

Coronavirus/Covid-19 Risk Assessment Template for Nurseries, Schools and Out of School Settings from 16 August 2021

School/Setting name:	Torriano Primary School		
Persons covered by this assessment:	<ul style="list-style-type: none"> § Pupils § Staff § Contractors § Parents, carers and visitors 		
Tasks and activities covered by this risk assessment:	Activities (term time or holiday time) organised by the school/setting (<i>other providers using the school's premises must undertake their own risk assessment, collaborating with the school to ensure all the school's controls are followed</i>)		
Equipment and materials used:	General educational and play materials – <i>this risk assessment supplements the school's/setting's standard risk assessments for other hazards relating to activities e.g. classroom risk assessments, playground risk assessments, sports/PE risk assessments, science risk assessments, design & technology risk assessments.</i>		
Location(s) covered by this risk assessment:	Activities on the school/settings premises (<i>additional risk assessments required for educational visits – the school's usual arrangements e.g. the EVOLVE platform, should be used to risk assess and record visits</i>).		
Name of person completing this risk assessment:	Helen Bruckdorfer and Holly Churchill	Date of completion:	September 2021
Risk assessment approved by:	Chair of Governors Approval: Luca Salice and Alex Gardiner	Date of approval:	September 2021
Date risk assessment to be reviewed by:	January 2022	Risk assessment no:	6

Record of risk assessment reviews

Review Date	Reviewed by:	Comments / date of next review:	Amendments included:

Background

This risk assessment will consider the risks to children, staff and others while the coronavirus, leading to Covid-19 infection is in circulation in the general community in the UK.

Note: this risk assessment only addresses hazards directly related to physical exposure to Coronavirus/Covid-19. The setting should separately consider non-physical hazards e.g. stress to staff and hazards not directly related to exposure to the virus, e.g. working at home, catering, including food preparation and building management arrangements. They should also risk assess their activities in the usual way and ensure all building, facilities and equipment is in good condition. All maintenance and inspection must be up-to-date

Hazard – Coronavirus, leading to the illness Covid-19, is spread in water droplets or aerosols that are expelled from the body through sneezing, coughing, talking and breathing. Persons can become infected by inhaling the droplets, if close to an infected person, or the aerosol, if in a poorly ventilated room/space with an infected person. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).

The government’s guidance, on which this template is based is,

Schools - <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

Early Years – <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/actions-for-early-years-and-childcare-providers-during-the-covid-19-pandemic>

Out of School Settings -

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/covid-19-actions-for-out-of-school-settings>

Contingency framework: education and childcare settings -

https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance?utm_medium=email&utm_campaign=govuk-notifications&utm_source=09bc689c-73ca-4445-94fe-4f79828ed4e2&utm_content=daily

<i>Ref</i>	<i>What are the hazards?</i>	<i>Who might be harmed and how?</i>	<i>What are you already doing to control the risks?</i> <i>Suggested controls in blue – if these are not in place, they need to be moved to the further actions column</i>	<i>What further action do you need to take to control the risks?</i>	<i>Who needs to carry out the action?</i>	<i>When is the action needed by?</i>	<i>Date completed</i>
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1	Person with coronavirus infection attends setting	All – by close contact, being in poorly ventilated spaces or touching contaminated objects	<p>Staff and parents are informed of the symptoms of possible coronavirus infection, e.g. a cough, high temperature, loss of, or change in, their normal sense of taste or smell (anosmia) and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <p>Clear instructions, both in pre-attendance literature and as signage at entrance, that nobody (pupil, staff, parent, carer, visitor etc) should attend the setting (they must isolate at home) if,</p> <ul style="list-style-type: none"> i. they have symptoms of COVID-19. ii. they have tested positive by either LFD or PCR. Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19. Whilst awaiting the PCR result, the individual should continue to self-isolate. iii. they have been instructed to self-isolate as a close contact by NHS Track and Trace or the NHS Covid app, unless exempted (all children under 18 years and 6 months are exempted) iv. they are in quarantine after travelling abroad. <p>The isolation period for the positive case following a positive result includes the day symptoms started for the symptomatic person, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test, and the next 10 full days. If a member of the household starts to display symptoms they will need to start their 10 day isolation period and book a test.</p> <p><i>In all cases where a person is identified as a close contact, including being a household member, of a positive case (regardless of whether they are required to self-isolate), they are strongly advised to take up the offer of a PCR test.</i></p>	<p>Make staff aware of new changes during the Inset day in September.</p> <p>Inform parents in pre-attendance letter.</p> <p>Update information provided to parent/carers about testing procedures and booking systems.</p> <p>Put up new signage around the outdoor environment and at all entrances/exits.</p>	<p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT and Admin team</p>	<p>Sept 21</p> <p>Sept 21</p>	<p>27.08.21 - parent letter sent</p> <p>01.09.21 - Staff made aware</p> <p>27.08.21 - parent letter sent</p>
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2	Poorly ventilated spaces leading to risks of coronavirus spreading	All	<p>You should identify any poorly ventilated spaces as part of your risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example, school plays.</p> <p>Ensure all indoor spaces are well ventilated. Where practical, windows should be left open or suitable air conditioning used in line with the HSE's guidance (see- https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm).</p> <p>If possible, open windows as wide as possible for at least 15 minutes before a session and between sessions.</p> <p>If participating in music or sports indoors, it is particularly important that ventilation is good.</p>	<p>Identify areas with poor ventilation with support from reports from UCL.</p> <p>CO2 monitors will be delivered to us and used in places with poor ventilation.</p> <p>Staff training on RA and updated protocols</p> <p>All staff to follow the control measures to maximise the use of them and minimise risks. New guidance to be communicated and shared with external music teachers too.</p>	<p>SLT, SSO, SBM</p> <p>SBM, SSO</p> <p>SLT</p> <p>All staff</p>	<p>Sept 21</p> <p>As soon as received</p> <p>Sept 21</p> <p>Sept 21</p>	<p>01.09.21</p> <p>01.09.21</p> <p>Ongoing</p>
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3	Contracting or spreading coronavirus by not washing hands adequately and not observing good respiratory hygiene	All	<p>Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance.</p> <p>Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school.</p> <p>Hands to be washed with soap and water (or hand sanitiser used if hand washing facilities not available),</p> <ul style="list-style-type: none"> i) On arrival. ii) After use of the toilet. iii) Before eating iv) After playing outside v) After sneezing vi) Before departure <p>Tissues to be available for all to be encouraged use the "Catch it, Bin it, Kill it approach" for coughing and sneezing.</p>	<p>Adequate supplies of cleaning materials (soap, paper towels, sanitiser, tissues to be ordered and re-stocked in all rooms in school).</p> <p>Site manager to monitor and check daily / all staff to report short supplies.</p> <p>Hand washing routines need to be re-established.</p> <p>Posters for handwashing to be put back up around school and in place to support staff to establish good classroom hygiene routines.</p> <p>Teachers to deliver regular reminders/lessons using eBug resources. Shown in inset https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus</p> <p>Importance of hygiene needs to be communicated to parents through letter.</p>	<p>SBM/SSO</p> <p>SSO/All staff</p> <p>Class teachers</p> <p>SSO/SBM/Admin team</p> <p>Class teachers</p> <p>SLT</p>	<p>Sept 21 and then ongoing</p> <p>Ongoing</p> <p>Sept 21 and then ongoing</p> <p>Sept 21</p> <p>Sept 21 and ongoing</p> <p>Sept 21 and ongoing messages in newsletters and other communication avenues.</p>	<p>01.09.21 - stock in place, ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Sept 21</p> <p>Ongoing</p> <p>27.08.21 and 02.09.21 - parent letter sent, ongoing</p>
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4	Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	All	<p>Enhanced cleaning in line with the guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>This should include planned regular cleaning of all areas, including toys and equipment and additional cleaning of regularly touched surfaces, such as door knobs and hand rails.</p>	<p>Rigorous cleaning regimes to continue.</p> <p>Thorough cleaning of rooms daily including more frequent cleaning of surfaces, door knobs and handrails needs to take place.</p> <p>Adequate supplies of cleaning materials need to be ordered.</p> <p>Site manager to monitor and check daily / All staff to report short supplies.</p> <p>Regular cleaning of outdoor equipment.</p> <p>All shared resources to be cleaned after use (including computers, PE equipment etc). This must be built into end of lesson activity routines.</p> <p>Reminders on cleaning procedures to be shared with staff on the Inset day.</p>	<p>SBM/SSO/Cleaning contractors</p> <p>SBM</p> <p>SSO</p> <p>SSO</p> <p>Class teachers</p> <p>SLT</p>	<p>Ongoing</p> <p>Sept 21</p> <p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p> <p>01.09.21</p>	<p>Daily</p> <p>Sept 21</p> <p>Daily</p> <p>Daily</p> <p>Daily</p> <p>01.09.21</p>
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5	Contracting coronavirus from persons nearby or by direct (touching) contact	Staff and pupils	<p>Reception areas, where staff may come into contact with large numbers of adults from outside their household, the school may wish to enable one-way systems to or have clear screens at the reception desk. Visitors and staff may be asked to wear face coverings.</p> <p>In areas usually only used by adults e.g. staff rooms, offices and meeting rooms, furniture should be arranged to prevent close face-to-face contact with each other.</p> <p>Staff should also be reminded to minimise their close face-to-face contact with others (pupils and adults) as far as practicable.</p> <p>If parents/carers/visitors etc are invited to attend the setting for an indoor activity, e.g. for a performance, exhibition of work or meeting, they should be asked to wash or sanitise hands on arrival and wear face coverings.</p>	<p>Advise parents to wear a mask and use sanitiser before entering school grounds and to socially distance at collection and drop off using one way systems - communication letter sent out before school reopens.</p> <p>Entry into building to be controlled and to be organised using multiple entrances.</p> <p>Secure door system to be used to control number of people in reception area at a time and allow people to remain socially distant.</p> <p>Advise that face coverings are to be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example communal areas and at gates).</p> <p>Information / protocol on safe entry and all school procedures to be disseminated to parents / carers / contractors.</p> <p>Reminders and expectations to be communicated with staff regularly.</p>	<p>SLT</p> <p>SLT</p> <p>Admin team</p> <p>SLT</p> <p>SLT</p> <p>SLT</p>	<p>Sept 21 and ongoing messages to be included in newsletters, posters and other communication avenues.</p> <p>Sept 21</p> <p>Ongoing</p> <p>01.09.21</p> <p>Aug/Sept - parent letter to be sent, ongoing</p> <p>01.09.21</p>	<p>Sept 21 - parent letters sent</p> <p>01.09.21</p> <p>Ongoing</p> <p>01.09.21 for staff, ongoing for visitors</p> <p>27.08.21 and 02.09.21 - parent letter sent, ongoing</p> <p>01.09.21 - Staff Inset</p>
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6	Clinically extremely vulnerable (CEV) or pregnant persons	CEV or pregnant persons	<p>CEV pupils should follow any advice given to them by their medical specialists.</p> <p>The school/setting should undertake a personal risk assessment with all CEV and pregnant staff and ensure they follow the current guidance,</p> <p>For CEV staff - 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>For pregnant staff - https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</p>	<p>Guidance to be disseminated to parents in pre-opening school letter.</p> <p>If any staff identify as pregnant or CEV undertake an individual risk assessment immediately.</p> <p>Staff to be made aware of new changes during the Inset day in September.</p>	<p>SLT</p> <p>SLT</p> <p>SLT</p>	<p>Aug/Sept - parent letters to be sent</p> <p>Ongoing</p> <p>01.09.21</p>	<p>27.08.21 and 02.09.21 - parent letter sent</p> <p>Ongoing</p> <p>01.09.21</p>
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7	Contracting coronavirus from a person who develops symptoms while at the setting	All – by close contact, being in poorly ventilated spaces or touching contaminated objects	<p>School/setting establish a protocol,</p> <ol style="list-style-type: none"> 1. Establish a location where the individual can be isolated until they can go home – location should be well ventilated. 2. Symptomatic person to be taken to the isolation location. 3. Supervising staff to be trained to maintain at least 2 metre social distancing from the symptomatic person. If the symptomatic person requires care at closer than 2 metres, staff should put on a disposable Type IIR fluid resistant surgical face mask, disposable gloves and disposable apron. After use the PPE should be removed and safely disposed of. 4. For pupils – parents/carers to be contacted to arrange collection. Pupils should either walk or be collected by a household member in a car (they should not use public transport). 5. For staff – go home or arrange to be collected (they should not use public transport – if they cannot walk, drive or be collected, they should get a black cab where the passenger is separated from the driver by a screen and wear a face covering at all times). 6. Clean the areas where the symptomatic person has been in line with the government’s guidance – see https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#left-area <p>Symptomatic persons should be asked to arrange a PCR test as quickly as possible and to inform the setting of the result.</p> <p>If the positive case is in an early years setting or primary school where identifying close contacts may be difficult, a ‘warn and inform’ letter can be sent to parents of pupils in the same class advising them they may wish to book a PCR test for their child.</p>	<p>Staff to be reminded of change Covid medical room on Inset day - the community room in the Gatehouse.</p> <p>All Public Health England / Islington & Camden guidance to regularly be communicated with parents via texts/letters and updating risk assessments throughout the year.</p> <p>Updated risk assessment to be added to the website and to share with all staff, parents and visiting professionals.</p> <p>PPE to be reordered and Covid medical room to be stocked with it.</p> <p>PPE to be available in all classes for all staff at all times.</p>	<p>SLT</p> <p>SLT</p> <p>SBM</p> <p>SBM</p> <p>SBM</p>	<p>01.09.21</p> <p>Ongoing</p> <p>Sept 21</p> <p>Sept 21</p> <p>Sept 21</p>	<p>01.09.21</p> <p>Ongoing</p> <p>Sept 21</p> <p>Sept 21</p> <p>Sept 21</p>
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8	Confirmed cases and outbreaks in a setting	All	<p>Inform Camden and Islington Public Health on ciphadmin@islington.gov.uk of all positive cases using the updated reporting form. Also, please explicitly state if you have met the thresholds detailed below:</p> <p>For more than one case follow instructions in the government guidance section “Stepping measures up and down” (call DfE on 0800 046 8687 option 1).</p> <p>Employers should call the Self-Isolation Service Hub on 020 3743 6715 as soon as they are made aware that any of their workers have tested positive. If cases amongst staff mean a setting meets the threshold, described below, employers will need to provide the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who tested positive, alongside the names of co-workers identified as close contacts.</p> <p>For most education and childcare settings, whichever of these thresholds is reached first:</p> <ul style="list-style-type: none"> • 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or • 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period <p>For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time:</p> <ul style="list-style-type: none"> • 2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period <p>The school/setting should be prepared, if local conditions deteriorate, to implement additional controls e.g. to enable social distancing (e.g. reintroducing bubbles) and face mask wearing for adults and pupils over 11 in communal indoor spaces and/or classrooms at the request of the local Director of Public Health or the government.</p> <p><i>NHS Track and Trace will be contacting relevant persons to identify close contacts from 19 July 2021 onwards – the school/setting may be contacted by NHS to provide information.</i></p>	<p>LFD tests to be available to all staff and families.</p> <p>September '21 reminder of procedures sent to all families.</p> <p>Outbreak management plan to be in place outlining how we would operate if there were an outbreak in our school or local area. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf</p> <p>Updated risk assessment to be added to the website and to share with all staff, parents and visiting professionals.</p>	<p>SLT/SBM</p> <p>SLT</p> <p>SLT</p> <p>SBM</p>	<p>Ongoing</p> <p>02.09.21 - parent letter to be sent</p> <p>Sept 21</p> <p>Sept 21</p>	<p>Ongoing</p> <p>02.09.21 - parent letter sent</p> <p>Sept 21</p> <p>Sept 21</p>
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			<p>In order to minimise all above risks, eligible persons are encouraged,</p> <ol style="list-style-type: none"> 1) To take up vaccines, when offered. 2) To participate in lateral flow testing (LFT) for asymptomatic persons and PCR programmes as advised. 	<p>Staff to continue to take part in the twice weekly lateral flow tests - share with staff on Inset day.</p> <p>Results to continue to be recorded in same way - school Covid19 Test Register and email system - share with staff on Inset day.</p> <p>Staff to be made aware that if positive - PCR then booked and to isolate while awaiting results.</p>	<p>All staff SLT</p> <p>Admin team/SBM</p> <p>SLT</p>	<p>Ongoing</p> <p>Ongoing</p> <p>01.09.21</p>	<p>Ongoing</p> <p>Ongoing</p> <p>01.09.21</p>
9	Pupil Non-Attendance	Pupils	<p>School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school.</p> <p>Attendance to be recorded following the DfE guidance</p> <p>https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2021-to-2022-academic-year</p> <p>Parents travelling abroad should bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return.</p> <p>Not all people with COVID-19 have symptoms. Where appropriate, the school should support those who need to self-isolate because they have tested positive to work or learn from home if they are well enough to do so.</p> <p>The school to maintain capacity to deliver high-quality remote education for the next academic year, including for pupils who are abroad, and facing</p>	<p>Welfare Checks to continue to monitor attendance and identify barriers to good attendance, including school refusal.</p> <p>Messaging to parents clear that school is compulsory in welcome back letter.</p> <p>Google Classrooms to be updated for 21-22 academic year.</p> <p>Year 1 children to be given logins.</p>	<p>Dir of Inclusion /Attendance officer/SLT</p> <p>SLT</p> <p>ICT Lead</p> <p>Class teachers</p>	<p>Ongoing</p> <p>Sept 21</p> <p>Sept 21</p> <p>Sept 21</p>	<p>Ongoing</p> <p>Sept 21</p> <p>Sept 21</p>

			challenges to return due to COVID-19 travel restrictions, for the period they are abroad.				
10	Prevention by reducing contact	Pupils, staff, families, wider contacts	<p>Actions: (Beginning and end of day)</p> <p>School will begin at 9.00 - 9.10am and end at 3.15 - 3.30 for all children - staggered by phases One way systems in place for all playgrounds.</p> <p>Communication & signage for parents</p> <p>Parents of children can enter only the outdoor areas on the school site when dropping off and collecting.</p> <p>(Staggered breaks / lunchtimes) Playtime and lunchtime rotas to allow one year group in the hall and the playground has 2 year groups at any one time.</p> <p>(Dinner Hall use) Food operators continue to follow Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.</p> <p>Discuss provision and delivery with Catering provider. Rota for using the lunch hall developed in year groups Drinking water should be provided at lunch. All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up. All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles etc</p> <p>(Meetings/1-2-1s/training/assemblies) Staff meetings/CPD/assemblies to continue via a mix of online meetings and face to face. Assemblies can resume in large groups - starting with two year groups at a time. Groups of people inside to be minimised where reasonably practicable</p>	<p>Communication letter for parents sent out before school reopens and staff briefed on Inset day</p> <p>Playtime and lunchtime rotas to be updated</p> <p>PPA and leadership timetable to be sent out to all staff.</p> <p>Children to eat in halls during scheduled times - update timetable and share with staff.</p> <p>Timetable and training to be given to new TAs and lunchtime staff.</p> <p>Information discussed with staff at INSET Face masks advised to be worn when face to face training/assemblies take place</p> <p>Staggered re-introduction of assemblies - key stages at first.</p>	<p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>DHT/SLT</p> <p>SLT</p> <p>SLT/Class teachers</p>	<p>27.08.21 - letter to be sent</p> <p>01.09.21</p> <p>July 2021</p> <p>Sept 21</p> <p>Sept 21</p> <p>01.09.21 and ongoing</p> <p>Ongoing</p>	<p>27.08.21 - letter sent</p> <p>01.09.21</p> <p>July 2021</p> <p>Sept 21</p> <p>Sept 21</p> <p>01.09.21 and ongoing</p> <p>Sept 21 and ongoing</p>

11	Provision of first aid	Staff, pupils, wider contacts	<p>Actions: First Aid Adequate numbers of trained staff to administer First Aid Check First Aid boxes content and facilities available Where closer contact may be necessary, wear appropriate PPE to protect First Aider and casualty. This would include disposable gloves, disposable apron and fluid resistant surgical facemask. Eye protection is also required if the casualty is coughing, spitting or vomiting PPE / Handwashing protocols to be followed - see systems of control. Suspected cases see managing cases section of risk assessment.</p>	<p>First aid procedures re-visited during INSET day</p> <p>Isolation room is community room</p>	<p>SLT/SBM</p> <p>SLT/SBM</p>	<p>01.09.21</p> <p>01.09.21</p>	<p>01.09.21</p> <p>01.09.21</p>
12	Emergency procedures (Fire alarm activations etc)	Staff, / pupils / wider contacts	<p>Actions: Emergency Evacuation Adequate numbers of trained staff to safely evacuate all personnel on the school premises</p> <p>Demarcation of safe distancing in place at assembly points</p> <p>Fire drill to be undertaken as soon as possible after re-occupation</p> <p>Fire risk assessment and Emergency Evacuation Plans reviewed</p>	<p>Fire drills to be planned in and continue as usual.</p> <p>Return to usual assembly points for fire drills - staff to be informed on INSET day.</p>	<p>SBM</p>	<p>Ongoing</p> <p>01.09.21</p>	<p>01.09.21</p>
13	Deliveries & Waste collection.	Staff, Students / pupils / wider contacts	<p>Actions: deliveries 1) Do not approach delivery staff, allow packages to be left in a safe place. 2) Hands are to be thoroughly washed after handling all deliveries or waste materials. 3) Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours) or from different access points</p>	<p>Remind staff and admin team on INSET day</p>	<p>SBM/SSO</p>	<p>01.09.21</p>	<p>01.09.21</p>
14.	Online Blended Learning	Staff, pupil, parents	<p>Children need access to quality online contact and education while unable to attend school due to Covid self isolation or closure.</p> <p>Online learning to be made available to any child who is isolating due to suspected COVID cases either in the family or prior to getting a test result. This will be made available via the Google Classroom or Tapestry platform. Teachers will not be able to deliver live lessons to individual pupils.</p> <p>See Remote Education Statement for details</p> <p>https://docs.google.com/document/d/15_BWxtCGLxFBoG0js8XDDzlyLcLcpY63-u7y9vbygtk/edit</p>	<p>Remind staff on INSET day</p> <p>Google Classroom to be updated for new year.</p> <p>New teachers trained on Google Classroom</p>	<p>SLT</p> <p>Computing Lead</p>	<p>01.09.21</p> <p>1st week back</p>	<p>01.09.21</p>

15.	Mental Wellbeing	Staff, pupils	<p>Schools mental wellbeing and support mechanisms for staff and pupils reviewed</p> <p>Use of government guidance to support children suffering from a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood.</p> <p>https://www.gov.uk/guidance/mental-health-and-wellbeing-support-in-schools-and-colleges</p> <p>Engagement with supporting mental health amongst staff</p> <p>https://www.gov.uk/guidance/mental-health-and-wellbeing-support-in-schools-and-colleges</p> <p>Staff to be reminded of Employee Assistance Programme</p> <p>Additional CAMHS and MHST support in school and via webinar for parents</p>	<p>Additional CAMHS and MHST support in school and via webinar for parents</p> <p>Updated support for mental health in newsletters and workshops.</p> <p>Use of Wellbeing for Education Return resources/training - staff updated on INSET</p> <p>Reminder of procedures and support in place to all staff on return</p>	<p>SLT</p> <p>Class teachers</p> <p>SLT</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Sept 21</p>	<p>Ongoing</p> <p>Ongoing</p>
16.	School Trips	Staff, pupils, wider contacts	<p>Actions:</p> <p>School trips to resume - use of public transport only when essential.</p>	<p>SLT to follow Government guidance</p> <p>Usual full and thorough school RA to be completed for trips, residential visits and swimming.</p>	<p>SLT</p> <p>Teaching staff</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p>
17.	Wrap around care	Staff, pupils, parents	<p>Wrap around care and after school clubs will be available. Breakfast Club, After school club and external clubs.</p> <p>All children to be able to access club every week, Some clubs to be run by outside coaches who have copies of the school risk assessment and follow the school procedures.</p> <p>Sports equipment thoroughly cleaned regularly by different individual groups.</p> <p>Clearly timetabled PE lessons to allow all children access to pitch and equipment</p> <p>Halls can be used for PE, with staff maximising natural ventilation flows</p>	<p>New club timetable to be communicated to staff and all wrap around care information</p> <p>Parents sign up for relevant clubs.</p> <p>PE timetable to be updated and shared with staff.</p>	<p>PE LEad, pastoral care lead</p> <p>SLT/PE Lead</p>	<p>Sept 21</p> <p>Sept 21</p>	<p>Sept 21 and ongoing</p> <p>Sept 21</p>

			<p>(through opening windows and doors) and paying scrupulous attention to cleaning and hygiene.</p> <p>Activities such as active miles, making break times and lessons active and encouraging active travel can help pupils to be physically active while encouraging physical distancing.</p>				
18.	Contact points Equipment use printers, workstations, apparatus, machinery etc.	Staff, / pupils / wider contacts	<p>Actions</p> <p>1) Parents to ensure children have their own water bottles in school to reduce contact with water fountains. Fountains regularly cleaned and not in use if outbreak in school.</p> <p>2) Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks).</p> <p>Activities and resources</p> <p>All shared resources to be cleaned after use (including computers, PE equipment etc). This must be built into end of lesson activity routines.</p> <p>When loaning out chrome books/laptops to families – they are cleaned down before they are handed out. On return families are asked to clean them down. They are then left unused and out of reach for a period of 72 hours.</p>	<p>Communication to be sent out about water bottles to parents via letters and parent hub.</p> <p>Staff training reminders on cleaning procedure - Inset day.</p> <p>Admin team to continue to explain expectations to families when loaning out equipment.</p>	Admin team SLT/SBM Admin team	Sept 21 01.09.21 Ongoing	01.09.21 Ongoing