

# School reopening: risk assessment template

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The example measures we list are based on current (as at 28<sup>th</sup> Aug 2020) government guidance:

- > [Guidance for full opening: schools](#)
- > [Guidance for full opening: special schools](#) (this includes guidance on pupils with EHC plans that should be useful for mainstream schools as well)
- > [Actions for early years and childcare providers during the coronavirus outbreak](#)
- > [Actions for education settings to prepare for wider opening](#)
- > [Implementing preventative measures in education settings](#)
- > [Planning guide for early years and childcare settings](#)
- > [Planning guide for primary schools](#)
- > [Guidance for secondary school provision](#)
- > [Safe working in education settings](#)

## RAG rate control measures

Mark up each control measure in the appropriate colour, to make it clear how prepared you are for each measure being in place for the autumn term.

- > Red: this measure cannot be put in place in our school
- > Amber: this measure isn't in place yet, but can be in place for the autumn term
- > Green: this measure is already in place



Approved by Governors 21<sup>st</sup> July 2020 and subsequently updated

Risk Assessment: Full school opening post-COVID-19 pandemic –  
September 2020



## Who can be harmed: Pupils, staff, parents, visitors

**Completed by:** Helen Williamson (Head Teacher)

**Date:** 1<sup>st</sup> September 2020

**Review date:** Weekly

**Circulated to:** Governors, Staff, Leadership and Parents

**Date shared with staff:** 1<sup>st</sup> September 2020 – this update

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
1.Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>Everyone will be asked not to come into school if they need to self-isolate under <a href="#">current guidance</a>. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access <a href="#">testing</a> and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. The person should be isolated in the Office Annexe and the windows opened. 999 will be called if they are seriously ill or injured or their life is at risk. <a href="#">See First Aid guidance from HSE on COVID outbreak</a></p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> <li>• If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask</li> <li>• If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron</li> <li>• If there's a risk of splashing to the eyes, such as from</li> </ul>	<p>All staff, parents and visitors</p> <p>All staff</p> <p>First Aid staff/Headteacher</p>	<p>All currently in place</p> <p>All currently in place</p> <p>All currently in place</p>	<ul style="list-style-type: none"> <li>• Clear signage at all points of entry to the school</li> <li>• Weekly reminders to all parents and visible message on home page of website: support with accessing testing facilities</li> <li>• Staff reminded weekly in newsletter and in pre-return guidance instructions</li> <li>• PPE equipment available from School Office</li> <li>• Handwashing signs displayed in all areas of the school. Specific guidance in first aid area of school office</li> <li>• Awaiting delivery of home testing kits</li> </ul>

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		<p>coughing, spitting or vomiting, supervising staff will also wear eye protection</p> <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>If there are home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, <i>if</i> providing one will increase the likelihood of them getting tested.</p> <p>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> <li>• Use of a vehicle with a bulkhead (i.e. the driver is in a separate compartment to any passengers); or</li> <li>• The driver and passenger will maintain a distance of 2m from each other; or</li> <li>• The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so</li> </ul> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following <a href="#">decontamination guidance</a>.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the <a href="#">local health protection team</a>. The team will carry out a</p>	<p>Headteacher/ first aid team</p> <p>Parents must be responsible for collecting children in a timely manner. Children can be isolated if this will take some time.</p> <p>Premises Manager</p> <p>Headteacher or Deputy in her absence</p>	<p>On receipt of home testing kits</p> <p>Policy in place currently</p> <p>All currently in place</p> <p>All currently in place</p>	<ul style="list-style-type: none"> <li>• <u>No staff will take symptomatic children home as their vehicles are not suitable. The school will support parents in ordering a suitable taxi for the child</u></li> <li>• Signage excluding access to areas requiring deep cleaning. Daily task list for Premises Manager and cleaning staff</li> <li>• Headteacher must be informed to contact PHE or to deputise someone else to</li> </ul>

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		<p>rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate. See updated and extended management of the outbreak of COVID-19 below</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> <li>The pupils and staff in each group</li> <li>Any close contact that takes place between children and staff in different groups</li> <li>Visitors</li> </ul> <p>Close contact means:</p> <ul style="list-style-type: none"> <li>Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> <li>Being coughed on,</li> </ul> </li> </ul>	<p>Receptionist – attendance data manger</p> <p>All staff</p>	<p>All currently in place</p>	<p>do so. Deputy takes control in HT absence, SBM in Deputy's absence</p> <ul style="list-style-type: none"> <li>Surrey &amp; Sussex HPT (South East) at: - Public Health England County Hall North (Parkside) Chart Way Horsham RH12 1XA Email - PHE.sshpu@nhs.net Telephone - 0344 225 3861 (option 1 to 4 depending on area). Out of hours advice - 0844 967 0069</li> <li>Update 17.9.2020: in the event of a confirmed infection contact: DfE helpline on 0800 046 8687</li> <li>Daily records kept of attendance in classes</li> <li>Staff to report all close contacts on request to HT/DHT/SBM</li> </ul>

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		<ul style="list-style-type: none"> <li>○ A face-to-face conversation, or</li> <li>○ Unprotected physical contact (skin-to-skin)</li> <li>• Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person</li> <li>• Travelling in a small car with an infected person</li> </ul> <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed</p>	Headteacher	All currently in place	<ul style="list-style-type: none"> <li>• Staff are not to travel in cars with children</li> <li>• HT will contact local health protection team</li> <li>• HT will draft and communicate guidance following advice from health team. Governors and local authority will be informed</li> </ul>
2.Contact with coronavirus when getting to and from school		<p>Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible.</p> <p>The school will communicate with parents to encourage walking to school, scooting and cycling in line with our travel plan and eco-school status. There will be staggered starts and finish times to reduce the number of people accessing the site at any one time. Most children are within walking distance as they live within the village boundary.</p> <p>Anyone who needs to take public transport will be referred to <a href="#">government guidance</a>.</p>	<p>Headteacher to communicate through newsletter and social media/website</p> <p>Headteacher</p>	1 <sup>st</sup> Sept 2020	<p>Staggered start and finish:</p> <p>8.40 Y1 and Y4 8.50 Y5 and Y2 9.00 Y6 and Y3 9.10 Rec 3.10 Y4 and Y1 3.20 Y5 and Y2 3.30 Y6 and Y3 3.00 Rec</p> <p>One entrance split into two lanes. One way system not possible so need to reduce</p>

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		<p>For dedicated school transport (i.e. buses, minivans), discussions will be held with the providers to make sure their staff:</p> <ul style="list-style-type: none"> <li>• Follow hygiene rules</li> <li>• Try to keep their distance from passengers where possible</li> <li>• Do not work if they or a member of their household are displaying coronavirus symptoms</li> </ul> <p>In addition, the school will work with providers, pupils and parents/carers as appropriate to ensure that, wherever possible:</p> <ul style="list-style-type: none"> <li>• Pupils are grouped together on transport to reflect the groups that are adopted within school</li> <li>• Hand sanitiser is available upon boarding and/or disembarking</li> <li>• There is additional cleaning of vehicles</li> <li>• Queuing and boarding is well organised</li> <li>• Pupils practise distancing within vehicles</li> <li>• Children over the age of 11 use face coverings where appropriate, such as if they're likely to come into very close contact with people outside of their group or who they don't normally meet</li> </ul> <p>Parents/carers who need to drop off and pick up pupils will be told through messages and signage:</p> <ul style="list-style-type: none"> <li>• Their allocated drop off and collection times, with different groups being given different times</li> </ul>	Headteacher	1 <sup>st</sup> Sept 2020	<p>numbers at any one time</p> <p>No children currently transported to school by dedicated school transport</p> <ul style="list-style-type: none"> <li>• Drop off times specified in staggered start and finish times: communicate</li> </ul>

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		<ul style="list-style-type: none"> <li>• The protocols for minimising adult to adult contact:               <ul style="list-style-type: none"> <li>◦ Older pupils should be left at the gates where possible</li> <li>◦ Messages and concerns should be telephoned/emailed to school rather than attending school office</li> <li>◦ Younger children brought to playground and drop off at distance (marked on the ground)</li> <li>◦ Staff to maintain 2m distance from other adults at all times</li> </ul> </li> <li>• That only one parent/carer should attend</li> <li>• Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment</li> </ul> <p>Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. If they're using disposable face coverings, these will be put in a covered bin.</p> <p>Pupils wearing any sort of face covering when arriving to school will wash their hands on arrival (as all pupils will), dispose of/store the covering, and wash their hands again before going to their classroom.</p> <p>Pupils will be made aware that they mustn't touch the front of the covering during use or removal.</p>	Headteacher to communicate protocols – all staff to enact them	Currently in place	<p>importance of compliance</p> <ul style="list-style-type: none"> <li>• Lane system reinforced through ground markings and signage</li> <li>• Communicate protocols to parents in initial newsletter specifying arrangements then followed up regularly and through social media</li> <li>• Senior staff to monitor entrances and congregation points at start and end of day</li> <li>• Communicate to parents and staff the protocols of managing face masks</li> <li>• Change face mask protocol if national guidance changes</li> </ul>
3. Spreading infection due to touch,		Handwashing facilities will be provided. All classrooms have basins, soap and hot water. Additional hand sanitisers in every classroom and working space, staffroom, offices,	Headteacher	Currently in place	<ul style="list-style-type: none"> <li>• All staff to inform when replacements are needed</li> <li>• Signage to support</li> </ul>

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sneezes and coughs		<p>school entrance. Additional signage reminding all members of the community to wash/sanitise hands regularly and following guidance</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> <li>Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands</li> <li>Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing, and before going home</li> <li>Be encouraged not to touch their mouth, eyes and nose</li> <li>Use a tissue or elbow to cough or sneeze, and use bins for tissue waste</li> </ul> <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently. Skin friendly cleaning wipes can be used as an alternative. Young children will be supervised during hand washing.</p> <p>We will consider if there are any pupils at school that won't be able to maintain good respiratory hygiene, such as pupils with complex needs who spit uncontrollably or use saliva as a sensory stimulant, and if there are different/additional measures you can put in place for these children and the staff who work with them. This may be relevant for children in the new Reception intake that are not currently in school at the time of this risk assessment</p> <p>Supplies for soap, hand sanitiser and disposable paper</p>	<p>All staff</p> <p>All staff</p> <p>EYFS staff</p> <p>Premises</p>	<p>Currently in place</p> <p>Currently in place</p> <p>1<sup>st</sup> Sept 2020</p> <p>Currently in</p>	<p>compliance with protocols</p> <ul style="list-style-type: none"> <li>Catch it, bin it, kill it' signs in every classroom and around the school</li> <li>Complete specific health care plans for any children requiring adjustment or intimate care</li> <li>Premises officer to monitor and replace sanitiser, soap,</li> </ul>



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		<p>towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues, preferably operated by a foot pedal, will be emptied each day.</p> <p>Masks will be required in areas outside the classroom where social distancing cannot be guaranteed. All visitors (non-members of staff) entering the school entrance will be required to wear a mask in this area.</p> <p>Social distancing to be maintained in areas where staff congregate – i.e. staffrooms. Limit on number accessing staff room and removal of furniture requiring close contact. Identify additional areas for staff to take breaks where social distancing is maintained.</p> <p><a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</a></p> <p><a href="https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education">https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</a></p>	officer/all staff	place	<p>paper towels on a daily basis</p> <ul style="list-style-type: none"> <li>Cleaning team to empty bins each day and disinfect bins</li> </ul>
4. Spreading infection through contact with coronavirus on surfaces		<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> <li>Banisters</li> <li>Classroom desks and tables</li> <li>Bathroom facilities (including taps and flush buttons)</li> <li>Door and window handles</li> <li>Furniture</li> <li>Light switches</li> <li>Reception desks</li> </ul>	Premises Office and cleaners	Currently in place	<ul style="list-style-type: none"> <li>Cleaning staff to thoroughly clean according to schedule set out by Premises Officer and agreed by HT/SBM</li> <li>Premises Manager to monitor cleaning compliance on a daily basis and to intervene if an issue arises immediately</li> </ul>

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		<ul style="list-style-type: none"> <li>• Computer equipment (including keyboards and mouse)</li> <li>• Telephones</li> <li>• Fingerprint scanners</li> </ul> <p>Up until September, shared equipment has been absolutely minimal but equipment will be needed to implement the full curriculum. Classroom staff to clean:</p> <ul style="list-style-type: none"> <li>• Teaching and learning aids</li> <li>• Books and games and other classroom-based resources</li> <li>• Sports equipment</li> <li>• Hard toys</li> <li>• Outdoor play equipment</li> </ul> <p>Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.</p>	Classroom staff	1 <sup>st</sup> Sept 2020	<ul style="list-style-type: none"> <li>• Year group bubbles to have own set of outdoor P.E. equipment but equipment is kept to a minimum.</li> <li>• P.E. equipment to be left outside the classroom and cleaned after use with appropriate spray where appropriate. Equipment that cannot be cleaned (i.e. tennis balls) to be quarantined outside</li> <li>• Washable equipment to be cleaned after use by containing in fabric bag and cleaning in hot soapy water after use and left to dry over night</li> <li>• Books and some equipment cannot feasibly be cleaned with regularity: handwashing before and after using equipment/books is the barrier to infection</li> <li>• Books returned to the library will be quarantined for 48 hours</li> </ul>

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		<p>Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day: classrooms, learning spaces, libraries, halls</p> <p>Areas of the school not in use will be shut off to make cleaning more manageable. Halls will only be used for lunches – all P.E. will be outside. School near capacity and there are no places not in use to shut off.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> <li>• Cleaned frequently and meticulously, and always between groups using them; or</li> <li>• Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups</li> </ul> <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> <li>• Restricted to one user; or</li> </ul>	<p>Headteacher/ classroom staff</p> <p>Premises Officer</p> <p>Classroom staff</p> <p>Classroom staff Librarians</p> <p>Therapist (Your Space) and ELSA</p>	<p>Currently in place</p> <p>Currently in place</p> <p>1<sup>st</sup> Sept</p> <p>Currently in place</p> <p>1<sup>st</sup> Sept</p>	<ul style="list-style-type: none"> <li>• Newsletter to parents and monitoring by teachers</li> </ul> <ul style="list-style-type: none"> <li>• Increased use of equipment in September to ensure implementation of curriculum will require classroom staff to clean or quarantine equipment according to guidance</li> </ul> <ul style="list-style-type: none"> <li>• Children to have their own equipment pack on their table with pens/pencil, rulers, coloured pencils</li> <li>• Librarians to quarantine books on return to the library</li> <li>• Small spaces used for therapy are closed to children as distancing from staff is not possible.</li> </ul>

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		<ul style="list-style-type: none"> <li>Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals</li> </ul> <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following <a href="#">decontamination guidance</a>.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p>	<p>Premises Officer</p> <p>Premises Officer</p> <p>Premises Officer</p>	Currently in place	<p>Temporary relocation to music room, PPA room (when not in use), Office Annexe, Learn Pad</p> <ul style="list-style-type: none"> <li>Due to logistics and numbers of children, halls will only be used for lunches. Assemblies will be in class/online, P.E. outdoors</li> <li>Halls cleaned daily.</li> <li>Teachers will start marking books in Sept</li> </ul>
5.Spreading infection due to excessive contact and mixing between pupils and staff in		<p>Due to the size of the school and number of classes, it is not logistically possible to operate 21 bubbles. We will operate 7 year group bubbles and within these we will minimise contact between classes. Not contact will be made between classes except outside – social distancing will be encouraged outdoors. The only time that these classes will meet as a year group is outside at break and lunchtime when potential infection risk is lower.</p>	<p>Headteacher Implementation: Class teachers Year leaders</p> <p>EYFS staff and</p>	1 <sup>st</sup> Sept 2020	<ul style="list-style-type: none"> <li>Separate break and lunchtimes with zoned outdoor spaces to ensure bubbles do not mix</li> <li>Staff should do their utmost</li> </ul>

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lessons		<p>EYFS is an open plan unit of three classes. In order to fully implement the EYFS curriculum, the EYFS will act as a bubble and there will be contact between the three class groups. EYFS has a dedicated outdoor space so there will be no contact between EYFS and other year groups and they will also have a dedicated start and finish time. It is recognised that children in Reception cannot easily distance. Staff will also find it difficult to social distance from the children.</p> <p>KS1 and EYFS are open plan. The one way system will reduce any traffic between these year groups and all classrooms have outside access. KS2 is a corridor model, with all classes having external access. The one way system will minimise contact between year groups.</p> <p>Where pupils are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers. Children in KS2 will be actively encouraged to maintain a minimum 1m distance between themselves and a 2m distance between themselves and adults. Younger children will be encouraged to do so. PPE will be provided for staff who have to have close contact with children, potentially across bubbles (MMS, first aiders, staff supporting intimate care).</p> <p>Pupils will be seated appropriately to ensure that they can</p>	<p>Leader</p> <p>Headteacher implemented All staff to comply</p> <p>All staff</p>	<p>1<sup>st</sup> Sept 2020</p> <p>All currently in place</p> <p>1<sup>st</sup> Sept 2020</p>	<p>to ensure that have some distance (.1m) between themselves and the children. Any incident of 'close' contact (intimate care, spitting, coughing on) should be recorded. Handwashing is paramount</p> <ul style="list-style-type: none"> <li>One way system supported by each classroom having external access. All corridors are one way. Route round the school includes the outdoors</li> <li>Staff to remind children constantly about distancing where age appropriate to do so (Y2 +)</li> <li>Children returning for the first time in September will need additional support to manage social distancing</li> <li>PPE available to all staff required to have close contact. Request further supplies at school office before they run low</li> </ul>

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		engage in learning and not be face on to another child. Unnecessary furniture will be moved out of classrooms to allow for this. Staff in classrooms should maintain social distancing from the children the vast majority of time.	Class Teachers	1 <sup>st</sup> Sept 2020	<ul style="list-style-type: none"> <li>The shape and orientation of our classrooms do not allow forward-facing rows. Instead we will operate a system of I-shaped configurations ensuring that the children are not sitting face to face or all directly at the teacher.</li> <li>Unable to separate to groups of 15 so there will be no singing until at least October half term</li> <li>Key 2 Music to continue without singing element</li> <li>Singing assembly replaced with class assembly</li> <li>Planning adapted to delay indoor P.E. units</li> <li>Use of other active sessions such as Daily Mile</li> <li>Field boundary in place – Premises Officer</li> <li>Use of field and encouragement to bring wellies to school to extend</li> </ul>
		Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will be limited to no more than 15 pupils, and will take place outside wherever possible (if taking place inside, the space will be well ventilated). Pupils will be positioned either back-to-back or side-to-side at an appropriate distance. Instruments won't be shared. Singing or instrument playing won't take place in any larger groups such as choirs or assemblies.	Class teachers WS Music Service	1 <sup>st</sup> Sept 2020	
		For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible. Distance between pupils will be maximised as much as possible.	Class teachers	Currently in place	
		At break times and lunch times, bubbles will be kept separated by staggered sessions and separate places. The class groups will mix within their year group bubble but only whilst outside	All staff	1 <sup>st</sup> Sept 2020	

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		<p>Staff may work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised. Intervention and other staff who may need to move between classes and year group bubbles must maintain a social distance where possible and wash hands on entering and exiting a bubble, class or year group.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.</p> <p>Sports coaches, club leaders and curriculum visitors will be postponed until at least October half term. Parents will not be allowed access to the school site – all communication will be telephone, email or virtual.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand</p>	<p>PPA teachers Leaders Supply Teachers</p> <p>All staff</p> <p>Office staff Leaders Supply staff</p> <p>Headteacher/ SBM</p> <p>All visiting staff Office staff</p>	<p>1<sup>st</sup> Sept 2020</p> <p>1<sup>st</sup> Sept 2020</p> <p>1<sup>st</sup> Sept 2020</p> <p>1<sup>st</sup> Sept 2020</p>	<p>play space</p> <ul style="list-style-type: none"> <li>Reminders in staff newsletters and signage across the school</li> <li>Currently no children in this category but will need to assess new EYFS cohort</li> <li>Staff managing intimate care must use PPE and follow guidance for its use.</li> <li>Signs at school entrance with guidance for supply staff, professional visitors and therapeutic staff- office staff to ensure this is read.</li> <li>Review guidance in advance of half term to allow time to prepare to reinstate clubs if possible</li> <li>Signs at school entrance with guidance for supply staff, professional visitors</li> </ul>

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		washing and respiratory hygiene.			and therapeutic staff- office staff to ensure this is read.
6. Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school		<p>Pupils will be kept in the same groups at all times each day, and be kept separate from other groups.</p> <p>For pupils who routinely attend other settings on a part-time basis, such as an alternative provision setting, the school will work with these other settings to work out a system to keep these pupils safe.</p> <p>Pupil groups will have staggered timetables, including for start and finish times, break and lunch times, and assemblies, to avoid too many pupils being in one place at the same time:</p> <p>Break times:</p> <p>Year 1 10.15 Year 2 10.30 Year 3 10.00</p> <p>Year 4 10.15 Yea 5 10.30 Year 6 10.45</p> <p>Reception will stay in their outdoor space, KS1 year groups on KS1 field and playgrounds, KS2 year groups on KS2 playgrounds and field. The field is demarcated to provide a boundary.</p> <p>Lunchtimes: See attached rota identifying separate lunch and play sessions across two staggered lunchtimes. UFSM – each year group to have a separate hall time. Few children eating hot meals – Y3 and 4 in the hall at one time, Year 5 and 6 at another. Two year groups seated within own bubbles in the hall.</p>	<p>All staff</p> <p>Inclusion Manager</p> <p>Deputy Headteacher/ Assistant Headteachers</p> <p>All staff</p> <p>Headteacher SBM MMS</p>	<p>1<sup>st</sup> Sept 2020</p> <p>As required</p> <p>1<sup>st</sup> Sept 2020</p> <p>1<sup>st</sup> Sept 2020</p> <p>7<sup>th</sup> Sept 2020</p>	<ul style="list-style-type: none"> <li>See details above of year group bubbles and EYFS</li> <li>No children currently attending alternative provision</li> <li>Staggered starts, finishes, breaks and lunchtimes</li> <li>No assemblies outside of own classroom – class or streamed assemblies (No singing)</li> <li>Only movement around school is to the hall, the toilet, the library via the one way system and at staggered times</li> <li>Outdoor spaces zoned</li> <li>Lunches staggered and co-ordinated to alternate eating and playtimes. MMS staff managing children are 'bubbled' to prevent crossing groups</li> <li>MMS staff in halls to have</li> </ul>



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		<p>Movement around the school site will be kept to a minimum.</p> <p>Pupils will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>Rooms will be accessed directly from outside where possible, and any corridors will have one-way circulation or a divider down the middle to keep groups apart.</p> <p>All shared rooms, such as sport halls and dining areas, will be kept at half capacity to allow groups to keep apart when using them. They will be cleaned between each use including dining areas</p> <p>Toilet use will be managed to avoid crowding. Year groups have their own dedicated toilets. A one in one out approach and supervision to ensure limited number of children enter at one time during break times.</p> <p>Staff use of staff rooms and offices will be staggered to limit occupancy. Staffroom and additional spaces (PPA room, office annexe) will be accessed at different times due to staggered break and lunchtimes. Maximum 6 staff in staffroom at any one time.</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours</p>	<p>All staff</p> <p>All staff</p> <p>Headteacher All staff</p> <p>All staff</p> <p>Office staff Visitors</p>	<p>Currently in place</p> <p>Currently in place</p> <p>Currently in place</p>	<p>PPE</p> <ul style="list-style-type: none"> <li>Only movement around school is to the hall, the toilet, the library via the one way system and at staggered times</li> <li>Halls to only be used for lunchtimes; cleaned by MMS between sittings</li> <li>IT suite: one morning and one afternoon session only. Premises Manager to clean between sessions 11.30-12</li> <li>Signs on toilet doors</li> <li>Signs on staffroom door</li> <li>Monitoring by leaders</li> <li>Management of numbers in school office at any one time – use of office annexe to ensure social distancing</li> </ul>

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>wherever possible. A record will be kept of all visitors.</p> <p>Non-overnight domestic educational visits can take place in the same pupil groups, but only subject to a separate risk assessment that considers the coronavirus measures in place at the destination. In the autumn term, BPS will not undertake any day visits or trips outside the school.</p> <p>For the first half of the autumn term, there will be no school clubs before or after school as the size of the school and the current club structure means bubbles cannot be maintained.</p> <p>Windows in all occupied spaces to be open to improve ventilation and air flow.</p> <p>Mixing in communal areas with large groups of children is avoided. Children will be discouraged from wearing masks and managing mask within effective infection control for children under 11 is extremely difficult and may lead to a greater infection risk.</p> <p>Staff may wear masks if they would prefer to as individuals as long as the mask does not impact on their ability to communicate with children. Were social distancing from children is difficult. i.e. dining hall, MMS staff will be encouraged to wear masks</p>	<p>Headteacher</p> <p>Headteacher</p> <p>Headteacher/ SBM</p>	Currently in place	<ul style="list-style-type: none"> <li>Contractors to access site where possible outside of school hours</li> <li>No visits, residential or curriculum based visitors in autumn term unless guidance changes</li> <li>Review before half term</li> <li>Fire doors MUST NEVER be propped open; doors on electronic release must be open to improve air flow</li> <li>Communicate this to parents via letter before 7<sup>th</sup> September</li> <li>Communicate verbally and via email/staff newsletter</li> </ul>
7. Spreading infection due		Checks to the premises will be done to make sure the school is up to health and safety standards before opening	Headteacher SBM	1 <sup>st</sup> and 2 <sup>nd</sup> Sept 2020	<ul style="list-style-type: none"> <li>Checks made by Premises Officer and Headteacher 1<sup>st</sup></li> </ul>

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
to the school environment		<p>in September.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>The use of lifts will be avoided unless essential.</p> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p>	<p>Premises Officer</p> <p>Headteacher SBM</p> <p>All staff</p> <p>Premises Officer SBM</p>	<p>Autumn Term</p> <p>Currently in place</p> <p>1<sup>st</sup> Sept 2020</p>	<p>and 2<sup>nd</sup> Sept</p> <ul style="list-style-type: none"> <li>• Monitor staff absence to ensure compliance with first aid requirements</li> <li>• Fire drill early in Autumn Term</li> <li>• Windows in all classrooms, learning areas and office to be open to allow good ventilation</li> <li>• No enclosed lifts in school</li> <li>• Purchase of additional lidded bins</li> </ul>
8. Spreading infection due to excessive contact and mixing in meetings		<p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p>	Headteacher	Currently in place	<ul style="list-style-type: none"> <li>• Consider management of parent consultations through telephone or Zoom</li> <li>• Governors meeting to be virtual for first half of autumn term at least</li> </ul>

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9. Individuals vulnerable to serious infection coming into school		<p>The school will continue to follow any shielding guidance in place to decide who should come into school.  <a href="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">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</a></p> <p>If the guidance is paused, all staff and pupils are expected to come into school, apart from staff who can continue to work from home (e.g. some admin staff).</p> <p>Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it's possible to maintain social distancing.</p> <p>For pupils on shielded list: shielding is currently paused and all children previously shielded may return to school. Medical advice for specific children will be heeded in exceptional cases where concerns remain about contact with others for children returning to school.</p> <p>Any pupils not attending due to shielding or self-isolation will be able to access the curriculum remotely (see above) either online or through printed hard copy where requested.</p> <p>All other children should be attending school and their attendance recorded in line with DFE requirements  <a href="https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2020-to-2021-academic-year">https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2020-to-2021-academic-year</a></p>	Headteacher	Currently in place	<ul style="list-style-type: none"> <li>Individual risk assessments in place for 2 shielded staff.</li> <li>Shielding advice paused 1<sup>st</sup> August: staff to return to work 1<sup>st</sup> September unless guidance or individual medical advice changes</li> <li>Make adjustments to support the staff members' return to work</li> <li>Medical advice to be reviewed by HT or SLT in her absence</li> <li>All pupils not self-isolating or without specific and exceptional medical advised not to attend school should attend</li> <li>Where parents have concerns, the school will work with them to get the children back to school using appropriate strategies i.e. short-term phased return to build confidence.</li> </ul>

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					Referrals for FPNs will be made when a child's attendance is not considered proportionate or necessary and is unresolved within a reasonable amount of time
10. Public Health Advice/ second lock down restricts access to the curriculum for all or some children	Children Staff	<p>On line curriculum to be ready to be delivered in the event of a partial or complete lockdown. The school is preparing an on line curriculum that reflects the school curriculum and is available to deliver immediately, or within a day's notice, from 7<sup>th</sup> September</p> <p>Provision made for children with limited access to internet and technology so that no child is disadvantaged</p> <p>Support for staff in managing the workload in delivering an on line curriculum support for children working at home, and their families, is available from the start of lockdown</p>	<p>Headteacher Deputy Headteacher Year Leaders and Class teachers</p> <p>Headteacher</p>	<p>7<sup>th</sup> Sept 2020</p> <p>1<sup>st</sup> Sept 2020</p>	<ul style="list-style-type: none"> <li>First two week's curriculum ready to go on line via Padlet by 1<sup>st</sup> Sept prepared by DHT/AHT</li> <li>Copies of all work available to families in printed format on request</li> <li>Continued use of Padlet as platform for on line learning</li> <li>Use of year group emails for communication between children and teachers</li> <li>Staff supported in preparing curriculum for on line learning in dedicated time</li> <li>Investigation in to new teaching and learning platform, associated with new website to completely co-ordinate on line learning and communication for children and families</li> </ul>

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11. No DSL available to lead school safeguarding provision or lead response to a specific safeguarding situation	Children	To have DSL cover available at all times.	Headteacher	1 <sup>st</sup> Sept 2020	<ul style="list-style-type: none"> <li>HT, DHT and SENDCo DSL trained. AHT KS2 DSL training completed by 1<sup>st</sup> June. If no DSL available due to illness, identify locality Head as designate DSL</li> </ul>
12. A local or wider outbreak of COVID-19	Children Staff Families	<p>Engage with NHS Test and Trace  <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></p> <p>Contact Public Health England  <a href="https://www.gov.uk/guidance/contacts-phs-health-protection-teams">https://www.gov.uk/guidance/contacts-phs-health-protection-teams</a></p> <p>Staff and parents/carers to understand they must be willing and ready to</p> <ul style="list-style-type: none"> <li>Book a test</li> <li>Provide details of anyone they or their child have been in close contact with if they were to test positive</li> <li>Self Isolate if they have been in close contact with someone who tests positive</li> </ul> <p>Manage confirmed cases of COVID-19 within the school community</p> <p>Headteacher, or SBM in her absence, should contact the local health protection team:</p> <ul style="list-style-type: none"> <li>Surrey &amp; Sussex HPT (South East) at: - Public Health England</li> </ul>	Headteacher	1 <sup>st</sup> September	<ul style="list-style-type: none"> <li>Communicated to all staff and families via letter before 7<sup>th</sup> September</li> <li>Parents/carers and staff asked to inform the school immediately when results of tests are received</li> <li>No child or adult displaying symptoms of COVID-19 may return to school until a test has been undertaken and results received</li> <li>SLT to be informed and kept up to date to ensure flexibility in leading on COVID in absence of</li> </ul>

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		<p>County Hall North (Parkside)  Chart Way  Horsham  RH12 1XA  Email - PHE.sshpu@nhs.net  Telephone - 0344 225 3861 (option 1 to 4 depending on area). Out of hours advice - 0844 967 0069</p> <p>HPT will carry out a rapid risk assessment to guide school through steps to take. They will provide definitive guidance on whom should be sent home – access to records of children and staff in groups and bubbles will be maintained to support this.</p> <p>A child will be refused entry into the school if they are displaying symptoms of COVID-19. Parents cannot insist their child attends school.</p> <p>If there are 2 or more cases within 14 days, or there is an increase in absence where COVID-19 may be suspected, the school will continue to work with HPT to manage the possible outbreak. Larger groups of pupils may be required to self-isolate. Whole school closure will only be on the advice of the HPT.</p> <p>Where an outbreak results in school closure, the curriculum will be available on line or in printed form on request. Initially the curriculum will be available via Padlet but will move to a teaching and learning platform via the school's website by the end of the autumn term. The online curriculum will provide:</p> <ul style="list-style-type: none"> <li>sequenced, high quality resources linked to the school's curriculum expectations</li> </ul>	<p>Headteacher</p> <p>Headteacher</p> <p>Deputy Headteacher/ Assistant Headteachers/ Year Group Leaders</p>	<p>1<sup>st</sup> September</p> <p>7<sup>th</sup> September</p>	<p>HT/SBM</p> <ul style="list-style-type: none"> <li>HT or her deputy – see above – will record the guidance received and this shall be followed in all circumstances. A record of the actions taken must be kept by the HT or completed and sent to the HT</li> <li>Chair of Governors must be included in any decision to close the school</li> </ul>

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		<ul style="list-style-type: none"> <li>• Be available to all through the same format</li> <li>• Be available in printed format on request</li> <li>• Be deliverable with or without access to computers within the home</li> <li>• Be supported by contact with teachers via year group emails</li> <li>• Be supported by video resources where possible in the event of a complete year group or school lockdown. These may be school generated or from a provider checked by the school i.e. NCETM or some Oak Academy resources</li> </ul>			