



Mrs Janice Thomas, Executive Head Teacher

## Guidance for full opening document: Health and Safety

Issue	Risk Reduction Measures	Management Responsibility	School Staff Responsibility
Risk Assessment	<p>This Risk Assessment directly addresses risks associated with coronavirus (COVID-19), so that sensible measures can be put in place to control those risks for children and staff. All employers have a duty to consult employees on health and safety, and they are best placed to understand the risks in individual settings.</p> <p>This risk assessment addresses a set of actions the school must take called the 'System of Controls'. They are grouped into 'prevention', and 'response to any infection' and are outlined in the <a href="#">Guidance for Full Opening: Schools</a>.</p>	-Health and Safety: SLT and Site Manager	All staff to flag up any issues seen going forward
Local Lockdown	<ul style="list-style-type: none"> <li>• If the school is notified of a local lockdown in London (see <a href="#">local outbreaks</a>) appropriate authorities will decide which measures are needed to contain the spread. We will use our communication routes to inform parents (website, email and text).</li> <li>• Should an individual school or year group pod need to close, staff will be communicated with in the same way.</li> <li>• The school will need to return to home learning provision during a lockdown of either the school or a pod.</li> <li>• If directed, a key worker and vulnerable pupil provision would be offered in the event of a lockdown.</li> </ul>	-SLT to communicate to parents and staff	All staff to flag up any issues and familiarise with procedure
Fire Safety	<ul style="list-style-type: none"> <li>• Review Fire Evacuation and Fire Drill procedures.</li> <li>• Review PEEPS for SEN pupils (personal emergency evacuation plan).</li> <li>• Assembly Points – revised assembly points to maintain social distancing; staff are responsible for knowing these areas.</li> <li>• Assigned staff are responsible to check their areas, including toilets to ensure everyone has evacuated.</li> <li>• Carry out a fire drill as soon as possible to ensure everyone has practiced new procedures.</li> <li>• Risk Assessment for Emergency Evacuation to be revised as and when needed.</li> <li>• Admin team to print all registers and Inventory records.</li> </ul>	-SLT and Site Manager -SLT and Site Manager to set date for fire drill -SLT to provide guidance to staff	All staff to flag up any issues and familiarise with procedure
	<ul style="list-style-type: none"> <li>• If a member of staff shows symptoms of COVID-19 they immediately inform SLT and will be advised to get tested</li> </ul>	-SLT to ensure first aid resources are	All staff familiarise themselves with new procedures;

<p>Staff or Pupils showing COVID-19 Symptoms</p>	<p>and inform the school of the results so that appropriate action can be taken (see <a href="#">section 1 of system of controls</a>).</p> <p>As per <a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>, staff are not to return to school for at least 10 days and members of their household should isolate for at least 14 days.</p> <ul style="list-style-type: none"> <li>• If a pupil shows symptoms of COVID-19, a member of SLT (wearing PPE if appropriate) will collect them and take them to the isolation room and parents/carers will be asked to collect immediately. They will be advised to get tested and inform us of results. As per <a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a> if the test is negative the children must isolate until they feel well. If the test was positive the child must self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. Members of the pupil's household should isolate for 14 days from the day the first child developed symptoms.</li> <li>• SLT staff who aid the pupil and all members of the year group pod should follow government guidance and practise good hand hygiene after being in contact with the pupil.</li> <li>• There is a separate self-isolation room for staff and pupils to wait until they are picked up. If they need to go to the bathroom while waiting to be collected, they should use the separate bathroom in the isolation room. The bathroom needs to be cleaned and disinfected using standard cleaning products before being used by anyone else. A member of staff will stay with the pupil in the self-isolation room; if unable to maintain a 2m distance, staff should ensure they are wearing appropriate PPE. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. When cleaning, the minimum PPE to be worn is disposable gloves and an apron. After PPE is removed, hands need to be washed with soap and water for a minimum of 20 seconds.</li> <li>• Engage with the NHS Test and Trace process and liaise with the PHE Health Protection team (London Coronavirus Response Cell on 0300 303 0450) <a href="#">Contact details</a>.</li> <li>• Records of attendance of staff and pupil interaction will be used to inform the necessary teams. (See <a href="#">section 8 of system of controls</a>.)</li> <li>• Staff and parents should inform the school immediately of the results of a test. (See <a href="#">section 7 of system of controls</a>.)</li> <li>• If a pupil or staff member tests positive, the school will advise staff and parents based on the direction of the Public Health England Health Protection team who needs to self-isolate for 14 days. (See <a href="#">section 8 of system of controls</a>.)</li> <li>• 2 or more cases may result in a mobile testing unit supporting the school. Public Health will coordinate this. (See <a href="#">section 9 system of controls</a>.)</li> <li>• When a judgement has been made that a home visit is needed for a pupil of concern, staff must follow the guidance, taking PPE if required. (See <a href="#">What care should staff visiting families in their own homes take?</a>)</li> </ul>	<p>available</p> <ul style="list-style-type: none"> <li>-SLT is responsible for checking temperatures of children if become unwell at school</li> <li>-LC orders PPE</li> <li>-Rainbow room is isolation room</li> <li>-SLT provide parent guidance re: getting tests if have any symptoms and to follow the <a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a></li> <li>- SLT will contact Health Protection Team if there is a confirmed case</li> <li>-SLT to provide guidance to staff</li> </ul>	<p>notify SLT if supplies get low</p>
<p>First Aid and Pupils with Medical Conditions</p>	<ul style="list-style-type: none"> <li>• Review sufficient numbers for Paediatric first aiders as per pupil ratio (EYFS will continue to apply – 1 on site).</li> <li>• All staff will be responsible for first aid.</li> <li>• Review training needs to ensure staff understand their responsibility while carrying out first aid and maintaining social distancing with pupils and parents.</li> <li>• Where it is necessary for first aid provision to be administered in close proximity, those administering it should pay particular attention to sanitisation measures immediately afterwards, including washing hands.</li> <li>• Staff to inform SLT if medical resources run low.</li> <li>• Ensure staff are up to date with <a href="#">Stay at home: Symptoms information</a> on COVID-19 symptoms.</li> <li>• First aid delivered by a member of staff within that year group pod where possible to prevent cross contamination through mixing of year group pods.</li> <li>• When dealing with intimate care, follow the same procedures, using PPE as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>-SLT – ensuring each year group pod has first aid backpack</li> <li>-LC to order resources</li> <li>-SLT to provide guidance to staff</li> </ul>	<p>All staff familiarise themselves with first aid procedures; notify SLT if supplies get low</p>
<p>Signage and Markings</p>	<ul style="list-style-type: none"> <li>• School site plans have been reviewed and are still up to date.</li> <li>• Markings are in place throughout the playground to encourage social distancing.</li> <li>• Clear signposting for adults and children on social distancing in classrooms/corridors/halls/office spaces.</li> <li>• PPA room will be open. 1 member of staff at a time. Staff members are responsible for cleaning space after use.</li> <li>• Main Office - the office will not be open to visitors unless prearranged. Admin staff will be working their regular hours on site.</li> <li>• Outside spaces should be used as timetabled.</li> </ul>	<p>-SLT and Site Manager to review</p>	<p>Staff to familiarise with new procedures</p>
<p>Prepare site for full opening in September</p>	<ul style="list-style-type: none"> <li>• Deep cleaning of the school over the summer holidays, after summer school.</li> <li>• Staggered return dates for nursery and reception - first two weeks.</li> <li>• Thorough cleaning before the staff and children arrive each morning.</li> <li>• Throughout the day, surfaces, toilets and high contact areas are cleaned.</li> <li>• Sufficient stock of cleaning and janitorial materials, including soap and sanitiser are in place.</li> <li>• Catering arrangements to be reviewed and implemented.</li> <li>• Staggered daily routine timetable to be created for each year group, including start times, lunch times, break times etc</li> <li>• Policies and staff handbook will be updated and shared with staff at Inset.</li> <li>• Staff training will be provided before the return of pupils in September to ensure all staff are fully aware of changes that have been made.</li> <li>• No breakfast club or extended day in place until 28th September.</li> <li>• Increased cleaning during the day to take place; any shared spaces should be cleaned by the individual staff member before and after use, i.e. offices and work station, kitchen appliances.</li> <li>• Ensure school is staffed appropriately (EYFS ratio continues to apply).</li> </ul>	<ul style="list-style-type: none"> <li>-SLT to review catering and approach</li> <li>-SLT to condense procedures into one accessible document</li> <li>-SLT to arrange CPD for staff re: procedures and opening etc</li> </ul>	<p>Staff to attend CPD for staff re: procedures and opening etc Staff to familiarise with new procedures</p>

Staff and pupils who are clinically extremely vulnerable <b>and</b> clinically vulnerable	<ul style="list-style-type: none"> <li>From 1 August advice for clinically extremely vulnerable people will <b><i>moved in line with</i></b> advice to those who are clinically vulnerable. (See: <a href="#">7. Clinically vulnerable people</a>)</li> <li>After August 1<sup>st</sup> staff will be able to come back to work (as the school has done everything reasonably practicable to make the school COVID-secure) and students will be able to return to school. (See <a href="#">School Workforce Section.</a>)</li> <li>Individual risk assessment may be completed for some members of staff.</li> <li>Should staff or pupils remain clinically extremely vulnerable they should seek medical advice from a medical practitioner.</li> </ul>	-SLT (JG) to consult with staff -JG and LC to review pupils -JG will complete individual risk assessment if needed	Staff to approach JG and discuss Parents of pupils to discuss with JG
Sickness (not related to COVID-19)	<ul style="list-style-type: none"> <li>Follow current absence procedures.</li> </ul>	-SLT to coordinate absence	Staff to follow absence procedures in place
Pupils with Special Needs	<ul style="list-style-type: none"> <li>Risk assessments have been created for children with EHC plans.</li> <li>We are following government guidance with respect to working alongside children with EHC Plans.</li> <li><a href="#">See Annex B.</a></li> </ul>	-SLT ensure risk assessments are completed and communicated with parents -Store risk assessments centrally	Class teachers to give input when requested for pupils' risk assessments Staff to familiarise with own pupils' risk assessments and discuss if there are any questions
Use of Public Transport by staff and pupils	<ul style="list-style-type: none"> <li>Children and staff that travel on public transport must follow government guidance and wear a mask.</li> <li>Review staff and pupils' travel arrangements.</li> <li>Parking is available at school.</li> <li>Local trips that do not involve the use of public transport are allowed.</li> </ul>	-SLT will get an update in writing from the council regarding 'school streets' and if/when they will be implemented. -SLT to provide guidance to staff	Staff to familiarise and discuss if any questions
Travelling into and out of schools (including guidance for parents)	<ul style="list-style-type: none"> <li>All staff and pupils will be encouraged to keep 2 metres apart.</li> <li>Stagger arrival (and finish) times to school by year group and staff members.</li> <li>Use different doors and gates to enable flow of pupils.</li> <li>Use the new system to enter and exit the site, following arrow signage.</li> <li>Use playground zones during drop off and collection of pupils.</li> <li>No face to face meetings with teachers (unless pre-arranged for essential matters). Advise one parent only to drop off/collect.</li> <li>Inform parents not to pick up or drop off their child in large groups if not essential.</li> <li>Ensure parents are aware of how to maintain social distancing if it becomes essential for them to enter the site e.g. their child is unwell.</li> <li>CPD for staff on new arrangements at September Inset.</li> <li>Staff will be discouraged to leave the site once they have begun their shift.</li> <li>Promote cycling and walking to school.</li> </ul>	-SLT to review and provide guidance to staff	Staff to familiarise with new procedures
Travelling around school for staff and pupils	<ul style="list-style-type: none"> <li>All staff are encouraged to stay 2 metres apart and socially distance from pupils where possible.</li> <li>Ensure that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time. Pupils use hand sanitiser/wash their hands before and after using the toilet.</li> <li>Exercise and take breaks or provide education outdoors, where possible, as this can limit transmission and more easily allow for distance between children and staff.</li> <li>Keep to year group pods; avoid mixing with other year group pods where possible.</li> <li>Minimise movement around school where possible.</li> <li>Clear signposting on corridors of social distancing.</li> <li>Social distancing will be adhered to as much as possible.</li> </ul> <p><b>Pupil Briefings</b></p> <ul style="list-style-type: none"> <li>After staff Inset, staff in charge of their year group pod should make sure pupils are familiar with all the new procedures and the importance of maintaining social distancing around the school e.g. show them location of sinks and toilets they should use, fire evacuation route, assembly points, how to walk in and out of school and how to walk through the corridors etc. Ensure pupils are reminded of behaviour policy and expectations of their behaviour to follow social distancing guidance while they are at school.</li> </ul>	-SLT to review and provide guidance to staff	Staff to familiarise with new procedures Staff in each year group pod to oversee toileting Staff to continually revisit new procedures with pupils
When using toilet facilities	<ul style="list-style-type: none"> <li>Allow pupils to have access to toilets at all times during the day to prevent queues developing at social times. Teach children to avoid the toilets if they see another pupil entering.</li> <li>Pupils use hand sanitiser/wash their hands <b>before</b> and after using the toilet.</li> <li>Ensure that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time.</li> <li>Increased amount of cleaning by cleaning team, to maintain high standards of cleanliness.</li> <li>Handwashing guidance displayed in pupil toilets.</li> <li>Cleaning equipment to be available in each toilet.</li> </ul>	-SLT to review and provide guidance to staff	Staff to familiarise with new procedures Staff in each year group pod to oversee toileting

<p>At playtimes and lunchtimes</p>	<ul style="list-style-type: none"> <li>Stagger the timing of lunch and break times to ensure year group pods do not mix and to enable social distancing possible by pupils and staff</li> </ul> <p><b>Break times</b></p> <ul style="list-style-type: none"> <li>Stagger break times to minimise opportunities for numbers of pupils to be in close proximity or mix.</li> <li>Introduce games that require social distancing.</li> <li>Pupils will be taught about safe and appropriate play in zones.</li> <li>Year group pods are to use their allocated play equipment only.</li> </ul> <p><b>Lunch times</b></p> <ul style="list-style-type: none"> <li>Staggered lunchtimes.</li> <li>Floor markings where queuing is necessary.</li> <li>Zoning of playgrounds for different year group pods.</li> </ul> <p><b>EYs Snack Times</b></p> <ul style="list-style-type: none"> <li>Staff to serve pupils and no longer a free flow provision.</li> <li>Where possible have snack time outside.</li> <li>Children are encouraged to drink from their water bottles during this time.</li> <li>Specific number of pupils at a snack area at one given time to promote social distancing.</li> <li>Staff to wipe, wash and clean surface areas between each group.</li> </ul>	<p>-SLT and Site Manager to discuss, make additional markings etc</p> <p>-SLT to timetable lunches and break times</p> <p>-SLT to review and provide guidance to staff</p>	<p>Staff to familiarise with new procedures and timings</p> <p>Staff to continually revisit new procedures with pupils</p>
<p>Communal/shared spaces or resources</p>	<ul style="list-style-type: none"> <li>Use halls, dining areas and internal and external sports facilities for lunch, exercise and music lessons.</li> <li>These areas will be shared as long as different groups do not mix and appropriate cleaning in between groups is in place.</li> <li>Encourage staff to social distance through training and signage.</li> <li>Equipment or classrooms can be shared by pupils if they can be cleaned thoroughly before the next year group pod needs it.</li> <li>Children are to bring in their book bags to school and change their books from their year group pod source only.</li> <li>All year group pods are to use only the equipment allocated to them when in the playground.</li> <li>Clean surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal.</li> <li>Cleaning equipment provided to staff for regular cleaning of surfaces throughout the day.</li> <li>Staff room crockery and utensils must be cleaned and returned to cupboards immediately after use.</li> </ul>	<p>-SLT and Site Manager (liaise with cleaning team)</p> <p>-SLT to allocate responsibilities between cleaning team/staff</p> <p>-SLT to provide guidance to staff</p>	<p>Staff to familiarise with new procedures and continually revisit with pupils</p>
<p>In classrooms (particular focus on classroom layout)</p>	<ul style="list-style-type: none"> <li>Use of outdoor spaces to deliver some of the lessons where possible</li> <li>Clear signposting in classrooms of social distancing rules.</li> <li>A year group pod consists of a maximum of 60 pupils.</li> <li>Where possible, arrange classrooms with forward facing desks.</li> <li>Where possible have pupils use the same desk and stationery each day.</li> <li>Each classroom has their own cleaning equipment.</li> <li>Bins with lids to be available in each class.</li> </ul>	<p>-SLT to review and provide guidance to staff</p>	<p>Staff to familiarise with new procedures</p>
<p>Best practice around hygiene, particularly hand washing routines.</p>	<ul style="list-style-type: none"> <li>Ensure all staff and pupils are aware and following <a href="#">good hand washing practices</a>.</li> <li>Handwashing or hand sanitiser to be used when they arrive at school, when they return from breaks, when they change rooms and before and after eating.</li> <li>Ensure handwashing facilities are available nearby with soap and water; if not possible provide hand sanitiser.</li> <li>Maintain good respiratory hygiene practices.</li> <li>Remind staff and pupils to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').</li> <li>Minimise contact and mixing of staff and pupils.</li> <li>Staff and pupils are to sanitise or wash their hands after sneezing or coughing.</li> <li>Ensure staff and pupils are encouraged not to touch their mouth, eyes and nose.</li> <li>Ensure that help is available for children who have trouble cleaning their hands independently.</li> <li>Staff to embed best practice of hand and respiratory hygiene with pupils through games, songs and repetition.</li> <li>Ensure that bins for tissues are emptied when necessary.</li> <li>Embed and clearly communicate a process for removing face coverings when pupils and staff arrive at school. Parents are responsible for removing their child's face covering should they be wearing them. Staff are responsible for their safe removal and disposal of their own face coverings.</li> <li>Where possible, all spaces should be well ventilated using natural ventilation by opening windows or using a classroom fan.</li> <li>To limit use of door handles and aid ventilation, prop doors open (bearing in mind fire safety and safeguarding)</li> <li>Staff are informed of disinfection procedures and their responsibilities for following these throughout the school e.g. cleaning your table space after eating and not leaving dishes out in the kitchen.</li> </ul>	<p>-SLT and Site Manager to continually review H&amp;S measures around hygiene</p> <p>-SLT to provide guidance to staff</p>	<p>Staff to familiarise with new procedures and continually revisit with pupils</p>

Medical/ Hygiene Room	<ul style="list-style-type: none"> <li>Children who display COVID-19 symptoms during the day will be isolated from each other and from the rest of the school.</li> <li>The Rainbow Room has been identified as an isolation room.</li> <li>Provide PPE (masks, gloves, aprons, face shields) for staff dealing with pupils with COVID-19 symptoms; staff to use appropriate PPE if it is not possible to keep a 2 metre distance from the pupil.</li> <li>Follow guidance of how to put PPE on and take it off safely as well as how to dispose of PPE safely.</li> <li>Window to be open to ventilate the room while in use.</li> <li>Room to be cleaned after each use.</li> </ul>	-SLT to review and provide guidance to staff	Staff to familiarise with new procedures
Use of school equipment	<ul style="list-style-type: none"> <li>Develop clear guidance on the use of all equipment and implications for cleaning.</li> <li>Pupils Y1 to Y6 and above will have their own basic stationery.</li> <li>Unnecessary equipment has been removed from all classrooms.</li> <li>Chairs and tables will be cleaned daily if used by the same year group pod; if being used by more than one year group pod, then will be cleaned between uses.</li> <li>Use of soft toys will be up to discretion of year group pod staff and cleaning will be the responsibility of year group pod staff.</li> <li>Musical instruments will be used when cleaning between lessons can be implemented. No singing in music lessons.</li> <li>PE equipment to be cleaned between lessons. No contact sports.</li> <li>PE kits brought into school and taken home on the day.</li> <li>Water fountains are not to be used. Pupils bring their own water bottle to school each day.</li> <li>Each year group pod will have their own play equipment.</li> <li>After use, subject cupboard resources to be kept in classes for a minimum of 48hrs (72hrs for plastic) before being returned.</li> <li>Where equipment must be shared across year group pods, they must be cleaned after each use. i.e laptops and iPads</li> </ul>	-SLT to review and provide guidance to staff	Staff to familiarise with new procedures
Grounds	<ul style="list-style-type: none"> <li>Grounds are secure once the last year group pod has arrived.</li> <li>No unauthorised visitors on site.</li> <li>Visitors will be restricted where possible.</li> <li>Contractors and visitors will need to adhere to this Risk Assessment.</li> <li>Contractors and deliveries must access the site.</li> </ul>	-SLT and Site Manager to review and provide guidance to staff	Staff to familiarise with new procedures
Pupils and staff medical information and care plans	<ul style="list-style-type: none"> <li>Prior to being admitted back to school, any changes to children's medical records will be updated.</li> <li>Inform the school nurse if there are any changes to care plans needed.</li> <li>SIMs database to be readily accessible to all staff.</li> <li>Ensure all staff care plans are reviewed and updated where applicable.</li> <li>Ensure staff with medical conditions that were not declared previously is recorded on SIMS and care plans created if needed. An individual risk assessment may need to be completed if requested by staff.</li> </ul>	-SLT to review and provide guidance to staff -SLT and Admin team to ensure all information is collected and stored securely	Staff to stay up to date with pupils in their care
Business attire and school uniform	<ul style="list-style-type: none"> <li>Maintain the requirement for staff to wear business attire and pupils to wear their uniform when they return to school.</li> <li>Parents will be advised that children should wear a regularly washed uniform each day.</li> </ul>	-SLT to inform staff and parents of expectations	Staff to follow standard of dress and to discuss with pupils in their care
Induction/Training	<ul style="list-style-type: none"> <li>Staff and pupils will be inducted during Inset and their return to school in September.</li> <li>Training for staff including the risk assessment and the revised staff handbook.</li> <li>Inform parents/pupils on new procedures.</li> <li>Staff to review social distancing as well as hand and respiratory hygiene procedures with pupils.</li> <li>Risk assessment and procedural letters to be shared on the school website.</li> <li>Ensure pupils are reminded of behaviour policy and expectations of their behaviour to follow social distancing guidance while they are at school.</li> <li>Discussions around possible staff and pupil anxiety being increased at this time. A member of SLT will be available at all times for staff and pupils to talk to and raise concerns.</li> </ul>	-SLT to review and provide guidance to staff	Staff to familiarise with new procedures