

Kingsway Primary School COVID-19 RISK ASSESSMENT – Full opening of schools from September 1st

School employers are required to assess the risks associated with COVID-19 and implement preventative measures outlined in Government guidance. This risk assessment will supplement any existing risk assessments that are used across the school.

This risk assessment has been created by using the Assess, Plan, Do, Review model as set out by GCC SHE Unit (See diagram) and following involvement from employees, governors, and representatives from Gloucestershire Local Authority. The aim of the risk assessment is to implement protective measures to prevent COVID-19 or reduce the spread of the infection if there is a positive case, both in the school and transmission to the wider community.

The risk assessment will be reviewed on a weekly basis* or if the risk level changes and will be updated following any further government guidance. The risk assessment will be shared with all staff and published on the school website.

Risk	Preventative Measures	Further instructions that are school specific to embed preventative measures
Section.1a: Policies and Procedures		

Policies and procedures do not reflect current COVID-19 legislation and guidance	• Relevant policies updated to reflect changes brought about by COVID-19, including:
	  ○ Safeguarding/child protection
	  ○ Behaviour
	  ○ Curriculum – adaptations made to curriculum plans
	  ○ Induction / Staff Handbook
	  ○ Special educational needs
	  ○ Visitors to school
	• Ensure website is compliant
	• ***Establish a visitors' protocol so that parents, contactors, professionals working with individual children are clear about the infection control measures that you have in place - done***
		Policies to be shared with all stakeholders via school website

Section.1b: Preparation of the school site		
Health and safety non-compliance	• Ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, lifts, etc.)	**Overarching rule – Minimising contact and**

which increases risk of the spread of infection	• Ensuring emergency response is up-to-date should the school be forced to close	**mixing between people reduces transmissions of CV-19** **School site map provided for all staff and shared with parents (visual representation of entry and access points for specific groups)**
	• Ensure that ventilation and AC systems working optimately; (ventilation system should be kept on continuously, with lower ventilation rates when people are absent) this needs to be checked in light of new PHE guidance about air-born spread of the virus • Spaces are well ventilated using natural ventilation (opening windows) • Identify doors that can be propped open (to limit use of door handles and aid ventilation) taking account of fire safety and safeguarding. Doors to be closed when premises unoccupied. • Identify rooms that can be accessed directly from outside (to avoid shared use of corridors)	
	• Entry points to school controlled (including deliveries). Please refer to school map which indicates these control areas. • Building access rules clearly communicated through signage on entrances • Limit visitors by exception (e.g. for priority contractors, emergencies etc.) • School start times staggered so bubbles arrive at different times	
	• Floor markings outside school to indicate designated entrance and exit points (if queuing is likely during peak times) AE to redo these and to add additional distance markers around the school.	
	• Sufficient supplies of PPE are provided • Sufficient tissues are provided for all rooms • Sufficient handwashing facilities are available for all school users • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas • Sufficient and suitable bins are provided to support pupils and staff to follow 'catch it, bin it, kill it' approach	
	• Communication with contractors and suppliers that will need to prepare to support plans for opening (e.g. cleaning, catering, food supplies, hygiene suppliers)	
	• Arrangements made with cleaners for additional cleaning and additional hours agreed to allow for this (liaison with GCC cleaning and relevant contractors) • Remove rubbish daily and dispose of it safely	

Alteration of fire safety and evacuation leads to uncertainty of which procedures to follow for evacuation	• Review emergency and evacuation procedures on first day back (e.g. fire wardens, escape routes, roll-call, assembly points etc…)
	• Fire registers to be completed each day showing how many children are in
	• Upon sounding of fire bell, all children and adults follow usual evacuation procedures with:
	  ○ Support team in each bubble closing doors within their bubble and meeting outside exiting via the nearest exit point
	  ○ Children remaining with their group leader while moving out of their doors to evacuation point
		Update fire evacuation procedures in light of new bubble arrangements
		
		Establish regular fire evacuation drills to test out new procedures,

	• All other classes to leave via entry doors and to proceed to the muga pitch. • Children to line up at distance with their leader at front and call names from register – register held aloft to show all are present until acknowledged by senior leader in charge • Administrators to check staff presence from sign-in sheet	**making necessary alterations to the evacuation plans in light of the outcomes of the drills**
Poor **cleaning regimes** leads to spread of infection	• Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings • Sanitising spray and paper towels to be provided in classrooms for use by members of staff • Thorough cleaning of rooms at the end of the day • Shared materials and surfaces to be cleaned frequently (e.g. toys, desks, chairs, doors, sinks, toilets, light switches, handrails, etc.) • Reading Books will be used on rotation with more books provided to children to enable quarantine period of 72 hours. • Resources that are shared between bubbles (e.g. sports, art and science equipment) • frequently and meticulously and always between bubbles • Outdoor equipment appropriately and frequently cleaned • Toilets to be inspected and cleaned regularly throughout the school day **Daily cleaning** Use standard cleaning products to clean and disinfect frequently touched objects and surfaces, including: • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids • Computer equipment (including keyboards and mouse) • Sports equipment • Toys • Telephones	**Shared with cleaning company**
Contact and mixing of pupils and adults not managed which leads	• School is divided up into clearly defined bubbles to reduce mixing. In the vast majority of cases, bubbles will remain in classes; occasionally year groups will mix when necessitated by staffing but this will be minimised. When accessing outdoor spaces year group bubbles will be in operation and children will be	**New systems shared with all stakeholders**

to spread of infection	encouraged to maintain social distance. • Zoned areas are created outside of the classrooms for play and break time for each year group. Year 1 will continue to have separate spaces for outdoor provision for the time being – this will be under review. • A daily record will be kept of all pupils and staff in each class, year group bubble or close contact group within the year group bubble (legal obligation to complete registers as per government guidance) - Office • Groups use the same classroom or area of the school throughout the day • Mixing between bubbles kept to a minimum during arrival, lunchtime, breaks and departure • Pupil movements around the school site, either in groups or individuals are controlled to limit contact and mixing • Groups will stay within a shared spaces (e.g. halls, dining areas and internal and external sports facilities) for lunch and exercise is limited to specific bubbles • Consideration will be given to one-way system if possible for circulation around the building • Use screens or barriers where necessary to further prevent groups mixing • Stairways (where applicable) to be up or down only • Floor markings along the middle of two-way corridors/stairs to keep groups apart and 'keep left' signs. • In areas where queues may form, floor markings used to indicate distancing • Separate doors be used for movement both in and out of the building (to avoid crossing paths) – where external doors should be used • Groups do not mix to play sports or games together • Assemblies not held alternatives will be set up through Office Teams	**Plan of the building shared with all staff** **Kitchen aware of expectations**
Contact and mixing of pupils and adults at play and lunchtimes not managed which leads to spread of infection	• Staggered break and lunchtimes to avoid mixing and contact of different bubble groups • Break time snacks, milk and lunches to be provided in 'Bubble Classes' for year groups 1 to 6). Reception to eat in the main school hall • Rota is in place for outdoor equipment use to minimise chance of contamination • Clear demarcation of outdoor spaces for each group – barriers or markers to be used to prevent any group cross over • Separate spaces for each bubble group clearly indicated at break time • Staff to report any non-compliance	
Classrooms poorly organised leading to risk of spread of infection Larger numbers of pupils in an enclosed	• Regular inspection of classrooms to ensure space between seats and desks are maintained – where possible pupils are seated side by side and facing forwards • Where pupils are not arranged facing forwards, such as YR and Y1, regular inspection of measures to minimise contact and mixing e.g. hand hygiene, spacing, use of outdoor spaces as part of continuous provision • Unwanted items and furniture removed from classrooms • Bins for tissues provided and are emptied throughout the day	

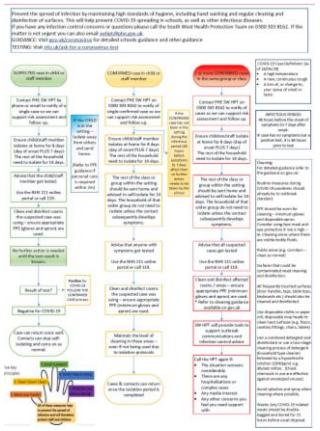
setting causes spread of infection Insufficient hand washing facilities increases risk of spread of infection	• Sufficient handwashing facilities are available. • Doors propped open, where safe to do so to limit use of door handles. Ensure closed when premises unoccupied • Sanitising spray and paper towels to be provided in classrooms for use by members of staff • Toys and play equipment appropriately cleaned between groups of pupils using it, and not shared with multiple groups • Equipment used in practical lessons cleaned thoroughly between groups • Limit shared resources being taken home • Avoid sharing books and other materials • Staff and pupils to have their own individual equipment for items that are very frequently used, such as pencils and pens.	
Poor **toileting regime** increases risk of spread of infection	• Put up laminated picture signs in toilets and classrooms in front of sinks showing handwashing - AE • Allow pupils to have access to toilets at all times during the day to prevent queues developing at social times • Toilets to be cleaned frequently across the course of the day	
Office staff coming into direct contact with large numbers of people through entrance or foyer	• Provision of PPE to office staff for use if 2m is ever likely to be compromised • Window to be kept closed where possible. When not appropriate, staff to maintain 2m distance from marking • Hand sanitiser provided at all entrances • Visitors do not sign in with the same pen or touch screen devices in reception • Pupils, staff and visitors to remove all face coverings at school and wash hands immediately on arrival – covered bin to be provided in school entrance to dispose of temporary face coverings	**School to provide PPE in the form of gloves, aprons, sanitizer, face masks and face shields where necessary**
Visitors to school / meetings in school increase risk of spread of infection if procedures are not followed	• Communication with all contractors and suppliers that they will need to support the school's plans in full e.g. catering, cleaning, food supplies • Visitors to the school will be limited by exception e.g. for priority contractors, emergencies etc… • Where possible visits are arranged outside of school hours • Deliveries and visits to site (e.g. contractors) are arranged in advance. Risk assessment procedures to be requested prior to coming onto school site • Wherever possible keep meetings on a virtual platform (e.g. 1:1 sessions with professionals, recruitment interviews, parental meetings etc.) • Parents/carers and visitors coming onto the site without an appointment is not to be permitted unless for exceptional circumstance such as child protection concern. • Site guidance on physical distancing and hygiene is explained to visitors on or before arrival. • A record kept of all visitors to assist NHS Test and Trace, including:	

	○ the name; ○ a contact phone number; ○ date of visit; ○ arrival and departure time; ○ the name of the assigned staff member.	
Caterers do not follow the school's guidance and this risks spread of virus	• Assurances that caterers comply with the guidance for food businesses on COVID-19 • Discussion with caterers to agree arrangements for staggered lunches (e.g. seating capacity, holding hot food, cleaning between sittings, distancing and minimising contacts) • Liaison with transport providers to cater for any changes to start and finish times and confirm protective measures during journeys	**School meal provider to share their own risk assessment with the school.** **School to share risk assessment with catering staff**
School breakfast and after-school provision increases risk pupils mixing	• School breakfast and after-school provision to keep to 'phase bubbles' used by the school during the school day – see plan • ***Early Birds provision will aim to keep groups separate within one space***	
Lettings are not correctly managed and this leads to increased risk of spread	• Out of school settings for children are permitted if those responsible for them are ready to do so and they can do so safely, following COVID19 Secure guidelines • The use of indoor facilities by adults should remain closed until guidance changes, apart from toilets and throughways • A risk assessment should determine the maximum capacity of a hall or hire space while able to maintain social distancing according to the current relevant guidelines • Outdoor sports courts and other outdoor sporting activities have also been permitted • Any groups hiring the facilities must refer to relevant government guidance or their own associations and national governing body for guidance on running the club or event following the COVID-19 guidelines • The school will ask any hiring organisation to provide evidence of their risk assessment • Review existing lettings/hire agreements and amend or supplement as necessary to include specifics of what the school will do and what the hirers are responsible for (e.g. cleaning, sharing equipment, hand washing or sanitiser, what happens if anyone shows symptoms or tests positive to COVID-19, etc.)	
Section.1c: General Communication and Communication of risk		
Lack of awareness of policies and procedures leads to placing pupils and	• Daily briefing to pupils on school rules and measures with reminders before leaving rooms -teachers • COVID-19 posters/ signage displayed (packs provided by GCC) • A COVID-19 message to display on screens when locked – Claire Smith • Communicate to parents on the preventative measures being taken (e.g. post risk assessment on school	**Parents and pupils informed of key aspects of the school's road map for full opening**

staff at risk	website) • Regular communications to parents (and young people) via school website and letters • Communication with others (e.g. extended school provision, lettings, regular visitors, etc.) • Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security - LP • ***Keep parent appointments / external meetings on a 'virtual platform.' –*** • On-going 'Questions and Answers' published to parents at regular intervals –	
Section.2: Close Contact & First Aid / Illness Management		

Poor management of first aid	• Check staff qualifications, paying particular attention to renewal dates and statutory requirements e.g. Early Years and Paediatric First-Aid – LS to check these
	• Consider enrolling more staff on training - LS
	• ***Employees providing general first aid to pupils will not be expected to maintain 2 metres distance. The following measures will be adopted:***
	  ○ ***washing hands or using hand sanitiser, before and after treating injured person***
	  ○ ***wear gloves or cover hands when dealing with open wounds***
	  ○ if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives; □ if CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest
	  ○ dispose of all waste safely
	• ***PPE provision - pupils whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way***	

Poor management of infectious diseases	• Where possible, use of designated area for close contact and illness management. Identify a room that sick pupils can be kept isolated in until parents come to collect them, ideally with:
	  ○ A door you can close
	  ○ A window you can open for ventilation
	  ○ A separate bathroom they can use (either attached to the room or nearby) – ***we will use the room at the end of the KS2 corridor. However, if they need to use the toilet, they will need to make their way to the disabled toilet opposite the staff room remaining outside of the school buildings as far as possible. Neither room can be used until it has been Covid cleaned by the site team.***
	• Procedures in place should someone become unwell whilst attending school - make sure staff in school know that they should:
	  ○ Move pupils to a suitable room if a child is unwell. The child should be isolated.
	  ○ Staff caring for a child awaiting collection should keep to a distance of 2m **(*They can wait outside of the room)***
	  ○ Staff to wash their hands for 20 seconds after making contact with the ill pupil
	  ○ If showing symptoms of C-19:
		GCC NOTE:
		Wearing a face covering or face mask in schools or other education settings is not recommended by PHE.
		The majority of employees in education settings will not require PPE beyond what they would normally need for their work (determined by existing risk assessment), even if they are not always able to maintain a

	▪ First aiders should wear PPE (provided) if 2m distance cannot be maintained ▪ Ring for child/adult to go home immediately and inform parents of symptoms and procedures for testing: • book a test if they are displaying symptoms; • inform the school immediately of the results of a test; • provide details of anyone they have been in close contact with; • self-isolate if necessary ▪ All areas where a person with symptoms has been to be cleaned after they have left ▪ Positive test - members of bubble remain at home for remaining 14 days ▪ Negative test - members return to school next working day ▪ Should staff have close hand-on contact, they should monitor themselves for symptoms of possible CV-19 over the following 14 days	**distance of 2 metres from others.** **Staff expected to wear school clothing as set out within the school Code of Conduct**
Suspected case of COVID-19 not managed effectively which places others at risk **Cleaning regime does not deep clean the suspected area** and leads to further risk of re-infection	• Make contact with relevant agencies e.g. PHE, Local Authority (COVID-19 school related issues for 01452 426015 – will be answered as 'In Year Admissions' but staff are ready to advise re: Coronavirus - covidschoolenquiries@gloucestershire.gov.uk); NHS 111 - • Clean and disinfect surfaces the person has come into contact with, including: ○ Objects which are visibly contaminated with body fluids ○ All potentially contaminated high-contact areas (e.g. bathrooms, door handles, telephones, grab-rails in corridors and stairwells) • When cleaning hard surfaces and sanitary fittings, use either: ○ Disposable cloths, or ○ Paper rolls and disposable mop heads • When cleaning and disinfecting, use either: ○ A combined detergent/disinfectant solution at a dilution of 1,000 parts per million available chlorine ○ A household detergent, followed by a disinfectant with the same dilution as above ○ An alternative disinfectant, that's effective against enveloped viruses • Make sure all cleaning staff: ○ Wear disposable gloves and apron ○ Wash their hands with soap and water once they remove their gloves and apron • Wash any possibly contaminated fabric items, like curtains and beddings, in a washing machine • Clean and disinfect anything used for transporting these items with standard cleaning products • Launder any possibly contaminated items on the hottest temperature the fabric will tolerate • If items can't be cleaned using detergents or laundering (e.g. upholstered furniture), use steam cleaning • Dispose of any items that are heavily soiled or contaminated with body fluids.	**Refer to PHE flow diagram** 

	• Keep any waste from possible cases and cleaning of those areas (e.g. tissues, disposable cloths and mop heads) in a plastic rubbish bag and tie when full
	• Place these bags in a suitable and secure place away from children and mark them for storage
	• Wait until you know the test results to take the waste out of storage
	• If the individual tests negative, put the bags in with the normal waste
	• If the individual tests positive, then you'll need a safe and secure place (away from children) where you can store waste for 72 hours.
	• If you don't have a secure place, you'll need to arrange for a collection for 'category B' infectious waste from either your:
	  ○ Local waste collection authority (if they currently collect your waste)
	  ○ Or, by a specialist clinical waste contractor	

Section.3: Employees		

Lack of understanding of risk control measures or poor communication leads to increased risk of infection	• Employees are fully briefed about plans and protective measures identified in the risk assessment – this is achieved through regular communication via emails and staff briefings: ***Weekly comments are available via Office Forms. These are collated and discussed at the staff meeting each Wednesday.***
	• Regular communications about systems which make clear that those who have CV symptoms, or who have someone in their household who does, are not to attend school
	• ***All staff understand the NHS Test and Trace process and how to contact their local Public Health England health protection team.*** https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works
	• Procedures in place to inform staff members and parents/ carers that they will need to be ready and willing to book a test if they are displaying symptoms;
	• Crucial that they inform the school immediately of
	  ○ the results of a test
	  ○ provide details of anyone they have been in close contact with
	  ○ self-isolate if necessary
		Principles for staff
		• Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (informing your manager), and access a test as soon as possible
		• Clean your hands more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
		• Use the 'catch it, bin it, kill it' approach
		• Avoid touching your mouth, nose and eyes
		• Clean frequently

Poor mental health leads to increased rates of staff absence	• Ensure that staff are supported and able to share their concerns openly via a range of communication methods e.g. face-to-face, phone, email, video conference • Access to Occupational Health and Employee Assistance programme https://www.gloucestershire.gov.uk/schoolsnet/gccplus/staff/occupational-health/employee-assistance-programme-health-assured/ • Information shared about the extra mental health support for pupils and teachers is available • Keeping in touch with any staff who are working off-site – working arrangements, welfare, mental and physical health and personal security • Governing boards and school leaders to have regard to staff (including the headteacher) work-life balance and wellbeing	

Risk to vulnerable employees	• The current guidance is that the need to shield has been paused and all staff can now return to work. • Staff with individual concerns are asked to seek personal medical advice and to speak directly with the HT to undertake a personal risk assessment. • ***All staff who have had a personal risk assessment will be asked to review this prior to returning to school.*** • Where necessary individual risk assessments for employees at special risk (take account of medical advice) • https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19	touched surfaces often using standard products, such as detergents and bleach • Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important) • Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary • Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters • Prevent your class from sharing
Poor hygiene routines lead to increased risk of infection spreading between staff	• Frequent hand washing encouraged for adults (following guidance on hand cleaning) • Adults are encouraged not to touch their mouth, eyes and nose • Adults encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')	
Lack of reduced contact and distancing increases risk of virus spread	• Where possible, use a simple 'no touching' approach for young children to understand the need to maintain distance • Older children to be encouraged to keep their distance within bubbles • Staff to keep 2 metres from other adults as much as possible • Where possible staff to maintain distance from their pupils, staying at the front of the class • Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone • Supply teachers, peripatetic teachers and/or other temporary staff to minimise contact and maintain as much distance as possible from other staff • The occupancy of staff rooms and offices limited • Use of staff rooms to be minimised • Staff in shared spaces (e.g. office) to avoid working facing each other	
	• Radios provided and/or encouraging use of phones to communicate between different parts of school	
Lack of reduced contact and distancing increases risk of virus spread when working with high-needs pupils	• Staff providing close hands-on contact with pupils need to increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces • 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	
Timetabling /	• ***Reviewing timetables to decide which lessons or activities will be delivered on what days to ensure that***	

curriculum / PPA staff	***bubbles are kept apart e.g. Outdoor PE; use of the hall etc…. - groups should be kept apart and movement around the school site kept to a minimum to avoid creating busy corridors, entrances and exits*** • Identify and plan lessons that could take place outdoors • Use the timetable to reduce movement around the school or building • Planning break times (including lunch), so that all pupils are not moving around the school at the same time • The same teacher(s) and other staff are assigned to each bubble and, as far as possible, these stay the same • Staff, such as PPA staff, that move between classes and year groups, to keep their distance from pupils and other staff • Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies • Measures to be taken when playing instruments or singing in small groups such as in music lessons include: o physical distancing; o playing outside wherever possible; o limiting group sizes to no more than 15; o positioning pupils back-to-back or side-to-side; o avoiding sharing of instruments; o ensuring good ventilation.	equipment and resources (like stationery) • Keep your classroom door and windows open if possible for air flow • Limit the number of children from your class using the toilet at any one time • Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms • Make sure you've read the school's updated behaviour policy and know what role in it you're being asked to take. • If planning a school visit, please ask provider for CV-19 risk assessment and control measures. Similar requests from any transport company
PE and School Sport not properly managed	• Pupils kept in same consistent bubbles where possible during PE and sport • Sports equipment thoroughly cleaned between each use • Contact sports avoided until guidance changes • Outdoor sports should be prioritised where possible • Large indoor spaces used where it is not • Swimming pools are not used until guidance changes • Distance between pupils from mixed bubbles will be maximised • Sporting activities delivered by external coaches, clubs and organisations will only go ahead if they can satisfy the above requirements • Where possible, children to come to school dressed ready for PE sessions and to remain in this clothing all day.	
Lack of understanding of educational visit and journeys leads to higher level of risk	• From the autumn term, non-overnight educational visits only • Risk assessments of visits and journeys to be undertaken by visit leaders - DC • No overnight and overseas visits until government guidance changes • Pupils grouped together on transport in the same bubbles that are adopted within school where possible	

	• Journeys planned with to allow distancing within vehicles (this may mean large vehicles or more are used) • The use of face coverings for children over the age of 11, if they are likely to come into very close contact with people outside of their bubble • Use of hand sanitiser upon boarding and/or disembarking • Cleaning of vehicles between each journey	
Vulnerability of pupils not in school in the event of self-isolation; local or national outbreaks	• Staff to consider and plan how online resources can be used to shape remote learning building on systems that were implemented during the partial closure • Staff to consider a plan for remote education for pupils, using national resources such as The Oak Academy and work posted on Microsoft Teams • Regular contact with pupils who remain at home – distance learning; video conference; email; phone calls	
Section.4: Pupils		
Pupils spreading virus due to lack of understanding of routines	• Pupils will be educated before they return and reminded when they return about the need to stay apart from others and expectations around hygiene	e-Bug has produced a series of helpful coronavirus posters: • Horrid hands • Super sneezes • Hand hygiene • Respiratory hygiene • Microbe mania **Staff on duty outside school to monitor protection measures**
Hand hygiene not being followed	• Young pupils encouraged to learn and practise good hygiene habits through games, songs and repetition • Pupils to clean their hands when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Staff help is available for pupils who have trouble cleaning their hands independently (e.g. small children and pupils with complex needs) • Hands cleaned on arrival at school, before and after eating, and after sneezing or coughing • Staff help is available for pupils who have trouble cleaning their hands independently. • Pupils are encouraged not to touch their mouth, eyes and nose • Pupils encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')	
No limit to equipment	• The equipment pupils bring into school each day is limited to essentials such as lunch boxes, hats, coats,	

increases risk of spread of the virus	books, stationery and mobile phones • Bags are allowed • ***Pupils in Year 2 and above will be given a personal pencil case with to provide personal equipment (pens, pencils, rulers calculators etc.) to reduce shared resourcing in school.***	
Vulnerable pupils	• Regular reporting to LA and DfE regarding attendance of key groups • Regular contact with vulnerable pupils • Regular contact maintained with pupils who are not deemed vulnerable but who are remaining at home • Risk assessment of vulnerable pupils - https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance • Review EHCPs where required	
Pupil Behaviour	• Review behaviour policies to consider how pupils not following distancing rules will be managed • Revised Home-school agreement created, shared and signed by pupils and parents • Government guidance to be used when considering alterations to existing behaviour policies	
Section.5: Parents		
Parental gathering increases risk of virus spreading	• Parents informed only one parent to accompany child to school • Parents' drop-off and pick-up protocols to minimise contact – gatherings at the school gates/doors are prohibited • School start times staggered so class groups arrive at different times are communicated to parents • Communicate to parents on the preventative measures being taken (e.g. post risk assessment on school website), advice on transport etc… • Made clear to parents that they cannot gather at entrance gates or doors. • Parents and pupils encouraged to walk or cycle where possible • Encourage parents to phone school and make telephone appointments if they wish to discuss their child (to avoid face to face meetings). • Discourage parents and pupils from bringing in toys and other play items from home. • Revised Home-school agreement created, shared and signed by pupils and parents • Parents are given a named point of contact for reassurance – HT / DHT / AHT / Phase Leads / Pastoral Support Lead	**Information shared with parents through 'Road map'** **Staff on duty at the start and end of the school day to monitor closely protection measures, particularly encouraging parents to drop-off and collect quickly**
Poor management of unwell pupils leads to increased risk of virus spreading	• Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance • Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk. • Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the medication policy or if an emergency verbal permission over of the phone	

Date of review: 19.8.20 **Date of second review:** **Date of third review:**

Name of Headteacher: **Name of Chair of Governors:**

Signature: **Signature:**

Changes arising from on-going risk assessment review

Issue arising	Action taken	Date