

Educational Setting	Willingham Primary School and Honey Pot Pre-School
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	Model - Stuart Wood, Health, Safety & Wellbeing Business Partner - 13 th May 2020 Dave Morel, Angela Walker, Jo Aldhouse – 2 nd July 2020 Reviewed 02.09.20
Review Date	

Overall Strategy and Ethos for re-opening:

WPS aims to return to normal education for all year groups in a smooth and safe way for pupils, staff and the wider community. The school will hold the physical and mental health of all stakeholders as its first priority during this time, but will endeavour to provide the best possible curriculum, focussing on providing a broad and balanced curriculum as soon as possible. The school has the resources and training in place to return to a full Education provision across all subjects at home, if required. Contingent of the level of closure and the availability of staff.

Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace

formal consideration of how to reduce contacts and maximize distancing between those in school wherever possible and minimize potential for contamination so far as is reasonably practicable.

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Transmission of Covid-19 in school and HP	Pupils and staff	<ul style="list-style-type: none"> • As per <u>government guidance</u> WPS and HP will create pods to reduce the risk of transmission, rather than using the Social Distancing regulations seen in other settings. • Adults pose the greatest risk of transmission in a school and will be required to maintain 2m distance from each other and from the pupils as far as is practical. Teachers should consider their positioning when presenting to the class to ensure that they are 2m away from pupils if possible and should limit the time spent within 1m of a pupil (1:1 support) to the minimum effective amount. • The school and pre-school will consider year group bubbles as ‘pods’ from September and will ensure provision minimises contacts between these pods • The pods will be; <ul style="list-style-type: none"> ○ Honeypot pre-school (max 56 pupils) ○ EYFS (currently 52 pupils) ○ Year 1/2 (currently 86 pupils) ○ Year 3/4 (currently 91 pupils) ○ Year 5/6 (currently 96 pupils) 				

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> • Pupils and classes will use accommodation within the school that best allows separation of pods. These will be as follows; <ul style="list-style-type: none"> ○ Honeypot – full use of HP building by the pod ○ EYFS – 2 EYFS classrooms and outdoor area ○ Year 1/2 – Bases 2, 3, 9 and 10 with associated toilets ○ Year 3/4 – Bases 13, 14, 15 with Art room and Y34 toilets ○ Year 5/6 – Bases 4, 5, 8 with associated toilets • The Sensory room will be available to the two children who use it regularly; for these children, equipment within the sensory room will be split into 2 sets. The availability of this room to other children will be reviewed weekly throughout the autumn term. • Isolation room for pupils displaying symptoms will be Base 1 (ASC room). Should this room be used during the school day for isolation of an active case, ASC will be held between old and new hall and parents will be emailed to let 				

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<p>them know where to collect their children from (Old Hall and New Hall fire exits).</p> <ul style="list-style-type: none"> • The New Hall will be used for Sensory Circuits at the beginning of the day for those children who really struggle to start the day without S. Circuits. Year group TAs will bring children to the hall in year groups, and will wipe down surfaces after use and before the next year group come in. • Fire escapes will remain clear in all classrooms • Class furniture will be moved or placed in a position to reduce pinch points, ensuring that free movement is possible and in positions so that all desks are facing forward. Manual Handling implications of this activity must be adhered to. • ‘Carpet spaces’ will not be used outside of EYFS and Yr 1 to limit the close contact of pupils within the building and due to the risk posed from the carpet itself. Within the EYFS and Yr 1, pupils will use named carpet tiles to sit on during DI, and also lunch for EYFS. Carpet tiles will be disinfected at the end of each day with screen spray. 				

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> • Secure any rooms / facilities not required and / or not in use - clean and “mothball” any areas identified as not being needed for extended periods of time (no rooms as of Sept will be “mothballed”). This will reduce potential contamination. • Movement around school is reduced through the use of external doors for entrance and egress from classrooms. • Pupils will use the toilet in their pod before and after play times. • HP lunches will be eaten at tables, in rows, with tables wiped down before and after eating. • Lunches will be eaten in the old hall/own classroom/new hall/outside with each pod allocated 30mins to eat as follows; <ul style="list-style-type: none"> ○ Week A (starting 7th Sept) – Hot food ○ EYFS: 11.50 – 12:30 ○ Y5/6: 12.35 – 13.05 ○ Week A – Cold food in classrooms ○ Y1/2: 12.00 – 12.30 ○ Y3/4: 12.35 – 13.05 • Hot food offer will be only for week A for EYFS and Y56 and Week B for Y12/34 • Tables and chairs will be wiped down in the hall between sittings. 				

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> • Lunchtime toilets will be the Y12 toilets between base 9 and 10 for KS1 and Base 8 for KS2. These toilets will have door handles, taps and toilet flush disinfected by a member of the MDS team at 12pm, 12.30pm and 1pm. • Any children who need more time to finish their hot meal in the old hall will finish eating in the BC/ASC room. • Lunchtime staff will bring the hot dinner first sitting pupils out to the playground at 12:30. They will then collect the hot dinner second sitting pupils from their line and bring them to the old hall via their classroom so they wash their hands in their own cloakroom. • Pods will have outdoor playtime as follows: <ul style="list-style-type: none"> ○ EYFS: am play 10:25 – 10:40, lunch play 12.35 – 13.05 on the main playground, pm play in EYFS area ○ Y5/6: am play 10.50 – 11.05, lunch play 12.00 – 12.35 on the main playground; pm play 14:00 – 14:10 field/running track ○ Y1/2: am play 10:25 – 10:40, lunch 12:35 – 13:05, pm play 14:00 - 14:10 				

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> ○ Y3/4: am play 10.50 – 11.05, lunch play 12:00 – 12:30, pm play 14:00-14.10 ● The majority of staff will work within pods during initial full opening with the exceptions being: <ul style="list-style-type: none"> ○ Individuals delivering PPA – where practicable these staff should maintain at least 1m distance with pupils ○ TAs working 1:1 with different children in the morning and afternoon – these staff members should then maintain contact with only that individual child’s class, rather than the pod as a whole ○ The ESA who works with children from across the school. The ESA has a designated room in which she works. Tables and chairs will be cleaned after a child has worked with her. Any small group provision will be for children within the same year group pod. ● Where practicable, adults should refrain from ‘crouching down’ to work with pupils at their desks, whilst being conscious of the disruption caused by loud communication with a child about 				

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<p>their work, whilst other pupils are trying to work independently.</p> <ul style="list-style-type: none"> • Pupils asked not to bring pencil cases, toys or trinkets into school. Children should use the allocated cloakroom to hang their coat and the lunch trolley for their lunchbox. • Children’s book bags will be placed in their own tray or under their table. Water bottles are kept on the floor beside their chair; in EYFS water bottles will be spaced out and so easily accessible by the children. • Classes will have a reading book return box for pupils to put finished books in. These will then be left for 24hours before being placed back into the book stock as per National Library advice (72 hours for books with plastic covers). • Packed lunches will be placed on the class trolley. • Wrap around provision will be available for all pupils. Children will be kept within key stage pods as far as is practical, using the ASC/BC room and the Old Hall – with outdoor space timetabled between pods; Aspens will separate the cutlery and food for each key stage pod. 				

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> • EYFS/KS1 Pupils will be collected from ASC from the ASC door. KS2 pupils will be collected from the New Hall fire exit. • Staff will not be able to congregate or socialise after school outside of their pod. • Joint planning within year group pods will be allowed, with social distancing observed. • PD will take place remotely via Teams, Zoom or carried out in the New Hall with appropriate social distancing measures in place (2m between chairs). • Pupils whose behaviour puts themselves or other members of the school community at risk, will receive consequences in line with the school's SR and BM policy. Red card consequences will be completed in the Art Studio/New Hall at pod tables – this will be staffed by SMT on a rota. • Signage is in place around the site to remind community of the rules and expectations. • Social distancing markers are painted on the ground around the school to ensure clear distancing is achieved and community are reminded of the expectations. 				

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Cleaning		<ul style="list-style-type: none"> • More frequent cleaning procedures are in place across the site, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> ○ Taps and washing facilities, ○ Toilet flush and seats, ○ Door handles and push plates, ○ Handrails on staircases and corridors, ○ Lift and hoist controls, ○ Machinery and equipment controls, ○ All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles, vending machines and payment devices, ○ Telephone equipment, ○ Keyboards, photocopiers and other office equipment, classroom desks and chairs. ○ static playground equipment • Cleaning staff, as far as is practicable, use separate equipment in the different classrooms that they clean. They will change their gloves and wash their hands between classrooms. 				

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> • Cleaning equipment is available in each classroom for use to clean desks by (pupils) staff pre-lunch and at the end of lunch. 'Wipe down' equipment is placed in adult toilets with instructions on how to use. • If a child has displayed symptoms of Covid-19 and has been sent home, the area around where the child has been will be cleaned with bleach – this will be stored out of the classroom and will be brought down to the class by an adult. Pupils in the class will not use the space until it has been disinfected. • Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn. • Outdoor play equipment will be split into four sets – 1 for each pod. • HP will use fewer resources and rotate these on a frequent basis, sanitising and cleaning items with increased frequency. As HP is a pod of its own right, resources may be shared between children on any given day. • Mouses and Keyboards will be sanitised after any class has used the ICT suite. 				

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> Lunch tables and chairs will be disinfected between lunch sittings, and after ASC, and all cutlery and crockery will go through the steam cleaning cycle. Where possible, curricular resources (maths, science etc) will be stay within year groups pods. However, if it is essential for resources to be shared across pods, they will be cleaned in between use. 				
Lunchtime Catering facilities		<ul style="list-style-type: none"> Pupils will eat their lunches at the times identified above. Aspens will provide hot food and cold food options and pupils will be able to provide their own packed lunch. Pupils will alternate weeks of eating hot school lunch/home packed lunch in the old hall and a cold school lunch/home packed lunch in their classroom. Children will be allocated specific places to sit and will always sit in this place to ensure allergies etc. are easily tracked and food orders can be efficiently allocated. Staff will serve pupils at their tables. Pupils will only get out of their seat to move when directed to take their 	<ul style="list-style-type: none"> 			

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<p>plates/bowls to the collection area. One pupil per table will do this.</p> <ul style="list-style-type: none"> • When children finish eating their lunch (in classroom/old hall), they must stay at their table until it is time to go outside/back to their classroom. • Tables in hall to have 4 seats at each, with the children sitting beside each other, facing forwards. (23 tables needed). • Slop buckets and cutlery boxes will be brought round by adults to clear plates and then one pupil per table will be asked to take all the plates/bowls to the end of the line to be collected and washed up by the Aspens staff. • Lunchboxes are stored on lunch trolleys and brought to the hall for distribution. • During every other week, when the class is eating in their classroom, teachers will supervise their class for the 30 minutes. 				
Fire Safety		<ul style="list-style-type: none"> • Normal fire routines remain in place during Covid-19 provision. • Personal Emergency Evacuation Plans (PEEPs) are in place for those staff that continue to work in the school and any pupils that access the school site. • All emergency escape routes / doors are fully operational and kept clear. 				

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> • Reminders to staff and pupils that if the fire alarm is activated that they muster at the evacuation point. • Most internal doors are wedged open to reduce high-touch contact areas as advised by LA (Barbara Noak). Identified fire doors to remain closed to section off parts of the school. Doors to be closed in the event of an alarm going off. 				
Access/Egress of school building		<ul style="list-style-type: none"> • School Streets scheme will be in place between 08:25 and 09:00 in the morning and 14:55 and 15:25 in the afternoon. • Allocated drop off points and pick up points at start and finish of the day will allow the lowest possible number of adult contacts on site. • Drop off will be as follows from 08:30 to 08:50: <ul style="list-style-type: none"> ○ Parents/carers will be required to enter the school site from the following points: ○ HP – back entrance (Gate 3) - 08.50 - 09.10 parents will exit again through Gate 3. Pick up at 15.00 				

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> ○ EYFS – back gate (Gate 3) - drop off at 08.30-08.40 and pick up 15.05 ○ Y1/2 – Front entrance and back entrance (Gate 2/3) - drop off at 08.40-08.50 and pick up 15.15 ○ Y3/4 – Main gate (Gate 1) - drop off at 08.40-08.50 and pick up 15.15 ○ Y5/6 – Main gate (Gate 1) - drop off at 08.40-08.50 and pick up 15.15 ● All parents/carers to exit via the field gate (Gate 4) ● Children and young people must wash their hands immediately on arrival at school or college, dispose of any temporary face coverings they may have been wearing in a covered bin, or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. (from Guidance for Parents Jul 20 Arriving and Leaving School section) ● Registers will officially be open between 8.30 and 9.20am. ● Any pupil later than the outside limit of their drop off time will be refused entry to school on that day unless by prior 				

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<p>arrangement with the school and will be marked as unauthorised absence. They will be required to call the school office and arrange an appropriate time for drop off and will be met by a member of school staff and taken to their classroom – (to be reviewed after drainage work completed)</p> <ul style="list-style-type: none"> • Cordons marked for SD outside/lining up in the morning – parents/carers and children to follow the SD rules • Main office to be closed to face-to-face communication – all messages to be taken via email or phone. • Internal doors to be propped open to reduce the need for touch (fire protection measures must be adhered to). • Increased cleaning of handles and touch plates. • Parents encouraged to arrive at school from 8:30, not before. One parent/carer to bring children from family. • Parent/carer encouraged to leave immediately and not congregate to talk/socialise. Staff are NOT available for discussions at this point – messages must be emailed to teacher/office/SMT 				

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> • Pupils in Y56 should be encouraged to walk independently, where it is safe to do so, or to meet parents/carers part way at a safe point. This must be agreed with parents/carers in advance. • Parents/Carers are not allowed within the school building at any time unless by prior appointment. All areas/resources used during such a meeting will need to be cleaned after the meeting and all such meetings should adhere to a 2m social distancing rule. • Priority must be given to disabled users and those identified as having health-related issues. 				
First Aid		<ul style="list-style-type: none"> • Staff or pupils with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required. • Review of the First Aid policy includes consideration of the risk of infection of covid-19. • The HSE announced a three-month extension to the validity of the following qualifications if the first aider to requalify because of the coronavirus: 				

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> ○ First Aid at Work ○ Emergency First Aid at Work ○ Paediatric First Aid ○ Emergency Paediatric First Aid ● School has ensured that trained staff are available for specific conditions (ie diabetes). Where the support for such conditions requires close contact with pupils, the adult providing the support will be someone from within their pod, if possible. ● For any child needing first aid inside, the chair and equipment will be wiped down after use. First aiders will use PPE appropriate to the injury/illness, and must wear gloves when giving any first aid, and change gloves between each child, as set out in good practice. First aiders must also wash their hands after attending to a child. ● First aid provided by MDS team at lunch will follow same procedures and precautions. 				
Waste		<ul style="list-style-type: none"> ● Waste bins are in key positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely ● Bins are emptied daily. 				

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> Staff ensure they wear protective gloves and or wash hands immediately after carrying out this activity. 				
Break/Lunch times		<ul style="list-style-type: none"> The school staggers breaks/lunchtimes to achieve the social distancing. The fixed play equipment will be used on a rota - EYFS Monday, Y12 Tuesday, Y34 Thursday and Y56 Friday. Play equipment will be split into 4 appropriate sets, one for each pod. This equipment will not be shared between pods. Playtimes are staggered so that no more than 2 pods are on the playground at any one time. The playground/field will be cordoned into 2 distinct playing areas. Lunches will work on an alternate week basis with EYFS and Y56 having hot food availability in week A, whilst Y12 and Y34 eat packed lunches (school provided or home) in the classrooms. Then this is swapped in Week B, so that Y12 and Y34 have hot food availability. Teachers will be responsible for their classes whilst they eat in the classrooms. 				

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Staff/Pupils within the shielded group or with higher vulnerability		<ul style="list-style-type: none"> Any member of staff or pupil that is within the <u>Clinically extremely vulnerable group</u> have a risk assessment undertaken that includes how social distancing will be maintained in a Covid-19 safe workplace. Staff/pupils that meet the criteria as <u>clinically vulnerable people</u> e.g. diabetics, those who are <u>pregnant</u>, have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school. All staff within clinically vulnerable groups will be expected to return to work with mitigating risk reduction factors in place. All staff should maintain 2m distance from pupils and other staff as far as is practical. This is particularly important for vulnerable staff. No clinically vulnerable staff will work 1:1 with a high needs pupil. 				
Property Compliance		<ul style="list-style-type: none"> The school has ensured that relevant property statutory compliance checks have been completed and records updated. Daily and weekly checks have been reinstated and pre-opening checklist completed. 				

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> All serious property concerns have been raised with the schools Property Management Adviser and appropriate steps are in place to ensure the safety of all building occupants. 				
Hygiene		<ul style="list-style-type: none"> The school has a suitable supply of soap and access to warm water for washing hands. Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets. Tissues are provided in every classroom Signage serves as a reminder to good hygiene measures Pupils do not bring any unnecessary belongings into school. Pupils wash or sanitise their hands at the following points, if not more frequently (bold must be washing not sanitising): <ul style="list-style-type: none"> Entry to the classroom Before and after Morning play Before lunch After lunch Before and after Afternoon play Before home-time Before and after IT suite slot 				

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> • Intimate care plans will be reviewed before pupils return to ensure appropriate staffing provision. • Staff use badges on entry to and exit from school with InVentry system and must wash their hands immediately on entry to the classroom. Hand gel is available outside the door for use, if required. 				
Accident reporting Covid-19 incidents		<ul style="list-style-type: none"> • If a case is identified in the school community, the school and all members of the community affected will: <ul style="list-style-type: none"> ○ <u>engage with the NHS Test and Trace process</u> ○ manage confirmed cases of coronavirus (COVID-19) amongst the school community ○ contain any outbreak by following local health protection team advice • The Health & Safety Executive have recently updated <u>the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR)</u> to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity. 				

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> • BC/ASC room is the Covid-19 incident isolation area. This allows egress via the outer door once parents arrive to collect the child. • If a child, young person or staff member at WPS or HP develops symptoms compatible with coronavirus, staff will follow the 'Covid Symptom Protocol' and the child will be sent home and advised to get tested for Covid-19. Their fellow household members should self-isolate for 14 days or until negative tests are returned. • Any members of staff who have helped someone with symptoms and any pupils who have been in close contact (<i>see below</i>) with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace. • Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. 				

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> • All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. • School must contact the LA if a child/member of staff has been sent home with Covid-19 symptoms, and of the results of any subsequent tests. If any test comes back positive, PHE will also be contacted. • Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. • The school would follow LA and PHE guidance on the need for pod members to be tested and surrounding any potential re-opening of the pod before the 14-day isolation period ended. • Closure of the school should not be needed unless PHE advise the school to do so • ‘Close contact’ is defined by PHE as people who: <ul style="list-style-type: none"> ○ had face-to-face contact of any duration (less than 1 metre away) with the case or 				

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> ○ were coughed or sneezed on by the case or ○ had unprotected physical contact (skin to skin) with case or ○ Spent more than 1 minute within 1 metre of the case or ○ spent more than 15 minutes within 2 metres of the case or ○ travelled in a car or other small vehicle (even on a short journey) 				
Administrative Staff		<ul style="list-style-type: none"> ● Staff will work in the two front offices with no more than two adults working in the main office at any one time. ● Desks and IT equipment will be disinfected between users and no crossover between users will be allowed on any single day. ● If communication with teaching staff is needed, staff will knock on a pod door and wait for the member of staff to come to the door; social distancing will be maintained. ● Staff have been provided with personal pack of stationery to avoid sharing of resources ● Staff working hours will be shifted if needed to avoid unnecessary contact with parents/carers 				

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Personal Protective Equipment		<ul style="list-style-type: none"> Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution. Where close proximity working (school Site Team) is required for longer than 15 minutes, assess the need to issue employees with appropriate Personal Protective Equipment. Re-usable PPE should be thoroughly cleaned after use and not shared between staff. The LA have provided 6 x masks for use with children/adults displaying symptoms. 	<ul style="list-style-type: none"> 			
Behaviour		<ul style="list-style-type: none"> Staff/Pupil behaviour and co-operation will be the key to implementing all of the controls. School carry out inductions to inform staff and pupils of the changes. Staff are encouraged to co-operate with government plans for contact tracing. The full WPS Behaviour Policy procedures will be in place, with red cards being implemented by SMT in the Art Studio. 				

RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Staffing		<ul style="list-style-type: none"> • In the event of absence, staff will need to contact AW and BB before 7am. • Staffing for pods will be assessed on a daily basis with use of supply teachers and movement of staff (across pods) or pupils (within pods) considered before decision to close class/pod is taken. • HT and DHT will work in separate areas of the school, as far as is practical. This will mean that should either become infected, the other can remain at work. • Normal protocols of SLT absence will be followed, with CoG or SMT informing the LA if both the Head and Deputy were to become ill and absent from work for advice and support. 				
Contractors on site		<ul style="list-style-type: none"> • Only essential works will be carried out whilst pupils and staff are onsite. • Non-essential works to be completed before/after main bulk of pupils and staff have left the building • Contractors to sign in at the front office and then use the hand gel provided to sanitise their hands 				

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> • Office staff to contact JTW to come and accompany contractor to site of work • Contractors and school staff to maintain appropriate social distancing whilst onsite. • Any contractor displaying symptoms of Covid-19 will immediately be asked to leave/refused entry. Members of staff who have made contact with the contractor should self-isolate and have a covid test done. They should not return to work until they receive a negative result. • All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19. • All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. 				
School Staffroom		<ul style="list-style-type: none"> • Staff room will not be used as a socialising area. • Staff will be able to use the facilities in the staffroom to make hot drinks or heat food. • Only 2 members of staff should be in the sink/fridge area at any one time and each 				

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<p>must wipe down any areas that they've touched with disinfectant.</p> <ul style="list-style-type: none"> Staff are able to access the staffroom to get resources, use the laminator and guillotine in the staffroom but must adhere to social distancing. Staff should return to their pods to drink/eat. 				
Equality Impact Assessment		<ul style="list-style-type: none"> An equality impact assessment has been completed and can be found here 				
Learning outside the classroom (day trips, etc.)		<ul style="list-style-type: none"> Keeping children within their year group pods, and the COVID-secure measures in place at the destination. 	For more information contact Stephen Brown (Outdoor Education Adviser.)			
Extra-curricular activities (coaches, tutors, after school)		<ul style="list-style-type: none"> School will work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. External providers will be required to provide a specific Covid Safety Plan that will need to be agreed by the school. Extra-curricular music lessons will be conducted virtually by Cambridgeshire 	For more information contact Ian Roberts (Specialist Adviser - Physical Education and School Sport)			

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<p>Music. This will be reviewed throughout the autumn term.</p> <ul style="list-style-type: none"> • Partridge Coaching will provide PE lessons and have their own Covid risk assessment. • Lessons will happen outside where possible, with the New Hall being used in the event of inclement weather. • See below for extra PE mitigations 				
Physical activity		<ul style="list-style-type: none"> • Outdoor sports will be prioritised where possible, and New Hall will only be used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. • Pupils will take part in PE within their class pods. • Sports equipment will be used within pods. • Any equipment that will be used between pods will either be left unused for 72hours or thoroughly cleaned between each different group. • Contact sports will be avoided. 				

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Music		<ul style="list-style-type: none"> Curricular Music lessons will not include any singing or playing of wind instruments. Use of other instruments in music lessons will be timetabled so they are not used across pods within each half term. Additional guidance can be found here and here. 				

Useful Guidance

New The Government Guidance for September full opening can be found [here](#). The parent guidance can be found [here](#).

The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)

The NASUWT has also produced a useful checklist for reopening of schools which can be found [here](#).

CLEAPSS [Guide to doing practical work in a partially reopened school Science](#)

CLEAPSS [Guidance for science departments returning to school after an extended period of closure](#)

Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)

COVID-19: guidance on supporting children and young people's mental health and wellbeing can be found [here](#)

General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices.

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

Handwashing techniques advice can be found [here](#)