

Description of Activity
<p>Full reopening of schools in September 2020</p> <p>Infection Prevention and Control of exposure to Covid-19 (coronavirus) through direct and/or indirect transmission</p> <p>Covid-19 Risk Assessment</p>

This is a generic Risk Assessment for dealing with the current Covid-19 situation in schools – please note, this risk assessment will not cover all scenarios; each school should consider its own unique circumstances and use the template to reflect the latter.

Date of document	22/07/2020
Document Revised and Updated	25/08/2020 20/09/2020 01/11/2020 10/12/2020 07/01/2021

Name of School	Norbury School
Name of Assessor	LB– Headteacher MH – Network and Facilities Manager JH – School Manager
Date of Assessment	7th January 2021 Lockdown 4th January 2nd November 2020 27th August 2020 This RA builds on our existing RA's during Lockdown 23rd March – 1st June & 1st June – 17th July 2020.
Date of Assessment Review	<i>Monthly Review *or where required</i>

Guide to Determining the level of Risk

High	No effective controls in place, to control transmission of the virus
Medium	Controls on place, but they may not be suitable and sufficient or sustainable and therefore have the potential to fail
Low	Suitable and sufficient controls in place, in line with the government guidelines, industry standards and other recognised bodies

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1. EXTENDING PROVISION: GENERAL							
1.1 General Cleaning Failing to effectively clean the workplace will increase the risk of transmission through touching contaminated surfaces	Staff Pupils Visitors Contractors	Enhanced cleaning schedule to be put in place that will include more frequent cleaning of: rooms and shared areas that are used by different groups; frequently touched objects / surfaces such as door handles, light switches, handrails, table-tops, play equipment, toys, electronic devices (such as phones) Regularly disinfect and sanitize education tools, e.g. books, whiteboard, computers etc. Ensure that the school is deep cleaned prior to the fully reopening and regularly thereafter: Deep Clean completed: 26th - 28th August Toilets to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet. Staff toilets, meeting room and all EYFS areas fogged daily.		Medium	MH, JH, MS/ JH MH & JH	28 th August	Completed

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		<p>Public Health England has published revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the existing advice on cleaning those settings when there is a suspected case.</p> <p>Ensure that cleaning arrangements include regular systematic checks: on drainage systems, check traps have not dried out and ensure water seals are in place to prevent smells within the building, for example, hygiene rooms, where toilets are put back into use ensure the flushing of the toilets occur with the lids down and toilet ventilation systems are working.</p> <p>Checks and flushing carried out on 1st sept and weekly thereafter.</p>					
<p>1.2 Maintenance/ Statutory Inspections</p> <p>Failure to effectively maintain all building-related systems could potentially affect the health, safety and wellbeing</p>	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p> <p>People with special needs i.e. mobility impaired</p>	<p>All systems, plant and equipment, such as ventilation, water systems, lifts, fume cupboards etc. have been subjected to a pre-inspection and records are available.</p> <p>Ensure that all equipment of machinery that hasn't undergone the necessary checks / tests are put out if use until such tests are carried out</p> <p>To regularly review and monitor all systems to ensure that they remain compliant</p> <p>To ensure that certificates and maintenance logs are available and in date.</p> <p>School is currently up to-date with Fixed Wire test: 4th & 5th August</p>		Medium	MH & Site Team	6.8.20	<p>Lockdown procedures</p>

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of all occupants	people etc.						
1.3 Residual Risk Building Health and Safety Checks - failure to conduct these checks may result in unsafe work environment, exposing staff to conditions that may result in injury	Staff Pupils Visitors Contracto rs People with special needs i.e. mobility impaired people etc.	Health and safety checks will be carried out around the premises to ensure that the building is compliant. Ensure that visual inspections of the school premises are carried out to identify issues that may need remedying To ensure that monthly checks are carried out Community Service on Saturdays: from 18th July – further cleaning in place. Completing outside work. Caretaker ensures that toilet facilities are cleaned regularly. Community Service project suspended during current lockdown 07/01/2021	Health and Safety Audit due with Harrow in January 2021. Health and Safety Audit completed by Southalls on 07/12/2020	Medium	MH, JH, & Site team		P 2 Preparing the site P3/4 Corridors, playgrounds, Classrooms See Community Service RA.
1.4 Water Systems Water stagnation may have occurred due to the lack of	Staff Pupils Visitors Contracto rs	Water risk assessment undertaken March 2020. Cold water storage tank cleaned and disinfected March 2020. TMV service, HSE sampling, expansion vessel flush, HWS Calorifier inspections carried out March 2020 and December 2021.		Medium	MH, JH & Site Team	Before fully re-opening	Undertaken in RA (June 2020) see for details.

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full use of the water system including hot and cold-water systems during the lockdown period; this can potentially increase the risk of Legionnaires' disease.	People with special needs i.e. mobility impaired people etc. Residents	Water temperature monitoring training given to Premises Staff April 2020. Weekly flushing carried out. All records are kept and up to date. Ensure that the risk of legionella is managed upon, where applicable: reinstating a water system or start using it again; Restarting some types of air conditioning units . Air conditioning filters changed May 2020.					
2. RETURNING TO SCHOOL							
2.1 Ingress and egress Gathering outside the school gate/s presents risk of individuals failing to observe social distancing	Pupils Parents Visitors	Minimizing contact and mixing between people by avoiding creating busy entrance and exit points Drop off and collection / arriving at and leaving school - These times to be staggered to keep groups apart as they arrive and leave school Arrangements are in place to manage the public upon entrance and egress from the building e.g. signs, marshals on exits & routes at beginning & ends of days. Face mask signs have been put up on gates around the playground Video's sent out to parents & staff trained in the entrances/exits.	To monitor and review these arrangements as necessary	High Risk	LB & All Staff.		

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		<p>Marshals with Purple Foam Hands trained & ready to support daily.</p> <p>Video – 17th July 2020 sent to parents. Updated Video – 28th August 2020</p> <p>Site walk for all staff completed on INSET day 3rd Sept</p> <p>Further staggering of times for each class, in each bubble initially – with the aim to get all pupils in rapidly & safely and prevent queuing outside.</p> <p>Individuals are encouraged to sanitize their hand upon entering or exiting the building – pupils wash their hands with soap and water in classrooms/toilets.</p> <p>No parents/adults are permitted to enter school grounds, unless following the agreed collection routes & wearing a face mask.</p> <p>Floor markings are in place to indicate 2m distancing Marshalling outside of the school gates to support parents & ease pupils coming into school.</p>					
<p>2.1. Face Covering</p> <p>Pupils wearing face covering</p>	<p>Pupil</p> <p>Staff</p> <p>Visitors</p>	<p>To ensure that pupils are instructed to appropriately dispose of their face covering immediately on arrival to school, washing their hands before heading to their classroom.</p> <p>Video message sent to parents to share the updates for the staggered starts & face masks</p>		Medium	LB, MH, JH		

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in school may inadvertently increase the risk of transmission	Contractors	<p>All Face Coverings removed by pupils who are wearing them at the school gate.</p> <p>Parents to wear on the playground.</p> <p>Staff who wish to & are not teaching or are in a space where Social Distancing cannot be maintained can wear a face covering.</p> <p>Teaching: no face mask unless deemed appropriate to do so because of extremely vulnerable staff member or needs of the child.</p> <p>All visitors will wear masks into the school and remove when sanitizing at the foyer or other appropriate space.</p> <p>Spare face masks available via Gate Keepers & School Office.</p> <p>Wearing Face Masks inside Communal Areas such as toilets, photocopying room, staffroom, is optional.</p> <p>When delivering training or teaching not to wear a face mask, however as the receiver you could wear one; optional.</p>					
<p>2.2 Occupancy in classrooms</p> <p>The risk of virus transmission can increase if direct contact and mixing of people is not minimised</p>	<p>Staff</p> <p>Pupils</p>	<p>Reducing the level of contact - <i>Settings should make small adaptations to the classrooms to support distancing where possible. This should include, seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space.</i></p> <p>Government guidelines are maintained in relation to classroom size and capacity.</p> <p>Teachers are responsible for maintaining social distancing in their classes and ensuring compliance with seating arrangements & where required cleaning surfaces.</p> <p>Year Group Bubbles have been created, with staggered starts & ends of the day:</p>	To ensure that strict government guidelines are maintained in relation to classroom size and capacity Teachers are responsible for maintaining social distancing in their classes and ensuring compliance with seating arrangements &	Medium	LB, JH, MH & Site Team	1 st Sept. Ping Sent 17 th July.	Updates to be sent to parents 28 th August Staff Reminded to keep classrooms clutter free & tables in rows facing the board. Face coverings to be worn by all

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		<p>Rec: 8.40 - 3.10pm St Kildas Yr1: 8.30 - 3.pm St Kildas Yr2: 8.40 - 3.10pm Main Gate Yr3: 8.50 - 3.20pm Gate 2 Yr4: 8.45 - 3.15pm Gate 2 - Leave Old Mews Yr5: 8.40 - 3.10pm Old Mews Yr6: 8.30 - 3pm Old Mews</p> <p>*Phased return in September: Yr1 & Yr6: 3rd Sept Yr. 2 & 4: 7th Sept Yr. 3 & 5: 9th Sept</p> <p>Classes phased in: 5mins intervals* changed after 2nd week as pupils coming in so well.</p> <p>January 2021.</p> <p>Lockdown procedures in place. School is open to KWV children with an approximate number of 15 children per year group as proposed by unions.</p> <p>Children on site 8.30 – 2pm</p> <p>All 4 gates still in use for arrivals and dismissals to ensure bubbles are not compromised.</p> <p>Keep the windows & doors open for all classrooms even in Winter to help ventilation. Nursery & Reception phased in across September. Offices: when using them sanitize before & after use. Inclusion Room, Sunshine Room, Learning Mentor, Study Rooms, Omi-Room, Assistant Heads rooms restricted & timetabled</p>	<p>where required cleaning surfaces. Year Group Bubbles created, with staggered starts & ends of the day: Rec: 8.40 - 3.10pm St Kildas Yr1: 8.30 - 3.pm St Kildas Yr2: 8.40 - 3.10pm Main Gate Yr3: 8.50 - 3.20pm Gate 2 Yr4: 8.45 - 3.15pm Gate 2 - Leave Old Mews Yr5: 8.40 - 3.10pm Old Mews Yr6: 8.30 - 3pm Old Mews</p> <p>*Phased return in September: Yr1 & Yr6: 3rd Sept Yr. 2 & 4: 7th Sept Yr. 3 & 5: 9th Sept</p>				<p>staff on Marshalling Duty before & after school.</p>

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		<p><i>For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible.</i></p> <p>January 2021 EYFS areas and Meeting Room will be fogged daily.</p> <p>Classrooms ready & will be checked on 1st Sept ready for 3rd September. Share seating plan with ICT Technician at the starts of terms & when there are changes so that risks can be understood in the case of a positive test.</p>					
<p>2.3 Desk layout assembly</p> <p>The risk of virus transmission can increase if the 2m distance is not applied</p>		<p>2 metre rules have been applied ¹- arranging classrooms with forward facing desks – seating placed side by side</p> <p>Pupils will be sitting at their designated desk throughout the day</p> <p>Desks will be wiped between intervals to reduce the risk of transmission</p> <p>Classrooms cleaned & non-essential furniture removed: 26th August. All classrooms to have spray & cloths. Spray onto the cloth not directly onto the surfaces. Music – lines marked out on the carpet, directed where to sit. All facing the front.</p>	<p>Reviewing & updating across the weeks.</p>	Medium	LB, MH & Site team	26 th August	

¹ This may not be applicable to pupils

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		<p>2B – can't do rows due to needs of the class teacher, room has high ceilings & roof ventilation. Physical needs of class teacher mean this must remain.</p> <p>RA has been shared with all staff to remind them about the requirements.</p> <p>Reviewing & updating has taken place across the weeks.</p>					
<p>2.4 Shared resources and equipment</p> <p>These items can be a potential source of transmitting the virus</p> <p>No soft furnishings will be permitted to be used or accessible to pupils until further notice.</p>	<p>Pupils</p> <p>Staff</p>	<p>Sharing of stationery and equipment such as pencils and pens, is not to be allowed - individuals must have their own items (except in EYFS where items will be shared)</p> <p>Shared materials and surfaces will be cleaned and disinfected more frequently: after use when a new Bubble uses it, weekly for plastics in EYFS, Sand (Milton's) & other equipment sprayed at end of every day.</p> <p>Classroom based resources, such as books and games, can be shared within the "bubble" and these should be cleaned regularly. Shared resources cleaned at the ends of days.</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously 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.</p> <p>Practical lessons will go ahead only after equipment is cleaned between use and the classroom / space is cleaned between different groups using them</p> <p>Pupils have been advised that only essential equipment is allowed in school.</p>	<p>EYFS to be provided with a fogging machine for twice weekly cleaning of outdoor equipment and classroom resources. Ordered 22/09/2020.</p>	<p>Medium</p>	<p>LB, MH, JH, & all staff undertake their responsibility</p>	<p>Ongoing</p>	<p>Part of Return to school training 2nd Sept.</p> <p>Ongoing training for new staff, Peri-staff & visitors where required.</p>

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		<p>Ensure that books and other shared resources are not taken at home – pupils signposted to Bug Club OR books rotated around & rested.</p> <p>Wipes and sprays have been provided in all classrooms.</p> <p>Reading Corners are permitted without any cushions etc. Wipeable bean bags can be used as long as wiped/sprayed after use.</p> <p>Group/study rooms – kits available for cleaning after use and ready for next bubble.</p> <p>ICT Suite used by year group bubbles daily and cleaned at the end of day or as required.</p> <p>Tablets wiped down using antibacterial wipes by teachers after every use.</p> <p>Each Year group Bubble has own resources for lunchtime e.g. pens, papers, table tennis bats etc.</p> <p>Allotment Gardening Tools cleaned after each Bubble and a timetable given</p>		High			
3. VULNERABLE GROUPS²							
3.1	Clinically Extremely vulnerable due to	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). Refer to the current advice on shielding	To ensure that those under this category are provided with continued support to	High	LB & JH & Individual staff	All staff meet via TEAMS	Ongoing LB to meet with staff who are

² Refer to [latest government guidance](#) and review the risk assessment in line with these changes

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The risk of transmission and/or exposure is potentially heightened if appropriate protective measures are not put in place	pre-existing medical condition ³ Clinically vulnerable (but not clinically extremely vulnerable) i.e. pregnant staff – this group is considered to be at a higher risk of severe illness from coronavirus	<p>Shielding reintroduced in Tier 4 in December 2020 and for National Lockdown in January 2021. Staff who are CEV are shielding and working remotely. Staff living with people who are CEV have been considered on a case by case basis and are mainly working remotely.</p> <p>All staff and pupils will be encouraged to take particular care to practice frequent, thorough hand washing, and cleaning of frequently touched areas in their home and/or workspace.</p> <p>Maintain social distancing at all times</p> <p>A risk assessment for staff who are pregnant should be carried out.</p> <p>Due to November Lockdown LB to has undertaken RA with vulnerable staff 2.11.20</p> <p>Staff who are Clinically, Extremely Vulnerable may choose to wear a Face Mask – they will not teach in the mask. Physically disabled staff have been given special authorization to not use the One-Way System & will use other routes to collect their children, go to the toilet etc. *see classrooms seating arrangements.</p>	<p>learn or work at home as much as possible, where applicable.</p> <p>To ensure regular monitoring and review of these measures are effectively maintained to reduce the risk of transmission</p> <p>To follow the occupational health advice for employers and pregnant women to ensure that safety for with underlying health conditions who may be at greater risk.</p> <p>Support given to staff using Public transport during the November-</p>		involved	with LB to ascertain risk	exceptions to the rules.

³ Government guidance will be changing from 1st August – review the risk assessment and updated to reflect changes

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			<p>December and January Lockdown e.g. arriving earlier, leaving earlier to avoid the crowds.</p> <p>FSM pupils to be given vouchers over half term & holidays & any isolating year group.</p>	High			On-going
		<p>Parents should be advised to follow medical advice if their child is in this category Staff in this category should work from home where possible. Individuals should be advised not attend school if they have symptoms and/or are self-isolating due to symptoms in their household</p> <p>Script for Office Team using latest updates from Gov.Uk, NHS & Track & Trace. 15th September.</p>	<p>To ensure regular monitoring and review of these measures are effectively maintained to reduce the risk of transmission</p> <p>To ensure that those under this category are provided with continued support to learn or work at home as much as possible</p> <p>To ensure contact with those working</p>	Medium	LB, JH & TLOB	Updates for pupils who pose a risk & RA for those pupils.	<p>On-going review due to new intake in September EYFS & Casual Admissions across the year.</p> <p>On-going.</p>

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			<p>from home during this period is maintained via TEAMS & DB.* implemented during November-December and January Lockdown.</p> <p>To consider designating a safe area within the school for those staff that cannot work from home.</p>				
<p>3.2 Challenging behaviour</p> <p>Known/unknown behaviour which may increase the risk of droplet transmission such as biting, licking, kissing or spitting etc.</p>	Staff	<p>To ensure that their individual risk assessments are regularly reviewed and updated Behaviour Plans reflect guidance with PPE centrally held in Welfare for staff to use. Everyone has Decontamination boxes in their classrooms. Dynamo Team provisions in place. To ensure provision of additional space and frequent cleaning of surfaces, objects and toys. Jan 2021. All EYFS areas fogged daily. To ensure that cleaning arrangements are increased with a specific focus on surfaces which are touched frequently. Read guidance on cleaning for non-healthcare settings.</p>	<p>To ensure that their individual risk assessments are regularly reviewed and updated</p>	Medium	LK, TM, AH, LB, NK, JH, TLOB	1st Sept	<p>On-going monitoring.</p> <p>Updating Behaviour Policy where required. Mehul has checked through guidance.</p>

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4. MOVEMENT AROUND THE SCHOOL							
4.1 Break/Lunch times The risk of virus transmission is potentially increased through direct and/or indirect contact	Staff Pupils Staff Visitors Contracto rs	Stagger Break/Lunch times - Lunch and snack time – food to be consumed in class Hygiene procedures to be followed before and after eating. Follow individual feeding plans where applicable Using the already allocated zones. Bubbles using the same zones across the week & rotate weekly. Wet Breaks/Lunch using three classrooms in the Year Group Bubble. Staffroom open only for storage of foods in the fridge, using hot water tap, cold water & washing up. NO toaster. Microwave available – staff to clean thoroughly with virucidal spray after use. Fridge contents binned weekly. Fruit will be given out in Bubble Boxes e.g. each class has own bowl. Lunchboxes: not permitted all packed lunches from home must be in disposable containers, ideally paper. Lunches: school lunches to be served in disposable boxes until further notice.	Review & adapt where required.	Medium	All staff on Duty. NK & AP to set up the rotas	2 nd Sept	Ongoing review. P13 Playground procedures. P15 Lunch time distancing. P8 Marshal toilets at break P13 Use of play equipment Regularly supported in assemblies to make own paper bags. Keep resource boxes stocked. SMSA's need

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		Play equipment is specific to the Year Group Bubbles.					to check this weekly.
<p>4.2 Staff leaving the building and returning to the office after their lunch break</p> <p>Potentially creates risk of contracting and spreading the virus</p>	<p>Pupils</p> <p>Staff</p> <p>Visitors</p>	<p>All staff are advised to remain on site and adhere to social distancing Staff are encouraged to bring their own food While on break, staff should limit movement around the workplace – they can have their lunch at their desks or outdoors but within the premises</p> <p>Staff without a class base can use the staffroom at lunchtime. Occupancy limited to one person per table – only 3 staff at any one time. All surfaces must be wiped down after use.</p> <p>Due to November/December and January Lockdown all staff to remain on site unless absolutely must leave site for cigarette break</p>	To consider providing additional outdoor benches, where required, to allow staff to have their lunch/break if desired. *	Medium	JH, MH, LB & all staff	1 st Sept.	On-going review & reminding about not being with others, not sharing cars if in different bubbles
<p>4.3 Use of Corridor / stairs</p> <p>Passing in corridors/door ways and using stairways will pose risk of encroaching on an</p>	Contractors	<p>Movement flows: avoid creating busy corridors, where possible, one-way system to be in place i.e. to have one stairwell to ascend and the other to descend. Where not possible, those using stairwells should keep one set of stairs away from the person in front or behind</p> <p>Staff should be encouraged to follow signage whenever practicable.</p> <p>Appropriate signage to be displayed to encourage social distancing</p> <p>One-way systems continue - use of markings to guide students.</p>	<p>Consider affixing dividers in corridors where two-way travel is the only option</p> <p>Consider maglock on all corridor doors – look at working & costs involved (CK) - does not work with our system.</p>		MH, JH & Site Team & Cleaners	1 st Sept	Upkeep of tape on floor daily/weekly. Review of One-Way System around the school. Reinstate tape in hall after hall has been resurfaced.

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individual's personal space		<p>Corridor doors will be wiped every 60 minutes, where this is not possible then these doors will be kept open.</p> <p>Fire doors to the staffroom and print room will be kept closed as there is a fire risk from the electrical printers and paper store. Fire doors in corridors will also be kept closed.</p> <p><i>*Deploying lunch staff to undertake extra cleaning as previously done.</i></p> <p>To ensure that all areas that are not in use are locked - where appropriate</p> <p>Training for all staff using the building: June 2020. Video's sent in July & new staff on site trained in Sept 2020.</p> <p>Staff Briefings: twice a week via an update emailed to staff. All staff need to have read this asap before the start of the day: Monday. Thursday Briefing after school 3.40 (5mins) via Teams.</p> <p>2B – unique way in and out to support Staff Member. 4D – unique way in and out to support congestion. Yr5 – use Staircase B both ways to avoid congestion.</p>	<p>2B – unique way in and out to support Staff Member. 4D – unique way in and out to support congestion. Yr5 – use Staircase B both ways to avoid congestion.</p>				Maglocks – not linked to Fire System. Expensive. Fire Marshalls are to monitor this.
4.4 Use of Lifts		<p>Only 1 person will be allowed to use the lift - priority given to mobility impaired individuals</p> <p>Appropriate signage will be displayed by the lift to reflect the new rule as well as good hygiene reminders.</p>	Cleaning the lift after use - wiping anti-bacteria wipes on areas that have been touched	N/A	N/A	N/A	N/A
The use of lifts can potentially increase the							

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spread of Covid-19 as social distancing cannot be effectively achieved							
4.4 Entering / exiting classrooms This can present the risk of contracting and/or transmitting the virus if pupils are bunching		<p>Prioritise use of classrooms where external doors are present so entry/ exit can be made from outside rather than using internal corridors</p> <p>To implement a one-way system, if possible – this will be achievable if there are separate entry and exist points to the premises.</p> <p>To ensure that pupils enter classrooms one at a time as directed by teacher/TA.</p> <p>To ensure that waiting areas are clearly marked to encourage 2m spacing</p>	Fresh tape and markings around the school where required.		Year Group Bubbles. Teachers to set out their rules & routines prior to pupils being in the classrooms		Use of Tannoy System to alert class teachers.
4.5 Grouping – i.e. Assembly, collective worship etc. Parent Nurture Groups, Safeguarding Training and		<p>No assemblies in the hall until further notice. Assemblies will be undertaken in the classroom: Monday: Video from SMT Tuesday, Wednesday & Thursday: class assembly (Ann to do infant birthday assembly on Wednesday) Friday: Celebration Assembly</p> <p>Lunchtimes have been staggered.</p> <p>Lunch can be eaten on the desk to minimise the need for movement/use of kitchen</p>			LB, NK, CB & MH to set up assembly times.		.

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<p>support for Parents completing EU Forms</p> <p>If social distancing cannot be effectively achieved, which can increase the risk of transmission</p>		<p>Different entrances for different Year Groups. Restricted access to the playground at the start & ends of day.</p> <p>LB has sent out clear training ppt & videos to parents.</p> <p>Lunches: hot lunches collected by children from the hall in Year Group Bubbles. Lunches eaten in classrooms.</p> <p>Assemblies: all remotely created via YouTube/DB Primary. LB to set up a rota. Collective worship in classrooms daily.</p> <p>PE – space limited due to One Way System – Gym will need both sides of the hall to space out – change in timetable required. Gym mats to be cleaned between Year Bubbles. Pupils to sanitise hands before & after gym.</p> <p>Shared Rooms need to be wiped before & after use with wipes & sprays provided: Meeting Room, Sunshine Room, Omi Room, Inclusion Room, Learning Mentors Room, Base, Art Room.</p> <p>Parent Nurture Groups, Safeguarding Training and support for Parents completing EU Forms</p> <p>These training and support groups are considered to be essential and therefore will continue with COVID measures put in place. These groups will consist of a staff member plus 6 visitors. The groups will be held in the meeting room with access from the end corridor door only. Visitors will be required to wear masks throughout the training.</p>					

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		<p>Visitors will be required to sanitise hands on arrival and at regular intervals throughout the training sessions.</p> <p>Visitors will not be allowed access to any school communal areas, e.g. the toilet facilities unless in school for longer than 2.5 hours. The meeting room will be wiped down before and after use and fogged daily.</p>					
<p>4.6 Office</p> <p>This can present risk of transmission if allowed to be accessed by other people other than staff</p>		<p>Designate a section for all deliveries, where these are delivered directly to the office. Wear gloves & use own pen when signing for parcels.</p> <p>Leave parcel in foyer for collection by Site Team or owner.</p> <p>No parents or other uninvited public in the Foyer.</p> <p>Hand sanitizer in the foyer for all visitors/staff to use</p> <p>Guest collected ideally outside on the playground or met at the Foyer by the meeting lead.</p> <p>Jan 2021. School Office to be rearranged and 2-week rotation implemented:</p> <p>GT Front Office. NMc middle office. NC middle office (on rotation). MC empty welfare office. JH working remotely</p> <p>Late pupils: office buzz them in & let LK know, who will support the child until class teacher or pastoral team arrive if Nursery – Yr1. Yr2 – Yr6 pupils can walk to class from Foyer.</p> <p>Parents informed June 2020, updated July 2020, part of 28th August Updates to parents.</p> <p>Office team continue to contact parents via phone, PING & supporting where meetings must happen.</p>		High	JH, MH, Office team		Ongoing review.

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5. WORK/SCHOOL RELATED TRAVEL							
5.1 Transport to work/school The use of public transport potentially creates risk of contracting and spreading the virus	Staff Pupils Visitors Parents	<p>Parents and Pupils should be encouraged to walk or cycle where possible, and avoid public transport at peak times.</p> <p>Parents should be advised to refer to safer travel guidance for passengers.</p> <p>Additional facilities such as changing rooms, shower, storage for clothes bags etc. for use by those that have cycled, jogged to work/school. *LB & JH & MH to consider where staff can change if arriving on cycles, running – change in the toilets, wash hands on arrival</p> <p>*School Mini Bus to do early pick-ups and drop-offs is possible with both parties wearing face coverings & wiping down the areas used afterwards.</p> <p>Car Parking: priority parking allocated & where possible double parking to allow staff to have access in a constricted site.</p> <p>Stagger arrival times - where appropriate - using back gate into playground, Welldon Gate & St Kildas Gate.</p> <p>Avoid touch based security September 14th 2020 – Non-Touch Entry in operation.</p> <p>Staff reminded of guidance on wearing face masks & gloves on public transport & how to remove & store.</p>	<p>To stagger arrival times. *as above under review during November/December Lockdown.</p> <p>Jan 2021 Lockdown, pupils on site 8.30 – 2pm to avoid busy transport times.</p> <p>Walking Bus possibility to reinstate & look at two Walking Bus and which positions are best.</p>	Medium	LB, JH, TM	7 th Sept	Review Walking Bus times & routes. Touch entry in operation.

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6. KEEPING THE SCHOOL CLEAN							
6. 1 Failing to effectively clean the school will increase the risk of transmission through touching contaminated surfaces and/or spreading the virus throughout the building via other means i.e. on contaminated shoes	Staff Pupils Visitors Contracto rs	<p><u>Deep Cleaning</u> Will be carried out where required.</p> <p><u>Daily Cleaning</u> The building will be sanitised twice daily, minimum, and in accordance with Government guidelines</p> <p><u>Cleaning workstations</u> These will be cleaned during the cleaning cycle. However, staff should be advised to wipe their workstations before and after use.</p> <p><u>Frequently touched items</u> Photocopiers/printers/whiteboards; door handles etc.*wipes available at the photocopier to make sure this clean before & after use & staff wash their hands afterwards.</p> <p>Wipes will be available for staff to use on the keypads etc. prior to and after use A cleaning regime on all touch points is in place</p> <p>ICT room should be cleaned after and after each use by a group of Learners.</p> <p>Cleaning of IT equipment -</p>	<p>To ensure that all staff are made aware of this arrangement through regular communications</p> <p>To consider encouraging staff to transfer calls from the desk phones to the phone in their class/ office and clean after each use. If practicable.</p> <p>To ensure, where applicable, that staff are reminded to clean their own radios pre-use and at end of the day. Meetings: Using the Meeting Room – windows open, table and chairs sprayed</p>		HB, LB, JH, MH	Ongoing	Reviewed weekly & Ongoing

What are the hazards?	Who might be harmed	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Level of Risk L/M/H	Who needs to carry out the action?	When is the action needed by?	Status
		<p>Thorough cleaning should be carried out at least twice weekly in well used area and in addition to normal cleaning. SMSA's are doing this regularly across a day & LSA's are wiping down.</p> <p>To remove all soft toys, soft furnishings and toys (play dough sand,) that are hard to clean have been removed - EYFS to keep sand in their Bubble & spray & rake daily. Other plastics are sprayed and left overnight. *Lunchtime Lego/sand/play dough is not permitted.</p> <p>Ensure, where applicable, that staff are reminded to clean their own radios pre-use and at end of the day.</p> <p>Meetings: Using the Meeting Room – windows open, table and chairs sprayed prior to and after use by the person calling the meeting.</p> <p>Meeting room and all EYFS areas are fogged daily.</p> <p>All printers/photocopiers should be wiped after use & where possible limit those using it e.g. allocate an LSA to complete Bubbles photocopying & agree a set day to do this on.</p> <p>Sports equipment or musical instruments can be shared between classes in a Bubble, however, should be meticulously cleaned when moving between bubbles, leaving for 48hrs between usage (72hrs for plastics)</p> <p>Bags are allowed, however, are to be limited to only for essentials, therefore increasing the space in school.</p> <p>Tablets wiped down using antibacterial wipes by teachers after every use.</p> <p>ICT Suite used by year group bubbles daily and cleaned at the end of day or as required.</p>	prior to and after use by the				

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<p>6.2. suspected or confirmed case of covid-19</p> <p>Ineffective cleaning following a suspected or confirmed case of covid-19</p>	<p>Staff</p> <p>Pupils</p> <p>Contractors</p> <p>Vulnerable groups</p>	<p>Ensuring that those pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in at least the last 10 days.</p> <p>Ensuring anyone developing coronavirus (COVID-19) symptoms during the school day is sent home.</p> <p>Ensuring that anyone with coronavirus (COVID-19) symptoms does not visit the GP, pharmacy, urgent care center or a hospital.</p> <p>Follow Harrow flow chart for the procedures.</p> <p>Dynamo Team – elected staff who will have PPE and training in cleaning classrooms, locking the classrooms and making the school safe: 21st Sept. Training 23.10.20 completed.</p> <p>Parents returning from abroad: Office to keep an updated list of countries which are & are not in the flight corridor: https://www.gov.uk/guidance/coronavirus-covid-19-countries-and-territories-exempt-from-advice-against-all-but-essential-international-travel https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridor</p>		Medium	JH, MH, JH & All staff. Office Team have a clear script for parents	1 st Sept	<p>Ongoing changes with new guidance.</p> <p>Creation of Dynamo team.</p>
<p>6.2a – Response to infection</p> <p>Failing to appropriately</p>	<p>Staff</p> <p>Pupils</p>	<p>To contact the DfE helpline 0800 046 8687, option 1 as soon as a Covid-19 case has been confirmed or if there is an overall rise in suspected cases.</p> <p>If the DfE helpline has high demand contact Harrow Public Health: 020 3326 1658, 07749 602 492.</p>	<p>QR Code to be put into all visitors & staff phones daily.</p> <p>https://www.bbc.co.uk/news/health-54145299</p>		JH, MH, JH & All staff. Office Team have a		Ongoing.

What are the hazards?	Who might be harmed	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Level of Risk L/M/H	Who needs to carry out the action?	When is the action needed by?	Status
respond to possible Covid-19 cases can increase the rate of infection	Visitors Contractors Vulnerable groups Members of the public	<p>Based on the advice from their local PHE health protection team, settings must ask those people who have been in close contact with the person who has tested positive to self-isolate for 14 days since they were last in close contact with that person when they were infectious.</p> <p>Tests can be booked on the NHS testing and tracing for coronavirus website or ordered by telephone via NHS 119</p> <p>Contain any outbreak by following local public health protection team advice</p> <p><i>If two or more confirmed cases occur within 14 days, or an overall rise in sickness absence where Covid-19 is suspected, the school may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</i></p> <p>Test and Trace</p> <p>To have a clear understanding of the NHS test and trace process so as to respond appropriately in instances of suspected or confirmed Covid-19 case.</p> <p>To ensure that anyone who displays symptoms of Covid-19 takes the test.</p> <p>To ensure that essential workers, which includes anyone involved in education, childcare or social work, and their households are aware of priority access to testing.</p> <p>Follow Early Outbreak management 'Test & Trace' info.25th August 2020</p>			clear script for parents		

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		Office script to support parents & staff. Script updated 14 th Sept, 21 st Sept. Flow Charts from Harrow. All Peri-Teachers affected will be contacted & SMcC.					
6.3 Cleaning supplies The lack of sufficient cleaning supplies will result in poor hygiene and increase the risk of transmission	Staff Pupils Visitors Contractors	Provision of hand sanitiser in multiple locations in addition to washrooms, To ensure that stock is monitored regularly and replaced as soon as reasonably practicable To ensure that staff are also made aware of their responsibility - to notify their line manager and/or premises staff where supplies are low and/or running low To ensure are communicated and that appropriate signage posted to maintain good personal hygiene standards.			JH, MC, MH	Since June 2020	Ongoing.
7. VENTILATION							
7.1 Lack of fresh air Poorly ventilated workplace /	Staff Pupils Visitors	Non-fire-resistant internal doors and all windows will be kept open to increase air flow throughout the building. To ensure that portable air-cons are provided and suitably distributed to keep the workplace well ventilated, where required		Medium	MH, JH, Site team.		

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spaces can potentially spread the virus and increase the risk of transmission	Contractors	Remind teachers to keep their doors open with door stops Where provided, fan will be used in conjunction with opened windows to allow sufficient air flow. Remind Caretaking team to unlock, and Door-Stop the door.					
8. HYGIENE: handwashing, sanitation, facilities, toilets							
8.1 Handwashing Poor hygiene around the school will increase the spread of the virus	Pupils Staff Visitors Contractors	Signs and posters will be displayed to build awareness of <i>good handwashing technique; the need to increase handwashing frequency, at least, minimum of 6 times a day; avoid touching the face;</i> <i>Encouraging good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach - cough or sneeze into a tissue which must be disposed of safely, to cough or sneeze into the crook of the elbow if a tissue is not available.</i> To ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. To ensure that good hand and respiratory hygiene routine is incorporated into the school culture and behaviour expectations and ensuring that younger children and those with complex needs understand the need to follow the routine To ensure that supervision of hand sanitiser use is implemented given the risks around ingestion.			All Staff	On-going	

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		<p>To ensure that adequate support is provided for pupils with complex needs that are likely to struggle to maintain good respiratory hygiene; along with staff working with them.</p> <p>Sanitizers/handwashing stations will be provided at stationed around the school, including entrance/exit points – to be used by all on arrival, before and after eating, after using the toilet and after sneezing and coughing?</p> <p>Handwashing to be encouraged before and after handling pupils' books and personal equipment</p> <p>Using social stories to reinforce good hand hygiene.</p> <p>Staff to train pupils to wash their hands correctly, where necessary</p> <p>Soap dispensers checked at least daily. Low stock reported to Michelle and Julie</p>					
<p>8.2 Washrooms (Urinals/WC etc.)</p> <p>This presents risk of direct transmission of the virus due to the lack of sufficient</p>	<p>Pupils</p> <p>Staff</p> <p>Visitors</p> <p>Contractors</p>	<p>Limit the number of using these facilities at any one time</p> <p>Surface wipes are available in all toilets.</p> <p>Appropriate PPE should be worn where personal care is provided.</p> <p>Each class/staff to use designated toilets only</p> <p>These facilities to be cleaned daily or where required e.g. if they are being shared by other bubbles after every bubble by a cleaner/LSA who will be assigned to clean the toilets.</p>			Teaching Staff & Site Team	2 nd Sept	Ongoing & reviewed by year groups.

What are the hazards?	Who might be harmed	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Level of Risk L/M/H	Who needs to carry out the action?	When is the action needed by?	Status
space, potentially		<p>Staff toilets are fogged daily.</p> <p>Appropriate signage will be displayed/posted to remind of the 2m rule and good hygiene</p> <p>Only three persons in each toilet block at a time. Use classrooms sinks for handwashing.</p>					
<p>8.3 Changing rooms in hydro-pool/ swimming</p> <p>Coming in contact with potentially contaminated surfaces and the lack of maintaining 2m distance will increase risk of infection,</p> <p>Staff/Pupils/ Parents coming in contact with different</p>	<p>Staff</p> <p>Pupils</p> <p>Parents</p>	<p>Area is currently closed – therefore no risk to individuals</p>	<p>Review re-opening of the area prior to use in line with government guidelines.</p>	<p>N/A</p>			

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groups of people increases risk of infection. Staff/Pupils cannot maintain 2metres distancing.							
8.4 Personal care This presents significant risk of contracting and/or spreading the virus	Pupil Staff	All staff to be aware of and follow the stringent hygiene procedures to ensure safety Infection control training to be followed and applied Social distancing will not be possible - Pupils' educational and care support should be provided as normal. To ensure that hygiene supplies are in stock and sufficient, at all times. To ensure that stock is regularly monitored to prevent shortage Training given to all staff 2 nd Sept		Medium	NC & LB set up a register for those who attended training.		Ongoing
8.5 Bodily fluids spillage This presents significant risk of transmitting the virus	Staff	Area to be cordoned off and spillage to be immediately cleaned Appropriate PPE to be worn. when handling such fluids Wash hands to be applied according to guidelines			JH, MH, Site Team		

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		<p>To ensure that in-house procedure is followed to avoid risk of transmission Use of Dynamo team.</p> <p>Site team & Welfare to clean initially in PPE & then Cleaners directed at the end of the day.</p> <p>Reminder to all staff that wet Brushing of teeth or flossing in the staff toilets is not permitted. Reminder email sent out Oct 20.</p>					
9. WASTE MANAGEMENT							
<p>9.1 Waste disposal</p> <p>Inadequate disposal of used masks, gloves, tissues etc. will potentially increase the risk of infection</p>	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Covid-19 waste ⁴– used clothes or wipes etc. can be placed in ‘black bag’ waste bins.</p> <p>Bins to be emptied regularly to prevent overuse of other waste bins</p> <p>To dispose of waste such as disposable cleaning cloths, face coverings, tissues and PPE from people with symptoms of Covid-19:</p> <ul style="list-style-type: none"> • put it in a plastic rubbish bag and tie it when full • place the plastic bag in a second bin bag and tie it • put it in a suitable and secure place marked for storage for 72 hours <p>This waste should be stored safely and securely kept away from children. You should not put your waste in communal waste areas until the waste has been stored for at least 72 hours.</p> <p>Waste collection – Ensure regular collection of such waste – additional 1100 bin arrived October 2020.</p>			MH, JH, JH, MS		

⁴ Further guidance can be found [here](#)

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		Use separate bin for Covid/infected waste located in the car park. Disposed in normal bins after 72 hours.					
10 SHARED RESOURCES							
10.1 Shared resources: Pens, books etc. Sharing items can be a potential source of transmitting the virus	Staff Pupils	Any shared materials and surfaces are cleaned and disinfected frequently Sharing resources is not permitted Each student will have their own personal stationery pack. KS1 & KS2 pupils will have own resource packs. EYFS – share & cleaned. All EYFS areas fogged daily. Fabric resources that cannot be washed will not be used.			LB, NK, AP, JH	2 nd Sept.	
11. OUTDOORS AREA							
11.1 Outside Space This presents the risk of contracting the virus if 2m distancing is not maintained	Staff Pupils	Outdoor play equipment – climbing frame, swing, bikes, etc., will be cleaned more frequently and to be wiped down before and after use. Washing of hands before returning to class. Staggered lunch times across the school and review entry into and out of the school hall. Lunches served in disposable boxes & cutlery until Xmas. Packed Lunches eat in classrooms or outside. Tables need to be cleaned after pupils finished	Adequate cleaning will need to take place between groups using the shared spaces including wiping down of tables/seats/door handles between each group.		LB, JH, MH,		Reviewed daily/weekly to check P3 Catering, lunches in classrooms Page 11, 12 Staffroom P 11 on line assemblies

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		<p>Stagger the use of staff rooms, work rooms and offices to maintain social distancing Staffroom: no seating only a fridge, hot and cold water filtered systems.</p> <p>Staff working across Bubbles should keep 2m apart.</p> <p>If the Year Group Bubbles need to use the same space make sure that they wash their hands before and afterwards. Zones allocated & equipment in that zone used & cleaned e.g. table tennis bags and ball & table, outside gym equipment.</p> <p>Hot lunches to be eaten in classrooms. Classrooms – SMSA’s will wipe down tables ready for the afternoon.</p> <p>Adequate cleaning will need to take place between groups using the shared spaces including wiping down of tables/seats/door handles between each group.</p> <p>Community Service: (November)</p> <ul style="list-style-type: none"> • all work is outside. • If JH is shielding or has a positive test Community Service will need to be cancelled for this week/time. • Community Project suspended during Jan 2021 lockdown. 					<p>Breakfast Club: rules shared. Seating plan for Lunch pupils confirmed by 3rd September. Classroom Tables cleaned of equipment before lunch to support cleaning of the tables.</p>
<p>12. SHARED SPACES</p>							

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<p>12.1 Dining hall; Staff rooms; Assembly hall</p> <p>The risk of contracting the virus is heightened if 2m distancing is not observed</p>	<p>Staff</p> <p>Pupils</p>	<p>These areas to be occupied at half capacity.</p> <p>Communal areas, i.e. hall and specialist rooms, etc. will be used according to the timetable.</p> <p>Pupils file into hall, in rows to collect their lunches. Staff eat lunches with pupils.</p> <p>Adequate cleaning should take place between groups using the shared spaces including wiping down of tables between each group</p> <p>Stagger the use of staff rooms, work rooms and offices to maintain social distancing *Staffroom for storing lunch & getting water: not for sitting to eat.</p> <p>Staff to avoid leaving the site during the day where possible</p>		Medium	JH, MH, LB	2 nd Sept.	Avoid leaving the site during the day where possible.
<p>12.2 Use of Kitchens</p> <p>Potential exposure to the virus through contaminated surfaces i.e. fridge, microwave etc.</p>	<p>Staff</p> <p>Pupils</p>	<p>School kitchens can continue to operate, but must comply with the guidance for food businesses on coronavirus (COVID-19).</p> <p>Only 1 person to use the kitchen area at a time; to avoid congregating; staff should be advised to leave the kitchen as quickly as possible and not wait outside the kitchen, where there is potential for such practice.</p> <p>Staff should be advised to bring in their own food supplies, and to not leave items in the Fridge overnight. Items left will be removed and disposed of by the Cleaning Team.</p>			LB, MH, JH, MH,	2 nd Sept	Until further notice.

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		<p>Kitchens will be cleaned every day by one cleaner who will be assigned to clean all kitchens.</p> <p>To advise staff to clean any surfaces (fridge, water, boiler, where applicable) before touching and wash hands on entrance and exit the kitchen.</p> <p>Lunch to be eaten in classrooms as social distancing cannot be maintained in staffroom.</p> <p>Staff without a class base can use the staffroom at lunchtime. Occupancy limited to one person per table – only 3 staff at any one time</p> <p>Microwaves available. Staff to spray with virucidal spray after use.</p> <p>All cups, plates, cutlery have been removed, 2nd Sept & paper spare ones provided in case of need.</p> <p>To ensure that appropriate hygiene posters are displayed to remind staff of good hygiene and to reduce risk of transmission Spray & cloths available in the kitchen.</p>					
13. MANAGING CONTRACTORS AND VISITORS							
<u>13.1 Allowing Visitors and/or</u>	Staff Pupils	Contractors/Visitors will be given guidance on site rules with respect to social distancing, hygiene, entry and exit points etc. before coming on site.			MK, JH		

What are the hazards?	Who might be harmed	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Level of Risk L/M/H	Who needs to carry out the action?	When is the action needed by?	Status
<p><u>Contractors on Site</u></p> <p>This may pose risk of transmitting the virus</p>	<p>Visitors</p> <p>Contractors</p>	<p>The guidance can be sent through email/voice/video call, if this not possible, then clear signage and visual aids should be displayed to ensure compliance while on site.</p> <p>To confirm with contractors that all relevant safety procedures are in place and that they are adhering to government guidelines, prior to undertaking any works. Mehul to orientate & Caretaking team to supervise.</p> <p>Visitors on site will be limited and remote communications encouraged where possible.</p> <p>September: Electronic Signing in System. Screen wipes after each use</p> <p>Where visits can happen outside of school hours, they should. A record should be kept of all visitors.</p> <p>Peri-rooms to be cleaned by the Peri-teacher on entry & exit, including door handles.</p> <p>Jan 2021 lockdown. Peri lessons delivered remotely.</p> <p>Room cleared out of clutter Each teacher has their own storage container to keep their equipment in.</p> <p>Have a clear exit route in the music room (space provided)</p> <p>Music room re-organised to allow for further space (greater use of the side cupboards)</p> <p>Individual ID for contactless signing in/out.</p> <p>Clear guidance on one-way system & other Safety Procedures shared via Zoom & guidance sent and a contract signed.</p>					

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		<p>Parents, visitors and contractors are not to enter the premises if they have COVID-19 symptoms Place signage in front of school gate and send letters to this effect. Office is closed to physical visits. Hand sanitisers used on entry to the building</p> <p>Using school toilets – have sprays and cloths in the toilets if required & only have where possible adults using adult toilets, with their children being escorted to children’s toilets. *sprays in High Cupboard in female toilets Staff toilets fogged daily.</p> <p>School Photographer: November – will be seeing classes in Bubbles, area used wiped down after each Bubble. Can wear a mask/face shield where required. Need to have photos on system for all new pupils since September. Will be advised further by Photographer. Jan 2021- catch up photos for previously isolating year groups postponed.</p>					
14. INBOUND AND OUTBOUND GOODS							
14.1 Handling of goods, letters, packages etc.	Staff	<p>Pick up and drop off points should be identified and clear signage displayed</p> <p>Orders are made in large quantities to reduce frequency of delivery</p>			JH & MH & Site team		

What are the hazards?	Who might be harmed	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Level of Risk L/M/H	Who needs to carry out the action?	When is the action needed by?	Status
Package maybe contaminated therefore increase the risk of transmission		Delivery of personal items to the office are not permitted					
14.2 Drivers Welfare The individual may have come in contact with contaminated surfaces/persons	Drivers	Enable access to welfare facilities for drivers that deliver goods to the premises – hygiene routines to be followed (wipes in toilet areas, etc.) Spare masks available in minibus	Encourage drivers to stay in the vehicles		JH & MH & Site team		
OTHER CONSIDERATIONS							
15. EMERGENCY SITUATIONS							
15.1 Emergency evacuation The risk of contracting and spreading the virus is	Staff Pupils Visitors Contractors	The emergency evacuation plan is in place A full fire drill carried out – 06/11/2020. Fire drill action points identified. The need to maintain 2metres distancing in an evacuation will be ineffective - this arrangement will default back to normal Add in Lockdown procedures to Emergency procedures.	To review the emergency evacuation procedure taking into account any relevant changes	Medium	MH, JH & LB		

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potentially increased	Vulnerable groups		To ensure that staff are familiar with this practice and that they are made aware of the implemented arrangements including any changes				
15.2 Mobility Impaired Persons (MIP) ⁵ Those that fall within this category will be unable to safely and/or swiftly evacuate the building in the event of an emergency if the necessary precautionary measures are not in place	MIPs	Vulnerable people are encouraged to work from home. Ensuring that PEEPs and pupils' EHC plans, where applicable are also revised and updated *Welfare Team & TLOB to advise relevant staff of any needs.	To ensure that the implemented arrangements are effective Ensuring that the school's fire risk assessment is up-to-date		TLOB, LK, all staff		Updates on pupils needs during evacuations to be sent to staff including Lunch Team.

⁵ This section should be regularly reviewed so as in line with government guidelines

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<p>15.3 First-aid provision</p> <p>If first aid cover is reduced this presents potential risk of an unsafe operation/environment</p>	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p> <p>Vulnerable groups</p>	<p>There is sufficient first aid cover</p> <p>Hand sanitizer gels included in all first aider kits.</p> <p>PPE packs are ready – training given in donning and doffing.</p> <p>All first aiders have received the relevant training and this is up-to-date</p> <p>First-aiders are required to wear eye protection (face shield) where the risk of splashing, for example from coughing, spitting, or vomiting is apparent</p>		Medium	JH, MC, LK		
<p>15.4 Fire Warden</p> <p>Insufficient numbers of Fire Marshals may hinder a safe and swift evacuation in an emergency</p>	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p> <p>Vulnerable groups</p>	<p>Provide Fire Wardens with mini hand sanitizers that can fit in pockets for ease of use.</p> <p>Fire warden identified on a board in the staffroom</p> <p>Additional Fire Wardens trained October 2020.</p>			MH – Fire Marshals meeting		
<p>15.5 Business Continuity</p> <p>The lack of implementing a Business Continuity Plan (BCP) can significantly</p>	<p>Pupils</p> <p>Employees</p> <p>Visitors</p>	<p>A BCP is in place to cover challenges and risks that may result from an outbreak, locally, taking into account keeping the school open only for vulnerable children & children of critical workers and providing remote education for the rest of the pupils; if a class or group needs to self-isolate, or there is a lockdown requiring pupils to remain at home.</p> <p>Continued communication with parents/carers – this will provide transparency of approach</p>	<p>To ensure that sufficient resources are in place to support remote working and remote education plans, where necessary i.e. to provide additional requirements such</p>		JH, MH, LON & LB	September	

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disrupt business & learning – in the event of a local lockdown	Contractors	<p>Keeping up-to-date with latest PHE publications and in case of an outbreak, PHE and/or LA will be contacted for advice i.e. where temporary closure might be considered to help control transmission</p> <p>Teams and Class emails have been setup and staff have been informed.</p>	<p>as special equipment, communication devices, software etc. Refer to section on remote education support. *Needs to be written up as all procedures are in place.</p> <p>To review the existing BCP ensuring to include the current BCP and Business Disaster Recovery Plan (BDRP)</p> <p>To regularly monitor and revise these documents in line with government guidelines to ensure that the implemented measures are effective and acting to address any shortfalls</p>				

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16. PERSONAL PROTECTIVE EQUIPMENT (PPE) AND FACE COVERINGS							
16.1 Wearing of PPE⁶ There is a potential risk of contracting and/or spreading the virus if one fails to wear PPE / face covering	Staff	<p><i>PPE is only needed in a very small number of cases, including:</i></p> <ul style="list-style-type: none"> <i>where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if a distance of 2 meters cannot be maintained</i> <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>Read the guidance on safe working in education, childcare and children's social care for more information about preventing and controlling infection, including when, how PPE should be used, what type of PPE to use, and how to source it.</p> <p>Based on RA for individual pupils, some staff may use face/eye protection. Pupils will be shown what PPE looks like, for when they go to welfare or are hurt or are ill elsewhere in the school. Welfare Team wear PPE when pupils arrive & when called to classes.</p> <p>Used PPE and any disposable face coverings that individuals arrive to school wearing will be placed in a refuse bag and disposed of appropriately</p>		Medium	LK to set up the photo. JH & MH, LK to monitor.	Posters and photos ready for 3 rd Sept.	Photo's shared in Assembly, & made into posters on the wall around the school.

⁶ PPE should be worn, where it is necessary

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16.2 Reduced PPE stock The lack of stock will potentially result in lack of protection from the virus	Staff Pupils	Stock to be checked regularly and ordered so that there is a minimal supply of PPE in school for at least 3 weeks. (Gloves, masks, Aprons, face shields). Office team have pre-ordered & will continue to do so for the rest of the academic year. To close school until PPE stock is made available			JH, MC		Ongoing.
17.0 COVID-19 CASES							
17.1 Suspected Case(s) of COVID-19 This will create significant risk of people coming into contact with contaminated surfaces / people	Staff Pupils Visitors Contractors Members of the Public Vulnerable groups	To follow government guidance in addition to the in-house protocol See above. To amend the current school policy on sickness management to ensure the setting has a protocol in place for responding to a suspected case of coronavirus and that this is regularly updated. Refer to link to view guideline. Sickness Management Policy updated. To plan for absence related to Covid-19 and any test and trace advice Scenarios' shared & discussed at SMT weekly to see what the actions will be. * on-going real-life scenarios https://www.bbc.co.uk/news/health-54145299			Office team, Governors, LB		Using on-going guidance from Gov.Uk, Harrow & Unions.

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<p>17.2 Confirmed Case of CORVID-19</p> <p>This presents risk of wider infection</p>	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p> <p>Members of the Public</p> <p>Vulnerable groups</p>	<p>To follow government guidance:</p> <p>To ensure the incident is recorded on Harrow councils accident /incident reporting portal www.sheasure.net/Harrow or report to corporate health and safety at Health and Safety HealthandSafety.HealthandSafety@Harrow.gov.uk , If RIDDOR</p> <p>Bubbles of the pupil with the confirmed case will self-isolate for 10 days – 2 weeks & work will be set by teachers remotely using DB Primary & TEAMS.</p> <p>Contact DfE helpline: 0800 046 8687 option 1. Or 020 3326 1658 Harrow Public Health. Or 07749 602 492</p> <p>Procedure script given to the school office so clear guidance is given. Completed 14.9.20 Updated 21.9.20</p> <p>Where an individual test positive, everyone they have been in direct contact with within the workplace/school should be sent home and advised to self-isolate for 10 days.</p> <p>Decontamination of setting and ventilation of room/s before reoccupying. Dynamo Team – rooms cleaned with fogging machine, then closed for 72 hours.</p> <p>Use protective gloves/wash hands immediately when wiping any bodily fluids.</p> <p>Dirty clothes – bagged up and left in a safe place & returned to parents asap.</p>			LB, JH, MH		

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		Remind staff when self-isolating that all bags etc must leave the site.					
18. STAFF WORKING REMOTELY							
18.1 Display Screen Equipment (DSE) Assessment Potential risk of staff developing musculoskeletal problems that can result from prolonged use of computers DSE	Staff	All staff working remotely to undertake DSE assessment and home working checklist: http://our.Harrow.gov.uk/worksites/corporateHS/CorporateDocuments/Homeworking%20RA%202020.docx All staff provided guidance on setting up a safe and suitable work area To ensure that all staff, where applicable, have completed their workstation assessments and that any identified issues are addressed / resolved as soon as reasonably practicable Ensure regular communication with staff working remotely. * Jan 2021. All staff are currently working on rotation, on site and remotely. All know about the Working Remotely Policy.		Low risk	JH, MH, TM	LB & Pastoral Team to support where appropriate	
18.2 Mental Health and Safeguarding challenges Covid-19 has undoubtedly affected many Individuals –	Staff Pupils	Have one-to-one with staff to discuss any challenges they might be enduring Working with the Local Authority to ensure services and support systems are in place for a smooth return to school. <i>Ensuring that designated safeguarding leads (and deputies) are provided with more time, especially in the first few weeks of term, to help them provide support to staff and children regarding any</i>			LB, NK, JH, AP, TM, TLOB Support given by who is the most		Ongoing from last term, will support where required.

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<p>some will return to school having been exposed to a range of adversity and traumatic events which may lead to an increase in social, emotional and mental health concern.</p>		<p><i>new safeguarding and welfare concerns and the handling of referrals to children’s social care and other agencies where these are appropriate, and agencies and services should prepare to work together to actively look for signs of harm.</i></p> <p>To improve teachers’ confidence in talking and teaching about mental health and wellbeing in the classroom through the provision of appropriate training, teaching about mental wellbeing</p> <p>To ensure that additional support and access to services such as educational psychologists, social workers, and counsellors is provided where required</p> <p>To revise the provisions for children who have SEND to establish the level of disruption which may have impacted on their behaviour, if any, during partial school closure?</p> <p>To ensure that those members of staff who are having to stay at home due to health conditions are assessed to determine whether they can support remote education, where applicable</p> <p>To ensure that all staff are made aware of the Employee Assistance Programme” on 0800 111 6387 – available 24hours</p> <p>To ensure that workload is carefully managed</p> <p>To consider implementing flexible working practices in a way that will promote good work-life balance and supports teachers and leaders.</p> <p>Regulate how long each teacher/teaching assistant must work</p> <p>Ensuring that the workload is balanced</p>			<p>appropriate to do so.</p> <p>Ongoing well</p> <p>Being on agenda for staff meetings, Appraisals,</p> <p>Support from EP, HSCP, Harrow Horizons & Play Therapist where required.</p>		

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19 WORKFORCE MANAGEMENT							
19.1 Staff to pupil ratio If not properly managed can increase infection rate	Staff Pupils	To assess the capacity required and, if in doubt, discuss this with Education Services prior to making decisions. Further guidance can be found here . Jan 2021-only KWV children on site; approximately 15 pupils per year group. Staff working on rotation in school and remotely.			JH, MH, LB	2 nd September	Monitoring
19.2 Staff taking leave Where an individual has travelled abroad (summer break) - this presents potential risk of transmitting the virus that an individual may have contracted from abroad and returning to school	Staff Pupils Visitors Members of public	Instruct staff to self-isolate for 14days, in line with the latest government guidelines Where quarantine during term time is unavoidable, school leaders should consider temporarily amending working arrangements to enable staff to work from home Refer to latest guideline on quarantine can be accessed at coronavirus (COVID-19): how to self-isolate when you travel to the UK . See Sickness Management & Staff Attendance Policy updates: Sept 20 Staff advised to not take Leave abroad during Pandemic & not to any not in the Flight Corridor. Well Being Days cancelled during November/December Lockdown to ensure cover.		Amber	LB - update policies & share with Gov's Oct. 20	Ongoing	Ongoing.

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OTHER AREAS							
20. Education Visits This presents significant risk of exposure		The government continues to advise against domestic (UK) overnight and overseas educational visits at this stage. See coronavirus: travel guidance for educational settings . Schools should consult the health and safety guidance on educational visits when considering visits. To ensure that government guidance is referred to regularly Currently All Trips are postponed until Spring 2021 at the earliest.	.		LB, JH, NK, AP.		Reviewed half termly & following updated guidance.