



RISK ASSESSMENT (Coronavirus Outbreak) SEPTEMBER OPENING OF SCHOOL (5)

Risk Assessment of: School September Opening

Date: 6th November 2020

Assessor(s): Headteacher/SLT (following advice from Essex, CLP Trust & DfE)

Task/ Activity/ Situation	What are the hazards?	Who might be harmed and how?	What control measures are in place to prevent or manage the risk?	Level of Risk	Further action needed/ Comments
Entering the Setting from Home					
Children entering the setting at the beginning of the day	<p>Transfer of infection between home and school onto equipment/surfaces</p> <p>Transfer of infection between home and school through close physical contact with people other than household members</p>	All children/Staff	<ul style="list-style-type: none"> Most senior members of staff each day to be on duty at the gate to ensure that parents/carers do not enter the setting (ensure that 2 metre distance is maintained at any time if parents/carers should wish to ask a question etc. through the gate/fence.) Parents and staff to wear a mask when on the school ground outside. A new one way system in place to social distance parents & children. All staff outside MUST wear a mask. Car park gate to be closed until final children are in from staggered starts. Parents will be asked to wait at their staggered start time in the car park before being let into the school via the Year 2 gate – keeping social distancing at all times – parents have now been asked to wear a MASK when on the school grounds. Different Bubble groups to have staggered starts to the day to reduce numbers (Ruby, Emerald & Pearl at 8:55am and 3:00pm and Topaz, Sapphire & Diamond at 9:05am and 3:05pm) Do not check individual children's temperatures on entry but use the thermometers where children look/feel poorly. Bubble groups enter the setting via specific year group entrances maintaining distance. Children to hang all outerwear, jumpers on their pegs, all sun hats etc in their trays. PE kits will now stay at home and children will come into school wearing their PE kits on their specific PE days. School books to go 	Medium	Update as more guidance is shared from health professionals

Late arrivals	Transfer of infection between home and school	Children/staff/families	<p>home and cleaned when returned to school – set aside for 48hrs. Book bags to be kept in table line boxes.</p> <ul style="list-style-type: none"> • Children to enter their bubble group settings sanitise hands with hand gel and sit in their seats at their workstation. • Adults to then send children one at a time to wash their hands thoroughly with soap and then return to their workspace to do morning work. Children to have allocated table spaces & chairs (socially distanced where possible) that they will keep to this table space & chair every day. Class sizes (30) and where possible encourage children to follow social distancing, especially with staff. Children should not enter any other classrooms BUT especially no other year group bubble. • F/S and Year1 tables to be as normal to support the children's learning (Staff to socially distance where possible) • Year 2 tables to be in rows as more independent. <ul style="list-style-type: none"> • All children are expected to attend school. The office team 'First Call' will contact children who are not present and maintain an attendance/Covid register. • Office staff to carry out the DFE 'Daily Return' each day before 2pm. • All parents will be informed of the new staggered start and end times and asked to retain social distancing. • All parents will be informed to keep to their staggered times to encourage social distancing. Children who are late to school will have to wait outside the front reception area until an adult is free to safely escort them into their class. Parents who are regularly late will be approached by the headteacher. • Headteacher/SLT member to explain the bubble/year group approach and how children are unable to move freely around the school. 		
Staff entering the setting at the beginning of the day	<p>Transfer of infection between home and school onto equipment/surfaces</p> <p>Transfer of infection between home and school through</p>	All children/Staff	<ul style="list-style-type: none"> • Staff dress code to be back to normal from September. • All staff should enter through the back door only. All staff must wear a mask when coming into school and walking through the school. Staff should wash their hands thoroughly with soap BEFORE signing in. Sign in book in the library. All staff should limit what they bring into the building from home – any personal 	Medium	Update as more guidance is shared from health professionals

	close physical contact with people other than household members		<p>items from home should be stored inside classroom cupboards to limit contact with any other individual/surface. Wash hands again - sign in immediately when hands have been washed; there will be no shared pens for signing in to limit the spread of infection, staff to use their own (to label own pens).</p> <ul style="list-style-type: none"> • FACE MASKS – all EYFS/KS1/Support staff are required to wear a face covering when moving around the school site (in the office, toilets, hall, staff room etc). This includes all communal areas and when you are on duty outside the classroom at playtimes/lunchtimes. Staff should always socially distance from other staff when in school – at least 2 metres. It is recognised that it is difficult to socially distance from pupils in KS1/EYFS but staff can wear face coverings in the classroom should you wish to do so. • If staff feel ill, they are not to come to work but contact the Headteacher and complete the sickness form to indicate if isolating due to COVID-19 or sickness. • If symptoms of COVID-19 staff should take the test within 3-5 days of the symptoms starting. • Staff to follow guidelines about PPE equipment. 		
Working in the Designated Classrooms/Within the classroom					
Seating	<p>Risk of cross contamination with children sharing resources</p> <p>Risk of transfer of infection between children & between staff and children</p>	All children/Staff	<ul style="list-style-type: none"> • Year 2 children to be seated at forward facing desks, sat side by side, with distancing where possible. Children to have the same desk/seat each day. • Year 1 children to be seated in mixed ability tables, sat at the same desk/seat each day, not moving desks or seats – not on the carpet. • Limit the need for the children to move around the classroom unless they are leaving the room to go to the toilet/another location. • EYFS children to be seated, forward facing on allocated spots on the carpet. When playing/working to 5 work stations space the children out as much as possible and use the outside classroom spaces as much as possible. • VENTILATION - Keep windows/doors open as much as possible to improve ventilation. Wear several layers at work and children to wear jumpers/fleeces. If it is cold in the classrooms, close the 	Medium	Update as more guidance is shared from health professionals

			doors but try to open them during break/lunchtimes to keep the air circulating.		
Staff	Risk of cross contamination from children and other staff.		<ul style="list-style-type: none"> • Staff to avoid close face-to-face contact and minimise time spent within 2 metre+ of anyone. • Staff to wear masks in all communal areas and to keep at least 2 metres away from other staff. • Staff can operate across different classes and year groups in order to facilitate the delivery of the timetable but must keep within 1 metre of anyone where possible and 2 metres from other staff. • Staff working closely 1:1 with children can choose to wear a shield for additional protection and/or masks. • PPA time – all staff should sit at least 2metres away from each other to avoid possible infection. 	Medium	
Equipment	<p>Risk of cross contamination with children sharing resources</p> <p>Risk of transfer of infection between children & between staff and children</p>	All children/Staff	<ul style="list-style-type: none"> • For individual and very frequently used equipment, such as pencils and pens, staff and pupils should have their own items that are not shared. • KS1 children to be allocated an individual, named zipped plastic wallet A4 or A5 containing all of their personalised resources or own tray with equipment in on or under the desk. Children to be encouraged to keep all equipment that is not being used inside their zipped wallet whilst working and all should be returned to the wallet and placed in their tray whenever they leave the classroom. Zipped wallets to be left in school each day at their workstations. • Classroom based resources, such as books, glue sticks, scissors and games, can be used and shared within the class; these should be cleaned regularly, along with all frequently touched surfaces. • Any equipment shared between year group classes, such as sports, art and science equipment should be cleaned frequently, meticulously and <u>always</u> between session. • Any equipment shared between different year groups must be cleaned/disinfected and quarantined for at least 48hrs before using in another year group. 	Medium	Update as more guidance is shared from health professionals

			<ul style="list-style-type: none"> • All adults should use their own named pen/pencil that they can take responsibility for cleaning with disinfectant wipes throughout each day – do not leave them out on the whiteboard. • Class staff to keep their equipment within their bubble and not to share with other groups. • EYFS resources that are used by the children during the day should be disinfected/put through the dishwasher, placed in disinfectant. • All surfaces & chairs within each class are to be wiped down before the end of the day. If ipads are used these should be wiped at the end of the session. • Reading books – to be taken in on a set day, cleaned and set aside for 48 hours before going back into the library. Class staff to give out new books for the children to take home once a week. 		
Teacher Computer s/Keyboards	Risk of transfer of infection between staff	Staff	<ul style="list-style-type: none"> • Wear gloves and use the disinfectant wipes provided to clean the keyboard, mouse, phones, power button/monitor button/visualiser controls BEFORE you use any equipment. All cloths and gloves used MUST be disposed of – use the wipes or blue paper roll provided and then throw away after EACH use. Clean the keyboard, mouse, power button/monitor button/visualiser controls after your use at the end of the day as well (or at any point there is a different person using the equipment) 	Medium	Update as more guidance is shared from health professionals
Tables/ surfaces/ Light switches	Risk of cross contamination with children sharing spaces	All children/Staff	<ul style="list-style-type: none"> • Teacher desks, the tables, door handles, light switches should be wiped down after the children have left for lunch play using the gloves, wipes or spray and blue towel provided (cleaning staff). Class staff will spray and wipe tables and chairs before lunch. Cleaners will clean the desks in the mornings. It is good practice to do this as much as possible. • Ashley will wipe the high travel areas at least twice a day e.g. door handles, light switches etc). 	Medium	Update as more guidance is shared from health professionals

Group Sizes	<p>Risk of cross contamination with children & staff sharing spaces</p> <p>Toilet block is shared by two classes in each year group</p>	All children/Staff	<ul style="list-style-type: none"> • All children are included in distinct groups that do not mix and the number of children in each group is as small as possible. • Bubbles are set at the size of two classes/year group (60) – but kept as separate as possible. EYFS bubble (60), Year 1 bubble ~ (60) & Year 2 bubble (61). • Classes to be kept as separate as possible, apart from shared toilet area or for nurture/intervention provisions. • Autumn 2 interventions to start – same year groups only (ELS, EPS etc). 	Medium	
Outside of the classroom	<p>Risk of cross contamination with children & staff sharing space, moving around the school, assemblies</p>	All children/Staff	<ul style="list-style-type: none"> • Avoid big gatherings, so no assemblies in the hall (Zoom or saved assemblies Mon & Fridays) • Limit movement around the school (if PE in hall children must avoid walking through), no children in the library for quiet reading times • STAFF to wear MASKS at all times when outside the classroom area, including break and lunchtimes. • Staggered start and finish times, staggered break and lunch times • Using the normal assembly time to teach the curriculum (PSHE/RE) • Staff room maximum of 6 and the use of the library area – staff to keep 2m distance at all times. • Where visitors to the site can come outside of school hours, they should. A record should be kept of all visitors – using their own pens. 	Medium	
Timetables	<p>Risk of cross contamination with children & staff sharing spaces</p> <p>Risk of transfer of infection between staff</p>	All children/Staff	<ul style="list-style-type: none"> • All bubbles to have individual staggered start times, breaks, lunch times and home times (see timetable). • All adults to ensure that the bubble beforehand is back inside before leading their group out. • Each class to have a supporting adult (swap between LSA & teacher) for Story Time and at key points throughout the day for support. Where possible these adults will be the same. • IT – KS1/EYFS classes to be allocated a separate day to use the IT room. • PE – KS1/EYFS classes to have an allocated day/time to use the hall. To use outside if possible. PE curriculum may have to be adjusted to allow more social distancing and disinfecting of equipment (see timetable) 	Medium	

			<ul style="list-style-type: none"> PPA – Alex/PE & Sam/Music will move around the bubbles to provide music and PE. Both adults to keep 2m distance from other adults and 2m from children where possible but at least 1m. All equipment to be disinfected between sessions. For singing, all children to be forward facing and socially distanced (ideally outside or in the hall), music teacher to be socially distanced when singing or behind the group/to the side. Children to sing in a low volume like talking. (Happy Birthday Singing – outside where possible and quietly singing with the adults to the side – birthday bands to be given). Outdoor Large Equipment Timetable – Classes to alternate on the top (field) and bottom (road) playgrounds to enable children to access the astro-turf football pitch and then the large climbing frame (see timetable). Year group bubbles to alternate the areas and then the outside large equipment needs to be disinfected (caretaker). NO GRASS DURING AUTUMN TERM – WET. 		
Fire Exits & Lockdown	<p>Danger to life.</p> <p>Risk of cross contamination with children & staff sharing spaces</p> <p>Risk of transfer of infection between staff</p>	All children/Staff	<ul style="list-style-type: none"> Adults to familiarise themselves with the Fire Exit in their class and bubble area. Adults to know where the fire door keys and field keys are kept in their particular classroom/bubble. Tables, chairs and trolleys to be kept away from fire exits at all times Fire procedures as normal using the playground pencils or the Bowell's playing field – 2M distancing will not be possible whilst exiting the building but should be set up in the playground in lines where possible. Lockdown procedures as normal using individual tables to go under and using door keys to lockdown rooms. All teachers to write the number of children present each day onto their whiteboard for MDAs to know. Majority of internal doors to be kept open with door stops to avoid additional handling. Entrance door to be closed at all times. Year group entrance fire doors to be kept open on magnetic clips which will close automatically when the fire bell sounds. 	Medium	
Moving Between Rooms – this should be as limited as possible and CAN ONLY include, the children's own classroom and toilets, Hall for PE, computer suite and Playground (All outdoor fixed or handheld equipment – if used must be disinfected afterwards)					

Changing Rooms/ Settings	<p>Risk of cross contamination with children sharing resources</p> <p>Risk of transfer of infection between children & between staff and children</p>	All children/Staff	<ul style="list-style-type: none"> • All children should keep in their classes and year group bubbles and not go into other classes. Children must not leave their room unless accompanied by a member of staff. To wash hands thoroughly with soap or antibacterial spray before lunch and coming in from play and before going home. • Adults who move between classes/year group bubbles must maintain 1m+ distance from children and 2m from other adults and wear MASKS when moving around the school. • Adults moving must wash/antibacterial spray hands before entering another room/bubble and have their own resources/pens, pencils. • Children who work in intervention groups or nurture groups must be kept within their own bubbles (children from different year groups cannot be mixed) 	Medium	Update as more guidance is shared from health professionals
Computer Suite	<p>Risk of cross contamination with children sharing resources</p> <p>Risk of transfer of infection between children & between staff and children</p>	All children/Staff	<ul style="list-style-type: none"> • Teachers to keep to the computer room timetable and only access the computer suite on their day. To clean all computers, screens, keyboards and chairs after your session. • Prior to going to the computer room, all children to spray their hands. • When moving to the computer room, children and staff must not go through the hall if they mix bubbles – distance must be kept. • I pads can be used in class but must be wiped before and after use and returned to charging bays. • To clean ipads use the disinfectant wipes and blue towel provided to limit the cross contamination. • The use of school headphones is NOT PERMITTED during this time • Staff are not to use this area, except for PPA time when computers must be disinfected prior to PPA time on Wednesdays and staff can socially distance by 2M. 	Medium	Update as more guidance is shared from health professionals
Toilets	<p>Risk of cross contamination with children sharing sinks/taps etc.</p> <p>Risk of transfer of infection between children and bubbles.</p>	All children & staff	<ul style="list-style-type: none"> • Children should use the toilets allocated to their bubble/year group areas only, this includes breaks and lunchtimes. • Only Foundation Stage children to use the hall toilets at lunchtime, other year groups must use their class toilets. • Children to wash their hands at regular intervals throughout the day and or use antibacterial spray. • All toilets have electronic hand dryers that do not need to be touched to activate therefore the risk of contamination is lower. 	High	Update as more guidance is shared from health professionals

			<ul style="list-style-type: none"> • Taps/sinks/toilet flushers and soap dispensers need to be regularly cleaned throughout the day by site staff (caretaker) at regular intervals throughout the day (not when the children are using the toilets) the site staff (caretaker) will be responsible for regularly cleaning taps, handles, door plates, surfaces, flushers and toilet seats using gloves & disinfectant spray. • 2 children can use the toilets/sinks at the same time from the same year group bubble, where possible queuing and maintaining distance. • Adults to monitor the toilet system to ensure that children are using the toilets/sinks properly. • Children to be shown the markings on the floor of where to stand in order to wait. • Children from the same bubble/year group can use the toilets at the same time if needed but where possible try to encourage one class at a time. 		
Outdoor Play/PE					
Spacing of Children/ Use of Equipment/ Use of toilets	<p>Risk of cross contamination with children sharing resources</p> <p>Risk of transfer of infection between children & between staff and children</p>	All children/Staff	<ul style="list-style-type: none"> • Whenever children use the outdoor space, they must remain in their class playground area • Where possible children to try and social distance. • Different classes must not mix outside. • Children can play games that are spread across their playground zone and social distance (if possible). Some examples have been Hide and Seek, giant football game on a grid system where children do not move or 'on the spot' sport and aerobic activities. Children must not use any equipment that cannot be washed following each child's use – <u>each class can have their own set of outside equipment to keep and be responsible for cleaning inbetween days.</u> MDAs can clean their lunch equipment afterwards. • Football is acceptable as long as children do not pick it up with their hands. Any game that involves the transfer of equipment via hands would have to be disinfected/sprayed afterwards. • Children can use the jungle net, large climbing frame and the astro-turf football pitch ONLY when it is their set time (caretaker to disinfect the large equipment on a regular basis in co-ordination with the timetable (see timetable). 	High	Update as more guidance is shared from health professionals

			<ul style="list-style-type: none"> Children must ONLY USE their bubble/Year group toilets during break and lunchtimes. Children should be encouraged to go prior to going outside to reduce the need for them to go during these times. 		
Lunch Provision					
Preparing children for lunch	<p>Risk of cross contamination with children eating with infected hands</p> <p>Risk of transfer of infection between children & between staff and children</p>	All children/Staff	<ul style="list-style-type: none"> Children to wash their hands thoroughly in their dedicated toilets two at a time and line up ready to go into the hall forward facing and silent. Children to walk and sit at their class table in the hall and wait to be served their food. Children's desks to be disinfected when children leave the classroom ready for the afternoon by class staff. MDA/adults to give a squirt of hand sanitiser prior to starting eating. Teachers and MDAs to follow strictly the lunchtime timetable. MDAs will have staggered start and finish times. MDAs to wear MASKS when moving around the school and outside in the playground. Hot dinners straight away in the hall with MDAs and any additional staff helping. EYFS will now go into the hall last to enable them to have a longer morning. Ashley Clark (caretaker) to put out tables ready for lunch and put them away. No mixing of classes during lunchtime at the tables. Staff to keep 2m away from any other staff. Kitchen staff to receive the hot food from Pabulum prior to the first lunch time keeping 2M distance from other adults. Teachers, Office staff, MDAs & kitchen staff to check allergy sheets for their class/Bubble Groups. 2 kitchen staff to serve food onto the trays in the hall and MDAs to give the trays to the children. Children with allergy bands to queue up for their food first. Children should not get up from their lunch table until everyone is ready to go outside as other bubbles will be outside (no mixing of bubbles). Children to try and go to the toilet before going into the playground and all children to have a disinfectant spray after eating before going outside together. 	Medium	Update as more guidance is shared from health professionals

			<ul style="list-style-type: none"> Children to scrap their trays and sit back down. MDAs to disinfect the tables/seats before going outside ready for the next year group bubble. MDA to disinfect outside equipment after use. All staff to have a 'Need Support' card for emergency purposes – this will enable a sensible child to get more support if needed. 		
Eating Lunch and using the hall for lunch	<p>Risk of cross contamination with children eating with infected hands</p> <p>Risk of transfer of infection between children & between staff and children</p>	All children/Staff	<ul style="list-style-type: none"> Lunch will be staggered but with both year group classes having lunch at the same time (60). To keep in class/bubble groups at all times. MDA working hours to be staggered but lunchtimes to now be 1 hour long. MDAs to have a book to read or sensible game to play in class for 10 minutes whilst children are sitting down/washing/disinfecting hands etc. All hot meals will be given to the children & children to bring in their own water bottles. We will start to use the allergy bands to ensure no children are missed – allergy bands must be put into a separate bucket/bowl of disinfectant at the end of each lunchtime and rinsed off the next day by kitchen staff. Children to stay in their seats at the hall table until the whole class is ready to go out at the set time. (To re-introduce milk at lunch once the routine is safely established). Children who haven't finished must finish or carry their lunch out with them (25 minutes is given for eating in the new timetable). All food hygiene processes and procedures will be followed as usual. Tables will need to be cleaned before and after each bubble group. 	Medium	Update as more guidance is shared from health professionals
Outside playtime	<p>Risk of cross contamination with children sharing outside equipment</p> <p>Risk of transfer of infection between children & between staff and children.</p>	All children/Staff	<ul style="list-style-type: none"> Classes to finish eating and go out together to play with their MDA. MDAs to check the playground is empty before going out and to only use their class group equipment in their zoned area. The grass is out of bounds for the autumn term as it is wet. Do not use the climbing frame if wet. At lunch time, whilst outside, if children need to go to the toilet it is only two children at a time and they MUST only use their own classroom bubble toilets. MDAs to monitor this. MDAs to stick strictly to the lunchtimes and to bring in their class group. 	Medium	Update as more guidance is shared from health professionals

			<ul style="list-style-type: none"> At the end of lunch, children to wash/gel their hands before going to their workstation/desk. 		
Staff Breaks & Lunch times	<p>Risk of cross contamination with adults sharing lunch/break spaces</p> <p>Risk of transfer of infection between adults & between bubbles/children.</p>	All Staff/children	<ul style="list-style-type: none"> Staff to have staggered breaks and lunchtimes as seen on new timetables – to wear MASKS when moving around the school. Where possible staff to have lunch with their bubble/year group colleagues but keep 2m apart. Staff to sit socially distanced at all time either in the staff room, outside exit area, library or Golden room. An additional kitchen area to be set up in the <u>Golden Room</u> with kettle and microwave etc. Staff to be encouraged to get some fresh air or go for a walk during this time. Staff to wash hands before preparing food/eating and before returning to their bubble. 	Low	
Leaving the Setting at the End of the Day					
Children leaving the setting	<p>Transfer of infection between home and school onto equipment/surfaces</p> <p>Transfer of infection between home and school through close physical contact with people other than household members</p>	All children/Staff/Parents	<ul style="list-style-type: none"> Children to wash hands or gel before leaving their class base and then collect their things and exit the building from the classroom door one at a time. Children to stand 1m+ apart where possible and children to stand 1m+ away from adults. Staff to stand 2M away from other staff. Staff to ensure that parents do not enter the building at the end of the day – children to leave one at a time with appropriate distance between them. Children still waiting for collection to wait at least 2 metres apart from each other and from school staff (where possible). When children get home they should be reminded to change their clothes and wash their hands. Year groups to all have staggered times for collection and parents reminded to stand 2 metres apart in the field/playground. Parents to be reminded that children should wear clean fresh uniform to school every day where possible to reduce infection. 	Medium	Update as more guidance is shared from health professionals
Staff Leaving the setting	<p>Transfer of infection between home and school onto equipment/surfaces</p> <p>Transfer of infection between home and school through close physical contact with</p>	Staff	<ul style="list-style-type: none"> End of day adults to disinfect tables and tops of chair and ensure all equipment is either cleaned or put aside. Staff to wash their hands thoroughly/gel before leaving the setting and sign out using their own pen. Only take items that are completely necessary outside of the building. Staff to wear MASKS when moving around the site at all times. 	Medium	Update as more guidance is shared from health professionals

	people other than household members GDPR risk from data being removed from site as staff work from home		<ul style="list-style-type: none"> When getting home, staff to wash their hands and change their clothes to help prevent cross-contamination with other household members. Staff to wear normal school clothes as stated in the Code of Conduct. Ensure that everyone follows the GDPR regulations about equipment/data that is being removed from the building (data handling security policy). All Staff to ensure that work emails are checked at least once per day to ensure that they can keep in touch as a whole team. 		
Staff Meetings & PPA Time					
SLT meetings	Risk of cross contamination with staff using the same space.	Staff	<ul style="list-style-type: none"> Hold the meeting in a larger classroom remaining 2M apart Remote Zoom/TEAMS meetings so no contact 	Low	Update as more guidance is shared
Staff meetings	Risk of cross contamination with staff using the same space.	Staff	<ul style="list-style-type: none"> Remote Zoom/TEAMS meetings so no contact If needed, meetings outside or in the hall Staff to check regularly their pigeon holes & emails for additional information for these meetings. 	Low	Update as more guidance is shared from Trust/ECC/Gov
PPA Time	Risk of cross contamination with staff using the same space. Risk of cross contamination with staff moving between classes/bubbles.	Staff	<ul style="list-style-type: none"> PPA for all teachers/planning to take place as normal on Wednesdays. KS1 AM till 11.30 and EYFS 11.30-3.00. (Staff to be socially distanced at 2 metres) Staff that are moving between classes/bubbles (Sam W, Jeni, Jo W & Alex) to keep 2m distance from all staff and 1m+ from children – to wear a MASK when moving around the site. Staff to frequently wash/disinfect hands and to have their own equipment, pens etc Singing to be limited to either in the hall – spaced out, outside or in groups of 15 maximum. Teachers for PPA time must keep 2M apart and use either the computer room or the Golden room for space. 	Medium	Update as more guidance is shared from Trust/ECC/Gov
Assemblies					
Daily/weekly	Risk of cross contamination with children/staff using the hall for assemblies	All children/Staff	<ul style="list-style-type: none"> No assemblies to be held in the hall to reduce possible cross contamination. 	Low	Update as more guidance is shared from

assemblies			<ul style="list-style-type: none"> Assemblies can be planned and saved on the staff server or on TEAMS/files for adults in the bubbles to access and deliver (PSHE & Core Value, E-safety related). Weekly celebration assemblies can be done remotely via Zoom/TEAMS (DPIAS) onto big screen with HT. Certificates to be sent home with stickers but no trophies. 		Trust/ECC/GOV
Cleaning the Setting					
Throughout the day	<p>Risk of cross contamination with children/staff using the setting and sharing resources</p> <p>Risk of transfer of infection between children & between staff and children</p>	All children/Staff	<ul style="list-style-type: none"> Site staff/cleaning staff on duty to regularly clean all door handles, door plates, worktops, surfaces, key pads, keyboards, taps, light switches etc. throughout the day using gloves, disposables cloths and disinfectant spray – cloths and gloves to be disposed of after EACH use. Site staff/cleaning staff to clean all toilets at least once during the day (after lunch). Site staff/cleaning staff to follow a new cleaning schedule including Springfield Bees cleaning. End of day morning class adults to disinfect tables and tops of chair before lunch and ensure all equipment is either cleaned or put aside. Cleaners to clean the tables and chairs each morning. Caretaker to move his hours to enable him to clean each bubble group during break and lunch times (see cleaning schedule) All staff to have a copy of the cleaning schedule and follow it where possible. As lunchtimes are 60mins all MDAs to use any additional time afterwards to clean the bubble group outside equipment with disinfectant. Staff using key shared areas (office/staff room etc.) to ensure that they practice safe hygiene rules and not touch surfaces/cutlery/crockery/pens without washing their hands thoroughly first. Anyone unloading the dishwasher MUST wash their hands before doing so. All staff to place their own dirty crockery/cutlery in the dishwasher to ensure that other people do not have to touch it. All staff to use the disinfectant wipes to regularly clean their laptops, keyboards, phones, work stations and personal objects. 	Medium	Update as more guidance is shared from health professionals

At the end of each day	<p>Risk of cross contamination with children/staff using the setting and sharing resources</p> <p>Risk of transfer of infection between children & between staff and children</p>	All children/Staff	<ul style="list-style-type: none"> The cleaning team know which rooms are being used each day and instructed to thoroughly clean all surfaces, floors, toilets and clean surfaces on central routes to and from those rooms (see cleaning schedule) All cleaners to wear gloves at all times and to follow the staff rules on entering and leaving the building. (see above). 	Medium	Update as more guidance is shared from health professionals
Minimising Risk to Staff – in addition to all measures outlined above					
Staff to practice social distancing throughout the day	Risk of transfer of infection between children & between staff and children and between members of staff	All children/Staff	<ul style="list-style-type: none"> Staff to ensure that they remain 2 metres away from adults and all children (where is at all possible – see first aid below) at least 1m+. All classes have 30 children = 60 children per bubble and frequent hand washing and antibacterial spray should be a permanent sequence to the day. Office, cleaner & site staff to monitor the soap, gloves & sanitiser stock levels as with 180 children in these will disappear quickly. No more than 6 members of staff are permitted to enter the staff room. Only 1 additional adult in the office at a time (max of 3 in total) - these should remain 2 metres apart where possible. Staff to ensure that there are no 'gatherings' of staff and if staff need to speak to each other, ensure that there is a distance of at least two metres between or ideally outside. 	Medium	Update as more guidance is shared from health professionals
Staff at High Risk	Risk of transfer of infection between children & between staff and children and between members of staff	Staff/Families	<ul style="list-style-type: none"> The school/Trust will be following the HR advice for this and any high risk staff will have a shielding letter. Headteacher will carry out individual risk assessments for any vulnerable or concerned staff. Please speak to the headteacher if you are high risk or any concerns. 	Medium	Update as more guidance is shared
Clinically Extremely Vulnerable Staff	Adults with specific conditions are automatically deemed vulnerable	Staff	<ul style="list-style-type: none"> Clinically Extremely Vulnerable Staff should be shielding at home (see email with the list of conditions) Those who live with clinically extremely vulnerable staff should currently continue to attend work. Clinically vulnerable staff/those who live with clinically vulnerable staff/BAME staff should continue to attend work. Risk assessments for individuals will be carried out to ensure social distancing as much as possible 	Medium	Update as more guidance is shared.

Pregnant Staff	Unknown possible effects on the foetus – government advice	Female staff	<ul style="list-style-type: none"> All pregnant staff from the 28th week of pregnancy should work from home from 5th November 2020. 		
Staff showing possible symptoms	Risk of transfer of infection between children & between staff and children and between members of staff	Staff/children/families	<ul style="list-style-type: none"> Any member of staff (or member of their family) showing symptoms of a continuous cough, change in taste or smell or high temperature should immediately contact the HT and self-isolate. The staff member showing symptoms MUST have a COVID-19 test and report the results to the school. During this time their whole household MUST self-isolate for a period of 14 days in line with government guidance or until the test comes back negative. If a positive test the member of staff should isolate for 10 days. Staff to complete the sickness form and send into school. Staff showing symptoms or a member of their family should contact the school and follow the following procedure: <ol style="list-style-type: none"> The school should make a request for the staff on the portal for a COVID-19 test. Information needed if possible in addition to what we hold are vehicle registration and NHS number (both desirable but not compulsory) Requests to be made by 3pm for same day processing The status of requests can be checked after 6pm Staff member will receive a test message containing a verification code Staff member goes online and books a slot or requests a home testing kit. Must engage fully with the Test & Trace process. <p>Points to note:</p> <ul style="list-style-type: none"> The test is for someone displaying symptoms within the first 3 days (maximum of first 5 days) It is for a member of staff or, if they are having to self-isolate, a member of their household School will be able to access information regarding the status of the request but not the result 	Medium	Update as more guidance is shared from health professionals and government.

			<ul style="list-style-type: none"> There is a local testing station at Stansted Airport, Broomfield hospital & Sandon park and ride (mobile testing stations change). 		
Children showing possible symptoms	Risk of transfer of infection between children & between staff and children and between members of staff	Staff/children/families	<p>If a child shows any COVID-19 symptoms they will be isolated in the reception area with a member of staff in full PPE equipment. Please read the new COVID-19 one page procedure sheet for all staff to follow in this situation when administering first aid.</p> <p>Laura or Ashely to open the window in reception first thing in the morning.</p> <p>The office staff will call the parent to collect their child as soon as possible.</p> <p>Testing is now available to anyone with symptoms of coronavirus and parents will be told that they MUST self-isolate and book a COVID TEST and MUST inform us of the results before returning to school.</p> <p>A coronavirus test can be booked here: https://www.nhs.uk/conditions/coronavirus-covid-19/ For children under 5's the telephone 111 NHS service should be called.</p> <p>Parents MUST get their child tested and MUST engage fully with the Test & Trace process.</p> <p>A Positive Test result will mean that the child or staff member will have to isolate for 10 days and the rest of their household to isolate for 14 days. The bubble that they are in will be closed e.g. 60 children plus staff will have to self-isolate for 14 days and then get themselves tested if they show COVID symptoms. Advice from the DFE and PHE will be sought before any closures and all advice will be followed.</p>	Medium	Update as more guidance is shared from health professionals and government.

			<p>A negative test result will mean that they are able to return to school.</p> <p>The school WILL ask to see the YES/NO test result that is received via text message before they can start school and it will be recorded on the register.</p> <p>A new COVID-19 register will be kept in the office indicating which children are isolating and from when and why and the results of any tests. It will also state whether remote learning has been given or a home pack.</p>		
Staff Wellbeing	<p>Staff being split apart for long periods of time could lead to mental health/anxiety amongst members of staff</p> <p>Staff managing concerns from their partners/spouses/dependents throughout this time as well as work pressures</p>	Staff/Families	<ul style="list-style-type: none"> • Ensure that all members of staff can access their emails easily from home/in school to ensure that they can stay in daily contact and receive regular updates. • Ensure that all staff know the EAP Health Assured Helpline number (0800 0305182) and can log on to the app (User name: Chelmsford; P/word: Learning) and understand that they can access this for themselves and their spouses and dependents. • Staff to stay in contact via secure Social Media (WhatsApp) if they so wish (professional/friendly dialogue not mentioning parents or children as part of Data Protection procedures). • Ensure that all members of staff understand that they can contact SLT at any time either via email or by phone. Amanda Reid mobile: 07737 185566 • To provide new laptops to staff to enable them to access remote learning (laptops currently being adapted to suit school & remote teaching). • A staff well-being questionnaire was emailed out prior to half term to all staff. Please complete this questionnaire but do not hesitate to contact the headteacher if you need any support. 	Medium	Update as more guidance is shared from health professionals / Staff Unions
Curriculum					
Establishing routines	Children may have spent lockdown in a home with very different routines (or no routines) and may find it difficult to adjust.	All children and staff are at risk if routines are not established.	<ul style="list-style-type: none"> • All staff to be made familiar with new timetables and staggered times for different bubbles before children return. • All staff to be aware of cleaning and lunchtime routines before children return. • All staff to be aware of sickness and toileting routines before children return. 	Medium	

	<p>All children will be returning to a very different set of routines and possibly different teaching staff from the ones they left in March and may find this unsettling.</p> <p>Routines needed to keep everyone safe: staggered start and finish, hand washing, social distancing, eating in classrooms, using toilets, remaining seated.</p> <p>Most children will be leaving their carers for the first time since March and may have separation anxiety.</p>		<ul style="list-style-type: none"> • Children and parents to wait on the carpark until the member of staff calls them forward – this will be made very clear in letter home. Clear signage displayed. One way system to leave school again. • Children to be given particular entrance to use, to match their class. • Children to wait with appropriate spacing. • Children can bring a small school bag into school which will be kept in a group box (a line of children box) • Reminders on expectations and routines repeated often until they are embedded. • Extra time for handwashing and applying antibacterial gel every time children change location. • Brain breaks at tables during sessions if needed. • Full curriculum to be taught but social distancing to be kept in mind where possible • 14th Sept – full curriculum teaching to start • Gap analysis – Summer 2 baseline and use of curriculum recovery for gaps. To use JB tool kit for literacy focusing on key heavier weighted objectives. • Intervention groups for catch-up funding to start Autumn 2 and additional support hours where possible. 		
Re-establishing expectations	<p>Some children will have had a lot more adult attention than normal and may find it difficult to wait for attention.</p> <p>Some children will have been in homes with fewer boundaries or less attention and may resist doing things they do not want to do.</p> <p>Expectations are different than in March and need to be very clear and restated frequently in order to keep everyone safe.</p>	<p>All children need clear expectations to ensure routines are established.</p> <p>All staff are responsible for consistency.</p>	<ul style="list-style-type: none"> • Expectations to include: • Stay seated at all times in the classroom. • Put up your hand if you have something to ask. • Two children only to the toilet. • Always use the toilets for your year group bubble. • Everyone remains seated while others finish lunch. • Children to be reminded about social distancing from peers and staff and keeping in their bubble at all times. • Children to inform staff if they feel unwell. • No VIPs – LSAs to collect registers and leave in the library next to the sign in book – Office staff to collect when ready. • Children helped to self-mark/ assess where possible. • Staff to do minimum marking from behind/side using the new blue/green highlighting process. • Hand washing for 20 seconds – teach the children how again. 	Low	

			<ul style="list-style-type: none"> Games at break time not to involve contact or handling. Reading in class – reading books can be taken home but are changed by a class adult once a week (old books are cleaned and kept out for 48 hours before going back into the library. Each class to have a book quarantine box). Parents to be encouraged to use the ebooks online (Oxford Owls) Children will not be able to go into the library. Adults to do minimal marking, from the side or behind or when children are not in using the new green and blue highlighter system. Verbal feedback given during lessons. EYFS expectations slightly different but children must keep social distance from the staff where possible. To use resources that are cleanable and to frequently use Milton and the dishwasher to clean resources. 		
Differences in learning experiences	<p>Some children may have had little learning at home so risk developing gaps if home learning is not revisited.</p> <p>Some children will have had a lot of unstructured time at home and will find it hard to focus for as long as others.</p>	Children at risk of falling behind/ developing gaps.	<ul style="list-style-type: none"> Revisit key skills regularly (such as phonics, CEWs, number bonds, counting) and areas covered at home. Give opportunity to celebrate what they've learnt at home. Use the first couple of weeks to assess them and identify any learning gaps. (Target Tracker – we will use Summer 2 to enter a new baseline wk beginning 21st Sept) Early identification of children needing additional support academically but also emotionally. 	Low	
Special needs	Staff supporting children with special needs and the children themselves need to maintain appropriate distancing and/ or control measures to ensure the necessary support is given safely.	SEN children and staff	<ul style="list-style-type: none"> SEN staff to maintain social distancing 1m+ (where possible) and to wear a mask and/or shield. SEN staff to communicate any concerns to the SENCO/SLT straight away. If physical handling or contact is needed to wear gloves and wash hands afterwards, including holding hands. For physical contact always stand to the side or behind avoiding face-to-face Carry out any additional risk assessments if children show new needs or difficult behaviours. SEND nurture provision – children can only attend provision from the same year group bubbles e.g. Year 2 or EYFS. 	Medium	
Emotional Wellbeing					

Sensory needs	Children may have increased sensory needs due to the change of environments/ staff and anxieties about being away from home. Some children may have developed different sensory needs. They may touch things they haven't before or possibly put things near their face or mouth.	SEN children in particular but this could affect other children too.	<ul style="list-style-type: none"> • Access to sensory equipment that can be cleaned between uses. • Card system to call for help if child needs a break. • Known children to be kept with familiar staff where possible • Social stories where appropriate. • To start the nurture provision but children from the same year group bubble only e.g. EYFS children only in a support group. 	Medium	
Separation anxieties	This may affect all children due to the amount of time they have spent with their families and those with siblings who may not be coming in at the same time anymore. Children may not be able to come in without support.	All children and staff	<ul style="list-style-type: none"> • Children's guide to returning to school should be shared with all children • Known children to be kept with familiar staff where possible • Children to be brought into school once they are calm • Zones of regulation • PSHE and circle time focus • Story times • Art resources use for calming where possible 	High	
Relationships	The children may not be with their teacher or in their own classrooms. They will have formed different relationships over the past few months. They may not understand not being able to see or play with their friends.	All children and staff	<ul style="list-style-type: none"> • Children to be kept in classes and year group bubbles • PSHE around friendships and communication. • To use CPOMS for any welfare or behaviour concerns 	Medium	
Transitions September return	Children may not feel ready they may have increased anxieties and behaviours.	All children and staff	<ul style="list-style-type: none"> • New EYFS children to have school visits Thursday and Friday 3rd & 4th Sept • All KS1 children to start school on Thursday 3rd September full time with staggered start and end times using the current one way system • EYFS to follow a staggered visit timetable and start full time Monday 21st September. 	high	
Safeguarding					
Accounting for the correct	Children could be absent and have come to harm, risk of abduction etc.	Staff/Children	<ul style="list-style-type: none"> • Staff in class to complete registers (SIMS electronic where possible). Registers to be completed within 10 minutes the additional floating staff member to return it to the library next to the sign in book. 	Medium	Update as more guidance is shared from

children each day Registers			<ul style="list-style-type: none"> Office staff will make the first day call for children who have not arrived to locate where they are as normal. Parents will be informed of the need to contact the school office if their child will be late or not coming in for whatever reason, as normal. Staff to check what the children are having for lunch and take account of allergies – new meals provider (Pabulum) starting. To check with the LA on how the SIMS registers should be recorded/coded – probably back as normal. Staff in classes to record the number in the room on the whiteboard and ensure that the correct number of children are accounted for after break, lunchtimes, PE etc as normal. Report to the office immediately if any children are not present. 		Trust, ECC and government.
Medical Needs	Staff will be working with children that they are not familiar with which could pose a risk that a child's medical condition is not treated correctly	Children	<ul style="list-style-type: none"> Office staff to ensure the medical forms are up to date and new class records are in the teacher's draws. Staff in each class to locate the medical form grids & allergies and familiarise themselves with the children's medical needs on their class register and to look for any epipens/inhalers in the office to ensure they are in there and in date. Kitchen staff and MDAs to familiarise themselves with their class group medical needs, allergies & dietary needs of the children on their list each day requiring a lunch. Adopt all usual procedures to ensure that these are catered for (allergy bands will be used/see above). If menus are changed due to lack of supplies etc. ensure that the allergens list is changed and re-checked against the list of medical needs before meals are prepared/given each day. 	Medium	Update as more guidance is shared from health professionals
First Aid	<p>Children could sustain an injury in the classroom or playground</p> <p>Due to the Coronavirus outbreak, staff administering first aid could be at increased risk</p> <p>Children becoming ill could be at risk of having the</p>	Staff/Children	<ul style="list-style-type: none"> Each class has at least one qualified first aider adult as normal. All class MDAs have a first aid qualification. All Paediatric first aiders will have up to date qualifications and will be based in the EYFS classes and Peardrops. ALL staff to still carry a school trip medical pack on them at all times for small scrapes. New medical box to be taken outside by Year 2 staff at break and brought in after lunch and kept in playground during these times. All year groups to have separate medical 1st aid books for staff to write in. Staff to use freezer cold compresses instead of instant compresses wrapped up in blue paper. Staff to take 	High	Update as more guidance is shared from health professionals

	<p>Coronavirus – specific guidelines must then be followed (See Essex guidelines already circulated)</p>		<p>these out in the first aid box first thing and then put away in the freezer afterwards.</p> <ul style="list-style-type: none"> • At break times and lunch times first aid station to still be set up in the covered area outside Year 1 to prevent children from different bubbles meeting up. • Nearby a 'Calming' area needs to be created for children with anxieties/behaviours who when outside are unable to control their behaviour (use of an outside bench). • All children with minor injuries/ailments should be treated outside if at break/lunchtime. First aid kit/books to be kept under covered area. • All serious accidents/injuries to be brought into the medical room. If the adults cannot leave the play ground to send a sensible child in with a 'Help Needed' card to the office. • As usual all accidents and incidents should be recorded in the record book (Year group books) and a red form completed if there is a head injury. • High level accident/incidents – a Riddor report should be completed and the HT/Office informed. • All staff administering first aid should immediately wear gloves, disposable aprons before touching any child due to the risk of cross infection (as is usual practice) Aprons and Gloves have been put in each class and the medical room with extra stocks. If getting very close to a child a facial mask can be used. MDAs should take these provisions outside with them when on the playground. • All emergency first aid procedures to be followed as usual – it is essential that mouth guards are used should resuscitation be required. • There will be 2 first aid rooms – one for regular accidents/incident – in the medical room. • One for children if suspected of having the Coronavirus – in the front reception area. • Any child suspected of having the Coronavirus should NOT be taken to the office – child should sit in the reception area and where possible be left alone – not touching anything (depending on the age/anxiety level of the child) This room should be well ventilated and big enough for first aider to social distance. The 		
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			<p>adult should encourage the child to keep at the other side of the room.</p> <ul style="list-style-type: none"> • First aider to wear full PPE equipment, gloves, aprons, fluid resistant masks, eye goggles. • Ask the office staff to call home and ask the parent to come and collect their child and to be given the what next flyer insisting that their child has a test. Ensure that all surfaces that the child came into contact with are cleaned with disinfectant – refer to Site Staff to carry this out. • Follow the 'Children showing possible symptoms' procedures. • Get advice from Public Health England – and inform Paul Banks/CEO/DFE 		
PPE Equipment	A lack of appropriate PPE equipment in place and staff being more vulnerable to the virus.	Staff/Children	<ul style="list-style-type: none"> • A long term approach to obtaining adequate PPE supplies in place. • Staff to be informed of how and when to use PPE equipment. • Site and finance staff are regularly monitoring PPE orders and supplies for delivery • With 180 children back in school the use of gloves, soap, sanitiser etc will increase. The cost of the PPE has also increased in price – to budget for this increase. Office, cleaning and site staff to monitor the stock levels. 	Medium	Update as more guidance is shared
Site Security	All usual risks associated with intruders entering the premises etc. still apply Visitors to site pose additional risk of transferring infection to those in the school provision	Children/Staff	<ul style="list-style-type: none"> • All usual site security and visitors to school measures should remain in place throughout this time. Ensure that external doors are closed and that each member of staff has access to the door talk system • During this situation, no additional visitors will be permitted to enter the school building (unless in the case an unrelated emergency). Post should be delivered through the post box in the front door rather than people coming through the internal doors. • If visitors are allowed into school they should undertake all hygiene measures outlined in 'staff entering the setting' above. No visitor should enter any classes/bubbles unless authorised by the headteacher where the children/staff are working. • All staff to ensure there is no 'lone working' and that cleaning staff who are in school until 6pm are not alone in the building or all external doors are locked. 	Medium	Update as more guidance is shared from health professionals

			<ul style="list-style-type: none"> Staff to lock back doors at the end of each day and close windows. Peardrops to lock the demountable and EYFS door. 		
Safeguarding Concerns Domestic abuse	Children attending the setting, at home, or children/parents contacting the teacher may highlight a new safeguarding risk for a child	Children	<ul style="list-style-type: none"> All staff to follow usual safeguarding procedures and enter concerns on CPOMS immediately. It is essential that the DSL or if unavailable the deputy DSLs are notified in person or phone if there is a significant risk of harm. It is sensible to have a conversation with the DSL in all circumstances in case they are not able to check their emails immediately and receive the CPOMS notification. Remember that ANY member of staff can make a referral to social care if you feel that a child is at risk of significant harm using the Children and Families Hub (0345 603 7627) and asking for the Priority Line or calling the police. The DSL or deputy DSLs should always be the first port of call however. Staff to look out for signs of DA with parents & children Staff to follow the normal safeguarding SET procedures. If safe to do so provide the COMPASS 24hr DV helpline 0808 2000 247 	Medium	Update as more guidance is shared from Trust, ECC and government
Vulnerable Children/isolating children	Children who are classed as vulnerable or are still having to isolate at home	Children	<ul style="list-style-type: none"> A list of children unable to return to school in September will be monitored by the SLT. SLT will make weekly calls to these children/parents to support home-learning and make welfare calls. A new Excel spreadsheet will be created and weekly conversations information will be entered. Ensure that the DSL is informed immediately should there be any concerns raised during these phone calls. Follow normal procedures and complete a new incident form on CPOMS. SENCO/SEN LSAs to liaise regularly with the parents of children with EHCPs who are in school as normal via a communication diary. SENCO to monitor children with PPG and to provide additional support in school where possible and within the year group bubbles. 	High	Update as more guidance is shared from Trust, ECC and government
Bereavement	Increased risk of a child/parent/staff member dying.	Staff/children/families/local community.	<ul style="list-style-type: none"> To reduce the risk this risk assessment needs to be read, understood and followed by everyone. To inform the HT ASAP in order to follow the Business Continuity Plan. 	High	Update as more guidance is shared from Trust, ECC

			<ul style="list-style-type: none"> • HT to contact Paul Banks and the LA • Follow the continuity plan. 		and government
Before and after school club - Peardrops					
Organisation	Risk of transfer of infection between children & between staff and children and between members of staff	Staff/children/families/local community.	<ul style="list-style-type: none"> • Possibly not in main building and groups of children split and kept in year group bubbles – demountable, using the demountable toilets and sinks • OR to use the Golden Room for Food preparation & eating, some year group bubbles in Year 1 art area and some in hall to keep separate – to use the hall toilets and sinks • To keep social distancing between children/year groups where possible • Staff to keep 2M apart from other staff. • Where possible staff to keep 2m or 1m+ away from children • Children to be brought to Peardrops by their class teacher rather than congregating in the hall together/keep separated • Peardrops children to wash their hands in their classroom prior to going to Peardrops and staff • Children and staff to gel their hands before going into Peardrops and to repeat when going home. • Parents to keep in the entrance hall and sign their children out to reduce cross-contamination and to wear MASKS. • Outside play – year groups of children to be allocated playground zones to keep separate/distance and separate equipment. • PEARDROPS staff to wear masks when moving around the school site and outside. • Resources to be kept in year group bubbles/boxes and regularly washed at the end of a session. • Weekly plans to indicate where adults will be, which resources to use and where each year groups bubble will be allocated. • To keep year group bubbles/tables apart as much as possible and reduce time spent together. 		
Food	Risk of transfer of infection between children & between staff and children and between members of staff	Staff/children/families/local community.	<ul style="list-style-type: none"> • To start with an easier food menu/less choice (food ordering) • To prepare food wearing gloves & mask • Children to wash their hands before eating • Food tables to be disinfected prior to use as normal • Children to gel their hands after eating • Children to sit on year group bubbles to eat their food 		

