

SEPTEMBER OPENING COVID Risk Assessment – final submitted to LA following liaison 21.8.20

Location / Site	PASTON RIDINGS PRIMARY SCHOOL
Activity / Procedure	PLANNING FOR FULL OPENING – All pupils wk beginning 7.9.20
Assessment date	Started 6.7.20 – to be updated regularly until re-opening Consultation with GB – 8.7.20
Review date	<p>Friday 4.9.20 – pm JC NH GH following teaching staff consultation</p> <p>Monday 7.9.20 – pm JC NH GH following support staff consultation</p> <p>End of Tuesday 8.9.20 – end of day 1 JC NH GH and team leaders</p> <p>End of week 1 – 11.9.20 – JC NH GH</p> <p>End of week 2 – 18.9.20 – JC NH GH</p> <p>End of week 3 – 25.9.20 – JC NH GH (*review sand play specifically in light of children’s ability to hand wash)</p> <p>End of week 5 – 9.10.20 – JC NH GH</p> <p>End of aut 1 – 23.10.20 – JC NH GH</p> <p>Fri 13.11.20 – JC NH GH</p> <p>Fri 4.12.20 – JC NH GH</p> <p>End of aut 2 - Fri 18.12.20 – JC NH GH</p> <p>Then monthly from beginning of Spring term 2021:</p> <p>4.1.21</p> <p>*COVID RA standing item on SLT agenda to ensure any issues shared and reflected in updated RA</p> <p>*Any changes to RA shared via My Concern and all staff email, for all staff to confirm understanding</p>

Initial plan for full opening:

Training day 3rd September 2020 – risk assessment sharing, time to prep in classrooms to ensure COVID secure
 Training day 4th September 2020 – developmental session linked to our school focus on attachment and nurture, linked to review of behaviour policy in light of our values and COVID-19

Wk Beg Monday 7th September

Monday 7th – Preparation for classes. SLT check of classes re. COVID secure and QA session re risk assessment as needed

Tuesday 8th - Y1 Ladybirds return to school in 19/20 Foundation stage classes for transitions to Year 1
 Y2 to begin in new classes
 Y5 to begin in new classes

Wednesday 9th - Y1 Caterpillars return to school in 19/20 Foundation stage classes for transitions to Year 1
 Y3 to begin in new classes
 Y4 to begin in new classes
 Y6 to begin in new classes

Thursday 10th - All Y1 children in school in 20/21 classes
 Children remaining in FS (mixed Y1/FS classes) to be in FS

PASTON RIDINGS PRIMARY SCHOOL

Beg Thursday 10th September

FS – 1:1 meetings and doorstep home visits then two days part time per group then full time.

Curriculum Planning

Whole school English unit to follow for 2 weeks

PSHE focus throughout the curriculum – supporting mental wellbeing of children

Identification of gaps in phonics, reading, writing, maths – through usual supported year group planning.

Red texts are control measures from Government Guidance – Coronavirus (COVID-19); implementing protective measures in education and childcare settings

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing in the classroom resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>These control measures are intended to socially distance children from each other and from adults. We appreciate that social distancing for the younger pupils is very difficult, hence the focus on class bubbles and stringent hygiene measures. Children are supported to follow these measures through regular modelling and reminders.</p> <p>Measures within the classroom</p> <p>Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils’ educational and care support should be provided as normal.</p> <p>For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible. This will not be possible for the youngest children and some children with complex needs and it is not feasible in some schools where space does not allow. Schools doing this where they can, and even doing this some of the time, will help.</p> <p>When staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk can also be reduced by keeping pupils in the smaller, class-sized groups described above.</p> <ol style="list-style-type: none"> 1. Children to be in bubble classes which do not mix with other classes. 2. Remove excess furniture and resources to increase space – reduce pinch points in corridors – use of KS2 Stage for storage 3. Social distancing charter created for and with the children – including locations of children in class (Include instructions how to line up, physical contact, use of toilet, handwashing etc) Charter re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence and sanctions for non-compliance) 4. Welcome assemblies via teams as per Summer term for bubbles to share expectations and demo handwashing then weekly revision of this in classes every Monday and as necessary 5. Resources and activities planned to reduce shared contact, face to face contact and individual learning 6. Use of outdoor space – same charter for outdoors – resources provided for independent outdoor play. Limit number of bubbles accessing outdoor space at a time – outdoor classrooms divided for individual bubbles / playground sectioned into 3 (one space per class). 			

PASTON RIDINGS PRIMARY SCHOOL

7. Staff should stay at adult height – no requirement for getting to child level for interactions, unless needed for SALT when visor should be worn
8. Interactions carried out where possible from a distance of at least 2 metres. unless full PPE is worn (eg for first aid, intimate care, 1:1/1:2 learning (eg SALT) and in line with SEN RAs for specific children
9. Children to be seated facing forwards next to another child.
10. Adults to encourage side by side use of free play activities using markers
11. Teacher and TA assigned to a 'bubble' – two adults necessary in line with safeguarding for young children eg distance supervision of toileting
12. Children stay in the classroom and use allocated outdoor space in line with rota
13. Adults may move between bubbles as long as they maintain 2m distance where possible and wash hands thoroughly when moving between bubble.
14. Coats to be put on pegs and bookbags in designated box / tray – children enter one at a time
15. Children bringing own lunch to put packed lunch on trolley, collect one at a time
16. Fire alarm: children leave classroom from own door and line up on the playground / field on identified markers at 2m distance to other class bubbles. This will be regularly practiced with bubbles so that they know procedures.
17. Lock down 1: as per policy. Remain socially distant in classrooms
18. Lockdown 2: as per policy. Children move to hall, remain in bubbles sat socially distant, remain 2m from other bubbles in hall. Members of staff supervise at socially distant level.
19. Windows to be open for improved ventilation (once site secure)
20. Fruit to be available for snack for all KS1 children, delivered by staff (TA rota) to class bubbles
21. Water bottles to be provided by school for each child. Bottles to be sterilized overnight and refilled by teaching assistants on arrival at school, prior to children arriving at school - check allergies to Milton sterilising fluid / bottles of mineral water provided for any child with allergy.

PASTON RIDINGS PRIMARY SCHOOL

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>These control measures are to encourage space between children where possible.</p> <ol style="list-style-type: none"> 1. Bubbles to have identified toilets to use during class time. 2. Shared toilets can be used with regular thorough cleaning during the day by cleaner on duty (KS1 toilets) 3. Only one child allowed to go to toilet at a time 4. If child needs supporting follow intimate care processes (incl. PPE) 5. Hand gel used after toilet use as well as washing hands 6. Extra Signs in toilet re washing hands 7. Extra soap ordered to ensure we do not run out 8. Regular cleaning of toilets – cleaners allocated to complete 2 x per day 9. Cleaner on site all day – to ensure has radio for speedy contact 10. Lidded bins to be available in all class bubble toilets – emptied daily – use hand gel following the touching of lids 11. Paper towels to be used to dry hands (adult toilets use rolls) and be placed in the lidded bin once used – hands sanitised after touching lid. 12. Due to sink being inaccessible to bucket; Milton bucket from Ladybirds and Bees to be filled in caterpillars – leave outside room and adult with gloves (or washing hands before / after) to fill and leave outside classroom 13. Additional signage around school promoting ‘catch it, bin it, kill it’. Sanitise hands after using tissues. (Include in welcome assemblies and weekly revision sessions in class and as needed) 			

PASTON RIDINGS PRIMARY SCHOOL

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing waiting to enter classroom in morning resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>These control measures are to encourage space between children where possible.</p> <ol style="list-style-type: none"> 1. Markers outside the classrooms for the children and parents to wait if arrive early (discourage this through parent comm of RA on Monday 7th Sept), line to wait behind parents not allowed past – more than 2 metres apart – use of signage and playground markings – at least 2 metres apart. 2. Specific entrance/exits identified for individual classes. 3. Instructions shared re social distancing with families before attendance at school through the use of an age appropriate social story with parents and children for all pupils 4. Signage for parents and children displayed outside the classroom 5. DHTs, HT, LMs and other SLT members to be on duty to supervise (3 at all times) 6. Staggered drop off and pick up times within all class bubbles – 10 minute intervals starting at 8.30am, end times from 2.30pm. 7. Siblings to be dropped off at the same time to avoid ‘gatherings’ on the playground. All classroom bubbles open from 8.30am to support this. 8. Taped markings on floor of office to ensure 2 m from hatch, markings outside front office for 2m social distancing when waiting 9. Only one adult in reception area at a time to ensure social distancing 10. All adults (including staff and parents) entering reception area must wear a face covering. 11. Clear office window only to be open when adult in reception area is wearing an appropriate face covering 12. Any parent/carer not following these expectations to be contacted the same day by Team leader (use of parent comm form) to remind of expectations of RA and ensure understanding. If issue is repeated to be contacted by DHT the same day (parent comm form updated). If any further instances, to be contacted by HT in writing, who will inform GB, who will consider withdrawing right to enter premises, with child having to be dropped off and collected through the front entrance. 			

PASTON RIDINGS PRIMARY SCHOOL

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing during playtimes and lunchtimes when outside resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>These control measures are to encourage space between children where possible. Include in welcome assembly and weekly revision and as needed.</p> <ol style="list-style-type: none"> 1. Staggered playtimes and allocated play area – begin at 10.00 in 15 minute intervals. No more than 3 groups in separate allocated areas at one time. 2. Reduced playtime equipment – hard surfaces that can be easily cleaned (LL lead midday to organize Monday 7th Sept) Games used which encourage social distancing and individual play supported by play leaders and modelled by classteachers in first PE lesson and then monthly thereafter 3. Staff supervision throughout – actively encouraging and insisting on no touching 4. Playtime equipment cleaned after each playtime using no wipe spray – responsibility of the adult within the bubble (cleaning spray in grab bag) 5. Outdoor areas not to be used whilst gates unlocked for collection/ drop off from other bubbles 			

PASTON RIDINGS PRIMARY SCHOOL

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing during lunchtime / playtime when inside resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>These control measures are to encourage space between children where possible.</p> <ol style="list-style-type: none"> 1. Children eat in school hall KS1 and KS2 and packed lunch provision in Bees class (and one Y2 class) 2. Tables to be prepared in each hall 3. Children to wash hands before coming to the hall, children to sanitise hands before collecting lunch tray. Children to sanitise hands following eating, children escorted to playground following eating. 4. Lunch to begin at 11.15 for first group 5. Year groups to have lunch at the same time, classes must be seated together in separate areas – KS1 hall, KS2 Hall, classroom – on shared plan 6. Seats one side of the benches or tables only, side by side. 7. Children bringing own lunch to keep packed lunch on trolley, collect one at a time 8. Use of outdoors to eat lunch if possible – use of shade if hot. There is sufficient as only one class would be able to do this anyway as others having hot dinners. 9. Midday supervisor to supervise in hall and on playground – must maintain 2m distance from pupils. 10. Milk to be offered to all pupils eligible for UFSM, placed on tables for children to use, cleared between groups. 11. Tables cleaned thoroughly before the next class arrives (5 min intervals between each group) 12. If children require support to cut food, ensure adult stands side by side and sanitises hands before and after handling cutlery 13. Fruit to be available for snack for all KS1 children, delivered by staff to class bubbles 14. Children to take plates / trays to allocated station to be scraped / bin if disposable plates 15. No food waste to be taken back in to kitchen. Food waste to be bagged up and disposed of from the hall. 16. Children to be escorted by teacher or TA to enter the hall and escorted by midday supervisor when leaving hall. 17. Children to use the toilet before entering the dinner hall – use of KS1 toilets for emergency. 18. Wet lunchtimes – children to eat in hall spaces as allocated. Remain in classrooms supervised by support staff when not eating. 19. Wet playtime – children supervised in classroom by teacher / support staff 20. Meeting with all midday supervisors Monday 7th Sept with LL and NH or GH to ensure clarity over risk assessment related to lunchtime and expectations of adherence) <p>All the relevant parts of this big document extracted and put onto one side of A4 for them – to be distributed.</p>			

PASTON RIDINGS PRIMARY SCHOOL

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing in the corridors resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>These control measures are to encourage space between children where possible.</p> <ol style="list-style-type: none"> 1. Children staying in their classroom and accessing outside from classroom door 2. Messages to office via radios 3. Parents reminded importance of being on time for bubble start to reduce risk – home school agreement 4. When moving class around the school – 2 metres between adult and child –insisting the distance is maintained – regular practice this in the first few days – carpet squares 2 m apart – can be used as visual cue for children. 5. Adult to watch out for other staff and wait to pass safely maintaining 2 metres areas eg when moving around school for first aid or intimate care. First briefing – Mon 7th Sept - Remind that it is everyone’s responsibility to support one another with this and to report via whistleblowing policy as needed. 6. Registers completed on Scholarpack (supply teachers? Login?)– bubbles to be set up 7. Lunch choices for all bubbles ordered through spread sheet order form on shared drive by class team. 8. Corridors to be cleared of unnecessary furniture (Team leaders to check 1pm Monday 7th Sept, before final check by HT/DHTs at 2pm) 9. Fire registers delivered by one member of admin staff to each classroom – maintain social distance, do not enter classroom 10. Classteacher to ensure previous fire register removed on receipt of new one 11. All adults in school to wear a face covering when entering school building, moving in corridors and when in communal areas (staffroom). Face coverings can be removed, and put in plastic bag, for eating and drinking in staffroom and when in bubbles. 			

PASTON RIDINGS PRIMARY SCHOOL

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing during physical activity resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>These control measures are to encourage space between children where possible.</p> <ol style="list-style-type: none"> 1. Children to come to school wearing appropriate PE kit on their allocated day. 2. Children not attending in sports kit to join in if clothing/footwear suitable for the activity (no belts, buckles or zips) 3. Outdoor sports should be prioritized where possible, and large indoor spaces used where it is not. 4. Maximise distance between pupils – own area could be marked out to support younger children 5. Hands must be washed before PE session and after 6. Equipment to be cleaned thoroughly by the class TA before it is used by a different bubble or should left for 72 hours before next use clearly labelled as out of use (admin team to provided wipe clean laminated signs for this – produce on Mon 7th Sept) 7. PE should take place within class bubbles 8. Contact sports to be avoided 9. Hand sanitiser to be available during all sports sessions (if outside take class bottle?) 10. Daily mile to take place once class bubble at a time (Team leaders to liaise with PE Lead (AL) re schedule. 11. External sports coaches may be used if COVID-19 risk assessment is suitable and all protection measures taken – review on an individual basis. Ensure agreement has been given by HT. 			

PASTON RIDINGS PRIMARY SCHOOL

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Contact of shared resources resulting in indirect transmission of the virus (including between parents and admin team)			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Buckets and Milton provided for each bubble 2. Resources sterilised in Milton each night and left to dry – use of net bags for small resources 3. Antiviral spray cleaner, cloths and bucket provided for each bubble to avoid cross contamination of rooms 4. Tables, door handles and other surfaces cleaned by the adult in bubble with antiviral spray every day and during break times for each bubble 5. Resources on tables ready for lesson and children have restricted choice of resources 6. Children encouraged to wash hands / use hand gel before lessons and after each lesson, before and after lunch 7. Outdoor resources restricted each day and outdoor area zoned for bubbles 8. List of indoor and outdoor equipment to be used to be given to cleaners each week so resources can be cleaned everyday using antiviral spray 9. Soft toys and furnishes including bean bags removed from the classroom before opening – stored in the sanctuary. 10. Place rugs to be used; children sit on same space every day. Rugs fogged nightly and cleaned weekly. 11. Books available for the bubble class. These can be taken home. Books to be split into separate sets one for each different group of children and rotated each week giving time for de-contamination (72 hours). 12. If children are to read with an adult, wash hands before touching book and wash hands after book put away. 13. Outdoor playground equipment allocated to the bubble of children and cleaned each day at the end of the day by allocated cleaner 14. Antibacterial gel positioned at all entrances 15. Dispensers ordered and to be fitted to external doors. If no dispenser available, classes to have hand gel stations outside until additional wall mounted units arrive (by beginning of autumn term) 16. Limited cash payments to be accepted – use of parent pay 17. Staff to use antibac gel before using photocopier, clean copier after use and wash hands thoroughly following use. 18. Any contractors to provide COVID-19 risk assessments – deemed suitable – for activities they are carrying out – work carried out outside of school hours where possible (unless emergency) 19. PE equipment can be shared within a bubble as long as children have washed hands before use. Equipment must be cleaned between bubbles or left for 72 hours between use. 20. Sensory circuits can take place if children attend in class bubble with an adult – resources cleaned between uses either by TA or cleaner using radio to alert. Tunnel removed to Sanctuary due to issues cleaning. 			

PASTON RIDINGS PRIMARY SCHOOL

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Emotional distress of the children			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Support parents and children by providing clear information about timings of the day (welcome assembly and reminder comm to parents/carers on Monday 7th Sept) and procedures. If parent is comfortable then child is likely to be less distressed. 2. PSHE led curriculum to be delivered for first two weeks. to support children’s well-being – slowly increasing the cognitive load. Guidance to be shared with staff. 3. Social story provided to all parents of returning children prior to their start so that it can be shared. 4. Comfort given from a distance – at adult height and hand gel used after if needed. If child is very distressed contact parent. 5. For children requiring physical restraint due to health and safety, use radio and red card as current procedure for team teach staff, who must wear PPE. 6. Children who are identified as having a bereavement to have support from LM team, maintaining social distancing. 7. LMs to work with children individually; side by side, at distance of at least 1m (for no more than 15 minutes) or 2m (or use of PPE) for longer sessions. LMs encouraged to use outdoor space for sessions. LM/AH room can be used but must be cleaned between children and fully ventilated. Children must wash hands before leaving classroom and on return to classroom. 			

PASTON RIDINGS PRIMARY SCHOOL

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Emotional distress of the staff – including anxiety			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Inclusion in risk assessment process – input into hazard identification and control measures – share ongoing RA with all staff 2. Staff members advised to seek advice from health care provider if anxious 3. Virtual support available for all members of staff, through EAP. Re-sharing of support helpline through briefing – EAP 4. Radio system to be used (not child with red card) as is policy if urgent support needed. Remind staff that no children should be sent. 5. Regular team meetings and emails – virtually – to share concerns 6. Weekly SLT – Risk Assessment is standing item - to raise/share concerns and control measures 7. Risk assessments reviewed after day one, week one and weekly after that 8. Designated “staff areas” areas for different groups of staff – maybe rota for same area if needed – outdoor area for lunch identified for staff labelled to remind of 2m distancing – no more than 2 adults per table. Staff are themselves responsible for using staff areas as designated. 9. PPE masks / face coverings / visors provided to staff for first aid and intimate care – set per bubble. Replacement single set PPE grab bags in first aid room to replace used PPE 10. Used PPE to be double bagged and placed in outside bin by person using it immediately after use then use antibac gel. 11. PPE masks / face coverings / visors available to support individual pupil risk assessments where appropriate (SENDCo to ensure individual risk assessments are shared and monitored, in conjunction with HT/DHT). 12. PPA to run as normal with same person covering each time, maintain social distance within each classroom. 13. On PPA days teachers will be expected to work on site until 12pm, there will then be the option to continue working on site or work from home. 			

PASTON RIDINGS PRIMARY SCHOOL

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Seek guidance from SEND team re support for children with behaviour difficulties – that might need restraint and display spitting, biting etc. Leading to individual risk assessments. 2. Masks and visors available where risk assessments suggest the need to reduce risk – N95 grade and instructions form PHE re cleaning – so issued to individuals 3. Extra disposable aprons ordered and extra gloves ordered 4. Adaptation of timetable (eg reduced) / exclusion considered if necessary if children are acting in a way staff are put at risk – made clear on COVID-19 Home School Agreement signed by all parents 5. Any young child arriving at school particularly distressed when leaving parent, will be unable to be comforted, the child should return home 6. First aid – PPE to be worn for any reason including first aid or intimate care – disposed of after use – double bagged and binned. If PPE worn due to possible COVID-19 Infection, this should be double bagged and left in court yard for 72 hours before binning 7. Paediatric first aider on site at all times when FS pupils present 8. Review first aid policy in line with COVID-19 arrangements – complete 30.05.20 remain in place 9. If suspected COVID-19 case, area of school should be closed until cleaner deep cleans. <ol style="list-style-type: none"> a. Radio call to alert HT/DHT. b. Office to phone home for immediate collection if child. c. Person with suspected COVID-19 to remain in classroom initially whilst class removed outside if no other bubbles outside or hall if not. d. Person with suspected COVID-19 to be supervised by TA first aider maintaining 2m+ distance. e. HT/DHT (with full PPE) to escort person with suspected COVID-19 to first aid room, maintaining 2m distance. In absence of HT/DHT, team leader if out of class, SBM in their absence. f. HT/DHT to confirm with cleaner area to clean and that room is empty. Remind re PPE. g. TA from class to put on PPE and take over from HT/DHT etc and supervise whilst waiting for parent to collect, if child, or adult to go home to self-isolate. If adult check feels well enough to drive. h. Cleaner to wear full PPE and clean room thoroughly. i. Cleaner to alert HT/DHT when room is cleaned and PPE double bagged and disposed of in outside bins. 10. Any children requiring medication to be managed by admin team (use of PPE) who will rota this (organized by XB) and take medication to classrooms, with TA witnessing. Children not to come to office and admin person not to enter bubble. 			

PASTON RIDINGS PRIMARY SCHOOL

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Hand gel dispenser outside of all classrooms or hand gel station (check booster room) 2. Hand gel order in large quantities 3. Repeat handwashing PSHE lessons, songs and rhymes (weekly demo and shared in welcome assembly) 4. Extra soap dispensers and re-fills in each classroom. 5. Teaching assistant to email Site Officer (cc in SBM) when refill has begun to be used). SO to ensure sufficient supplies are available or offer if not. Cleaners to refill antiviral spray to avoid cross contamination. 6. Extra hand washing bowls in each classroom 7. Children handwash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze 8. Washing hands posters replaced in all washing areas 9. Reminders how to wash hands properly – videos and posters 10. Lidded bins in toilet and classrooms 11. Children should wear clean clothes to school, changed frequently. 12. If child's clothing does not appear to be clean, concern should be reported on My Concern on day 1 and all subsequent days. 13. When hot weather is forecast, sun cream to be applied prior to children coming in to school and parents must provide a hat made clear on COVID-19 Home School Agreement 14. Adults must follow strict procedures for face coverings when wearing them; do not touch covering on mouth and nose area, remove mask by edges and put in plastic bag (provided by school), hands to be sanitized following removal and after putting on; do not place mask on a surface when removed. 			

PASTON RIDINGS PRIMARY SCHOOL

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of infection due to lack of cleaning resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Deep clean of school wk beg 17th August 2. All surfaces, handles, toilets and shared equipment will be cleaned by cleaners each day using Antiviral spray, cleaned by staff in bubbles at break and lunch. Teacher to do at lunchtime and TA at break. Team Leaders to have oversight of this and any issues to be reported to TL in first instance. 3. Door handles, light switches and other places which are likely to have significant touches, to be cleaned regularly during the day with antiviral spray by a school cleaner (on site all day) 4. Changing room to be cleaned following use – lift and hoist, and controls, changing table, by cleaner, who should be radioed by named TA after child has been changed. 5. PPE will be offered to all cleaning staff 6. Some resources eg large construction sets, puzzles, will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission. Team Leaders to have oversight of this. 7. Soft furnishings and soft / cloth toys, including pillows removed from use in classrooms stored in cupboards in classroom 8. Resources used each day - list left by bubble teacher/TA to for cleaner on class whiteboard if specific resources need cleaning at the end of the day 9. Dip bags (net bags) provided for FS, Y1 and Y2 classes to clean small loose objects in Milton sterilizing solution 10. Surface cleaning materials in buckets provided for each bubble to avoid cross contamination. Teaching assistant in bubble/phase to email Site officer and copy in SBM when last bottle is begun to be used or large bottle is half used. 11. Cleaners to clean hands with soap prior to cleaning a different classroom / area – gloves available if cleaners want. New set of gloves for each area cleaned. 12. PPE sets available for cleaners to clean areas contaminated if suspected case of Covid-19. 13. Sleeves to be rolled up when cleaning any area to allow for cleaning with soap and water (aprons do not cover sleeves) 14. Areas not being used to be mothballed – signs on doors 15. If a positive case of COVID-19 confirmed, any area or room contaminated with bodily fluids should be secured for 72 hours then undergo a deep clean. 16. Cleaners to refer to Cleaning RA 27.03.20 which is displayed in each cleaning cupboard, in Site Officer office and on Common drive. 			

PASTON RIDINGS PRIMARY SCHOOL

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of illness of staff, children and family members through direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Staff member who has COVID-19 symptoms or a positive test, self-isolate and not attend school (confirm and update to admin email address) 2. Children living with someone who has COVID-19 symptoms or a positive test – self-isolate and not attend school 3. Follow Government guidance for shielding in case of positive test of child within the same class bubble - whole bubbles to be sent home to isolate for 14 days. 4. Checklist of procedures (based on government guidance) to be sent home with any child / adult exhibiting symptoms in line with Covid-19. 5. Report possible or actual case to RIDDOR contact East of England team Health Protection Team on 0300 303 8537. You have to dial 9 to get through to your local PHE centre. 6. Email EmergencySchool.Closure@cambridgeshire.gov.uk providing the school's name, the number of children / staff with symptoms and confirmation that they have been requested to book a test 7. Engage with government plans for test and trace – ensure families understand process to follow. 8. Provide family with home testing kit (due to arrive by 7.9.20 – contact 119 if not received) if unable to transport themselves for test. 9. All parents and staff strongly advised to share results of COVID-19 tests with school as soon as possible. 10. Bubbles are used across school to minimize contacts between adults and children and therefore reduce the risk of individuals needing to isolate; these include class bubbles, a learning mentor bubble (CBr, ZO), office bubble A (RP, LA, KN), office bubble B (LL, XB), kitchen teams to be set by HT. 11. Any one returning from a country with travel restrictions (14 day quarantine), must complete this quarantine before returning to school. School can refuse entry for those children for whom this is applicable. 12. Quarantine country list to be updated weekly by Admissions officer and shared with HT, DHT. 			

PASTON RIDINGS PRIMARY SCHOOL

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of spreading virus across settings through direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Risk assess job role of other staff member at alternative employment 2. Consult PHE for advice 3. Risk assess the joint employment alongside other employer to establish risk of working at both establishments 4. A staff member working in a bubble at one school can work as part of a bubble of children at another school maintaining stringent social distancing to limit transmission between settings 5. Supply staff can used but must stringently distance within classrooms. Use regular supply teachers, cover internally where possible. 6. External support providers can attend school (SALT, OT, Physio, school nurse) for planned appointments – provider COVID-19 risk assessment to be shared with school. Hand washing on entry and leaving, PPE may be worn. 7. New admissions who have attended another school to self-isolate for 14 days prior to admission – await confirmation from JL 8. 			

PASTON RIDINGS PRIMARY SCHOOL

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of spreading virus within EYFS and continuous provision (Year 1) through direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children are not expected to social distance from each other or with adults in the class bubble, adults should social distance (2m where possible) within bubbles and with all other adults and with children if they are not commonly part of the class bubble. 2. Outdoor area split into sections to avoid mixing of bubbles. Site Officer to sort fencing as discussed. 3. Each class bubble to have own entrance and exit to outdoor area and classroom (EYFS gate to be moved by SO) 4. Shared resources distributed and rotated on a half termly basis – clean and leave during half term holidays. Team Leader to have oversight. 5. Encourage children to play and learn side by side through use of labels and modelling 6. Tuff spots to be set up with provision, labels to show children where to stand 7. Resources to be laminated where possible to ensure they can be easily cleaned. 8. Personal sets of resources to be prepared for individuals for regular use (whiteboard, pen, pencil) 9. Water play acceptable with antibacterial soap added – hands cleaned before and after, verbal reminders of where to stand 10. No Sand play until end of week 3 review at the earliest.* 11. Children to have own playdough tubs for personal use 12. Soft resources to be removed from classroom areas – cushions, puppets and stored in classroom cupboards 13. Small resources to be sterilized after use daily (dip bags in Milton) 14. Limited numbers of role play clothing can be used within a bubble, washed weekly (ask for support if needed) / Dettol sprayed daily 15. Large equipment (e.g. outdoor tables, A-frame whiteboards, writing shed resources) to be wiped with antibacterial spray following use – daily if within class bubble by support staff. Deep clean at the end of a week. 16. Wash hands before accessing outdoor provision and on re-entering classroom, use of sanitiser when outside 17. Limit number of resources available within classroom and outdoor are to make cleaning manageable 18. If a child requires intimate care use of full PPE is essential. 			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of spreading virus between bubbles through direct and indirect transmission of the virus (1:1 work, SALT, Booster classes)			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>1:1 / Small group work: Learning Mentors / Reading Recovery</p> <ol style="list-style-type: none"> 1. Individual work can take place side by side with a pupil in a classroom or in a well ventilated area ensuring doors and windows open 2. Maintain up 2m space between adult and child where possible 3. Child to wash hands when leaving the classroom and before returning 4. Use of hand sanitiser by adult and child during session 5. Sessions to be time limited - no more than 15 minutes if in close proximity (less than 2m) 6. Resources used to be cleaned between use (magnetic letters to be cleaned in Milton) 7. Adult to have personal resources only they use, children to have resources (whiteboard pen / board) which can be easily sanitised or kept for own use. 8. RR – child only to handle own book bag / book. Sanitise books and leave for at least 72 hours between issues <p>SALT (in addition to above)</p> <ol style="list-style-type: none"> 1. Use of Sanctuary as SALT room – space tables so adult can sit opposite to child at least 1m distance (*SO to assess storage space needed and communicate with HT re additional storage if necessary.) 2. Use of PPE (clear visor) to ensure children able to see mouth shapes as part of therapy 3. If groups necessary children and adults sat at 2m distance from each other <p>Booster provision (in addition to above)</p> <ol style="list-style-type: none"> 1. Children to be seated in rows facing forwards – can be sat with a child from the same class. 2. Children from different classes to be sat 2m from each other.** or if poss different groups for different bubbles 3. Children to be escorted to booster room by an adult 4. Adult to sanitise hands before and after handling a pupils book (e.g to mark) 			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of education being interrupted due to confirmed COVID-19 case / local lockdown			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. 2 x class sets of tablets / laptops (30 x 2) and internet dongles to be sourced for use in case of bubble closure (SO to get quotes wb 3.8) 2. Use of Purple Mash to set learning for pupils who are able to access the internet – upload videos / interactive resources and set timetable for home learning 3. Packs of paper resources to consolidate learning to be prepared for year groups in case of bubble closure prior to ICT equipment being available. 4. Breakfast food parcels to be sent / delivered (National Breakfast scheme) 5. FSM pupils provided with food parcels to support during period of closure / self-isolation 6. In event of local lockdown key worker and vulnerable child provision pre-planned with activities and staff rota 7. An afternoon per week will be allocated to support ICT enrichment including all pupils accessing online learning in case of local / bubble lockdown <p>Children will be set meaningful learning activities in English, maths and theme each day using Oak Academy, Purple Mash and Learning by Questions (Y4,5,6)</p> <p>EYFS/Y1 children will be set a range of activities through Tapestry</p> <p>Two sets of chrome books/laptops with dongles as needed will be provided to children without ICT access/WIFI at home</p> <p>Classteachers will check work and communicate with each child at least twice every week through Purple Mash or Tapestry on one to one basis, depending on the child's needs. Where possible, attempt to communicate in small groups, taking GDPR into account, to increase weekly contact to 4 times per group.</p> <p>Any child who does not complete the majority (approx. 80%) of their learning activities will be contacted by the classteacher by phone. If the child does not then complete more learning within the next two school days, the classteacher will escalate this to the Team Leader and log on My Concern. If no improvement, the TL will escalate this to a DHT who will contact parent/carer and keep HT updated. All contact school be recorded on a parent/carer comm form.</p> <p>Nurture team will maintain at least weekly contact with cohorts and vulnerable children, along with their parents/carers.</p>			

PASTON RIDINGS PRIMARY SCHOOL

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Risk of spreading virus between adults			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. PPA room to have availability for 3 staff to work at a 2m distance when door and window open. Additional table areas taped off. First teacher using PPA room to open door and window. 2. Additional PPA room in spare Y3 classroom for 4 staff to work socially distanced. 3. Meeting room to be cleaned thoroughly after all meetings by person leading meeting to radio cleaner or clean him/herself if cleaner not available – adhere to booking system to ensure sufficient time between meetings - no more than 3 people in meeting to allow social distancing. 4. Staff room capacity reduced due to removal of chairs placed 2m apart. Tape to indicate 2m from worktop areas. Outdoor areas with tables at 2m distance available. 5. Children’s kitchen to be used as additional staff room to increase capacity. 6. Staggered breaks, lunch and end times for staff in school. 7. Kitchen staff to work side by side, try to keep 2m distance from other staff members. Use of face masks if unable to keep 2 m distancing 8. 2 staff members to serve hot lunches in each hall, maintaining 2m distance. 9. Staff briefing to take place via Microsoft Teams – teacher to project on classroom whiteboard for themselves and support staff within their bubble. Notes to be shared by SBM after briefing. 10. Teacher CPD to take place using Microsoft teams (including staff training days) with teachers in phase teams with no more than 6 staff in a classroom socially distanced. 			

HT’s comments	Insert comments relevant to assessment as appropriate
Chair of Governor’s comments	Insert comments relevant to assessment as appropriate

PASTON RIDINGS PRIMARY SCHOOL

Name of HT	Signature	Date
Joanna Cook	J. Cook	
Name of Chair of Governors	Signature	Date
Joanne Evans	J. Evans	

Risk assessment reviews	Set future review dates & sign/comment upon completion
--------------------------------	--

Please ensure any proposed changes made to the risk assessment, following agreement with LA (Nick Beech) are dated and initialed by either the HT, DHT or COG, then emailed to LA for agreement. On agreement from LA, the updated RA should be saved on the common drive with updated and the date in the subject line. The SBM should then send an email to all staff group informing that the risk assessment has been updated.

Date of review	Comments	HT/DHT/COG signature