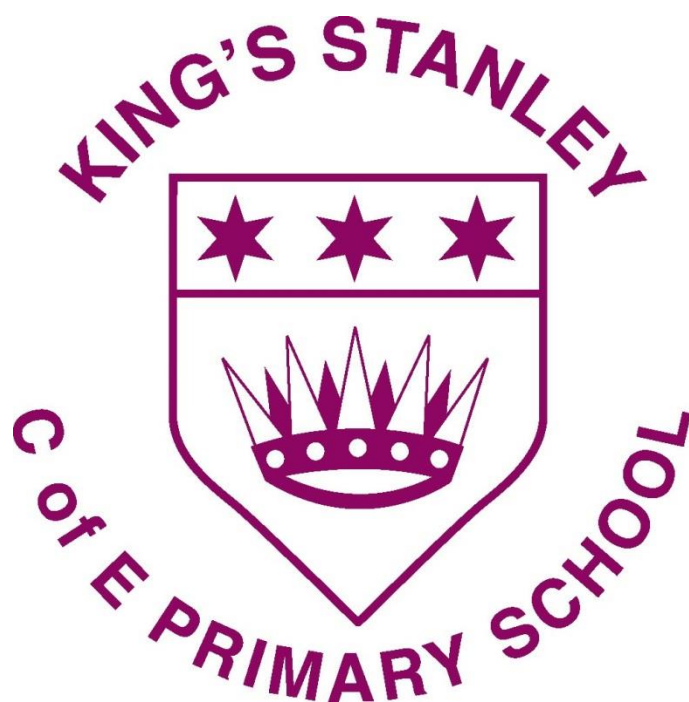


King's Stanley Primary School COVID-19 RISK ASSESSMENT



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Prepare Building, timetables and lessons, policies and procedures	School actions	Date
<p>Buildings</p> <ul style="list-style-type: none"> • Ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, lifts, etc.). • Reviewing emergency and evacuation procedures (e.g. fire wardens, escape routes, roll-call, assembly areas, etc.). • Ventilation and AC systems working optimally; (ventilation system should be kept on continuously, with lower ventilation rates when people are absent). • Make provision for children who display COVID-19 symptoms/ become ill during the day to be isolated. Space should be identified in addition to the usual medical room. • Ensure school has sufficient supplies of PPE including cleaning materials and hand washing/sanitising liquids that meet DfE/PHE requirements. • Provide suitable and sufficient bins to support pupils and staff to follow the 'catch it, bin it, kill it' approach. • Provide sufficient tissues in all rooms. • Consider if the school site can be split into separate zones where groups of pupils can remain to minimise mixing. • Create a plan of the building to mark out areas where bubbles do not mix (e.g. classrooms) and where mixing is 	<p><i>Ongoing checks were carried out during lockdown: for example the lift, water and boiler all checked as usual within last two months. Fire tests were carried out weekly by fire officer.</i></p> <p><i>Fire and evacuation procedures have been reviewed and considered. All pupils can still leave the building through the normal, rehearsed exits. Assembly area has been changed to the field.</i></p> <p><i>Checked and working: electric windows all open and air-con functioning, but not used.</i></p> <p><i>Use of the Kingfisher room now for any COVID symptoms instead of the school hall as previously because the before school club is using the hall.</i></p> <p><i>Checked. Additional supplies of all cleaning, PPE, sanitising liquids in school already.</i></p> <p><i>All classes have bins in their rooms. The hygiene policy has been shared and includes good practice around respiratory practice. Tissues available for all staff and classrooms.</i></p> <p><i>School site has been divided up so that no bubbles can mix easily in the school building. Phase bubbles will use some similar areas at different times. For example cloakrooms, play zones. Outside doors with direct</i></p>	

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<p>more likely and so where distancing and other measures are required.</p> <ul style="list-style-type: none"> • Consider separate facilities be provided for meals and refreshments in different zones (e.g. pods, kiosks, cafes). • Evaluate the capacity of rooms and shared areas. • Plan for staggered lunches with more sittings to avoid mixing, allowing time for cleaning, devise seating plans, safe capacity etc. • Consider door signs mounted to identify max number in room / toilets at one time. • COVID-19 posters/ signage displayed. • Identify 'crunch points' (e.g. entrances/ exits/ corridors/ shared space and consider how movement can be staggered. • Consider one-way system if possible for circulation around the building. • Stairways to be up or down only. • Put down floor markings along the middle of two-way corridors/stairs to keep groups apart and 'keep left' signs. <ul style="list-style-type: none"> • In areas where queues may form, put down floor markings to indicate distancing. • Can separate doors be used for in and out of the building (to avoid crossing paths). • Identify doors that can be propped open (to limit use of door handles and aid ventilation) taking account of fire safety and safeguarding. Seek advice from SHE if necessary. 	<p><i>access to the playground will continue to be used. This will avoid bubbles crossing in corridors.</i></p> <p><i>All lunches starting as packed lunches, delivered to classrooms. No mixing outside of their bubbles to eat in the hall therefore. Classroom TA stays with the class during lunchtime so no mixing of staff.</i></p> <p><i>All areas have been considered: Staff limited to 8 adults and the day timetable helps this to be maintained. Staggering breaks and lunchtime helps this further. No use of shared eating space (hall) to avoid mixing.</i></p> <p>✓</p> <p>✓</p> <p><i>✓: Staggering of drop off/pick up, break and lunchtimes have be used to reduce crush points. Limited if any crossing in corridors has been designed in.</i></p> <p><i>✓: Only one class bubble will use a stairway at any one time, and only in one direction.</i></p> <p><i>✓: Floor markings have been used where needed. Limited need internally. Some use outside to encourage and remind pupils and adults to socially distance and follow a specific route.</i></p> <p><i>✓: Floor markings used to queue into the school grounds and at collection points.</i></p> <p><i>✓: Doors mostly only used by one bubble: Where multiple bubbles are using the same door, timetabling has ensured there is no cross over times. All doors are propped open where possible or practical.</i></p> <p>✓</p>	
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<ul style="list-style-type: none"> • Identify rooms that can be accessed directly from outside (to avoid shared use of corridors). • Organise classrooms for maintaining space between seats and desks. • Arrange desks seating pupils side by side and facing forwards. • Inspect classrooms and remove unnecessary items and furniture to make more space. • Make arrangements with cleaners to put in place an enhanced cleaning schedule that includes frequent cleaning of rooms, shared areas that are used by different groups and frequently touched surfaces. <p>Timetabling and lessons</p> <ul style="list-style-type: none"> • Consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school. • Stagger break times and lunch times to avoid mixing and time for cleaning surfaces in the dining hall between groups. • When timetabling, groups should be kept apart and movement around the school site kept to a minimum to avoid creating busy corridors, entrances and exits. • Prepare arrangements to allow remote learning to take place should a partial or full closure of the school be required, at any point in the next academic year. <p>Policies and procedures</p> <ul style="list-style-type: none"> • Update policies to reflect changes brought about by COVID-19, including: • Safeguarding/child protection • Behaviour 	<p><i>✓ - This is already in place and will continue in September but adapted for a class of 30 rather than 15 pupils. Tables facing forward where appropriate. This will not be the system used in the Reception class where they do not have 30 'desks' to face forward.</i></p> <p><i>✓ - This is already in place and will continue in September but adapted for a class of 30 rather than 15 pupils</i></p> <p><i>✓ - Timetabling has been designed to reduce any movement around the school of both staff and pupils but enable a 'normal' school experience for pupils.</i> <i>Staggering: This is already in place and will continue in September but adapted for a class of 30 rather than 15 pupils. We will use a soft start 8:45 – 9:00 and a staggered year group pick up.</i></p> <p><i>Remote learning will resume in the methods currently used should this been needed. The staff will investigate additional 'remote' learning methods during Term 1 along with the collective research by the local cluster.</i></p> <p><i>✓</i> <i>Safeguarding/child protection - ✓</i> <i>Behaviour - ✓ - plus the Kingfishers behaviour policy has been amended.</i> <i>Curriculum - not necessary at this moment.</i> <i>NQT – not yet</i> <i>SEND - ✓</i></p>	
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<ul style="list-style-type: none"> • Curriculum • NQTs • Special educational needs • Visitors to school • Ensure website is compliant with regards to the publishing of policies. • Establish a visitors' protocol so that parents, contactors, professionals working with individual children are clear about the infection control measures that you have in place. • Governing boards and school leaders to have regard to staff (including the headteacher) work-life balance and wellbeing. Information shared about the extra mental health support for pupils and teachers is available. <p>Response to any infection</p> <ul style="list-style-type: none"> • Leadership understands the NHS Test and Trace process and how to contact their local Public Health England health protection team. • Plan how to inform staff members and parents/ carers that they will need to be ready and willing to • book a test if they are displaying symptoms; • inform the school immediately of the results of a test; • provide details of anyone they have been in close contact with; • self-isolate if necessary. <p>Kingfishers</p> <ul style="list-style-type: none"> • maintaining bubbles in a small room 	<p style="color: red;"><i>Notice by entrance door with guidelines: Do not enter classrooms. Maintain 2m distance. Observe 1-way system.</i></p> <p style="color: red;"><i>✓ - Protocols are currently detailed and displayed on the office wall</i></p> <p style="color: red;"><i>✓ - Regular reminders in the newsletter and letter, texts home.</i></p> <p style="color: red;"><i>✓ - Moving the group to the hall and maintaining 4 phase bubbles with 4 clear zones. Access to outdoor area in two zone on rota. Hall dedicated to Kingfisher and no other groups to use this. Therefore set up appropriately with kitchen, intercom, furniture etc.</i></p>	
<p>Prepare Employees, Parents and pupils and other site users</p>	<p>School actions</p>	<p>Date</p>

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<p>Employees</p> <ul style="list-style-type: none"> • Involve employees in plans to return to school and listen to any suggestions on preventative measures that can be taken. • Consider personal risk factors: age, pregnancy, existing health conditions and ethnicity and where necessary conduct individual risk assessments. • Employees fully briefed about the plans and protective measures identified in the risk assessment. • Regular staff briefings. • Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security. • Regular communications that those who have coronavirus symptoms, or who have someone in their household who does, are not to attend school. • Information shared about testing available for those with symptoms. • Where there are appropriate sources of guidance (e.g. CLEAPSS, afPE, CILIP, etc.) Heads of Departments/ teachers should refer to curriculum specific guidance. • Heads of Departments/ teachers to identify shared resources and how to prevent mixed contact (e.g. cleaning between bubbles or rotas for equipment use). • Identify and plan lessons that could take place outdoors. • Consider how online resources can be used to shape remote learning. • Plan for remote education for pupils, alongside classroom teaching in case of a lockdown or pupils having to isolate. <p>Parents/pupils</p>	<p><i>✓ - All staff have been involved – several staff meeting carried out and 2 INSET days to start the year. Regular communication has already happened before the summer holidays about new systems.</i></p> <p><i>✓</i></p> <p><i>✓</i></p> <p><i>✓ Continuing with regular Zoom meetings which allow all staff members to attend or watch later.</i></p> <p><i>✓</i></p> <p><i>✓ - Have received a school supply of COVID tests and have communicated this with staff/parents as appropriate.</i></p> <p><i>✓ - This is already in place and will continue in September but adapted for a class of 30 rather than 15 pupils</i></p> <p><i>✓ - Countryside Skills to continue but grouped for bubbles, teachers have discussed what lessons can be taken outside.</i></p> <p><i>✓ - Head has spoken to our 2 medically vulnerable pupils and both have returned to school in September. But current system will be used in a second lockdown.</i></p>	
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<ul style="list-style-type: none"> • Review EHCPs where required. • Educate pupils before they return about the need to stay apart from others and expectations around hygiene. • Communicate to parents on the preventative measures being taken. • Post the risk assessment or details of measures on school website. • Parents and pupils informed about the process that has been agreed for drop off and collection. • Ensure parents have a point of contact for reassurance as to the plans put in place. • Limit the equipment pupils bring into school each day to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. • Bags are allowed. • All pupils told to provide personal equipment (pens, pencils, rulers calculators etc.) to ensure no shared use in class. • Parents informed only one parent to accompany child to school. • Parents and pupils encouraged to walk or cycle where possible. • Clear messages to pupils about minimising the use of public transport and how to reduce the risks of transmission outside of school. • Staggered drop-off and collection times planned and communicated to parents. • Made clear to parents that they cannot gather at entrance gates or doors. • Encourage parents to phone school and make telephone appointments if they wish to discuss their child (to avoid face to face meetings). 	<p><i>✓ - This has been happening throughout lock down phase.</i></p> <p><i>✓ - Phased return for Year 3,4,5,6 (who have not been in) for one day to learn the protocols and rules.</i></p> <p><i>✓ - Numerous letters and verbally with many parents and children during the end of term walk through to collect reports.</i></p> <p><i>✓ - September</i></p> <p><i>✓ - letter 14/7/20</i></p> <p><i>✓ - letter 14/7/20:</i></p> <p><i>✓ - letter 14/7/20</i></p> <p><i>No – school will provide any stationary needed and they will not be shared.</i></p> <p><i>✓</i></p> <p><i>✓</i></p> <p><i>N/A</i></p> <p><i>✓ - letter 14/7/20</i></p> <p><i>✓ - letter 14/7/20</i></p> <p><i>✓ - letter 14/7/20</i></p>	
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<ul style="list-style-type: none"> • Communications to parents (and young people) includes advice on transport. <p>Others</p> <ul style="list-style-type: none"> • Communication with contractors and suppliers that will need to prepare to support plans for full opening (e.g. cleaning, catering, food supplies, hygiene suppliers). • Assurances that caterers comply with the guidance for food businesses on COVID-19. • Discussion with caterers to agree arrangements for staggered lunches (e.g. seating capacity, holding hot food, cleaning between sittings, distancing and minimising contacts). • Liaison with transport providers to cater for any changes to start and finish times and confirm protective measures during journeys. • Communication with other building users (e.g. lettings, extended school provision, regular visitors, etc.) • Limit visitors by exception (e.g. for priority contractors, emergencies etc.). <p>Lettings and non-school users</p> <ul style="list-style-type: none"> • Out of school settings for children are permitted if those responsible for them are ready to do so and they can do so safely, following COVID-19 Secure guidelines. • The use of indoor facilities by adults should remain closed until guidance changes, apart from toilets and throughways. • A risk assessment should determine the maximum capacity of a hall or hire space while able to maintain social distancing according to the current relevant guidelines. 	<p>N/A</p> <p><i>✓ - SC – procedure discussed with Caterlink about distributing the bags.</i></p> <p><i>✓</i></p> <p><i>✓ - All food delivered to classrooms at same time and no logistical issues to consider for Caterlink at the current time of planning. Food left outside the classroom. Same allergies restrictions to continue and no 'peas' on site.</i></p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p><i>No hall use beside for Kingfishers, and parents will not be able to use school's indoor facilities, such as toilets. Parents will also not come into the school to drop off/collect from Kingfishers.</i></p> <p>N/A</p>	
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<ul style="list-style-type: none"> Outdoor sports courts and other outdoor sporting activities have also been permitted. Outdoor and indoor swimming pools will remain closed. Any groups hiring the facilities must refer to relevant government guidance or their own associations and national governing body for guidance on running the club or event following the COVID-19 guidelines. The school can ask any hiring organisation to provide evidence of their risk assessment. Review existing lettings/hire agreements and amend or supplement as necessary to include specifics of what the school will do and what the hirers are responsible for (e.g. cleaning, sharing equipment, hand washing or sanitiser, what happens if anyone shows symptoms or tests positive to COVID-19, etc.). 	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>	
Control Access and Visitors	School actions	Date
<p>Access</p> <ul style="list-style-type: none"> Entry points to school controlled (including deliveries). Building access rules clearly communicated through signage on entrances. School start times staggered so bubbles arrive at different times. Floor markings outside school to indicate distancing rules (if queuing during peak times). Screens installed to protect employees in reception. Shared pens removed from reception. Touch screen signing in devices in reception cleaned regularly. Hand sanitiser provided at all entrances. 	<p><i>✓ One-way system, gate monitored with a soft start. Intercom system for Kingfishers. Children have clear ways to enter and exit the school, the playground and Kingfishers. Deliveries are monitored and controlled.</i></p> <p><i>Signage around grounds.</i></p> <p><i>✓</i></p> <p><i>✓ - Plus for Kingfishers</i></p> <p><i>Not needed</i></p> <p><i>✓ - Not physical signing in</i></p> <p><i>N/A</i></p>	

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<ul style="list-style-type: none"> • Pupils, staff and visitors to remove face coverings at school and wash hands immediately on arrival. • Covered bins provided on entrances to dispose of temporary face coverings. • Sealable plastic bags provided for reusable face coverings to take home with them. • Gathering at the school gates prohibited. • Staff on duty outside school to monitor protection measures. <p>Visitors</p> <ul style="list-style-type: none"> • Wherever possible keep meetings on a virtual platform (e.g. 1:1 sessions with professionals, recruitment interviews, parental meetings etc.). • Parents/carers and visitors coming onto the site without an appointment is not to be permitted. • Site guidance on physical distancing and hygiene is explained to visitors on or before arrival. • Where possible visits arranged outside of school hours. • A record kept of all visitors to assist NHS Test and Trace, including: <ul style="list-style-type: none"> o the name; o a contact phone number; o date of visit; o arrival and departure time; o the name of the assigned staff member. 	<p>✓ N/A</p> <p>✓ N/A</p> <p>✓ - Numerous communication made and reminders.. ✓</p> <p>✓</p> <p>✓ - Letter 14/7/20</p> <p>Sanitation Station at entrance. Posters reminding visitors of guidance- Don't enter classrooms, social distance, observe 1-way system</p> <p>✓ Extra signing process to aid track and tracing of visitors including the:</p> <ul style="list-style-type: none"> - name; - a contact phone number; - date of visit; - arrival and departure time; - the name of the assigned staff member. 	
Minimise contacts and social distancing	School actions	Date

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<p>Minimising contacts and mixing between people reduces transmission of COVID-19 and the school will consider how to implement this.</p> <p>'Bubbles'</p> <ul style="list-style-type: none"> • Small, consistent groups of pupils split into bubbles. • Class groups will be kept together in separate 'bubbles' throughout the day and do not mix with other groups. • Where pupil numbers are lower, implement key stage bubbles. • Where class size groups are not appropriate (e.g. KS4 & KS5), look to implement year group sized bubbles. • If the design of the school means class bubbles cannot be kept apart, split the building into 'zones' and implement zonal bubbles. • Very small schools or APS unable to prevent mixing to adopt whole school bubbles as part of their system of control. • Keep a record of pupils and staff in each bubble, lesson or close contact group. • School breakfast and after-school clubs to keep to the bubbles used during the school day where possible. <p>Minimise mixing</p> <ul style="list-style-type: none"> • Whatever the size of the bubble, they are to be kept apart from other groups where possible. • Groups use the same classroom or area of a setting throughout the day. • Mixing between bubbles kept to a minimum during arrival, lunchtime, breaks and departure. • Pupil movements around the school site, either in groups or individuals is controlled to limit contact and mixing. 	<p>✓</p> <p>✓</p> <p><i>✓ - Phase bubbles used to aid logistics of schooling</i></p> <p><i>N/A</i></p> <p><i>✓ - Playground zoning, hall for Kingfishers, cloakrooms, staircases and toilets or zoned.</i></p> <p><i>N/A</i></p> <p>✓</p> <p><i>✓ - Kept in their phase bubbles at our Kingfishers club.</i></p> <p><i>✓ - Kept in their class bubbles all day with their phase bubbles used for interventions, kingfishers and shared spaces.</i></p> <p><i>✓ - Kept in their class bubbles all day.</i></p> <p><i>✓ - Kept in their class bubbles all day with their phase bubbles used for interventions, Kingfishers and shared spaces.</i></p>	
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<ul style="list-style-type: none"> • Groups will stay within a specific “zone” of the site to minimise mixing. • The number of pupils in shared spaces (e.g. halls, dining areas and internal and external sports facilities) for lunch and exercise is limited to specific bubbles. • Large gatherings such as assemblies or collective worship with more than one group to be avoided. • Separate spaces for each group clearly indicated. • Multiple groups do not use outdoor equipment simultaneously. • Limiting the number of pupils who use the toilet facilities at one time. • Allow pupils to have access to toilets at all times during the day to prevent queues developing at social times. • The same teacher(s) and other staff are assigned to each bubble and, as far as possible, these stay the same. • Staff that move between classes and year groups, to keep their distance from pupils and other staff. • To avoid mixing during breakfast and after-school clubs, a carousel system to be operated with children from different bubbles rotating between activities (e.g. inside, outside, snack time etc.) with cleaning surfaces between groups. <p>Distancing</p> <ul style="list-style-type: none"> • Staff to keep 2 metres from other adults as much as possible. • Where possible staff to maintain distance from their pupils, staying at the front of the class. • Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone. 	<p><i>Children will only use the classroom, toilets and cloakroom (staggered). They will not use the corridors, halls or go to shared areas outside of their phase bubble.</i></p> <p><i>✓ - Kept in their class bubbles all day with their phase bubbles only used for interventions, Kingfishers and shared spaces.</i></p> <p><i>✓ - No collective worship but Zoom worship will be used.</i></p> <p><i>✓ - Only phase bubbles used shared spaces or outdoor resources.</i></p> <p><i>✓ - Kept in their class bubbles all day with their phase bubbles used for toilets. Teachers to monitor during the day. Children encouraged to go to toilet during lesson time to avoid using them at breaks, but Y3/4 toilets will need to be used in an emergency.</i></p> <p><i>✓</i></p> <p><i>✓ - Reduced to a minimum.</i></p> <p><i>✓</i></p> <p><i>✓ - Signage and marking are visible.</i></p> <p><i>✓ - Teacher areas to be marked in their classrooms. Classrooms arranged to support this.</i></p> <p><i>✓ - Protocol discussed with all staff and part of our planning.</i></p>	
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<ul style="list-style-type: none"> • Sports equipment thoroughly cleaned between each use. • Contact sports avoided until guidance changes. • Outdoor sports should be prioritised where possible. • Large indoor spaces used where it is not. • Swimming pools are not used until guidance changes. • Distance between pupils from mixed bubbles will be maximised. • Sporting activities delivered by external coaches, clubs and organisations will only go ahead if they can satisfy the above requirements. 	<p><i>✓ - Continuing to clean all equipment after use as now.</i> <i>N/A</i> <i>✓ - All PE will take place outside and pupils will arrive changed</i> <i>N/A</i> <i>N/A</i> <i>✓</i></p> <p><i>✓ - Our sports coach will work within our phase bubble only for Term one to limit mixing.</i></p>	
<p>Educational Visits and journeys</p> <ul style="list-style-type: none"> • From the autumn term, non-overnight educational visits only. • Risk assessments of visits and journeys to be undertaken by visit leaders. • No overnight and overseas visits until government guidance changes. • Pupils grouped together on transport in the same bubbles that are adopted within school where possible. • Journey's planned with to allow distancing within vehicles (this may mean large vehicles or more are used). • The use of face coverings for children over the age of 11, if they are likely to come into very close contact with people outside of their bubble. • Use of hand sanitiser upon boarding and/or disembarking • Cleaning of vehicles between each journey. 	<p><i>No visits are planned for Term 1 at all. PGL has been booked for Term 6. This policy will be reviewed throughout the year.</i> <i>N/A</i></p> <p><i>N/A</i></p> <p><i>N/A</i></p> <p><i>N/A</i></p> <p><i>N/A</i></p> <p><i>N/A</i></p> <p><i>N/A</i></p>	

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<p>Minimise contact with individuals who are unwell:</p> <ul style="list-style-type: none"> • Refer to PHE guidance and Action Cards for School Managers. • Anyone with COVID-19 symptoms, or who have someone in their household who does, not to attend school. • If anyone becomes unwell at school they will be isolated, sent home and provided with information on what to do next. • An unwell child awaiting collection, will be isolated in a suitable room with or without adult supervision (depending on age and needs of the child). • Staff caring a child awaiting collection to keep a distance of 2 metres. • PPE to be worn by staff caring for the child if 2 metres distance cannot be maintained. • Staff to wash their hands after caring for a child with symptoms. • All areas where a person with symptoms has been to be cleaned after they have left. • Should staff have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days. 	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>	
<p>Hand washing</p> <ul style="list-style-type: none"> • Frequent hand washing encouraged for adults and pupils (following guidance on hand cleaning). • Sufficient handwashing facilities are available. • Where there is no sink, hand sanitiser provided in classrooms. 	<p><i>✓ - Policy and protocol in place currently and discussed with all staff and part of our planning. This will continue next term.</i></p> <p><i>✓ - Each bubble has a sink, plus access to the phase group bathrooms, 2 additional sinks are outside.</i></p> <p>N/A</p>	

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<ul style="list-style-type: none"> • Skin friendly skin cleaning wipes used as an alternative to hand washing or sanitiser. • Pupils to clean their hands when they arrive at school, when they return from breaks, when they change rooms and before and after eating. • Staff help is available for pupils who have trouble cleaning their hands independently (e.g. small children and pupils with complex needs). • Use resources such as “e-bug” to teach effective hand hygiene etc. <p>Respiratory hygiene</p> <ul style="list-style-type: none"> • Adults and pupils are encouraged not to touch their mouth, eyes and nose. • Adults and pupils encouraged to use a tissue to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’) • Tissues to be provided. • Bins for tissues provided and are emptied throughout the day. • Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. • Measures to be taken when playing instruments or singing in small groups such as in music lessons include: <ul style="list-style-type: none"> o physical distancing; o playing outside wherever possible; o limiting group sizes to no more than 15; o positioning pupils back-to-back or side-to-side; o avoiding sharing of instruments; o ensuring good ventilation. 	<p>✓</p> <p><i>✓ - As detailed in the school's hygiene policy</i></p> <p><i>✓ - As detailed in the school's hygiene policy</i></p> <p><i>✓ - As detailed in the school's hygiene policy</i></p> <p><i>✓ - As detailed in the school's hygiene policy</i></p> <p><i>✓ - As detailed in the school's hygiene policy</i></p> <p>✓</p> <p><i>✓ - No whole-school singing to take place.</i></p> <p><i>✓ - As planned with the peripatetic teachers</i></p>	
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King's Stanley Primary School

COVID-19 RISK ASSESSMENT

<p>Cleaning</p> <ul style="list-style-type: none"> • Sanitising spray and paper towels to be provided in classrooms for use by members of staff. • Thorough cleaning of rooms at the end of the day. • Shared materials and surfaces to be cleaned frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, handrails, etc.). • Resources that are shared between bubbles (e.g. sports, art and science equipment) to be cleaned frequently and meticulously and always between bubbles. • Outdoor equipment appropriately cleaned frequently. • Toilets to be cleaned regularly. • Hand sanitiser provided for the operation of lifts. • Staff providing close hands-on contact with pupils need to increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces. <p>PPE</p> <p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> • where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained • where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used. 	<p><i>Current systems enable extra cleaning of all rooms and shared spaces. These will continue.</i></p> <p><i>✓ Currently all rooms are cleaned daily and within the day by teaching staff. This will continue.</i></p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>N/A</p> <p>✓</p> <p><i>✓ - As detailed in the school's hygiene policy</i></p> <p>✓</p> <p>✓</p>
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Infection Control Measures	School actions	Date
<p>Minimise contact with individuals who are unwell:</p> <ul style="list-style-type: none"> • Refer to PHE guidance and Action Cards for School Managers. • Anyone with COVID-19 symptoms, or who have someone in their household who does, not to attend school. • If anyone becomes unwell at school they will be isolated, sent home and provided with information on what to do next. • An unwell child awaiting collection, will be isolated in a suitable room with or without adult supervision (depending on age and needs of the child). • Staff caring a child awaiting collection to keep a distance of 2 metres. • PPE to be worn by staff caring for the child if 2 metres distance cannot be maintained. • Staff to wash their hands after caring for a child with symptoms. • All areas where a person with symptoms has been to be cleaned after they have left. • Should staff have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days. <p>Hand washing</p> <ul style="list-style-type: none"> • Frequent hand washing encouraged for adults and pupils (following guidance on hand cleaning). • Sufficient handwashing facilities are available. 	<p>✓</p> <p>✓ - <i>Parents reminded in the end of term letter. 14/07/20</i></p> <p>✓ - <i>Parents reminded in the end of term letter. 14/07/20</i></p> <p>✓</p> <p>✓ - <i>Current procedures set up for this will continue.</i></p> <p>✓ - <i>Current procedures set up for this will continue.</i></p> <p>✓ - <i>Current procedures set up for this will continue.</i></p> <p>✓ - <i>Current procedures set up for this will continue.</i></p> <p>✓ - <i>Current procedures set up for this will continue.</i></p> <p>✓ - <i>Current hygiene policy shared with staff is being followed. Set up for this will continue.</i></p> <p>✓</p>	

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<ul style="list-style-type: none"> • Where there is no sink, hand sanitiser provided in classrooms. • Skin friendly skin cleaning wipes used as an alternative to hand washing or sanitiser. • Pupils to clean their hands when they arrive at school, when they return from breaks, when they change rooms and before and after eating. • Staff help is available for pupils who have trouble cleaning their hands independently (e.g. small children and pupils with complex needs). • Use resources such as “e-bug” to teach effective hand hygiene etc. <p>Respiratory hygiene</p> <ul style="list-style-type: none"> • Adults and pupils are encouraged not to touch their mouth, eyes and nose. • Adults and pupils encouraged to use a tissue to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’) • Tissues to be provided. • Bins for tissues provided and are emptied throughout the day. • Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. • Measures to be taken when playing instruments or singing in small groups such as in music lessons include: <ul style="list-style-type: none"> o physical distancing; o playing outside wherever possible; o limiting group sizes to no more than 15; o positioning pupils back-to-back or side-to-side; o avoiding sharing of instruments; 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p><i>✓ - e-bug was already partially used within our science curriculum</i></p> <p><i>✓ - Current hygiene policy shared with staff is being followed. Set up for this will continue.</i></p> <p>✓</p> <p>✓</p> <p>✓</p> <p><i>Singing in class, assembly or after school will not start.</i></p> <p><i>✓ - Peripatetic teacher already spoken with and work 1:1. No Rock Steady groups. The following have been discussed and shared with the tutors.</i></p> <p><i>o physical distancing;</i></p> <p><i>o playing outside wherever possible;</i></p> <p><i>o limiting group sizes to no more than 15;</i></p>	
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<p>o ensuring good ventilation.</p> <p>Cleaning</p> <ul style="list-style-type: none"> • Sanitising spray and paper towels to be provided in classrooms for use by members of staff. • Thorough cleaning of rooms at the end of the day. • Shared materials and surfaces to be cleaned frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, handrails, etc.). • Resources that are shared between bubbles (e.g. sports, art and science equipment) to be cleaned frequently and meticulously and always between bubbles. • Outdoor equipment appropriately cleaned frequently. • Toilets to be cleaned regularly. • Hand sanitiser provided for the operation of lifts. • Staff providing close hands-on contact with pupils need to increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces. <p>PPE</p> <p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> • where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained • where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used. 	<ul style="list-style-type: none"> <i>o positioning pupils back-to-back or side-to-side;</i> <i>o avoiding sharing of instruments;</i> <i>o ensuring good ventilation.</i> <p><i>✓ - Current policy and procedures for keeping the classrooms clean will continue. This includes</i></p> <ul style="list-style-type: none"> <i>• Sanitising spray and paper towels in classrooms for use by staff.</i> <i>• Thorough cleaning of rooms at the end of the day.</i> <i>• Shared materials and surfaces are cleaned frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, handrails, etc.).</i> <i>• Resources that are shared between bubbles (e.g. sports, Laptops, Ipads) are cleaned after use by that using bubble.</i> <i>• Outdoor equipment appropriately cleaned. for example Reception outdoor equipment at the end of the day</i> <i>• Toilets to be cleaned regularly.</i> <i>• Hand sanitiser provided at a number of locations around the school. Entrance, photocopier, toilets, classrooms.</i> <p><i>✓ - Current policy and procedures for using PPE will continue. PPE equipment is available in the medical room, including 3 full face shields, surgical masks and gloves.</i></p> <p><i>N/A – any intimate care is carried out either by the child themselves (changing clothes after an accident) or a parents is asked to help them.</i></p>	
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<p>First Aid</p> <ul style="list-style-type: none"> • Check if qualifications run out. Consider enrolling more staff on training. • Employees providing first aid to pupils will not be expected to maintain 2 metres distance. The following measures will be adopted: <ul style="list-style-type: none"> • washing hands or using hand sanitiser, before and after treating injured person; • wear gloves or cover hands when dealing with open wounds; • if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives; • if CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest. • dispose of all waste safely. 	<p><i>✓ - checked</i></p> <p><i>✓ - Current policy and procedures for using/not using PPE will continue.</i></p> <p><i>✓ - Current policy and procedures will continue.</i></p> <p><i>✓ - Current policy and procedures for using PPE will continue.</i></p> <p><i>✓ - Current policy and procedures for using PPE will continue</i></p>	
Communicate and Review Arrangements	School actions	Date
<ul style="list-style-type: none"> • Consultation with employees and trades union Safety Reps on risk assessments. • Risk assessment published on school intranet and website. • Nominated employees tasked to monitoring protection measures. • Members of staff are on duty at breaks to ensure compliance with rules. • Staff encouraged to report any non compliance. • The effectiveness of prevention measures will be monitored by school leaders. 	<p>N/A</p> <p><i>✓ - After being approved and challenged by the FGB.</i></p> <p><i>✓ - SLT</i></p> <p><i>✓ - All 'bubbles' have an adult with them throughout the day</i></p> <p><i>✓ - SLT</i></p> <p><i>✓ - SLT</i></p>	

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COVID-19 RISK ASSESSMENT

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| <ul style="list-style-type: none">• This risk assessment will be reviewed if the risk level changes (e.g. following local/national lockdown or cases or an outbreak) and in light of updated guidance. | | |
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