

ONGOING COVID-19 Risk Management Assessment

Warren Road Primary School

Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none"> ▪ Staff ▪ Agency Staff ▪ Peripatetic teachers & other temporary staff ▪ Catering staff ▪ Cleaners ▪ Pupils ▪ Parents ▪ Visitors 		
Tasks and activities covered by this risk assessment:	<ul style="list-style-type: none"> ▪ General childcare provision during COVID-19 school closures and phased opening including social distancing ▪ Cleaning and sanitisation ▪ Food provision ▪ Property maintenance and compliance ▪ General site occupancy and site movement ▪ Personal hygiene 		
Equipment and materials used:	<ul style="list-style-type: none"> ▪ General class and teaching materials ▪ Cleaning materials and equipment ▪ Catering equipment 		
Location(s) covered by this risk assessment:	<ul style="list-style-type: none"> • All school premises 		
Name of person completing this risk assessment:	Sarah Palmer	Date of completion:	16 th August 2020 Reviewed 24 th August 2020 Reviewed 1 st September Reviewed 11 th September Reviewed 28 th October
Risk assessment approved by:	Governing Body	Date of approval:	6 th October at FGB
Date risk assessment to be reviewed by:	By 11 th September – Reviewed By 30 th October – Reviewed By 1 st December	Risk assessment no:	

The purpose of this risk assessment is to minimise the risk as much as possible. We have taken mitigating action as far as practically possible and we will continue to review this.

Reducing the Spread of Virus – PREVENTION

Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
<p>Minimise contact with individuals who are unwell: Staff and families to self-isolate for 10 days if they show symptoms or 14 days if a member of their household shows symptoms:</p> <ul style="list-style-type: none"> • High temperature • A new continuous cough • Loss or change in sense of smell or taste 	<ul style="list-style-type: none"> ▪ Share this in letter with all community groups. ▪ Signs up reminding people of this. ▪ Mentioned in letter 25/08/20 & 1.9.20 ▪ Letter sent every week for first 4 weeks of term. ▪ Reminder sent Oct half term. 	<ul style="list-style-type: none"> ▪ Reminders to be sent regularly 	
<p>Follow all self-isolation rules that have been set by government, especially when returning from holidays.</p>	<ul style="list-style-type: none"> ▪ Staff, parents and children to follow self-isolation rules when returning from countries on the list. ▪ The office must be informed. ▪ Mentioned in letter 25/08/20 & 1.9.20 ▪ Reminder sent Oct half term 	<ul style="list-style-type: none"> ▪ 	
<p>Clean hands thoroughly, more often than normal. Children and adults must clean hands:</p> <ul style="list-style-type: none"> • when they arrive at school • when they return from breaks • when they change rooms • after sneezing or coughing • after going to the toilet • before and after eating • before and after using laptops / chromebooks / computers etc. 	<ul style="list-style-type: none"> ▪ Children and adults to wash hands/sanitise on entry to school. ▪ Handwashing to be timetabled daily. ▪ Hygiene and handwashing part of PSHE lessons. ▪ Soap to be checked and topped up daily. ▪ Regularly check we have enough soap and hand towels in stock and reorder when needed. ▪ (Before you run out of soap, please ask for it to be refilled) ▪ RA sent to staff 25/08/20 ▪ RA reiterated to children 	<ul style="list-style-type: none"> ▪ 	
<p>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. NB – Public Health does not recommend the use of face coverings in lessons.</p>	<ul style="list-style-type: none"> ▪ Tissues available in every classroom. ▪ Lead first aiders/office staff to reorder tissues when needed. ▪ Ensure a lined bin is in every room. 	<ul style="list-style-type: none"> ▪ 	
<p>Minimise contact between individuals and maintain social distancing wherever possible.</p>	<ul style="list-style-type: none"> ▪ Children to be kept in Year Group 'bubbles' ▪ Children to be reminded to keep their distance from staff and children in other year groups. ▪ RA sent to staff 25/08/20 	<ul style="list-style-type: none"> ▪ 	

<p>All teachers and staff can operate across classes and year groups to facilitate the delivery of the school timetable.</p> <p>Staff that move between year groups must try to keep their distance from pupils and other staff as much as they can.</p>	<ul style="list-style-type: none"> ▪ Staff moving kept to a minimum and lessons outside or in larger spaces if possible. ▪ Staff to read RA and keep to social distancing as much as possible. ▪ Staff in primary schools can still work across bubbles if that is needed to enable a full educational offer. ▪ Ideally adults should maintain a 2 metre distance from each other, and children. We know this is not always possible, particularly when working with the younger children, but adults should do this when circumstances allow. Avoid close face to face contact and minimise time spent within 1 metre of anyone. ▪ RA sent to staff 25/08/20 	<ul style="list-style-type: none"> ▪ 	
<p>Alcohol-based hand sanitisers at the entrance of each room we are using, including offices, classrooms and other used spaces. To be used mainly by adults as children should be washing hands with soap and water – during the winter children will be using sanitiser more.</p>	<ul style="list-style-type: none"> ▪ Weekly check that these are there. ▪ Return empty hand sanitiser to site staff so they can replace or refill. ▪ Site staff to regularly check we have enough in stock and reorder when needed. 	<ul style="list-style-type: none"> ▪ 	
<p>Encourage pupils and staff to avoid touching their face with unwashed hands.</p>	<ul style="list-style-type: none"> ▪ Remind children during circle times and classroom assemblies. ▪ Staff to read risk assessment. ▪ RA sent to staff 25/08/20 	<ul style="list-style-type: none"> ▪ 	
<p>Volunteers to stay within one year group bubble (their child's if they have one in school) and not move around the school.</p>	<ul style="list-style-type: none"> ▪ Year group leaders to ensure helpers are only from their year group bubble or are only helping in their year group. ▪ Volunteers to read helpers leaflets/risk assessment. ▪ RA sent to staff 25/08/20 	<ul style="list-style-type: none"> ▪ 	
<p>Face masks are not necessary in classrooms and are not advised. However, in communal areas, when not teaching, face masks may be worn by adults.</p> <p>With tier 2, Bromley are recommending that parents wear face masks when entering the school site.</p>	<ul style="list-style-type: none"> ▪ All staff to read updated risk assessment ▪ Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully. ▪ Parents to wear face masks when on site as recommended as part of tier two in Bromley. 	<ul style="list-style-type: none"> ▪ Letter to parents during half term. 	

Supply Teachers, peripatetic teachers and other temporary staff can move between schools.	<ul style="list-style-type: none"> ▪ Ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. ▪ All visitors to read and adhere to Risk Assessment 	▪	
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Reducing the spread of the virus – Start and End of the Day

Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
<p>Stagger the beginning of the school day, so not all parents and pupils enter and leave school at the same time.</p> <p>Gates operate on a one-way system only.</p> <p>Cloonmore, Gleeson and Warren Road to work on a one way system.</p> <p>8.45am - 8.55am = Yr1, 4 & 6 8.55am - 9.05am = Yr2, 3 & 5 9.00am - 9.15am = YrR</p>	<ul style="list-style-type: none"> ▪ Communication with parents clear for which entrances they should use and times they can arrive. ▪ SLT in different areas around school to explain procedures for at least the first few weeks. ▪ ALL STAFF – Please do not use car parks between 8.30am – 9.15am. ▪ Letter sent 15.07.20 & Letter sent 25/08/20 ▪ Reminder sent Oct half term 	▪	This is a managed risk and relies on parents and children to follow the guidance carefully.
<p>Stagger the end of the school day, so not all parents and pupils leave school at the same time.</p> <p>Gates operate on a one-way system only.</p> <p>Cloonmore, Gleeson and Warren Road to work on a one way system.</p> <p>3.20pm = Reception 3.25pm = Y1, 4 & 6 3.35pm = Y2, 3 & 5</p>	<ul style="list-style-type: none"> ▪ Communication with parents clear for which entrances they should use and times they can arrive. ▪ SLT in different areas around school to explain procedures for at least the first few weeks. ▪ ALL STAFF – Please do not use car parks between 3.15pm – 3.50pm. ▪ Letter sent 15.07.20 & Letter sent 25/08/20 ▪ Reminder sent Oct half term 	▪	This is a managed risk and relies on parents and children to follow the guidance carefully.
Late collection of children and mixing	<ul style="list-style-type: none"> ▪ Class teachers to keep children collected late until 3.45pm. ▪ Children collected late to wait in the front reception, away from children from other year groups, with office staff monitoring. Chairs to be then wiped down by office staff on reception desk as enhanced cleaning measures. 	▪	
To help with number of people on site, Year 5 and 6 to be dropped off at the gates wherever possible. Year 5 and 6 may be collected from school site.	<ul style="list-style-type: none"> ▪ Letter to parents explaining ▪ Letter sent 15.07.20 ▪ Letter sent 25/08/20 	▪	

Discourage parents picking up their children from gathering at the school gates.	<ul style="list-style-type: none"> Parents to receive a letter explaining plans. Staff at gates & signage to remind parents. Letters sent 15.07.20 & 25/08/20 Reminder letter October half term. 	▪	
Only one parent on school site at one time and other children of primary age or under with their parent at all times.	<ul style="list-style-type: none"> Parents to receive a letter explaining plans. Staff on gates to reinforce for the first week back. Letters sent 15.07.20 & 25/08/20. Reminder sent Oct half term. 	▪	
All parents to have left site by 3.50pm. Strictly, no children to be on equipment after school as these are being used by certain bubbles.	<ul style="list-style-type: none"> Gates to be locked at 3.50pm. Watch equipment and move people on. Letter to reinforce Signage around equipment Letters sent 15.07.20 & 25/08/20 	▪	
All classroom back doors to be used and to be open from 8.45am to allow for staggered entry, <i>Beyond</i> children and siblings if other year groups are in.	<ul style="list-style-type: none"> All back doors open at 8.45am no matter when your staggered time. Handwashing or sanitising available on arrival to school. When cold (Oct half term onwards) – children sanitise or wash hands on entry to classroom. RA sent to staff 25/08/20 Letters sent 15.07.20 & 25/08/20. 	▪	
Pupils to go straight to classrooms upon arrival at school – parents to leave school grounds immediately, following safe distancing procedures.	<ul style="list-style-type: none"> Arrival systems to be well managed and planned for. SLT on gate and one-way system every morning and evening Letters sent 15.07.20 & 25/08/20 	▪	

Reducing the spread of the virus – During the Day – Whole School

Risk Consideration	School Management Arrangements	Further Actions Needed/Monitoring	Risks, Issues & RAG Rating
Classes to be joined in one year 'group'. Year groups not to mix with other year groups. Little staff movement between groups as possible.	<ul style="list-style-type: none"> Classes to be a maximum of 30 (class size). Classes to have same teacher as much as possible. Year groups not to mix with each other and staff to mix as little as possible. 	▪	
Avoid having parents and visitors in the school building unless in an emergency or pre-booked appointment. Parents to book appointment to be in school.	<ul style="list-style-type: none"> Front desk door to be shut and box put outside the door if anything is being dropped off. Parents can only come into the building if they have a booked appointment. Letter sent 15.07.20 and 25/08/20 	▪	

Risk Consideration	School Management Arrangements	Further Actions Needed/Monitoring	Risks, Issues & RAG Rating
<p>As many doors and windows open as possible to reduce the need to touch handles (doors shut if raining or too cold).</p> <p>Fire doors must still be kept shut and all doors and windows shut in the event of a fire alarm.</p>	<ul style="list-style-type: none"> ▪ Reminder letter Oct half term ▪ All staff read risk assessment. ▪ Children reminded to touch as little as possible. ▪ Door and window handles to be wiped at lunchtime by middays and at the end of the day by cleaning staff. 	<ul style="list-style-type: none"> ▪ 	
<p>Ensure the school is well ventilated in all rooms and a comfortable teaching environment is maintained.</p>	<p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <ul style="list-style-type: none"> ▪ opening high level windows (must be more than one) in preference to low level to reduce draughts ▪ increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) ▪ providing flexibility to allow additional, suitable indoor clothing such as school fleeces. ▪ rearranging furniture where possible to avoid direct drafts 	<ul style="list-style-type: none"> ▪ Share with staff 	
<p>Class and corridor furniture moved or placed in a position to reduce pinch points, ensuring that free movement is possible.</p>	<ul style="list-style-type: none"> ▪ Corridors to be cleared of furniture. ▪ Doors to be wedged open. ▪ Taped lines will be put in corridors to show spacing and direction of movement. 		
<p>Large groups of staff to be limited. Temporary Staff Rooms to be set up: Reception = Reception staff room Year 1 / 2 = Infant Hall Year 3 / 4 = Main Staff Room Year 5 = Music Room/Harris Room Year 6 = Junior Library Staff not attached to Year Groups = Main Staff Room</p> <p>(Staff who do PPA in one Year group please go to their space).</p>	<ul style="list-style-type: none"> ▪ No whole staff meetings unless through online platform. ▪ Main staff room to have no more than 10 people in it at any one time. ▪ Reception staff room only to be used by those working in that block (no more than 6 people at once). ▪ Staff to wipe down surfaces when they have used them. ▪ Staff to eat outside if possible away from children and adults from other groups, unless keeping at least 2m apart. 	<ul style="list-style-type: none"> ▪ 	

Risk Consideration	School Management Arrangements	Further Actions Needed/Monitoring	Risks, Issues & RAG Rating
Avoid any group activities that require pupils to be in close physical contact with each other, such as: <ul style="list-style-type: none"> Assemblies Certain sports and playground games 	<ul style="list-style-type: none"> Classroom assemblies to be done or just year group assemblies. Staff to read risk assessment and plan so the day does not include these activities. Children reminded of social distancing regularly in class. Children taught new playground games they can play that allow for them not to touch each other. 	<ul style="list-style-type: none"> 	
When at Lunch: <ul style="list-style-type: none"> Stagger lunch times so only one group is in the hall at one time. Year 5 and 6 to eat in the Stage Hall for the time being. Have zones that children are in with no groups mixing. Enhanced cleaning in place. Reduce use of whistle and bell. 	<ul style="list-style-type: none"> Staggered times to eat with a year group on one side of the hall only – no mixing year groups. Zoned places on main playground. Middays to be mixing as little as possible and keeping 2m distance. Middays to clean equipment on a Wednesday and to wipe frequently touched surfaces, such as door handles and push bars, every day using the spray and cloths in the classrooms. Packed lunches to take home their own waste. Staff to clap hands if possible. If outside and away from children, whistles may be used. 	<ul style="list-style-type: none"> RA sent to staff 25/08/20 MDMS Read RA - RA sent to staff 25/08/20 	
Drinking fountains not to be used.	<ul style="list-style-type: none"> Drinking fountains switched off and children to bring in their own drinks bottle. Drinks bottles can be filled from drinking water taps. 	<ul style="list-style-type: none"> Site managers to ensure they are off. 	

During the School Day – In the Classroom

Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
Pupils limit the amount of equipment they bring into school each day.	<ul style="list-style-type: none"> PE bags on pegs. Try to avoid using corridors unnecessarily. Letter sent 15.07.20 and 25/08/20 	<ul style="list-style-type: none"> 	
Keep pupils at their desks, facing the front as much as possible, for as much of the school day as you can. In reception and KS1, children to be spread out on carpet and facing the front.	<ul style="list-style-type: none"> Class teachers to reinforce keeping this rule. Children to use the same table for a whole week minimum. Classrooms to be rearranged so that tables are all facing the front. Dots, marking or spacing needed on carpet in R & KS1. 	<ul style="list-style-type: none"> 	

	<ul style="list-style-type: none"> ▪ RA sent to staff 25/08/20 		
Adults to ideally keep 2m from other adults and children.	<ul style="list-style-type: none"> ▪ Leave space at front of classroom for adults. ▪ If working with children, work side to side, rather than face to face. ▪ RA sent to staff 25/08/20 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
Teacher's desks to be clear and tidy.	<ul style="list-style-type: none"> ▪ Desks to be cleared before students or other staff use the desk and laptop. ▪ All visiting teachers in a classroom to remove dirty cups and to leave desk tidy. ▪ Use a tissue and spray to wipe down laptop between each adult. ▪ RA sent to staff 25/08/20 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
Frequently touched surfaces such as door handles, light switches and push bars to have enhanced cleaning.	<ul style="list-style-type: none"> ▪ Frequently touched surfaces such as door handles, light switches and push bars to be wiped regularly by TAs and teachers within the classroom using spray and jay cloths provided. ▪ Office staff and other staff not in classrooms to wipe their door handles, light switches and push bars regularly. 	<ul style="list-style-type: none"> ▪ RA resent to staff 28/10/20 	
Resources that the children use during the day to be kept separate if possible and certainly not shared between different year groups unless they have been thoroughly cleaned or quarantined for 48 hours or 72 hours if plastic. Classroom based resources, such as books and games, should be used and shared between the same Year Group 'bubble', but to be cleaned regularly.	<ul style="list-style-type: none"> ▪ Children reminded to only touch their resources. ▪ KS1/R to have class resources that are not shared with other classes. ▪ KS2 children to have their own tray with resources. ▪ Classroom libraries can be used, but only for your own class. ▪ Shared resources to be cleaned regularly, especially plastic resources. ▪ RA sent to staff 25/08/20 	<ul style="list-style-type: none"> ▪ 	
Outdoor play equipment should be more frequently cleaned.	<ul style="list-style-type: none"> ▪ If equipment is used for PE, I should be cleaned at the end of the lesson, unless the same year group is using them. ▪ Lunchtime equipment still needs to be wiped down by MDMS. ▪ RA sent to staff 25/08/20 	<ul style="list-style-type: none"> ▪ 	
Timetable hygiene sessions in class and discussions over behaviour during this time.	<ul style="list-style-type: none"> ▪ Classes have sessions where hygiene is discussed. ▪ Expectations of behaviour to be talked about daily. 	<ul style="list-style-type: none"> ▪ 	

	<ul style="list-style-type: none"> Behaviour policy has an appendix for this time for children who deliberately break social distancing rules – not for those who do it accidentally. RA sent to staff 25/08/20 		
Timetable wellbeing sessions with classes.	<ul style="list-style-type: none"> Staff to do their own assemblies and PSHE sessions focusing on children’s health and well-being as well as following the new PSHE and relationship education plans. RA sent to staff 25/08/20 	▪	
Equipment and resources are integral to education in schools so maths manipulatives, science equipment and dictionaries etc. should still be used.	<ul style="list-style-type: none"> Equipment can be shared by the children in the same bubble, but washed frequently. Equipment to be shared between Year groups that cannot be washed should be left in a box indicating it is being quarantined for 72 hours before it is put back. Shared resources MUST be washed or quarantined. RA sent to staff 25/08/20 	▪	
Any ICT resources used should be wiped down with a tissue with spray on it by each child and then the tissue thrown away.	<ul style="list-style-type: none"> Spray and tissues in ICT suite or staff take up their class spray and tissues. Staff to enforce within the classroom. 		
Class based music lessons (not 121 lessons).	<ul style="list-style-type: none"> Singing should be avoided unless outside with lots of space for social distancing. No woodwind or brass instruments to be used in a group. 	▪	
Swimming lessons Only one year group bubble swimming each half term.	<ul style="list-style-type: none"> Instructions for how to use the pool during this time on wall in the pool. 		

All Visitors

Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
All visitors	<ul style="list-style-type: none"> Must be prearranged and have booked an appointment Must sanitise or wash hands on arrival. Be given a COVID-19 leaflet for their first visit. MUST leave contact details for track and trace. These will be kept for 21 days. 	Inform RP and M-AW about 21 days rule.	

Supply teachers, peripatetic teachers and any other temporary staff to read risk assessment or COVID-19 leaflet on arrival. Regular staff to read the risk assessment.	<ul style="list-style-type: none"> ▪ All other visitors to the school to read the risk assessment (regular visitors) or the COVID-19 leaflet. ▪ A record to be kept of all visitors on front reception. ▪ All visitors to sign in using inventory – need their contact details. 		
Specialist teachers	<ul style="list-style-type: none"> ▪ All specialist teachers to work with child at least 2m away from them. ▪ Wash down all surfaces between children. ▪ Ensure all rooms have a cloth and spray. ▪ RA and leaflet shared with specialist teachers 	▪	
Meetings	<ul style="list-style-type: none"> ▪ Meetings with one parent or two parents from the same household to be either outside or in a room with 2m space. ▪ Meetings with more than one bubble to be done remotely through 'Zoom'. 	▪	

Daily Cleaning

Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
All cleaning staff to wear aprons and gloves	<ul style="list-style-type: none"> ▪ Cleaners to read the risk assessment and follow these rules. 	▪	
Use standard cleaning products to clean and disinfect frequently touched objects and surfaces as part of enhanced cleaning, including: <ul style="list-style-type: none"> • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Computer equipment (including keyboards and mouse) • Sports equipment • Toys • Telephones 	<ul style="list-style-type: none"> ▪ Cleaners to all read risk assessment to ensure they know what has to be cleaned. ▪ Cleaners to have the list of surfaces to be cleaned with them so they can check. ▪ Site manger to check up that everything is being cleaned properly. ▪ Staff can bring in their own cleaning products if they so wish. ▪ Staff to use wipes or tissues with spray for computers. ▪ Sports equipment to be washed after each session by staff who have used them. 	▪	

Remove rubbish daily and dispose of it safely.	<ul style="list-style-type: none"> Cleaners to remove all rubbish and dispose into black bin bags. Black bin bags put in waste bins. 	▪	
Cleaning of resources	<ul style="list-style-type: none"> Staff to clean their own possessions regularly. Staff to clean any resources used at the end of the day. 	▪	

Cleaning if there has been a Suspected Case

Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
<p>Clean and disinfect surfaces the person has come into contact with, including:</p> <ul style="list-style-type: none"> Objects which are visibly contaminated with body fluids All potentially contaminated high-contact areas (e.g. bathrooms, door handles, telephones, grab-rails in corridors and stairwells) <p>You don't need to specially clean public areas they've passed through briefly (e.g. corridors) which aren't visibly contaminated with body fluids</p>	<ul style="list-style-type: none"> Site managers and cleaning staff read risk assessments and aware risks. This needs to be done immediately by site staff or TA wearing PPE as appropriate which can be found in the medical room. RA sent to staff 25/08/20 	▪	
<p>Keep any waste from possible cases and cleaning of those areas in a plastic rubbish bag and tie when full. All waste to be double bagged then put out after 72 hours quarantine.</p>	<ul style="list-style-type: none"> Lidded bins to be used in the medical room. Bags in bins to go in black bags. Black bags to be placed in metal bins that cannot be accessed by children RA sent to staff 25/08/20 	▪	
<p>Make sure all cleaning staff:</p> <ul style="list-style-type: none"> Wash their hands with soap and water or sanitise on entry to school and as they leave. 	<ul style="list-style-type: none"> All staff read risk assessment. 	▪	

Communication

Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
<p>Risk assessment to be shared with governors and staff and then updated with other ideas and thoughts.</p>	<ul style="list-style-type: none"> RA to be shared with governors and amended – sent 16/08/20. Every member of staff to read risk assessment. 	▪	

	<ul style="list-style-type: none"> ▪ RA shared with staff July 2020. ▪ RA re-shared with staff 25/08/20. 		
Communicate all new working / school arrangements to parents and any updates to those arrangements as soon as possible.	<ul style="list-style-type: none"> ▪ Letters to all parents outlining changes. ▪ Precise letters to parents in year groups. ▪ Letters sent 15.17.20 and 25/08/20. 	▪	
Display signage prominently within school and on the outside of buildings to encourage social distancing.	<ul style="list-style-type: none"> ▪ Have signs in areas where adults will be to remind them of rules etc. ▪ Classroom display and corridor guidance ▪ Toilet expectations 	▪	
Display signage prominently at site entrances to encourage social distancing.	<ul style="list-style-type: none"> ▪ Signage at school entrances ▪ Good hygiene posters put up. ▪ Yellow lines on road and paths including Gleeson ▪ Redone August ▪ Distance reminders on pavement by Bromley Borough 	▪	
Implement systems for people-movement around the outside of and between buildings - support with signage, barriers, floor markings and staff supervision.	<ul style="list-style-type: none"> ▪ Car entrances to be pedestrian entrance and the other gate to be the exit. ▪ All staff to be in school by 8.30am so that no cars are being driven in or out at this time. ▪ Site managers to cone entrances on drop curbs when children are entering these gates. 	▪	
All pupil movement (individual or groups) within the school site and buildings to be supervised and managed.	<ul style="list-style-type: none"> ▪ Everyone to walk on the left hand side of corridors – remind if people are not. ▪ People not to lean on or touch walls and corridor furniture as they walk around the school – reminded before you leave the classroom. ▪ All lines checked and in good order. 	▪	
Limit unnecessary pupil movement around the school to minimise contact with surfaces and assist social distancing.	<ul style="list-style-type: none"> ▪ All staff to be aware and to make reasonable endeavours to limit the number of pupils moving during lesson time. ▪ Manage toilet breaks 10 minutes before and after breaks, and encourage use during breaks ▪ Toilets to only be used by one or two year groups. 	▪	

First Aid

Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
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First Aid member of staff at school every day.	<ul style="list-style-type: none"> All office staff first aid trained. Several TAs, middays and teaching staff first aid trained. 3 members of SLT first aid trained. 	<ul style="list-style-type: none"> 	
First aid enhanced cleaning	<ul style="list-style-type: none"> First aider to wipe down the chair between individual use. Spray and cloth in medical room. First Aider to wash their hands before and after dealing with a child. 	<ul style="list-style-type: none"> First aiders to read reviewed risk assessment. 	
Access to first aid facilities is maintained and the school suitably stocked with first aid sundries.	<ul style="list-style-type: none"> First aid supplies checked and new stock ordered. 	<ul style="list-style-type: none"> 	
PPE available for staff who deal with anyone who is showing symptoms of COVID-19.	<ul style="list-style-type: none"> Masks, aprons and gloves available in first aid room. 	<ul style="list-style-type: none"> 	
Use of a non-contact infrared forehead digital thermometer to be used on children with suspected case.	<ul style="list-style-type: none"> Take temperature of children who come up to the first aid room as a precautionary measure. 	<ul style="list-style-type: none"> 	

Catering

Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
Independent have set up new code of conduct for staff who work in the kitchen (see their policy).	<ul style="list-style-type: none"> Independent policy read and agreed. Key points shared with parents – letter 25/08/20 	<ul style="list-style-type: none"> 	
Maintain social distancing between kitchen staff and anyone else in the school.	<ul style="list-style-type: none"> Food to be pre-set on plates so children can grab and go. No salad bar available for children in autumn term to prevent children breathing over it. 3 different halls used to keep year groups separate. Next year group not to enter hall until last one gone and tables and chairs cleaned. 	<ul style="list-style-type: none"> 	

If we have a suspected case

Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating

<p>Identify a room that sick pupils can be kept in until parents come to collect them, ideally with:</p> <ul style="list-style-type: none"> • A door you can close • A window you can open for ventilation <p>A separate bathroom they can use (either attached to the room or nearby)</p>	<ul style="list-style-type: none"> ▪ The medical room shall be used for all pupils showing symptoms or children who are sick. ▪ Disabled toilet to be used. ▪ If either is used, room to be immediately cleaned. ▪ If weather conditions are conducive, child to wait outside with an adult. 	<ul style="list-style-type: none"> ▪ Signs needed for door so people don't enter if they have been used. ▪ 	
<p>Make sure staff in school know that they should:</p> <ul style="list-style-type: none"> • Move pupils to this room if they're sick • Wash their hands for 20 seconds after making contact with the ill pupil 	<ul style="list-style-type: none"> ▪ All staff to read the risk assessment. ▪ Adult dealing with child to wear mask, apron and gloves – kept in medical room. 	<ul style="list-style-type: none"> ▪ 	
<p>Where a child or staff member tests positive, then engage with the NHS Test and Trace process. Manage confirmed cases of coronavirus (COVID-19) amongst the school community. Contain any outbreak by following local health protective team advice.</p>	<ul style="list-style-type: none"> • Contact Local Public Health Protection Scheme • If a child is unlikely to get a test, give them a home testing kit to speed up the process. • School have been given 10 home test kits with 10 more to come. 	<ul style="list-style-type: none"> ▪ 	
<p>Any adult who believes that they have symptoms of coronavirus or who is outwardly displaying these symptoms should not attend the workplace. If an adult becomes symptomatic in the workplace, they must follow the following steps:</p>	<ol style="list-style-type: none"> 1. Immediately inform their line manager, avoiding face-to-face contact if possible. 2. Go directly home. 3. Access a coronavirus test as a matter of urgency. 4. Follow self-isolation guidance until test results are available; these should be reported back to their line manager at the earliest opportunity. 5. If the test is positive, that 'bubble' of staff and children will be asked to self-isolate for 14 days and follow government guidance. THIS WILL BE CONFIRMED BY PUBLIC HEALTH. 	<ul style="list-style-type: none"> ▪ 	<p>This is where the risk is at its highest. However, through the use of PPE, sending the adult home and sending the group home if needed is the best way to reduce risk.</p>
<p>Children with coronavirus symptoms should not attend school. If a child displays or reports coronavirus symptoms in school, the following steps must be followed:</p>	<ol style="list-style-type: none"> 1. Member of staff accompanies the child to the designated isolation Sick Bay maintaining a safe distance; if the child requires support to reach the Sick Bay, PPE must be worn by the supporting adults. 	<ul style="list-style-type: none"> ▪ 	<p>This is where the risk is at its highest. However, through the use</p>

	<ol style="list-style-type: none"> 2. The child is assessed by the designated first aider maintaining a safe distance; if this necessitates close contact, PPE must be worn by the supporting adults. 3. If symptoms are confirmed, the child's parents will be contacted for immediate collection. 4. The child will remain in the isolation Sick Bay until collected under the supervision of a monitoring adult; if this necessitates close contact, PPE must be worn by the monitoring adult. 5. The child will need to be tested and this test result must be reported to school. 6. If the test is positive, that 'bubble' of staff and children may be asked to self-isolate for 14 days and follow government guidance – we will be advised by public health. 		of PPE, sending the child home and sending the group home if the child is positive is the best way to reduce risk.
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Any Fire Alarm would follow as per usual plans and routes, but children to remain in their bubbles.

Overall Risk / RAG Rating Matrix

Likelihood	Description	Score
Low	No significant risk or low risk item that are well managed with no impact on school opening.	1
Medium	Some minor risk issues identified but management process in place within the school to manage them.	2
High	Significant risk items identified that required rectification, or risk items beyond the school capability to manage.	3