

RISK ASSESSMENT		Covid 19 (Summer Term)	
Establishment: Cumnor House Boys & Nurseries	Assessment by: Symone Campbell & Daniel Heavens	Date: 22/04/2021	
Review Date: Government guidance and significant changes (21st June 2021)	Approved by: Emma Edwards	Date: 22/04/2021	

Hazard / Risk	Who is at Risk?	Initial Risk Rating	Normal Control Measures <i>(Brief description and/or reference to source of information).</i>	Are Control Measures Y/N/NA		Additional Control Measures <i>(to take account of local /individual circumstances).</i>	Residual Risk Rating
				In Place	Adequate		
Person(s) Displaying Symptoms	Pupils Staff Visitors Contractors	High	<ul style="list-style-type: none"> ✓ Parents or member of staff to telephone school office/ Line Manager. ✓ Anyone displaying symptoms, should not come to school. In such circumstances, they must follow the government guidance on self-isolation and arrange to have a PCR test. ✓ If a member of staff develops symptoms whilst at work, they should ensure their line manager is informed and return home immediately ✓ In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital except in an emergency. ✓ Continual monitoring of Government Guidance is advised to ensure adherence. ✓ Disinfectant Fogger machine will be used in all areas of use by pupils/staff if suspected Covid 19 case. 	Y Y Y Y Y	Y Y Y Y	<ul style="list-style-type: none"> ✓ Staff member/ parent to order PCR Test (applies if showing symptoms) ✓ Positive results for staff and pupils to be reported to Covid-19 Coordinator by emailing covidresponseboys@cumnorhouse.com ✓ Staff to go straight to designated isolation room if symptoms develop at school ✓ First aider will assist once in full PPE ✓ Staff and parents sent information reminding them of procedures. ✓ Public Health education guidance poster displayed around school. 	Medium

						<ul style="list-style-type: none"> ✓ Fogger machine will be operated by the trained maintenance team on how to operate the machine safely. 	
Person(s) not Displaying Symptoms	Pupils Staff Visitors Contractors	High	<ul style="list-style-type: none"> ✓ Pupils Year 7 and above, Staff/contractors/Peris and volunteers provided with Lateral Flow Home Testing kits to use twice weekly ✓ If the PCR test is taken within the 2 days following the positive LFD result, and is negative, it overrides the LFD test therefore staff or pupil can return to school. 	Y	Y	<ul style="list-style-type: none"> ✓ <i>Staff member/ parent to order PCR Test (applies if testing with a positive LFD result)</i> 	Medium
Child or Staff Member Becoming Unwell at School	Pupils Staff	High	<ul style="list-style-type: none"> ✓ Everyone to follow agreed protocol if a pupil or member of staff becomes unwell with Coronavirus symptoms during the day. Details are displayed in medical room. ✓ If child or member of staff becomes unwell with other symptoms, staff to follow usual school procedures, looking after and monitoring the child and contacting parent/carers if deemed necessary. ✓ PCR testing kits for pupils and staff from government testing programme are available for those displaying symptoms ✓ In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital except in an emergency. ✓ Any staff member who has helped someone taken unwell with Coronavirus symptoms does not need to go home unless they develop symptoms themselves. 	Y Y Y	Y Y Y	<ul style="list-style-type: none"> • Procedures established for staff and pupils exhibiting symptoms whilst at school and displayed in Medical Room. • Refer parents to the guidance for households with possible or confirmed coronavirus (COVID-19) infection. • Staff trained in new guidelines • Procedures in place to consider potential contact to eliminate further spread. • Isolation room for students and staff if symptoms develop during the day. • Once the child has left the premises, thoroughly 	Medium

			<ul style="list-style-type: none"> ✓ When parents/legal guardian pick up the child, advise them to get the child tested and notify school of the results. ✓ Continual monitoring of Government Guidance for changes. 	Y	Y	<p>disinfect/clean all surfaces and touchpoints they came into contact with (including the bathroom if used). Fogger machine to be used.</p> <ul style="list-style-type: none"> • Notice to be displayed on door/entrance of area that has been sanitised prohibiting access for a fixed period. 	
Confirmed cases or potential outbreak in school or in local area	Pupils Staff Visitors	High	<ul style="list-style-type: none"> ✓ Confirmed case will self-isolate for 10 days and 10 days for rest of household. The remainder of that year group/class including teaching staff will not be able to come to school for 10 days based on advice from Local Health Protection team ✓ Anyone displaying symptoms, or is within 10 days of the first day when the first member of their household showed symptoms of (Covid-19) should not come to school ✓ Contact made with Local Health Protection Team if more than 2 confirmed cases within 14 days, or overall risk in sickness absence ✓ HPT will carry out rapid risk assessment to confirm close contacts and work with school – school engage in track and trace process. ✓ Mobile testing unit may be dispatched if outbreak confirmed ✓ Local Authority to determine measures should there be a local outbreak 			<ul style="list-style-type: none"> • You can contact the dedicated advice service, introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. • Please refer to the DfE poster “What to do if a child is displaying symptoms of coronavirus (COVID-19)” displayed in the medical room. 	
Medical Room/Isolation Space/	Pupils Staff Visitors	High	<ul style="list-style-type: none"> ✓ Isolation room/area established. ✓ While the child is awaiting collection, move them to an isolated room and open a window for ventilation. If it is not possible to isolate 	Y	Y	<ul style="list-style-type: none"> • Staff informed of location of Isolation Room clearly and signage installed. • Boys school: 	Medium

<p>Hygiene Standards</p>			<p>them, move them to an area which is at least 2 metres away from other people.</p> <ul style="list-style-type: none"> ✓ Good hygiene measures in place – medical room/isolation space to be cleaned after every use. ✓ Staff should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. ✓ Suitable and sufficient last resort PPE in place, recommended with suspected cases member of staff treating pupil should wear mask, apron and gloves (and pupil should wear mask). ✓ If there is risk of fluids entering the eye (e.g. from coughing, spitting or vomiting) then eye protection should also be worn. ✓ Procedures established for pro-actively ordering PPE and medical supplies. ✓ Only trained staff permitted to provide medical and first aid support. ✓ If the child needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else 			<ul style="list-style-type: none"> ○ Staff isolation– Den F7 ○ Pupils (boys) isolation- Nurture room F13 ○ Medical room (for severe injuries only – non covid-19 related) ○ For general first aid incidents the first aider will be summoned by email to the classroom. This prevents pupils moving around the school. • Purley Nursery: <ul style="list-style-type: none"> ○ Pupil isolation – library ○ Medical Room – Mrs Ivy Farrugia’s Office • South Croydon Nursery <ul style="list-style-type: none"> ○ Pupil isolation – Ground Floor office in the Bungalow ○ Medical room – remains the same • Additional PPE will be available in all medical and isolation rooms, for those treating staff and pupils with a suspected case only. 	
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Accident, Injury or Harm and Medical Needs	Pupils Staff Visitors	Medium	<ul style="list-style-type: none"> ✓ First Aid contact procedures are known by all staff, with adequate first aid provisions provided by trained staff. First aid training qualification reviewed in line with HSE extension period ✓ First Aid should initially be administered in the area of the incident ✓ First Aiders providing treatment in the medical room will be required to wear PPE – visor, mask, gloves and apron ✓ Cleaning regime established and followed to maintain hygiene standards. ✓ Paediatric First Aid Training and First at Work Training provided to relevant staff. ✓ Details of contact procedures and all trained staff posted within the Medical Room (and updated routinely, including considerations of staff absences). ✓ First Aid kits checked and fully stocked by FA coordinator or another nominated person if not at school. 	Y	Y	<ul style="list-style-type: none"> • First Aid Needs Assessment and First Aid/Medical Room Risk Assessment have been reviewed to reflect Covid-19 guidance. These will be displayed in the medical room alongside this RA. • If there is risk of bodily fluids entering the eye/ mouth (e.g. from coughing, spitting or vomiting) then full PPE must be worn. Bodily fluid kits will also be available 	Low
Vulnerable Persons – increased risk of infection and complications for vulnerable groups	Pupils Staff Visitors Contractors	High	<ul style="list-style-type: none"> ✓ Staff who are clinically extremely vulnerable or in a vulnerable group or expectant mothers will be assessed individually around their personal risks. To ensure they are protected through social distancing and hygiene procedures. ✓ Care Plans and RAs continually reviewed and monitored for additional information to ensure this is resourced and considered. ✓ Continual monitoring to ensure working practices consider changing Government Guidance. ✓ Staff reminded during SLT and staff updates, to report any concerns. ✓ Staff from BAME communities to advise their Line Manager of any existing underlying 	Y	Y	<ul style="list-style-type: none"> • Covid-19 Individual Risk Assessment to be completed for staff members who fall under vulnerable person category. • Pregnant colleagues: those in their third trimester should have a 1-2-1 meeting with HR to agree the most suitable arrangement as part of the RA • Procedures are in place for Care Plan reviews. 	Medium

			health conditions that may increase the risks for them.				
Intimate Care and Toileting	Pupils Staff	High	<ul style="list-style-type: none"> ✓ Existing Intimate Care Policy standards applied. ✓ PPE (visor, mask, apron and gloves) made available within the area of use. ✓ Waste management controlled. 	Y	Y	<ul style="list-style-type: none"> • <i>Intimate Care Procedures and Risk Assessment updated with additional PPE requirements included.</i> • PPE will be provided and worn by all nursery staff carrying out intimate care and toileting 	Medium
Unplanned visitors (including postal deliveries)	Pupils Staff Visitors Contractors	Medium	<ul style="list-style-type: none"> ✓ Access and egress of visitors controlled and managed by authorised staff only. ✓ Access control systems installed and remain active. ✓ Enhanced DBS checks in place for all authorised staff. ✓ No visitors to be allowed in school during this period unless approved by member of Senior Leadership Team; visitor will then be signed in, escorted and supervised. Visitors should have a pre-arranged appointment and wear a face covering for the length of the visit. ✓ Clear procedure for receiving deliveries, and post arrangements. ✓ Visitor waiting areas configured including screens on reception desks, barriers, one-way systems, Hand sanitiser station and masks available. ✓ Compulsory use of hand sanitiser before entering school. 	Y	Y	<ul style="list-style-type: none"> • <i>Face-to-face meetings should be minimised and replaced with virtual meetings where possible</i> • Procedure for signing in visitors, consider visitor stickers instead of lanyards. <ul style="list-style-type: none"> ○ Green for visitors with enhanced DBS ○ Red for visitors without an enhanced DBS. • Pens should not be shared • <i>Approved visitors entering the building can “check-in” on the NHS app by scanning the QR code displayed on the Reception entrance.</i> • Postal deliveries to be left at the School Office door – to be advised after ringing the intercom buzzer <ul style="list-style-type: none"> ○ Signs to display (drop off and collection point) for deliveries. 	Low

						<ul style="list-style-type: none"> • Reception area minimised to one person at a time. 	
Access/Egress (Security and Safeguarding)	Pupils Staff Contractors Visitors	Medium	<ul style="list-style-type: none"> ✓ Signing in and out procedures established. ✓ Suitable supervision arrangements will be made in line with number of children and any associated needs. ✓ Pupil handover procedure controlled and to the known parent, guardian or carer – in line with School Policy. ✓ All usual safeguarding procedures to be followed in line with current safeguarding policies. ✓ A member of the Senior Leadership Team will be on site each day. ✓ Registration taken twice daily (am and pm) as a minimum. 	Y	Y	<ul style="list-style-type: none"> • Signage clearly posted clarifying Covid-19 rules for visitors • Only essential works to be carried out by contractors. • Staff Lanyards may be worn but should <i>not be shared</i> with other colleagues • Staff to sign/in out as normal using own pen and sanitise hands immediately and exit following the one way system • New Entry and exit points signposted to reduce overlap • One-way system in place where possible for corridors and frequently used areas for crowd control and to maintain social distancing. • Procedures for drop off and collection communicated to parents and staff • Signage clearly displayed clarifying amended procedures. 	Low
Emergency Procedures Including Fire and Lockdown	Pupils Staff Visitors	Medium	<ul style="list-style-type: none"> ✓ In the event of an incident/emergency evacuation, usual procedures will be followed. ✓ Fire drill - practice will take place in first week when pupils return ✓ If a member of the site team not on site, a member of SLT will go to meet the emergency services and reset alarm, once all clear is given and a member of the teaching staff will take the roll call. 	Y	Y	<ul style="list-style-type: none"> • FRA risk assessment reviewed to incorporate reduced staffing levels to ensure sufficient levels of key roles such as fire wardens • Fire Drill make adjustments to allow for social distancing where appropriate 	Low

Travel and Transport	Pupils Staff	Medium	<ul style="list-style-type: none"> ✓ Transportation of Students and Staff Risk Assessment reviewed and shared to encompass Covid-19 guidance. ✓ Cleaning of the vehicles to be carried out after each use by the driver. ✓ The same students should use the same vehicles with the same driver each day, morning and evening. ✓ Students should be loaded in order to prevent them walking past each other, first on last off. I.e. first student on in the morning to sit at the rear of the bus and so on. ✓ Students and Drivers should hand sanitise each time they enter or disembark the vehicle ✓ Daily fogging of vehicles at the end of each day ✓ Parents must be reminded that if students or a member of their household is displaying symptoms, they must not board a home to school service. ✓ Records of who has travelled on the school bus must be kept by the school including the seating plan so that in the event of a passenger, chaperone or driver testing positive the information can quickly and accurately supplied to any agency requiring it for Track and Trace purposes. ✓ Staff advised not to travel abroad where quarantine is required. 	Y	Y	<ul style="list-style-type: none"> • All drivers to wear face masks/ coverings and gloves when transporting pupils and staff • Pupils and staff to wear face coverings. A supply of disposable coverings will be available in the vehicle should a student forget to bring their own • A zip lock bag should be carried by each student to put the covering in once at school • Any student who develops symptoms while at school should not travel home on the service, alternative arrangements should be made for the return journey home. 	Low
H&S Training No Longer in Date or Expired	Pupils Staff	Medium	<ul style="list-style-type: none"> ✓ Specific training undertaken for staff with key roles. 	Y	Y	<ul style="list-style-type: none"> • Routine checks in place • Staff with expiring certificates are booked on to EFAW or FAW 	low

			<ul style="list-style-type: none"> ✓ Training matrix provided to clarify current training levels, and routinely monitored and updated. 			<ul style="list-style-type: none"> requalification courses at the earliest opportunity 	
<p>Cross Contamination - getting or spreading covid 19 by not washing hands or not washing them adequately and not adhering to current System of Controls</p>	<p>Pupils Staff Visitors Contractors</p>	<p>High</p>	<ul style="list-style-type: none"> ✓ Posters displayed in School to ensure staff follow guidance for themselves and pupils regarding: <ul style="list-style-type: none"> • Social distancing • handwashing, • Face coverings • temperature monitoring • what to do if anyone becomes unwell with a new, continuous cough or a high temperature, in an education setting ✓ Sufficient soap and paper towels for handwashing and spare stock on site – hand dryers put out of use. ✓ Staff and pupils reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. ✓ Suitable and sufficient rubbish bins shall be provided for hand towels with regular removal and disposal. ✓ Regular breaks shall be allowed to wash hands, with time factored into activities. Pupils to wash hands every time they change rooms ✓ Hand Sanitizer is located at entry and exit points and supervised areas only. No touch type preferable. ✓ Hand sanitiser provided in classrooms where hand washing facilities are not close by ✓ Bubbles are not mixed during day. ✓ Pupils in Year 7 and above, all staff and visitors to wear face coverings in all school 	<p>Y</p>	<p>Y</p>	<ul style="list-style-type: none"> • Areas sectioned off to reduce contact with non-designated bubble groups. • Covid-19 posters are displayed frequently and monitoring in place to ensure staff, pupils and visitors adhere. • Thermometers will be available in the staff isolation room for staff self-checks. • Parents are advised to check their child's temperature prior to coming to school and follow guidance to not send child in if temperature is 37.8° or above. • Drinking water fountains taken out of use. However, water will be provided throughout the day. • Staff and parents are reminded to wash cloth face coverings regularly and to dispose of face masks as soon as they become soiled (disposable face masks). • Staff working across sites should wear a fresh face masks/ covering upon arrival. 	<p>Medium</p>

			<p>areas including classrooms, <u>unless social distancing can be maintained.</u></p> <ul style="list-style-type: none"> ✓ Ensure that those involved in cleaning activities are aware of the PPE requirements ✓ Lateral Flow Testing available to pupils and staff either in school or via home testing kits <ul style="list-style-type: none"> • Schools should maintain a small Lateral Flow Testing site to be used as necessary. 				
General Cleaning - getting covid-19 by not cleaning surfaces, equipment and workstations	Pupils Staff Visitors Contractors	High	<ul style="list-style-type: none"> ✓ Usual school cleaning protocols will be followed during this period, with additional cleaning tasks/frequency as agreed at a meeting between school and cleaning contractor. ✓ Ensure that those involved in cleaning activities are aware of the PPE requirements ✓ Full deep clean of premises to be arranged in the event of confirmed Coronavirus case(s) in line with risk assessment from Local Health Protection Team ✓ COSHH assessments for existing and new cleaning products reviewed and in place ✓ Increased cleaning to frequently touched surfaces such as handrails, handles, toilets, washing areas, telephones and all equipment. ✓ Bins for tissues emptied during day. ✓ Signage around school to inform staff & pupils what they need to do to keep school clean and sanitised. 	Y	Y	<ul style="list-style-type: none"> • Deep cleaning scheduled for all schools prior to opening • Areas of the school not in use during this period will be locked/shut to reduce the number of areas to be cleaned. • School is in receipt of third-party cleaning contractor's new risk assessments for new way of working and support of schools plans for opening. • Enhanced cleaning schedule per site, during the day to focus on high risk areas. • Staff have been advised to clean desk areas regularly. Cleaning materials have been provided 	Low
Social Distancing is Difficult to Achieve	Pupils Staff Visitors	High	<ul style="list-style-type: none"> ✓ Safe working operations to encompass 2m minimum distance where possible. ✓ Briefings to take place adopting the 2m social distancing ahead of any overlapping task to restrict the need for communication during the short duration close proximity working (and to prevent face to face working). 	Y	Y	<ul style="list-style-type: none"> • PPE must be worn for all tasks which do not allow adequate two metre social distancing I.e. Manual handling tasks or intimate care of pupils 	Medium

			<ul style="list-style-type: none"> ✓ Lifts to not be used or if required controlled access given. ✓ Where interaction is required for combined tasks, individual risk management: Elimination, Time, Distance and Shielding. ✓ Avoiding large gathering such as assemblies with more than one year group ✓ Pupils in Year 7 and above and all staff to wear face coverings in all school areas including classrooms unless <u>social distancing can be maintained.</u> <ul style="list-style-type: none"> • This will not apply in situations where a face covering would impact on the ability to take part in exercise or strenuous activity, for example PE lessons. • Face coverings do not need to be worn by pupils when outdoors on the premises. • If a face shield is worn for activities such as DT, it should not be worn in substitution of a face covering, if social distancing cannot be maintained. 			<ul style="list-style-type: none"> • Numbers will be limited in all offices and staff areas – signage on doors to confirm number of people allowed to enter. • Break times and lunch time will be staggered. • Use of markers or signage, furniture to be reduced in classrooms, closure of cubicles in toilet areas, one in one out system. • Back-to-back working put in place where possible in shared offices. • Signs on door with a maximum limit of staff and pupils. • Hand Sanitizer available around school site including classrooms and offices 	
Use of suitable classrooms and areas including room layout, teaching equipment etc adhering to social distancing guidance for schools published by PHE/DFE	Pupils Staff	High	<ul style="list-style-type: none"> ✓ Side to side seating and facing forwards rather than face to face or side on ✓ Minimised overcrowding in corridors with different timetable for different year groups, installation of barriers where appropriate, or floor markings, one-way circulations where possible. ✓ Pupils in Year 7 and above and all staff to wear face coverings in all school areas including classrooms unless <u>social distancing can be maintained.</u> 	Y	Y	<ul style="list-style-type: none"> • Suitable space between desks and pupils to be spaced out (as far as possible keeping a minimum of 1 metre apart) • Removal of soft furnishings, soft toys and toys that are hard to clean and unnecessary items to give more space in rooms. • Water bottles to be taken home each day. 	Medium

			<ul style="list-style-type: none"> ✓ Staircases with one-way circulation such as up and down staircases only, pupils stay in classrooms for most of day to reduce need to move around vertically. ✓ Visual inspection of classroom by staff prior to each daily use. ✓ Pupils encouraged to be self-sufficient at their own desk every day – own pencil case and water bottle ✓ Resources shared between classes or bubbles are frequently cleaned or left unused for period of 48 hours (72 for plastics) ✓ Regular cleaning programme established ✓ Ventilation – rooms should be well ventilated with natural ventilation (open windows). Where centralised or local mechanical ventilation is present, recirculatory systems adjusted to full fresh air, if this is not possible systems will be operated as normal. ✓ Fire Doors should not be propped open with door wedges – appropriate door closure systems should be used. 			<ul style="list-style-type: none"> • Cleaning regimes in place including desktops and equipment during the day. • Communication sent to parents to advise on season appropriate clothing – particularly due to open windows during winter. • No sharing of drinking cups 	
<p>Activities, Practical lessons, Sport, Music, Out-of-School Activities, Trips (based on updated guidance 17th May 2021)</p>	<p>Staff Pupils Contractors</p>	<p>Medium</p>	<ul style="list-style-type: none"> ✓ Play equipment should be cleaned more frequently ✓ PE or sports lessons to follow FA, ISFA, AFPE or Sport England & ECB for current guidance <ul style="list-style-type: none"> • If participants are symptomatic or living in a household with possible or actual Covid-19 infection you must not participate or attend. You should stay home and follow the latest Government guidance. • Pupils should arrive changed and ready to participate where possible. • Pupils should shower at home where possible. 	<p>Y</p>	<p>Y</p>	<ul style="list-style-type: none"> • All equipment sanitised before and after each activity (rinsing in pool is sufficient due to the chlorine levels) • No shaking of hands • Participants must be in possession of their own water bottles. • There should be no shouting, singing or spitting • If changing rooms are used; staff to patrol pupils in and out via one-way system. 	<p>Low</p>

			<ul style="list-style-type: none"> All staff and pupils to sanitise hands pre/post-fixture and during any breaks in activity. Only Parents, carers and siblings are permitted to attend sporting events at the Sports Field. All spectators must remain socially distanced at all times e.g. 2m apart on the side-line. All spectators are required to sign-in & out at sporting events to support school track and trace procedures. Away Fixtures: All pupils are required to wear a face covering when travelling to away fixtures. 	Y	Y	<ul style="list-style-type: none"> High traffic areas such as handrails, door handles, towel hooks should be cleaned in-between activities. No parking at the Sports Field for visitors during events All spectators must enter the sports ground via the Edgehill Road gate (behind clubhouse) Additional Risk Assessment "Returning to Fixtures" is available to read on the school website. 	
			<ul style="list-style-type: none"> ✓ Sports Halls- increase to frequency of cleaning and hygiene in place ✓ Practical lessons will take place if equipment is cleaned thoroughly between lessons or left unused for a period of 48 hours (72 for plastics). ✓ Science lessons to follow Cleapss current guidance ✓ Music lessons/ singing - pupils should be positioned back-to-back or side to side and avoid sharing of instruments. <ul style="list-style-type: none"> Position wind and brass players so that the air from their instrument does not blow into another player. ✓ All attempts should be made to keep pupils in a group with other children from the same bubble they are in during the school day. ✓ Playing instruments and singing in groups should take place outdoors wherever possible. If indoors, consider limiting the numbers in relation to the space and good ventilation. 	Y	Y	<ul style="list-style-type: none"> Use microphones where possible or encourage singing quietly. Instruments should be cleaned by the pupils playing them, where possible. If social distancing cannot be maintained on a 121 lesson, face coverings can be worn by teacher and pupils over aged 11. Supply and Peri teachers can move between schools however school to ensure minimise contact and maintain social distance from other staff 	

			<ul style="list-style-type: none"> ✓ International visits are not permitted ✓ If out-of-school provision is taking place indoors and it is not possible to group children in the same bubble as they are in during the school day, then attempts should be made to try and keep them in consistent groups of no more than 15 children and at least one staff member. ✓ Activities taking place outdoors can happen in groups of any number. ✓ Risk assessments in relation to Educational day visits are undertaken to ensure they can be managed safely. 			<ul style="list-style-type: none"> • <i>Local Educational Visits should be done in line with protective measures, such as keeping children within their consistent bubble group, and the COVID-secure measures in place at the destination. Please refer to relevant Risk assessment for Educational Visits</i> 	
Shared Areas i.e. Offices, Reception Area, Staff Welfare Areas	Staff Visitors	High	<ul style="list-style-type: none"> ✓ Tables, workstations and chairs repositioned so more than 2m apart. ✓ Sneeze guards installed on Reception desks with floor signage for visitors to reception to enable social distancing. ✓ Floor markings and signage installed. ✓ Limit on numbers in areas to maintain social distancing. ✓ Limiting hot desking ✓ Doors left open to ease ventilation and no contact if possible. ✓ Where possible, staff are encouraged to bring their own drinking vessel. ✓ Additional cleaning equipment provided for staff to use for frequently used equipment ✓ Posters and guidance to remind staff of safe practices. ✓ Floor markings and signage installed. 	Y	Y	<ul style="list-style-type: none"> • Staff designated areas • Signage advising of maximum capacity displayed on office and staff room doors • All telephones and PC's to be cleaned by staff member after each use. 	Medium
Staff Wellbeing	Staff	Medium	<ul style="list-style-type: none"> ✓ SLT discuss with staff specific concerns and how to make them feel safe. ✓ Staff encouraged to continue to have conversations on concerns when they are working and if necessary, action will be taken 	Y	Y	<ul style="list-style-type: none"> • Colleagues have access to the Care First service, which offers counselling and practical support services. Colleagues can use the 24-hour freephone 	Low

			<ul style="list-style-type: none"> ✓ Provision of online resources via MyCognita to support staff wellbeing. ✓ Staff have employee helpline resource available via Care First. 			<p>helpline 0333 212 7341 please contact the BM for the username and password.</p> <ul style="list-style-type: none"> • School reopening Risk assessment shared with all staff 	
Dining Areas	Pupils Staff	High	<ul style="list-style-type: none"> ✓ Pupils and staff encouraged to promote excellent personal hygiene prior to and following food consumption ✓ Regular routine cleaning regimes followed. ✓ Ensure that those involved in cleaning activities are aware of the PPE requirements ✓ Separate cloths and cleaning agents used for different areas. ✓ Secure storage of cleaning equipment when not in use. ✓ Spillages cleared promptly, with signage located during drying. ✓ Adequate time permitted between normal room use and dining requirements, to ensure adequate/suitable cleaning regimes can be followed. ✓ Considerate disposal of waste and bins emptied regularly. 	Y	Y	<ul style="list-style-type: none"> • Menu will be displayed on the school website • Risk Assessment completed by catering company to reflect any changes • Timing of lunch to be staggered to allow for social distancing • Staff will eat lunches in designated classrooms/ offices or outside – Marquee is provided (relevant to boys school only). • CHB Pupils will eat lunches in the following areas: <ul style="list-style-type: none"> ○ YR's 4 & 6 (Marquee) ○ YR's 1, 2 & 5(Dining Hall) ○ YR's 3, 7& 8 (Main Hall) • Cleaning Regime in place in between services 	Low
Information Sharing	Pupils Staff Contractors	Medium	<ul style="list-style-type: none"> ✓ Reinforcement of information and guidance at regular staff meetings. Regular reviews by SLT to ensure measures being followed. ✓ Information sharing undertaken with all third parties and contractors, to ensure alignment of any overlapping areas. ✓ Any training required to support staff has been provided. 	Y	Y	<ul style="list-style-type: none"> ○ Risk Assessments shared with staff and third parties. ○ Posters displayed - reminders of who to contact if concerned ○ Covid-19 statement displayed on school website 	

		<ul style="list-style-type: none"> ✓ Staff to report to H&S coordinator of any concerns. ✓ Near miss reporting in place to identify where controls cannot be reported or people not doing what they should ✓ RA reviewed regularly to adapt to change in plans for working safely to reflect government guidance or significant changes and communicated to all. 			<ul style="list-style-type: none"> ○ Reminders of guidance during inset day. 	
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REVIEWS:		
DATE OF REVIEW: 25/05/2021	REVIEWED BY: Symone Campbell	COMMENTS: Reviewed in line with Government guidance for Step 3 of Roadmap. School will continue to advise staff and year 7-8 pupils to wear face coverings
DATE OF REVIEW:	REVIEWED BY:	COMMENTS:
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