



RISK ASSESSMENT (Coronavirus Outbreak) RE-OPENING OF SCHOOL (JANUARY 2021)

Risk Assessment of: Phased school re-opening after Christmas (Key Worker & Vulnerable children only)

Date: 27TH JANUARY 2021

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 member 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.) A new one way system in place at the front of the school to social distance parents & children. Car park gate to be closed till final children are in from staggered starts. Parents will be asked to come into school at set staggered start times (see timetable) – to keep social distancing at all times. Different Bubble groups to have staggered starts and ends to the day to reduce numbers. <li style="background-color: yellow;">All children to wear warm, casual, clean tracksuits each day rather than school uniform. Do not check individual children's temperatures on entry but use the thermometers where children look/feel poorly. Year group bubbles to enter the setting via specific year group entrances maintaining distance. Children to hang all outerwear, jumpers on their pegs and water bottles on their tables. Book bags to stay in their bag boxes. Children to enter their bubble group settings, sanitise hands with hand gel and sit in their seats at their work station. Adults to then send children one at a time to wash their hands thoroughly with soap and then return to their work space to do morning work. Children to have allocated spaces/seats (2 metres apart in KS1) that they use each day – children to always sit at tables spaced at least 2 metres apart as much as 	Medium	Update as more guidance is shared from health professionals

<p>Unexpected arrivals</p>	<p>Transfer of infection between home and school</p>	<p>Children/staff/families</p>	<p>possible. No more than 15/18 children per classroom to ensure social distancing where possible/to use the other classroom if needed. Children should not enter any other classrooms.</p> <ul style="list-style-type: none"> • 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 be quarantined before going back into the library. 		
<p>Late arrivals</p>			<ul style="list-style-type: none"> • Parents with children who attend school who are unexpected and haven't responded to the parent survey or are not a Key Worker pupil position will not be allowed to enter the building. • Prior to opening, the parent surveys and letters sent home will indicate that the school offer is for the first two weeks of the spring term. If there is a greater demand moving forward the staff timetable/rota will have to change and be constantly reviewed. • Headteacher or member of SLT to be informed who will then make contact with the parents on the phone to discuss the situation. • Only if it is safe to do so will the child be offered a place within a particular bubble. • All children whose parents have confirmed their attendance as a Key Worker/Vulnerable/ECHP pupil are then expected to attend school. The office team 'First Call' will contact children who are not present. • 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. 		
<p>Staff entering the setting at the</p>	<p>Transfer of infection between home and school onto equipment/surfaces</p>	<p>All children/Staff</p>	<ul style="list-style-type: none"> • All staff should enter through the back door only, walk through to the staff toilets and wash 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 items from home should be stored inside classroom cupboards to limit 	<p>Medium</p>	<p>Update as more guidance is shared from</p>

beginning of the day	Transfer of infection between home and school through close physical contact with people other than household members		<p>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"> • 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. 		health professionals
Working in the Designated Classrooms					
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"> • All KS1 children to be spaced 2 metres apart and to use different resources where possible. Children to be sat 2 metres apart and have their own work station, own pencil and own chair. (Label the child's table with their name). • Limit the need for the children to move around the classroom unless they are leaving the room to go to the toilet/another location. • Ensure that the planned lessons do not rely on close group work, unless the children are able to communicate from a distance. • 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. • Keep windows/doors open as much as possible to improve ventilation 	Medium	Update as more guidance is shared from health professionals
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"> • All KS1 children to be allocated an individual, named zipped plastic wallet or their own draw containing all of their personalised resources: pen, pencil, rubber, ruler, scissors, glue stick, white board etc. so that no classroom resources need to be shared. Children to be encouraged to keep all equipment that is not being used inside their zipped wallet/draw whilst working and all should be returned to the wallet whenever they leave the classroom. Zipped wallets to be left in school each day at their work stations – collecting these up would increase the risk of spreading infection. • No teacher pens from the classroom should be used by the adults in the room – all adults should use their own named 	Medium	Update as more guidance is shared from health professionals

			<p>pen/pencil that they can take responsibility for cleaning with disinfectant wipes throughout each day.</p> <ul style="list-style-type: none"> • Class Bubble staff to keep their own personal equipment within their bubble and not to share with anyone. • EYFS resources that are used by the children during the day should be disinfected/put through the dishwasher if possible, all surfaces & chairs within each class are to be wiped down before the end of the day. If ipads/computers are used these should be wiped at the end of the session. 		
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. Site staff will do this regularly throughout the day and the cleaners will clean the area each morning/afternoon but it is good practice to do this as much as possible. 	Medium	Update as more guidance is shared from health professionals
Group Bubbles (year groups)	Risk of cross contamination with children & staff sharing spaces	All children/Staff	<ul style="list-style-type: none"> • Children will be placed in a year group bubble with their normal year group staff as much as possible. These year group bubbles should not mix with other bubbles and staff should keep within these bubbles where possible. • Staff to keep 2M distance from all other staff at all times and 2M distance from children where possible. 	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 class bubbles to have individual staggered start times, breaks, lunch times and home times. • All adults to ensure that the class bubble beforehand is back inside before leading their group out. • Each class bubble to be taught by the year group adults on a rotating timetable. Where possible these adults will be the same. 	Medium	

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 bubble area. • Adults to know where the fire door keys and field keys are kept in their particular class 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. • Lockdown procedures as normal using individual tables to go under and using door keys to lockdown rooms. 	Medium	
<p>Moving Between Rooms – this should be as limited as possible and CAN ONLY include, the children's own classroom and toilets, Computer Room, Hall for lunch and Playground (NO outdoor fixed or handheld equipment – if used must be disinfected afterwards) Spring Term the grass and large equipment is out of bounds.</p>					
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 AND staff should keep in their bubble classes and not go into other classes. To wash hands thoroughly with soap before lunch and coming in from play and before going home. 	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"> • Computers can be used in the computer suite and to sit pupils apart as much as possible. To teach half a bubble at a time with the remaining pupils in class with another member of staff. Computers must be wiped before and after use. • I pads can be used in class but must be wiped before and after use and returned to charging bays. • To clean ipads/computers use the disinfectant wipes and blue towel provided to limit the cross contamination. • The use of school headphones is NOT PERMITTED during this time 	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 their class toilets only, this includes breaks and lunchtimes. • ONLY F/S children can use the hall toilets at lunchtime. • Children to wash their hands at regular intervals throughout the day. • All toilets have electronic hand dryers that do not need to be touched to activate therefore the risk of contamination is lower. • Taps/sinks/toilet flushers and soap dispensers need to be regularly cleaned throughout the day by staff at regular intervals 	High	Update as more guidance is shared from health professionals

			<p>throughout the day (not when the children are using the toilets) the site staff will be responsible for regularly cleaning taps, handles, door plates, surfaces, flushers and toilet seats using gloves, disinfectant spray and disposable blue roll. This will be disposed of after EACH use.</p> <ul style="list-style-type: none"> • Staff to closely monitor the use of the toilets ensuring only a couple of children use the toilet area at the same time. • Adults to monitor the toilet system to ensure that no more than 2 children per bay is in or waiting for the toilet – to use the new toilet system. • Children to be shown/reminded the markings on the floor of where to stand in order to wait. • Adults in each bubble group need to monitor that they do not send children from both bubbles to the toilet at the same 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 – each class can have their own set of outside equipment to keep and be responsible for cleaning in between days. • 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. • Spring Term JUNGLE NET AND LARGE CLIMBING FRAME OUT OF BOUNDS DUE TO WEATHER. The Astro-Turf football pitch can be used when it is their set time. • 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. 	High	Update as more guidance is shared from health professionals
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 spaced out and then sit at their individual work stations in their Bubble Classrooms. • MDA/adults to give a squirt of hand sanitiser prior to starting eating. • DEPENDING ON NUMBERS Children will either go into the hall like previously or stay in their classrooms to eat. • Pabulum staff to deliver the food to the hall (either sandwiches or hot food) keeping 2M distance from serving staff. • MDAs & kitchen staff to check allergy sheets for their Bubble Groups and take packed lunches (on trolley/tray) and give to individual children to eat. • Children to try and go to the toilet before going into the playground. 	Medium	Update as more guidance is shared from health professionals
Eating 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 (see timetable) only 1 year group at a time. Keeping to their class groups at all times. MDA working hours to be staggered. • All cold meals/hot meals will be given to the children. We WILL use the allergy bands and ensure they are disinfected on a daily basis. Children to stay at their individual work stations to begin their lunch • All food hygiene processes and procedures will be followed as usual. 	Medium	Update as more guidance is shared from health professionals
Using the Hall for Lunch	<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"> • If numbers are low and it is a cold lunch children will NOT use the hall for lunchtimes. • If numbers are fairly high the hall will be used like before Christmas. 	Low	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"> • Year group bubbles 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 bubble group equipment in their zoned area. • At lunch time, whilst outside, if children need to go to the toilet it is only one child 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 bubble year group. • At the end of lunch, children to wash/gel their hands before going to their workstation. • MDAs to clean/disinfect their outside play equipment 	Medium	Update as more guidance is shared from health professionals

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 timetables. • Staff to sit socially distanced (at least 2 metres apart) at all time either in the staff room, outside exit area or in the library. • ONLY 2 STAFF IN THE STAFF ROOM AT ANY TIME • ONLY 2 STAFF IN THE COMPUTER ROOM TO HAVE LUNCH • ONLY 2 STAFF IN THE GOLDEN ROOM AT ANY TIME • STAFF TO EAT LUNCH AWAY FROM OTHERS – OVER 2M USING THE OTHER EMPTY YEAR GROUP CLASS • An additional kitchen area to be set up in the Golden Room 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 before leaving their bubble base and then collect their things and exit the building from the classroom door one at a time. • 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 playground. • Parents to be reminded that children should wear clean uniform to school. 	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 people other than household members</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 before leaving the setting and sign out using their own pen. Only take items that are completely necessary outside of the building. • When getting home staff to wash their hands and change their clothes to help prevent cross-contamination with other household members. Clothes to be put into the wash to prevent cross-contamination. • Staff to wear casual/smart clothes to school 	Medium	Update as more guidance is shared from health professionals

	GDPR risk from data being removed from site as staff work from home		<ul style="list-style-type: none"> Ensure that everyone follows the GDPR regulations about equipment/data that is being removed from the building (data handling security policy). 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"> ALL SLT MEETINGS TO BE HELD REMOTELY 	Low	Update as more guidance is shared from Trust/ECC/Gov
Staff meetings	Risk of cross contamination with staff using the same space.	Staff	<ul style="list-style-type: none"> During staff rota timetabling all staff meetings to be remote TEAMS meetings so no contact (Teachers and LSAs to check their laptops TEAMS timetable each day – STAFF TOUCHING BASE MEETING EACH WEDNESDAY AT 3:30PM)) 	Low	Update as more guidance is shared from Trust/ECC/Gov
PPA Time	Risk of cross contamination with staff using the same space.	Staff	<ul style="list-style-type: none"> Planning is to take place by the teachers at home ready for the next week (as teacher's in class will be teaching). Please work in close collaboration with your Year group team. 	Low	Update as more guidance is shared from Trust/ECC/Gov
Assemblies					
Daily/weekly assemblies	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. Assemblies can be planned and saved on the staff server for adults in the bubbles to access and deliver (PSHE & Core Value, E-safety related). Weekly celebration assemblies can be done remotely via Zoom (DPIAS) onto big screen with HT. Certificates to be emailed home, no stickers and no trophies. If the partial lockdown continues past the two weeks the HT will do whole school ZOOM assemblies/meetings with children in school and at home. 	Low	Update as more guidance is shared from Trust/ECC/Gov
Cleaning the Setting					
Throughout the day	Risk of cross contamination with children/staff using the setting and sharing resources	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, 	Medium	Update as more guidance is shared from

	Risk of transfer of infection between children & between staff and children		<p>disposables cloths and disinfectant spray – cloths and gloves to be disposed of after EACH use.</p> <ul style="list-style-type: none"> • Site staff/cleaning staff to follow the cleaning schedule including Springfield Bees cleaning. • End of day ALL adults to disinfect tables and tops of chair and ensure all equipment is either cleaned or put aside. • Caretaker to continue to clean each bubble group during break and lunch times (see cleaning schedule) • As lunchtimes are 1 hour 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. 		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 at least 2 metres away from all children (where is at all possible – see first aid below) and adults. • Staff to keep 2 metre+ distance from each other and ensure that regular handwashing is practised using the soap and hand dryers. • No more than 2 members of staff are permitted to enter the staff room. • Only 1 additional adult in the office at a time - these should remain more than 2 metres apart AT ALL TIMES • 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. 	Medium	Update as more guidance is shared from health professionals

			<ul style="list-style-type: none"> Office, cleaner & site staff to monitor the soap, gloves & sanitiser stock levels as with 180 children in these will disappear quickly. 		
Staff to wear face masks and shields	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"> All staff to wear a face mask when moving around the school and outside when seeing children out. EYFS staff to wear a face mask or shield in class if social distancing cannot take place AT ALL TIMES KS1 staff to wear a face mask or shield in class if social distancing cannot take place AT ALL TIMES STAFF TO HAVE THEIR OWN CHAIR/SEATING AREA AND STAY WITHIN THE 2 METRE TAPED OFF AREA NO STAFF TO ENTER THE HEADTEACHER'S OFFICE (2M AWAY) 	Medium	Update as more guidance is shared from health professionals
Staff at High Risk – Clinically Extremely Vulnerable Tier 4	Risk of transfer of infection between children & between staff and children and between members of staff	Staff/Families	<ul style="list-style-type: none"> Any member of staff meeting the clinically extremely vulnerable Tier 4 group list plus staff over 70+ outlined by the Government should be self-isolating (or social distancing). The school/Trust will be following the HR advice for this. 	Low (as they will not be in the setting)	Update as more guidance is shared from health, Trust, ECC & Gov.
Staff at Moderate Risk AND pregnant staff 28 weeks+	Risk of transfer of infection between children & between staff and children and between members of staff	<p>Moderately vulnerable staff</p> <p>Pregnant Female Staff (28wks +)</p>	<ul style="list-style-type: none"> Moderately vulnerable staff need to strictly follow the school's risk assessment and keep 2M distance from all adults and children at all times. To wear a mask or shield in class and follow government guidelines. Any pregnant member of staff who is 28 weeks pregnant should work from home and provide remote learning. 	<p>Low (as distance will be maintained)</p> <p>Low (as they will not be in the setting from 28 wks)</p>	Update as more guidance is shared from health, Trust, ECC & Gov.

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, self-isolate for 10 days and get their whole household to self-isolate for a period of 10 days in line with government guidance. 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. <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 There is a local testing station at Stansted Airport and at Sandon Park & Ride 	Low	Update as more guidance is shared from health professionals and government.
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.</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 symptom of coronavirus.</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</p>	Medium	Update as more guidance is shared from health professionals and government.

			<p>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/</p> <p>For children under 5's the telephone 111 NHS service should be called. Parents MUST get their child tested and MUST engage fully with the Test & Trace process. 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 10 days. The bubble that they are in will be closed and staff and children will have to self-isolate for 10 days and then get themselves tested if they show COVID symptoms.</p> <p>Advice from the DFE and PHE will be sought before any closures and all advice will be followed.</p> <p>A negative test result will mean that they are able to return to school. 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 who are self-isolating for a long period of time may feel more detached from the rest of the staff and not feel as though they have a purpose or key role throughout this situation</p> <p>Staff managing concerns from their partners/spouses/</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. • Members of SLT to regularly check in with any members of staff who are self-isolating and allocate them tasks to do at home if they are able and want to contribute to work being carried out in school. • Where possible, ask if any members of staff would like to volunteer on a rota basis to help members of staff who are self- 	Medium	Update as more guidance is shared from health professionals / Staff Unions

	<p>dependents throughout this time as well as work pressures.</p> <p>Staff managing concerns about being in school when COVID cases are known.</p>		<p>isolating and have no family members to support them with shopping/prescriptions etc.</p> <ul style="list-style-type: none"> • 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 always seek and follow advice from PHE promptly to help prevent the spread of COVID in school. To reassure staff and feedback the advice given – provide transparency. 		
Curriculum					
Establishing routines	<p>Children may have spent lockdown in a home with very different routines (or no routines) and may find it difficult to adjust.</p> <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>	<p>All children and staff are at risk if routines are not established.</p>	<ul style="list-style-type: none"> • All staff to be made familiar with new timetables and 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. • Children and parents to wait on Lawn Lane until their year group is called in – 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 year group bubble. • 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. • 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). • STAFF TO ONLY HEAR CHILDREN READ FROM A 2M DISTANCE USING TECHNOLOGY/VISUALISER/OXFORD OWL – TEACHER TO MAINTAIN THEIR DISTANCE. STAFF NOT TO CROSS THE 2M LINE • Parents to be encouraged to use the ebooks online (Oxford Owls) • Children will not be able to go into the library. 		

			<ul style="list-style-type: none"> 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. NO MARKING OF WORK WITH THE CHILDREN IN CLASS 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. TO SET TABLES IN 'L' SHAPES AGAIN, ENCOURAGING CHILDREN TO STAY SITTING AT A TABLE OR IN GROUPS AT A TABLE. STAFF TO STAND AND NOT SIT AT TABLES WITH CHILDREN. 		
Re-establishing expectations	<p>Some children will have had a lot more adult attention that 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. One child only to the toilet. Always use the toilets for your bubble. Everyone remains seated while others finish lunch. No VIPs – additional story time bubble adults 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. Hand washing for 20 seconds – teach the children how again. Games at break time not to involve contact or handling. Reading in class – ONLY AT A DISTANCE NO CLOSE CONTACT Adults not to do any marking when the children are in the room. 		
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>	<p>Children at risk of falling behind/ developing gaps.</p>	<ul style="list-style-type: none"> Revisit key skills regularly (such as phonics, CEWs, number bonds, counting) and areas covered at home. All year groups to teach the same lessons as provided for remote learning at home. 		
Special needs	<p>Staff supporting children with special needs and the children themselves need to maintain appropriate distancing and/ or control measures to ensure the</p>	<p>SEN children and staff</p>	<ul style="list-style-type: none"> SEN staff to maintain social distancing (where possible) BEHIND THE 2M LINE -GIVING VERBAL INSTRUCTIONS/SUPPORT ALL staff to read the additional appendix to the behaviour policy 		

	necessary support is given safely.		<ul style="list-style-type: none"> • SEN staff to communicate any concerns to the SENCO/SLT straight away. • Carry out any additional risk assessments if children show new needs or difficult behaviours. 		
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. 	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"> • 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 year group bays where possible • PSHE around friendships and communication. 		
Safeguarding					
Accounting for the correct children each day Registers	Children could be absent and have come to harm, risk of abduction etc.	Staff/Children	<ul style="list-style-type: none"> • Staff in year group bubbles to complete bubble registers with the names of children expected in. Registers to be completed within 10 minutes the additional staff member to return it to the library next to the sign in book. • Office staff will make the first day call for children who have not arrived to locate where they are. • 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. • Staff to take lunch orders and take account of allergies. 	Medium	Update as more guidance is shared from Trust, ECC and government.

			<ul style="list-style-type: none"> Children's attendance to be recorded on daily spreadsheet and SIMS (once advice is sought). Attendance to be uploaded to the DfE each day (daily attendance form) To check with the LA on how the SIMS registers should be recorded/coded (X for pupils at home) Staff in year group bubbles 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. Report to the office immediately if any children are not present. 		
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"> Jo Farmer/Louise Price to ensure the medical forms are up to date. Staff in each bubble to locate the medical form grids & allergies and familiarise themselves with the children's medical needs on their bubble registers 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 the bubble 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 (no allergy bands due to cross-contamination). 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 Coronavirus – specific guidelines must then be followed (See Essex guidelines already circulated)</p>	Staff/Children	<ul style="list-style-type: none"> When working in year groups ensure that there is at least one qualified first aider adult between two bubble groups. Ensure at least one paediatric first aider is allocated to the EYFS ALL staff to carry a school trip medical pack on them at all times for small scrapes. At break times and lunch times first aid station to be set up in the covered area outside – as before Christmas. Nearby a 'Calming' area needs to be created for children with anxieties/behaviours who when outside are unable to control their behaviour. 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 'Request for HELP CARD' to the office. 	High	Update as more guidance is shared from health professionals

			<ul style="list-style-type: none"> • As usual all accidents and incidents should be recorded in the record book (in the medical room) 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 adult should encourage the child to keep at the other side of the room. • 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. 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. 		
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 	Medium	Update as more guidance is shared from health professionals

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. In the case of an emergency, visitors to undertake all hygiene measures outlined in 'staff entering the setting' above. No visitor should enter any 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 and all external doors are locked for safety. 	Medium	Update as more guidance is shared from health professionals
Safeguarding Concerns	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. 	Medium	Update as more guidance is shared from Trust, ECC and government
Vulnerable Children	Children who are classed as vulnerable and are living in high risk family situations are at a higher level of risk due to prolonged school closure	Children	<ul style="list-style-type: none"> Lists of vulnerable children drawn up for each class allocated to a member of SLT staff to make weekly contact at least fortnightly to speak to the parent and preferably the child as well to continue if not attending school. Enter the details of each conversation onto the Excel spreadsheet saved on the SLT TEAMS PAGE. 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 to liaise regularly with the parents of children with EHCPs who are not currently attending the setting to ensure that they have the support they need to support their children throughout this time. 	High	Update as more guidance is shared from Trust, ECC and government

			<ul style="list-style-type: none"> • SENCO to contact any children with PPG that may need additional support during this prolonged closure who are not attending school. • Staff working from home – to contact/call EYFS, Year 1 and Year 2 pupils once week who are still at home. • Staff working from home to make contact with pupils via DB Primary and to report the names of pupils not accessing DB Primary to the class teachers to chase up and the DSL. 		
Domestic abuse	During lockdown an increased amount of DV which children would be at risk of and parents.	Children/families	<ul style="list-style-type: none"> • SLT have had online Domestic Abuse & Coronavirus training from Evenrite. • 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 	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 follow the Business Continuity Plan. • HT to contact Paul Banks and the LA • Follow the continuity plan. 	High	Update as more guidance is shared from Trust, ECC and government
Before and after school club - Peardrops					
Before and after school club	Peardrops Organisation on 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"> •WHILST NUMBERS ARE LOW WE WILL USE THE GOLDEN ROOM FOR FOOD PREPARATION AND TOPAZ CLASS FOR EATING & PLAYING DOORS AND WINDOWS WILL BE OPEN IN TOPAZ ROOM TO ALLOW EXTRA VENTILATION TO USE TOPAZ CLASS TOILETS AND SINKS TO LIMIT THE NUMBER OF PEARDROPS STAFF IN AT ANYONE TIME TO PREVENT CLOSE CONTACTS • LORRAINE TO COMMUNICATE CLOSELY WITH JANETTE (TELEPHONE) REGARDING FOOD ORDERS •TO KEEP 2M SOCIAL DISTANCING BETWEEN CHILDREN FROM DIFFERENT YEAR GROUPS • Staff to keep 2M apart from other staff AT ALL TIMES • Where possible staff to keep 2m 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 	Medium	Update as more guidance is shared from Trust, ECC and government

			<ul style="list-style-type: none"> • Children and staff to gel their hands before going into Peardrops and to repeat when going home. • Parents to keep in the entrance hall/RECEPTION AREA and sign their children out to reduce cross-contamination. • Outside play – year groups of children to be allocated playground zones to keep separate/distance and separate equipment. • Resources to be kept in year group bubbles 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 apart AT ALL TIMES 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. • 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 <p>CARETAKER & CLEANING STAFF TO ENSURE THE PEARDROPS MEMBER OF STAFF ARE NOT ON THEIR OWN IN THE BUILDING AND ALL EXTERNAL DOORS ARE LOCKED</p>		
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LATERAL FLOW TESTING FOR STAFF – MORE DETAILS TO FOLLOW

Testing	Test kits are securely stored and distributed to staff.	Staff	<ul style="list-style-type: none"> -Kits are stored in the original boxes and kept outside and headteacher's office -All kits will be given out by either Amanda or Cathy and must be signed for then and there -Once all kits have been collected they will be stored in the HT's office 	Low	Update as more guidance is shared from Trust, ECC and government
	Staff are aware of how to safely take and process the test.	Staff	<ul style="list-style-type: none"> • NHS instruction leaflet has been given out with each LFT pack -Training video and online resources have been emailed out to all staff and these can also be located on the staff TEAMS files -All staff know to contact the headteacher for any queries Amanda 07737 185566 -All staff to report any incidents to Amanda as above 	Low	Update as more guidance is shared from Trust, ECC and government
	Staff are aware of how to report any incidents both clinical and non clinical.		-Any incidents to be reported to Amanda 07737 185566	Low	Update as more guidance is

					shared from Trust, ECC and government
	Staff are aware of how to report their test results to school and to NHS Test and Trace.	Staff	<ul style="list-style-type: none"> All staff after each LFT taken must report their results to BOTH the NHS Test and Trace AND to the school via the FORMS link that was emailed out to all staff. 	Low	Update as more guidance is shared from Trust, ECC and government