

COVID-19 Risk Assessment – Full Opening: Schools

The Government has asked schools to adhere to the following:

It is our plan that all children, in all year groups, will return to school full-time from the beginning of the autumn term.

This guidance is intended to support schools, both mainstream and alternative provision, to prepare for this. It applies to primary, secondary (including sixth forms), infant, junior, middle, upper, school-based nurseries and boarding schools. We expect independent schools to follow the control measures set out in this document in the same way as state-funded schools. The guidance also covers expectations for children with special educational needs and disability (SEND), including those with education, health and care plans, in mainstream schools.

The risk assessment template below sets out the known hazards and importantly controls that have been advised either by the Government/DfE, the World Health Organisation (WHO), Public Health England (PHE), NHS (safe practice) or good practice (unions/other sources). Some are suggested measures that may be or may not be applicable to your school and specific education setting. The responsible person within the school should use this information to formulate a plan / safe procedure that fit your school.

There are some specific issues that are addressed in the risk assessment but for clarity please read the following Government advice to schools:

Personal Protective Equipment (PPE) including face covering and face masks:

The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including: **System of controls – response to any infection**

- where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained
- where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used

Read the guidance on [safe working in education, childcare and children's social care](#) for more information about preventing and controlling infection, including when, how PPE should be used, what type of PPE to use, and how to source it.

Schools and other education or childcare settings **should** therefore **not require** staff, children and learners to wear face coverings.

Social distancing in early years and primary schools:

Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). This is important in all contexts, and schools must consider how to implement this. Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.

The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'small groups') and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on:

- children's ability to distance
- the lay out of the school
- the feasibility of keeping distinct groups separate while offering a broad curriculum

In the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on small groups within their system of controls and increase the size of these groups. At primary school, schools may be able to implement smaller groups the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in a group become ill with coronavirus (COVID-19).

Schools should assess their circumstances and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, they can look to implement year group sized 'small groups'.

All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from children and other staff as much as they can, ideally 2 metres from other adults. Again, we recognise this is not likely to be possible with younger children and teachers in primary schools can still work across groups if that is needed to enable a full educational offer.

We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.

Measures within the school:

Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow, that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many children who have complex needs or who need close contact care. These children' educational and care support should be provided as normal.

Schools should make small adaptations to the classroom to support distancing where possible. That should include seating children side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space.

Bubbles should be kept apart, meaning that schools should avoid large gatherings such as assemblies with more than one bubble.

When timetabling, groups should be kept apart and movement around the school site kept to a minimum. While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits. Schools should also consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups). Schools should also plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.

Transport arrangements:

Social distancing has significantly reduced available transport capacity. This guidance sets out a new framework for supporting transport to and from schools from the autumn term.

We are making a distinction between dedicated school transport and wider public transport:

- by dedicated school transport, we mean services that are used only to carry children to school. This includes statutory home to school transport, but may also include some existing or new commercial travel routes, where they carry school children only
- by public transport services, we mean routes which are also used by the general public

Schools should work with partners to consider staggered start times to enable more journeys to take place outside of peak hours. We recognise that this option will be more feasible in some circumstances than others.

Schools should encourage parents, staff and children to walk or cycle to school if at all possible. For some families, driving children to school will also be an option.

Families using public transport should refer to the [safer travel guidance for passengers](#).

Attendance

It is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development. Missing out on more time in the classroom risks children falling further behind. Those with higher

overall absence tend to achieve less well in both primary and secondary school. School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

All other children who are not self-isolating must attend school. Schools should bear in mind the potential concerns of children, parents and households who may be reluctant or anxious about returning and put the right support in place to address this. This may include children who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes.

If parents of children with significant risk factors are concerned, we recommend schools discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school. Schools should be clear with parents that children of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc).

Response to infection:

Schools must ensure they understand the NHS Test and Trace process and how to contact their local [Public Health England health protection team](#) (0300 303 0450) and [DfE Coronavirus Helpline](#) (0800 046 8687 - Option 1)

Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- [book a test](#) if they are displaying symptoms. Staff and children must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- If a COVID kit is needed for a child, school is to follow local Public Health England protocols:
 - A school COVID kit should only be given in exceptional circumstances (e.g. no local testing available, issues in accessing test sites or if school believes the parent/carer has particular difficulties in being able to access a test through routine methods)
 - The kit will be given to the parent/carer (never given directly to the child)
 - The school will not administer the test directly
 - All kits to be stored securely at ambient room temperature
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace

- [self-isolate](#) for 14 days if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)
Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.
 - Anyone displaying symptoms must inform their Headteacher/s straight away.

Health and Safety Risk Assessment – Full Opening: Schools

School	West Thornton Primary School	Assessment No.	2
Site	Rosecourt Road and Canterbury Road	Location	Croydon
Subject of Assessment	Opening schools to all children		
Assessed by	Donna Callaghan & Harriet Joseph (Associate Heads)	Assessment Date	13th July 2020
Reviewed by	Trust Central Team	Review Date	17th July 2020/11th September 2020/20th October
Details of workplace / activity	Children and employees partaking in school activities within the school premises, including general classroom activities, dining, break-times, playgrounds, pick-up and drop off (where applicable), First aid and external visitors to the school.	Persons affected (who may be harmed)	Children, Employees, Contractors and Visitors.

	Hazards and Risks	Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Who is responsible and review date	Supporting documentation
1.	<p>System of controls – prevention</p> <p>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p>	<ul style="list-style-type: none"> The school has informed parents, children, carers, employees and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection); https://drive.google.com/file/d/1LRj6Y7bgaKqUTGaPIZ5R9Lq_qWgdTmb-/view?usp=sharing – school guidance capturing this risk and measures https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools Parents receive guidance on school times for their child and protocols set out for attending the school i.e. should remain 2m apart from others, should follow staff members instruction and should not congregate outside the school, only 1 adult per household to drop off children if children arrive/leave on their own; https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools Pre-full opening, parents to be informed that school attendance will be mandatory again from the beginning of the autumn term – the usual rules on school attendance will apply (DfE Guidance for Full Opening: Schools); Parents of SEN children or those with care plans are individually consulted in order that plans are reviewed to include any new safety measures; 	High	<p>DC/HJ/Office 14.07.20 07.09.20</p> <p>DC/HJ - 14.07.20</p> <p>DC/HJ/Office -14.07.20</p> <p>KC/SM - 04.09.20</p>	<p>West Thornton Full Opening Guidance - Revised 11.09.20 Revised 20.10.20</p> <p>First Aid Policy COVID19 Addendum 110720</p> <p>Medical Needs Policy COVID19 Addendum 110720</p> <p>EAP Posters</p> <p>Inspire Partnership Trust Risk Assessment</p> <p>Understanding and Managing Staff Anxiety When Returning</p>

		<ul style="list-style-type: none"> • https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings • Staff are briefed and consulted on school procedures and the plans for full opening; • Staff are up to date on related guidance and support in relation to themselves and children such as stress and wellbeing including: The Department for Education has provided additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for children and teachers is available. • https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers • In relation to mental health and stress support, details are available to staff including confidential employee help lines (Inspire Employee Assistance Programme – 0800 030 5182) and information that can be provided to children; staff can access the free helpline Education Support Partnership for school staff and targeted support for mental health and wellbeing • https://www.educationsupport.org.uk/ • There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively; • Talks with staff about the planned changes (e.g. safety measures, timetable changes and staggered arrival and departure times) are timetabled for INSET day on September 3rd, including discussing whether additional training is required. • In the event of a localised lockdown the school would refer to the actions recommended by local authorities and those identified in the Inspire Partnership Trust Risk Assessment. 			<p>to the School Setting</p> <p>HJ/DC - 16.07.20 03.09.20</p> <p>HJ/DC - 03.09.20</p> <p>HJ/DC - 03.09.20/ 08.09.20</p> <p>HJ/DC - Weekly</p> <p>HJ/DC 03.09.20</p> <p>HJ/DC - Weekly</p>
2.	System of controls – prevention	Drop off:	High		West Thornton Full Opening

	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> Drop off / entry to the school. 	<ul style="list-style-type: none"> Drop-off and collection points and timings for each group have been identified, and this information has been cascaded to parents. Areas has been demarcated to enable parents to remain at least 2m away from other children during drop off of children; Parents are asked to not congregate in pick-up areas before or after the designated school start time for their child; At Canterbury Road, drop off times have been staggered for each phase bubble in order to prevent large numbers of parents in the playground/on school grounds; At Rosecourt Road, two drop off points and 'time slots are used to prevent large numbers of parents congregating at the school gates; Children with siblings will all be dropped off together at one identified point/time; At Canterbury Road, start times are designed to enable one group of parents to leave the site before the next group arrive; Parents are reminded to leave the site once their children have been dropped off; Only one parent/guardian per child is permitted on site; <p>Entry to the school:</p> <ul style="list-style-type: none"> Children will be collected in their drop off zones by their teacher; Parents/Guardians are NOT permitted to enter the school buildings (school office is out of use for the general public); Entrance doors are held open, reducing the number of occupants touching the doors; 		<p>DC/HJ - Daily</p> <p>Premises Team - Weekly</p> <p>DC/HJ - Daily</p> <p>HJ/DC - Weekly</p> <p>HJ/DC - Weekly</p> <p>HJ/DC - Weekly</p> <p>HJ/DC - Weekly</p> <p>HJ/DC - Daily</p> <p>SLT - Daily</p> <p>SLT/Office - Daily</p> <p>Premises Team - Daily</p> <p>All staff - Daily</p>	<p>Guidance - Revised 11.09.20 Revised 20.10.20</p> <p>Letter to parents 14.07.20</p> <p>CR Letter to parents 16.07.20</p> <p>RR Letter to parents 16.07.20</p> <p>Pioneer Risk Assessment</p>
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		<ul style="list-style-type: none"> Hand-wash stations are located at the entrance to the school (classroom or other). All occupants are required to wash their hands (soap/water or hand sanitiser) on entry to the school; Good hand washing signage to instruct children how to do this effectively is displayed; On the first day, hand washing demonstrations will be provided to children on how to adequately wash their hands Children must enter via the designated, signed (specifically for this time) entrance to the building. Children are required to complete hand washing on entry to the school; <p>Breakfast club:</p> <ul style="list-style-type: none"> Breakfast clubs will reopen from September. Children will follow strict hygiene routines on entry and exit to breakfast club prior to entering their bubble. Breakfast club staff will follow strict hygiene routines on entry and exit of breakfast club. 		<p>Premises Team - Daily All staff - Daily</p> <p>SLT - Daily All staff - Daily</p> <p>HJ/DC/MT/ Pioneer Staff - Weekly</p> <p>DC/HJ/MT Pioneer Staff - Weekly</p>	
3.	<p>System of controls – prevention</p> <p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> Pickup / leaving the school. 	<p>Pick up:</p> <ul style="list-style-type: none"> Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents. Areas have been demarcated to enable parents to remain 2m away from other parents during drop off of children; Parents are asked to not congregate around the gates before the designated school finish time for their child Children with siblings will all be collected together at one identified point and time; At Canterbury Road, finish times have been staggered for each class in order to prevent large numbers of parents in the drop-off areas and surround school areas; 	High	<p>DC/HJ - Daily</p> <p>Premises Team - Daily</p> <p>SLT - Daily</p> <p>DC/HJ - Weekly</p> <p>HJ/DC- Weekly</p>	<p>West Thornton Full Opening Guidance - Revised 11.09.20 Revised 20.10.20</p> <p>CR Letter to parents 16.07.20</p> <p>RR Letter to parents 16.07.20</p> <p>Pioneer Risk Assessment</p>

		<ul style="list-style-type: none"> • At Rosecourt Road, two collection points and time slots are used to prevent large numbers of parents congregating at the school gates; • At Canterbury Road, finish times are designed to enable one bubble group of parents and children to leave the site before the next group arrive; • Parents are reminded to leave the site once their children have been collected; • Only one parent/guardian per child is permitted on site; <p>Leaving the school:</p> <ul style="list-style-type: none"> • Children will be collected in the playground and/or at the gates by their parent; • Parents/Guardians are NOT permitted to enter the school buildings; • Exit doors are held open, reducing the number of occupants touching the doors; • Children are reminded to wash hands as they leave the school building; • Hand-wash stations are located at the exits from the school; • Good hand washing signage to instruct children how to do this effectively is displayed. <p>After school club:</p> <ul style="list-style-type: none"> • After school clubs will reopen from September. Children will follow strict hygiene routines on entry and exit of after school club prior to entering; • After school club staff will follow strict hygiene routines on entry and exit 		<p>HJ/DC - Weekly</p> <p>DC/HJ - Daily</p> <p>DC/HJ - Daily</p> <p>SLT - Daily</p> <p>SLT - Daily</p> <p>Premises Team - Daily</p> <p>All staff - Daily</p> <p>Premises Team - Daily</p> <p>Premises team - Weekly</p> <p>HJ/DC/MT Pioneer Staff - Weekly</p> <p>HJ/DC/MT Pioneer Staff - Weekly</p>	
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<p>4.</p>	<p>System of controls – prevention</p> <p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> Classroom use / activities. 	<p>All assemblies will take place in year group bubbles</p> <p>Early years staff to student ratio:</p> <ul style="list-style-type: none"> In accordance with the early year's framework class sizes for early years will adhere to the following: Children three or over – one adult for every 13 children All other classroom controls are the same as primary below. <p>Early years environment:</p> <ul style="list-style-type: none"> Soft items and furnishings which cannot be cleaned as part of the daily routine (e.g. sofas, cushions, soft toys etc.) are removed <p>Primary:</p> <ul style="list-style-type: none"> Normal classroom sizes will resume with 1 teacher and TA if required. Some will have additional staff if 1:1 support staff are required for individual pupils; Children are kept in bubbles as they cannot socially distance themselves at all times. We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group; The phase bubble will not interact with other phase bubbles within the school; Staff should avoid close face to face contact and minimise the time spent within 1 metre of anyone; pupil's educational and care support should be provided as normal for those with complex needs or who need close support care; Hand washing is completed on entrance to the class and between specific activities, following the 'catch it, bin it, kill it' approach; Children are allocated resources and are not encouraged to share; 	<p>Medium</p>	<p>SLT - Weekly</p> <p>HJ/DC - Weekly</p> <p>HJ/DC/LL - Weekly</p> <p>HJ/DC - Weekly</p> <p>HJ/DC - Weekly</p> <p>SLT - Daily</p> <p>SLT - Daily</p> <p>All staff - Daily</p> <p>YGLs - Daily</p>	<p>West Thornton Full Opening Guidance - Revised 11.09.20 Revised 20.10.20</p> <p>Intimate Care Policy Addendum COVID19 110720</p> <p>COVID-19- Interpreting the Government Guidance in a PESSPA Context FINAL</p>
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		<ul style="list-style-type: none"> • Children are regularly reminded not to touch their or other children's faces; • Where possible, classroom furniture has been reduced to make more space; • Each class will have a dedicated outside PE time as a minimum to allow for outdoor learning; • Play / sports equipment will be used in rotation. Equipment is cleaned before use by each designated class group; • You should ensure that all PE lessons adhere to the social distancing rules in place at the time of delivery. This means team games involving contact are currently not possible. • Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including audiences) • https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts • Classrooms have been adapted to the classroom to support distancing where possible. That should include seating children' side by side and facing forwards rather than face to face or side on; • Children, where possible, have allocated work spaces which they will use throughout the school day; • For individual and very frequently used equipment, such as pencils, pens, whiteboards and pens, rulers and pens, staff and children will be provided with their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within their small groups; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between small groups, or rotated to allow them to be left unused and out of reach for a period of 		<p>All staff - Daily</p> <p>Premises Team - Weekly</p> <p>HJ/DC - Weekly</p> <p>All staff - Weekly</p> <p>RB/All staff - Weekly</p> <p>Class Teachers - Daily</p> <p>Class teachers - Daily</p> <p>All staff - Daily</p> <p>All staff - Daily</p> <p>All staff - Daily</p>	
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		<p>48 hours (72 hours for plastics) between use by different small groups;</p> <ul style="list-style-type: none"> • Shared resources can be taken home but this is avoided where unnecessary. All such resources are cleaned before used by others; • Children and staff use hand sanitiser on entry to the classroom, following the 'catch it, bin it, kill it' approach; • Each bubble will have their own dedicated play equipment and area of the playground to use. Children may move around the playground as usual but stay within their specific group, not mixing with children from other small groups; • All teachers and other staff can operate across different classes and bubbles in order to facilitate the delivery of the school timetable. <i>Where possible, this will be limited.</i> Where members of staff do need to operate in various small groups, we ensure a robust hygiene procedure is adhered to, to include: appropriate hand washing / sanitising prior to entering the class/bubble, following the 'catch it, bin it, kill it' approach; adults should strive to maintain a 2m distance from others • Where support staff capacity is available, schools may consider using this to support catch-up provision or targeted interventions. Teaching assistants may also be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher (under the Education (Specified Work) (England) Regulations 2012 for maintained schools and non-maintained special schools and in accordance with the freedoms provided under the funding agreement for academies). • Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units. • Where students are not responding to social distancing rules and ignore staff requests to keep apart or maintain good hygiene, a member of the leadership team / pastoral team will be asked to assist and follow the school's behaviour policy. 		<p>RB/All Staff - Daily</p> <p>HJ/DC - Weekly</p> <p>HJ/DC/Govs - September</p> <p>Premises Team - Daily</p> <p>SLT - Daily</p>	
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5.	<p>System of controls – prevention</p> <p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> Dining; Moving around the school; 	<ul style="list-style-type: none"> Separate outdoor area for EYFS bubble (Meadow). Children will stay in this bubble during lunch; The Key Stage One bubble (Orchard) will be served lunch in their learning space; Children with pack lunches will eat in the Assembly Hall at RR; 	Low	<p>EYFS team - Daily</p> <p>Harrisons & Midday Supervisors - Daily</p> <p>Premises Team &</p>	<p>West Thornton Full Opening Guidance - Revised 11.09.20 Revised 20.10.20</p> <p>WT Reopening Premises Checklist</p>

<ul style="list-style-type: none"> Break-time / playgrounds. 	<ul style="list-style-type: none"> Lunch areas will be cleaned before and after each group's lunch (not just at the end of break). Phase bubbles will enter the lunch hall without the presence of other bubbles. Separate playtime / lunch breaks are designated for each phase bubble. Children will stay in these bubbles during lunch; Tables are wiped clean with appropriate disinfectant before and after lunch and after each bubble has had their lunch before the next bubble arriving; Children are advised to clean hands before and after eating lunch in the classroom, following the 'catch it, bin it, kill it' approach; <p>Moving around the school:</p> <ul style="list-style-type: none"> Movement to different areas within the schools is reduced as much as possible; Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units; Pupils are to limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books and mobile phones. Bags are allowed; Corridors are sterile environments and kept as clear as possible; While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits; <p>Break-times / playgrounds:</p> <ul style="list-style-type: none"> Separate times or areas (at a safe distance using government guidance) are issued for each bubble. Children are only permitted to complete suitable activities with their bubble; 		<p>Midday Supervisors - Daily</p> <p>HJ/DC/SLT Daily</p> <p>Midday Supervisors - Daily</p> <p>All staff - Daily</p> <p>All staff - Daily</p> <p>Premises Team - Daily</p> <p>SLT/All staff - Daily</p> <p>Premises Team - Daily</p> <p>All staff - Daily</p> <p>HJ/DC - 16.07.20 & 03.09.20</p> <p>All staff - Daily</p> <p>All staff - Daily</p>	
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		<ul style="list-style-type: none"> • Due to potential issues with reduced numbers of staff and trained first aiders, playground activities are strictly controlled with structured play. Rough play is prevented; • Daily inspection and enhanced cleaning programs in place for external areas and equipment; • Outside play equipment and toys will be used in rotation; • Equipment is cleaned before use by each bubble; • Outside play equipment and toys have been reduced; This is designed to enable successful and effective cleaning of all outside toys / play equipment. 		<p>All staff - Daily</p> <p>All staff - Daily</p> <p>All staff - Daily</p> <p>All staff - Daily</p>	
6.	<p>System of controls – prevention</p> <p>Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.</p>	<ul style="list-style-type: none"> • Government posters have been printed and displayed around the school to promote good hygiene - e-bug and PHE schools resources; • Hand washing / sanitising stations are positioned at each student, staff and visitor entrance to the school, following the 'catch it, bin it, kill it' approach; • Supervision of hand sanitiser use given risks around ingestion; • All those entering the school are required to wash/sanitise their hands; • Hand washing / sanitising stations along the corridor, within each classroom and on entry to the dining hall, following the 'catch it, bin it, kill it' approach; • Hand washing sinks are located within each toilet provision, following the 'catch it, bin it, kill it' approach; • Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively; • Children and staff have been shown how to wash hands properly; 	Low	<p>DC/HJ - September</p> <p>Premises Team - Daily</p> <p>All staff - Daily</p> <p>All staff - Daily</p> <p>Premises Team - Daily</p> <p>Premises Team - Daily</p> <p>Premises Team - Weekly</p> <p>All staff - Daily</p> <p>All staff - Daily</p>	<p>West Thornton Full Opening Guidance - Revised 11.09.20 Revised 20.10.20</p> <p>WT Reopening Premises Checklist</p>

		<ul style="list-style-type: none"> ● Help is available for children and young people who have trouble cleaning their hands independently; ● Hand washing is recommended frequently and required at the following times: <ul style="list-style-type: none"> ➤ Entry and exit from the school; ➤ After using the toilet; ➤ On entry to the dining hall; ➤ Before and after eating; ➤ On entry and exit from each classroom. ● Unnecessary touching of the face is discouraged. ● Where children are wearing face masks to travel to school, they will remove them upon arriving in school. They will be reminded to not touch the front of their face, wash hands immediately on arrival, dispose of temporary coverings appropriately and place reusable ones in plastic bags to take home. ● All staff will remind children to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm; ● Toilets and wash stations have single use paper towels for drying hands. 		<p>All staff - Daily</p> <p>SLT - Daily</p> <p>All staff - Daily</p> <p>Premises Team - Daily</p>	
7.	<p>System of controls – prevention</p> <p>Spread/contraction of COVID-19 due to lack of adequate cleaning measures.</p>	<ul style="list-style-type: none"> ● The school has implemented additional cleaning regimes. This includes the following: <ul style="list-style-type: none"> ➤ Frequent cleaning of classrooms, toilets, common areas and dining halls; ➤ Frequent cleaning of all touched surfaces, such as door handles, handrails, table tops, play equipment and toys. 	Medium	<p>Premises Team - Weekly</p>	<p>West Thornton Full Opening Guidance - Revised 11.09.20 Revised 20.10.20</p> <p>Inspire Covid Flowchart</p>

	<p>System of controls – response to any infection</p>	<ul style="list-style-type: none"> Classrooms furniture has been reduced in order to improve the ability to effectively clean; Classrooms will be cleaned after school and regularly cleaned during the day for frequently touched surfaces; More frequent cleaning of areas, including toilets; Equipment used by the children and staff will suitably cleaned at the end of each day or before it is used by another person in a different small group; Weekly stock checks will be undertaken at each site to ensure that stock levels of cleaning materials, soap, hand sanitiser and paper towels are adequate to meet the demands of the school; We will take swift action when we become aware that someone who has attended has tested positive for coronavirus (COVID-19). We will contact the local health protection team. This team will also contact us directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. We will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious or until a negative test result is returned. Close contact means: direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin); proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual; travelling in a small vehicle, like a car, with an infected person Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a small group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow ‘stay at home’: 		<p>Premises Team - 20.07.20</p> <p>Premises Team/MT - Daily</p> <p>All staff - Daily</p> <p>Premises Team - Weekly</p> <p>SLT/Office - Daily</p> <p>SLT/Office - Daily</p> <p>SLT/Office - Daily</p>	<p>WT Reopening Premises Checklist</p>
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		<p>guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and: if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days; if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</p>			
8.	<p>System of controls – prevention</p> <p>Spread/contraction of COVID-19 due to lack of social distancing measures. In particular school employees.</p>	<ul style="list-style-type: none"> • Employees are required to conform with social distancing requirements at all times; • School offices are either reduced in occupation and desks positioned in order to provide adequate separation or staff are moved to other areas to reduce contact; • There are allocated staff rooms for each staff bubble (in line with the year group bubbles) • Each staff area has been assessed, a maximum number of staff per room has been placed on the door; • Staff are encouraged to bring a packed lunch and use the larger dining areas, keeping a suitable distance from other occupants; • Children will practice social distancing from staff appropriate to their age and as described in additional points of this assessment; • Employees will be provided with and wear PPE when required in accordance with government guidance. • If using spaces within school where social distancing cannot be maintained (e.g. meeting rooms etc.) masks will 	Medium	<p>All staff - Daily</p> <p>MT/Office - Daily</p> <p>HJ/DC - September</p> <p>DC/HJ - September</p> <p>All staff - Daily</p> <p>All staff - Daily</p> <p>All staff - September</p>	<p>West Thornton Full Opening Guidance - Revised 11.09.20 Revised 20.10.20</p>

		<p>be provided by the school for all adults, as and when required</p> <ul style="list-style-type: none"> If staff work across more than one site, then we are requesting that they choose one school as their base and then work with their other schools virtually; If staff are supporting another school this work should be conducted virtually as much as possible; All meetings will be held via Zoom as an alternative (weekly PDM, Leadership, staff briefing) SLT to provide regular communication (through weekly PLD, staff briefings and ongoing informal conversations) to maintain safe distance between each other and continue to operate within their bubble, as much as possible, unless otherwise directed Leadership bubbles (CR and RR) should be created to ensure leadership capacity for both sites is prioritised; 		Premises Team - September	
9.	<p>System of controls – prevention</p> <p>Spread/contraction of COVID-19 due to insufficient First aid measures. This includes:</p> <ul style="list-style-type: none"> Dealing with general First aid; Lack of trained first aiders; Dealing with a suspected case of Covid-19; Inappropriate handling / removal of clinical waste Intimate care procedures. 	<ul style="list-style-type: none"> The First Aid Policy has been updated to reflect full re-opening; Qualified first aiders are in place at an appropriate ratio for paediatric first aiders for Early Years provision (Note there is a three month additional time allowed for requalification due to current restrictions); The school has a specific room and toilet dedicated for suspected cases of COVID-19 (RR - Old Medical Room, CR - Headteacher's Office); Occupants (staff or children) who display symptoms of the virus during the school day will be isolated in the designated room until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate; First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor; 	Medium	<p>DC 11.07.20</p> <p>SM/KC - September</p> <p>HJ/DC - Daily</p> <p>SLT/Office - Daily</p> <p>All staff - Daily</p>	<p>West Thornton Full Opening Guidance - Revised 11.09.20 Revised 20.10.20</p> <p>Inspire Covid Flowchart</p> <p>First Aid Policy Addendum COVID19 110720</p> <p>Intimate Care Policy Addendum</p>

	<p>System of controls – response to any infection</p>	<ul style="list-style-type: none"> • First aiders have completed appropriate training for 'donning and doffing' PPE – NHS video / advice https://www.youtube.com/watch?v=ozY50PPmsvE • PPE is disposed of in accordance with NHS COVID-19 waste management guidance; https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • The first aid room will be cleaned frequently and after each use (when first aid care has been provided). • Staff dispensing medication to students should minimise contact and their wash hands before and after dispensing the medication. If required, gloves will be worn by staff when giving medication. <p>Waste disposal measures</p> <p>Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> • Put in a plastic rubbish bag and tied when full; • The plastic bag is placed in a second bin bag and tied; • It is put in a suitable and secure place and marked for storage until the individual's test results are known; • Waste is stored safely and kept away from children; • Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours; • If the individual tests negative, this can be put in with the normal waste; • If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste; 		<p>All staff - September</p> <p>Premises Team - Daily</p> <p>Premises Team - Daily</p> <p>All staff - Daily</p> <p>Premises Team - Daily</p>	<p>COVID19 110720</p> <p>WT Reopening Premises Checklist</p>
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		<ul style="list-style-type: none"> If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment. 			
10.	<p>System of controls – prevention</p> <p>Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including:</p> <ul style="list-style-type: none"> Parents; Maintenance contractors; External Teachers; Inspectors; Delivery personnel 	<ul style="list-style-type: none"> Parents are not permitted to enter the school; Parents have been informed to call the school office or email if they have any questions or concerns; If parents need to drop off items for children, they should be left at the school main entrance for staff to collect; SLT will meet parents/carers via Zoom if face to face meetings are required; For those who have to enter the school reception, social distancing must be adhered to at CR and take place through the closed window at RR to reduce the risk to school staff; Markings / signage has been added to the floor asking visitors to stay back at least 2m from the reception desk/window; Visitors will only be permitted outside of the usual school day to enable minimal contact. Site guidance on physical distancing and hygiene is explained to visitors on or before arrival. If using spaces within school where social distancing cannot be maintained (e.g. staff rooms, meeting rooms etc.) masks will be provided by the school for all adults, as and when required. Social distancing measures will be adhered to at all times for all visitors; Premises' contractors will be encouraged, where possible, unless in an emergency, to come after hours to mitigate against staff and children; all bookings for visitors will occur after school unless it is an essential case which is discussed with SLT 	Low	<p>HJ/DC/Office - Daily</p> <p>DC/HJ/Office - Daily</p> <p>Office - Daily</p> <p>SLT - Daily</p> <p>Office - Daily</p> <p>Premises Team - Weekly</p> <p>Office - Daily</p> <p>All staff - Daily</p> <p>Premises Team - Daily</p> <p>SLT</p>	<p>West Thornton Full Opening Guidance - Revised 11.09.20 Revised 20.10.20</p> <p>Letter to parents 14.07.20</p> <p>WT Reopening Premises Checklist</p>

		<ul style="list-style-type: none"> • All interviews will be virtual as an additional measure to minimize mixing of groups of people. SLT to liaise with the central team if in-person interview is needed • Any visitors to the school will have enhanced checking-in compared to normal. A NHS Track and Trace poster will be available for those to sign in with the COVID-19 NHS app. For those without the app, a check-in register will be available where they provide their number and name to aid with any potential test and trace. • If using spaces within school where social distancing cannot be maintained (e.g. staff rooms, meeting rooms etc.) masks will be provided by the school for all adults, as and when required • Social distancing measures will be adhered to at all times for all visitors; • Premises' contractors will be encouraged, where possible, unless in an emergency, to come after hours to mitigate against staff and children. <i>Only in absolute essential cases should visitors be present during the school day;</i> • All non essential visits to schools should cease. Meetings should be held via Zoom as an alternative; • Central team members to use Zoom to 'meet' with schools aside from Rob Carpenter, Melissa Carpenter and Nav Sanghara who are part of the education team and therefore need to be working closely with schools; • Governors should conduct any visits/quality assurance work via Zoom. If it is essential they visit, then this should be outside of school hours and involve limited interactions; • All interviews should be virtual as an additional measure to minimize mixing of groups of people; 		<p>Office Team - Daily</p> <p>All staff - Daily</p> <p>Premises Team - Daily</p> <p>SLT - Daily</p> <p>SLT - Daily</p> <p>SLT - Daily</p> <p>SLT - Daily</p>	
11.	System of controls – prevention	<ul style="list-style-type: none"> • 'One in one out' management of toilets is in place; 	Medium	<p>All staff - Daily</p> <p>All staff - Daily</p>	

	Spread/contraction of COVID-19 due to lack of social distancing measures. This includes unsuitable use of toilets.	<ul style="list-style-type: none"> • Student use of toilets outside of early years' is managed by staff and communicated to children; • Posters and signage on display in toilets to encourage good hygiene practice, following the 'catch it, bin it, kill it' approach; • Toilets are cleaned throughout the day. 		<p>Premises Team - Weekly</p> <p>Premises Team - Daily</p>	
12.	<p>System of controls – prevention</p> <p>Lack of staffing / insufficient staff ratios</p>	<ul style="list-style-type: none"> • Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation; • Children are suitably supervised at all times; • Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19. • School leaders will be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing. • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. • Pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically-vulnerable people. • Specific risk assessments for new and expectant mothers are completed • Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. If people with significant risk factors are concerned, school will discuss their concerns and explain the measures 	Currently low (would increase in the occurrence of a local outbreak)	<p>DC/HJ - Daily</p> <p>HJ/DC - Daily</p> <p>DC/HJ - August</p> <p>DC/HJ - Weekly</p> <p>DC/HJ/SD - Daily</p> <p>DC/HJ - as and when required</p> <p>DC/HJ - September</p>	<p>West Thornton Full Opening Guidance - Revised 11.09.20</p> <p>Revised 20.10.20</p>

		<p>school is putting in place to reduce risks. School leaders will try as far as practically possible to accommodate additional measures where appropriate.</p> <ul style="list-style-type: none"> Staff that travel abroad during the summer holiday to countries that are not on the Coronavirus (COVID-19): travel corridor list will self-isolate for 14 days before they are due to return to work in the autumn term. Where it is not possible to avoid a member of staff having to quarantine during term time, the school will consider if it is possible to temporarily amend working arrangements to enable them to isolate and work from home 		HJ/DC - September	
13.	<p>System of controls – prevention</p> <p>Lack of suitable premises management</p>	<ul style="list-style-type: none"> The school adheres to the government guidance on managing buildings; Premises staff levels are maintained and suitable for the use of the building; Appropriate cleaning and premises staffing levels are in place; Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste; Contingency in place for sudden premises staff absence. This will be implemented on a regional hub level and if required, supported at a Trust level; 	Low	<p>Premises Team - Weekly HJ/DC - Daily</p> <p>HJ/DC - Weekly Premises Team - Daily MT - Weekly</p>	WT Reopening Premises Checklist
14.	<p>System of controls – prevention</p> <p>Hazardous substance management, unsuitable COSHH management and use of chemicals leading to ill-health or fire.</p>	<ul style="list-style-type: none"> Suitable storage and management of flammable hand sanitiser is in place; All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately; Material safety data sheets are held for all chemicals and readily available to all staff; All cleaning chemicals are stored safely and securely in accordance with requirements; 	Low	<p>Premises Team - Daily Premises Team - Daily Premises Team Premises Team - Daily</p>	WT Reopening Premises Checklist

		<ul style="list-style-type: none"> • COSHH safety training has been completed by all those using chemicals for cleaning; • Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment. 		MT - September	
15.	<p>System of controls – prevention</p> <p>Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.</p>	<ul style="list-style-type: none"> • Evacuation plans including the following have been reviewed: <ul style="list-style-type: none"> ➢ Safe assembly of occupants following social distancing requirements; ➢ Safe exit via the nearest final exit; ➢ Training occupants of any changes to evacuation; ➢ Ensuring there are enough trained fire wardens on site with the ability to sweep all used areas of the school; • All other fire system testing and maintenance has continued as normal. 	Low	DC/HJ - 10.07.20 & Wk. bg 07.09	Fire Regulations Procedures Addendum Covid19 100720
16.	<p>System of controls – prevention</p> <p>Transmission of Covid-19 via food preparation, handling, storage, contact surfaces or packaging.</p>	<ul style="list-style-type: none"> • The Kitchen/Catering Manager has reviewed and implemented the Guidance for food businesses on coronavirus (COVID-19) • The Kitchen/Catering Manager has reviewed and implemented FSA guidance on good hygiene practices in food preparation and PHE guidance • The HACCP processes and waste disposal arrangements have been reviewed to reduce the spread of coronavirus 	Medium	Harrisons Catering MT - September	Harrisons Risk Assessment Version 1
17	<p>System of controls – response to any infection</p>	<ul style="list-style-type: none"> • The central team will produce a Trust wide appropriate Risk Assessment plan that will cover issues such as: Local lockdowns; staffing levels in the case of high staff absence; 	Medium	Gov monitor whole risk	Inspire Partnership Trust Risk Assessment Communication Flowchart -

	<p>Local lockdowns and Trust wide plans</p>	<p>trust wide communication with parents, families and wider stakeholder groups (e.g. TUs).</p> <ul style="list-style-type: none"> ● Flowchart of information to be used to ensure effective and consistent communication is given to all stakeholders in emergency order ● School will write to parents explaining the situation (using model letter from Trust as an example) ● School will have a home learning and communication plan ready to be implemented with immediate effect ● Regular learning will be provided to all children during this period of short closure ● School will keep a regular updated list of vulnerable and critical worker children ● School to issue letter to parents informing them of the partial opening (using model letter from Trust as an example) ● School to have a pre-planned communication plan for keeping in regular contact ● Regional hubs to have a pre-planned model for the implementation of remote learning ● All adults to wear face coverings in areas outside the classroom when moving around communal areas where social distancing is difficult to maintain, such as corridors 		<p>DC/HJ</p> <p>DC/HJ</p> <p>HJ/DC</p> <p>YGL/T&L Leads/CTs SENCO's</p> <p>DC/HJ/RC</p> <p>SLT</p> <p>Croydon HTs</p> <p>All staff</p>	<p>Croydon What to do if there is a confirmed case of COVID-19 in an educational setting</p> <p>Croydon Letter Templates</p>
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ACTION PLAN
(Additional Control Measures Required/Recommended Actions)

	Hazards and Risks	Recommended Actions

Please note:

All controls are subject to change should government guidance change due to changes to the 'R' rate. This could change on a daily basis. Government and DfE guidance **MUST** be regularly reviewed. Risk assessment must be reviewed if there is a significant change.

Please see the school's full opening guidance to review all process and protocols, related to this risk assessment.

*Following assessment if no further actions are assessed to be required please mark an **X** in the "Further Actions" box. If however additional controls or actions are assessed to be required please place a \surd in the box and note the action in the action plan.*

Any further actions identified should be completed before the assessed task is carried out.