

RISK ASSESSMENT FORM



Service: Bounds Green Infant & Junior Schools	Location: Bounds Green Schools, N11 2QG	Assessment Completed by: Will Wawn (Headteacher)
Description of Activity/Task Assessed: Early Years and Primary School Educational Provision (Covid-19 Assessment) Full re-opening – Sept 2020	Date of Assessment: 24/08/2020	Review Date: <ul style="list-style-type: none">• Ongoing• In line with Government/LA Advice/if there is a change in the process or after an incident• Latest date for review: 28/09/2020

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Risk Assessment Methodology

In order to assess a risk associated to a hazard, two factors need to be considered:-

i - the possible severity of the outcome

Realistically, what is the worst likely outcome? This method defines four categories of severity:-

Fatality or permanent disability
Major injury or long-term absence
3-day injury or temporary disability
Minor injury

ii - the likelihood of the outcome to occur

How likely is it that the severe outcome will occur? Five categories are defined:-

Likely	A repetitive occurrence should be expected
Probable	Foreseeable
Possible	Could occur sometime
Remote	Unlikely, though conceivable
Improbable	Almost negligible

Once those two factors are assessed, the matrix on the next page can be used to determine the level of risk. This information was then used to prioritise any control measures necessary to eliminate or reduce the risk to an acceptable level.

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Risk Assessment Methodology (continued).

Matrix

	Likely	Probable	Possible	Remote	Improbable
Fatality or permanent disability	VERY HIGH	VERY HIGH	HIGH	MEDIUM	LOW
Major injury or long-term absence	VERY HIGH	VERY HIGH	HIGH	MEDIUM	LOW
3-day injury or temporary disability	HIGH	HIGH	MEDIUM	MEDIUM	LOW
Minor injury	MEDIUM	MEDIUM	LOW	LOW	VERY LOW

Action Level

VERY HIGH	Unacceptable risk - immediate action required
HIGH	Risk reduction required - high priority
MEDIUM	Medium risk - action required so far as is reasonably practicable
LOW	Low priority - further risk reduction may not be feasible or cost effective
VERY LOW	Low risk - no further action required

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No	Hazard Description (i.e. potential causes of injury/damage)	Potential injury/damage	Persons at risk	Current preventative and protective measures	Risk Level (See method)	Further action required	Residual Risk Level
A.	<p>Education settings must be able to achieve the following controls as defined by the Department of Education before opening the school for the September term: The guidance sets out a system of controls that school must work through. It states 'If schools follow the guidance set out here they will effectively reduce risks in their school and create an inherently safer environment'</p> <p><u>System of controls</u> This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below and summarised in the following slides</p> <p>Prevention:</p> <ol style="list-style-type: none"> 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school 2) clean hands thoroughly more often than usual 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 5) minimise contact between individuals and maintain social distancing wherever possible 6) where necessary, wear appropriate personal protective equipment (PPE) <p>Numbers 1 to 4 must be in place in all schools, all the time. Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 6 applies in specific circumstances.</p> <p>Response to any infection:</p> <ol style="list-style-type: none"> 7) engage with the NHS Test and Trace process 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community 9) contain any outbreak by following local health protection team advice <p>Numbers 7 to 9 must be followed in every case where they are relevant.</p> <p>The Risk Assessment must be reviewed by Head Teachers point by point and where actions are implemented, they must be reworded to show how the controls have been applied.</p> <p>Where points are not completed but will need to be addressed, they should be placed in the Further Actions Required column with a time frame for completion. Items that are not applicable to the school's specific settings should be deleted.</p>						

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B. Pupils who are shielding or self-isolating

We now know much more about coronavirus (COVID-19) and so in future there will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of pupils will be able to return to school. You should note however that:

- a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)
- shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the [current advice on shielding](#)
- if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below).
- some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at [COVID-19 - 'shielding' guidance for children and young people](#).

School workforce

Following the reduction in the prevalence of coronavirus (COVID-19) and relaxation of shielding measures from 1 August, we expect that most staff will attend school.

It remains the case that wider government policy advises those who can work from home to do so. We recognise this will not be applicable to most school staff, but where a role may be conducive to home working, for example some administrative roles, school leaders should consider what is feasible and appropriate.

Staff who are clinically vulnerable or extremely clinically vulnerable

Where schools apply the full measures in this guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care while community transmission rates continue to fall.

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No	Hazard Description (i.e. potential causes of injury/damage)	Potential injury/damage	Persons at risk	DfE Guidance & Current preventative and protective measures	Risk Level (See method)	Further action required	Residual Risk Level
1.	Contact with persons who are unwell with Covid-19 symptoms	Infection and transmission of the Covid-19 Virus	Staff, pupils, other adults on site.	<p><u>Guidance</u></p> <ul style="list-style-type: none"> • Ensure that pupils, staff and other adults do not come into school if they Have Corona virus (Covid - 19) Symptoms or have tested positive in the last 7 days. • Ensure anyone developing these symptoms during the school day is sent home. • Ensure all staff are aware of these requirements. • Anyone in the school who becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange 	Risk: MEDIUM	<p>1.1.1:</p> <ul style="list-style-type: none"> - Ensure clear communication to parents / carers prior to start of Autumn term of the School protocols in place, aligned to NHS Test & Trace procedures - Ensure parents receive the relevant extracts of NHS Test & Trace Guidance & place whole guidance document on website - Regular communication reminders to parents/carers regarding these protocols - Ensure staff are fully aware of school protocols and have read the NHS Test & Trace Guidance & process 	Risk: MEDIUM

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				<p><i>to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</i></p> <ul style="list-style-type: none"><i>• If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</i><i>• If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</i>			
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				<ul style="list-style-type: none">• <i>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.</i>• <i>As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</i>• <i>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</i>		
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				<p><i>which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.</i></p> <ul style="list-style-type: none"> <i>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with at least an anti-bacterial/viral cleaning agent after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</i> <p>Existing Controls (from May RA partial re-opening 01/06/20)</p> <p>1.1: Clear communication to school community regarding importance of non-attendance at school if pupil, staff member, etc. displays covid-19 symptoms. Regular</p>		
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				<p>communication via letters, emails and SchoolComs to parents re. procedures</p> <p>1.2: In the event of a child or staff member develops symptoms compatible with Coronavirus, they will be isolated in the multi-purpose room. Staff (likely admin or TA from that bubble) will attend child observing stringent distancing and have PPE provided for them. In the event of a child, their parent will be contacted to collect them advising them of the guidance to contact PHE and NHS 111 immediately and get a test. NHS 'Track & Trace' procedures (if operational) should be followed.</p> <p>1.3: The same as above will apply for any staff member, except travel arrangements for that staff member from school to home will be discussed and decided upon.</p> <p>1.4: In the case of 1.2 & 1.3 the DfE/PHE guidance does not state the need for other</p>		
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				<p>pupils/staff within the bubble to self-isolate. The HT/DHT will seek PHE guidance should the pupil/staff member then test positive in terms of whether self-isolation (or other) required. Where the individual tests positive, PHE guidance as per LEFT will be followed as well as any PHE guidance in relation to the school specific circumstances</p> <p>1.5: School to make arrangements for informing the parent community in the event of a child (or staff member) testing positive, following guidance from PHE.</p> <p>1.6: Where the pupil or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. The school will require proof before they are allowed back to school.</p> <p>1.7: In the event of a suspected coronavirus case of either adult or child,</p>		
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				<p>cleaners have been instructed to immediately disinfect surfaces the person has come into contact with, including objects which are visibly contaminated with body fluids and all potentially contaminated high-contact areas i.e. toilets, banisters, door handles, chair in the isolation room etc.</p> <p>1.8: The cleaner will wear disposable gloves, apron and mask and will wash their hands with soap and water once they remove their gloves and apron. The cleaner will use disposable cloths and blue paper roll, which will be disposed of in a rubbish bag and tied immediately after use, which will be placed in a designated infection control area for 5 days.</p> <p>1.9: If the pupil or staff member tests positive, the school will arrange for a specialist clinical waste contractor (PHS) to attend site and remove.</p>			
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				If the pupil or staff member tests negative, the rubbish bag can be placed in with normal waste.		
2.	Hygiene	As above	As above	<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • <i>Clean hands thoroughly more often than usual</i> • <i>Ensure the school has sufficient hand washing or hand sanitising stations to fulfil the requirements for full school population</i> • <i>Ensure suitable supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. A skin friendly skin cleaning wipes can be used as an alternative</i> <p><u>Ensure that all adults and children:</u></p> <ul style="list-style-type: none"> • <i>Frequently wash their hands with soap and water for 20 seconds and dry thoroughly.</i> • <i>Clean their hands upon arrival at the school, before and after eating,</i> 	Risk: MEDIUM	Risk: MEDIUM

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				<p><i>and after sneezing or coughing</i></p> <ul style="list-style-type: none"> • <i>Are encouraged not to touch their mouth, eyes, and nose</i> <p>Existing Controls</p> <p><u>2.1:</u> Hand sanitiser stations set up on entry to School playgrounds at both Park Road and Bounds Green gate entrances for children to use on entry / drop off at start of day as well as on exit / collection at end of day.</p> <p><u>2.2:</u> Class 'Cleaning Stations' (sink areas) have clear access and removal of unnecessary clutter, with supply (regularly checked by site team) of soap and paper towels</p> <p><u>2.3:</u> Pupils and staff to wash their hands with soap and water after entering the classroom, particularly after coming to school and after breaks, after sneezing, after using the</p>				<p><u>2.1.A:</u> With full return of all pupils ensure additional (sufficient) hand sanitiser stations at 3 entry points to school (See Appendix A)</p> <p><u>2.3.A</u> As per 2.2, but with full return of all pupils sufficient hand sanitiser in each classroom(s) to enable 30 pupils to clean hands either through use of hand sanitiser or washing hands at sink in time-efficient (manageable) manner throughout day at different points. Staff to ensure that pupils rotate using between the two to ensure each pupil washing</p>
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				<p>toilet and before and after handling or eating food.</p> <p>2.4: Hand sanitiser in each classroom and in the dinner hall</p>		<p>hands with soap and water at minimum 3 x per day.</p> <p>2.5: Allocation of pupil toilets to specific year groups to minimise potential contact and support separation of groups</p> <p>During lesson time</p> <ul style="list-style-type: none"> - Y6 to use new extension ground floor toilets - Y5 to use new extension 1st floor toilets - Y4 to use ground floor old building toilets - Y3 girls to use mezzanine level toilets - Y3 boys to use new extension 1st floor toilets - Y2 to use ground floor old building toilets - Rec & Y1 as per usual <p>During playtimes</p> <ul style="list-style-type: none"> - Y5 & 6 to use new extension ground floor toilets - Y2, Y3 & Y4 to use ground floor old building toilets - Y1 to use Infant building playground toilets <p>2.6:</p>	
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						Toilets to be cleaned regularly (See Section 4.5)		
3.	Respiratory Hygiene			<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • Ensure there are enough tissues and bins available for the school population to maintain 'catch it, bin it, kill it'. • Ensure younger children and those with complex needs are helped with respiratory hygiene. • Ensure children who spit uncontrollably or use saliva as a sensory stimulant are supported and methods of managing behaviour is in place. • Ensure that help is available for children and young people who have trouble cleaning their hands independently • Consider how to encourage young children to learn and practise these habits through games, songs, and repetition <p><u>Existing Controls</u></p> <p>3.1:</p>			Risk: MEDIUM	Risk: MEDIUM

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				<p>Staff to encourage pupils to avoid touching their face with unwashed hands, and remind re. safe practice ((catch it, bin it, kill it)</p> <p>3.2: Tissues will be provided in classrooms, and staff to ensure that both they and pupils sneeze and cough into them before being binned.</p> <p>3.3: The school will provide a pedal lid bin for each classroom for used tissues in addition to the general wastepaper bin, which will be emptied at various intervals throughout the day. If pupil develops symptoms the pedal bins within room that child has used to be double bagged and removed to safe space (under site manager direction) to await results of test prior to disposal. Follow PHE disposal guidelines if positive test.</p> <p>3.4: Staff, in partnership with Inclusion team, to identify</p>				<p>3.3.1: Additional pedal bins ordered to ensure in every room If a pupil develops symptoms the pedal bins within rooms that child has used to be double bagged and removed to safe space (under site manager direction) to await results of test prior to disposal. Follow PHE disposal guidelines if positive test.</p>
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				<p>those pupils in their class that need support with this.</p> <p>3.5: Where possible windows & doors to be kept open to increase airflow and ventilation, and limit use of door handles</p> <p>3.6: Pupils to bring their own water bottle with their name on it.</p> <p>3.7: PE lessons will be taught outside where possible.</p>		<p>3.5.1: As per 3.5, with clarification that fire doors should not be wedged open.</p>	
4.	Cleaning of school and resources			<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • <i>Ensure cleaning regimes/schedules are enhanced for the increased population of the school.</i> • <i>Rooms and areas that are shared are cleaned thoroughly and frequently.</i> • <i>Frequently touched surfaces (handrails, door handles, switches) are cleaned regularly throughout the school day</i> • <i>Toilets cleaned regularly throughout the school day.</i> 	<p>Risk: MEDIUM</p> <p>NB: Increased occupancy with full return of pupils requires additional cleaning to maintain</p>		<p>Risk: MEDIUM</p>

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				<p><u>Expectations and management of Cleaning</u></p> <ul style="list-style-type: none"> • Clean surfaces that children and young people are touching, such as books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal. • Normal detergents and bleach will remove traces of the Covid-19 virus, it must be insured that there are sufficient supplies and cleaning staff are available to maintain good infection control. • Ensure that bins for tissues are emptied throughout the day <p>Nb. By the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on COVID-19: cleaning of non-healthcare settings guidance</p> <p>Existing Controls</p>	Risk at MEDIUM		
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				<p>4.1: From week beginning 8th June School opening hours returned to 06.30am to 6.00pm to enable full before & after school cleaning hours. Cleaners returned to their usual hours</p> <p>4.2: Two members of the staff team provide additional cleaning support during the school to ensure identified cleaning priorities undertaken during day (eg. Door handles, any shared resources, toilets, light switches, photocopiers, other as prioritised) They will ensure tissue bins/other emptied throughout day</p> <p>4.3: Site staff to monitor supplies throughout the day and re-stock as required</p> <p>4.4: When pupils leave the school after 3.30pm, site staff and cleaners will ensure a thorough clean of the used areas of the building before</p>		<p>4.1.A: Full complement of cleaners (before school/after school) back at work Sept 20, additional agency cleaners if required.</p> <p>4.1.A & 4.2.A:</p> <ul style="list-style-type: none"> - 2 x additional cleaners morning between 09.00-11.00 - 2 x additional cleaners afternoon between 13.00-15.30 - Site manager to provide additional cleaning between 11.00-13.00 - Site manager to monitor throughout day <p>4.5: (reference to 2.6) Toilets to be cleaned regularly throughout day signed in cleaning log. To be monitored by site manager during day for compliance.</p> <p>4.6: Robust cleaning focus on specific shared rooms eg.</p>	
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				the end of the day, and the follow up next morning. Cleaners will, where possible, work in pairs to embed best practice		Art room, Breakfast/After School club rooms.	
5.1	Minimise contact between individuals and maintain social distancing wherever possible			<p><u>Guidance</u></p> <ul style="list-style-type: none"> • <i>Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum</i> • <i>Reduce the number of contacts between children and staff.</i> • <i>Keep groups (bubbles) separate and maintain social distancing. (see below)</i> • <i>Primary Schools and younger years in secondary schools (Key stage 3) can be separated into full classes. If this can be achieved it is recommended.</i> • <i>If class sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around</i> 	<p>Risk: HIGH</p> <p>(Whilst previous measures reduced risk to MEDIUM in previous RA, increased numbers with full return raises risk to HIGH)</p>	<p>5.1.1:</p> <ul style="list-style-type: none"> - Nursery will operate as a whole Nursery year bubble to manage the practical logistics of the physical environment & offer full EYFS curriculum - 3 x Reception classes will operate as class bubbles for 'Recovery Week' between 04/09/20 – 10/09/20. - 3 x Reception classes will operate as a year group bubble from 14/09/20 onwards to manage the practical logistics of the physical environment & offer full EYFS curriculum - Y1 will operate for most part as class bubbles, except for provision of DSR and delivery within 	<p>Risk: MEDIUM</p>

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			<p><i>the school, a year group bubble can be implemented.</i></p> <ul style="list-style-type: none"> • <i>Ensure groups or bubbles are kept apart from other groups, bubbles.</i> • <i>Limit as far as possible interaction, sharing of rooms and social spaces between groups.</i> • <i>Ensure at all times that good hygiene and respiratory hygiene is observed.</i> • <i>Teaching staff who need to move between classes and year groups must maintain social distancing (ideally 2 metres) from other adults and children.</i> <p>Existing Controls (from May RA partial re-opening 01/06/20)</p> <p>Controls and protective measures from previous RA within sections 4 & 5 need adaptation due to increase in pupil numbers with full return & delivery of broad & balanced curriculum. Whilst previous measures reduced risk to</p>		<p>the topic room (these due to begin after October half term – RA to be reviewed prior to start)</p> <ul style="list-style-type: none"> - Y2 – Y6 will operate as class bubbles - Y2 provision of DSR (not to start until at very earliest 21/09/20) will need to be reviewed in terms of mixing of Y2 children as well as adults working cross different classes/Year groups – RA / logistics to be reviewed prior to any start. - Y6 pupils may be mixed into 3 groups for Maths & English teaching from October (this will benefit by reducing size of groups enabling greater social distancing in classrooms, however will mix children from 2 different classes – to be reviewed prior to start) <p>5.1.2:</p> <ul style="list-style-type: none"> - Specialist teachers for Spanish, Art, PE & 	
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				<p>MEDIUM in previous RA, increased numbers with full return raises risk to HIGH</p>		<p>Music will work across different classes</p> <ul style="list-style-type: none"> - For Spanish this will be limited to classes from Y3-Y6 taught within their own classroom (no KS1 classes to limit teacher contact) - For Art this will be limited to Y4-Y6 within the Art room to reduce contacts for Art teacher and limit use of the shared room. Only one Yr group will use on a particular day. - PE tutors will deliver lessons as part of PPA cross Y2-Y6 classes with each year group having own set of resources. Pupils will wash hands/use sanitiser before and after each PE session. - PE tutors to use spray sanitiser on any resources as required - Singing lessons on Wednesday mornings will be limited to half a class (15 pupils) at a time on a rotation basis pending updated guidance on singing. 	
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						<p>5.1.3: Movement around school planned to limit possible interactions (See Section 2.5 'Toilets' and Appendices in relation to direction of access/egress)</p>	
5.2	Measures within the classroom			<p><u>Guidance</u></p> <ul style="list-style-type: none"> • Staff to avoid face to face contact and minimise time spent within 1 metre of others. • Older children to be supported to maintain distancing from other children and staff. • Staff in primary schools where children cannot maintain social distancing, children should be kept in smaller groups or class sized groups. • Classrooms should be adapted to support distancing where possible, seating children side by side and facing forwards. • Move unnecessary furniture out of classrooms. <p>Existing Controls</p>	<p>Risk: HIGH</p> <p>(Whilst previous measures reduced risk to MEDIUM in previous RA, increased numbers with full return raises risk to HIGH)</p>	<p>5.2.1:</p> <ul style="list-style-type: none"> - As per 5.1.1 EYFS to operate as Nursery & Reception Yr group bubbles. - Reception classes to operate as class bubbles for Recovery Week (04/09/20 – 10/09/20) - From Y1 – Y6, teachers to adapt classrooms as far as possible to support distancing, seating pupils side-by-side, & facing forwards. Remove unnecessary clutter / furniture. Where difficult the class 'bubble' provides the additional strategy of protection. - KS2 class teachers should attempt as far as physical space allows to 	<p>Risk: MEDIUM</p>

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				<p>(from May RA partial re-opening 01/06/20)</p> <p>Controls and protective measures from previous RA within sections 4 & 5 need adaptation due to increase in pupil numbers with full return & delivery of broad & balanced curriculum. Whilst previous measures reduced risk to MEDIUM in previous RA, increased numbers with full return raises risk to HIGH</p>		<p>organise their classrooms with children side-by-side using a 'horseshoe' organisation, or rows, to limit pupil face-to-face seating.</p> <ul style="list-style-type: none"> - Group table arrangements for KS2 are permitted due to the 'twin' strategy of the class bubble, however are not advised for KS2 initially pending review 28/09/20. Teachers are advised that they should be mindful of limiting the their own time working in close proximity in group work (eg.15 mins) - For KS1 classes such organisation is unlikely to be practicable. Teachers have discretion to organise their environment to suit needs of children with the twin strategy of class bubbles. Again teachers should be mindful of limiting their own time working in close proximity in group work (eg.15 mins) 	
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						<ul style="list-style-type: none">- Class carpets ('bug rugs') are permitted, most relevant up to Y3, however teachers need to be mindful of limiting the amount of time on carpet and their own distancing from the front row <p>5.2.2: <u>Class resources</u></p> <ul style="list-style-type: none">- In general class resources can be shared by children (as part of class bubble)- For KS2 children are recommended to bring in an empty pencil case. KS2 teachers will provide each pupil with minimum core equipment for KS2 pupils to put in their own pencil case (pencils, pen, rubber, etc). The pencil case is to remain at school. This will limit sharing of core equipment.- Classteachers will be provided with sanitising anti-bacterial spray for	
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						<p>use on other class resources as needed</p> <ul style="list-style-type: none"> - Book corners are permitted, but books should remain at school - Specific subject Learning Resources that are shared cross school (eg. Topic resources) need to be carefully planned for to ensure cleaning (or 72 hour quarantine period) between separate class usage. Teachers & middle leaders to look at medium/long-term curriculum maps to identify what needed and when. 	
5.3	Measures outside the classroom			<p><u>Guidance</u></p> <ul style="list-style-type: none"> • <i>Assembly's and large gatherings with other groups should be avoided, using technology such as video conferencing where possible</i> • <i>Consider reviewing timetables to support separation of groups.</i> • <i>Movement around the school to be kept to a minimum to avoid busy</i> 	<p>Risk: HIGH</p> <p>(Whilst previous measures reduced risk to MEDIUM in previous RA, increased numbers</p>	<p>5.3.1: No whole school, phase or singing assemblies will take place. Consider alternatives such as remote video assemblies to be shown within classroom.</p> <p>5.3.2: Staggered morning playtimes to minimise contacts & support separation of groups;</p>	<p>Risk: MEDIUM</p>

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				<p><i>corridors, entrances and exits.</i></p> <ul style="list-style-type: none"> • <i>Consider staggering start and finish times, break and lunch times.</i> • <i>Rearrange staff office spaces and staff rooms to allow for social distancing. Calculate maximum occupancy of spaces available and ensure limited numbers are clearly communicated, understood, and enforced.</i> <p>Existing Controls (from May RA partial re-opening 01/06/20)</p> <p>Controls and protective measures from previous RA within sections 4 & 5 need adaptation due to increase in pupil numbers with full return & delivery of broad & balanced curriculum. Whilst previous measures reduced risk to MEDIUM in previous RA, increased numbers with full return raises risk to HIGH</p>	<p>with full return raises risk to HIGH)</p>	<ul style="list-style-type: none"> - KS1 10.30-10.45 - KS2 10.50-11.05 <p>Main Playground separated into 6 zones (SEE APPENDIX A)</p> <p>Yr Groups allocated specific Zones for each Playtime and Lunchtime to support separation of groups (SEE APPENDIX B & F)</p> <p>Adapted timetable to enable Staggered (longer lunchbreaks) to support separation of groups & enable clean of lunch tables between groups (SEE APPENDIX C)</p> <p>5.3.3: Year groups in main building (Y2-Y6) have allocated routes for entry and egress to manage movement, enabling distancing & separation of Yr groups/classes around school</p> <p>5.3.4: <u>Lunchtimes</u></p>	
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RISK ASSESSMENT FORM



				<p><u>Link to 5.3.6:</u></p> <ul style="list-style-type: none"> - Any appliances within staff rooms that are used should be wiped clean after /before usage with antibacterial wipes provided - Disposable cups/plates will be provided in each staffroom. Staff are strongly encouraged to use these and not to use plates, cups and mugs, or cutlery in staffroom cupboards. Staff may choose to bring in their own cutlery/crockery for their singular use (not shared) 	<ul style="list-style-type: none"> - Yr groups kept separate in dining hall (See Appendix C) and classes will sit together with empty seat between different classes. - Yr groups allocated to different playground zones to maintain separation. - SMSAs now allocated to specific Yr groups for lunchbreak supervising their Yr group in hall and outside, and at wet playtimes. <p><u>5.3.5:</u> <u>Admin Office & Staff</u> Only admin staff are permitted to enter the admin office (Not other staff or pupils) to maintain social distancing and separation of contacts.</p> <p>First Aid will be delivered by admin staff but they will come out of the office to deliver this, usually, in the multi-purpose room.</p> <p>Parents/carers contact with the office will be via email or telephone, and can request any meeting if they wish. There will not be the option</p>	
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RISK ASSESSMENT FORM



				<p>5.16: Plenty of car park space for all staff wishing to travel by car to work. Where staff identify any issues with travel to/from work setting this to be considered</p>	<p>of dropping by the office to speak to admin staff through the lobby.</p> <p>To enable social distancing / minimise the impact on the school of any potential confirmed case (if it were to occur to a member of the admin staff team) the following controls will be in place;</p> <ul style="list-style-type: none"> - SBM & SAO are, as far as possible, not work within the admin office (SBM in their room, SAO to set up working desk in multipurpose room) - Perspex screen partitions to separate admin staff within the office - Admin office staff to continue distanced seating arrangements ensure working side-by-side and back-to-back, limiting any face-to-face working <p>5.3.6: <u>Staff Rooms / Staff Meetings</u></p> <ul style="list-style-type: none"> - Staff to be mindful of social distancing, limiting face-to- 	
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RISK ASSESSMENT FORM



						<p>face interactions in staffrooms.</p> <ul style="list-style-type: none"> - In EYS building N, Rec & Y1 staff need to consider possible phasing of staffroom usage at lunchbreak to enable distancing - In Y2-6 building (most especially between 12.30-13.00 lunchtime period) Y2-6 staff need to be mindful that the ability of staff to socially distance will be difficult if all Y2-6 staff wished to be in staffroom at this time. This will be discussed with relevant staff to explore solution/control measures on return to school - The weekly lunchtime staff business meeting will be suspended temporarily. An alternative arrangement is being reviewed, and will need staff input): possibilities might include a virtual meeting, receiving information via email, etc. - Curriculum meetings are similarly being reviewed in light of maintaining social 	
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RISK ASSESSMENT FORM



						distancing. This might involve greater use of separate meetings in phases to reduce numbers of staff in one room, usage of halls to enable greater space, etc.	
5.4	Measures for arriving at and leaving school			<p><u>Guidance</u></p> <ul style="list-style-type: none"> • Consider staggered start and finish times between groups where possible, ensuring that overall teaching time is not affected. • Start and finish times to be arranged outside of rush hour where possible. • Ensure revised arrangements for start and finish times is communicated to parents along with instruction not to gather at school gates. • Put in place procedures for removing face coverings worn by children and staff arriving at school. Disposable coverings to be put into a bin or reusable face coverings placed in a plastic bag to be taken home at the end of the day. • Children and staff must wash their hands upon 	<p>Risk: HIGH</p> <p>(Whilst previous measures reduced risk to MEDIUM in previous RA, increased numbers with full return raises risk to HIGH)</p>	<p>5.4.1: As per may RA, no access to school playground until gates open at 8.50am (except BC children)</p> <p>Staggered start & finish times: 04/09/20 – 10/09/20 Start 08.55: Rec, Y1, Y2 Start 09.05: Y3, Y4, Y5 End 15.25: Rec, Y1, Y2 End 15.35: Y3, Y4, Y5</p> <p>14/09/20 onwards Start 08.55: Rec, Y1, Y2 & Y6 (SOFT START) Start 09.05: Y3, Y4, Y5 End 15.25: Rec, Y1, Y2 End 15.30: Y6 End 15.35: Y3, Y4, Y5</p> <p>5.4.2: Arrangements in place to maintain separation of</p>	<p>Risk: MEDIUM</p>

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				<p>arrival at the school for at least 20 seconds and again before heading to classrooms.</p>		<p>groups at beginning / end of day. With yr groups to use separate entrance/exit gates and identified lining up areas / times. (SEE APPENDIX D & E)</p> <p>5.4.3: Handwashing on arrival/exit covered within controls in 2.1 Bins available on entry/exit for disposable face coverings</p> <p>5.4.4: Letter to go out to parents to communicate arrangements / expectations by 01/09/20, followed by regular communication updates / reminders as necessary</p>	
5.5	Other considerations			<p><u>Guidance</u></p> <ul style="list-style-type: none"> • <i>Children with SEND (whether with Education, Health and Care Plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve, so teachers and special educational needs coordinators should plan to meet these needs,</i> 	<p>Risk: HIGH</p> <p>(Whilst previous measures reduced risk to MEDIUM in previous RA, increased</p>	<p>5.5.1A: Inclusion Leader to liaise with inclusion team/teachers (and parents) re any specific support for pupils who may have specific need.</p> <p>5.5.2: - All supply staff, visiting teachers, specialist external staff, who would be working with children/staff made</p>	<p>Risk: MEDIUM</p>

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				<p><i>for example using social stories.</i></p> <ul style="list-style-type: none"> <i>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff and children. Specialists, therapists, clinicians, and other support staff for pupils with SEND should provide interventions as usual. Schools should consider how to manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors.</i> <i>Where a child routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and</i> 	<p>numbers with full return raises risk to HIGH)</p>	<p>aware of COVID system of controls & expectations within school, sign in electronically and provide contact details to comply with NHS Test & Trace processes</p> <ul style="list-style-type: none"> - Contractors (as per above) but managed by site manager. Protocols already in place to ensure contractors working on site kept separate from staff/pupils. <p>5.5.3: Currently no pupils dual registered attending more than one setting</p>	
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RISK ASSESSMENT FORM



				<p><i>an alternative provision setting or special school, schools should work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the child.</i></p> <ul style="list-style-type: none"> • <i>For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared.</i> • <i>Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces.</i> • <i>Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow</i> 		<p>5.5.4: <u>Resources</u> (See 5.1.2 & 5.2.2)</p>	
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RISK ASSESSMENT FORM



				<p><i>them to be left unused and out of reach for a period of 72 hours between use by different bubbles.</i></p> <ul style="list-style-type: none"> <i>Outdoor playground equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers. It is still recommended that 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 should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.</i> <p>Existing Controls</p>		<p>5.5.4:</p> <ul style="list-style-type: none"> - Site manager (& cleaning staff team as directed by site manager) to ensure clean / spray of outdoor playground equipment. - Lunchtime play resources limited to Yr group according to Zone (See Appendix F). Spray to be used after each lunchtime - <p>5.5.5: <u>Breakfast & After School Club Provision</u></p> <ul style="list-style-type: none"> - Separation of EYFS / KS1 / KS2 children into 3 groups allocated different locations. - EYFS to use Nursery hall and adjoining room and Nursery outside space - KS1 to use main ASC room and KS1 playground - KS2 pupils to use lunch hall and KS2 playground - staff allocated to each of the 3 groups: ASC 3 for KS2, 4 for KS1, 3 for EYFS. Similar separation of staff at BC for each group 	
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RISK ASSESSMENT FORM



				<p>(from May RA partial re-opening 01/06/20)</p> <p>5.5: Inclusion Leader has liaised with Inclusion team re. catering for needs EHCP / Vulnerable / SEND pupils. Overwhelming majority of EHCP pupils have been attending school on regular basis in summer term 20.</p> <p>5.5.6 (Link): Plenty of car park space for all staff wishing to travel by car to work. Where staff identify any issues with travel to/from work setting this to be considered</p>		<ul style="list-style-type: none"> - Children to bring own packed snack and water bottle for ASC. Only fruit and vegetable sticks provided by ASC - For BC reduction in range of breakfast food offer to manage different locations - Additional cleaning staff (See 4.1.A & 4.2.A) identified to ensure clean of rooms used by BC & ASC during day as well as beginning / end of day - on collection of children from ASC no parents to enter premises, signing out book on outside table under canopy. Children brought out by ASC staff. <p>5.5.6: Individual RAs for staff members will be conducted where appropriate for any staff member who identifies as requesting one due to their own personal circumstances, especially those previously shielded, etc.</p>	
6.	PPE			<u>Guidance</u>	Risk: MEDIUM	6.1:	Risk: MEDIUM

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			<ul style="list-style-type: none"> • <i>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</i> • <i>where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained</i> • <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> • <i>Refer to guidance on safe working in education, childcare and children's social care for more information about preventing and controlling infection, including when and how PPE should be used, what type of PPE to use, and how to source it.</i> <p>Existing Controls</p>	<p>See existing controls re. use of PPE for First Aid in 6.1</p> <p>6.2: See existing controls re. use of PPE if a child or staff member presents with COVID symptoms on site</p> <p>6.3: At the start and ends of the day parents/carers are encouraged not to enter the school playground if their child is mature / independent enough to not need accompanying at beginning of day or collection from playground at end.</p> <p>All parents/carers who need to enter the school playgrounds will need to wear a face mask / face covering.</p> <p>All parents/carers (apart from those of New Nursery and Reception children) are not to enter the school buildings (unless a pre-arranged appointment or meeting has been scheduled).</p>	
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				<p>(from May RA partial re-opening 01/06/20)</p> <p>6.1: First Aid will be administered by Admin staff (within the multi-purpose room) or by NNEBs for Reception & Nursery pupils) as per summer term 2020. School staff administering general first aid are to wear appropriate PPE as provided by the school. Staff delivering first aid have received guidance / training in the appropriate use of PPE will be sourced for relevant staff</p> <p>6.2: In the event of a child or staff member develops symptoms compatible with Coronavirus, they will be be isolated in the multi-purpose room. Staff (likely admin or TA from that bubble will attend child observing stringent distancing and have PPE provided for them. In the event of a child their parent will be contacted to collect them advising them of</p>		<p>All parents/carers on entry to the playground need to wear a face mask. This is absolutely essential for anyone who is permitted to enter the school buildings (new Nursery & reception parents, & those with planned meetings.</p> <p>6.4: Dependent on any staff individual Risk assessment, use of PPE such as a visor will be permitted for use.</p> <p>6.5: Further to guidance issued week commencing 24/08/20, staff may use their own discretion if they wish to wear a face mask in any communal areas / corridors if social distancing is more difficult The HT & SLT have discretion to request that staff wear masks should a review of this RA deem it advisable</p>	
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				<p>the guidance to contact PHE and NHS 111 immediately and get a test. NHS 'Track & Trace' procedures should be followed.</p> <p>The same as above will apply for any staff member, except travel arrangements for that staff member from school to home will be discussed and decided upon.</p>		<p>6.6: Staff may wish to consider the wearing of latex disposable gloves when marking books</p>	
7.	Response to any infection			<p><u>Guidance</u></p> <ul style="list-style-type: none"> <i>Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. Haringey Public Health have previously sent a slide set to schools with a flow chart which should be referenced to ensure correct procedures are followed. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</i> <i>book a test if they are displaying symptoms. Staff</i> 	<p>Risk: MEDIUM</p>	<p>7.1: (Cross reference to 1.1.1)</p> <ul style="list-style-type: none"> Staff to be issued with Haringey NHS Test & Trace guidance Powerpoint SLT members and admin staff most especially to be fully familiar with correct procedures 7 guidance As per 1.1.1 communication to parents/carers with regular reminders Posters of key points / slides providing information on test & Trace guidance to be placed on display at 	<p>Risk: MEDIUM</p>

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				<p><i>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 children 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</i></p> <ul style="list-style-type: none"> <i>• 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 and Trace</i> <i>• 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)</i> <i>• Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for</i> 		<p>school gate entrances and near classrooms</p>	
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				<p><i>those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing</i></p> <ul style="list-style-type: none"> <i>Schools should ask parents and staff to inform them immediately of the results of a test:</i> <i>if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.</i> <i>if someone tests 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</i> 		
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				<p><i>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. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</i></p> <p><u>Existing Controls</u> (from May RA partial re-opening 01/06/20)</p> <p>The existing controls identified in Section 9 of the May RA are not copied here as they have been updated in revised NHS Track & Trace Procedures, what is copied below remains same.</p> <p>7.</p>		
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				<p>In the event of a suspected coronavirus case of either adult or child, cleaners have been instructed to immediately disinfect surfaces the person has come into contact with, including objects which are visibly contaminated with body fluids and all potentially contaminated high-contact areas i.e. toilets, banisters, door handles, chair in the isolation room etc.</p> <p>The cleaner will wear disposable gloves, apron and mask and will wash their hands with soap and water once they remove their gloves and apron.</p> <p>The cleaner will use disposable cloths and blue paper roll, which will be disposed of in a rubbish bag and tied immediately after use, which will be placed in a designated infection control area for 5 days.</p> <p>If the pupil or staff member tests positive, the school will arrange for a specialist</p>			
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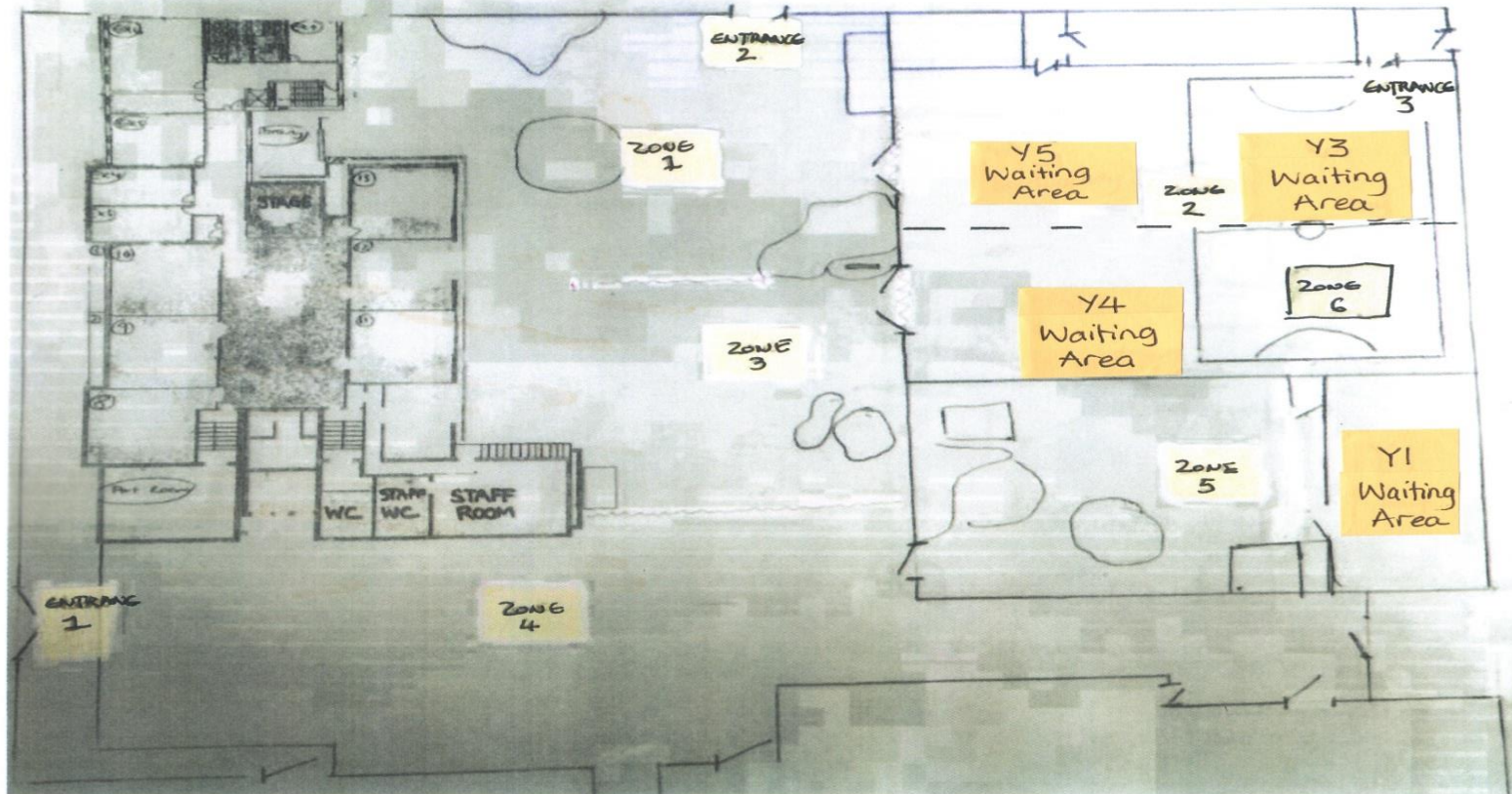
				<p>clinical waste contractor (PHS) to attend site and remove.</p> <p>If the pupil or staff member tests negative, the rubbish bag can be placed in with normal waste.</p>			
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Manage confirmed cases of Coronavirus amongst the school community

- Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.
- The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:
 - direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
 - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
 - travelling in a small vehicle, like a car, with an infected person

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APPENDIX A: PLAYGROUND ZONES & ENTRANCES



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APPENDIX B: PLAYTIME & LUNCHTIME

Class Group	Playtimes	Lunchtimes	Playground area
Yr 1 Cohort SC/ MH/ CF	10:30 – 10:45 2:45 – 3.00	12.00 – 1.00	Zone 1 – 6 on rotation (See Appendix F)
Yr 2 Cohort GP/ HP/ RP	10:30 – 10:45 2:45 – 3.00	12.00 – 1.00	Zone 1 – 6 on rotation (See Appendix F)
Yr 3 Cohort RB/ LB/ PB	10:50 – 11:05	M – 12.30 – 1.30 T – 12.30 – 1.30 W – 12.15 – 1.15 Th– 12.30 – 1.30 F – 12.30 – 1.30	Zone 1 – 6 on rotation (See Appendix F)
Yr 4 Cohort LS/ RS (ES)	10:50 – 11:05	M – 12.30 – 1.30 T – 12.30 – 1.30 W – 12.30– 1.30 Th– 12.15 – 1.15 F – 12.30 – 1.30	Zone 1 – 6 on rotation (See Appendix F)
Yr 5 Cohort KG/ CG	10:50 – 11:05	M – 12.30 – 1.30 T – 12.30 – 1.30 W – 12.30 – 1.30 Th– 12.30 – 1.30 F – 12.15– 1.15	Zone 1 – 6 on rotation (See Appendix F)
Yr 6 Cohort EC/ RC	10:50 – 11:05	M – 12.15 – 1.15 T – 12.30 – 1.30 W – 12.30 – 1.30 Th– 12.30 – 1.30 F – 12.30 – 1.30	Zone 1 – 6 on rotation (See Appendix F)

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APPENDIX C: LUNCHTIMES

DAYS	11.30 – 12.00	12.00 – 12.30	12.15 – 12.45	12.30 – 1.00	1.00 – 1.30	LUNCHTIME BREAK
Monday	Reception	Y1 (11.50) Y2 (12.05)	Y6	Y3	Y4 & Y5	Y6: 12.15 – 1.15PM Y5, Y4, Y3: 12.30 – 1.30PM
Tuesday	Reception	Y1 (11.50) Y2 (12.05)		Y3 & Y4	Y5 & Y6	All: 12.30 – 1.30PM
Wednesday	Reception	Y1 (11.50) Y2 (12.05)	Y3	Y4	Y5 & Y6	Y3: 12.15 – 1.15PM Y4, Y5, Y6: 12.30 – 1.30PM
Thursday	Reception	Y1 (11.50) Y2 (12.05)	Y4	Y3	Y5 & Y6	Y4: 12.15 – 1.15PM Y3, Y5, Y6: 12.30 – 1.30PM
Friday	Reception	Y1 (11.50) Y2 (12.05)	Y5	Y3	Y4 & Y6	Y5: 12.15 – 1.15PM Y6, Y4, Y3: 12.30 – 1.30PM

Lunch is at 12.15 – 1.15 on the day KS2 class teachers have PPA

Nursery times TBC – has own dining area and playground

Reception Children – 11.30 – 12.00 in dining room. 12.00 – 12.30 play in Reception playground

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APPENDIX D: START/FINISH TIMES, ENTRANCES/EXITS, LINING UP, ETC.

Week 1 – Friday 4th - Thursday 10th September 2020

School time starts & ends	Year Group	Entrance & Exit	Met by class teachers	Entering the building
8.55 am – 3.25pm	Y1	3	Line up in Zone 5	Enter as normal – SC by dining hall, MH by infant main entrance, CF through link corridor
8.55 am – 3.25pm	R	1	Line up as normal by classrooms	Pad & E&C by classroom door, CW by link corridor
8.55 am – 3.25pm	Y2	2	Line up as normal by classrooms	Line up by entrances to classrooms
8.55 for 9.05 am start – 3.35pm	Y3	1 or 3	Waiting Area identified in Zone 2 until approx. 09.00 after R/Y1/Y2/Y6 have entered building, then to lining up areas on SLT instruction	1 st RB to enter by admin office and use right stairwell. 2 nd PB to enter by admin office and use right stairwell. LB to enter building through external fire escape staircase to upper floor
8.55 for 9.05 am start – 3.35pm	Y4	1 or 3	Waiting Area identified in Zone 6 until approx. 09.00 after R/Y1/Y2/Y6 have entered building, then to lining up areas on SLT instruction	LS & RS enter by admin office entrance using left hand side doors
8.55 for 9.05 am start	Y5	2	Waiting Area identified in Zone 2 until approx. 09.00 after R/Y1/Y2/Y6 have entered building, then to lining up areas on SLT instruction	CG & KG Enter by new build

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APPENDIX E: START/FINISH TIMES, ENTRANCES/EXITS, LINING UP, ETC.

Week 2 - Monday 14th July 2020 and onwards

School time starts & ends	Year Group	Entrance & Exit	Met by class teachers	Entering the building
8.55 am – 3.25pm	Y1	3	Line up in Zone 5	Enter as normal – SC by dining hall, MH by infant main entrance, CF through link corridor
8.55 am – 3.25pm	R	1	Line up as normal by classrooms	Pad & E&C by classroom door, CW by link corridor
8.55 am – 3.25pm	Y2	2	Line up as normal by classrooms	Line up by entrances to classrooms
8.55 for 9.05 am start – 3.35pm	Y3	1 or 3	Waiting Area identified in Zone 2 until approx. 09.00 after R/Y1/Y2/Y6 have entered building, then to lining up areas on SLT instruction	1 st RB to enter by admin office and use right stairwell. 2 nd PB to enter by admin office and use right stairwell. LB to enter building through external fire escape staircase to upper floor
8.55 for 9.05 am start – 3.35pm	Y4	1	Waiting Area identified in Zone 6 until approx. 09.00 after R/Y1/Y2/Y6 have entered building, then to lining up areas on SLT instruction	LS & RS enter by admin office entrance using left hand side doors ES enter through door by HCB & MR's room
8.55 for 9.05 am start	Y5	2	Waiting Area identified in Zone 2 until approx. 09.00 after R/Y1/Y2/Y6 have entered building, then to lining up areas on SLT instruction	KG Enter by new build – straight upstairs (consider moving towards soft start later in Autumn) CG enter ground floor toilet corridor of old building up right stairwell
8.55 – 3.30pm	Y6	2	No lining up – soft start	Enter by new build – straight across to Y6 classrooms
8.45 – 11.45am	Nursery 15 hr morning children	1	Brought in by parents	Nursery entrance up Nursery steps
09.00 – 3.00 Wed (09.00-12.00 or 12.30-15.30)	Nursery 15 hr Mon-Wed / Wed-Fri children	1	Brought in by parents	Via Parents Room up Nursery ramp (belongings on moveable coat racks)
09.00 – 15.00	Nursery 30 hr children + 4 x top up children	1	Brought in by parents	Nursery entrance up Nursery steps

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APPENDIX F: Playtime & Lunchtime Zones Rota (Autumn 1st Half Term)

LUNCHTIME	Week Beginning	
	(Fri 4 th) 7 th Sept, 21 st Sept, 5 th Oct, 19 th Oct	
Year Group	Zone	Zone
1	5	3
2	3	5
3	1	6
4	4	2
5	6	1
6	2	3

PLAYTIME	Week Beginning	
	(Fri 4 th) 7 th Sept, 21 st Sept, 5 th Oct, 19 th Oct	
Year Group	Zone	Zone
1	5	3 & 4
2	3 & 4	5
3	1	6
4	4	2
5	6	1
6	2	3