telephone outside the school office area for all staff to be able to use should they need to call a parent. Use bacterial wipes after use.</p> <p>Staff to adhere to social distance measures during face to face meetings or use ZOOM for meetings that need to take place between different groups of staff.</p> <p>Hand sanitizer/antibacterial wipes available in all shared areas/resources with staff cleaning down frequently touched items after use and hand sanitizing/handwashing frequently.</p>
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<p>Hazard: G Risk of increased transmission of virus due to journeys to and from school</p>	<p>The higher the risk if pupils / parents and staff mix with other groups as this increases the numbers of pupils, parents and staff mixing.</p>	<p>HIGH</p>	<p>Staff and parents/pupils to travel on foot, bicycle, motorcycle or own car wherever possible.</p> <p>Use of face mask on public transport/taxis.</p>	<p>Communicate guidance to staff and parents.</p>
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<p>Hazard H: Transmission of infection between children within their own classes.</p>	<p>Risk of infection between classes is lower as class stay together unless a child or staff member begins to display COVID-19 symptoms.</p>	<p>MEDIUM</p>	<p>Children to be allocated handwashing times and hand wash after any transition, e.g. On entry and exit of school building / zoned areas and after sneezing / coughing / blowing their nose / before eating / after eating / start and end of the school day.</p> <p>Extra sanitisation of tables and door handles during the day.</p> <p>Antibacterial and Antiviral hand gel and soap available in classrooms.</p> <p>Children to bring own pencil case to limit sharing of resources. No shared use of cups, crockery, fabric resources, playdough, musical instruments that are blown etc. by children.</p> <p>Playground equipment; trim trail, climbing frames, gym equipment – out of use. Year R playground equipment can be used by Year R pupils. Staff to wipe down on a regular basis</p> <p>Prop doors open (except fire doors) to give as much ventilation as possible and reduce contact with handles/doors.</p> <p>Limit number of children using designated toilet at any one time by adult overseeing class.</p>	<p>Organise handwashing times and ensure that staff teach and oversee children’s handwashing to ensure that this is carried out thoroughly. Use video and poster material to enhance the correct teaching of handwashing. Children to be reminded about handwashing and avoiding touching mouth, eyes and nose. Minimum of 20 seconds handwashing with soap. Regular use of hand sanitizer. Soap and hand sanitizer available in all classrooms and all key areas of the school for pupils, staff and visitors + refilled every day.</p> <p>Tissues in all classrooms and key areas of the school.</p> <p>Organise daily thorough cleaning and hygiene of classrooms, corridors and toilets – cleaners in school every day. Bins emptied every day.</p> <p>Removal of shared resources that pose high risks of infection transmission. Signs and posters made for the teaching of good hygiene and not touching mouth, eyes, and nose. <i>Catch it. Bin-it. Kill it.</i> Promoted with all pupils.</p>
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<p>Hazard I: Transmission between parent groups (and children) standing on the pavement outside the school gates and at pickup/drop off times in allocated collection zones.</p>	<p>The risk will be higher if parent groups have the opportunity to congregate together.</p>	<p>HIGH</p>	<p>Stagger drop off and collection times to minimise parent to parent and child to child contact.</p> <p>Ensure parents know procedures and follow social distancing and school systems. Social distancing signs to be used.</p> <p>Parents <u>only</u> enter the school building by prior arrangement/appointment. Adhere to social distancing for any meetings.</p> <p>Parents to be given class allocated waiting areas on site to limit crowding on the pavement/outside the school.</p> <p>Parents to leave the school area promptly to minimise contact with other parents and other children.</p> <p>Year 6 pupils allowed to walk up to church at the end of the school day to meet parents to alleviate congestion around school and promote independence.</p>	<p>See Parent Protocol and letter July 2020 and September 2020 + communication and information on school website available for parents to view.</p> <p>Staggered drop off and collection times for each group.</p> <p>Communicate expectations to staff, parents and children.</p> <p>Social distancing signs and allocated collection zones. See school map September 2020.</p>
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<p>Hazard J: Transmission between groups at lunchtime/mealtimes.</p>	<p>Possible cross contamination between groups.</p>	<p>HIGH</p>	<p>All classes to eat in school hall with their allocated Lunchtime Teacher supervising and overseeing their care.</p> <p>Hall split with separate entrance/exit to allow 2 classes to use hall with distance between them and without crossing over at entrance/exit.</p> <p>Tables cleaned between groups. Year R, Year 1 and Year 2 children served at table, this will speed up service and ensure all pupils can eat their school lunch in the hall. Staff to clean tables before and after each class. Cutlery and cups already on tables.</p>	<p>Communication to parents about providing packed lunches or accessing hot meals.</p> <p>See Edwards and Ward Risk Assessment and information about school meals to parents.</p> <p>Lunch Time system communicated to all staff and pupils. See Lunch Time information – Staff + Lunchtime rota for the hall.</p> <p>See school map with allocated zones.</p>
<p>Hazard K: Deliveries to the school increasing risk of transmission</p>	<p>Small risk of transmission</p>	<p>MEDIUM</p>	<p>Visitors / Contractors not to enter site without prior arrangement.</p> <p>Deliveries to be left in a designated area outside the main front door entrance to the building.</p> <p>Office to collect.</p> <p>Strict hygiene around deliveries. Receiving person to dispose of outer packaging where appropriate and wash hands immediately.</p>	<p>Already in place.</p> <p>Continue systems and procedures.</p>

<p>Hazard L: Visitors to school including outside professional agencies.</p>	<p>The higher the risk of transmission with higher numbers of people in the building.</p>	<p>MEDIUM</p>	<p>Antibacterial gel available for use in office reception area. Limit visitors however when in school meetings are necessary, follow all procedures to minimise the risk of infection. Meetings to take place via ZOOM and Microsoft TEAMS and Telephone conferencing wherever possible.</p>	<p>Already in place. Continue systems and procedures. Follow all protective measures including hygiene and social distancing.</p>
<p>Hazard M: Use of Therapy Dog in school.</p>	<p>Risk of catching COVID-19 from touching the dogs or their equipment including leads and brushes.</p>	<p>MEDIUM</p>	<p>Pupils and staff to wash hands before and after a reading dog or therapy dog session. Staff owners of dogs to ensure dogs are kept clean including dog resources and equipment. Staff to adhere to social distancing measures when working with children from different class bubbles.</p>	<p>All protective measures in place including hand hygiene, resources and social distancing measures. Parental permission for children to have access to dogs/sessions.</p>

<p>Hazard N: Pupils, staff and parents are at risk of catching COVID-19 if they come into contact with someone who has coronavirus or symptoms of coronavirus.</p>	<p>Continued risk until pandemic is over. See Appendix A</p>	<p>HIGH</p>	<p>Ensure that pupils, staff and any other adults do not come into school for AT LEAST 10 days from the onset of coronavirus symptoms or from the date of a COVID-19 test if the results were either positive or unclear.</p> <p>Ensure that anyone who develops symptoms during the school day is sent home ASAP.</p> <p>Any staff attending to a child who falls ill must wear full PPE and the child will be isolated in the DT room.</p> <p>A sign will be placed on DT room door to notify others.</p> <p>PPE and all hygiene measures are available in the room.</p> <p>Windows must be kept open for ventilation</p> <p>DT room to be thoroughly cleaned after child with symptoms has gone home. Staff must wash hands thoroughly for at least twenty seconds.</p> <p>Pupil/family must follow the government's stay at home guidance when self-isolating.</p>	<p>Regular communication to be sent to parents to remind them of the procedures in case of illness. Parents MUST collect their child with COVID-19 symptoms within 30 minutes.</p> <p>Develop a culture of monitoring and reporting to ensure vigilance. Staff to report their own symptoms to HT/DHT and follow absence procedures/policy.</p> <p>Ensure that staff and pupils follow the rules to self-isolate for at least 10 days if they have coronavirus symptoms.</p> <p>Staff and pupils must take a coronavirus test if they have symptoms and report the outcome to the school (Attendance Officer to be informed). School to communicate to staff/parents as necessary.</p> <p>If a test is positive then whole class group (staff and pupils) to self-isolate for 14 days. Ensure that any pupils, staff or other adults who are subject to any local area lockdown or have been informed they are a possible contact as a result of NHS Track and Trace does not come into school.</p>
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<p>Hazard O: Pupils, staff and parents may become infected by COVID-19 from the use of Breakfast Club and After School Club.</p>	<p>Continued risk until pandemic is over as children from different class bubbles attend provision</p>	<p>HIGH</p>	<p>Wrap around care will recommence for all year groups from September 2020. Children will stay in year group 'phase bubbles' and have their own resources for the session. Year group phase bubbles: Year R & Year 1 / Year 2 & Year 3 / Year 4 & Year 5 & Year 6.</p> <p>To minimise contact between children, Year group phase bubbles will have allocated areas of the school hall and will not come into contact with other year groups.</p> <p>Each year group phase bubble will have their own box of resources and this will be cleaned between each club session.</p> <p>Adults will be deployed to operate between two year groups/phase bubbles ensuring they socially distance from children.</p> <p>Children will not carry out contact sports during Breakfast Club/After School Club sessions and will remain in their year group phase bubble.</p>	<p>Staff will be deployed to operate between phase year groups ensuring they socially distance from children.</p> <p>Staff will follow all hygiene and protective measures at all times and wear disposable gloves during food service.</p> <p>Parents should drop off and pick up their child from the white hall doors entering the school via the main pedestrian gate.</p> <p>Bookings should be made directly with Breakfast Club and After School Club staff or via the school office, wherever possible in advance of the week. There is no extra charge resulting from the staggered drop off and collection times.</p> <p>See Parent Protocol sheet for Breakfast Club and After School Club.</p>
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<p>Hazard P: Educational visits - Risk of transmission from COVID-19 during a visit to an external place where members of the public visit.</p>	<p>Continued risk until pandemic is over</p>	<p>Educational day trips/visits: Will re-start from Term 2. Day visits can take place subject to the usual Risk Assessment and additional protective measures that need to be followed at all times and this includes: no use of public transport. Walking or private coach transfer only.</p> <p>Adults and pupils must stay consistent in class bubbles.</p> <p>Adults and pupils to maintain social distancing of 1m+ when in a public venue.</p> <p>Educational class workshops/visitors on school site: Visitors to school can still take place subject to the usual vetting, Risk Assessment and additional protective measures including: Keeping pupils and adults within their consistent class bubble Visiting adults to maintain 1m+ social distancing Visitors to ensure hand washing and use of sanitiser on entry to the building and after touching any shared items or resources.</p>	<p>There will be no overnight educational visits. Residential visits for Year 5 and Year 6 are on hold at this time.</p> <p>Risk Assessments for educational trips off site to be completed via EVOLVE and subject to approval by the Head Teacher before communication with parents and before the trip takes place. Staffing ratio subject to trip/activities and class profile/age of pupils.</p> <p>Risk Assessment for educational workshops and visitors on school site to be approval by the Head Teacher before communication with parents and before activity takes place. All visitors must adhere to school systems and protective measures at all times.</p>
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<p>Hazard Q: Instrumental music lessons - Risk of transmitting COVID-19 during lessons to individual pupils and staff who carry out music lessons in school.</p>	<p>Risk of infection between class bubbles when different class groups use the room.</p>	<p>HIGH</p>	<p>Grouping and organisation of Music Lessons: Pupils to stay in class bubbles.</p> <p>Peripatetic teachers must maintain 2m distance and hand wash/sanitize between individuals/groups.</p> <p>Specialist music teachers to wear masks.</p> <p>Windows to be kept open for ventilation</p> <p>Pupils and adults to hand wash before and after music sessions</p> <p>Adults to spray/wipe surfaces and any shared resources in between groups e.g. music stands etc.</p> <p>No sharing of instruments. Pupils must bring own instrument to school.</p> <p>Wind/brass instruments not to be used in larger groups.</p> <p>Ukulele lesson: Pupils will not sing in class bubble and Music Teacher to maintain 2m distancing.</p>	<p>All specialist Music Teachers to provide the school with their own Risk Assessment and protective measures. They should communicate these arrangements directly to parents booking lessons.</p> <p>Designated DT room for all lessons with appropriate cleaning materials/PPE.</p> <p>Music Teachers to clean all frequently touched items in the room e.g. keyboard/piano keys between each pupil/lesson.</p> <p>Pupils from the same year group to be timetabled one after each other or in small groups from the same class bubble, on the same day where possible.</p> <p>After each class bubble, cleaning to take place as appropriate by Music Teacher overseeing lessons.</p> <p>See Timetable for DT room – Term 1 Music Teachers/lessons.</p>
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Other important documentation linked to this Risk Assessment:

1. *School Map September 2020 with allocated zones including school day timetable / drop off and collection areas*
2. *Staff deployment to designated classes*
3. *Staff Absence & Ill Health Policy and procedures for staff absence*
4. *Staff Handbook / Staff Code of Conduct Policy*
5. *Mereworth First Aid procedures including sickness and soiling*
6. *Posters and signage around the school*
7. *Teacher planning documentation and Term 1 Parent letters/Topic overview and Weekly planning for each year group*
8. *School letters to parents/email communication*
9. *School website / information regarding COVID-19 and reopening of the school September 2020*
10. *Parent Protocol – September 2020*
11. *Edwards & Ward School Catering Company Risk Assessment*
12. *Safeguarding Policy and Action Plan:*
 - KCC COVID-19 Safeguarding Toolkit for Education Settings 2020
 - KCC Safeguarding Toolkit - Full Opening of Schools September 2020
 - Mereworth Safeguarding & Child Protection Policy 2020-2021
 - Mereworth reporting procedures for safeguarding concerns 2020-2021
 - KCC CHILD PROTECTION POLICY ADDENDUM 2020

Risk Assessment - Appendix:

Appendix A: *School response to infection/symptoms to minimise transmission of the coronavirus (COVID-19)*

Appendix B: *Contingency planning for coronavirus outbreak/class lockdown/school lockdown/localised lockdown*

Appendix C: *Safeguarding Policies and procedures*

Appendix A: School response to infection/symptoms to minimise transmission of the coronavirus (COVID-19)

Who might be at risk and how? Pupils, staff and parents may be at further risk of infection if the response to an outbreak is delayed or mismanaged.

Control measures and actions

Engage with NHS Test and Trace process - Parents and members of staff must:

- Essential workers including anyone involved in education or childcare have priority access to testing.
- Book a test if pupil or staff member is displaying symptoms.
- A test can be booked online through the NHS testing and tracing for coronavirus website or order by telephone via NHS 119 for those without access to the internet.
- All children can be tested including children under the age of 5. Children under the age of 11 will need their parents/carer to administer a home testing kit.
- Staff and pupils must not come into school if they have symptoms and must be sent home to self-isolate if they develop them in school.
- Staff and pupils must self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive for coronavirus.
- Provide details of anyone they have been in close contact with if they test positive.

Parents and staff to inform the school immediately of the results of a test;

- If a member of staff or pupil **tests negative**, if they feel well and no longer have symptoms similar to coronavirus, they can stop self-isolating. They could still have another virus such as a cold or flu – in which case it is still best to avoid contact with other people until they are better - other members of their household can also stop isolating.
- If a member of staff or pupil **tests positive, or the test result is 'unclear'**, they should follow the stay at home guidance <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- Staff or pupils should continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than a cough or loss of sense of smell/taste. This is because these symptoms can last several weeks after the infection has gone. The 10 day period starts from the day when the first person becomes ill. If the person still has a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of the household should continue self-isolating for the full 14 days.

Manage confirmed cases of coronavirus (COVID-19) in the school community

The Senior Leadership Team will take swift action in the event of a COVID-19 outbreak and immediately contact the Local Health Protection Team.

The Health Protection Team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the time that they were infectious and ensure that they are asked to self-isolate.

The Senior Leadership Team will take advice from the Local Health Protection Team and send home those people who have been in close contact with the person who has tested positive advising them to self-isolate for 14 days since they were last in close contact with the person.

Close contact means:

- *Direct close contacts* – face to face contact with an infected individual for any length of time within 1 metre, including being coughed on, a face to face conversation or unprotected physical contact (skin to skin)
- *Proximity contacts* – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual.
- Travelling in a small vehicle, like a car, with an infected person.

The school will send a letter to parents and staff if needed on the advice of the Local Health Protection Team and keep records of class bubbles and year group phase bubbles. The school will not give out details of the person infected by coronavirus.

Household contacts of those contacts who are sent home do not need to self-isolate themselves unless the child or staff member who is self-isolating subsequently develops symptoms. If someone in a class group that has been asked to self-isolate develops symptoms themselves within their 14 day isolation period they should follow the stay at home guidance. <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

They should get a test and:

- If the **test is negative**, they must remain in isolation for the remainder of the 14 day isolation period. This is because they could still develop the coronavirus symptoms within the remaining days.
- If the **test is positive or 'unclear'**, they should inform the school immediately and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14 day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms following the stay at home guidance. <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

No evidence of a negative test result or other medical evidence is required before admitting or welcoming a pupil back to school after a period of self-isolation.

Contain any outbreak by following Local Health Protection Team advice:

If the school has 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, there may be an outbreak. The school will then continue to work with the Local Health Protection Team who will advise of any additional action is required. In some cases the Local Health Protection Team may recommend that a larger number, if other pupils self-isolate at home as a precautionary measure, for example a whole year group or the whole site. Where transmission risks are minimised, whole school closure based on cases within the school will not generally be necessary and should not be considered expect on the advice of Local Health Protection Team.

In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class bubble, year group phase bubble (if applicable), then the whole school if necessary.

Appendix B: Contingency planning for coronavirus outbreak/class lockdown/school lockdown/localised lockdown

Who might be at risk and how?

Staff, pupils and parents may be at risk of COVID-19 in the event of an outbreak.

Control measures and actions

Local outbreaks

If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. The Department of Education will be involved in decisions at a local and national level affecting a geographical area and will support appropriate authorities and the Head teacher to follow the health advice.

In the event of a local outbreak, the Local Health Protection Team or local authority may advise a school or a number of schools to close temporarily to help control transmission. This may involve a return to only remaining open for vulnerable children and the children of key workers and providing remote education for all other pupils.

Remote education

Where a class, group or small number of pupils need to self-isolate or there is a local lockdown requiring pupils to remain at home, the school will offer immediate remote education. Teachers will use a range of resources.

For pupils in Year 1 – Year 6 teachers will:

- Provide high quality learning and resources including White Rose Maths and PowerPoints and online links.
- Set activities that give pupils meaningful and ambitious work in different subjects ensuring core teaching time is the same as in school.
- Provide feedback via email/phone call and give frequent clear explanations of any new content.
- Provide printed resources for pupils who do not have suitable online resources.

For pupils in Reception (EYFS) teachers will:

- Provide a range of online materials and suggested websites for parents to support their children at home.
- Provide recordings of reading books and phonics from the Class Teacher/Teaching Assistant.

Appendix C: Safeguarding Policies and procedures

Safeguarding policies and procedures in place and fully understood by all staff and governing body members in order to keep children safe.

Who might be at risk and how?

Children, staff and governors if school's safeguarding policy and procedures not followed

Control measures and actions

To support all staff and governors so they can continue to have appropriate regard to Keeping Children Safe In Education (KCSIE) and school safeguarding procedures in order to keep children safe

- School's safeguarding and child protection policy and procedures to be updated to reflect KCSIE (September 2020)
- All staff to receive safeguarding and child protection training on Tuesday 1st September 2020 focusing on the changes in KCSIE September 2020 and the school safeguarding procedures and policy
- All staff to have a copy of KCSIE: Part 1 (September 2020) and the school's updated Safeguarding and Child Protection Policy 2020-2021
- All Governors to be sent safeguarding information and KCSIE September 2020 to be distributed to all governors
- All new staff to have full safeguarding training as part of their induction within the first week of their employment
- All staff and governors to sign that they have read the school Safeguarding and Child Protection Policy and KCSIE September 2020 and understood its contents
- At least 1 Designated Safeguarding Lead on site at any one given time and available for communication with all relevant professional agencies
- First day calling for all pupils not attending school in line with our attendance policy; HT to be made aware if vulnerable children are not in school
- Ensure appropriate support is in place within class to support mental health and emotional well-being of pupils including access where needed to the School Based Counsellor – Mrs Baker
- Child friendly safeguarding and online safety policies to be shared with all children and displayed in all classrooms