



School reopening: risk assessment template

The example measures we list are based on current (as at 22nd February 2021) 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 21st July 2020 and subsequently updated

Risk Assessment: Full school opening post-COVID-19 pandemic – September 2020 - updated 4th January 2021 and 24th February 2021

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

Completed by: Helen Williamson (Head Teacher)

Date: 24th February 2021 **Review date:** Weekly

Circulated to: Governors, Staff, Leadership and Parents

Date shared with staff: 1st 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"> • Staff • Pupils • Contractors • Visitors 	<p>Everyone will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this. Include list of associated symptoms to highlight to parents to keep children of school when unwell</p> <p>Staff or children not to attend school if they or any one in their household has symptoms of COVID-19. They, and their household, should self-isolate for 10 days from the day after the start of their symptoms or the positive test date.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process. Outcome of test required before returning to school: Tracked on Excel document – SBM/Office</p>	<p>All staff, parents and visitors</p> <p>All staff</p>	<p>All currently in place</p> <p>All currently in place</p>	<ul style="list-style-type: none"> • Clear signage at all points of entry to the school • Weekly reminders to all parents and visible message on home page of website: support with accessing testing facilities • Staff reminded weekly in newsletter and in pre-return guidance instructions

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>If a symptomatic or unwell 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 Annex and the windows opened. 999 will be called if they are seriously ill or injured or their life is at risk. See First Aid guidance from HSE on COVID outbreak</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"> • If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>Members of staff in close contact do not need to self-isolate unless the person tests positive, they develop symptoms themselves or they are asked to by Test and Trace</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"> • Use of a vehicle with a bulkhead (i.e. the driver is in a separate compartment to any passengers); or 	<p>First Aid staff/Headteacher</p> <p>Headteacher/ first aid team</p> <p>Parents must be responsible for collecting children in a timely manner.</p>	<p>All currently in place</p> <p>On receipt of home testing kits</p> <p>Policy in place currently</p>	<ul style="list-style-type: none"> • PPE equipment available from School Office • Handwashing signs displayed in all areas of the school. Specific guidance in first aid area of school office • Awaiting delivery of home testing kits <ul style="list-style-type: none"> • <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>

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
		<ul style="list-style-type: none"> The driver and passenger will maintain a distance of 2m from each other; or 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 <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 decontamination guidance.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the DfE Helpline in the first instance. If further support is required the school will contact the local health protection team. The team will carry out a 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>All positive cases must also be reported to West Sussex via E&SGroup@westsussex.gov.uk</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> The pupils and staff in each group 	<p>Children can be isolated if this will take some time.</p> <p>Premises Manager</p> <p>Headteacher or Deputy in her absence</p>	<p>All currently in place</p> <p>All currently in place</p>	<ul style="list-style-type: none"> Signage excluding access to areas requiring deep cleaning. Daily task list for Premises Manager and cleaning staff Headteacher must be informed to contact PHE or to deputise someone else to do so. Deputy takes control in HT absence, SBM in Deputy's absence Surrey & 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 -

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
		<ul style="list-style-type: none"> Any close contact that takes place between children and staff in different groups Visitors (limited to essential contractors and professionals providing statutory services to children e.g., Ed' Psych) <p>Close contact means:</p> <ul style="list-style-type: none"> 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"> Being coughed on, A face-to-face conversation, or Unprotected physical contact (skin-to-skin) Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person Travelling in a small car with an infected person <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> <p><u>Lateral Flow Device testing for all staff in school</u></p> <p>From Sunday 31st January, all staff in school will be invited to undertake Lateral Flow Device tests twice weekly in order to identify any asymptomatic cases of COVID-19:</p> <ul style="list-style-type: none"> Test are voluntary Tests taken on Sunday and Wednesday evening with results reported to school by 6pm Negative results are emailed to 	Receptionist – attendance data manger All staff	All currently in place	0844 967 0069 Update 17.9.2020: in the event of a confirmed infection contact: DfE helpline on 0800 046 8687 Daily records kept of attendance in classes Staff to report all close contacts on request to HT/DHT/SBM Staff are not to travel in cars with children HT will contact local health protection team HT will draft and communicate guidance following advice from health team. Governors and local authority will be informed
			Headteacher	All currently in place	Staff includes all regular visitors to the school including therapists, volunteers and professional visitors Staff undertaking the tests agree to report the results to school and NHS Test and Trace.

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>covid19@billingshurstprimary.org.uk by 6pm on the evening of the test</p> <ul style="list-style-type: none"> • Positive or two void tests to reported by telephoning Headteacher by 6pm • All staff sign for tests and agree to report results to the school and NHS Test and Trace • Positive LFD tests will require isolation and a PCR test booked on line. • Staff instructed to continue to abide by risk assessment and national guidance even when testing negative <p>Asymptomatic positive tests will result in isolation of the bubble in contact with the member of staff 48 hours prior to the test as LFD test identify a high virus load which means they are likely to be infectious.</p>	Headteacher	January 2021	Staff not agreeing to take the tests may still attend school. Tests are for use by staff only.
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>Parents are directed not to congregate at the school gate and not to attempt to enter the school building without an appointment</p> <p>Anyone who needs to take public transport will be referred</p>	<p>Headteacher to communicate through newsletter and social media/website</p> <p>Headteacher</p>	8 th March 2021	<p>Staggered start and finish:</p> <p>8.40 Y1 and Y4</p> <p>8.50 Y5 and Y2</p> <p>9.00 Y6 and Y3</p> <p>9.10 Rec</p> <p>3.10 Y4 and Y1</p> <p>3.20 Y5 and Y2</p> <p>3.30 Y6 and Y3</p> <p>3.00 Rec</p> <p>One entrance split into two lanes. One way system not possible so need to reduce numbers at any one time</p>

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>to government guidance.</p> <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"> • Follow hygiene rules • Try to keep their distance from passengers where possible • Do not work if they or a member of their household are displaying coronavirus symptoms <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"> • Pupils are grouped together on transport to reflect the groups that are adopted within school • Hand sanitiser is available upon boarding and/or disembarking • There is additional cleaning of vehicles • Queuing and boarding is well organised • Pupils practise distancing within vehicles • 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 			<p>One group of children are currently travelling to and from the school on West Sussex transport. All children under the age of 11. All children coming to school from the same address. West Sussex transport – dedicated – follows the published guidance</p>

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>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"> • Their allocated drop off and collection times, with different groups being given different times • The protocols for minimising adult to adult contact: <ul style="list-style-type: none"> ○ Older pupils should be left at the gates where possible ○ Only one adult per family pick up/drop off ○ Messages and concerns should be telephoned/emailed to school rather than attending school office ○ Younger children brought to playground and drop off at distance (marked on the ground) ○ Staff to maintain 2m distance from other adults at all times ○ All adults coming on to the site to wear masks unless exception can be provided • That only one parent/carer should attend • Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment <p>Any child 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>	Headteacher	8 th March 2021	<ul style="list-style-type: none"> • Drop off times specified in staggered start and finish times: communicate importance of compliance • Lane system reinforced through ground markings and signage • Communicate protocols to parents in initial newsletter specifying arrangements then followed up regularly and through social media • Senior staff to monitor entrances and congregation points at start and end of da
			Headteacher to communicate protocols – all staff to enact them	Currently in place Currently in place	<ul style="list-style-type: none"> • Communicate to parents and staff the protocols of managing face masks • Change face mask protocol if national guidance changes

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
		Pupils will be made aware that they mustn't touch the front of the covering during use or removal.			
3. Spreading infection due to touch, sneezes and coughs		<p>Handwashing facilities will be provided. All classrooms have basins, soap and hot water. Additional hand sanitisers in every classroom and working space, staffroom, offices, 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"> • 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 • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing, and before going home • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <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</p>	<p>Headteacher</p> <p>All staff</p> <p>All staff</p> <p>EYFS staff</p>	<p>Currently in place</p> <p>Currently in place</p> <p>Currently in place</p> <p>1st Sept 2020</p>	<ul style="list-style-type: none"> • All staff to inform when replacements are needed • Signage to support compliance with protocols • Catch it, bin it, kill it' signs in every classroom and around the school • Complete specific health care plans for any children

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>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 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 school</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>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</p> <p>https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</p> <p>All staff are asked to wear a mask in all areas of the school outside the specific teaching areas i.e. all corridors, staffrooms etc</p> <p>All staff working in close contact with children (Intervention, EYFS, KS1) will be able to wear a mask. Visors are not recommended as they are not adequate in preventing</p>	Premises officer/all staff	<p>Currently in place</p> <p>Currently in place</p> <p>24.2.2021</p>	<p>requiring adjustment or intimate care</p> <ul style="list-style-type: none"> Premises officer to monitor and replace sanitiser, soap, paper towels on a daily basis Cleaning team to empty bins each day and disinfect bins

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>transmission</p> <p>Time on the school site for all staff, but especially vulnerable staff will be limited by:</p> <ul style="list-style-type: none"> • PPA off-site via Zoom • All staff to leave the building at 4pm: by 4.30pm at the latest • Cancellation of face to face staff meetings during lockdown 		8 th March 2021	SLT to monitor that building is cleared by 4.30pm. Visors handed out and made available to all
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"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Computer equipment (including keyboards and mouse) • Telephones • Fingerprint scanners <p>In lockdown, shared equipment has been absolutely minimal but equipment will be needed to implement the full</p>	<p>Premises Office and cleaners</p> <p>Classroom staff</p>	<p>Currently in place</p> <p>8th March 2021</p>	<ul style="list-style-type: none"> • Cleaning staff to thoroughly clean according to schedule set out by Premises Officer and agreed by HT/SBM • Premises Manager to monitor cleaning compliance on a daily basis and to intervene if an issue arises immediately • Year group bubbles to have own set of outdoor P.E.

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>curriculum. Classroom staff to clean:</p> <ul style="list-style-type: none"> • Teaching and learning aids • Books and games and other classroom-based resources • Sports equipment after each session • Hard toys • Outdoor play equipment <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> <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</p>	Headteacher/ classroom staff	<p>Currently in place</p> <p>Currently in</p>	<p>equipment but equipment is kept to a minimum.</p> <ul style="list-style-type: none"> • 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 • 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 • Books and some equipment cannot feasibly be cleaned with regularity: handwashing before and after using equipment/books is the barrier to infection • Books returned to the library will be quarantined for 48 hours • Newsletter to parents and monitoring by teachers

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
		spaces, libraries, halls 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. Any resources shared between groups, such as sports, art and science equipment, will be either: <ul style="list-style-type: none"> Cleaned frequently and meticulously, and always between groups using them; or Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups 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. Individual and very frequently used equipment, like pens and pencils, will not be shared. Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be: <ul style="list-style-type: none"> Restricted to one user; or Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals 	Premises Officer Classroom staff Classroom staff Librarians Therapist (Your Space) and ELSA	place Currently in place Currently in place Currently in place	<ul style="list-style-type: none"> Increased use of equipment in September to ensure implementation of curriculum will require classroom staff to clean or quarantine equipment according to guidance Children to have their own equipment pack on their table with pens/pencil, rulers, coloured pencils Librarians to quarantine books on return to the library Small spaces used for therapy are closed to children as distancing from staff is not possible. Temporary relocation to music room, PPA room (when not in use), Office Annexe, Learn Pad Due to logistics and numbers of children, halls will only be used for lunches. Assemblies will be in class/online, P.E. outdoors

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>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 decontamination guidance.</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>	<p>Currently in place</p>	<ul style="list-style-type: none"> Halls cleaned daily.
5. Spreading infection due to excessive contact and mixing between pupils and staff in lessons		<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>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</p>	<p>Headteacher Implementation: Class teachers Year leaders</p> <p>EYFS staff and Leader</p>	<p>8th March 2021</p> <p>8th March 2021</p>	<ul style="list-style-type: none"> Separate break and lunchtimes with zoned outdoor spaces to ensure bubbles do not mix Staff should do their utmost to ensure that have some distance (.1m) between themselves and the

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>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>Headteacher implemented All staff to comply</p> <p>All staff</p> <p>Class Teachers</p>	<p>All currently in place</p> <p>Currently in place</p> <p>8th March</p>	<p>children. Any incident of 'close' contact (intimate care, spitting, coughing on) should be recorded. Handwashing is paramount</p> <ul style="list-style-type: none"> One way system supported by each classroom having external access. All corridors are one way. Route round the school includes the outdoors Staff to remind children constantly about distancing where age appropriate to do so (Y2 +) Children returning for the first time in September will need additional support to manage social distancing PPE available to all staff required to have close contact. Request further supplies at school office before they run low The shape and orientation of our classrooms do not all

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
		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.		2021	allow forward-facing rows. Instead we will operate a system of L-shaped configurations ensuring that the children are not sitting face to face or all directly at the teacher.
		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 groups such as choirs, classes or assemblies.	Class teachers WS Music Service	8 th March 2021	<ul style="list-style-type: none"> • Unable to separate to groups of 15 so there will be no singing until at least October half term • Key 2 Music to continue without singing element • Singing assembly replaced with class assembly
		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	<ul style="list-style-type: none"> • Planning adapted to delay indoor P.E. units • Use of other active sessions such as Daily Mile
		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	All staff	8 th March 2021	<ul style="list-style-type: none"> • Field boundary in place – Premises Officer • Use of field and

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>whilst outside</p> <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 Easter. Parents will not be allowed access to the school site – all communication will be telephone, email or virtual, including parents consultations</p>	<p>PPA teachers Leaders Supply Teachers</p> <p>All staff</p> <p>Office staff Leaders Supply staff</p> <p>Headteacher/ SBM</p>	<p>8th March 2021</p> <p>8th March 2021</p> <p>8th March 2021</p> <p>8th March 2021</p>	<p>encouragement to bring wellies to school to extend play space</p> <ul style="list-style-type: none"> Reminders in staff newsletters and signage across the school Currently no children in this category but will need to assess new EYFS cohort Staff managing intimate care must use PPE and follow guidance for its use. Signs at school entrance with guidance for supply staff, professional visitors and therapeutic staff- office staff to ensure this is read. Review guidance in advance of January to allow time to prepare to reinstate clubs if possible

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>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 washing and respiratory hygiene.</p> <p>All visitors to the school, and all staff, will wear masks in all communal areas. Visitors working with individual children will wear a mask or a visor.</p> <p>Visitors will only be allowed on site if their work with children is essential e.g. social workers, therapists, Ed Psychs, school nurse. All visits will be professional only.</p> <p>No parents, current or new, will be allowed into the school building. New parents will be able to access a virtual tour on line from 9th November 2020</p>	<p>All visiting staff Office staff</p> <p>Headteacher</p>	<p>17th Dec 2020</p> <p>8th March 2021</p> <p>9th November 2020</p>	<ul style="list-style-type: none"> Signs at school entrance with guidance for supply staff, professional visitors and therapeutic staff- office staff to ensure this is read. See additional risk assessment for visitors Dec 2020
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>All staff</p> <p>Inclusion Manager</p> <p>Deputy Headteacher/ Assistant Headteachers</p>	<p>8th March 2021</p> <p>As required</p> <p>8th March 2021</p>	<ul style="list-style-type: none"> See details above of year group bubbles and EYFS No children currently attending alternative provision Staggered starts, finishes, breaks and lunchtimes No assemblies outside of own classroom – class or streamed assemblies (No

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>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, which will be ventilated</p> <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</p>	<p>All staff</p> <p>Headteacher SBM MMS</p> <p>All staff</p> <p>All staff</p> <p>Headteacher All staff</p>	<p>8th March 2021</p> <p>7th Sept 2020 Revised 3rd November 2020</p> <p>Currently in place</p>	<p>singing)</p> <ul style="list-style-type: none"> Only movement around school is to the hall, the toilet, the library via the one way system and at staggered times Outdoor spaces zoned Lunches staggered and co-ordinated to alternate eating and playtimes. MMS staff managing children are 'bubbled' to prevent crossing groups MMS staff in halls to have PPE Only movement around school is to the hall, the toilet, the library via the one way system and at staggered times Halls to only be used for lunchtimes; cleaned by MMS between sittings

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>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. Staff to have lunch in their area, not staffrooms. Staffrooms restricted for making drinks only</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing, wearing of masks and hygiene explained to them on or before arrival. Visits will happen outside of school hours 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. Currently no educational visits are allowed under the guidance. This will be reviewed when the guidance allows</p> <p>For at least the remaining spring 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>All staff</p> <p>Office staff Visitors Headteacher</p> <p>Headteacher</p> <p>Headteacher/ SBM</p>	<p>Currently in place</p> <p>5th November 2020</p> <p>Currently in place</p> <p>Currently in place</p> <p>8th March 2021</p>	<ul style="list-style-type: none"> IT suite: one morning and one afternoon session only. Premises Manager to clean between sessions 11.30-12 Signs on toilet doors Signs on staffroom door Monitoring by leaders Management of numbers in school office at any one time – use of office annexe to ensure social distancing Contractors to access site where possible outside of school hours No visits, residential or curriculum based visitors in autumn term unless guidance changes Review before half term

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>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 asked wear masks in communal areas of the school and were social distancing from children is difficult. i.e. dining hall, MMS staff will be encouraged to wear masks, working 1:1 with children, first aid provision</p>			<ul style="list-style-type: none"> Fire doors MUST NEVER be propped open; doors on electronic release must be open to improve air flow Communicate verbally and via email/staff newsletter
7. Spreading infection due to the school environment		<p>Checks to the premises will be done to make sure the school is up to health and safety standards before opening in March.</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>Headteacher SBM Premises Officer</p> <p>Headteacher SBM</p> <p>All staff</p>	<p>8th March 2021</p> <p>Currently in place</p> <p>Currently in place</p>	<ul style="list-style-type: none"> Checks made by Premises Officer and Headteacher 1st and 2nd Sept Monitor staff absence to ensure compliance with first aid requirements Fire drill early in Autumn Term Windows in all classrooms, learning areas and office to be open to allow good ventilation. All internal doors held open by alarm release magnets

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>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>SBM</p>	<p>8th March 2021</p>	<ul style="list-style-type: none"> No enclosed lifts in school Purchase of additional lidded bins
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> <p>No staff meetings will take place on site during the second lockdown period. All training will be on line</p>	<p>Headteacher</p> <p>Headteacher</p>	<p>Currently in place</p> <p>4th November 2020</p>	<ul style="list-style-type: none"> Parent consultations will be accessed via School Cloud video conferencing system summer 2021 Governors meeting to be virtual
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.</p> <p>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</p> <p>If the guidance is paused, all staff and pupils are expected to come into school, apart from staff who can continue to</p>	Headteacher	Currently in place	<ul style="list-style-type: none"> CEV staff will not attend school from 8th March CV staff will, where possible, attend school Make adjustments to support the staff members' return to work

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>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>Shielded staff: shielding staff will work from home</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 https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2020-to-2021-academic-year</p>	Headteacher	5 th November 2020	<ul style="list-style-type: none"> Medical advice to be reviewed by HT or SLT in her absence All pupils not self-isolating or without specific and exceptional medical advised not to attend school should attend 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. 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	Children Staff	<p>On line curriculum to be ready to be delivered in the event of a partial or complete lockdown. The school will prepare an on line curriculum that reflects the school curriculum and is available to deliver immediately.</p> <p>Provision made for children with limited access to internet</p>	Headteacher Deputy Headteacher Year Leaders and Class	8 th March 2021	<ul style="list-style-type: none"> Copies of all work available to families in printed format on request Continued use of Padlet as platform for on line learning

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
restricts access to the curriculum for all or some children		<p>and technology so that no child is disadvantaged. School has access to 28 Chromebooks to support identified children</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>teachers</p> <p>Headteacher</p>	8 th March 2021	<ul style="list-style-type: none"> Use of year group emails for communication between children and teachers Staff supported in preparing curriculum for on line learning in dedicated time Investigation in to new teaching and learning platform/Google Classrooms, co-ordinate on line learning and communication for children and families
11. No DSL available to lead school safeguarding provision or lead response to a specific safeguarding situation	Children	<p>To have DSL cover available at all times.</p> <p>5 DSLs have up to date and current training: HT remains senior DSL</p>	Headteacher	<p>8th March 2021</p> <p>5th November 2020</p>	<ul style="list-style-type: none"> HT, DHT , two AHTs and SENDCo DSL trained. If no DSL available due to illness, identify locality Head as designate DSL
12. A local or wider outbreak of COVID-19	Children Staff Families	<p>Engage with NHS Test and Trace</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>Contact DfE Advice line 0800 046 8687</p>	Headteacher	8 th March 2021	<ul style="list-style-type: none"> Communicated to all staff and families via letter before 8th March Parents/carers and staff asked to inform the school

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>If requested, contact https://www.gov.uk/guidance/contacts-the-health-protection-teams</p> <p>Staff and parents/carers to understand they must be willing and ready to</p> <ul style="list-style-type: none"> • Book a test • Provide details of anyone they or their child have been in close contact with if they were to test positive • Self Isolate if they have been in close contact with someone who tests positive <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"> • Surrey & 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 <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</p>	Headteacher	8 th March	<p>immediately when results of tests are received</p> <ul style="list-style-type: none"> • No child or adult displaying symptoms of COVID-19 may return to school until a test has been undertaken and results received • SLT to be informed and kept up to date to ensure flexibility in leading on COVID in absence of HT/SBM • 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

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>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 The online curriculum will provide:</p> <ul style="list-style-type: none"> sequenced, high quality resources linked to the school's curriculum expectations Be available to all through the same format Be available in printed format on request Be deliverable with or without access to computers within the home Be supported by contact with teachers via year group emails and regular telephone calls 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 	<p>Headteacher</p> <p>Deputy Headteacher/ Assistant Headteachers/ Year Group Leaders</p>	<p>2021</p> <p>8th March 2021</p>	<ul style="list-style-type: none"> Chair of Governors must be included in any decision to close the school