

Opening in September 2020

Description of Activity / Person / Area / Equipment being assessed	Provision of childcare/education during the Covid-19 pandemic.
Section(s) / Team(s) covered	Christ Church New Malden Primary School
Location(s) covered	School Premises
Date of Original Assessment	20 July 2020

When did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment?	20 th July 2020	
Are staff covered by this risk assessment aware of the controls noted and understand them?	Yes	

Has action been taken	ONGOING
Lead Assessors name (print)	Ian Duncan, School Business Manager
Lead Assessor's signature	
Date:	20 July 2020

Has action been taken	ONGOING
Manager's name (print)	Tabitha White, Headteacher
Manager's signature	
Date:	20 July 2020

This risk assessment template focuses on the provision of education during Covid-19 situation in September 2020 when schools will be accepting all pupils back. If there are any queries, please contact us at healthandsafety@kingston.gov.uk. Please add local school information/notes where appropriate to ensure your finished document is not generic. This document is applicable to all types of schools including special. Updates are identified with the yellow highlighter pen effect. Direct quotes from Government guidance are highlighted with the pale green highlighter pen effect.

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Review Dates

Future Review Date (depends on Action Plan findings)	Review Date - Actual	Were Changes Made?	Name of Lead Reviewer	Date Staff updated about change
This risk assessment will be reviewed whenever there are significant changes to activities in school or relevant changes in the Government's policy and advice on Covid 19.	Originally published for schools on 20/7/2020 for comment by NAHT, NEU & GMB representatives			
	14/8/2020	<ul style="list-style-type: none"> • Updates following the 7/8/2020 update of the Government's guidance on the full opening of schools in September 2020. • Link to new guidance on noting absence which includes actions for different COVID testing result scenarios. • Information for all schools in relation to safe use and storage of alcohol containing hand sanitiser. • Inclusion of references/links to updated/new specific Government Guidance documents where relevant to H&S. • Notification that CLEAPSS COVID guidance has been updated. • Notification of additional wording on the HSE website relating to air conditioning and fans. <p>Latest excerpt from the Shielding guidance (updated 13/8/2020)</p>	RBK H&S Team	

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No.	Issue/hazard and what can go wrong	People at risk	Control measures/ mitigations to reduce the risk levels as low as practicably possible	In place? Comments?
1.	Some staff or pupils may be more vulnerable to complications associated with COVID-19	Staff Pupils	<ul style="list-style-type: none"> ● As all students will be back at school it is even more important to be aware of peoples' medical conditions. Staff / parents of pupils have been asked to let their Manager/the school know if any of the medical conditions listed in the NHS link provided below apply to them or their household. Link: NHS list of high risk and moderate risk conditions ● Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the current advice on shielding <p>Excerpt from the shielding guidance (updated on 8th July):</p> <p><i>"From 1 August, you'll be advised you could go out to more places and see more people, for example, the advice is:</i></p> <ul style="list-style-type: none"> ● <i>you can go to work, as long as the workplace is COVID-secure – but carry on working from home if you can</i> ● <i>children who are clinically extremely vulnerable can go back to school (when the rest of their class goes back)</i> ● <i>you can go outside to buy food, to places of worship and for exercise – keeping 2 metres away wherever possible"</i> <ul style="list-style-type: none"> ● Emerging evidence suggests that, alongside a previous list of health-related physical conditions, there are three key demographic factors that can affect people's vulnerability, or 'risk factor' in relation to COVID-19 health outcomes: <ul style="list-style-type: none"> ▪ Age ▪ Underlying health conditions 	<p>In place? Comments?</p>

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			<ul style="list-style-type: none"> ▪ Ethnicity ▪ Gender <ul style="list-style-type: none"> ● Action HR's Occupational Health has therefore prepared an Individual Risk Assessment for Staff for schools to utilise. Consultation with Unions took place successfully and the document has been shared with schools. Any questions should be directed to: occupational.health@kingston.gov.uk ● The school has utilised the individual staff risk assessment document and gone through the form with staff affected by this. As part of this process the arrangements for their return to work have been carefully planned and discussed with each individual. ● Information provided in the updated guidance (for full September opening) relating to clinically or extremely clinically vulnerable and pregnant staff has been expanded. ● Pregnant women are included in the 'clinically vulnerable' category, and are generally advised to follow the Government advice on full opening of schools. Link: Government Guidance for full opening in September (this takes you to the 'school operations' section then you need to scroll down to 'workforce'). ● The Government advice in relation to pregnant women also includes a link to this document by the Royal College of Obstetrics and Gynaecology (RCOG). Link: Occupational Health advice for employers and pregnant women. This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk. The Government therefore advises employers and pregnant women to follow this advice and to continue to monitor for future updates to it. ● The school will review any individual staff risk assessments undertaken for pregnant staff and consider the advice - particularly in the case of those of weeks 28 gestation and beyond and referring those staff through to Occupational Health. 	
2.	People with symptoms of COVID-19 - potential for	Staff pupils visitors	<ul style="list-style-type: none"> ● Staff, children, parents, carers or any visitors, such as suppliers, are made aware they must not enter the education or childcare setting if they or any member of their household are displaying any symptoms of COVID-19. 	In place? Comments?

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	<p>transmission from person to person</p>	<p>contractors</p>	<ul style="list-style-type: none"> ● If anyone becomes unwell in school with a new, continuous cough, a high temperature or a loss of the sense of taste and/or smell, they are sent home/their parents or carer are contacted to collect them and they are advised to follow the staying at home guidance and arrange a test to identify whether they have COVID-19. ● The arrangements for someone in school who presents symptoms are discussed in detail in the section of this risk assessment called 'Someone develops COVID-19 symptoms whilst at school' - number 25 in this risk assessment ● Posters describing the symptoms were circulated to schools in May by the Health and Safety Team and these have been displayed in the school. ● Public Health England advises that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19). ● The following link provides advice on noting absence and gives examples of the time required off school for different COVID-related scenarios based on test results: AbsenceInRelationToCOVIDscenarios ● The Government Guidance on full opening in September has changed the isolation period for those who test positive for coronavirus from 7 days to 10 days from the onset of symptoms. 	
<p>3.</p>	<p>Stress and anxiety for staff who are asked to return and who are worried about the risks to their health and the health of their family (particularly if living with those who are currently shielding).</p>	<p>Staff</p>	<ul style="list-style-type: none"> ● In addition to the bullet points listed in point 1 of this risk assessment the following are in place: ● Individual staff risk assessments are completed as discussed in point 1. ● Plans are discussed with staff including on a one-to-one basis to enable people to speak about their own situation. ● Line Managers discuss with their staff individually - to include consideration as to how working will affect them and what, if any, additional measures are needed. ● School regularly receives updates from Council affiliated teams such as the H&S Team, Education Teams and AfC (Kington/Richmond). 	<p>In place? Comments?</p>

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	<p>surfaces to the hands and then to the face -</p> <p>Handwashing</p>	<p>contractors</p>	<p>provision of hand sanitiser dispensing units. As part of this the school will consider aspects related to exposure to the elements, e.g. insulation to prevent freezing in winter, etc..</p> <ul style="list-style-type: none"> ● The school is reviewing whether it has sufficient numbers of bins to support respiratory and handwashing hygiene, pedal bins are most effective as they negate the need for hand contact with the bin, however the school will decide ultimately, taking into account suitability in relation to the pupils (e.g. age and abilities of pupils). ● On arriving at school, all staff and pupils are required to wash their hands or apply hand sanitiser. Pupils are well versed in the arrangements and handwashing methods, plus their role in infection control. ● On arriving at school, visitors including contractors are required either to apply hand sanitiser provided in reception, use their own or, in the event of neither being available using a very local sink allocated to visitors. ● Prominent signage is provided in the reception area so all are clear what is expected of them in relation to hand washing/ hand sanitising. ● All staff and pupils are reminded to wash their hands regularly during the day, especially after using the toilet, when they return from breaks, when they change rooms and before and after eating, and to avoid touching their nose, mouth or eyes. ● Where a sink is not nearby, hand sanitiser is provided in classrooms and other learning environments. (See science section re' hand sanitiser in labs and D&T areas.) ● Soap, paper towels (where used) and hand sanitiser supplies are regularly replenished. ● Public Health England has confirmed that hand dryers are appropriate to use. The key is to ensure hands are fully dry, either with the use of hand dryers or disposable paper towels. ● Link: Guidelines on hand hygiene ● Link: Wash your hands poster ● Ensuring good respiratory hygiene - promoting 'catch it, bin it, kill it'. ● Link: Catch it, Kill it, Bin it poster 	
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		<ul style="list-style-type: none"> Where toilets have lids, pupils and staff are encouraged to close the lids before flushing. (A good general hygiene tip but appreciated not everyone has toilet lids.) <i>(School, please change this to reflect what your school has.)</i> First aiders have access to local handwashing facilities/hand sanitiser. 	
7.	Visitors	<ul style="list-style-type: none"> Visitors to the school are still reduced to those which are essential, with careful discussion and arrangements made. Parents are only allowed to enter school by prior appointment Signing in arrangements are discussed in item 8 below. Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should 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. The school ensures these individuals are aware of the handwashing and social distancing arrangements to be followed in school. Immunisation Programmes - Excerpt from the full opening of schools in September Government guidance which was updated on 7/8/2020: <i>“As normal, schools should engage with their local immunisation providers to provide immunisation programmes on site, ensuring these will be delivered in keeping with the school’s control measures. These programmes are essential for children’s health and wellbeing and can also provide benefits for staff.”</i> Where immunisation visits are being organised to take place in school, the school will share its risk assessment with the immunisation provider and request confirmation as to what infection control arrangements the provider will be putting in place for the immunisation process. Where visitors such as contractors are required for inspections and maintenance, these visits are organised to take place outside the normal school day wherever possible. 	In place? Comments?

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		<ul style="list-style-type: none"> • Prior to visits by contractors, discussions about local school requirements and contractor requirements relating to relevant controls, including hand washing take place. • The school utilises Action HR's Managing Contractors - Code of Conduct Update COVID-19 as sent out to schools on 1st July. 	
8.	<p>The potential for transmission of virus droplets from surfaces to the hands and then to the face -</p> <p>Signing in arrangements,</p> <p>Use of equipment including pens and pencils,</p> <p>Use of Resources,</p> <p>Libraries</p> <p>Shared equipment</p> <p>Toys</p> <p>Computer and IT equipment</p>	<ul style="list-style-type: none"> • Touch screen sign in equipment in reception has been taken out of use. • Staff, pupils and contractors use their own pens and pencils where possible, not sharing items with others, including when signing in. If a school pen has to be used because an individual doesn't have a pen and needs to sign in, either reception staff sign in on their behalf or a pen is provided which is then wiped clean afterwards. • Classroom based resources, such as toys, books and games, can be used and shared within that group/bubble if necessary. These items are cleaned regularly. (Easily cleanable toys are best where possible.) • Soft furnishings which can be cleaned can be used. • Marigold or similar gloves are suitable for cleaning resources. Each member of staff who does this task should have their own dedicated pair of gloves and they should not share them with others. • Pupils and teachers can take books and other shared resources home, although unnecessary sharing is avoided, especially where this does not contribute to pupil education and development. • Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. (See also the sports row of this risk assessment.) • Use of the Library - the following controls are in place for the library to reduce the potential for virus transmission should the school decide to reopen the library: <ul style="list-style-type: none"> ○ All library books that are returned by children are stored in a specific area for 48 hours before they are then put back onto the shelves as available to take out by other pupils from other groups. 	In place? Comments?

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	<p>Outside play equipment</p>		<ul style="list-style-type: none"> ● Sharing of computers and I pads is avoided where possible. ● The school considers how external play equipment is used, ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously. ● Playground play equipment: <ul style="list-style-type: none"> ○ Play equipment will be sprayed as appropriate with https://rmsupply.co.uk/13-virkon-disinfectant ● Excerpt from the Government Guidance for Schools (full opening): <i>“Equipment and resources are integral to education in schools. During the summer term, their use was minimised, many were moved out of classrooms, and there was significant extra cleaning. That position has now changed for the autumn term, because prevalence of coronavirus (COVID-19) has decreased and because they are so important for the delivery of education. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</i> 	
9.	<p>Cleaning</p>		<ul style="list-style-type: none"> ● There is enhanced and increased cleaning of frequently touched surfaces using standard cleaning products (detergents and bleach (not mixed together)). ● Rooms / shared areas that are used by different groups are cleaned more frequently. ● The Government Guidance wording in relation to toilets has changed as of 7/8/2020 and is quoted below with the main change highlighted with yellow highlighter: 	<p>In place? Comments?</p>

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- toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet - different groups being allocated their own toilet blocks could be considered but is not a requirement if the site does not allow for it
- Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach

An excerpt from **“Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)”** (Updated 21 July 2020) is provided below:

“Cleaning should be generally enhanced, including:

- more frequent cleaning of rooms or shared areas that are used by different groups
- cleaning frequently touched surfaces more often than normal, such as:
 - door handles
 - handrails
 - table tops
 - play equipment
 - toys
 - electronic devices (such as phones)

When cleaning, use the usual products, like detergents and bleach, because these are very effective at getting rid of the virus on surfaces. All education, childcare and children’s social care settings should follow the [PHE guidance on cleaning for non-healthcare settings](#).”

- See link: [Cleaning in non-healthcare settings](#). Note: this guidance is due to be updated by the end of the summer term.

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		<ul style="list-style-type: none">● Classroom window(s) are kept open enough to maintain good general ventilation wherever possible. Parents and pupils have been informed so they ensure pupils dress appropriately.● Excerpts from Government Guidelines:● Measures within the classroom● <i>“Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils’ educational and care support should be provided as normal.”</i>● The Government Guidance notes: <i>“Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). This is important in all contexts, and schools must consider how to implement this. Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.</i> <i>The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in ‘bubbles’) and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on:</i><ul style="list-style-type: none">● <i>children’s ability to distance</i>	
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			<ul style="list-style-type: none"> ● <i>the lay out of the school</i> ● <i>the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary)</i> <p><i>It is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible.</i></p> <p><i>Maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups.”</i></p>	
11.	Social distancing - Offices		<ul style="list-style-type: none"> ● Staff maintain the 2 metre distancing rule wherever possible including with other staff and pupils. ● No hot desking for staff takes place without additional controls in place: Sanitising wipes are provided for areas where pupils or staff are using keyboards and mice. Staff will be reminded regularly to do so. ● Where ground floor offices have fire exits leading directly outside, these will be utilised as entry points to reduce congestion in the main entry points, at set times. ● Window(s) are kept open enough to maintain good general ventilation wherever possible. Staff have been informed so they can dress appropriately. The School will investigate programming the automatic windows at the Juniors to remain open all day 	
12.	External After School Clubs, Breakfast Clubs, Holiday Clubs		<ul style="list-style-type: none"> ● The Government has provided guidance on the provision of these facilities ● Link: Protective Measures for Holiday or After School Clubs or Other Out of School Settings - this guidance advises on the controls required of providers for these activities and settings. ● The school ensures any organisation using its facilities for these purposes has a COVID-19 risk assessment in place and that the provider adheres to the school’s arrangements and processes for managing COVID-19. 	In place? Comments?

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			<ul style="list-style-type: none"> The school provides a copy of its COVID-19 risk assessment to these providers and gives clear information as to the expectations it has including the local arrangements for infection control. Bubbles or groups will be maintained where possible. Where it is not possible, the club will organise children into small, consistent groups for that setting. 	
13.	Connect		<ul style="list-style-type: none"> Children will be placed in 'bubbles' for Connect (Reception, KS1, Lower Juniors and Upper Juniors) More staff will be recruited in order to be able to supervise the separate bubbles The junior bubbles will stay on the junior site to avoid having to move between sites 	In place? Comments?
14.	Social Distancing - Travelling to and from school Dropping off and collection arrangements		<ul style="list-style-type: none"> Unnecessary travel on public transport is avoided where possible. All those who travel on public transport are required to wear face coverings except for a number of exclusions including children under the age of 11 and those with physical or mental illness or impairment, or a disability that means they cannot put on, wear or remove a face covering. Update: The guidance on this has been updated again (25/7/2020) - Link: Safer Travel Guidance for Passengers See also this poster: Safe Travel Poster for Passengers Parents are discouraged from gathering at the school gates and reminded of the social distancing rules (2 m or, if this is not possible, 1 m plus mitigating controls). Where possible, drop off and collection times are staggered to avoid larger groups gathering, for example different class groups at different times. (Government Guidance states these arrangements should not reduce the amount of overall teaching time.) Upper Junior children will be asked to walk the last section on their own where possible Year groups will form separate bubbles for start and finish times and each bubble will have a staggered start and finish time. 	In place? Comments?

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			<ul style="list-style-type: none"> • Pupils are reminded about maintaining social distancing both in and outside of school. • The school regularly checks the Government Advice: • Link: Government Guidance - Full Opening of Schools • Link: Government Guidance - Special Schools and Other Specialist Settings • Link: Government Advice - Conducting a SEND Risk Assessment. 	
15.	Face Coverings	Staff, pupils	<p>Face coverings</p> <ul style="list-style-type: none"> • Where pupils, or staff have worn face coverings on their way to school, they are asked to remove them and securely bag them before they enter school premises • They must wash their hands immediately on arrival (as is the case for all pupils and students), and place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. • Guidance on safe working in education, childcare and children's social care provides more advice. Link: Guidance to working safely in education, childcare and children's social care • Link: Government Guidance on Full Opening of Schools <p>Quote from Section 1, point 6 of the Government Guidance:</p> <p><i>"The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</i></p> <p><i>where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained</i></p> <p><i>where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used"</i></p>	In place? Comments?

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			<ul style="list-style-type: none"> ● Staff will, in general, will ask parents to attend and attend to their child’s intimate care needs in an isolated room. In limited circumstances staff will carry out these tasks and will be provided with the appropriate PPE. ● This risk assessment includes arrangements for the provision of first aid, attending to someone who has symptoms of COVID19 and providing personal care including what PPE staff should wear in those instances. 	
16.	Social distancing - Lunch and school canteens		<ul style="list-style-type: none"> ● Lunch will be held in classrooms to avoid queues in the hall ● Link: Government Advice for Schools implementing protective measures in education and childcare settings ● Link: Government Advice - Conducting a SEND Risk Assessment. 	In place? Comments?
17.	Social distancing - Staff room and staff toilet facilities Meetings	Staff, visitors	<ul style="list-style-type: none"> ● Protocol set for the use of staff kitchen and staff toilet areas ● Staff are encouraged to have breaks outside/go for local walks, consider allocating an outside space in school to staff to have their lunch when weather permits. Individual choice is important and accepted. ● Use of staff room will be reviewed – a second staff area may be required ● Staff make their own drinks and handle their own food. ● Meeting rooms have chairs removed to ensure only a minimal number permitted to ensure social distance can be enabled. ● Window(s) opened where possible. <p>Link: Government Guidance on Full Opening for Schools</p> <p>Excerpt from the Government Guidelines:</p> <p><i>“Schools should also plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.”</i></p>	In place? Comments?

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18.	Social distancing - movement around school buildings	Staff, pupils	<ul style="list-style-type: none"> ● Break times and the movement of pupils around the school are staggered to reduce large groups of children gathering. ● Where there are windows along corridors, they are opened to help with general ventilation where possible. ● To minimise close contact between users, lifts only to be used by those with disabilities or reduced mobility (operation recovery, injury, etc.) or for staff moving heavy or large objects. ● Excerpt from the Government Guidelines: <i>“While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits.”</i> 	In place? Comments?
19.	Social distancing - Assemblies, Large gatherings, Whole school worship	Staff, pupils, visitors	<ul style="list-style-type: none"> ● Whole school assemblies or whole school worship does not take place. Instead the school organises individual group assemblies/worship or uses technology (for example with one group of children present as the assembly/worship is delivered and this is filmed for showing in each classroom). <p>Excerpt from Government Guidelines: <i>“Groups should be kept apart, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group.”</i></p>	In place? Comments?
20.	Social distancing - Singing	Staff, pupils	<ul style="list-style-type: none"> ● Singing is carefully organised as follows: <ul style="list-style-type: none"> ○ in small groups of no more than 15 pupils (bubbles maintained); ○ with social distancing in place; ○ outside wherever possible; ○ in well ventilated areas, with the pupils standing sitting side to side or back to back. ● Singing does not take place in larger groups such as school choirs and 	In place? Comments? Can music teachers have half the class singing at a time?

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			groups/ensembles, or school assemblies.	
21.	Social distancing - Music including playing of wind and brass instruments	Pupils, staff	<ul style="list-style-type: none"> ● Playing of wind and brass instruments is carefully organised as follows: <ul style="list-style-type: none"> ○ in small groups of no more than 15 pupils (bubbles maintained); ○ with social distancing in place; ○ outside wherever possible; ○ in well ventilated areas, with the pupils standing/sitting back to back or side to side; ○ pupils do not share instruments and only use their allocated instrument. ● Wind and brass playing does not take place in larger groups such as school choirs and ensembles, or school assemblies. <p style="text-align: center;">Quote from the Government Guidelines:</p> <p><i>“Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. Schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. Further more detailed DfE guidance will be published shortly.”</i></p>	
22.	PE and Sports	Staff, pupils	<ul style="list-style-type: none"> ● PE and sports lessons will take place outside where the weather permits and it is practical to do so. Certain activities requiring specific equipment 	

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			<p>may be more suitable for indoor use only.</p> <ul style="list-style-type: none"> ● Contact sports will not take place. Instead, for example, training in such sports will take place with individual spaces marked out for each individual taking part in training elements of the activity and distanced from others. ● Equipment used for sports and PE are cleaned frequently and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. Teachers will be reminded regularly for this requirement. ● Pupils will be kept in consistent groups. ● External coaches where used will follow the school's requirements in terms of its wider controls including hygiene, social distancing and non-contact sports. <p>Association for Physical Education (AfPE) Guidance:</p> <ul style="list-style-type: none"> ● AfPE has produced some useful guidance for schools highlighting some of the key areas to consider when planning activities: <p>Link: AfPE Guidance on Interpreting the Government Guidance</p>	
23.	Educational Visits	Staff, pupils	<p>Link: coronavirus: travel guidance for education settings.</p> <ul style="list-style-type: none"> ● The Government has advised that, in the autumn term, schools can resume non-overnight domestic educational visits. This includes any trips or placements connected with a pupil or student's preparation for adulthood (for example workplace visits, travel training, etc.). ● Trips are organised in line with protective measures, such as keeping children within their consistent group, and the coronavirus (COVID-19) secure measures in place at the destination. ● The school also makes use of outdoor spaces in the local area to support delivery of the curriculum. When planning these activities, the school undertakes a risk assessment in the usual way to ensure they can be done safely. As part of this risk assessment, the school considers what control 	

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			<p>measures are needed and ensures it is aware of wider advice on visiting indoor and outdoor venues.</p> <ul style="list-style-type: none"> The school has access to an Educational Visits Adviser provided as part of the Action HR service, who provides information and advice to the school. As part of this arrangement, the school notifies them of any trips and submits risk assessment as necessary for consideration. 	
24.	Provision of first aid and medication	Staff, pupils	<ul style="list-style-type: none"> Low grade first aid to be carried out in class. More serious injuries please call the office team who will triage outside class First aiders have access to local handwashing facilities including soap and paper towels/hand sanitiser. Disposable gloves are provided for first aiders (preferably non-latex for allergy reasons). First aiders should wear a fluid-resistant (Type IIR) surgical mask when carrying out direct patient care, particularly for those suspected or confirmed as COVID-19 cases. A disposable plastic apron is recommended. Risk assess whether there is a need to use disposable eye protection (such as face visor or goggles) when there is an anticipated risk of contamination with splashes, droplets of blood or body fluids. Where possible a window is kept open in the first aid room to help ensure good ventilation. Clean hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE. See also the section on 'Someone develops COVID-19 symptoms whilst at school' Excerpt from Government Guidance: Safe working in education, childcare and children's social care settings, including the use of personal 	In place? Comments?

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	Administering Cardiopulmonary Resuscitation (CPR)	<p>protective equipment (PPE) (updated 21 July 2020):</p> <p><i>“When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination.</i></p> <p><i>Face masks must:</i></p> <ul style="list-style-type: none">● <i>cover both nose and mouth</i>● <i>not be allowed to dangle around the neck</i>● <i>not be touched once put on, except when carefully removed before disposal</i>● <i>be changed when they become moist or damaged</i>● <i>be worn once and then discarded - hands must be cleaned after disposal”</i> <ul style="list-style-type: none">● Please see the following link for PPE guidance for first responders:● Recommended PPE for ambulance staff, paramedics and first responders● The following link provides information on donning masks:● Advice on donning surgical masks and other PPE.● The following link provides information on how to safely remove the masks and other PPE:● Advice on removing surgical masks and other PPE. <p>Cardiopulmonary Resuscitation</p> <ul style="list-style-type: none">● Government Advice to First Aiders including Resuscitation● Resuscitation Council Advice <p>The above links advise on the differences between performing CPR on adults and children.</p> <p>“If you are required to perform cardiopulmonary resuscitation (CPR), you</p>	In place? Comments?
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	<p>Administering medication</p>		<p>should conduct a risk assessment (in the Police this would be a “dynamic risk assessment”) and adopt appropriate precautions for infection control.</p> <p>For adults, during COVID-19, it is recommended you do not perform rescue breaths or mouth-to-mouth ventilation; perform chest compressions only. Compression-only CPR may be as effective as combined ventilation and compression in the first few minutes after non-asphyxial arrest (cardiac arrest not due to lack of oxygen).</p> <p>Cardiac arrest in children is more likely to be caused by a respiratory problem (asphyxial arrest), therefore chest compressions alone are unlikely to be effective.</p> <p>If a decision is made to perform mouth-to-mouth ventilation in asphyxial arrest, use a resuscitation face shield where available.”</p> <p>If schools do not already have a resuscitation shield in their first aid kits, then it is advisable for them to purchase these. Here are some examples. Link: Examples</p> <p>Should staff have given mouth-to-mouth ventilation there are no additional actions to be taken other than to monitor themselves for symptoms of possible COVID-19 over the following 14 days. Should they develop such symptoms they should follow the advice on what to do on the NHS website.</p> <p>Medication</p> <ul style="list-style-type: none"> ● The school has a medication policy in place that is followed ● Staff dispensing medication to students should minimise contact. ● Wash hands before and after dispensing the medication ● Where appropriate, students should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc. ● If required, gloves will be worn by staff when giving medication. 	
25.	<p>Someone develops COVID-19 symptoms whilst at school</p>	<p>Staff, pupils</p>	<ul style="list-style-type: none"> ● If anyone is experiencing symptoms - a new, continuous cough, loss of the sense of taste and/or smell, or a high temperature they are sent home/their parents or carer are contacted to collect them and they are advised to follow the staying at home guidance and arrange to be tested to confirm if they have COVID-19. 	<p>In place? Comments?</p>

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		<ul style="list-style-type: none">● If a pupil is awaiting collection, they are moved to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required.● Where possible, a window is opened for ventilation.● If the pupil needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.● If contact with the pupil is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.● If they need to go to the bathroom while waiting to be collected, they use a separate bathroom where possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.● The school will call 112/999 if they are seriously ill or injured or their life is at risk.● If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves.● Staff wash their hands thoroughly for at least 20 seconds after any contact with someone who is unwell.● Cleaning with normal household disinfectant after someone with symptoms has left reduces the risk of passing the infection on to other people.● Any waste items associated with the individual, including PPE should be double bagged and stored safely for 72 hours before placing in the normal waste.● Link: <u>guidance on cleaning in non-healthcare settings</u>.● Where a pupil or staff member tests positive for Coronavirus, follow the protocols as shared by AfC (for Kingston and Richmond Schools) or Sutton's Head of Pupil Based Commissioning (for Sutton Schools). This	
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protocol includes contacting the London Coronavirus Response Cell (if the Cell hasn't contacted the school) which will likely advise that the rest of their class/group be sent home and advised to self-isolate for 14 days.

- **Link:** [Government Guidance for Contacts of People with Confirmed Case of Coronavirus](#)

Excerpt from Government Guidance for schools:

“Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- *direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)*
- *proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual*
- *travelling in a small vehicle, like a car, with an infected person*

The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see [section 5 of system of control](#) for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.”

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26.	Staff changing nappies	Staff	<ul style="list-style-type: none"> ● Staff wear disposable gloves and disposable aprons to change nappies. If there are behaviour issues associated with a child whereby splashing of body fluids is likely, this would need to be reviewed. ● Following the task, staff wash their hands and dispose of used equipment gloves, nappies and paper towels appropriately. ● Areas / changing mats / beds in use are cleaned before and after use. ● Link: Guidelines on hand hygiene 	
27.	Uniforms	Staff, pupils	<ul style="list-style-type: none"> ● Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. 	
28.	Laundry	Staff	<ul style="list-style-type: none"> ● Public Health advises items should be washed in accordance with the manufacturer's instructions, using the warmest water setting and drying items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items. ● Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air. ● Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above. ● People dealing with laundry from a suspected/ confirmed case should wear gloves and aprons when handling the laundry. ● The school follows the above advice if washing items that a person suspected of having COVID-19 has used or when cleaning washable soft furnishings that are used within a group/bubble. 	
29.	Supervised toothbrushing for Early Years and Schools		<ul style="list-style-type: none"> ● The Government has published a new guidance document - Government advice on supervised toothbrushing. It includes COVID-19 control measures needed if a school is carrying out this activity. <p>Excerpt:</p> <p style="background-color: #e0ffe0; padding: 2px;"><i>“Toothbrushing programme models</i></p> <p style="background-color: #e0ffe0; padding: 2px;"><i>Until now 2 main models have been used for supervised toothbrushing.</i></p> <p style="background-color: #e0ffe0; padding: 2px;"><i>These are:</i></p>	

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			<ul style="list-style-type: none"> • <i>dry brushing models where children brush their teeth without the use of water or sinks. This can take place with children seated or standing</i> • <i>wet brushing models where children brush their teeth using water, usually stood at sinks.</i> <p><i>The wet brushing model is no longer recommended during the COVID-19 recovery phase as it is considered more likely to risk droplet and contact transmission and offers no additional benefit to oral health over dry brushing.”</i></p> <ul style="list-style-type: none"> • In light of this advice, if the school is participating in this project, it will follow the advice included in the Government guidance which includes following the dry brushing model only and using the associated COVID-19 controls detailed in that guidance. 	
30.	Routine cleaning of communal areas of the school estate	Staff/ Cleanin g Contract ors	<p>For routine cleaning (i.e. not cleaning in the event of significant contamination by someone suspected of having Covid-19), the following are in place:</p> <ul style="list-style-type: none"> • Disposable gloves are provided for staff/contractors (see next bullet point) • Staff wear their usual washable uniform/clothing • Mops are used for the tasks • No jet washing takes place during the current COVID-19 - not under any circumstances • Staff wash their hands when they have finished their task and dispose of the gloves. • Clothing such as trousers, t-shirts and sweatshirts can be washed each evening as normal. • As a precautionary measure, the jacket could be left near the front door of each person’s home, separate from other clothes, particularly if they live with someone who is vulnerable to COVID-19. • The school checks that external cleaning contractors have their own covid related risk assessment in place and ensures the cleaners are aware of what is expected of the contractors in terms of following COVID controls within school. 	In place? Comments?

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31.	Cleaning Lifts	Staff cleaning/ contractors cleaning	<ul style="list-style-type: none"> ● The lift should be interrupted with the doors open for a few minutes prior to it being cleaned. This allows time for any droplets in the air within the lift to be dispersed ● Cleaning procedure for lifts to include wiping of walls with warm soapy water or chlorine based cleaning product ● Staff should wear disposable gloves and masks for cleaning, and should not touch their face throughout the cleaning process ● Single-use cleaning cloths should be used, and safe disposal of cleaning products as detailed elsewhere in this risk assessment should be followed. 	
32.	Storage and issuing of masks Putting on the masks	Staff	<ul style="list-style-type: none"> ● The following link provides information on donning masks: Link: Advice on donning surgical masks and other PPE. ● The following link provides information on how to safely remove the masks and other PPE: Link: Advice on removing surgical masks and other PPE. Video: PPE - Donning and Doffing PPE Video, Public Health England 	
33.	Ventilation including mechanical ventilation		<ul style="list-style-type: none"> ● Reference has been made in this risk assessment to keeping some windows open in various areas, including classrooms, offices, corridors and kitchens to help create general natural ventilation. Where activities can take place outside, (weather permitting), this also remains an effective measure. ● HSE Advice: (as at the 14/8/2020 this is noted to have been updated on the HSE website) ● “Air conditioning ● The risk of air conditioning spreading coronavirus (COVID-19) in the workplace is extremely low, as long as there is an adequate supply of fresh air and ventilation. 	

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			<ul style="list-style-type: none"> ● You can continue using most types of air conditioning system as normal. But, if you use a centralised ventilations system that removes and circulates air to different rooms it is recommended that you turn off recirculation and use a fresh air supply. ● You do not need to adjust air conditioning systems that mix some of the extracted air with fresh air and return it to the room as this increases the fresh air ventilation rate. Also, you do not need to adjust systems in individual rooms or portable units as these operate on 100% recirculation. You should still however maintain a good supply of fresh air ventilation in the room. ● If you're unsure, ask the advice of your heating ventilation and air conditioning (HVAC) engineer or adviser. ● General ventilation ● Employers must, by law, ensure an adequate supply of fresh air in the workplace and this has not changed. ● Good ventilation can help reduce the risk of spreading coronavirus, so focus on improving general ventilation, preferably through fresh air or mechanical systems. ● Where possible, consider ways to increase the supply of fresh air, for example, by opening windows and doors (unless fire doors). ● Also consider if you can improve the circulation of outside air and prevent pockets of stagnant air in occupied spaces. You can do this by using ceiling fans, desk fans or opening windows, for example. ● The risk of transmission through the use of ceiling and desk fans is extremely low." Source: HSE. 	
34.	Fire Evacuation Fire Doors	All	<ul style="list-style-type: none"> ● The school has reviewed the fire evacuation procedures to consider if there are busy areas and whether the current assembly point presents social distancing issues. ● The school has reviewed whether some fire doors which are not currently held open with automatic door release mechanisms are presenting issues 	

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			<p>(either in terms of having to be touched regularly as people move around the school or in terms of general ventilation).</p> <ul style="list-style-type: none"> ○ The school has in place procedures for the regular cleaning of areas of the doors most frequently made contact with. 	
35.	<p>Food and drink</p> <p>Catering</p>	All	<ul style="list-style-type: none"> ● Staff make their own drinks and do not share foodstuffs, cutlery and cups, etc. ● The caterers prepare their own risk assessment that includes social distancing, cross contamination, food hygiene, etc. and are required to follow the Government Guidance for Caterers. ● Children will be asked to eat packed lunches in the classroom ● Pupils are not allowed to swap food from their lunch boxes/plates. <p>Excerpt from Government Guidance:</p> <p><i>"We expect that kitchens will be fully open from the start of the autumn term and normal legal requirements will apply about provision of food to all pupils who want it, including for those eligible for benefits-related free school meals or universal infant free school meals."</i></p> <p>Controls detailed in the guidance for caterers include:</p> <ul style="list-style-type: none"> ● regular handwashing; ● those with symptoms to stay at home and get tested; ● prompt removal of anyone with symptoms; ● active engagement in test and trace; ● risk assessment in place for activities; ● limit unnecessary visits into the kitchen; ● maintain 2m distancing between workers - if not possible, additional measures, e.g. redesigning task, physical barriers, PPE or face coverings. 	In place? Comments?
36.	Science and D&T		<ul style="list-style-type: none"> ● CLEAPSS has written a number of guidance documents in relation to delivering activities during the current situation these are listed below. As CLEAPSS promised, all of the documents were updated on the 10th August 2020. 	

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			<p>Primary Schools</p> <p>P104 - Organising and managing hands on activities in science, D&T and art in a partially reopened primary school.</p> <p>P097 - Practical activities for primary aged children attending school during extended periods of school closure.</p> <p>P098 - Practical activities for primary aged children at home during extended periods of school closure.</p> <p>Science</p> <p>GL343 - Guide to doing practical work in a partially reopened school - Science</p> <p>GL344 - Guidance on practical work in a partially reopened school in DT</p> <p>GL336 - CLEAPSS Advice during the COVID-19 / Coronavirus Pandemic</p> <p>GL338 - Practical activities for pupils attending school during extended periods of closure</p> <p>GL339 – Practical activities for pupils at home during extended periods of school closure</p> <p>GL345 – Guidance for science departments returning to school after an extended period of closure</p> <p>GL352 - Managing practical work in non-lab environments</p> <p>Design and Technology</p> <p>GL346 School Extended Closure Arrangements</p> <p>GL347 returning to school after an extended period of closure</p> <p>http://primary.cleapss.org.uk/</p> <p>http://science.cleapss.org.uk/ http://dt.cleapss.org.uk/</p>	
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<p>37.</p>	<p>Safe storage of alcohol based hand sanitiser supplies - for all schools</p>  <p><small>Danger Highly Flammable/No Smoking/Naked Lights Signs</small></p> <p>Use of alcohol-containing hand sanitiser</p>	<p>Staff</p>	<p>Storage of Supplies of alcohol based hand sanitiser</p> <ul style="list-style-type: none"> ● Where the school is storing supplies of alcohol based hand sanitiser, it acknowledges that this is a flammable substance which requires sensible storage. The school will ensure that its supplies of sanitiser: <ul style="list-style-type: none"> ○ are not stored within fire escape routes including stairwells; ○ are not stored near ignition sources - they are kept from heat, hot surfaces, sparks, open flames and other ignition sources; ○ there is a no smoking policy in place; ○ the containers are kept tightly closed; ○ are not stored in the same room as Oxygen cylinders; ○ located in a room with a fire door; ○ where available they are kept in a fire resisting cabinet; ○ signage is provided to the storage area (see example) raising awareness of the risk (no smoking, no naked flames); ○ the school's fire risk assessment is updated to reflect that the sanitiser is being stored on site and that it is being stored following these bullet points. 	
<p>38.</p>	<p>Communicating with staff and parents</p>	<p>All</p>	<ul style="list-style-type: none"> ● Arrangements for discussing in detail plans with all staff including individually have been discussed elsewhere in this risk assessment. ● Parents and carers have been updated with a summary of the main COVID controls and arrangements that will be in place in school for September opening. Descriptions have been included as to what is expected of parents (and pupils) when dropping off and collecting children and any other local procedures the school feels are important. ● Emphasising the role of parents and carers in terms of the national approach is also appropriate as it potentially impacts on school life and the whole pandemic control measures. 	

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			<ul style="list-style-type: none"> ● Include reminders of parents' roles in social distancing in the school's newsletter, for example in terms of the weekends if the newsletter goes out towards the end of the week. ● Emphasise to parents and carers that if a child feels in any way unwell or under the weather, they need to stay at home and not come into school. 	
39.	COVID controls declaration poster	-	<ul style="list-style-type: none"> ● The Government has produced a declaration poster for employers to display which schools may like to display: ● Link: Covid Secure Poster 	
40.	Relevant publications and posters - these are documents we have considered in writing this RA and have provided links to throughout the document. We are including them here for ease of reference.	-	<ul style="list-style-type: none"> ● Guidance for Full Opening of Schools ● Guidance for Full Opening of Special Schools and Specialist Settings ● Government Advice on Implementing Social Distancing in Schools ● Safe Working in Education, Child Care and Children's Social Care Settings ● Reopening Schools and Other Settings - Information for Parents ● Government Advice - Conducting a SEND Risk Assessment ● Government Guidance for Schools - shielding children and adults ● Actions for Schools During the Coronavirus ● Guidelines on hand hygiene ● Advice on donning surgical masks and other PPE. ● Advice on removing surgical masks and other PPE. ● Video: PPE - Donning and Doffing PPE Video, Public Health England ● School Premises - Managing Partially Opened Buildings ● Guidance on Ventilation by REHVA ● guidance on cleaning in non-healthcare settings. ● DfE Summary of Government Advice Scientific Evidence Summary ● Covid Secure Poster ● staying at home guidance ● Catch it, Kill it, Bin it poster 	

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			<ul style="list-style-type: none">• Safe Travel Poster for Passengers	
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Action Plan for Improvement

No.	Hazard and what can go wrong	Action required to reduce risk so far as is reasonably practicable	Residual Risk	By Whom	Target Date	Completion Date	Completed By

Risk Assessment Review: During review of this risk assessment, any new controls identified in the action plan that are now in place should be transferred to the “Significant hazards and current controls” page to reflect the improvements made.