

Risk assessment for Health and Safety			
Persons at risk: All staff and pupils			
Hazard	Control measures	Person/s responsible	Comments (including whether control measures are not in place)
Fire – Insufficient fire marshals – unable to ensure building has been cleared in an emergency	Ensure there are sufficient fire marshals to operate the school safely.	NL / LB	Sufficient fire marshals are in place and have completed fire safety training and fire marshal training via our training platform in March 2020
Fire – Staff and pupils not knowing what to do in an emergency	Conduct a fire drill soon after re-occupation.	NL/ LB	Inset day 3.9.20 ensure all staff know where their lining up points are
First Aid - Insufficient number of 1 st aiders - Unable to provide 1 st aid to staff	Check the school has sufficient number of 1 st aid trained staff to operate safely.	NL / JV / JT	All LSAs are First Aid trained. Reception teachers and LSAs have Paediatric First Aid certificates. Gloves and masks will be worn when treating an injury. First Aid books will be updated
School building health and safety assessment - Has the school completed an assessment of the premises fabric, layout, mechanical / electrical systems and other features?	Refer to 'Schools building health & safety assessment' tab.	LB / SS / NL	All inspections are up to date and will continue to be monitored in accordance with compliance standards
Has a completed copy of the UK Government's poster been posted in the building so that staff, pupils and visitors can see it?	UK Govt. poster / London Meed version of poster	KB	Posters are displayed in all classrooms, entrances, halls and the staff room
Potential contamination arising from increased numbers of staff working onsite during the preparation for the phased reopening of school	Ensure pupils, parents/carers and visitors, such as suppliers, do not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)	SLT / KB	External visitors will be minimised during the Autumn term. Any that do enter the school premises will be required to provide contact details to support "Track and Trace". No visitors will be admitted if they are displaying symptoms. All before and after school clubs and lettings have been postponed for the Autumn Term
Increased risk of introducing contamination from pupils and staff returning to school in greater numbers during phased reopening period.	Ensure HT and SLT are up-to-date with the ongoing updated scientific advice for the phased return to school guidance for schools and helping control the	SLT	See list at bottom of page for specific measures

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	rate of transmission. Provide regular updates for governors. See government guidance.		
Risk of transmission between parents and pupils during school drop-off and collection times	Where a pupil lives in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance, ensure staff, parents and carers and the pupil(s) themselves know that they can only attend school if strict social distancing can be adhered to (this may not be the case for younger pupils). Staggered start and finish times - see below for more details.	SLT	See list at bottom of page for specific measures
Risk of ongoing contamination from people (staff, parents/carers, contractors and/or deliveries) coming into school	Ensure pupils follow NHS guidance on hand cleaning. Pupils should be supervised for regular handwashing for 20 seconds with soap and water at the following times: 1. Arrival to school 2. Before & after break-time 3. Before & after lunchtime 4. Before and after outdoor games or activities	All staff	Revisit video guidance for handwashing techniques See list at bottom of page for specific measures No person displaying virus symptoms will be admitted

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	All visitors to school to be briefed on DFE guidance before entering school – see link. Any non-essential staff or visitors to not come into school.	Office staff / NL	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools
Risk of contamination if someone in the setting displays Coronavirus symptoms	If a child is displaying symptoms, isolate them in the Computing room with a member of staff sitting 2 metres away or wearing face mask and gloves if that is not possible, while waiting for parents to collect. If an adult is displaying symptoms they will be sent home and asked to request a test.	All staff	Ensure all areas the child/adult has been in are thoroughly cleaned and disinfected and any PPE placed in a yellow bag and then in the yellow bin the medical room If an adult is sent home, SLT will look at availability of adults in school to cover the “bubble” safely. Where there are none, a supply agency will be contacted,
	We are aiming for social distancing, but have to accept that younger children will not be able to maintain distance between themselves and others. Specific control measures: Reinforce routines of using a tissue or elbow to cough or sneeze and use of bins for tissue waste - ‘catch it, bin it, kill it’. Revisit throughout the day.		
	Remind pupils regularly throughout the day not to touch their face with their hands. When they do so encourage them to wash hands immediately.		
	Communicate hygiene measures recommended after school and pupil's need for clean clothes each day with all parents, carers and staff.		
	A handwashing station will be set up outside The Orchard/ Y1 cloakroom for Reception pupils to wash their hands before they enter the classroom. This can be done by the parents and will be part of the morning routine.		
	Children will be asked not to bring anything other than a water bottle, lunch box, book bag and sun hat into school. Sunscreen to be applied at home. On P.E days, child will come to school dressed in P.E kit.		
	From Year 2 to Year 6, children will be in class “bubbles” for lessons and year group “bubbles” for break, lunch, drop off and collection. Reception and Year 1 pupils will work in year group “bubbles”.		

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	Plan for staggered drop off and collection, break-time and lunchtimes. Plan for staggering movement times around the school. (See attached for timings)		
	Toilet arrangements: Toilet use to be monitored by staff, and in EYFS / yr1 children to be escorted. Children will be taught to flush toilets with lids down. Toilets will be cleaned after play and after lunch by Mr Blake using the "Fogger". Staff toilets will be cleaned by staff after individual use.		
	Each year group will have their own zoned area for play and lunch time breaks.		
	Remove unnecessary items / soft furnishings and toys/equipment from classrooms (eg soft toys, cushions).		
	Limits for numbers of staff in staffroom and offices. Staff to lunch / plan separately. Staff meetings to take place in the hall.		
	Organise classrooms and other learning environments maintaining space between seats and desks where possible.		
	Both halls will be set up for lunch – EYFS and KS1 will eat in the large hall and KS2 will have a packed lunch in the small hall.		
	Ensure good ventilation in all rooms.		
	Ensure sufficient and proportionate handwashing supplies and cleaning materials are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments.		
	Cleaning of rooms during each break, and thorough cleaning of rooms at the end of each day.		
	Governor meetings to be held once a month remotely.		
	Staggered arrival and end times for different year groups. Supervised by members of SLT.		
	Staggered lunch and break times for different year groups. Supervised by members of SLT.		
	Lunch tables and chairs will be cleaned between sittings.		
	Teachers from Years 2 to Year 6 will aim to stand 2m away from children who be sitting in forward facing rows.		
	Staff to plan individual activities within classes that minimise use of items / substances that might carry germs e.g .play dough, sand.		
	In class, children to use one book for PPA lessons.		
	KS2 pupils will have their own pencil cases, pupils in Y2 and Y1 should have their own equipment.		
	Staff will give verbal feedback instead of written marking.		
	Reading books will be sent home and quarantined when they are bought back (sent out Monday, collected in and quarantined on a Friday). Any books brought in late / at other times must be quarantined for 72 hours before being used again.		
	There will be no whole school or singing assemblies in the Autumn Term.		
	There will be no extra-curricular, morning, lunchtime or after school clubs in the Autumn term.		
	No home learning books. Home learning to be shared every Friday via E-schools or google classrooms.		
	All expectations to be shared with staff before the end of the Summer Term and revisited on INSET 3.9.20 prior to children returning.		