

**School: Chandlers Field Primary School**

**Staff are aware of any changes in our procedures and adhere to them Updated 8/7/2020**

	RISK	WHO IS AT RISK?	CONTROLS	LEVEL OF RISK	ACTIONED BY
1	<b>Contamination</b>	All pupils, staff and visitors to site and site users	<ul style="list-style-type: none"> <li>All pupils shown the correct way to wash hands using NHS video</li> <li>Whole class handwashing on arrival and before and after food and after breaktimes</li> <li>Tissues and antibacterial wipes for computers- cleaned between uses</li> <li>Catch It, Bin It, Kill It approach explained with children and in place</li> <li>Increased and in-depth cleaning programme across the school lunchtime and daily</li> <li>Individual anti- virus sprays and cloths for each class, in the locked cupboard in each room</li> <li>Hand sanitiser at key points across both buildings</li> <li>All staff to monitor signs of illness and pupils with underlying health conditions</li> <li>Staff and other adults do not come into school if they have Covid 19 symptoms, or have tested positive in the last 7 days</li> <li>Face coverings during the normal day are not required for adults or children and should not be used within school unless managing a medical situation</li> <li>Anyone showing symptoms self isolates for 7 days and should arrange to have a coronavirus test. Any other members from their household also self isolates for 14 days from when the symptomatic person had symptoms. We will follow the National test track trace guidance as it is updated.</li> </ul>	High	All staff
2	<b>Staff Shortage - classroom cover</b>  <i>This may include staff having to go into self-isolation due to underlying health conditions or short term isolation</i>	pupils	<ul style="list-style-type: none"> <li>The school will be staffed as per normal staffing arrangements</li> <li>Each class will have a class teacher and SLT always on call.</li> <li>EHCP support 1 person to a pupil's needs - essential support plan provided by SENDCO</li> <li>If staff sickness we will endeavour to staff using internal leadership staff</li> <li>If supply teachers are required they will be booked as necessary but this will be as a last resort to ensure social distancing guidance</li> <li>If no teacher cover can be organised the class will need to be sent home to meet Covid guidance on distancing. Class teachers will have prepared home learning if this occurs.</li> </ul>	High	SLT
3	<b>Staff shortage - PPA cover may need to be reduced</b>	Staff	<ul style="list-style-type: none"> <li>PPA for all teachers will be timetabled as normal</li> <li>If PPA cover cannot be arranged due to staffing shortage the teacher's PPA will be timetabled for a different time with agreement of the teacher</li> </ul>	High	AHT/DHT/HT

**Risk Assessment Contagious diseases -Risks will be considered in line with national advice from Government and Public Health England**

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			<ul style="list-style-type: none"> <li>If there is no staff to cover and re-timetabling cannot occur then the children will be sent home with the prepared home learning resources</li> </ul>		
4	<b>Staff Shortage – Staff may need to take on additional roles</b>	Staff, pupils	<ul style="list-style-type: none"> <li>Staff <b>may</b> be asked to cover more duties including lunchtime, on a rota basis. All staff will still receive statutory break times</li> </ul>	High	AHT/DHT/HT
5	<b>General impact</b>	Staff pupils	<ul style="list-style-type: none"> <li>Playtimes will be staggered more to ensure ratios are followed</li> <li>Lunchtime in the hall staggered</li> <li>Class Assemblies</li> </ul>	High	AHT/DHT/HT

**Full Opening Plan**

Re-opening the school requires the cooperation of the entire school community. The risk assessment has three main underlying caveats;

- The Government have said it is safe enough for schools to open
- The school community attending each day is well and symptom free (temperature taking) and aware of the school's control procedures
- The internal class communities are contained with limited contact with others to enable contact tracing if a member of staff or pupils become symptomatic (obviously some staff/pupils will be asymptomatic but by reducing overall contact wherever possible, tracing will be easier.

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7	<b>Contamination from outside the school</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <li><b>In addition to 1 above- risk of contamination</b></li> <li>Doors to be open from 8.45 am. To allow controlled drop off. Pupils should not be on site until then. Registers close 10 minutes after the start time. End of day pick up from 3.10 pm until 3.30 pm</li> <li>One parent or carer per family to enter the school site for drop off or pick up</li> <li>Parents told they cannot gather at gates or doors</li> <li>Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing is avoided. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources.</li> </ul>	High	Parents, staff & pupils

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			<ul style="list-style-type: none"> <li>• Pupils to wear PE kits on PE days</li> <li>• Pupils arriving at school wearing a face covering are instructed not to touch the front of their face covering during use or when removing them. They immediately wash their hands on arrival, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they 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.</li> <li>• Resource packs for all pupils – individual kits with pencil, sharpener etc.</li> <li>• All parents advised to take temperatures before children come to school.</li> <li>• Limited visitors on site. Essential personnel only.</li> <li>• Parents advised to communicate with the child by telephone and email.</li> <li>• Parents cannot access the school building without an agreed appointment</li> <li>• Meetings will take place wherever possible via video-link etc. Any meetings that must take place in person will be by appointment and follow strict social distancing rules.</li> <li>• Deliveries to be left outside the Office doors and delivery personnel are not to enter the building</li> </ul>		
8	<b>Maintaining social distancing whilst moving around the site</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>• External one way system around site</li> <li>• In and out gates for drop off or pick up using high street gate and Ray Road gate at front of school</li> <li>• Chandlers Close gate will not be open.</li> <li>• One-way system internally where physically possible</li> <li>• Only one class in a corridor at a time following markings to keep distance</li> <li>• Children with EHCPs to have individual risk assessments to stipulate if PPE is required working with this pupil.</li> <li>• Staff to accompany classes at all times</li> <li>• Individual children can leave class on their own for toilets etc with permission.</li> <li>• Parents and carers to email or phone with any matters including private or confidential.</li> </ul>	Medium	Site team
9	<b>Maintaining social distancing and hygiene in the classroom</b>	Staff Pupils	<ul style="list-style-type: none"> <li>• Limit number of pupils per classroom to no more than 30</li> <li>• Children do not need to social distance but should be supported to maintain distance and not touch staff and their peers wherever possible</li> <li>• Children will be seated side by side and facing forwards</li> <li>• Staff to redesign rooms, remove excess furniture etc. to allow 30 pupils within the class and for movement of adults through the class</li> </ul>	High	Class teachers, TAs and site team

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			<ul style="list-style-type: none"> <li>• Pupils to keep own books on desk wherever possible to minimise moving around the classroom in addition to own learning pack</li> <li>• If appropriate lessons to take place outdoors</li> <li>• Handwashing available in classes that have sinks</li> </ul>		
10	<b>Maintaining social distancing and hygiene in the playground</b>	Staff Pupils	<ul style="list-style-type: none"> <li>• Each year group to have rotated play sessions using all available space</li> <li>• Climbing frames and outside gym can be used in accordance with latest Government guidance on outdoor play areas</li> <li>• Pupils encouraged not to touch each other during play</li> <li>• Pupils to play in class groups only</li> <li>• No contact games or football etc</li> <li>• Outdoor playground equipment will be cleaned daily after use</li> </ul>	High	Class teachers, TAs and site team
11	<b>Maintaining social distancing and hygiene in the lunch hall</b>	Staff Pupils	<ul style="list-style-type: none"> <li>• Lunch times will be staggered</li> <li>• Year groups will be assigned to their year group lunch table</li> <li>• Pupils to eat in year groups- hall zoned.</li> <li>• Lunch to start at 12.00 until 1.30</li> <li>• Tables cleaned between each lunch sitting</li> <li>• Pupils will maintain social distancing when lining up for lunch</li> <li>• Hand sanitiser available on entrance and exit from the hall</li> </ul>	High	Mid-day Supervisors, SLT
12	<b>Contamination within the school</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>• Staff are vigilant and report all concerns</li> <li>• Curriculum planning focuses on independent, individual learning activities. No collaboration or group work that requires sustained face to face discussion.</li> <li>• No gatherings of staff or pupils. Therefore, no whole school assemblies</li> <li>• Staff meetings will be minimised and will be socially distanced.</li> <li>• School clubs that require children attend from different year groups will be minimised and risk assessed to ensure follow latest government guidelines</li> <li>• Staff advised not to linger in staffroom. Staffroom reorganised to ensure 2 metre distancing – no sharing of food etc. unless pre-wrapped. Hand sanitiser available.</li> <li>• Use of PPE – will follow govt. guidelines (safe working in education, childcare and children’s social care). PPE only needed in a small number of cases</li> <li>• When a child becomes ill with covid symptoms</li> <li>• Where a child has routine intimate care needs</li> <li>• Computing Suite not be used until advised.</li> <li>• All spaces to be well ventilated - doors and windows open when possible.</li> </ul>	High	SLT/Site Team

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			<ul style="list-style-type: none"> <li>• Key Fire doors propped open during the day to minimise hand contact. They will be closed once pupils and adults have left the site. In the event of a fire alarm , fire wardens will close doors as they check building.</li> <li>• Physical Education classes should be kept in consistent groups and sports equipment thoroughly cleaned between use by different groups. Contact sport to be avoided. Outdoor sports to be prioritised and large indoor spaces used where not to ensure maximising distance between pupils and high levels of cleaning and hygiene. <u>COVID-19: Guidance on phased return of sport and recreations.</u></li> <li>• Lessons which include singing, chanting, playing wind or brass instruments or shouting may cause an additional risk of infection. Control measures of physical distancing, playing outside, limiting group size to 15, positioning pupils back to back or side to side, avoiding sharing of instruments and ensuring good ventilation are put in place.</li> </ul>		
13	<b>Pupils fall behind in their learning due to lockdown and part-time attendance</b>	Pupils	<ul style="list-style-type: none"> <li>• Revision lessons and continual formative assessment</li> <li>• Staff will follow our recovery curriculum with a major focus on building children’s well being and positive attitudes to learning in order to address any gaps in knowledge and skills</li> <li>• Work with parents of providing a positive message to children as well as building a learning partnership with parents to implement blended learning approaches</li> </ul>	Medium	Curriculum deputy/SENCO
14	<b>Staff travelling on public transport</b>	Staff	<ul style="list-style-type: none"> <li>• Use of PPE as directed by the government</li> <li>• Later start and either early or late finish to enable travel at quieter times</li> </ul>	High	HT
15	<b>Staff and pupils have been affected by bereavement, illness or lockdown</b>	Staff Pupils	<ul style="list-style-type: none"> <li>• Referral to counsellor for both staff and pupils</li> <li>• Surrey staff counselling services available for staff prior to opening</li> <li>• Use of internal resources to support children wherever possible (e.g. Jigsaw, MindUp, Elsa) appropriately</li> </ul>	High	Pastoral Deputy/SENCO
16	<b>Member of staff or pupil shows symptoms of contagious disease</b>	Staff pupils, wider family groups	<ul style="list-style-type: none"> <li>• If a pupil or member of staff displays any concerning symptoms staff call for support immediately</li> <li>• Pupil or staff member to be sent home immediately. Where contact cannot be made we follow the Governments Infection Control Policy</li> <li>• If pupil waiting to be collected they must remain in isolation away from others. Welfare staff must wear PPE whilst with child</li> <li>• The area where the child has been is vacated and thoroughly cleaned. If the child has used the bathroom while waiting this should also be cleaned.</li> </ul>	High	Welfare Officer

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			<ul style="list-style-type: none"> <li>• Staff member/parents of pupil advised of latest Government isolation information and how to obtain a test</li> <li>• Other pupils/members of staff notified they have been in contact with symptomatic person/child and notified if it is confirmed.</li> <li>• Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test &amp; Trace.</li> <li>• In line with Government guidance school will ask parents, carers or staff the results of tests. Latest guidance from PHE is that schools will be notified of a positive test by them.</li> <li>• Where a parent or carer does not wish their child to take a test they will be asked to isolate for 10 days before returning to school.</li> </ul>		
17	<b>Managing pupils with intimate care needs or injuries</b>	Pupils and staff	<ul style="list-style-type: none"> <li>• PPE must be worn when dealing with any intimate care or managing a child with an injury.</li> <li>• All intimate care needs to be recorded- e.g nappy changing so contact tracing can happen</li> <li>• All injuries must be continued to be recorded on Medical Tracker</li> </ul>	High	All staff
18	<b>Parents and pupils are worried as they do not have correct uniform due to parents not being able to purchase new shoes etc as children have grown</b>	Pupils	<ul style="list-style-type: none"> <li>• Children should now wear appropriate uniform at all times</li> <li>• Parents supported to use the uniform exchange</li> <li>• Parents raise any concerns on affordability will be directed to support services available within the local authority</li> </ul>	Low	All staff
19	<b>Response to Infection Test and Trace</b>		<ul style="list-style-type: none"> <li>• NHS Test and Trace process to be followed and understand how to contact their local Public Health England health protection team. Staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> <li>○ book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All pupils can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</li> </ul> </li> </ul>	Medium	

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			<ul style="list-style-type: none"> <li>○ provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test &amp; Trace</li> <li>○ self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> <li>● A small number of home testing kits available to be given directly to parents/carers collecting a child who has developed symptoms at school or staff who have developed symptoms at schools, where providing a test will increase the likelihood of them getting tested. This will depend on these being provided to the school from the local authority.</li> <li>● The school will ask parents and staff to inform them immediately of the result of the test:             <ul style="list-style-type: none"> <li>○ If someone tests negative, if they feel well and no longer have symptoms similar to COVID-19 they can stop self-isolating.</li> <li>○ If someone test positive they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. Other members of their household should continue self-isolating for the full 14 days.</li> </ul> </li> </ul>		
20	<p><b>Response to Infection Managing Confirmed Covid 19 cases</b></p>		<ul style="list-style-type: none"> <li>● <u>Flowchart school response to suspected or confirmed COVID-19 cases</u> to be followed for suspected or confirmed cases.</li> <li>● If someone has attended the site tests positive for COVID-19, the local health protection team will be contacted by the school.</li> <li>● The health protection team will provide guidance to support a rapid risk assessment to confirm who has been in close contact with the person during the period they were infectious and ensure they are asked to self-isolate.</li> <li>● 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:</li> </ul>	Medium	

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			<ul style="list-style-type: none"> <li>○ 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)</li> <li>○ Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>○ Travelling in a small vehicle, like a car, with an infected person</li> <li>● Records of pupils and staff in each group and any close contact that takes place between pupils and staff in different groups to be kept. This does not need to include every interaction a member of staff or pupil has.</li> <li>● If two or more cases are confirmed within 14 days or an overall rise in sickness absence where COVID-19 is suspected, there may be an outbreak and the local health protection will advise on any additional action required.</li> <li>● Follow local health protection advice, this may include a larger number of other pupils self-isolate at home as a precaution.</li> <li>● In consultations with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who tested positive.</li> <li>● Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating.</li> </ul>		
<b>Early Years</b>					
	<b>RISK</b>	<b>WHO IS AT RISK?</b>	<b>CONTROLS</b> DfE guidance states that children of this age cannot be expected to follow social distancing. Emphasis must be in implementing a strong hygiene policy (hand washing, cleaning equipment, small groups when children talk to each other).	<b>LEVEL OF RISK</b>	<b>ACTIONED BY</b>
19	<b>Managing number of children at one activity</b>	Pupils and staff	<ul style="list-style-type: none"> <li>● Indoor classroom to be arranged for group activities as full class of children cannot sit in rows facing the front of class. Teachers to ensure small groups at each activity</li> <li>● Ensure classroom has provision set up in many areas to provide enough for choice for children</li> <li>● Use of outdoor area for learning activities in small groups</li> <li>● Number sign with visuals, number spots, numicon to help children understand how many can be at one activity</li> </ul>	High	All staff

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20	<b>Managing hygiene of equipment/resources used</b>	Pupils and staff	<ul style="list-style-type: none"> <li>• Each child to have their own learning pack in trays consisting of whiteboard, pen, rubber, pencil, sound mat, number line, set of numicon etc.</li> <li>• Using disinfectant spray (that doesn't require to be wiped down) to clean dolls house furniture, small world objects, pencils, paintbrushes and any other resources used that day.</li> <li>• Dressing up costumes should be rotated daily wherever possible</li> <li>• Minimise use of soft furnishings and only those that are easy to clean should be used</li> <li>• <b>No playdough or Sand to be used</b></li> </ul>	High	All staff
21	<b>Managing food and hygiene safely during snack times</b>	Pupils and staff	<ul style="list-style-type: none"> <li>• Hand washing with adult supervision before snack time (<b>and ring bell every hour for everyone to wash hands</b>)</li> <li>• Water bottles distanced on water bottle spots</li> <li>• Children given snack rather than letting them choose</li> <li>• Snack times split –to allow children to sit on the carpet but distanced <b>OR</b> all class outside on the field with social distancing rules in place.</li> </ul>	High	All staff
22	<b>Managing social distancing during carpet times/ interventions/ transitions</b>	Pupils and staff	<ul style="list-style-type: none"> <li>• Carpet sessions to be short</li> <li>• Children to line up in groups of 5 to wash hands, follow any line markings</li> <li>• Lunchtime – follow lunchtime procedures for all children in school risk assessment</li> </ul>	High	All staff
23	<b>Maintaining hygiene and provision in the outdoor area</b>	Pupils and staff	<ul style="list-style-type: none"> <li>• Wash hands before children go outside/ when they come inside</li> <li>• Free flow remains the same but managing size of groups.</li> <li>• Ensuring water trays are deep cleaned (disinfectant and fresh water) after each session ready for the next day</li> <li>• Antibacterial/disinfectant spray to clean bikes/scooters, musical instruments, footballs, stilts.</li> <li>• Sand tray/mud kitchen to be closed due to tricky cleaning process</li> <li>• Use of climbing frame/slide during this period will be advised following government guidance on use of play areas</li> </ul>	High	All staff
24	<b>Managing social distancing during free flow indoors/outdoors</b>	Pupils and staff	<ul style="list-style-type: none"> <li>• Small groups of children at one activity</li> <li>• Adults supervising areas to ensure that children are following hygiene rules to balance the children's social interaction</li> </ul>	High	All staff