

Safety, Health and Environment (SHE) Guidance

GCC COVID-19 Risk assessment process for Schools & Educational settings.

Yorkley Primary School



Purpose – The aim of this risk assessment is to implement protective measures to prevent COVID-19 or reduce the spread of the infection if there is a positive case, both in the school and transmission to the wider community.

Considerations in producing this risk assessment has been given to:

- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>
- <https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>



As part of planning for full return in the autumn term 2020, it is a legal requirement that schools revisit and update their risk assessments, to consider the additional risks and control measures to enable a return to full capacity in the autumn term.

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- minimise contact between individuals and maintain social distancing wherever possible
- where necessary, wear appropriate personal protective equipment PPE

Vulnerable groups: Where schools apply the measures in this risk assessment, the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. Some people with particular characteristics may be at comparatively increased risk from COVID-19 (due to age, deprivation, ethnicity, etc). An individual risk assessment has been completed where necessary.

Policies and Procedures.

The following policies have been updated to reflect changes brought about by COVID-19:

- Safeguarding
- Behaviour / Home-school agreement

Copies of the policies can be found on the school website or hard copies are available on request.

Regular updates/letters to parents can be found on the school website under recent posts.

Risk Assessment for Yorkley Primary School

Activity: Contact with individuals who are unwell/displaying COVID-19 symptoms				
Hazards	Who is at risk? ACCESS	What are you already doing? PLAN / DO	Risks adequately controlled? Y/N	Comments/ Action Taken REVIEW
Transmission of COVID-19	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Ensure pupils/staff and other adults do not come into school if they have coronavirus symptoms or have tested positive in the last ten days. Persons with symptoms must self-isolate for ten days and arrange to have a test as soon as possible (within 5 days) Symptomatic persons awaiting collection to be moved to the waiting area in the library or an empty room to isolate. If room not available, person to be moved to an area at least 2m away from other people. Symptomatic persons to use disabled toilet in main corridor if required. Toilet to be taken out of use until deep clean. PPE to be worn by staff members if caring for child with symptoms and 2m distance cannot be maintained. Everyone must wash hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. *Updated 3rd Nov 2020 Parents to wear face masks / Coverings if entering the school site (including playground collection/drop off and entering main entrance) *Updated 30th Jan 2021 Staff to participate in Lateral Flow tests twice a week (Sunday and Wednesday evenings) Results to be e- 	<p style="text-align: center;">Y</p>	<ul style="list-style-type: none"> Anyone in school who becomes unwell with a new, continuous cough, high temperature or has a loss of, or change in their normal sense of taste or smell to be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus infection'. Child will have temperature taken with non-contact infrared thermometer to confirm temperature before contacting parents. Other members of household (including siblings) to self-isolate for ten days from when the symptomatic person first had symptoms. Open door /windows when waiting room / corridor to be deep clean as soon as possible after symptomatic person has left. Cleaners/staff to be advised if symptoms detected in school so that deep clean of area can take place and appropriate PPE to be worn Appropriate PPE available in each main classrooms and cleaner's cupboard. Staff who have helped someone with symptoms and pupils who have been in close contact with someone with symptoms do not need to self-isolate unless they develop symptoms themselves. Staff who have helped someone with symptoms to monitor themselves for symptoms of possible COVID-19 over the following 10 days. Staff who have a void to retest. 2 voids are counted as a positive. Staff with a positive to self-isolate from school and go for a PCR test as soon as possible.

		mailed to Head and admin@ before 7pm		<p>Depending on who that member of staff has had contact with, other staff to isolate until the result of the PCR comes back. Possibility of a bubble in school closing temporarily.</p> <p>Children / Families who are not sticking to the lockdown rules will be asked to self-isolate / stay away from school for 10 days.</p>
--	--	--------------------------------------	--	---

Activity: Social Distancing / Activity: General circulation in building and access.				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/ Action taken
Transmission of COVID-19 through contact with individuals	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Minimise contact with individuals who are unwell by ensuring those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school Parents and pupils encouraged to walk or cycle to school where possible. Visual aids are used to display social distancing measures. Staggered start and collection times Staggered break and lunchtimes Enhanced cleaning activities *Updated Oct 2020 Cleaner to carry out additional cleaning of toilets after every lunch period. Create and maintain consistent groups. Each class group will create a group/bubble. Children attending before school to wait on school site outside headteacher office by new green fence. (away from main entrance) After school children to be released to a parent on the main playground by staff following our one-way system. After school club to collect children from playground. Children to use toilets one at a time. 	<p>Y</p>	<ul style="list-style-type: none"> Weekly communications with stakeholders to remind of symptoms and advise of actions to be taken Where possible, only 1 parent to attend at start/end of school day to minimise numbers at site. Parents advised of new start and collection times and asked to arrive no more than 5 minutes before time and leave site as soon as possible. Classes to enter school through different areas. Exit through external doors where possible to minimise circulation in corridors. Doors to be propped open where possible (excluding fire doors) to minimise surface touching. Zones created in playground for children to remain in consistent groups. Hot lunches to be served in hall Autumn Term with children eating pack lunches in classrooms to minimise circulation within school. Shorter lunchtimes to allow for staggered start/finish times and staff to clean touch points in class they are assigned to. Use a simple 'no touching' approach for younger children to understand the need to maintain distance.

	<ul style="list-style-type: none"> • Visitors/contractors only allowed on site with arranged appointment. • Keep left system in operation in corridors where possible • Pupils are given regular reminders of why social distancing is important. • Pupils and staff do not mix with those outside of their class or group for any period over 15 minutes. • Staff that move between bubbles to keep their distance from pupils and other staff. • Staff to keep 2m from other adults as much as possible. (hall) • Staff to avoid close face to face contact and minimise time spent within 1m of anyone. • Staff providing close hands-on contact with pupils need to increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and regular cleaning of surfaces. • Assemblies/ Worship can only take place in individual groups / classes. <p>*Updated Oct - 2020 – whole school assembly weekly by zoom</p> <ul style="list-style-type: none"> • The use of communal areas, e.g. staff room, is not permitted by large groups / staff from different bubbles to not mix with for longer than 15 minutes. • Pupils and visitors to remove face coverings at school once out of communal areas and wash hands immediately on arrival. <p>*Updated March 2021: All teachers and other staff can operate across different classes and year groups inside and outside at play / lunch, however where staff need to move between groups, they should try and keep their distance as much as they can, ideally 2 metres.</p>	<p>Y</p>	<ul style="list-style-type: none"> • Older children to be encouraged to keep their distance within bubbles. • Breakfast club will mix due to low numbers of children attending. Children will be brought to their bubble and released to teacher by breakfast club staff. • *updated Jan 2021 – 2nd National Lockdown breakfast club closed due to low numbers and risk of mixing too high • *Updated March 8th – Breakfast club re-opened. • Children attending after school clubs will be brought onto the playground with rest of group. Teacher will release child parents / playgroup. Children walking home will wait until everyone else has left. • *Updated Jan 2021 – No after school club running while in National Lockdown as Playgroup can't facilitate. • *Update March 8th No after school clubs, re-evaluate after Easter • Teachers to allow children to use toilet one at a time. • Staff to ensure office is aware of any pre-arranged visitors and booked in diary. • Visitors to sign in to NHS test and trace book in reception and not come to site if displaying any symptoms of COVID-19. • Individual risk assessments in place where required. <p>• Try to minimise the number of interactions or changes where ever possible.</p>
--	--	---	--

		*Update March 2021 In primary schools, we recommend that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible. Children in primary school do not need to wear a face covering		
--	--	---	--	--

Activity: Transport Operations & Traffic Management				
Hazards	Who is at risk? ACCESS	What are you already doing? PLAN/DO	Risks adequately controlled? Y/N	Comments/ Action taken REVIEW
Transmission of COVID-19 through contact with individuals	Staff Pupils Visitors	<ul style="list-style-type: none"> Staggered start and collection times 	Y	<ul style="list-style-type: none"> Groups advised of times to arrive and to meet children at their doors / gates. Parents to use one-way system onto playground at end of the day. No access in the mornings. Only one parent to collect from school where possible. Risk assessment required from coach companies to ensure vehicles cleaned between each journey.
		<ul style="list-style-type: none"> *Updated 3rd Nov 2020 Parents to wear face masks / Coverings if entering the school site (including playground collection/drop off and entering main entrance) 	Y	
		<ul style="list-style-type: none"> No school trips using transport planned to take place in Autumn Term. 	Y	
		<ul style="list-style-type: none"> March 8th *No educational visits at this time Pupils using minibus to wear face masks and say in same seats each day. Use of hand sanitiser upon boarding and/or disembarking. 	Y	

Activity: Use of Playground & Play Equipment				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/ Action taken
Risk of transmission of COVID-19	Pupils Staff	<ul style="list-style-type: none"> Children to wash hands before going out for break and lunch play and on return to class. 	Y	<ul style="list-style-type: none"> Children asked to wash hands before/after leaving classroom for breaks. Handwashing posters displayed at all sinks.
		<ul style="list-style-type: none"> Ensure good respiratory hygiene by promoting the 	Y	

through touch surfaces		<ul style="list-style-type: none"> ‘catch it, bin it, kill it’ approach Outdoor play equipment to be timetabled for use. Before/After school clubs not permitted to use external play equipment Caretaker to wash outdoor play equipment with hose/jet wash/ Milton filled knap-pack sprayer weekly. Playpod equipment to be cleaned between use 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> Rota’s used to use equipment on specified days/times.
------------------------	--	---	-------------------------------------	---

Activity: Caretaking / Site and Grounds maintenance				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/ Action Taken
Transmission of COVID-19	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Ensure all health and safety compliance checks have been undertaken. Caretaker/ Staff to open windows/doors where possible to allow free flow of air and reduce touch points Outdoor learning to take place where possible: timetable to prevent mixing of groups and staff. Outdoor areas split into Zones Key Stage 1/ Key Stage 2 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> Routine maintenance schedules take place as normal. Caretaker to fully open school site every day. On cooler days, internal doors only to be opened. Outside one-way system to be kept clear / swept of debris, falling berries/leaves. Caretaker to undertake daily checks of playground / field to check for debris/rubbish and remove to ensure safe learning area. Each group aware of own zone.

Activity: Contractors on site				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/ Action Taken
Transmission of COVID-19	Staff Pupils Visitors	<ul style="list-style-type: none"> Contractors only allowed on site with prior appointment. Contractors to be directed to hand washing facilities or hand sanitiser on arrival before commencing works. Masks to be worn if deemed necessary. Where possible visits arranged outside of 	<p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> Contractors to complete NHS Test & Trace signing in book on arrival and confirm they have no symptoms of COVID-19 prior to access. Hand sanitiser available in main Reception and around the school in classrooms.

		school hours.		
--	--	---------------	--	--

Activity: Cleaning activities - In-House cleaners				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/ Action Taken
Transmission of COVID-19 due to inadequate cleaning	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Frequently touched surfaces being cleaned more often than normal Cleaning materials available for use in all classrooms. Running water, soap and blue rolls/paper towels available in all classrooms. Hand sanitiser available throughout the school and in all classrooms. Ensure sufficient supplies of PPE including cleaning materials/ hand washing/ sanitising liquids that meet DfE/PHE requirements Thorough cleaning of rooms at the end of the day. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> Additional cleaning to take place throughout the day. Staff to be responsible for cleaning shared resources where necessary. Staff responsible for cleaning own laptops/PCs. Mid-point cleaning to take place by Lunchtime supervisors in classroom areas. Cleaners working to list of daily and weekly tasks. In case of staff absence, tasks to be re-allocated to remaining staff.

Activity: Kitchen operations/ catering				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/ Action Taken
Transmission of COVID-19	Pupils Staff Caterlink staff	<ul style="list-style-type: none"> Communication with Caterlink to prepare support plans for full opening Reduce touch points by children with pack lunches eating in classrooms Caterlink comply with guidance for food businesses on COVID-19. 	<p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> Caterlink questionnaire completed and passed to area supervisor. KS1 in bubbles in the hall for pack lunch and hot dinners. KS2 hot dinners in the hall, pack lunch in their classrooms. Caterlink to provide risk assessment for kitchen use. <p>*Update Sep – School to provide hot meals</p> <p>* update Jan – critical workers / vulnerable having pack lunches, no hot dinners</p> <p>*update March 8th – Dinners going back to hot dinners</p>

Activity: Medical Matters and Infection Control				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/ Action Taken
Risk of transmission of COVID-19 through contact with individuals	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Ensure pupils/staff and other adults do not come into school if they have coronavirus symptoms or have tested positive in the last ten days. Headteacher to be informed 	Y	<ul style="list-style-type: none"> Anyone in school who becomes unwell with a new, continuous cough, high temperature or has a loss of, or change in their normal sense of taste or smell to be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus infection'. Child will have temperature taken with non-contact infrared thermometer to confirm temperature before contacting parents. Other members of household (including siblings) to self-isolate for ten days from when the symptomatic person first had symptoms. Updated Jan 2021 Open window/door in room for ventilation. Cleaners to be advised if symptoms detected in school so that deep clean of area can take place and appropriate PPE to be worn Appropriate PPE available in cleaner's cupboard and main classrooms. Staff who have helped someone with symptoms and pupils who have been in close contact with someone with symptoms do not need to self-isolate unless they develop symptoms themselves. Staff who have helped someone with symptoms to monitor themselves for symptoms of possible COVID-19 over the following 10 days. (updated Jan 2021) If symptoms displayed, a test must be booked. All children including those under 5 are able to access a test. Test can be booked online or by telephone via NHS 119. Provide details of anyone they have been in close contact with if positive test result received to NHS
		<ul style="list-style-type: none"> Persons with symptoms must self-isolate for ten days and arrange to have a test within five days or soon if possible. School kept informed. 	Y	
		<ul style="list-style-type: none"> Symptomatic persons awaiting collection to be moved to library area. Person to be moved to an area at least 2m away from other people. 	Y	
		<ul style="list-style-type: none"> Symptomatic persons to use disabled toilet by hall if required. Toilet to be taken out of use until deep clean. 	Y	
		<ul style="list-style-type: none"> PPE to be worn by staff members if caring for child with symptoms and 2m distance cannot be maintained. 	Y	
		<ul style="list-style-type: none"> Everyone must wash hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. 	Y	
		<ul style="list-style-type: none"> Engage with NHS Test and Trace Process 	Y	
		<ul style="list-style-type: none"> Manage confirmed cases of coronavirus within the school community 	Y	
		<ul style="list-style-type: none"> Contain any outbreak by following local health protection team advice 	Y	
		<ul style="list-style-type: none"> Ensure school has sufficient supplies of PPE including cleaning materials and hand washing/ sanitising liquids that meet DfE/ PHE requirements. 	Y	

		<ul style="list-style-type: none"> • Pupils to clean their hands when they arrive at school, when they return from breaks and before and after eating. • Staff help is available for pupils who have trouble cleaning their hands independently. Staff to wash hands immediately after help given. • Use resources such as “e-bug” to teach effective hand hygiene. • Adults and pupils encouraged not to touch their mouth, eyes and nose. • Staff will not require PPE beyond what is normally needed for their work. PPE is only needed in certain situations including: <ul style="list-style-type: none"> • <i>Where an individual child or young person becomes ill with coronavirus symptoms 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 involve the use of PPE.</i> • Staff providing first aid to pupils will not be expected to maintain 2 metres distancing <p>*Jan 2021 All staff to participate in the twice weekly lateral flow tests. Results to be e-mailed to head and admin@ <u>before 7pm</u></p> <p>* from Monday 1 March: households with primary school, secondary school and college age children, including childcare and support bubbles, can test themselves twice every week at home as schools return from Monday 8 March. Households, childcare and support bubbles of primary,</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>track and trace</p> <ul style="list-style-type: none"> • Individuals to inform school immediately of the results of a test: • If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus, they can stop self-isolating. • If someone tests positive follow ‘stay at home: guidance for households with possible or confirmed coronavirus infection’. • School to contact local health protection team when notified of a positive case. • School to follow advice given by local health protection team. • In the case of first aid provision the following measures will be adopted: <ul style="list-style-type: none"> • <i>Wash hands or use hand sanitiser before and after treating injured person</i> • <i>Wear gloves or cover hands when dealing with open wounds</i> • <i>If CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives</i> • <i>If CPR is required on a child, use a resuscitation face shield if available to perform mouth to mouth ventilation in asphyxia arrest</i> • <i>Dispose of all waste safely.</i> • <i>Results to be submitted to PHE, The headteacher and Admin, Wednesday and Sunday evening no later than 7pm. Any positive or void results to be communicated in line with PHE guidance. Bubbles may temporarily close / staff and pupils may self-isolate.</i>
--	--	--	--	---

		secondary and college staff can also be tested. Twice-weekly testing will also be offered to adults working in the wider school community, including bus drivers and after school club leaders.		
--	--	---	--	--

Activity: Behaviour Management				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/Action taken
Risk of transmission of COVID-19	Staff Pupils Visitors	<ul style="list-style-type: none"> Behaviour policy appendix updated, and expectations communicated to parents *New - Nov 2020 New positive behaviour slips introduced – Green, (Wellbeing) *NEW – Feb 2021 online Class Dojo points to be used instead of house points. (Wellbeing) Staff to remind children regularly about the need to stay apart from others and expectations around hygiene. Children to wear school uniform. School P.E kit can be worn on P.E days. Review EHCPs where required 	Y Y Y Y	<ul style="list-style-type: none"> Parents expected to communicate behaviour expectations to children School to share Home/school agreement (see appendix 2) Children to remain in groups at all times. Appendix to behaviour policy available on school website <p>Updated Jan 2021 Class Zooms: high expectations expected for zooms sessions. No eating and respect for everyone participating. Mute to be used if needed, or option to put an individual back in the waiting room.</p> <p>Safeguarding to be considered (background in houses, children appropriately dressed etc.. not in PJ's) (Letter of expectations has been sent out to all parents)</p> <p>(Privacy Impact assessment - PIA written to comply and presented to governors)</p>

Activity: Classroom				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/Action taken
Risk of transmission of COVID-19	Staff Pupils Visitors	<ul style="list-style-type: none"> Clean hands more thoroughly more often than usual Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach Additional cleaning of regularly touched 	Y Y Y	<ul style="list-style-type: none"> Sinks, soap and blue roll/paper towels provided in all classrooms. Children to wash hands on arrival at school, at break times and lunchtimes. Hand sanitiser available in all classrooms

		<p>surfaces</p> <ul style="list-style-type: none"> Minimise contact between individuals and maintain social distancing where possible Organise classrooms for maintaining space between seats and desks. Arrange desks seating pupils side by side and facing forwards. (KS2) Where possible staff to maintain distance from their pupils, staying at the front of the class. Windows and doors propped open, where possible, to allow ventilation. Anyone displaying symptoms to leave classroom and self isolate in designated library area. Children provided with own stationery resources (KS2) Shared resources to remain within bubble e.g. books/games Limit amount of equipment brought into school Ensure all rooms have sufficient supply of tissues. KS2 Children to eat packed lunches in classrooms to keep bubbles separate Staff to stay within their own bubble. Staff room and communal areas higher risk. Staff to not mix longer than 15 minutes in these areas or in each other's classrooms. 	<p>Y</p>	<ul style="list-style-type: none"> Bins to be emptied daily Antibacterial spray/wipes and cloths provided in all classrooms. Use of outdoor areas as much as possible. Desks to be placed side by side and facing forwards Unnecessary furniture to be removed from classrooms / corridors to create additional space. Staff to remain 2m apart where possible. Caretaker to open building daily Symptomatic individual to wait in designated library area. All children in KS2 provided with own zippy wallet / pencil case with resources e.g. Pens/pencils/rulers so children do not share. Staff responsible for cleaning resources regularly Children are able to bring the following items to school: wipeable lunch box, water bottle, book bag, pull string bag, coat. KS2 Children to remain in classroom until all have finished eating. (pack lunches) Staff to not mix in communal areas for longer than 15 minutes, the risk is too high putting whole school closures a possibility. Staff to think of theirs and others safety.
--	--	--	--	---

Activity: Art, Design and Technology, Computing and Science				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/ Action Taken
Transmission of COVID-19	Pupils Staff	<ul style="list-style-type: none"> Resources to be timetabled for use Resources to be cleaned frequently and 	<p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> Class bubbles only to use resources at allocated times. Resources to be cleaned between bubbles or rotated

		meticulously			
		<ul style="list-style-type: none"> Resources that are shared between bubbles to be cleaned frequently and meticulously and always between bubbles. Subject co-ordinator to refer to CLEAPSS for curriculum specific guidance. 	Y		to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different class bubbles.
			Y		<ul style="list-style-type: none"> It is the responsibility of the class bubble who has finished use with the iPads to clean with wipes before returning to iPad trolley
			Y		<ul style="list-style-type: none"> NEW: Jan 2021 Remote learning tasks to be set for non-core subjects through class Dojo.

Activity: Physical Education / Sport				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/ Action Taken
Transmission of COVID-19	Pupils Staff	<ul style="list-style-type: none"> Children to remain in class group bubbles for PE 	Y	Teachers to ensure class follow hand washing advice on entry to school site before going to P.E class.
		<ul style="list-style-type: none"> Sports equipment to be cleaned thoroughly between use and always if shared between bubbles. 	Y	<ul style="list-style-type: none"> P.Tomley (P.E teacher) responsible for allocating equipment to class bubbles. If equipment is shared, P.Tomley is responsible for overseeing cleaning between use.
		<ul style="list-style-type: none"> Where possible, each class bubble to have own equipment to avoid sharing between groups. 	Y	<ul style="list-style-type: none"> Lessons taking place in sports hall must ensure external doors remain open when possible to ventilate area and maximise space between children as far as possible.
		<ul style="list-style-type: none"> Contact sports will not take place. 	Y	
		<ul style="list-style-type: none"> Outdoor PE lessons to take place where possible 	Y	
		<ul style="list-style-type: none"> No swimming in the Autumn or Spring term (Updated Jan 2021) 	Y	<ul style="list-style-type: none"> Swimming to be reviewed for the Summer term – Year 6 children.
				<ul style="list-style-type: none"> NEW: Jan 2021 Remote learning tasks to be set for Physical Education through class Dojo.

Activity: Office				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/ Action Taken
Risk of transmission of COVID-19	Staff Pupil Visitors	<ul style="list-style-type: none"> Office desks/chairs placed 2 metres apart. 	Y	<ul style="list-style-type: none"> Users responsible for cleaning touch points more regularly.
		<ul style="list-style-type: none"> Wash hands on arrival at school and more regularly throughout the day 	Y	<ul style="list-style-type: none"> Antibacterial spray/wipes/cloths available for use.

	<ul style="list-style-type: none"> • Clean touchpoints more regularly • Visitors by appointment only • Office hatch to remain closed where possible • Deliveries to be placed in foyer area • Main phone(s) to be cleaned between use • Ensuring other staff (not office staff) spend as little time in this room as possible. • Perspex divider inserted between the two desks 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> • Office staff must be informed if visitors expected. Visitors without pre-arranged appointment will not be allowed access. • Record kept of all visitors to assist NHS Test and Trace through completion of sign in book. • Main phone wiped between use. Other staff not to share admin desks. • Further protection for office staff.
--	--	--	--

Activity: Music Lessons				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/ Action Taken
Risk of transmission of COVID-19	Pupils Staff Visitors	<ul style="list-style-type: none"> • Peripatetic music teachers to follow good hygiene practices on arrival to school site • *New Oct 2020 - Face mask to be worn • Individual music lessons can take place • Group music lessons can only take place within same year group if music teacher willing to offer. • Singing, wind and brass playing can take place as long as following guidelines e.g. facing forward / back to back. (Updated Nov 2020) • No music in larger groups such as school choirs and ensembles or school assemblies. • Measures to be taken when playing instruments or singing in small groups such as music lessons include: <ul style="list-style-type: none"> • <i>Physical distancing</i> • <i>Playing outside wherever possible</i> • <i>Limiting group sizes to no more than 15</i> • <i>Positioning pupils back to back or side to side</i> • <i>Instruments are not to be shared</i> 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> • Hand sanitiser/ soap to be used on arrival • Music teacher to provide risk assessment for lessons to school. • Peripatetic teachers to minimise contact and maintain as much distance as possible from other staff. • Further guidance awaited for individual wind and brass lessons to determine if they can take place at school. • Music teachers to be provided with school risk assessment and asked to demonstrate control measures in own risk assessment. • NEW: Jan 2021 Remote learning tasks to be set for music lessons through class Dojo.

		<ul style="list-style-type: none"> Ensuring good ventilation Update March 8th – Music lessons / Music teachers allowed back in again. 		
--	--	--	--	--

Activity: Visitors to site (Volunteer/ Parents/ Supply Staff)				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/Action Taken
Risk of transmission of COVID-19	Pupils Staff Visitors	<ul style="list-style-type: none"> Limit number of visitors to school where possible 	Y	<ul style="list-style-type: none"> Visitors must only attend by pre-arranged appointment Hand sanitiser/ hand washing facilities available. Wherever possible keep meetings on a virtual platform Record kept of all visitors to assist NHS Test and Trace through completion of visitor information checklist. Staff safety to be reviewed e.g. FSW / SENDCo of linked to vulnerable children/EHCP's
		<ul style="list-style-type: none"> All must follow good hygiene practices on arrival to school site. 	Y	
		<ul style="list-style-type: none"> Share risk assessment prior to first visit and guidance on physical distancing. 	Y	
		<ul style="list-style-type: none"> Encourage parents to phone school and make telephone appointments if they wish to discuss their child. 	Y	
		<ul style="list-style-type: none"> Where possible visits arranged outside of school hours. 	Y	
		<ul style="list-style-type: none"> All visits by FSW / SENDCo to be agreed with headteacher first. 	Y	
		<ul style="list-style-type: none"> Home visits to be conducted by two members of staff. 		

Activity: Wellbeing				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/ Action taken
Physiological and emotional harm from work related stress	Staff	<ul style="list-style-type: none"> Regular staff briefings and communication 	Y	<ul style="list-style-type: none"> All staff aware of risk assessments and control measures in place. INSET 01.09.2020 – staff Governors Zoom meeting 25.08.2020 Ongoing through zoom meetings / staff and Governor meetings. Discussions within mid-year PM meetings (March)
		<ul style="list-style-type: none"> Buy back Occupational Health support. 	Y	
		<ul style="list-style-type: none"> Access to staff wellbeing services 	Y	
		<ul style="list-style-type: none"> Governing Body and school leaders have regard to work-life balance and wellbeing. 	Y	
Anxiety/stress	Staff	<ul style="list-style-type: none"> Keeping in touch with off-site workers on 	Y	<ul style="list-style-type: none"> All staff returning in September 2020 following

relating to return to school	Pupils	<p>their working arrangements including their welfare, mental health and physical health and personal security</p> <ul style="list-style-type: none"> Curriculum designed to support pupil wellbeing on return to school 	Y	<p>discussions with HT taking into consideration personal circumstances.</p> <ul style="list-style-type: none"> FSW(s) to support pupils in class with their well-being and social and emotional needs January 2021 class weekly zoom chats for children set up. Small group chats with FSW set up <i>Risk assessment to be sent to all staff whenever updated.</i>
------------------------------	--------	---	---	--

Activity: Curriculum management				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/ Action taken
Full/ partial school closure due to confirmed COVID-19 cases	Staff	<ul style="list-style-type: none"> Online resources to be used to shape remote learning when necessary Plan for remote education for pupils, alongside classroom teaching Parents will inform the office should they not have access to the internet or have devices to work from on. Teachers will provide hard copies of work packs, if needed. These can be collected from the School Office by prior appointment. Teachers will plan to teach subject in a block to keep resources to a group. Resources will not be used before a quarantine period. 	Y	<ul style="list-style-type: none"> Arrangements in place to allow remote learning to take place should a partial or full closure of the school be required at any point in the next academic year. Class Dojo platform for all pupils available and set up ready. Jan 2021 Remote learning established – rota set up to allow all staff to plan and feedback on all remote learning as well as teaching bubbles in school. (Both curriculums to match = learning the same for those in school as well as those at home learning) Remote Learning procedures to be published to parents online.
	Pupils		Y	
	Parents		Y	
	Visitors		Y	
			Y	

Activity: Lettings and non-school users				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/ Action taken
Risk of	Staff	N/A		

transmission of COVID-19	Pupils Parents Visitors			
--------------------------	-------------------------------	--	--	--

Further Review Arrangements	Reviewed by	Date	Next Review due
<ul style="list-style-type: none"> • Consultation with employees and trade union Safety Reps on risk assessment • Risk assessment published on school website • Nominated employees tasked to monitoring protection measures • Members of staff are on duty at breaks to ensure compliance with rules • Staff encouraged to report any non-compliance • The effectiveness of prevention measures will be monitored by school leaders • This risk assessment will be reviewed if the risk level changes (e.g. following local/national lockdown or cases or an outbreak) and in light of updated guidance. 	K.Burke / Staff and Governors	25 th August 2020	<ul style="list-style-type: none"> • Copy of Risk access sent to GCC September 2020
		1 st September 2020	<ul style="list-style-type: none"> • October half term review again
		30 th November 2020	<ul style="list-style-type: none"> • November review in line with new lock down guidance
		4 th January 2021	<ul style="list-style-type: none"> • November review in line with lock down stopping Tier system. • January review in line with going into Tier 4
		6 th January 2021	<ul style="list-style-type: none"> • January review in line with National Lockdown
		1 st March 2021	<ul style="list-style-type: none"> • March review in line with Schools re-opening.

Other updates:

Attendance – March 8th :

All Primary School pupils are expected to return to school March 8th

School attendance will be mandatory, the usual rules on school attendance apply.

Clinically Extremely Vulnerable:

(CEV) staff are advised not to attend the workplace, these staff will have received a letter from the NHS / their GP.

Those living with CEV can still attend work where home-working is not possible.

Supply, temporary and peripatetic staff can move between schools

Uniform encouraged and polices still followed. (uniforms do not need to be cleaned more than usual).

Appendix 1

**Thank you
to
everyone in
our joint
effort to
create a
safe space
for all
children
and staff.**



**COVID-19
Home School Agreement**

If you have any queries about this, please contact us via telephone 01594 562201

Please continue to look out for information we send, via the website and texting service

www.yorkleyschool.co.uk



School	Parent	Child
<p>The school will do its best to:</p> <ul style="list-style-type: none"> ■ Provide an environment which has been risk assessed in response to the COVID-19 infection ■ Adhere to the social distancing rules as set out by the government as much as we reasonably can ■ Provide a curriculum that meets the needs of your child's well-being, mental health and academic needs ■ Contact parents/carers if your child displays symptoms of COVID-19 ■ Inform you if staff or children in your child's 'bubble' test positive of COVID-19 as this will mean you will all need to self-isolate for at least 14 days ■ Continue our clear and consistent approach to rewards and sanctions for children as set out in the Behaviour Policy as well the expectations outlined in this agreement ■ Communicate between home and school through our website and school texting services 	<p>To help my child at school, I know and understand that:</p> <ul style="list-style-type: none"> ■ If my child, or anyone in my household, shows symptoms of COVID-19, I will not send them to school, I will let the school know as soon as possible via telephone and go for testing ■ I will collect my child from school immediately, if required ■ When dropping off and picking up, I will strictly stick to the school timings for my child and use the one-way system. I will keep my distance from other parents ■ My child must not bring any unnecessary items or big bags to school ■ I will remind my child about social distancing rules but accept they are difficult to follow and that my child may not always do this successfully ■ My child will need to use good respiratory and hand hygiene ■ I need to support all staff in their efforts to create an 'as safe as possible' environment during this crisis ■ I will read all messages/emails that are sent home ■ I need to inform the school immediately of any changes to parents/carer and emergency contacts details ■ I will follow the current Government guidelines in terms of distancing and understand that if this is not adhered to my child may not be allowed to attend school. If school deems face masks are required, I will follow this request while on the school site 	<p>I will do my best to:</p> <ul style="list-style-type: none"> ■ Adhere to the social distancing rules in class and in the playground ■ Tell an adult if I feel unwell ■ Not bring things into school from home or take things home from school; e.g. pencil cases and toys. Children can bring packed lunches, inhalers, sunscreen etc (items that are not shared) ■ Only use the equipment provided to me by school and no other ■ Stay within my bubble within the school ■ Only enter and exit the school building from the designated gates ■ Follow good respiratory hygiene: coughing and sneezing into elbow or tissue (catch it-bin it-kill it) ■ Follow good hand hygiene – use soap and water for 20 seconds/ hand sanitizer ■ Wear a face covering in line with the new Government guidance ■ Behave well at all times to maintain the safety of myself and others ■ Follow these expectations and know that if I don't, my parent(s) will be informed