St. Vincent's Catholic Primary School

Coronavirus/Covid-19 Risk Assessment for Persons Attending a Primary School Setting

Effective from Autumn Term (September) 2020 onwards

School name:	St. Vincent's Catholic Primary School		
Name(s) of person(s) covered by this assessment:	▪ Teaching staff ▪ Pupils ▪ Catering staff ▪ Cleaners		
Tasks and activities covered by this risk assessment:	▪ General education/childcare provision during COVID-19 pandemic ▪ General site occupancy and site movement ▪ Personal hygiene ▪ Cleaning and sanitisation ▪ Serving school meals ▪ Interactions with maintenance contractors, not including the actual maintenance and compliance activities		
Equipment and materials used:	▪ General class and teaching and play materials (indoor and outdoor) ▪ Cleaning materials and equipment ▪ Dining hall equipment		
Location(s) covered by this risk assessment:	▪ All school premises		
Name of person completing this risk assessment:	Marina Coleman, Danielle Duffy & Holly Carruthers	Date of original completion:	17.07.2020
Risk assessment approved by:	Westminster H&S team	Date of original approval:	04.08.20 And again 16.09.21
Date risk assessment to be reviewed by:	22.10.2021 (to review this half term and any changes needed)	Risk assessment no:	13

Record of risk assessment reviews					
Date of review:	**16.09.21**	Reviewed by:	MC	Comments / date of next review:	▪ This risk assessment review includes updated notes for the contingency plan following some positive cases within our school family

Background

This risk assessment will consider the risks to pupils, staff and others impacted by the infection of a member of the school community attending school (e.g. pupils, staff, contractors, visitors and household members of pupils and staff) while the coronavirus leading to Covid-19 infection is in circulation in the general community in the UK. It is based on government guidance, which indicates that it cannot be a 'one-size-fits-all' approach and school leaders are best suited to identify the system of controls that will let them effectively minimise the risk while delivering the curriculum.

Note: this risk assessment only addresses hazards directly related to physical exposure to Coronavirus/Covid-19. The school 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.

Hazard - Coronavirus (SARS-CoV2), which is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. 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).

Risk Consequence - The vast majority of people who become infected with COVID-19 will have mild to moderate symptoms which will self-resolve, and will not require further NHS treatment. While Covid-19 illness can be fatal, this likelihood disproportionately impacts adults and specifically those with pre-existing conditions who should follow the relevant government guidance.

- severity of disease in children – there is high scientific confidence that children of all ages have less severe symptoms than adults if they contract coronavirus (COVID-19)
- the age of children – there is moderately high scientific confidence that younger children are less likely to become unwell if infected with coronavirus (COVID-19)
- severity of disease in adults – a small proportion of adults suffer a very serious or fatal illness, if infected. The likelihood of serious or fatal consequences is much greater for older people and those with underlying health conditions e.g. the clinically vulnerable and extremely clinical vulnerable for whom personal risk assessments should be completed (see also risk reference 1A below).

Likelihood is based on the likelihood of transmission, which may lead to one or multiple fatalities.

If personal hygiene and school cleaning measures, (in accordance with government guidance) are followed likelihood of transmission leading to a fatality will be low

This risk assessment is based on the latest government guidance updated August 2021

A) Essential general control measures – applicable to all pupils, staff and others, in all schools, at all times

Procedures in place, including reminders to all adults and children via regular classroom briefings, specific learning and poster displays to ensure:

- Pupils and staff stay at home if,
  - unwell with coronavirus (COVID-19) symptoms, *or*
  - if instructed to do so by the NHS Test and Trace system or by a Public Health England, Westminster Public Health or other health protection team officer, *or*
  - where quarantine applies following travel abroad
- Pupils, staff and their households understand their obligation to be tested if displaying symptoms and follow NHS guidance.
- Frequent washing of hands with soap and water for 20 seconds and dry thoroughly using the correct hand washing technique. This includes on arrival at the setting, before and after eating, after breaks, after changing rooms and after sneezing or coughing
- Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').
- Not touch their mouth, eyes and nose.
- Implement normal personal hygiene and washing of clothes following a day in an educational or childcare setting.

B) School Infection Prevention Measures

All schools **must** have processes and facilities in place,

1. To minimise contact with persons unwell with coronavirus symptoms, including
   a. Procedures to ensure staff and pupils in these situations do not attend school
   b. Procedures to isolate and send home any pupil or staff who develop symptoms while at school
   c. Procedures to support pupils and staff with engaging with NHS Test and Trace.
   d. Procedures to contact the local health protection team if anybody who has attended school (staff, pupil, visitor or contractor) has tested positive and then follow Public Health's advice.
2. To enable thorough hand cleansing at appropriate times
   a. Well maintained, regularly cleaned, hand washing facilities e.g. running water, soap and either electric dryers or disposable hand towels or (where running water not available) hand sanitiser stations stocked with suitable sanitiser available at appropriate locations.
   b. Pupils and staff educated to cleanse their hands at appropriate times and age appropriate supervision and assistance provided for children where needed.
   c. Regular reminders of the required behaviours and staff leading by example.

3. Promote good respiratory hygiene by,
    a. Ensuring tissues and bins with lids are available.
    b. Bins regularly emptied and tissues re-stocked at appropriate intervals.
    c. Appropriate education of "catch it, bin it, kill it" approach and support for pupils who need assistance e.g. EYFS and pupils with additional needs.
4. Enhanced cleaning – use the methods to be published in Public Health England's revised guidance on general cleaning in non-healthcare settings
    a. Identify rooms and facilities/areas used by different groups/cohorts e.g. toilets, workshops, laboratories, specialist teaching rooms (art, music, etc.) dining halls, play areas, secondary school classrooms
    b. Identify frequently touched surfaces (e.g. door handles, toilets, wash hand basins) that require enhanced "frequently touched surfaces" cleaning.
    c. Schedule frequent and enhanced cleaning for frequently touched areas and areas used by different groups/cohorts, ensuring suitable competent staff and supplies of standard cleaning products and materials are available

Ref	Activity/Area	KEY CONTROLS OR PROCESSES IN PLACE TO MITIGATE RISK If you cannot implement all controls below, you must consider if you can safely undertake the activity Where likelihood of transmission remains High, you must consider if it is acceptable to proceed.	Likelihood of transmission with all key controls in place	COMMENTS If you cannot implement all controls	OWNER / LEAD OFFICER
1	Pupils, or staff symptomatic	Parents/carers, pupils, staff, contractors and other visitors informed that nobody who is symptomatic may attend school or enter the premises - they must all follow the government's self-isolation, testing and tracing guidelines. Posters around school and website news posts. 27.08.21 Letter to parents and website post with GOV.UK advice / links. Regular email reminders to parents See also Ref 13 below for a suspected case of Covid-19 on site.	Low	Parents reminded of expectations in revised Home School Agreement sent to all parents 16.09.21	SLT
1.1	Pupil or staff member contacted by NHS Test and Trace as a contact	Conduct a PCR test in accordance with NHS Test and Trace instructions *(if persons follow these instructions, the likelihood of transmission to others is minimised)* Staff Handbook Sept 2021 with regular reminders at staff meetings	Low	Parents reminded of expectations in revised Home School Agreement to be sent to all parents 16.09.21	SLT

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1.2	Asymptomatic staff carrying virus into school	Testing is important because staff could be carrying the virus without knowing it and may spread it to others. Testing all staff without symptoms will support schools and nurseries to continue to operate. Simple and quick tests using antigen Lateral Flow Devices (LFD) enable the rapid testing of staff, from their home, without the need for a laboratory. Primary schools, school-based nurseries and maintained nursery schools will be provided with these test kits to distribute to their staff so that they can conduct testing at home. Testing will help to break chains of transmission Staff need to: ●carry out twice weekly testing at home (3 to 4 days apart) before they come into the workplace in the morning ●maintain 'hands-face-space' IMPORTANT: Tests are only for the use of the person assigned the kits; they should not be taken by anyone else. This asymptomatic testing programme does not replace current guidance for those with symptoms or those identified as a close Risk Assessment completed for tests. Consideration at COVID Committee 25.01.2021. Staff started collecting and self testing form 25.01.21. Google Form to collate results as well as reporting to NHS.	Low	Reminder to staff that if they display symptoms or if the LFT is positive they must complete a PCR test at Inset Day 01.09.21. New Google Form from 01.09.21	MC HC

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1A	Staff - Clinically extremely vulnerable (previously shielded) and clinically vulnerable staff working at the school/setting	A personal risk assessment should be completed for each staff member. Where the nature of their job means that they cannot work from home (the situation that will apply to most teaching and many support roles in a school which is fully open). Shielding (extremely clinical vulnerable persons) can come to the workplace from 1 August 2020, however their risk assessment must address minimising their risk of exposure while undertaking their job role. i) Review work methods to optimise social distancing, where practicable. ii) Observe personal hygiene best practice. iii) Where the member of staff works with very young children e.g. nursery or reception, consider whether there are options for working with a slightly older age group where social distancing is more practical. The guidance for extremely clinically vulnerable/shielding persons is available at 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 and for clinically vulnerable persons is https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people Clinically extremely vulnerable: One member of staff with shielding letter until 31st March. Nb staff member has now been vaccinated Clinically vulnerable: Four members of staff. Nb staff members have now been vaccinated	Medium	First Aid supplies including inhalers and Epipens to return to main office. However covid concerns will remain responsibility of SLT- temperature, isolating. All vulnerable staff have now been double vaccinated. Shielding no longer advised for any of our staff team.	SLT

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1B	Pupils who are clinically extremely vulnerable (previously shielded) or clinically vulnerable	These pupils can return to school, in line with the government guidance. They should be assisted to socially distance where applicable. If a local rate of disease rises, clinically extremely vulnerable children may be advised to temporarily shield again, hence be temporarily absent from school. These children should take advice from their specialist health professional and, where applicable, the school should support the child in following this advice. Families can be referred to the school nursing team, who will individually be able to discuss their concerns and risks. Parents advised in letter 15.07.20.	Medium	Liaise with health professionals and school nursing team re individual cases. Waiting for new school nurse to start end of September 21	MC
1C	Household members of pupils and staff who are clinically extremely vulnerable (previously shielded) or clinically vulnerable	The staff and pupils living in households with extremely clinically vulnerable persons should attend school as normal. The pupils and staff should follow the government about personal hygiene measures and social distancing as far as practical, both at school and in the home environment. Pupils and staff members should be supported by the school to follow personal hygiene best practices. Reminder to staff at inset day and to pupils as part of curriculum and welcome back PPT. Families can be referred to the school nursing team, who will individually be able to discuss their concerns and risks.	Low	Liaise with school nursing team re individual cases. Waiting for new school nurse to start end of September 21	MC
2	Classroom/general activities	Pupils and staff should have their own personal frequently used equipment e.g. pens and pencils. This is already standard practice with pencils cases and trays. Books, games and other resources can be shared within the cohort and should be cleaned regularly, where appropriate. As an alternative, or where cleaning is not practical, items can be left unused for a period – see B4d above reference rotation of items) Books and other shared resources can be taken home when it contributes to a child's education and development. Appropriate cleaning and rotation (see B4d)	Medium	Assemblies: Group children according to their lunch/break groups: • EYFS • Years 1, 2 and 3 • Years 4, 5 and 6 Monday – MC zoom assembly and gradually move to live	MC, DD & HC

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		should apply to these resources. Parents to be requested to not allow their children to bring toys, or any other non-essential items to school. Arrangements for frequent handwashing, including additional support where needed by pupils (see B2), good respiratory hygiene (B3) and classroom cleaning (B4) in place Removing ill/symptomatic persons from classroom (see B1b and ref 13 below).		stream assembly with 3 year groups in the hall Tuesday – class assembly Wednesday – DD and HC to prerecord assembly for classes to watch Thursday – Singing assemblies Friday – class assemblies with 2 other classes watching with their parents. Live stream to other classes. Stairs: Maintain the 'up stairs' and 'down stairs'	
3	Use of toilets	Enhanced cleaning of toilet facilities (see B4 above). Where there is a toilet facility in or near a classroom/cohort; that cohort should use it as far as practicable (to minimise contact with others). All staff and pupils instructed and supported to wash hands correctly after using toilet (see B2 above). Where toilets are shared by different groups/cohorts, an enhanced cleaning regime should be put in place.	Medium	NC to check / clean toilets regularly Encourage pupils to use toilets within break times.	MC

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4	One-on-one teaching and personal care for infants and children with additional needs	PPE only needed for pupils whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way - see https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe Where PPE is required, staff should be instructed in when it is needed and how to don and doff it correctly. Minimise close contact time without negative impact on personal care. Where close contact is necessary, stand behind or beside the pupil, where practicable, rather than face-to-face Where a pupil is displaying symptoms they should be removed from classroom and the appropriate procedures followed (see B1b and ref 13 below). Don and doffing techniques explained in June Inset and will be reviewed in September. PPE in Headteacher Office. Staff reminded of up to date guidance at September Inset Day.	Medium	Headteacher office remains as safe, isolated space if any child is poorly with coronavirus symptoms Children with other illnesses or injuries will wait in the main office	MC
5	Playground activities *Outdoor transmission likelihood believed to be much lower than indoors.*	Play equipment should be cleaned regularly. Hand washing before and after each break and/or use of play equipment. Boxes on playground to be for each year group with their play equipment and PE equipment. Close contact sports/activities (e.g. football, rugby, dancing) can now resume in line with the guidance allows (see 10[sports] and 20[dance, drama, etc.] below). Regular review of activities and purchase of more equipment	Low	EYFS outdoor equipment to be sprayed regularly (jet washing was causing problem with the sand)	SLT

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6	Corridors/movements to other rooms, etc.	Corridors movements should be managed to prevent congestion – see B5biii above. Schools should consider one way systems and up/down stairs where practicable. Where this is not possible "walk on the left" signage and floor markings should be installed to minimise congestion.	Low	Given the nature of our building, a one way system is not possible in the corridors but we will continue with one way up/ down staircases with signage to remind of this. Movement around the building to be kept to a minimum and actively discouraged.	MC
7	Lunch	Tables are high touch surfaces and must be cleaned between each cohort usage (see B4) and there should be no shared items (e.g. water jugs, condiments) on tables. School kitchens must operate in line with the government guidance for food businesses on coronavirus/COVID-19 - https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19	Low	Hot meals to continue being served in the hall with full menu. 11:30 EYFS 12:00 Years 1, 2 and 3 12:30 Years 4, 5 and 6 Harrison to comply with guidance	MC

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8	Physical activities	Outdoor sports and physical education should be prioritised, where possible. Large sports halls/gyms can be used where outdoor facilities are not available (outdoor activities are lower risk than indoor activities). Where indoor spaces are used, • Maximum distancing between pupils must be applied, as breathing during exercise releases droplets from the mouth and nose. • Meticulous hand and respiratory hygiene must be practised (see B2 and B3 above). Bank of activities with no physical contact has been shared with all staff See the Association of Physical Education's guidance https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf Zones to be maintained with adaptations- to be shared with all pupils upon return. (PPT and induction) School to provide visitors with an agreement so that they are aware of procedures and expectations All coaches to do twice weekly lateral flow tests and inform school of results	Medium		DD

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9	Arrival/departure	Pupil arrival and departure arrangements to be managed to minimise interactions between other cohorts and other persons (other parents, visitors, etc.) – see B5d above. The soft start will begin on Thursday 2nd September 2021. Families may come to school any time between 8:30 and 8:55a.m. as works best for the parents. Breakfast Club will resume at 8:00 from Monday 6th September. During this time a light breakfast (banana and cereal bar) can be provided if needed, for a small charge. Children will be able to wait in their classroom and complete quiet supervised activities, such as quiet reading, finishing work or chatting with friends, until the start of the formal day. We hope this will support families who need to get to work and families with more than one child at the school, whilst maintaining the staggered approach advised by the DfE guidance. MC, DD or HC will be at the entrance to welcome pupils and to administer hand sanitiser for children to apply before entering the premises. Parents/carers/visitors will be encouraged not congregate outside the school entrance / exit, consider signage.. Parents informed by letter 27.08.21. Dates confirmed on website calendar and news post to remind of arrangements Reflective screen fitted October 2020-parents no longer able to see children so no need to wait and wave.	Medium	**Arriving at school** Soft start 8:30-8:55 to resume from 2nd September. **Leaving school** 15:05 EYFS through the double doors 15:05 KS1 (down door) 15:15 Y3 (down door) 15:15 Y4 (down door) 15:15 Y5 (double door) 15:15 Y6 (double door)	MC, DD & HC

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10	Maintenance and contractor visits	Contractors advised of school's arrangements on or before arrival. Their telephone number should be recorded with the other visitor/contractor details, in case NHS Test and Trace need to contact them. Contractors not to mix with any cohort of pupils with their staff, and their arrival time to be pre-agreed. Emergency works procedures will be reviewed as necessary; if any classroom activities need to cease and relocate to an alternative space this will be the music room/ ICT suite. Contractors must provide RAMS for all activities on site bearing in mind Covid-19 risk. The school should induct contractors in their COVID-secure arrangements. Where possible, visits should happen outside of school hours. Visitor entry system updated to include telephone number for track and trace. Wipes next to system for each use.	Low	NC to complete induction with any contractors needing to enter premises for emergency works (otherwise works to be completed after school hours when children not on premises)	NC
11	Meetings with staff, parents etc	Wherever possible, all meetings to be conducted by telephone, video conferencing etc. Zoom meetings have been effective and these will continue. Meetings can be done in person if needed with social distancing and hygiene in place. Where visitors attend site, their telephone number should be recorded with the other visitor details, in case NHS Test and Trace need to contact them.	Low	Visitor entry system to be updated to include telephone number for track and trace . Wipes next to system for each use. Meetings conducted virtually if possible	MC
12	First Aid/Ill Health (other than Covid-19 symptoms)	Further guidance issued to first aiders on providing general first aid, CPR and resuscitation – see https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/ Music Room / ICT suite to be held as an alternative, clean classroom space if there is illness in the classroom, which must be cleaned or isolated.	Medium		MC

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13	Suspected case on site	Establish protocol and train all staff on swift and safe response to suspected cases on site.
		
		Communicate protocol clearly to parents and carers.
		
		Designate waiting room/s for symptomatic child/children waiting to be collected.
		
		Acquire PPE[1] for staff to use if supervising a child waiting to be collected, train staff on whereabouts and safe use of PPE. Set up PPE stock record/ ordering system.
		
		https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe
		
		Considerations for protocol:
		
		Reducing COVID-19 risk
		
		• Ensure that parents and carers are aware of COVID-19 symptoms:
		  ○ a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
		  ○ a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
		  ○ a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
		  ○ Updated symptoms of new Delta variant issued July 2021
		• Ensure that parents and carers are aware they should not send children to the school or EY setting if they are unwell with COVID-19
			Medium	School has 10 PCR tests on site	MC

[1] Obtain through local PPE chains, or if difficult to obtain, approach local resilience forum.

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		symptoms or if someone living in their household is unwell with COVID-19 symptoms. If the child is unwell get a test. • Ensure all children are reminded daily to inform their teacher if they feel poorly <u>Preparation for possible COVID-19 illness</u> • Establish clear communication protocol in school, for quickly notifying key staff and parent/carer • Set up COVID-19 risk/ incident log, for oversight by the safeguarding governor and further debrief/ training • Ensure Business Continuity Plans are up to date and consider how to manage/what to do if a large number of staff are required to self-isolate. <u>Responding to possible COVID-19 illness</u> • Child/ staff member with symptoms should go home as soon as possible and get tested for COVID-19 as soon as possible, and at the latest within the first 5 days of symptoms starting. ○ **Tests for the general public** can be booked online at www.nhs.uk/ask-for-a-coronavirus-test (or by calling 119) ○ **Tests for essential workers** are prioritised and can be booked at: https://www.gov.uk/apply-coronavirus-test-essential-workers ○ **For help with testing**: https://www.nhs.uk/contact-us/get-help-with-asking-for-a-coronavirus-test/ • While waiting for collection, the child should wait in a well-ventilated room with a closed door, or if they cannot be isolated then move them to an area which is at least 2m away from others • PPE is required if a child or staff falls ill with coronavirus symptoms (young child or with complex needs) and requires direct personal care on site: ○ Fluid resistant surgical mask worn by supervising adult if 2m distance cannot be maintained		All incidents logged on CPOMS Headteacher office will continue to be used as well-ventilated room with a closed door for isolation whilst waiting for child with symptoms to be collected. Expectations confirmed in revised Home School Agreement September 2021 Email sent home 14.05.21 confirming need for PCR test if child is symptomatic or of lateral flow test is positive. Regular reminders Sept 2021	

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		○ Disposable gloves, disposable apron, fluid-resistant surgical mask worn if contact is necessary ○ Eye protection if there is a risk of splashing (e.g. coughing, spitting, vomiting) • Parents/ carer/ symptomatic staff provided with self-isolation advice, and information about NHS Test and Trace • Safe disposal of PPE and areas occupied and equipment used by the affected person cleaned and disinfected, as per guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings • Clean the affected area with normal household disinfectant • Supervising staff member and cohort wash hands thoroughly, do not need to go home unless they develop symptoms • If the school needs support with a possible case or has an enquiry contact the local Public Health Team for support • Headteacher to follow up if test result is not received. • If the test result is: ○ **Negative:** unwell person can return to the setting if they feel well enough ○ **Positive:** unwell person must complete self-isolation and log onto NHS Test and Trace to share their recent close contacts. • The setting should notify PHE London Coronavirus Response Cell (LCRC 0300 303 0450) of all confirmed cases in the setting. Template letters and other communications materials for parents and staff members will be shared by LCRC and the local Public Health Team. • PHE LCRC will undertake a risk assessment. • As part of the NHS Test and Trace service, if other cases are detected within the cohort or wider setting, PHE LCRC will conduct a rapid investigation and advise schools. Closure of the whole setting will not generally be necessary. Arrangements updated ready for September following latest guidance. Published in Staff Handbook and on school website, and parents informed by email of any			

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		changes to procedure for confirmed cases.			
14	Cleaning	Cleaning should be done in line with guidance in https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks Cleaning to be done after school while pupils not in classrooms. PPE for cleaning in line with COSHH, including of metal/hard surfaces and toilet facilities. Normal cleaning materials (e.g. detergents and bleach) to be used except when a case of Covid-19 is suspected – then follow https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings Instruction provided on how to use PPE correctly including hand hygiene. Frequently touched surfaces being cleaned more often than normal. Cleaning staff should collect full waste bags at the end of the school day to avoid entering a classroom when carrying out cleaning in the classroom. Bins have lids and foot pedals. Separate cleaning activities risk assessment must be completed by competent person and communicated to cleaning staff prior to cleaning activities. Every room to continue to have one supply of cleaning material for school staff to use. Additional supplies stored in Headteacher office.	Medium		MC & NC
15	Staff welfare facilities	16.11.20 Raised awareness of high touch points, more wipes and NC to clean after busy times. From September 2021 all staff will be able to use the staffroom again. Occupancy will be limited due to staggered breaks and lunch times.	Medium	Staff can also use Music Room but need to be mindful of not eating at computers etc and cleaning carefully after eating in the learning space.	MC

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16	Travel to/from school a)by foot, bike or private car	All persons (staff and pupils) to avoid public transport, where possible walking and other forms of travel should be encouraged. Where walking not possible for staff, arrangements to be made for them to park on-site, where possible. Bike storage provided	Medium	The majority of staff do not live within walking distance and there is no on site parking plus congestion charge to pay. Option of driving to nearby no longer possible as Westminster are not continuing to support parking.	MC
	b) by public transport	If public transport use is unavoidable, consideration to be given to arrangements to minimise, where practical, rush hour use of public transport by staff and pupils. Face coverings to be worn on public transport, in line with government guidance. School to put suitable procedures /arrangements in place to support the hygienic removal of face coverings on arrival at school (see B3d above) Masks can be provided for public transport. Staff instructed about hygienic removal on Inset Day. Tubes and buses much busier. 16.11.20 Cleaning box with hand gel next to front door for staff to use on arrival	Medium		MC
17	Curriculum activities creating high velocity droplets from mouth/nose	Well ventilated rooms or outside.	Medium		IR

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18	Curriculum activities requiring close proximity or touching of other persons, e.g.	Equipment to be cleaned regularly. Personal hygiene (handwashing) to be maintained.	Medium		SLT
19	School activities involving multiple cohorts e.g. Wraparound activities (breakfast and after-school clubs, etc.) Plays and concerts Sports matches 1:1 Music lessons	School to provide visitors with an agreement so that they are aware of procedures and expectations All regular visitors to do twice weekly lateral flow tests and inform school of results All after school clubs and music lessons to have a designated well-ventilated space. No parents or siblings who do not attend our school to be allowed to attend the music lessons.	Medium	Breakfast Club will resume from 08:00 from 7th September 2021 for children in all year groups. This will take place in the Creativity Room. ASC will resume for children in Reception – Y6 until 5:15pm from 13th September 2021	MC, DD, HC, MS, LG and IR

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20	Educational visits *(domestic, non-residential)*	In line with the roadmap, schools were able to resume educational day visits from 12 April. Any educational day visits must be conducted in line with relevant COVID-secure guidelines and regulations in place at that time. This includes system of controls, and the COVID-secure measures in place at the destination. Schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, you will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. You should consult the health and safety guidance on educational visits when considering visits. Residential Education Visits In line with the roadmap, schools can undertake domestic residential education visits, from 17 May. Any domestic residential educational visits must be conducted in line with relevant COVID-19 guidance and regulations in place at that time. You should keep children within their consistent groups for the purpose of the visit.	Low	Each trip will be considered carefully and if the risk assessment suggests the risk is too great, the trip will not proceed. This may be more of an issue for the early years where we need more adults and usually rely on parent helpers. Sayers Croft booked for 6th-10th September 2021. Separate risk assessment completed. Parent meeting July.	All staff MC, DD. HC & MS
21	Unsafe premises (general)	Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc. Ensure all key services are operational Flush all water outlets thoroughly and run taps daily in areas of the school which have been closed for period of time.	Low	Appendix A: Premises Guidance and Checklist completed and signed August 2020 Reviewed by Premises Manager and recorded on Premises Log	NC

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22	Water Fountains	Turn off water fountains and follow the Legionella management programme weekly. Encourage pupils to bring in their own water, in a named bottle. Reminder in PPT. MC, DD and HC to check as pupils enter the building. Children are able to refill water bottles using classroom drinking water taps (wipe down between use)	Low	Fountains to remain switched off.	NC All staff
23	SEN Support	As this is an essential service for some of our most vulnerable pupils, that cannot be delivered effectively online, we will prioritise the admittance of SEN support workers into the building. Music Room to be timetabled-Mon, Tues or Wed (not music days). Cleaning box with wipes. PPE available. Visitor to use music room toilet and kitchen facilities Visitor to be responsible for cleaning between sessions. NC to clean after departure and to advise cleaners when it has been used externally. LSA or TA to bring child to the room (rather than visitor moving around the school) Visitor to arrive after 9:10 and leave before 2:45 to avoid mixing with parents/ pupils at drop off/ pick up times	Med		MC, DD

Outbreak Management Plan 27.08.21

CONTINGENCY PLAN					
	Attendance restrictions	If there is a local outbreak and we are advised to revert to Remote Learning using Google Classroom and following the same timetables with a hub provision for vulnerable children and the children of key workers as we did in January 2021.			
	If we reach either of the following thresholds we will seek public health advice: • 5 pupils or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10 day period • 10% of pupils or staff who are likely to have mixed closely, test positive for COVID-19 within a 10 day period We will also seek public health advice if a pupil or member of staff is admitted to hospital with COVID-19				
	Face Coverings	Face covering will be re-introduced temporarily in communal areas for staff and external staff (e.g. PE coaches)			
	Grouping	Children will be grouped: • EYFS / Nursery and Reception • Y1, Y2 & Y3 • Y4, Y5 & Y6 This will require the Exit arrangements to change and Y3 and Y4 to finish at 15:10 by separate doors, to keep them separate.			
		If there is a confirmed case in one class all families will be sent 'Warn and Inform ' letter and advised to take PCR test (close contacts)			
		The affected group will be kept as separate as possible form the rest of the school with separate breaks and lunch sittings. Separate toilets to be used and different start / finish times			
	Visitors	Only essential visitors will be allowed into the building. Assemblies and school performances/ celebrations will be filmed for parents Prospective parent tours will be virtual			
	Extra-Curricular activities	Educational Visits will be suspended After School Clubs will be suspended Breakfast Club to be suspended and soft start to remain starting at 08:30.		Nb this will initially be for only the group of children impacted but may move to whole school if needed	

Key Local Authority Contacts:

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Public Health: wcccovid19@westminster.gov.uk