

RISK ASSESSMENT

Educational Setting	Hampton College Primary (HCP), Clayburn Road, Peterborough, PE7 8GL
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	Paul Jones (Head of School - Hampton College Primary), Michele Stuffins (Deputy Head of School - Hampton College Primary), Lauren Tuley (Assistant Head of School - Hampton College Primary), Stephen Ebdell (Site Manager - Hampton Academies Trust), Caroline Behan (Director of Finance and Resources - Hampton Academies Trust), Helen Price (Executive Headteacher - Hampton Academies Trust) Original: Completed on 24 th February 2021 Current Version (002): Reviewed on 15th March 2021
Review Date	To be reviewed on a fortnightly basis

Part 1: Contextual Information

Context / Background	<p>The following document outlines the context, planning and risk assessment for the full reopening of Hampton College Primary (HCP) to all children on Monday 8th March 2021, following the third period of national lockdown during the coronavirus pandemic. On this basis, and using available guidance from the UK Government, the Department for Education, Public Health agencies and Peterborough Local Authority, we are setting out our plan for reopening the site of Hampton College Primary to all children from 8th March 2021.</p> <p>Prior to the most recent national lockdown, government guidance set out a ‘system of controls’, endorsed by Public Health England (PHE), which built upon the protective measures used throughout the Covid-19 outbreak. These measures will remain in place to create a ‘safer environment for children and staff where the risk of transmission of infection is substantially reduced’ (Guidance for full opening: schools, DfE). These essential protective measures include:</p> <ul style="list-style-type: none"> • a requirement that people who are ill or symptomatic with coronavirus stay at home; • robust hand and respiratory hygiene; • enhanced cleaning arrangements in place throughout the day; • active engagement with NHS Test and Trace, including Trust and HCP school Test and Trace procedures;
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	<ul style="list-style-type: none"> • formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable. <p>The way in which contacts are reduced at HCP will include:</p> <ul style="list-style-type: none"> • grouping children together (further information is given below); • avoiding contact between groups; • arranging classrooms with forward facing desks; • staff maintaining distance from pupils and other staff as much as possible. <p>The way in which this ‘system of controls’ and series of protective measures will be implemented at HCP is set out throughout this document.</p>
<p>Our plan for reopening: the HAT way</p>	<p><u>Step 1 - Preparing the site</u></p> <p>As the current school term began, we were expecting to fully open the school to all pupils in all year groups, prior to the Prime Minister’s announcement of the third national lockdown on 4th January 2021. Therefore the site of HCP was already ready for school opening for the spring term. This risk assessment sets out steps that have been taken already, and actions to follow, to ensure that the site is as safe as possible from day one. It should be noted that the site has <u>not</u> been closed since March 20th 2020, when schools were closed for the first national lockdown, and therefore the regular building maintenance checks have been ongoing throughout the lockdown, partial schools’ reopening periods, the school summer holiday period and full school reopening during the autumn term 2020. This includes ensuring that safety equipment within the building is in good order and building services are fully operational. The site has been cleaned thoroughly throughout the lockdown, partial reopening and full reopening periods and cleaning and hygiene procedures and practices have been updated to ensure that rigorous cleaning remains in place this term. This includes increased availability of cleaning staff, and training and monitoring to ensure that all staff are fully aware of their responsibilities for cleaning and hygiene. The risk assessment also sets out the practical measures that will be in place to reduce contact around school, promote the principles of social distancing for adults and between Bubbles of children and ensure that safety is paramount for all. It should be noted that, where possible all adults will be expected to be 2 metres apart, however the government guidance sets out additional routines and practices for children who, unlike adults and older children, cannot be expected to</p>

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remain 2 metres apart. The government guidance for this is included in the first objective of Part 2 of this risk assessment.

Step 2 - Reviewing staff for availability in school

The HAT Human Resources team (HR), in consultation with the Trust SLT and Heads of School, have conducted a review of primary staff members who were previously classed as **clinically extremely vulnerable** or **clinically vulnerable** to ensure that all individual medical advice is followed during this lockdown. **Clinically extremely vulnerable** staff will continue to work from home as long as shielding advice remains in place. This is currently until 31st March 2021. **Clinically vulnerable** staff will work in school with a risk assessment in place, if necessary, or will work from home if this is deemed appropriate and necessary.

In the event that staff absence occurs, the HCP Core SLT will assess the safest way possible to cover their absence on a case-by-case scenario.

Step 3 - Establishing year group “Bubbles”

For the majority of the day the children will be taught, and work together, in their individual class of up to 30 children, working with their class teacher and teaching assistant(s). There are times, however, where it will be necessary for two classes in one year group to come together. These times include the start and end of the day, playtimes, lunchtimes, and for some learning activities. ‘Setting’ (year 2 and 6) and continuous provision (reception and year 1) could also be facilitated within year group Bubbles. Therefore a ‘Bubble’ at HCP will consist of one year group of 60/61 children and their associated adults. It should be noted, however, that the DfE guidance allows for adults to work across Bubbles and therefore adults will not be solely restricted to one Bubble and can move between Bubbles. All adults in school should adhere to the 2 metre social distancing guidance, and when in classrooms with children should minimise their contact with children where possible.

Our Bubbles will remain in their allocated classrooms and we will be implementing strict guidelines to ensure Bubbles do not mix or interact with each other. Whilst this does not reflect our desired or usual approach to teaching and learning at HCP, we are forming our Bubbles to ensure that the safety of all is paramount. Bubbles will work together, eat together, play together and form their own school family together. Should isolation be required due to a member of staff or a child in a Bubble testing positive for Covid-19, a Bubble

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can be isolated and contacts within that Bubble easily tracked and traced, in order for us to follow local health protection team advice on appropriate isolation for other contacts. We fully appreciate this is not the norm for our school, however our commitment to do the very best for all members of our school community means that our key priority must be safety.

Step 4 - Practical steps to reduce risk

Throughout the accompanying risk assessment, practical steps are detailed which will help to reduce the risk for all members of our school community. Although the government and DfE guidance acknowledges that children will not be expected to remain socially distanced from each other within their Bubble, the school will actively promote social distancing with children, especially remaining apart from other Bubbles. The importance of social distancing, good hand hygiene and good respiratory hygiene will be retaught on day one for each Bubble. This will then form part of our daily teaching routine so that we can educate children about social distancing and effective hygiene, without causing anxiety or concern. Classrooms have been remodelled and excess furniture or resources, which cannot be easily cleaned and sanitised, has been removed. Where possible, children will be seated at tables facing forward in order to minimise face-to-face contact. Each child in our year 2 - year 6 Bubbles will have their own pack of basic classroom stationery and their own books; this will help to minimise movement within the classrooms and limit the sharing of resources.

Outside of the building, social distancing will be actively promoted through signage and pavement /playground markings, rethinking and reorganising the beginning and end of day routines, limiting the number of parents on site by asking one parent per family to drop off and collect their child and also by staggering start and finish times. The proposed start and finish times are shown below, along with entrance and exit points.

Bubbles	Drop Off times	Drop off route for parents and children	Collection times	Collection route for parents
Reception (HCP)	8.30am - 9.00am	Through the gate and into the reception outdoor area	2.45pm - 3.00pm	Through the gate and collect from the reception classrooms

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Year 1 (HCP)	8.30am - 8.40am	Through the ball zone gate and across the playground	3.10pm	From the ball zone gate
Year 2	8.45am - 8.55am	Through the ball zone gate and across the playground	3.25pm	From the ball zone gate
Year 3	8.30am - 8.40am	Through the gate and into the Y3/4 stairwell	3.10pm	From the school gate
Year 4	8.45am - 8.55am	Through the gate and into the Y3/4 stairwell	3.25pm	From the school gate
Year 5	8.30am - 8.40am	Vivacity Fire Exit next to the main entrance	3.10pm	Vivacity Fire Exit next to the main entrance
Year 6	8.45am - 8.55am	Vivacity Fire Exit next to the main entrance	3.25pm	Vivacity Fire Exit next to the main entrance

We will actively encourage the parents of children in all year groups to drop their children off at designated places at the front of the school building and not enter the building at all, where possible.

Inside the building, social distancing will be actively promoted through signage and reestablishing routines. Children will be actively discouraged from moving around the building except at the start and the end of the day, at break and lunchtimes and in the event of emergencies. Each Bubble will be allocated a gender neutral toilet facility, with the boys' and girls' cloakroom toilets being repurposed to provide each Bubble with its own allocated toilet. Bubble toilet facilities will be limited to a maximum of two pupils at any one time. Breaktimes and lunchtimes will be timetabled and staggered, with zoned areas of the playground, ballzone and school field being used by the Bubbles and the school hall being redesigned to accommodate one year group Bubble per sitting at lunchtime. Between each sitting at lunchtime the tables and chairs in the hall will be cleaned before the next sitting is allowed into the hall. Lunchtime supervisors will be deployed during the lunchtime period to ensure this can be achieved.

These timetables are shown below.

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Breaktimes

Year group	Morning Breaktime	Location	Afternoon Breaktime	Location
1	10.00am - 10.15am	Ball Zone	2.00pm - 2.15pm	Playground
2	10.00am - 10.15am	Playground	2.00pm - 2.15pm	Ball Zone
3	10.30am - 10.45am	Playground	-	-
4	10.30am - 10.45am	Ball Zone	-	-
5	11.00am - 11.15am	Playground	-	-
6	11.00am - 11.15am	Ball Zone	-	-

Lunchtime

Each year group will have an allocated lunch break which consists of time inside to eat and a breaktime outside. Reception children will eat in the former staff room and all other year groups will have an allocated time slot to eat in the school hall.

In order to keep the children and staff safe, and in line with guidance from the DfE and Peterborough City Council (PCC), our plan would be to use the regular, fold out lunch tables, however children will only sit along one side of each of the tables; this means that children will not be facing each other during lunchtime.

Timings for lunchtime have been planned to enable all children to eat in the hall. The hall will be staffed exclusively by lunchtime supervisors, with Core SLT on duty too. To facilitate the extension of lunchtime, the lunchtime supervisors would be split into three shifts;

- 11.00am - 12.50pm - Lunchtime staff for KS1
- 11.30am - 1.20pm - Lunchtime staff for EYFS
- 12.00noon - 1.50pm - Lunchtime staff for KS2

The outside element to lunchtimes will be staffed by teaching assistants attached to each year group, as their contracted 30 minutes lunch duty. Teaching staff will have a lunch break of 50mins to 1 hour. In the event

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of a wet lunchtime, children will remain in their classroom for the ‘outside element’ and will be supervised by their TA(s). Teachers may be asked to help out with lunchtime duties as necessary.

Year group	Lunchtime (eating time)	Lunchtime (outdoor time)
Reception	12.00noon - 1.00pm	Incorporated within this hour
1	11.15am - 11.45am	11.45am - 12.15pm
2	11.45am - 12.15pm	11.15am - 11.45am
3	12.15pm - 12.45pm	12.45pm - 1.15pm
4	12.45pm - 1.05pm	12.15pm - 12.45pm
5	1.05pm - 1.25pm	1.25pm - 1.55pm
6	1.25pm - 1.45pm	12.55pm - 1.25pm

Staff members will be asked to minimise their contact with staff members of other Bubbles during their breaktimes and lunchtimes, adhering to the 2 metres social distancing at all times.

Staff testing using Lateral Flow Devices (LFDs)

Following a period of on-site testing of staff using lateral flow devices, home self-test kits will be rolled out during the week beginning 1st March 2021 to enable all staff who opt in to self-testing to complete a Covid-19 lateral flow test at home twice weekly. Results will then be reported to the NHS Track and Trace team and to the Core SLT, who will log staff results internally. Staff members who receive a negative result will be able to come into work as normal. Staff members who receive a positive result will then need to self-isolate for ten days and book a PCR test, following advice and guidance from NHS Track and Trace and Public Health at all times.

Summary of Protective Measures

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A non-exhaustive summary of additional protective measures in place from 8th March 2021:

- Children and staff with symptoms of Covid-19 must remain at home until they have been tested; they, and their families, must then follow the Public Health advice regarding self-isolation for 10 days.
- Encouraging staff, children and families to fully engage with the NHS Test, Track and Trace processes to limit the spread of Covid-19.
- Staff self-test LFDs will be provided for staff who opt in to testing to test themselves at home twice weekly.
- Bubbles will be limited to one whole year group.
- Clinically extremely vulnerable staff will continue to work from home until at least 31st March 2021.
- Clinically vulnerable staff with either work in school under an individual risk assessment, or will continue to work from home until at least 31st March 2021.
- Whilst children within Bubbles do not need to be socially distant from each other, staff should (where possible) remain 2 metres away from children, and should (where possible) remain 2 metres away from other staff members. A maximum safe limit of 15 minutes, either in one period or cumulatively over one school day, for close contact e.g. 1:1 work, administering First Aid etc. can be adopted by staff who need to be in close contact of a child.
- Ensuring regular handwashing, and/or use of hand sanitiser regularly throughout the day (on arrival at school, before and after breaktimes, before and after lunchtimes, when handling or consuming food, before and after using the toilet etc.).
- Encouraging good respiratory hygiene in children and staff, and ensuring bins are emptied regularly.
- Ensuring toilet facilities are cleaned regularly throughout the day, bins are emptied and communal facilities (e.g. the staff room) are cleaned regularly too.
- Ensuring the seating and tables in the hall are cleaned after each sitting.
- Ensuring doors are kept open, where possible, with the exception of the secure line doors, identified and labelled non-automatic fire doors and doors to the reception corridor.
- Ensuring push plates and handles on closed doors and handrails on stairs are cleaned throughout the day.
- Providing each classroom with a cleaning kit, and replenishing this, and hand soap/sanitiser dispensers on a daily basis.
- Ensuring resources are shared within a year group only and not across different year groups. As the year group as a whole is a Bubble, resources would only need deep cleaning if they needed to be shared across year groups.
- Providing each child with an individual stationery pack in years 2 - 6.

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- Assemblies will be held within classes, or year groups, and will continue to be virtual this term.
- Reading books will be allocated to Bubbles (year groups).
- Visitors into school will be strictly limited. Contractors should only be in school after the end of the school day, unless attending an emergency or essential call out. Other visitors will need to make appointments to come into school.
- Face coverings will be worn by visitors on school grounds and in the school building, including by parents at the beginning and the end of the day. Staff will wear face coverings when meeting parents or visitors, when on duty at the beginning and end of the day and in communal areas of the school, if social distancing cannot be achieved.
- Children will wear PE kits on PE days.
- An isolation room will be set up for suspected cases of Covid-19.

Step 5 - Communication

Safety for all is paramount and communication to all members of our school community is key. We will ensure that we share our updated risk assessment with all staff by 3rd March 2021. This risk assessment will also be published on our school website.

We will also communicate more detailed plans for reopening with all stakeholders during the week beginning 1st March 2021.

Step 6 - Managing pupil and staff wellbeing and mental health

Throughout the rest of the spring term, and into the summer term 2021, we will ensure that staff are supported with their own wellbeing and are given resources and strategies to support children's wellbeing. Staff members will be advised to share their anxieties or concerns, and our wider senior leadership teams will support staff through peer support, use of our Employee Assistance Programme (Health Assured), support from HR, support from our Wellbeing Champion and by referral to positive mental health and wellbeing resources. Staff workload will also be a consideration to ensure that staff are able to maintain a good work:life balance. This will include timetabled PPA sessions; realistic and workable expectations around planning, teaching and marking etc.

Teachers will be actively encouraged to plan activities to support the development of positive mental health and wellbeing in children, and any significant concerns will be shared with our Engagement and Pastoral

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	<p>Support Co-ordinator or our Core SLT. We have a range of resources we can draw upon to support children with their own feelings, worries or anxieties.</p> <p><u>Step 7 - Remote learning</u></p> <p>In the event of a Bubble closing or any future partial or full school closures, remote learning will be provided on a daily basis via the year group email addresses for years 1 to 6 and Tapestry for reception. Paper packs could be made available on request. Further detail is available in our remote learning plan.</p>
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Part 2: Risk assessment

General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting;

- Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.
- Wash your hands with soap and water often - do this for at least 20 seconds. (Handwashing techniques advice can be found [here](#)).
- Use hand sanitiser gel if soap and water are not available.
- Staff and pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

Government advice regarding the use of Personal Protective Equipment (PPE) including face coverings and face masks

The following guidance is taken from “*Schools coronavirus (COVID-19) operational guidance: February 2021*” published by the Department for Education.

Page 10 - “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.”

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Pages 11 - 14 - “Where pupils in year 7 (which would be children who were aged 11 on 31 August 2020) and above are educated, we recommend that face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Face coverings do not need to be worn by pupils when outdoors on the premises.

In addition, we now also recommend in those schools, that face coverings should be worn in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.

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 (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering.

We are taking this additional precautionary measure for a limited time during this period of high coronavirus (COVID-19) prevalence in the community. These measures will be in place until Easter. As with all measures, we will keep it under review and update guidance at that point.

Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. There is currently very limited evidence regarding the effectiveness or safety of transparent face coverings, but they may be effective in reducing the spread of coronavirus (COVID-19).

Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings in schools or in public places.

Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.

Exemptions

Some individuals are exempt from wearing face coverings. This applies to those who:

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- cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties
- speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate

The same exemptions will apply in education and childcare settings and you should be sensitive to those needs, noting that some people are less able to wear face coverings and that the reasons for this may not be visible to others.

Access to face coverings

Due to the increasing use of face coverings in wider society, staff and pupils are already likely to have access to face coverings. PHE has also published guidance on how to make a simple face covering.

You should have a small contingency supply available for people who:

- are struggling to access a face covering
- are unable to use their face covering as it has become damp, soiled or unsafe
- have forgotten their face covering

No pupil should be denied education on the grounds that they are not wearing a face covering.

Safe wearing and removal of face coverings

You should have a process for when face coverings are worn within your school and how they should be removed. You should communicate this process clearly to pupils, staff and visitors and allow for adjustments to be made for pupils with SEND who may be distressed if required to remove a face covering against their wishes.

Safe wearing of face coverings requires the:

- cleaning of hands before and after touching - including to remove or put them on
- safe storage of them in individual, sealable plastic bags between use

Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Staff and pupils may consider bringing a spare face covering to wear if their face covering becomes damp during the day.

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You must instruct pupils to:

- not touch the front of their face covering during use or when removing it
- dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin)
- place reusable face coverings in a plastic bag they can take home with them
- wash their hands again before heading to their classroom

Separate guidance is available on:

- preventing and controlling infection, including the use of PPE, in [education, childcare and children's social care settings](#)

Page 22 - 23 - “Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary

Face coverings are not classified as [PPE \(personal protective equipment\)](#). PPE is used in a limited number of settings to protect wearers against hazards and risks, such as surgical masks or respirators used in medical and industrial settings. A face covering is a covering of any type which covers your nose and mouth.

Most staff in schools will not require PPE beyond what they would normally need for their work. If a pupil already has routine intimate care needs that involve the use of PPE, the same PPE should continue to be used.

Additional PPE for coronavirus (COVID-19) is only required in a very limited number of scenarios, for example, when:

- a pupil becomes ill with coronavirus (COVID-19) symptoms, and only then if a 2 metre distance cannot be maintained
- performing [aerosol generating procedures \(AGPs\)](#)

When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, should be worn.

The guidance on [safe working in education, childcare and children's social care](#) provides more information about preventing and controlling infection. This includes:

- when and how PPE should be used
- what type of PPE to use
- how to source it

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At HCP we have a grab box of certified PPE received from the Peterborough City Council, the DfE and Eureka (our First Aid Supplier), which is kept in the Head of School's office. The HoS, DHoS and AHoS have all completed the online training and are able to use PPE safely. Donning and Doffing procedure cards are kept in the PPE grab box and are displayed in the Isolation room. PPE will only be worn if a member of staff comes into close contact with a child with Covid-19 symptoms who has been isolated from his/her Bubble.

Face coverings will be worn by staff on duty at the beginning and end of the day when coming into contact with parents. when meeting parents or visitors and in communal areas of the school, where social distancing cannot be achieved. Face coverings will also be worn by any visitors coming into the school building. We will also encourage parents and visitors to wear face coverings whilst on the school site e.g. dropping off and collecting their children from school. In addition to this, any Trust staff who work across sites will also be required to wear a face covering when they enter each school building and as they move through the corridors.

Social distancing in schools

All adults will be reminded of the need to socially distance themselves from each other by staying 2 metres apart in order to reduce the risk of infection and spread of Coronavirus. For children, we will encourage social distancing and also employ other measures in line with the government guidance below. This guidance is taken from "*Coronavirus (COVID-19): implementing protective measures in education and childcare settings*" published by the Department for Education.

"We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account. Schools should therefore work through the hierarchy of measures set out above:

- avoiding contact with anyone with symptoms
- frequent hand cleaning and good respiratory hygiene practices
- regular cleaning of settings
- minimising contact and mixing

It is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, only mix in a small, consistent group and that small group stays away from other people and groups.

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Public Health England (PHE) is clear that if early years settings, schools and colleges do this, and crucially if they are also applying regular hand cleaning, hygiene and cleaning measures and handling potential cases of the virus as per the advice, then the risk of transmission will be lowered.

Where settings can keep children and young people in those small groups 2 metres away from each other, they should do so. While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk.”

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What are the hazards?	Who might be harmed and how?	What are you doing already? PCC / CCC guidance in red, School actions in black	What further action is necessary?	Action by whom?	Action by when?	<div style="background-color: #90EE90; padding: 2px;">Done / routine actions in place</div> <div style="background-color: #FFD700; padding: 2px;">Partially completed</div> <div style="background-color: #FF0000; color: white; padding: 2px;">Not completed</div>
Prevention	Pupils, parents, staff and visitors may be harmed by not following the protective measures and therefore increasing the risk of spread of Covid-19	<p>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.</p> <ul style="list-style-type: none"> Staff, parents and pupils were informed of this key protective measure ahead of schools' reopening on 3rd June 2020 and in September 2020. This was also communicated to all parents and staff members before the planned start of the spring term 2021 on 4th January 2021 and will be communicated again before 5th March 2021. <p>Clean hands thoroughly more often than usual.</p> <ul style="list-style-type: none"> This was communicated to all parents and staff members before the planned start of the spring term 2021 on 4th January 2021 and will be communicated again before 5th March 2021. Each classroom has a sink and attached toilet with sink facilities for handwashing and paper towels or hand dryers. Staff toilets throughout the school have sinks for handwashing with paper towels or hand dryers. 	<p>Ensure this key protective measure is again communicated to all staff, parents and pupils at the start of term.</p> <p>Check the set up of the isolation room for suspected cases of Covid-19, ensuring that PPE is available should it be required.</p> <p>Arrange for a deep clean of the isolation room following its use to isolate suspected cases of Covid-19.</p> <p>Ensure this key protective measure is again communicated to all staff, parents and pupils at the start of term.</p> <p>Ensure supplies of soap, hand towels and hand sanitiser are available at the start of term.</p> <p>Ensure supplies of soap, hand towels and hand sanitiser are checked and replenished on a daily basis.</p>	<p>PRJ MJS / LJT KDC</p> <p>PRJ Site Team</p> <p>PRJ MJS / LJT Site Team</p> <p>PRJ MJS / LJT KDC</p> <p>Site Team</p> <p>Site Team</p>	<p>05/03/21</p> <p>Before 05/03/21</p> <p>As required</p> <p>05/03/21</p> <p>05/03/21</p> <p>Daily</p>	<div style="background-color: #90EE90; padding: 2px;">Comms. completed on 04/03/21 regular reminders will be issued</div> <div style="background-color: #90EE90; padding: 2px;">Isolation room and PPE grab box set up</div> <div style="background-color: #90EE90; padding: 2px;">Deep clean of isolation room ongoing as required</div> <div style="background-color: #90EE90; padding: 2px;">Comms. completed on 04/03/21 regular reminders will be issued</div> <div style="background-color: #90EE90; padding: 2px;">Soap, hand towels and sanitiser checked daily and replenished as necessary</div>

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		<ul style="list-style-type: none"> Hand sanitiser is available in every classroom and in key locations throughout school. Handwashing will form part of the daily routine for children and staff and regular reminders will be given about the importance of regular handwashing. <p>Ensure good respiratory hygiene by promoting the 'Catch it, bin it, kill it' approach.</p> <ul style="list-style-type: none"> This was communicated to all parents and staff members before the planned start of the spring term 2021 on 4th January 2021 and will be communicated again before 5th March 2021. Each classroom, and key locations around the school, have a supply of tissues and a bin for disposal of tissues. Posters are displayed around the school site. Bins are emptied frequently throughout the day. <p>Introduce enhanced cleaning, including frequently touched surfaces often, using standard products such as detergents and bleach.</p> <ul style="list-style-type: none"> Daytime cleaner in post since 01/06/20 to undertake regular enhanced daily cleaning including all toilets, emptying of bins, stairwell handrails, door handles and door push plates. Staff have been asked to leave clear surfaces in classrooms, offices and other rooms to enable enhanced cleaning each day. All cleaning staff have been given a cleaning checklist to ensure enhanced cleaning procedures are being adhered to. 	<p>Ensure this key protective measure is again communicated to all staff, parents and pupils at the start of term.</p> <p>Ensure supplies of tissues are available at the start of term and are replenished regularly.</p> <p>Ensure bins are emptied regularly throughout the day.</p> <p>Continue with daytime cleaning routine.</p> <p>Ensure cleaning checklists are adhered to.</p> <p>Ensure supplies of cleaning products are regularly replenished.</p>	<p>PRJ MJS / LJT KDC</p> <p>Site Team</p> <p>Daytime Cleaner</p> <p>Daytime Cleaner</p> <p>Site Team</p> <p>Site Team</p>	<p>05/03/21</p> <p>05/03/21 Daily</p> <p>Several times daily</p> <p>Daily</p> <p>Weekly checks</p> <p>Ongoing</p>	<p>Comms. completed on 04/03/21 regular reminders will be issued</p> <p>Tissues replenished as necessary</p> <p>Bins emptied throughout the day by daytime cleaner</p> <p>Daytime cleaner in every day</p> <p>Churchill Supervisors checking + fortnightly meetings with SME to check on cleaning routines</p> <p>Cleaning products replenished as necessary</p>
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		<ul style="list-style-type: none"> The Site Manager has trained the cleaning staff on the importance of enhanced cleaning on a daily basis. <p>Minimise contact between individuals and maintain social distancing wherever possible.</p> <ul style="list-style-type: none"> This was communicated to all parents and staff members before the planned start of the spring term 2021 on 4th January 2021 and will be communicated again before 5th March 2021. Signage in place around the school and school site to promote social distancing including queueing systems outside, floor markings in corridors, room capacity limitation signs on office doors etc. <p>Where necessary, wear appropriate personal protective equipment.</p> <ul style="list-style-type: none"> Training will be delivered for key staff who have volunteered to wear certified PPE provided by PCC, in the case of being in close contact with a person with Covid-19 symptoms. Full PPE should only be worn/used by trained members of staff who are coming into close contact with a person displaying symptoms of Covid-19. PPE should be used for intimate care following the schools' established procedures and policies. 	<p>Ensure this key protective measure is again communicated to all staff, parents and pupils at the start of term.</p> <p>Ensure all signage is in place before the start of term, including refreshing signage used in the autumn term.</p> <p>Regular communication of the importance of minimising contacts to all staff, parents and pupils.</p> <p>Training to be shared with key staff who have volunteered to wear PPE.</p> <p>PPE stocks to be checked to ensure there is a supply of PPE readily available.</p> <p>PPE to be replenished as used.</p>	<p>PRJ MJS / LJT KDC</p> <p>PRJ MJS / LJT Site Team</p> <p>PRJ MJS / LJT Teaching staff / TAs KDC</p> <p>PRJ</p> <p>PRJ</p> <p>KDC</p>	<p>05/03/21</p> <p>Before 05/03/21</p> <p>Ongoing</p> <p>Complete d Sept 20</p> <p>Before 05/03/21</p> <p>As required</p>	<p>Comms. completed on 04/03/21 regular reminders will be issued</p> <p>Signage updated on or before 08/03/21</p> <p>PRJ/MJS and LJT have all completed online PPE training</p> <p>PPE grab box set up and checked on a weekly basis</p> <p>PPE replenished as necessary</p>
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Response to any infection		<p>Engage with the NHS Test and Trace process.</p> <ul style="list-style-type: none"> This was communicated to all parents and staff members during the autumn term 2020 and again on 4th January 2021 and will be communicated again before 5th March 2021. <p>Manage confirmed cases of coronavirus (Covid-19) amongst the school community and contain any outbreak by following local health protection team advice.</p>	<p>Ensure this key protective measure is again communicated to all staff, parents and pupils at the start of term.</p> <p>Core SLT to liaise with Trust SLT and HR Manager in the event of suspected or confirmed cases of Covid-19 being identified.</p> <p>Ensure the necessary procedures are communicated to all staff, parents and pupils at the start of term.</p> <p>Core SLT to liaise with Trust SLT and HR Manager in the event of suspected or confirmed cases of Covid-19 being identified.</p> <p>Core SLT to follow local health protection advice following any outbreak of Covid-19.</p>	<p>PRJ MJS / LJT KDC</p> <p>PRJ MJS / LJT</p> <p>PRJ MJS / LJT KDC</p> <p>PRJ MJS / LJT</p> <p>PRJ MJS / LJT</p>	<p>05/03/21</p> <p>As required</p> <p>05/03/21</p> <p>As required</p> <p>As required</p>	<p>Comms. completed on 04/03/21 regular reminders will be issued</p> <p>Ongoing comms. re suspected / confirmed cases</p> <p>Comms. completed on 04/03/21 regular reminders will be issued</p> <p>Ongoing comms. re suspected / confirmed cases</p> <p>Note - LHP advice will be followed in the event of a positive case</p>
Social Distancing in school	Pupils, parents, staff and visitors may be harmed by not observing social distancing or following	<p>Minimise contact between individuals and maintain social distancing wherever possible.</p> <ul style="list-style-type: none"> This was communicated to all parents and staff members during the autumn term 2020 and again on 4th January 2021 and will be communicated again before 5th March 2021. Signage in place around the school and school site to promote social distancing including queueing systems outside, floor 	<p>Ensure this key protective measure is again communicated to all staff, parents and pupils at the start of term.</p> <p>Ensure all signage is in place before the start of term, including refreshing signage used in the summer term.</p>	<p>PRJ MJS / LJT KDC</p> <p>PRJ MJS / LJT Site Team</p> <p>PRJ</p>	<p>05/03/21</p> <p>Before 05/03/21</p> <p>Ongoing</p>	<p>Comms. completed on 04/03/21 regular reminders will be issued</p> <p>Signage updated on or before 08/03/21</p>

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	<p>other protective measures and therefore increasing the risk of spread of Covid-19</p>	<p>markings in corridors, room capacity limitation signs on office doors etc.</p> <p>The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals.</p> <ul style="list-style-type: none"> Detailed information is given above in Step 3 and Step 4 about the routines and measures in place at HCP to reduce the number of contacts between members of our school community. In addition to this, the following teaching spaces will have limited use to minimise contacts during the school day. <ol style="list-style-type: none"> 1) KS1 Library - This will not be used for teaching or for the lending of reading books to limit the sharing of resources between children. Some reading books will be moved to classrooms and this space will be out of use. 2) KS2 Library - This will not be used for teaching or for the lending of reading books to limit the sharing of resources between children. Some reading books will be moved to classrooms and this space will be out of use. 3) Technology Tunnel - This will not be used for teaching during the spring term. The use of PCs, iPads and laptops will be subject to sanitising them before and after use. 	<p>Regular communication of the importance of minimising contacts to all staff, parents and pupils.</p> <p>Move reading books to classrooms.</p> <p>Source sanitisation products for iPads and laptops.</p> <p>Prepare the Jungle Room to be used as an intervention space for named SEND children.</p> <p>Prepare a peripatetic music teaching timetable and arrange for the music room to be cleaned between lessons.</p> <p>Set up corridor intervention spaces to be used by identified year groups and ensure cleaning procedures are in place.</p>	<p>MJS / LJT</p> <p>NCL</p> <p>Site Team</p> <p>MJS</p> <p>MJS HC Music Dept. KDC</p> <p>MJS Team Leaders</p>	<p>Completed Sept 20</p> <p>05/03/21</p> <p>Completed Sept 20</p> <p>Completed Sept 20</p> <p>Completed autumn term 2020</p>	<p>Reading books have been moved to classrooms</p> <p>Sanitisation kits provided</p> <p>Jungle room, music room and corridor intervention spaces set up; cleaning occurs if rooms or spaces are used by children from different year groups</p> <p>Bubbles</p>
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		<p>4) Jungle room - This will be used by a small number of SEND and other vulnerable children. The number of different children using this space will be strictly limited. The Jungle room will be prepared by limiting the number of available resources before its first use. After being accessed by each group of pupils it will be cleaned ensuring all surfaces and resources are wiped down. The use of the Jungle room will be detailed in each child's risk assessment before they access this space. In addition it may be used as a thoroughfare to the first aid room, but this should be limited. Staff should make use of first aid supplies in their classrooms in the first instance, with any used items being replenished after use by liaising with the administration staff.</p> <p>5) Music room - This will be used for peripatetic teaching on a timetabled basis with cleaning in place between lessons as applicable.</p> <p>6) Corridor intervention spaces - These spaces will be used for teaching with cleaning in place between lessons. Each space should be used by an identified year group to minimise contacts.</p>				
Cleaning	Pupils, parents, staff and visitors may be harmed if strict cleaning routines are not adopted and adhered to, which could	<p>The school should consult with their cleaning contractor or their in-house cleaning team to arrange a deep clean may be appropriate before staff and pupils return to school.</p> <p>More frequent cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:</p> <ul style="list-style-type: none"> ○ Taps and washing facilities, ○ Toilet flush and seats, ○ Door handles and push plates, ○ Handrails on staircases and corridors, ○ Lift and hoist controls, ○ Machinery and equipment controls, 	<p><u>Additional PCC Guidance Notes</u></p> <ul style="list-style-type: none"> • If you have been informed that someone has tested positive with Covid-19 then any area/room they have accessed should be secured for 72 hours then undergo a thorough clean. • Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the 			

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	<p>increase the risk of spread of Covid-19</p>	<ul style="list-style-type: none"> ○ All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles, vending machines and payment devices, ○ Telephone equipment, ○ Keyboards, photocopiers and other office equipment, classroom desks and chairs. <ul style="list-style-type: none"> ● All staff have already been trained on effective cleaning practices and a shared commitment to keep the school site clean, hygienic and contamination free will be encouraged in all staff. ● Pupils will be actively encouraged to assist with cleaning routines by maintaining their own hand hygiene and respiratory hygiene. ● During the day, cleaning and site staff will be responsible for ensuring that regularly used areas are cleaned after use e.g. toilet seats, toilet flush handles, taps and sinks. Teaching and teaching support staff can assist with this to maintain high levels of cleanliness and hygiene, if they are happy to do so. ● Where possible, doors will be propped open (unless there is a safeguarding risk or the door is a clearly demarcated non-automatic fire door) to reduce the number of contacts on door handles and door push plates. Where doors cannot be propped open, handles and push plates should be cleaned every hour. In the event of a fire evacuation, classroom based staff will take responsibility for ensuring ALL internal doors are closed and door wedges removed to reduce the likelihood of a fire spreading. Door wedges should also be removed at the end of each day. 	<p>correct process and PPE to be worn.</p> <p>Ensure hand hygiene signage is visible in classrooms and toilets</p> <p>Ensure each classroom has a basic cleaning kit and that this is stored out of reach of children</p> <p>Ensure classroom cleaning kits are checked and replenished on a daily basis; classroom based staff to report any missing or empty items to the Site Team</p> <p>Ensure doors are propped open each day, where possible - NOTE: The following doors MUST NOT be propped open for safeguarding reasons - the secure line double doors between the main corridor and the foyer, the doors at either end of the reception corridor</p> <p>Cleaning of door handles, push plates and handrails in stairwells to be cleaned regularly</p>	<p>Site Team Teaching Staff</p> <p>SME</p> <p>Site Team Teaching Staff / TAs</p> <p>All staff</p> <p>Cleaning staff Site Team</p>	<p>Before 05/03/21</p> <p>Before 05/03/21</p> <p>Daily</p> <p>Daily</p> <p>Throughout the day</p>	<p>Signage updated on or before 08/03/21</p> <p>Classroom cleaning kits in place and replenished as required</p> <p>Doors are propped open where possible</p> <p>Regular cleaning of door handles etc. in place</p>
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		<ul style="list-style-type: none"> • Handrails on both staircases will be cleaned regularly throughout the day. In the event of handrails being used by a number of children/staff (e.g. at the beginning of the day), children/staff will be encouraged to wash their hands after using the hand rail and the handrails will then be wiped clean. • At lunchtime, all hall furniture will be cleaned between each sitting. • Administrative staff, including SLT, will be actively discouraged from ‘hotdesking’. Members of staff will use their assigned PC, keyboard, mouse, telephone, desk, chair etc. They will be responsible for keeping their own workspace clean, tidy and clutter free. They will also clean and sanitise their desk area at the end of each day. Staff should transfer calls between handsets rather than sharing telephone handsets. • Antibacterial wipes will be provided alongside each MFD. Staff will be responsible for wiping the keypad before using the MFD. Where possible, photocopying can be completed by admin. staff in the school office, with advance notice. The MFD in the school office must only be used by admin. staff and Core SLT. Teaching staff and teaching support staff should use the MFD in the upstairs corridor or in the PPA room. • All staff will be actively discouraged from using PCs in school except their classroom PC and school iPad/keyboard. This will prevent the number of contacts on ICT devices. • The outdoor play equipment (Trim Trails) can be used (when supervised). Children must sanitise their hands before and after playing on it and must wash their hands when they return to their classrooms. 	<p>Cleaning of lunch hall furniture between sittings</p> <p>Cleaning of administrative workspaces</p> <p>Antibacterial wipes to be provided for the MFDs</p>	<p>Other staff (voluntary)</p> <p>Midday Supervisors Site Team Other staff (voluntary)</p> <p>Cleaning staff Admin staff SLT</p> <p>Site Team</p>	<p>Daily, between each lunch sitting</p> <p>Daily</p> <p>As required</p>	<p>Lunch hall furniture cleaned between sittings</p> <p>Admin workspaces cleaned on a daily basis</p> <p>Antibac. wipes provided and replenished as required</p>
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<p>Lunchtime Catering facilities</p>	<p>Pupils, parents, staff and visitors may be harmed if social distancing practices are not in place in the school kitchen which could increase the risk of spread of Covid-19</p>	<p>Consideration should be made for food service and how this will be managed and how social distancing can be achieved in the school kitchen and dining areas.</p> <p>The trust catering providers, Cucina have confirmed that from 1st June 2020;</p> <ul style="list-style-type: none"> The kitchens in all HAT school sites will be compliant with the new COVID-19 certification and will display the relevant certificate. All Cucina staff will be trained in the updated Health and Safety and Food Safety processes <p>Core SLT will ensure that the catering staff are aware of the social distancing measures which the school has in place. Catering staff will also be provided with a copy of the school risk assessment.</p> <p>School staff will regularly liaise with Cucina staff to ensure a consistent approach is taken to managing school processes.</p>	<p>Ensure new COVID-19 certification has been obtained by Cucina and the appropriate signage displayed.</p> <p>Ensure catering staff have undertaken updated H&S and Food Safety training.</p> <p>Ensure regular communication between school and catering staff. School procedures for social distancing and routines in the dining hall should be explained to catering staff.</p>	<p>PRJ MJS / LJT Cucina</p> <p>PRJ Cucina</p> <p>PRJ MJS / LJT Catering staff</p>	<p>Completed Sept 20</p> <p>Completed Sept 20</p> <p>Ongoing</p>	<p>Cucina Covid-19 signage has been obtained and displayed</p> <p>Cucina staff training has been completed</p> <p>LJT meets regularly with the Primary Catering Manager</p>
<p>Fire Safety</p>	<p>Pupils, parents, staff and visitors may be harmed if fire evacuation procedures are not shared, particularly with staff</p>	<p>Personal Emergency Evacuation Plans (PEEPs) must continue to be in place for those staff that continue to work in the school and any pupils that access the school site, which should include lifts.</p> <ul style="list-style-type: none"> All classrooms have fire evacuation notices detailing escape routes, which staff and pupils should familiarise themselves with on their first day in their classroom. Teaching staff must ensure that they explain to children their safest evacuation route from their Bubble classroom. A planned fire evacuation will be practised by the end of the spring term to ensure staff 	<p>Teachers & TAs to familiarise themselves and their children with the fire evacuation notices and escape routes.</p> <p>Planned fire evacuation to be conducted during the spring term.</p>	<p>PRJ MJS / LJT</p> <p>Teaching staff & TAs</p>	<p>05/03/21</p> <p>Before 26/03/21</p>	<p>Fire evac. procedures shared with staff</p> <p>Staff have familiarised themselves with the FE notice</p>

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	<p>and pupils working in alternative classrooms to normal</p> <p>Pupils, parents, staff and visitors may be harmed if social distancing is not adhered to during fire evacuations as this could risk the spread of Covid-19</p>	<p>and pupils are aware of the evacuation routes.</p> <ul style="list-style-type: none"> • Pupils should be reminded to keep apart, where possible, during any evacuations. • Social distancing will be observed at the fire evacuation point to ensure year group Bubbles are 2m apart from each other. <p>Ensure all emergency escape routes / doors are fully operational and kept clear.</p> <ul style="list-style-type: none"> • Classrooms and communal spaces will be set up to ensure that all emergency escape routes are kept clear. • In the event of a fire evacuation, classroom based staff will take responsibility for ensuring ALL internal doors are closed and door wedges removed to reduce the likelihood of a fire spreading. Door wedges should also be removed at the end of each day. • In the event of a fire evacuation, windows (which should be open for classroom ventilation) should be closed before evacuating. <p>Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point.</p> <ul style="list-style-type: none"> • Teaching staff must ensure that they instruct pupils to stay apart when assembling at the fire evacuation point. • Social distancing will be observed at the fire evacuation point to ensure year group Bubbles are 2m apart from each other. 				<p>Planned fire evacuation to occur before the end of the spring term</p>
<p>Access/Egress of school building</p>	<p>Pupils, parents, staff and visitors may be harmed</p>	<p>One way traffic through external doors to avoid face to face passing to be clearly marked, consider use of markings.</p> <ul style="list-style-type: none"> • School dropping off and collection arrangements (detailed in Part 1) will be 	<p>Signage and markings to be established to support revised school dropping off and collection arrangements.</p>	<p>PRJ Site Team</p>	<p>Before 05/03/21</p>	<p>Signage updated on or before 08/03/21</p>

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	<p>by not staying 2m apart, or by not following the other protective measures advised in this risk assessment and therefore increasing the risk of spread of Covid-19</p>	<p>supported with the use of markings, clearly shown on the pavements/playground. This will be communicated to staff and parents and will be reinforced with signage and staff presence to encourage social distancing.</p> <p>Where possible, doors can be propped open to reduce the need for touch (fire protection measures must be adhered to).</p> <ul style="list-style-type: none"> • Where possible, doors will be propped open (unless there is a safeguarding risk or the door is a non-automatic fire door) to reduce the number of contacts on door handles and door push plates. Where doors cannot be propped open, handles and push plates should be cleaned every hour. In the event of a fire evacuation, classroom based staff will take responsibility for ensuring ALL internal doors are closed and door wedges removed to reduce the likelihood of a fire spreading. Door wedges should also be removed at the end of each day. <p>Wipes and sanitiser available at both sides of doors.</p> <ul style="list-style-type: none"> • See above - 'Cleaning' <p>Increased cleaning of handles and touch plates.</p> <ul style="list-style-type: none"> • See above - 'Cleaning' <p>Allocated drop off and collection times</p> <ul style="list-style-type: none"> • School dropping off and collection arrangements (detailed in Part 1) will be supported with staggered start and finish times for the different year group Bubbles. This will be communicated to staff and parents and will be reinforced with signage and staff presence to encourage social distancing. 	<p>Revised school dropping off and collection arrangements and timings to be communicated to staff.</p>	<p>PRJ MJS / LJT</p>	<p>05/03/21</p>	<p>Comms. completed on 04/03/21 regular reminders will be issued</p>
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		<ul style="list-style-type: none"> Parents will be advised to park in the Vivacity car park to increase the available space at the front of the HCP site to enable parents to social distance themselves for each other at drop off and collection times. The primary phase car park gate will be allocated as pedestrian gate during this period of schools' reopening. Disabled drivers will be able to use the primary phase car park. 				
First Aid	Pupils, parents, staff and visitors may be harmed if First Aid provision and supplies are not in place, as staff absence could impact on normal practices	<p>Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid or paediatric first aid provided. Access to first aid facilities is maintained and the school suitably stocked with first aid sundries.</p> <ul style="list-style-type: none"> An audit of first aiders available in school indicates that there are a sufficient number of first aiders available to work, including paediatric first aiders. In the event that no qualified first aiders are available, due to staff illness or self-isolation, the schools will secure first aid provision from the Trust. Classroom first aid kits will be audited and stocks replenished on a half termly basis. Staff will be encouraged to use their classroom first aid supplies, rather than accessing first aid supplies in the first aid room. Any classroom stock which needs replenishing should be requested from the school office to limit the number of staff accessing the first aid room. The schools' administrative team will be responsible for ensuring first aid supplies in school are replenished and first aid sundries reordered as necessary. 	<p>Replenish first aid stocks in classroom first aid kits.</p> <p>Order new stock of first aid equipment.</p>	<p>Admin Team</p> <p>Admin Team</p>	<p>As needed</p> <p>As needed</p>	<p>First aid kits set up before the start of term</p> <p>Spring term half term 2 check to be completed and new stock to be ordered by 26/03/21</p>

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		<ul style="list-style-type: none"> Disposable ice packs will be used to limit the reusing of ice packs and ice pack covers, and contact between children. <p>Staff or pupils with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required.</p> <ul style="list-style-type: none"> Any staff or pupils with specific medical needs have already been assessed and any necessary consents or treatments are detailed in individual care plans or in the medical information held in school. Any pupils requiring medication will have their medication administered in line with the schools' existing policies. Pupils will be encouraged to take their own medication under the supervision of staff members. Staff and pupils will ensure that anyone handling the medication washes their hands before and after the medication is administered. PPE will not be used for administering medication unless this is detailed in individual care plans. <p>Review of the First Aid policy to include consideration of the risk of infection of covid-19.</p> <ul style="list-style-type: none"> HAT First Aid policies were reviewed during the autumn term 2020 to include consideration of the risk of infection of Covid-19. 				
Waste	Pupils, parents, staff and visitors may be harmed if waste is	<ul style="list-style-type: none"> Relocate waste bins to key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely Classroom and office waste bins will be placed in an easily accessible location to 	All bins to be emptied daily, by cleaning staff.	Cleaning Staff Site Team	Daily	Bins emptied throughout the day by the daytime cleaner

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	<p>not disposed of correctly and therefore the risk of spread of Covid-19 is increased</p>	<p>enable collection of waste whilst maintaining social distancing.</p> <ul style="list-style-type: none"> • Staff should ensure that bags of waste are securely tied before each bin is emptied. • Waste should be disposed off as soon as possible after collection to avoid a build up of waste within the school building. • Clinical waste should be disposed of in identified clinical waste bags, which should be placed in the clinical waste bin in the first aid room. • Personal respiratory waste (e.g. discarded tissues) should be placed in waste bins, followed by strict hand hygiene. • In the event of a suspected case of Covid-19 in school, waste that has come into contact with the identified person should be disposed of in accordance with the government guidance. • All waste bins in school will be emptied regularly throughout the day. <p>Bins should be emptied daily.</p> <ul style="list-style-type: none"> • All waste bins in school will be emptied regularly throughout the day. 				
<p>Break/Lunch times</p>	<p>Pupils, parents, staff and visitors may be harmed by not staying 2m apart or following the other protective measures</p>	<p>The school will stagger breaks/lunchtimes to achieve the social distancing.</p> <ul style="list-style-type: none"> • Detailed information is given above in Step 4 about the breaktime and lunchtime routines, and measures in place, at HCP to reduce the number of contacts between members of our school community. • The hall will be divided into two seating areas, with one area accessible via the double doors opposite the PPA room and the second area accessible via the double doors in the inner vestibule. 	<p>Revised breaktimes and lunchtimes arrangements and timings to be communicated to staff.</p> <p>Revised breaktimes and lunchtimes arrangements and timings to be communicated to parents.</p>	<p>PRJ MJS / LJT</p> <p>PRJ MJS / MJS KDC</p>	<p>05/03/21</p> <p>05/03/21</p>	<p>Comms. completed on 04/03/21 regular reminders will be issued</p>

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	detailed in this risk assessment and therefore increasing the risk of spread of Covid-19	<ul style="list-style-type: none"> Each Bubble will eat lunch in one of these areas, or in the former staff room (see Part 1 above). Each area will be thoroughly cleaned between sittings. 				
Staff/Pupils within the shielded group	Vulnerable pupils, parents, staff and visitors may be harmed by attending school and risking infection with Covid-19	<p>Any member of staff or pupil that is within the Clinically extremely vulnerable group must have a risk assessment undertaken that includes how social distancing will be maintained in a Covid-19 safe workplace</p> <ul style="list-style-type: none"> The Hampton Academies Trust HR team, in association with each Head of School, has identified all staff members who fall into the clinically extremely vulnerable group. Clinically extremely vulnerable staff and pupils will work from home until at least 31st March 2021. Peterborough City Council have supplied the schools with a list of children identified in the clinically extremely vulnerable group. 	Ongoing communication to ensure the needs of staff or pupils in the clinically extremely vulnerable or clinically vulnerable groups are supported.	PRJ MJS / LJT HR team	As necessary	Ongoing comms. as necessary
Contractors	Pupils, parents, staff and visitors may be harmed by contractors coming into contact with	<p>All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19.</p> <ul style="list-style-type: none"> All contracted work must be prebooked with the Site Team. Contractors' risk assessments will be checked before they commence work to ensure risks to the school community are mitigated. 	Site Team to take responsibility for booking and supervising contracted work, including checking contractors' risk assessments and ensuring any areas of school are cleaned following contracted work being carried out.	Site Team SME	As necessary	Arrangements for contractors reviewed on a case by case basis

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	<p>members of the school community which could increase the risk of spread of Covid-19</p>	<ul style="list-style-type: none"> • Unless contracted work is deemed to be an emergency, contracted work will be conducted outside of operational school hours. • Where contracted work is carried out, contractors will be expected to follow the school’s guidance on hand and respiratory hygiene. • Social distancing should be strictly adhered to by contractors and school staff whilst contracted work is carried out. • Any areas where contracted work is carried out should be thoroughly cleaned following the completion of work. <p>All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency</p> <ul style="list-style-type: none"> • See above. 				
<p>Property Compliance</p>	<p>Pupils, parents, staff and visitors may be harmed if the building has not been maintained during the period of school closure.</p>	<ul style="list-style-type: none"> • The school has ensured that relevant property statutory compliance checks have been completed and records updated. • The site of Hampton College Primary has remained open since March 20th 2020 when school closures in the UK came into effect. During this time the building has remained operational and all statutory compliance checks have been completed, in association with Peterborough City Council. The records of these checks have been kept up to date by the Site Team, under the direction of the Site Manager. • Daily and weekly checks have been reinstated and pre-opening checklist completed. • Throughout the period of school closure, daily and weekly checks have been 	<p><u>Additional PCC Guidance Notes</u></p> <ul style="list-style-type: none"> • All serious property concerns have been raised with the schools Property Management Adviser and appropriate steps are in place to ensure the safety of all building occupants. 			

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		completed as the building has remained operational. The records of these checks have been kept up to date by the Site Team, under the direction of the Site Manager.				
Hygiene	Pupils, parents, staff and visitors may be harmed if strict hand and respiratory hygiene routines are not adopted and adhered to, which could increase the risk of spread of Covid-19	<p>The school has a suitable supply of soap and access to warm water for washing hands.</p> <ul style="list-style-type: none"> Pupils and staff will be informed of the necessity to wash their hands thoroughly and regularly using recommended hand hygiene practices. Levels of soap in toilet facilities and near classroom sinks will be checked and replenished on a daily basis. Hand hygiene posters have been displayed near sinks in pupils' toilets and staff WCs to promote good hand hygiene. Supplies of hand sanitiser are available around the school. These should be checked and replenished on a daily basis. Hand hygiene routines should be embedded into the school day e.g. hand washing on arrival at school, after playing outside, before and after lunch, after toileting, at the end of the day etc. <p>Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets.</p> <ul style="list-style-type: none"> See above. 	<p>Pupils and staff informed of the importance of hand hygiene.</p> <p>Soap and hand sanitiser stock to be checked and replenished on a daily basis.</p>	PRJ MJS / LJT Site Team	05/03/21 Daily	<p>Comms. completed on 04/03/21 regular reminders will be issued</p> <p>Soap, hand towels and sanitiser checked daily and replenished as necessary</p>
Accident reporting Covid-19 incidents		<p>The Health & Safety Executive have recently updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) to include the requirement to report possible or</p>	Should an incident or claim be made in relation to COVID-19, which may require the school to report to RIDDOR, the school shall take advice from the trust Health and Safety consultants	ALH	From 05/03/21	<p>Advice to be taken as/when incidents occur</p>

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		<p>actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity.</p> <ul style="list-style-type: none"> For further advice and guidance you should contact your competent Health & Safety Adviser. <p>The Health & Safety Executive have recently updated the <u>Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR)</u> to include reporting of incidents relating to COVID-19.</p> <p>New guidance states that you must only make a report under RIDDOR when:</p> <ul style="list-style-type: none"> an unintended incident at work has led to someone’s possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence. a worker has been diagnosed as having COVID-19 and there is reasonable evidence that it is caused by exposure at work. This must be reported as a case of disease. a worker dies as a result of occupational exposure to coronavirus. <p>The school is supported by Health and Safety consultants, InHouse Safety.</p>	<p>and other advisors as appropriate.</p> <p>Whilst the Health and Safety Executive (HSE) are clear about when incidents should be reported, there is no guidance to assist in establishing whether the cause can be directly attributed to the workplace.</p> <p>In House Safety have advised that should a member of staff or students be tested positive for COVID-19, we should be report this to RIDDOR.</p> <p>The Trust HR Manager shall be responsible for formally reporting the incident to the HSE.</p>			
Administrative Staff	Pupils, parents, staff and visitors may be harmed by not	<p>Staff shift rota to be in place so as to keep social distances and allow school office to function.</p> <ul style="list-style-type: none"> The school office will be manned by no more than 3 members of staff at any one time to ensure social distancing is maintained. Administrative staff, including SLT, will be actively discouraged from ‘hotdesking’. 	<p>Communication to parents re. limiting face-to-face contact with the school admin. staff.</p> <p>Signage to displayed to promote social distancing and wearing of</p>	PRJ MJS / LJT	05/03/21	Comms completed on 04/03/21 regular reminders will be issued
			PRJ KDC		05/03/21	

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	<p>staying 2m apart and therefore increasing the risk of spread of Covid-19</p>	<p>Members of staff will use their assigned PC, keyboard, mouse, telephone, desk, chair etc. These will be responsible for keeping their own workspace clean, tidy and clutter free. They will also clean and sanitise their desk area at the end of each day. Staff should transfer calls between handsets rather than sharing telephone handsets.</p> <ul style="list-style-type: none"> • Communication will be sent to parents to encourage them to contact the school office via email or phone where possible in order to minimise additional people coming into the office foyer. • Where parents or visitors come to the office hatch, staff and visitors will be protected by a Perspex shield. Staff will also be reminded to stay 2m away from the parent or visitor. Signage will be used to indicate this is to protect staff and visitors. Face coverings should also be worn by parents or visitors coming to the office hatch. • The Inventory signing in system will be used. Hand sanitiser will be provided. • Antibacterial wipes will be provided alongside each MFD and for the Inventory touch screen. Staff will be responsible for wiping the keypad before using the MFD. Where possible, photocopying can be completed by admin. staff in the school office, with advance notice. The MFD in the school office must only be used by admin. staff and Core SLT. Teaching staff and teaching support staff should use the MFD in the upstairs corridor or the PPA room. • All staff will be actively discouraged from using PCs in school except their classroom PC and school iPad/keyboard. This will prevent the number of contacts on ICT devices. 	<p>face coverings in the school office and foyer.</p> <p>Administration staff to establish a routine for photocopying.</p>	<p>KDC RLC</p>	<p>Already in place</p>	<p>Signage updated on or before 08/03/21</p> <p>Reprographics supported by admin. staff</p>
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<p>Personal Protective Equipment</p>	<p>Pupils, parents, staff and visitors may be harmed by a child with symptoms of Covid-19 passing on the virus</p>	<p>Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution.</p> <ul style="list-style-type: none"> • Training will be delivered for key staff who have volunteered to wear certified PPE provided by PCC, in the case of being in close contact with a child with Covid-19 symptoms. • Full PPE should only be worn/used by trained members of staff who are coming into close contact with a child displaying symptoms of Covid-19. • Any child who is displaying symptoms of Covid-19 should be isolated immediately in the isolation room and parents must be contacted to take him/her home. • Staff must advise the parent of the symptomatic child to arrange a Covid-19 test. • If the symptomatic child receives a Covid-19 positive result, the school should contact the local health protection team for guidance. • Any areas of the school accessed by that child, must be closed for 72 hours and deep cleaned. • PPE should be used for intimate care following the schools' established procedures and policies. <p>Where close proximity working (school Site Team) is required for longer than 15 minutes, assess the need to issue employees with Personal Protective Equipment.</p>	<p>Staff should be trained to use PPE correctly.</p> <p>The Isolation room should be set up in case it is required to be used.</p>	<p>PRJ</p> <p>PRJ MJS / LJT</p> <p>SME</p>	<p>Completed Sept 2020</p> <p>As required</p>	<p>PRJ/MJS and LJT have all completed online PPE training</p> <p>PPE grab box set up and checked on a weekly basis</p> <p>PPE replenished as necessary</p> <p>Isolation room set up</p>
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		<ul style="list-style-type: none"> PPE will be issued by the Site Manager as necessary, in accordance with government guidance. 	PPE to be issued for close proximity working.			
Behaviour	Pupils, parents, staff and visitors may be harmed by pupils' behaviours which could risk passing on the virus	<p>Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls.</p> <ul style="list-style-type: none"> The schools' existing behaviour policies and practices have already been reviewed, with additional guidance issued to staff during the INSET days on 1st and 2nd September 2020. Some operational restrictions will be included and guidance on managing behaviours which could be seen to increase the risk of transmission of Covid-19, e.g. <i>biting, spitting</i>. During "Wellbeing Week" in September 2020, each class devised a "Classroom Code" setting out their rules, responsibilities and expectations within their class. These Codes were based upon the PROUD approaches. <p>School will carry out inductions to inform staff and pupils of the changes.</p> <ul style="list-style-type: none"> See above. <p>Encourage staff to cooperate with government plans for contact tracing.</p> <ul style="list-style-type: none"> This was communicated to all staff members before the end of the summer term 2020 as a protective measure for full reopening in September 2020 and will be communicated again before 5th March 2021. 	Behaviour policies to be kept under review	PRJ MJS / LJT AKM	Ongoing	<p>Behaviour policy reviewed and annex recently updated (11/03/21)</p> <p>Reviewed behaviour policy annex to be shared on HCP website once agreed by Governors</p> <p>Classroom Codes set up during Wellbeing Week in Sept. 2020</p>
			Ensure this key protective measure is again communicated to all staff, parents and pupils at the start of term. Core SLT to liaise with Trust SLT and HR Manager in the event of suspected or confirmed cases of Covid-19 being identified.	PRJ MJS / LJT KDC PRJ MJS / LJT	05/03/21 As required	<p>Comms. completed on 04/03/21 regular reminders will be issued</p> <p>Ongoing comms. re suspected /</p>

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						confirmed cases
School Staffroom	Pupils, parents, staff and visitors may be harmed by not following the safety measures in place and therefore increasing the risk of spread of Covid-19	<p>Arrangements should be made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. stagger lunch times for staff.</p> <ul style="list-style-type: none"> The staffroom at HCP has been limited to a maximum of three members of staff at any one time. Signage will be used to reinforce this message. Staff can access the staff room for refreshments but should be aware of hand hygiene and cleaning procedures whilst preparing beverages or their own food. Cleaning equipment will be provided. Staff will be encouraged to use and keep their own mug to help reduce the risk of transmission of Covid-19. Seating will be removed from the staff room in order to help reduce the risk of transmission of Covid-19. The PPA room at HCP will be limited to a maximum of two members of staff at any one time. Signage will be used to reinforce this message. The PPA room PCs can be used, but staff should sanitise their hands before and after using the PCs, as well as sanitising the keyboard and mice with an antibacterial wipe. 	Prepare the staff room and PPA room to minimise the risk of spread of Covid-19, including clearly displaying advisory signage	PRJ MJS/LJT	Completed Sept 20	<p>Staff room and PPA room set up; guidance shared with staff</p> <p>Cleaning materials to be checked in the staff room and PPA room</p>

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<p>Infection Control</p>	<p>Pupils, parents, staff and visitors may be harmed if strict hand and respiratory hygiene routines are not adopted and adhered to, which could increase the risk of spread of Covid-19</p>	<p>Staff and pupils have access at all times to water and soap for hand washing.</p> <ul style="list-style-type: none"> • Pupils and staff will be informed of the necessity to wash their hands thoroughly and regularly using recommended hand hygiene practices. • Levels of soap in toilet facilities and near classroom sinks will be checked and replenished on a daily basis. • Hand hygiene posters have been displayed near sinks in pupils’ toilets and staff WCs to promote good hand hygiene. • Supplies of hand sanitiser are available around the school. These should be checked and replenished on a daily basis. • Hand hygiene routines should be embedded into the school day e.g. hand washing on arrival at school, after playing outside, before and after lunch, after toileting, at the end of the day etc. <p>Removal of shared items e.g. utensils.</p> <ul style="list-style-type: none"> • Staff will be encouraged to use their own crockery and cutlery in the staff room to minimise the risk of the spread of Covid-19. All crockery and cutlery should be cleaned on a hot cycle in the dishwasher, or with hot soapy water, following use. • Pupils will use their own tray and cutlery at lunchtime. These will be washed in accordance with the strict hygiene practices operated by Cucina. 	<p>Pupils and staff informed of the importance of hand hygiene and to limit the sharing of utensils.</p> <p>Soap and hand sanitiser stock to be checked and replenished on a daily basis.</p>	<p>PRJ MJS / LJT</p> <p>Site Team</p>	<p>05/03/21</p> <p>Daily</p>	<p>Comms. completed on 04/03/21 regular reminders will be issued</p> <p>Soap, hand towels and sanitiser checked daily and replenished as necessary</p>
<p>Equality Impact Assessment</p>	<p>Pupils, parents, staff and visitors may be harmed</p>	<p>An equality impact assessment has been completed and can be...</p> <ul style="list-style-type: none"> • obtained from the HR Team for staff. • obtained from Core SLT for pupils. 	<p>Equality impact assessment has been updated.</p>	<p>PRJ MJS / LJT ALH</p>	<p>Completed Sept 20</p>	<p>EIA completed and is available for staff from HR or Core SLT</p>

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	if equality matters related to the spread of Covid-19 are not identified and mitigated against					
Lack of staff	Pupils, parents, staff and visitors may be harmed if there are not enough staff members available to adequately supervise pupils during the school day, which could also increase the risk of spread of Covid-19	<p>Assessment of availability of staff for all activities during the school day, including break and lunchtimes.</p> <ul style="list-style-type: none"> All staff will follow the school's absence procedures in line with the Trust absence policies. Core SLT will assess the availability of staff each day and implement cover procedures where necessary e.g. the use of a supply teacher, covering duties etc. In the event of an unmanageable level of staff absence, the Core SLT will consult with the Executive Headteacher to implement contingency plans. In the event of an unmanageable level of staff absence due to Covid-19, additional guidance would be sought from the local health protection team. 	Remind staff of absence procedures. Core SLT to monitor staff absence in liaison with the HR Team.	PRJ MJS / LJT PRJ MJS/LJT HR Team	05/03/21 As required	Comms. completed on 04/03/21 regular reminders will be issued Staff absence due to Covid-19 tracked by PRJ/MJS/LJT and HR; other absences tracked by HR Core SLT to liaise with HR as required
Increased risk of transmission	Pupils, parents, staff and visitors may be harmed by not following the safety	<p>Ensure availability of staff is adequate.</p> <ul style="list-style-type: none"> See above - 'Lack of Staff' <p>Ensure that social distancing measures can be maintained at all times.</p> <ul style="list-style-type: none"> Signage in place around the school and school site to promote social distancing 	Ensure this key protective measure is again communicated to all staff, parents and pupils at the start of term. Ensure all signage is in place before the start of term,	PRJ MJS / LJT KDC PRJ MJS / LJT	05/03/21 Before 05/03/21	Comms. completed on 04/03/21 regular reminders will be issued Signage updated on

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	<p>measures in place and therefore increasing the risk of spread of Covid-19</p>	<p>including queueing systems outside, floor markings in corridors, room capacity limitation signs on office doors etc.</p> <ul style="list-style-type: none"> Social distancing will be actively promoted and encouraged by: <ul style="list-style-type: none"> - reminding children to stay apart where possible - reminding staff to adhere to the 2m social distancing expectations for adults - keeping year group Bubbles apart through staggered start/end of the day, allocated breaktimes and lunchtimes etc. <p>Review activities that can be carried out.</p> <ul style="list-style-type: none"> A full review of school activities has been completed and only activities which can be conducted in a Covid-19 safe way will be carried out in school. Some activities will be cancelled for the foreseeable future, postponed until a later date or carried out in a Covid-19 safe way. Staff will be encouraged to carefully consider planning future activities to ensure that they adhere to the principles and procedures of this risk assessment and do not carry an increased risk of transmitting Covid-19. <p>Pupils' equipment</p> <ul style="list-style-type: none"> Pupils will bring limited personal belongings into school each day. Each pupil will be provided with their own stationery pack to limit the sharing of resources and potential risk of transmission (in years 2 - 6). Resources will be accessed within year group Bubbles and only shared between year groups when they have been sanitised and quarantined for 72 hours. 	<p>including refreshing signage used in the summer term.</p> <p>Regular communication of the importance of minimising contacts to all staff, parents and pupils.</p> <p>Core SLT to liaise with staff about planning activities in school.</p> <p>Communicate with parents about limiting the belongings pupils bring to school.</p> <p>Set up stationery packs for individual pupils.</p> <p>Ensure shared resources are sanitised and quarantined if</p>	<p>Site Team</p> <p>PRJ MJS / LJT Teaching staff / TAs KDC</p> <p>PRJ MJS / LJT Teaching staff / TAs KDC</p> <p>PRJ MJS / LJT KDC</p> <p>Class teachers</p> <p>Class teachers</p>	<p>Ongoing</p> <p>Ongoing</p> <p>05/03/21</p> <p>Completed Sept 20</p> <p>As required</p>	<p>or before 08/03/21</p> <p>Regular liaison between Core SLT, SLT and staff</p> <p>Comms. completed on 04/03/21 regular reminders will be issued</p> <p>Stationery packs set up</p> <p>Staff advised re. quarantining resources</p>
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		<ul style="list-style-type: none"> Pupils will wear their PE kit on their allocated PE days to avoid changing their clothes during the school day. 	<p>being accessed by more than one year group. Communicate with parents about pupils wearing their PE kits to school on their allocated PE days.</p>	<p>PRJ MJS / LJT KDC</p>	<p>05/03/21</p>	<p>PE resources ordered for year group PE lessons</p> <p>Comms. re PE kits completed</p>
<p>Learning outside the classroom (day trips etc.)</p>	<p>Pupils, parents, staff and visitors may be harmed by not following the safety measures in place and therefore increasing the risk of spread of Covid-19</p>	<p>Keeping children with their consistent group, and the Covid-secure measures in place at the destination.</p> <ul style="list-style-type: none"> All trips and visits have been paused for the autumn and spring terms. As trips and revisits restart later in the year, individual trip risk assessments will take account of Covid-secure measures as necessary. <p>Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum.</p> <ul style="list-style-type: none"> All PE lessons will take place outdoors, where possible, during the autumn and spring terms. 	<p>Review trips and visits' approach for the summer term 2021.</p>	<p>Trust SLT</p>	<p>Before 26/03/21</p>	<p>Trips and visits for the summer term to be revisited before Easter 2021</p>
<p>Extra-curricular activities (coaches, tutors, after school)</p>	<p>Pupils, parents, staff and visitors may be harmed by not following the safety measures in place and</p>	<p>Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider how such arrangements can operate.</p> <ul style="list-style-type: none"> All in-house extra-curricular activities have been paused for the autumn and spring terms. As they restart later in the academic year, this risk assessment will be updated as necessary. 	<p>Review extra-curricular activities' approach for the summer term 2021.</p> <p>Core SLT to liaise with Wrap-around care providers to ensure their risk assessments are Covid-19 secure and in line with school procedures.</p>	<p>Trust SLT</p> <p>PRJ MJS / LJT</p>	<p>Before 26/03/21</p> <p>05/03/21</p>	<p>EC clubs for the summer term to be revisited before Easter 2021</p> <p>Discussion with Club Viva Staff on 02/03/21; risk assessment</p>

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	therefore increasing the risk of spread of Covid-19	<ul style="list-style-type: none"> Wrap-around care (before and after school club) will be provided. The school will liaise with the external providers to ensure their risk assessments are Covid-19 secure and in line with school procedures. 				for Club Viva in place and shared with HCP
Physical activity	Pupils, parents, staff and visitors may be harmed by not following the safety measures in place and therefore increasing the risk of spread of Covid-19	<p>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.</p> <ul style="list-style-type: none"> All PE lessons will take place outdoors, where possible, during the autumn and spring terms, strictly adhering to the PE timetable to ensure only one year group are conducting a PE lesson at a time. Social distancing will be actively promoted during the PE lessons. Any PE equipment used by a year group will be cleaned after use or quarantined for 72 hours before it can be used again. <p>Pupils should be kept in consistent groups.</p> <ul style="list-style-type: none"> See above. <p>Sports equipment thoroughly cleaned between each use by different individual groups.</p> <ul style="list-style-type: none"> See above. 	<p>Discuss PE timetable and Covid-19 secure ways of teaching PE with the teaching staff, ensuring they understand and adhere to the practices in place.</p> <p>PE Subject Leader to establish a cleaning or quarantining system for PE equipment.</p>	LJT Teaching staff	Completed autumn term 20	Comms. re PE teaching shared with staff PE resources ordered for year group PE lessons
Signage	Pupils, parents, staff and visitors may be harmed if they are not adhering to	<p>What signage is provided to inform staff and pupils regarding social distancing, hand cleaning etc.</p> <ul style="list-style-type: none"> Signage is already in place around the school and school site to promote social distancing including: <ul style="list-style-type: none"> - queueing systems outside, - floor markings in corridors, 	<p>Ensure signage is clearly displayed in preparation for the start of term.</p> <p>Ensure signage is regularly checked to ensure it is still</p>	PRJ MJS / LJT Site Team	05/03/21	Signage updated on or before 08/03/21
				PRJ MJS / LJT	Weekly checks	

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	<p>signage in place to help limit the spread of Covid-19</p>	<p>- room capacity limitation signs on office doors etc.</p> <p>Additional signage is in place to promote:</p> <ul style="list-style-type: none"> - effective hand washing procedures, - effective respiratory hygiene procedures, - keeping doors open to minimise contacts on door handles and push plates etc. 	<p>visible and has not been removed or defaced.</p>	<p>Site Team</p>		
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Part 3: Revisions, updates, additions and amendments - to be completed following fortnightly reviews

Date	Page no.	Updates	Further action required	Action by whom?	Action by when?	Done

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Useful Guidance

Schools coronavirus (COVID-19) operational guidance: February 2021 [here](#)

The Government Guidance for safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) [here](#)

The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)

COVID-19: PE teaching in schools and settings can be found [here](#)

COVID-19: guidance on supporting children and young people's mental health and wellbeing can be found [here](#)