



### Risk Assessment Full Re-Opening of School and Nursery during Coronavirus Pandemic

<b>Name of Establishment</b>	Brook Infant School and Nursery	<b>Circumstance/Activity/Task</b>	Full Re-Opening of School and Nursery during Coronavirus Pandemic
<b>Location Within Establishment</b>	Whole School		
<b>Name of Assessor</b>	Sarah Cox	<b>Date of Assessment</b>	September 2020 ... January 2021
<b>Signature of Assessor</b>		<b>Signature of Task/Activity Manager</b>	

#### RISK RATING GUIDE

Severity of Harm (S)	Likelihood of Harm Occurring (L)	Risk Rating = L x S - Please see matrix
<b>1 = Minor Injury</b> <i>Scratches, bruises, no noticeable damage to property or significant effect on the environment</i>	1 = Very Unlikely	1 = Very Low
<b>2 = Moderate Injury</b> <i>Shock, superficial damage to property or minor damage to the environment</i>	2 = Unlikely	2 = Low
<b>3 = Serious</b> <i>Person injured causing loss of work or time away from school or damage to property which needs repairing or easily repairable damage to the environment</i>	3 = Likely	3-6 = Moderate
<b>4 = Significant</b> <i>Person taken to hospital or major damage to property or the environment</i>	4 = Very Likely	8-12 = High
		12-16 = Very High

Reviewed Date	Assessed By	Assessor Signature	Line Manager	Signature

## Risk Assessment Full Re-Opening of School and Nursery during Coronavirus Pandemic

Type of Risk: Physical  Social  Emotional  Intellectual

LIST HAZARDS HERE:	Likelihood	Severity	Risk Rating	WHO IS AT RISK?	HOW WILL WE CONTROL THIS RISK?	EVALUATIONS
<p><b>CLASSROOM SOCIAL DISTANCING</b></p> <p>Lack of social distancing in the classroom resulting in direct transmission of the virus.</p>	4	4	Very High	Staff and Children	<p><b>WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS.</b></p> <p>The control measures below are to encourage space between children where possible.</p> <ul style="list-style-type: none"> <li>▪ Children to work in year group sized bubbles (60).</li> <li>▪ Children to work with bubble teachers to create social distance rules - including how many children playing with resources and how, for example, two at the water tray, one either end. Instructions how to line up, physical contact, use of toilet, moving around the classroom, etc., will be included.</li> <li>▪ These 'Social Distance Rules' will be re-visited and modelled many times a day and lots of praise will be given for those children following the rules. Children who find this hard will have further modelling and reminders.</li> <li>▪ If a child consistently does not adhere to the rules, their parents will be invited to an outdoor meeting, with the Headteacher.</li> <li>▪ Outdoor learning will happen frequently and throughout the day, to include the woodland area. The use of the outdoor space will be included into the 'Social Distance Rules'.</li> <li>▪ Staff are strongly encouraged to either stay at adult height, or get down at child height, but from a distance. However, this is up to the teacher. There is strong evidence that children who have suffered trauma may see standing at height as a threat that</li> </ul>	

					<p>puts them into a defensive mode. With these children (ones we are already aware react negatively, if staff feel comfortable, we can still go down to their level when it is felt appropriate, but at a distance that feels safe to the adult too.</p> <ul style="list-style-type: none"> <li>▪ Interactions carried out where possible from a distance.</li> <li>▪ Brief children and parents about how we are a new special year group bubble and so we need to keep each other safe.</li> <li>▪ This will include practical instructions, such as handwashing, toileting arrangements, best ways to move around the classroom, etc. However, we will also talk about the need for us to all socially distance from other special year group bubbles around the school and to continue that when going home (apart from siblings in the same family home), so we are all as safe as possible.</li> <li>▪ These rules will be sent out electronically to parents of each year group bubbles and parents are encouraged to talk to their children about the rules and to remind them daily of them at home.</li> <li>▪ Encourage children to sit a distance away from each other, rather than on top of each other.</li> <li>▪ Teachers and TAs are assigned to the same year group bubble, but some members of staff will be able to move between the bubbles.</li> <li>▪ The members of staff moving between bubbles will wash their hands after leaving one bubble and before entering a different one. They will try to give all staff within each bubble space.</li> <li>▪ Those members of staff that work cross bubbles will wear masks in the public spaces, but when communicating with the children in the classrooms will not be masked. This includes our HLTAs, Inclusion Manager, Headteacher, Learning Mentor and After School Club Manager. However these</li> </ul>	
--	--	--	--	--	--	--

					<p>people will maintain their distance from staff when in the bubbles.</p> <ul style="list-style-type: none"> <li>▪ Children stay in their designated indoor and outdoor learning and social spaces and do not mix with other groups.</li> <li>▪ Cloakrooms next to the year group learning space will be used and children will access them in small groups, with an adult monitoring to ensure social distancing from other year group bubbles.</li> <li>▪ Outdoor learning to happen as much as possible, we will open up the woodland, use the outside areas and timetable the playgrounds.</li> <li>▪ Due to how the contact tracing works, we must be even tighter on the bubble principle to ensure that children (and adults) do not have more than one minute in someone's company from a different bubble at one metre or less. We also have to be careful to not spend 15 minutes or more in someone's company from a different bubble at two metres.</li> </ul>	
<p><b>TOILETS</b></p> <p>Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus.</p>	4	4	Very High	Staff and Children	<p><b>WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS.</b></p> <p>These control measures are to encourage space between children where possible.</p> <ul style="list-style-type: none"> <li>▪ Toilets to become non-gender specific, but instead to become year group specific.</li> <li>▪ Children to go to the toilet when needed, but with an adult escorting/observing them down the corridor.</li> <li>▪ Children to be reminded about washing hands thoroughly every time they go to the toilet.</li> <li>▪ Extra soap ordered to ensure we do not run out.</li> <li>▪ Extra antibacterial gel to be ordered to ensure we do not run out.</li> <li>▪ Staff to continue to teach the children about good hand washing and hygiene.</li> </ul>	

					<ul style="list-style-type: none"> <li>▪ Staff will use the adult toilets nearest to their year group base.</li> <li>▪ We recommend that you always leave a 2-minute gap between toilet uses.</li> <li>▪ In each adult toilet there will be antibacterial wipes or spray with blue roll. Please use these to wipe the surfaces you touch, such as toilet seats, taps, door handles. Please do not flush the wipes or the blue roll down the toilet and use the bin provided.</li> <li>▪ If there is a toilet accident or a child has D and V, please see changing a child's nappy or changing a child after toileting accidents below.</li> </ul>	
<p><b>CHANGING A CHILD'S NAPPY OR CHANGING A CHILD AFTER TOILETTING ACCIDENTS</b></p> <p>Lack of social distancing when changing a child resulting in direct and indirect transmission of the virus.</p>	4	4	Very High	Staff and Children	<ul style="list-style-type: none"> <li>▪ Anyone changing a child's nappy or changing a child after a toileting accident must wear a disposable mask, gloves and apron (these will be provided).</li> <li>▪ All PPE must be disposed of properly in a clear bag that is then left outside for the premises officer to collect and dispose of.</li> <li>▪ Children to be asked to bring their own set of spare clothes that must be left on the child's cloakroom peg as we should not have clothes being sent home.</li> <li>▪ If children do not arrive on first day with spare clothes, the parent will be sent home to get them.</li> <li>▪ If they get used, they must be replaced.</li> <li>▪ If dealing with poo (changing or wiping) staff should always stand at a side angle so that you are not in the direct line of germs.</li> <li>▪ If a child is lying down, adults should position themselves at the head end and always wipe away from themselves so that germs are not pushed towards staff faces.</li> <li>▪ In extreme cases, the year group will use the Walkie Talkie to call for help from the school office. Again, PPE will be worn by anyone attending.</li> <li>▪ PPE to be removed and disposed of in the clear plastic sacks provided along with the soiled nappy or cleaning materials.</li> </ul>	

<p><b>ENTRY TO SCHOOL AND EXIT FROM SCHOOL</b></p> <p>Lack of social distancing waiting to enter or exit the school in morning resulting in direct transmission of the virus.</p>	4	4	Very High	Staff and Children	<p><b>WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS.</b></p> <p>These control measures are to encourage space between children where possible.</p> <ul style="list-style-type: none"> <li>▪ All gates will be fully pinned back (large and small) so that there are no bottlenecks and no reason to touch anything.</li> <li>▪ The school will become one way ... entry through main school gate and exit through main Nursery gate.</li> <li>▪ Painted marker spots outside the school entry doors for the children and parents to wait - more than 2 metres apart as more than one person.</li> <li>▪ Only one parent allowed to come onto schools site with a child ideally without other siblings (unless this is impossible).</li> <li>▪ Staggered starts and finishes will be used and parents will be given a time to drop off and collect each day, either 08:30 or 08:40 and 14:50 or 15:00.</li> <li>▪ As the timeslots are so specific, if a child in a year group is late for their time slot, that family will have to join the back of the line and wait to be welcomed at the end.</li> <li>▪ All year group bubbles to enter using their allocated door. These will be marked with the appropriate colour line marker and cones.</li> <li>▪ Parents to remain in the playground, not under the canopies and staff to remain at the school doors.</li> <li>▪ One member of the staff to be inside with the children that have arrived and one to meet and greet.</li> <li>▪ Parents requested to wear face coverings when on school site, when dropping off and picking up.</li> <li>▪ Staff can choose to wear a face covering at drop off and pick up.</li> </ul>	<p>Staggered times have been shortened to 08:30 and 08:40 and then 14:50 and 15:00, due to success of system.</p> <p>Have filtered squirrels and badgers to ease queuing.</p>
---	---	---	-----------	--------------------	--	---

					<ul style="list-style-type: none"> <li>▪ Instructions shared regarding social distancing between families before reopening.</li> <li>▪ HT or member of SLT to be on duty to supervise. Face covering will be worn for this role.</li> <li>▪ No parents to remain on site or by gates chatting.</li> <li>▪ Gates will be staffed for the first few days ... Emma T will be on the school front gate, Justin on the nursery front gate, Sarah C on front playground with Jo. Eventually, this will change to Sarah C on the playground to monitor the social distancing.</li> <li>▪ No parents to go into school office, as all communication needs to be via telephone and email.</li> <li>▪ Parents will only be allowed at the front of the school so that this can be monitored by SLT, there is also less things to be touched.</li> <li>▪ Owlets (Nursery) will enter and exit via their front gate and will be escorted by staff to the rear nursery door leading to the cloakroom. Ducklings and Goslings will enter under the canopy by Reception entry doors. Dragonflies will enter by their classroom door and Kingfishers will enter by their classroom door. Squirrels and Badgers will enter via the double entry doors.</li> <li>▪ If a child it reluctant to come in and leave parent, we cannot get close to the parent, so initially we will ask the parent to wait in a safe distanced spot until all the other children are in. Then an adult from the class will come out onto the playground at an appropriate distance to try and entice the child in with less audience and more time. If the child still refuses to come into school, a plan will be put in place and this will be supported by Jack Sexton and Sarah Cox.</li> <li>▪ Part of the plan for reluctant children for all year groups, will be to bring the reluctant child and parent around to the year groups outside area (once everyone else is in and then the teacher and parent</li> </ul>	
--	--	--	--	--	--	--

					<p>will use tactics to entice the child into play and hopefully separation.</p> <ul style="list-style-type: none"> <li>▪ In nursery (Owlets), we might have to get closer to the parent in order to get reluctant children into the setting. The nursery staff will wear a visor during their meet and greet times in case they have to get closed to the adults. Visors will allow the children to still see the faces of the staff and masks may worry them.</li> <li>▪ All queuing areas will be marked with marks in the colour of the year group bubbles, line marker, tape and cones will be used to cordon movement areas and keep flow as necessary.</li> <li>▪ Anyone visiting the school will have to add their details to our normal Inventory system, but their details will be stored for Test and Trace purposes.</li> </ul>	
<p><b>BREAK AND LUNCHTIMES</b></p> <p>Lack of social distancing during break times and lunchtimes resulting in direct transmission of the virus.</p>	4	4	Very High	Staff and Children	<p><b>WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS</b></p> <p>These control measures are to encourage space between children where possible.</p> <ul style="list-style-type: none"> <li>▪ Staggered playtimes and lunchtimes for all year group bubbles.</li> <li>▪ The playgrounds at lunchtime will be used in time slots to enable all three bubbles to go outside. From 12:05 until 12:35 our Reception children will be on the front playground. From 12:35 until 13:15 our Year One children will be on the front playground. From 12:15 until 12:45 and from 13:00 until 13:15 will be on the back playground.</li> <li>▪ Games discussed which encourage social distancing - football passing, catch, hula hooping.</li> <li>▪ Wooden play equipment to be sprayed at the end of each year group bubble using them.</li> <li>▪ Staff supervision throughout - actively encouraging and insisting on social distancing.</li> </ul>	

					<ul style="list-style-type: none"> <li>▪ Equipment to be allocated to year group bubbles and to be sanitised and left fallow two days before being swapped with other year group bubbles.</li> <li>▪ During wet break times, staff will remain with their classes and take a break at times agreed by the team.</li> <li>▪ If a wet lunchtime, MDM staff will take on supervision of the children. School staff will not all be able to use the staffroom at the same time and so can choose to find a quiet area in the school, e.g. The Book Burrow, the PPA Room, The Staffroom, The Nursery Office as year group bubbles. If this is not possible, and there is no space anywhere else to have a break, they can choose to leave the school site or sit in their cars.</li> </ul>	
<p><b>SNACK, MILK AND EATING LUNCH</b></p> <p>Lack of social distancing when eating lunch resulting in direct transmission of the virus.</p>	4	4	Very High	Staff and Children	<p><b>WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS</b></p> <p>These control measures are to encourage space between children where possible.</p> <ul style="list-style-type: none"> <li>▪ Fruit and milk collected in the morning by staff (one at a time) and kept in classroom in the usual way.</li> <li>▪ Fruit and snack to be laid out so that children can pick up the fruit without having to rummage in a fruit bowl.</li> <li>▪ Children will sanitise their hands before entering the hall and after leaving the hall.</li> <li>▪ Children will eat in their year group bubbles in the school hall in the usual way.</li> <li>▪ Tables will be wiped with blue roll and antibacterial spray before the children sit at them to eat and then after they have eaten.</li> <li>▪ Each child will get packed lunch from the lunch box trolley that will be in the hall.</li> <li>▪ Children will collect their food from the serving table in the usual way, but cutlery will be handed out in sets by a member of the team wearing gloves</li> </ul>	

					<p>so that they do not have to handle other cutlery when getting theirs.</p> <ul style="list-style-type: none"> <li>▪ Children collect drink cup when given cutlery.</li> <li>▪ The drinks will be poured at the tables, as usual.</li> <li>▪ The children will collect their own plate of food from the serving table (double width) to avoid them getting too close to the servers.</li> <li>▪ Dirty plates, cutlery and cups will be placed back on the table, after the children have the children and Chartwells staff will tidy it away.</li> <li>▪ For the clearing away, masks and gloves should be worn by Chartwells staff.</li> <li>▪ PPE to be removed and disposed of in the clear plastic sacks provided.</li> <li>▪ The kitchen door should be hooked open for ventilation all of the time, but especially when clearing away.</li> <li>▪ Midday Meal staff should wear disposable gloves during the lunchtime shift when cutting up food for the children and should not touch their faces.</li> <li>▪ After removing gloves, staff should wash their hands thoroughly.</li> <li>▪ Fresh gloves should be used for each sitting.</li> <li>▪ Midday Meal staff will provide supervision throughout this lunchtime process - actively encouraging social distancing.</li> <li>▪ Before going to the staffroom, staff will be expected to wash their hands in their allocated staff toilets.</li> <li>▪ There will be hand sanitiser available in the staff room.</li> <li>▪ Staff can choose if they wish to wearing masks when making their drink or getting their food from the fridge.</li> <li>▪ Staff are asked to stagger their time in the staffroom and to spend some of their break time in their year group bubble bases (inside or outside).</li> </ul>	
--	--	--	--	--	--	--

					<ul style="list-style-type: none"> <li>▪ In the staff room, there can only be either a whole year group bubble or if a mixture of staff from different year groups there can be a <b>MAXIMUM OF 4 PEOPLE.</b></li> <li>▪ Dirty mugs in the staffroom will be placed in the dishwasher.</li> <li>▪ Blue roll needs to be used instead of tea towels.</li> <li>▪ Staff will be asked to use the antibacterial spray and blue roll to wipe down fridge doors and hot water urn handles, as well as anything else they touch.</li> <li>▪ We have set up an additional microwave and kettle in the PPA room to alleviate overcrowding of the staffroom.</li> <li>▪ MMS team have been asked to not use the staffroom and to put possessions in the ASC cupboard each day.</li> </ul>	
<p><b>CORRIDORS</b></p> <p>Lack of social distancing in the corridors resulting in direct transmission of the virus.</p>	4	4	Very High	Staff and Children	<p><b>WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS</b></p> <p>These control measures are to encourage space between children where possible.</p> <ul style="list-style-type: none"> <li>▪ Children to stay in their year group bases and outside areas, accessing outside from their classroom doors.</li> <li>▪ Messages to office will be sent via walkie-talkies. All year group bases will have their own channel and nursery will use the nursery telephone to contact the office.</li> <li>▪ Staff use passing places around the school to maximise the distance between each other.</li> <li>▪ When necessary to move around the school, one adult at the front and one at the back of the line to ensure that other year group children do not cross bubbles.</li> <li>▪ We also feel that ALL staff (unless there is a valid exemption) need to wear face masks when outside of their own bubbles (visors alone offer no</li> </ul>	

					<p>protection), for example when in the corridors or in the staffroom, only removing them for eating and drinking. All masks needed will be supplied by the school so that costs for staff are not incurred. Masks will be available in all classrooms, but there will also be a supply by the hand gel in the entrance foyer and masks should be worn before entering through the internal doors. Only one person at a time should be in the entrance foyer, others will need to wait outside.</p> <ul style="list-style-type: none"> <li>▪ In terms of Midday Meal Supervisors, this means masks will NOT need to be worn in the hall or the playgrounds, but whilst moving through the corridors. We are also asking MMS staff to NOT use the staffroom as there are clashes of bubbles happening. All personal possessions can be left in the ASC cupboard in the hall.</li> <li>▪</li> </ul>	
<p><b>SHARED RESOURCES</b></p> <p>Contact of shared resources resulting in direct transmission of the virus.</p>	4	4	Very High	Staff and Children	<ul style="list-style-type: none"> <li>▪ When possible, resources to be sprayed at the end of the day.</li> <li>▪ Tables, door handles and other surfaces cleaned with antibacterial product throughout the day and at night - please can each team member do this for their area throughout the day. The cleaners will do this after school.</li> <li>▪ Blue roll to be used instead of cloths.</li> <li>▪ Office staff will do tables, door handles in communal areas frequently.</li> <li>▪ Doors that can be, should hooked back on the magnets to prevent the need for touching, in particular classroom doors. <b>We cannot wedge fire doors for safety purposes.</b> However, we have purchased doorstoppers that release the doors at the sound of an alarm, therefore all doors in the school can now be fixed back, but will close in a fire situation.</li> <li>▪ Resources more restricted that usual.</li> </ul>	

					<ul style="list-style-type: none"> <li>▪ Resources will be set out on tables or on floor spaces for individuals where possible.</li> <li>▪ Children encouraged to wash hands/use hand gel before lessons and after each activity, or if noticed with their fingers in their mouths and/or after sneezing. On arrival at school and departure from school, children to use hand gel.</li> <li>▪ Soft toys and furnishes, including beanbags to be used only by the year group bubble and cleaned more regularly than usual.</li> <li>▪ Reading books will be left fallow for two days before moving to a different year group bubble.</li> <li>▪ There will be no lids left on the general classroom bins. The bins lids will be stored in the car park garage.</li> <li>▪ There will a lidded bin provided with a foot peddle to encourage 'Catch it, Bin it, Kill it'. This bin needs to be used for tissues only.</li> <li>▪ The packed lunchbox and water bottle must go home each day to be washed.</li> <li>▪ Outdoor playground equipment will be allocated weekly to the year group bubbles and sprayed at the end of the day, including bikes. If equipment is to be shared across bubbles, please leave it fallow for two days (the weekend) before it is shared.</li> <li>▪ Shared spaces, such as 'The Book Burrow' and 'The Nest' can be used by groups, but any surfaces must be sanitised with antibacterial spray and blue roll after each use.</li> <li>▪ We will ask children to wash their hands before going into these shared spaces, such as 'The Hall, The Book Burrow and The Nest' and before returning to their year group bubble bases.</li> <li>▪ In 'The Book Burrow' we will have a returned book box and these will be left fallow for 48 hours before being put back on the library shelves.</li> </ul>	
--	--	--	--	--	--	--

					<ul style="list-style-type: none"> <li>▪ Home-School reading books will be sent home on a Monday and they must be brought back on a Friday. The books will be left fallow for 48 hours before being chosen by another child.</li> <li>▪ If a member of staff needs to handle things, such as books and paper that others have used, they will wash or sanitise their hands.</li> <li>▪ Any marking will be done in school to avoid the need for books to be taken into the home.</li> </ul>	
<p><b>PHYSICAL EDUCATION</b></p> <p>Contact of shared space, resources and coaches resulting in direct transmission of the virus.</p>	4	4	Very High	Staff and Children	<ul style="list-style-type: none"> <li>▪ Resources can only be shared between year group bubbles if they have been left fallow for 48 hours, or if plastic, for 72 hours. This applies to playground equipment as well as PE equipment.</li> <li>▪ When putting the equipment back in the PE cupboards, please label with the year group bubble and date used.</li> <li>▪ <b>PE lessons to take place outside whenever weather allows.</b></li> <li>▪ Windows and doors to be open during all indoor sessions.</li> <li>▪ Please sanitise fixed PE equipment using antibacterial spray and blue roll before you leave the hall.</li> <li>▪ Only one year group to use the hall during the morning session and one year group to use during the afternoon session each day.</li> <li>▪ We will have a PE coach coming in to work with Year One and Two initially on Monday and Tuesday morning, but the coach will only work with one year group each day and will maintain a two-metre distance from all staff entering the hall, and the children, as much as possible.</li> <li>▪ The PE coach will follow the same guidance as all staff with regard to personal hygiene and also to the expectations around shared resources.</li> </ul>	

					<ul style="list-style-type: none"> <li>▪ The PE coach will have to sign in as usual using our Inventory system, which will involve keeping their details for our 'Test and Trace' purposes.</li> </ul>	
<p><b>MUSIC</b></p> <p>Contact of shared space, resources and expulsion of breath resulting in direct transmission of the virus.</p>	4	4	Very High	Staff and Children	<ul style="list-style-type: none"> <li>▪ Resources can only be shared between year group bubbles if they have been left fallow for 48 hours, or if plastic, for 72 hours. This applies to all musical instruments.</li> <li>▪ When putting the equipment back in the Music cupboards, please label with the year group bubble and date used.</li> <li>▪ <b>Music lessons to take place outside whenever weather allows.</b></li> <li>▪ Windows and doors to be open during all indoor lessons.</li> <li>▪ Please sanitise all musical instruments before returning to the cupboards in the hall.</li> <li>▪ No wind instruments will be used with the children.</li> <li>▪ Singing is important to children's mental health and so we must ensure we are singing with the children, but we will encourage our children to sing outside; standing more widely apart from each other (for example in the hall); back to back and/or at a lower volume.</li> </ul>	
<p><b>MEETINGS, PLANNING, PREPARATION AND ASSESSMENT (PPA) TIME AND STAFF COMMUNICATION.</b></p> <p>Contact of shared space and resources resulting in direct transmission of the virus.</p>					<ul style="list-style-type: none"> <li>▪ Meetings with parents will take place outside as much as possible and will need to be planned as much as possible.</li> <li>▪ If a parent needs to enter the building, we will meet in a room that can enable social distancing and parents will be asked to wear masks.</li> <li>▪ The surfaces touched by the parent will need to be sanitised with antibacterial spray and blue roll after the meeting.</li> <li>▪ Inset days will happen in the hall <b>or online</b> and staff will be encouraged to sit in year group bubble teams.</li> <li>▪ Each team will socially distancing from the other teams.</li> </ul>	

					<ul style="list-style-type: none"> <li>▪ Staff to wear masks if they choose to <b>at any time</b>.</li> <li>▪ Staff meetings will be held each week, but they will be in a classroom that will allow for social distancing and staff will be encouraged to sit in year group bubble teams.</li> <li>▪ SLT meetings will be held each week, but they will be held in a room that will allow social distancing.</li> <li>▪ <b>For the time being all meetings involving cross bubbling of staff will happen via Teams.</b></li> <li>▪ PPA time is returning to normal, but with the option of teams working remotely via Microsoft Teams (not Zoom) so not always in school (but this is down to the team).</li> <li>▪ If in the PPA room, staff to use own laptops to cut down on shared contact. The laptops will be able to be connected to the large screen in the PPA room, via an HDMI cable, for when working on a shared document.</li> <li>▪ Please remember the PPA room is also the Deputy Head's office. Please DO NOT use the computer on her desk or touch her stationary.</li> <li>▪ Fast Forward on a Friday will not be able to take place because we cannot all be in the staffroom together and the hall is in use, but through our new Microsoft set up, everyone will have access to the online school diary.</li> <li>▪ <b>All staff to gather in year group bubbles on Friday mornings at 08:15 to look at school diary on class interactive screens.</b></li> <li>▪ School email, text and WhatsApp groups to be used to communicate with all staff when meetings cannot take place, so please keep on top of all emails, texts and WhatsApp messages.</li> </ul>	
<b>EMOTIONAL DISTRESS</b>  Emotional Distress of the Children	4	4	Very High	Children	<ul style="list-style-type: none"> <li>▪ Children to have a familiar adult as much as possible (Teacher or LSA).</li> <li>▪ Learning Mentor to support staff and children as much as possible within her time.</li> </ul>	

					<ul style="list-style-type: none"> <li>▪ 2-metre social distancing ELSA provision available for children who are distressed. <a href="https://www.elsa-support.co.uk/wp-content/uploads/2020/03/Social-contact-story.pdf">https://www.elsa-support.co.uk/wp-content/uploads/2020/03/Social-contact-story.pdf</a></li> <li>▪ For the first two weeks, we will focus on supporting children's well-being, enabling them to thrive back at school - slowly increasing the cognitive load.</li> <li>▪ Focus of the curriculum will be broad and balanced and in line with the values of the school, it will be packed full of fun and active learning.</li> <li>▪ Comfort will, on the whole, be given from a distance - at adult height and hand gel used after if needed, but we will not leave any child in distress or if they need a cuddle.</li> <li>▪ Children will all be taught how to give themselves a hug and this will become part of everyday, involving music and movement (see Jack and Claire).</li> </ul>	
<p><b>EMOTIONAL DISTRESS</b></p> <p>Emotional Distress of the Staff</p>	4	4	Very High	Staff	<ul style="list-style-type: none"> <li>▪ Health and Safety briefing for all staff coming into school, with chance to add to the risk assessment.</li> <li>▪ At least one SLT member of staff on site every day for staff to share concerns with.</li> <li>▪ Risk assessments reviewed after day one, week one and fortnightly after that - this is a flexible document.</li> <li>▪ Staff room to be on a rota, so less people meet in a small space, but also allowing some form of social interaction.</li> <li>▪ In the staff room, there can only be either a whole year group bubble or if a mixture of staff from different year groups there can be a <b>MAXIMUM OF 4 PEOPLE</b>.</li> <li>▪ Staff room set up to promote relaxation, including having a clean and tidy space, having music playing and having plants around with windows open.</li> <li>▪ All staff have access to the free counselling offer by West Sussex County Council, please see number displayed in main office and staffroom.</li> </ul>	

<p><b>FIRST AID</b></p> <p>Lack of social distancing when providing first aid resulting in direct and indirect transmission of the virus.</p>	4	4	Very High	Staff and Children	<ul style="list-style-type: none"> <li>▪ Anyone providing first aid needs to wear a disposable mask and gloves (these will be provided).</li> <li>▪ In extreme cases, a disposable apron will need to be worn.</li> <li>▪ All first aid to be administered in the classroom.</li> <li>▪ Please note all first aid in year group bubble first aid book provided.</li> <li>▪ Please use the walkie-talkie to report to the office if parents need to be notified.</li> <li>▪ If accident is severe enough to need a main first aider, please call using the walkie-talkie and the first aider will arrive at the outside classroom door to meet the child. The child will remain seated in the outside area, until sorted by the first aider, or until a parent picks up if this is necessary.</li> <li>▪ The main first aider will also be wearing disposable gloves and a mask, and a disposable apron.</li> <li>▪ If anyone needs CPR, adults will only be given compressions. Children will be given compressions and mouth to mouth, but a mouth guard will be used. We will use the defibrillator if necessary.</li> <li>▪ If one member of a year group bubble shows symptoms of COVID-19, this member will be isolated from the base immediately, and sat in the outside area, whilst a member of the office staff is notified and the parents called.</li> <li>▪ All family members will be asked to isolate and the person will suspected COVID-19 will be asked to get a test. The isolation will continue for all until ... a test negative result is received; the person with symptoms feels better and have isolated for 10 days; or a whole 14 days of isolation have been completed. We will provide parents with a chart of what to do in each scenario.</li> <li>▪ PPE to be removed and disposed of in the clear plastic sacks provided.</li> </ul>	
---	---	---	-----------	--------------------	---	--

<p><b>TEAM TEACH</b></p> <p>Risk of spreading virus due to close contact with children or their spit, due to restraint, resulting in direct transmission of the virus.</p>					<ul style="list-style-type: none"> <li>▪ Individual risk assessments written for children with high SEMH needs.</li> <li>▪ Team Teach will only be used as a last resort.</li> <li>▪ Staff in school all provided with a reminder sheet of all things to try to distract and diffuse.</li> <li>▪ Reduced timetable and exclusion considered as necessary if children are acting in a way that means staff are put at risk.</li> <li>▪ If Team Teach becomes necessary, we are advising staff to attempt to get PPE on quickly to include a mask, gloves, apron and visor.</li> <li>▪ If it is impossible to get this PPE on in time, we advise staff that they at least wear the visor provided.</li> <li>▪ If a child spits, we need to step away from them (positively ignore) and clear any other children from the area where they are. The child should be treated the same as if they have hurt someone, given time to calm down (ideally in The Nest) and once calm talk through with a comic strip possibly followed by the creation of a social story so that we are mitigating against it happening again.</li> <li>▪ If the child continues to spit then a strategy discussion needs to happen with parents, involving Jack Sexton and Sarah Cox.</li> </ul>	
<p><b>ICT SUPPORT</b></p> <p>Direct and indirect transmission of the virus through a visitor coming into the base.</p>					<ul style="list-style-type: none"> <li>▪ ICT technician to wear fresh set of gloves each time when carrying out any work in the classrooms to cut down on shared contact.</li> <li>▪ ICT technician to maintain a 2-metre distance from adults and children when entering the bubbles.</li> </ul>	
<p><b>PERSONAL HYGIENE</b></p> <p>Lack of personal hygiene care resulting in direct and indirect transmission of the virus.</p>	4	4	Very High	Staff and Children	<ul style="list-style-type: none"> <li>▪ On entry to the building, staff to wash hands thoroughly or use hand sanitiser.</li> <li>▪ On entry to the building, children to use hand sanitiser immediately.</li> <li>▪ Staff and children to wash hands thoroughly for at least 20 seconds throughout the day.</li> <li>▪ Children and staff advised to wear minimal jewellery.</li> </ul>	

					<ul style="list-style-type: none"> <li>▪ Children and staff will be advised to wear fresh and clean clothes every day.</li> <li>▪ Children and staff advised to wear hair tied up each day.</li> <li>▪ Staff to not wear lanyards whilst with the children.</li> <li>▪ Staff are advised to shower immediately when arriving home, before they greet their family.</li> <li>▪ Children to be taught sneezing and coughing into their elbow.</li> <li>▪ Children to be taught 'Catch It, Bin It, Kill It'.</li> <li>▪ Tissues to be available in every year group base. Children to be reminded of need to use tissues.</li> <li>▪ All staff will leave their school fleeces in school all week, taking them home to wash on a Friday.</li> </ul>	
<p><b>CLEANING</b></p> <p>Risk to infection due to lack of cleaning resulting in direct and indirect transmission of the virus.</p>	4	4	Very High	Staff and Children	<ul style="list-style-type: none"> <li>▪ All surfaces, handles, toilets and shared equipment will be cleaned each day using appropriate products.</li> <li>▪ Blue roll will be used for wiping surfaces throughout the day instead of cloths.</li> <li>▪ PPE available for all cleaning staff.</li> <li>▪ Cleaners to be given designated areas and these always stay the same, unless we have to alter due to sickness.</li> <li>▪ Some resources will be rotated and they will need to be left fallow, for two days after cleaning, to reduce the risk of indirect transmission.</li> <li>▪ Soft toys and furnishes, including beanbags to be used only by the year group bubble and cleaned more regularly than usual.</li> <li>▪ Cleaners to return to work before the school re-opens to ensure a good clean through.</li> <li>▪ PPE to be removed and disposed of in the clear plastic sacks provided.</li> </ul>	
<p><b>VULNERABLE STAFF</b></p>	4	4	Very High	Staff and Children	<ul style="list-style-type: none"> <li>▪ If staff so choose, they will be allowed to wear PPE when in school. A mask is still the most effective protection, along with frequent handwashing.</li> </ul>	

Risk of illness of vulnerable staff and family members, including BAME and pregnant people, through in direct and indirect transmission of the virus.					<ul style="list-style-type: none"> <li>▪ All staff have been issued with their own personal safety and child friendly visor. This can be worn as required by the member of staff.</li> <li>▪ Issuing of all relevant risk assessments to staff concerning returning to work - and allow them to comment and contribute (time in September Inset Day).</li> <li>▪ Good hand hygiene.</li> <li>▪ Good respiratory hygiene.</li> <li>▪ Staff following advice regarding jewellery, fresh clothes, showering on returning home and so on.</li> </ul>	
<b>VULNERABLE CHILDREN</b>  Risk of illness of vulnerable children or family members, including BAME, through in direct and indirect transmission of the virus.	4	4	Very High	Staff and Children	<ul style="list-style-type: none"> <li>▪ Good hand hygiene.</li> <li>▪ Good respiratory hygiene.</li> <li>▪ Children following advice regarding jewellery, fresh clothes, showering on returning home and so on.</li> <li>▪ Advice sought from Public Health England if unsure regarding a personal situation.</li> </ul>	
<b>FIRE</b>  Risk of direct and indirect transmission of the virus during Fire Evacuation.	4	4	Very High	Staff and Children	<ul style="list-style-type: none"> <li>▪ There will be no fire drill practice held for the whole school during the first half term, whilst we settle back into routine. However, these drills will resume after that.</li> <li>▪ Each year group bubble will have a walk-through of the procedures from their new class bases in the first week of that year group being back in.</li> <li>▪ Owlets (Nursery) will exit via the front Nursery door and walk up the path, exiting via the Nursery front gate and walking along to the middle of the fence.</li> <li>▪ Ducklings and Goslings (Reception) will exit via their classroom door and will walk around the side of Nursery and will exit by the Nursery front gate, and standing at distance from Nursery, by the Nursery front gate.</li> <li>▪ Dragonflies and Kingfishers (Year One) will exit via their classroom doors and will walk to the front</li> </ul>	

					<p>gate and along the pavement, until they are at a safe distance from Nursery.</p> <ul style="list-style-type: none"> <li>▪ Squirrels and Badgers will exit via the classroom door and will walk around the back of the building and will exit via the main gate, standing for registration apart from Year One.</li> <li>▪ Anyone working in the PPA Room or 'The Nest' will exit via 'The Nest' door and will the walk to the front gate and wait at a distance from other groups.</li> <li>▪ Anyone working in the staff room or 'Book Burrow' will exit via the double doors by the Reception Shared Area and will make their way to the main gate. Once on the pavement, they will stand at a distance from other groups.</li> <li>▪ Anyone working in the hall will exit via the end hall door and will make their way to the front of the school. Once on the pavement, they will stand at a distance from other groups.</li> <li>▪ Anyone working in the school offices will exit via the front door and will make their way to the front of the school. Once on the pavement, they will stand at a distance from other groups.</li> <li>▪ All children will be registered whilst standing apart.</li> </ul>	
<p><b>BREAKFAST CLUB (BFC) AND AFTER SCHOOL CLUB (ASC)</b></p> <p>Risk of direct and indirect transmission of the virus during normal operation of Breakfast Club and After School Club.</p> <p>Risk linked to burst bubbles.</p>	4	4	Very High	Staff and Children	<ul style="list-style-type: none"> <li>▪ Children should be encouraged to be outside as much as possible as risk of COVID transmission is far less outside.</li> <li>▪ In the hall, please put a table across the hall to encourage MJS/MIS children one side and BIS on the other side. This will encourage children to stay separate where possible.</li> <li>▪ BIS children should use the girls Year Two toilets and MIS/MJS should use the boys Year Two toilets - a member of staff should monitor this to ensure it is followed.</li> <li>▪ All children to enter club through the side hall door (to car park) and use hand gel when they enter.</li> </ul>	

<p>There is more information regarding the COVID planning for BFC and ASC in the staff handbook.</p>					<ul style="list-style-type: none"> <li>▪ All children to use hand gel when they have been out to play and then re-enter the hall from the playground.</li> <li>▪ Only one parent is allowed on site to drop off or collect the children.</li> <li>▪ Parents must not stand around and chat at the gates or on school site.</li> <li>▪ All parents must wear a face covering when on school site.</li> <li>▪ All adults must social distance at all times and staff are encouraged to social distance from children as much as is possible.</li> <li>▪ No parents are allowed to enter the school hall or covered areas outside school.</li> <li>▪ All members of staff must greet parents at the door. Staff and children will mark themselves into club not parents.</li> <li>▪ Communication needs to be encouraged to be done via school office.</li> <li>▪ Resources can only be played with once before they are either cleaned or left fallow: <ul style="list-style-type: none"> <li>○ Plastic items can be cleaned using the spray cleaners – this must be done at the end of each session.</li> <li>○ Books and wooden items must be left fallow for 48 hours before they are used. Staff must therefore have a clear rota in place to ensure that all resources are cleaned and left fallow as required.</li> </ul> </li> <li>▪ We all need to be aware of children and staff who are unwell. If anyone has a new or persistent cough, temperature or change in smell or taste then they should be sent home immediately. The children should be kept outside on a chair in a covered area until a parent can collect, staff looking after the child should wear full PPE - mask, gloves and apron. Once the child has been collected the entire area and club</li> </ul>	
--	--	--	--	--	---	--

					<p>should be thoroughly disinfected. Parents should be encouraged to contact test and trace to get a test for their child as should staff. In the event of any suspected COVID case, please inform Sarah Cox, Jo Sutton and office to ensure that the appropriate procedures can be followed.</p> <ul style="list-style-type: none"> <li>▪ If a child needs first aid administered or has a toilet accident, full PPE must be worn by the member of staff dealing with the child.</li> <li>▪ Justin will be wiping down the Year One and Year Two toilet surfaces after they have been used by BFC/ASC.</li> </ul>	
<p><b>FOREST SCHOOLS</b></p> <p>Contact of shared space, resources and coaches resulting in direct transmission of the virus.</p>	4	4	Very High	Staff and Children	<ul style="list-style-type: none"> <li>▪ Forest Schools operates in the outdoors.</li> <li>▪ Forest Schools will only operate in year group bubbles - with only 15 children attending a session at any one time.</li> <li>▪ Handwashing will happen before the session and afterwards.</li> <li>▪ Children encouraged to wash hands/use hand gel before sessions and after each activity, or if noticed with their fingers in their mouths and/or after sneezing.</li> <li>▪ Children to take their own water bottles to the woods.</li> <li>▪ Children can have a 'special' drink in the woods, but only using a mug that has been wash in the dishwasher in between uses.</li> <li>▪ The tools will be left fallow at the end of each session.</li> <li>▪ If a child needs the toilet, they will have an adult wait by the gate to the woodland whilst they return to their designated toilet. It might be a good idea to have whole group toilet breaks.</li> </ul>	
<p><b>SCHOOL OFFICE</b></p> <p>Contact of shared space, resources and lack of social</p>	4	4	Very High	Staff and Children	<ul style="list-style-type: none"> <li>▪ The office team make up a bubble together. This includes the Headteacher, Inclusion Manager, IT Technician, Business Manager, Office Staff and BFC/ASC Manager.</li> </ul>	

distancing in direct transmission of the virus.					<ul style="list-style-type: none"> <li>▪ Please try to avoid visiting the office, unless for essential reasons - use the telephones or Walkie Talkies if you need help or advice. If using the Walkie Talkie, please remember to identify who is calling in and also do not use any children's names (only initials).</li> <li>▪ Only one person from a different bubble to be in the office at any one time.</li> <li>▪ Two-metre distance to be maintained as much as possible with people not in the office bubble.</li> </ul>	
<b>ARRANGED VISITORS</b> Contact of shared space, resources and parents or outside professionals resulting in direct transmission of the virus.	4	4	Very High	Staff and Children	<ul style="list-style-type: none"> <li>▪ All appointments to be pre-arranged.</li> <li>▪ If a teacher needs to meet with a parent, they will arrange to meet in the year group outside area.</li> <li>▪ If the Headteacher or Inclusion Manager needs to have a meeting with a parent or outside professional, and this cannot take place via Teams, the meeting will take place in the outside gazebo, when possible. If this is not possible, it can take place in the Headteacher's or Inclusion Manager's office (if only one person) or the PPA Room.</li> <li>▪ The visitor will use hand sanitiser on entry and will be asked to wear a face mask on entry to the school.</li> <li>▪ Test and Trace will be applied to any visitors to the building via our Inventory system.</li> </ul>	
<b>BAME STAFF AND CHILDREN</b> Contact of shared space, resources and parents or outside professionals resulting in direct transmission of the virus.	4	4	Very High	Staff and Children	<ul style="list-style-type: none"> <li>▪ All appointments to be pre-arranged.</li> <li>▪ If a teacher needs to meet with a parent, they will arrange to meet in the year group outside area.</li> <li>▪ If the Headteacher or Inclusion Manager needs to have a meeting with a parent or outside professional, and this cannot take place via Teams, the meeting will take place in the outside gazebo, when possible. If this is not possible, it can take place in the Headteacher's or Inclusion Manager's office (if only one person) or the PPA Room.</li> </ul>	

					<ul style="list-style-type: none"> <li>The visitor will use hand sanitiser on entry and will be asked to wear a face mask on entry to the school.</li> <li>Test and Trace will be applied to any visitors to the building via our Inventory system.</li> </ul>	
--	--	--	--	--	--	--

Key for Colours

- Red is direct DfE Guidance.
- Green is 'recently added' after discussion with staff and fresh guidance.

		Likelihood of Harm			
		1	2	3	4
Severity of Harm	1	Very Low	Low	Moderate	Moderate
	2	Low	Moderate	Moderate	High
	3	Moderate	Moderate	High	High
	4	Moderate	High	High	Very High