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| **The Valley Primary School - COVID-19** | | | | | |
| **Covid related hazard?** | **Who might be harmed?** | **Existing controls**  (What are you already doing?) | **Who is responsible?** | **Residual  risk rating\***  **L/M/H** | **Monitoring** |
| **1.Arrival/** **departure to school**  – large numbers of parents/ carers and children in close proximity. | Pupils  Staff  Parents/ Carers | * Parents/carers escort younger children to specific entrances at the beginning of the school day and collect children from specifc exits at the end of the school day to facilitate distancing. * Breakfast Club to enter via hall doors. * Groups/cohorts/bubbles arrive and exit school at different times. * Parents/carers maintain social distancing when waiting to collect their child(ren) * All adults on site (including staff) will wear face coverings unless excempt * Parents/carers wishing to talk to staff must firstly use remote communication methods such as telephone, email, MT or Zoom. | SL/Leadership Team | M | EXP |
| **2. Visitors onsite, including parents/ carers at the start/ end of the school day**  - spread of infection | Staffs  Parents/ Carers | * All visiting adults will need to wear face coverings when on site (unless they are medically excempt), particularly at the start/end of the school day | All staff | M | SL/Leadership Team |
| **2.Entering the school building**  – hygiene | Pupils  Staff | * All visitors to school MUST wash or sanitise their hands upon arrival into the school building. * Staff will direct children to either use the hand sanitiser and proceed to their classroom (another member of staff supervise pupils) or they will be directed to the wash rooms to wash their hands (member of staff will supervise) | All staff | M | SL/Leadership Team |
| **3.Bringing equipment into school** | Staff  Pupils  Others | * Minimal items permitted in school. * Children - only to bring lunch boxes, outdoor clothes, PE kits and spare clothes (if appropriate) * Staff - bags and mobile phones (stored in staffroom). | All staff | M | SL/Leadership Team |
| **4.Classroom organisation** | Staff  Pupils | * The classroom must be set up (where possible) with all desks forward facing and side-to-side seating. * Tissues available in each classroom for pupils to use when coughing or sneezing and they must go into a closed bin after one use. * Hand santizer available * Children will be taught in their class ‘bubble’ and not mixed with other class bubbles. * Bubbles will undertake lunch, morning and afternoon breaks together (they will avoid mixing with other bubbles) * All classrooms must be well ventilated – a window to be open at all times | All staff | M | SL/Leadership Team |
| **5.Classroom Lessons** | Staff  Pupils | * Pupils (age appropriate) will be informed/ encouraged not to touch staff and their peers where possible. * Staff should avoid close face-to-face contact and minimise time spent within 1 metre of anyone. * Furniture which is difficult to clean will be removed from classrooms | All staff | M | SL/Leadership Team |
| **6.Use of school resources in individual bubbles** | Staff  Pupils | * Keep the use of resources to each allocated bubble. * Pupils should use their own allocated pencils and pens and encouraged not to share with others. * All classroom based resources should be cleaned regularly along with all frequently touched surfaces – this will be recorded on a cleaning sheet. * In Early Years a record of resources used will be kept to enable regular cleaning and rotation of equipment. | All staff | M | SL/Leadership Team |
| **7.Use of school resources shared between bubbles or classes** | Staff  Pupils | * Shared resources between bubbles or classes will be cleaned frequently and meticulously and always between bubbles, and, where possible, rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. This will be recorded on a cleaning record sheet. | All staff | M | SL/Leadership Team |
| **8.Taking items/ resources home** | Staff  Pupils | * Unnecessary taking home of equipment / resources discouraged * Reading books and school diaries will be kept in a designated place in the classroom (in a clearly labelled box) * When accessing the contents of the folders staff must wear disposable gloves, washing hand thoroughly before and after use * Reading books will be placed in clearly labelled boxes in the hall. They will then be quarantined for a minimum of 72 hours | All staff | M | SL/Leadership Team |
| **9.Assemblies/**  **Collective Worship** | Staff  Pupils | * Assemblies and acts of collective worship will only ocurr within class bubbles. Where possible, whole school attendance will be undertaken via secure online platforms such as Microsoft Teams. | All staff | M | SL/Leadership Team |
| **10.Educational Visits** | Staff  Pupils | * All outdoor educational visits will be risk assessed on an individual basis. * Full risk assessments to be put in place for each visit. | SL/Leadersip Team | M | EXP |
| **11.Pupils with SENDs** | Staff  Pupils | * Pupils who have complex needs or who need close contact care, will continue as normal as outlined on their individual care plans. | All staff | M | SL/Leadership Team |
| **12.Use of non-class teachers and other staff** | Staff  Pupils | * Non-classteachers and other staff will maintain social distancing and avoid close working. * Enhancing cleaning of learning resources (see 7). * Staff are encouraged to wear face coverings in corridors and communal areas   **Music tuition**   * No sharing of woodwind instruments * Good Ventilation required   Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.  **P.E.**   * Outdoor sports where possible and contact sports avoided. * Maximise distance between pupils. * Equipment used will be scrupulously cleaned after each use. * Indoor sports will be small groups only and social distancing carried out and all equipment cleaned after each group use. | All staff | M | SL/Leadership Team |
| **13. Before and After school clubs** | Pupils  Staff | * School run wrap around care provision and will encourage children to stay within their class bubble where possible. * Children will arrive via the hall doors and leave via the Early Years entrance. * A record of children attending each session will be kept | Staff providers | M | SL/Leadership Team |
| **14.Children requiring using the toilet in lesson times** | Pupils  Staff | * Children will be reguarly reminded of the importance of washing their hands after using the toilet and where possible on their return to the classroom to use the hand sanitiser. * Toilet areas will be cleaned on a regular and frequent basis | All staff | M | SL/Leadership Team |
| **15.Break times** | Pupils | * Children informed again of the importance of social distancing whilst outside. * Class bubbles will have different break times. * Supervising staff must keep a 2-metre distance from each other at all times where possible. | All staff | M | SL/Leadership Team |
| **16.Break Times – Staff Room** | Staff | * The use of each staff room will be reduced. * Staff will be encouraged to sit apart from each other. * Staff must make their own drinks/food and wash and dry their own cups and other crockery and utensils. * Staff need to clean the table/ area they have been sat at after use * Staff are encouraged to have their own water bottle in class. | All staff | M | SL/Leadership Team |
| **17. Lunch breaks** | Staff  Pupils | * Class bubbles to consume their lunch in the hall on a rota system * Tables and chairs to be cleaned between each year group using the dining hall. * Lunchtime staff and kitchen staff to maintain social distancing where possible from children. * Meals to be pre-order each morning to limit contact with kitchen staff. | All staff | M | SL/Leadership Team |
| **18. First Aid – minor treatment** | Staff  Pupils | * Where minor first aid treatment is required First Aiders must ensure they wear gloves and a face covering if prolonged face-to-face contact when dealing with injuries. * Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc. * Ensure records of injury and treatment are recorded and who administered first aid treatment. * Always wash hands after contact * Any dressings used to be double bagged. | All staff | M | SL/Leadership Team |
| **19. Intimate Care** | Staff | * When staff are carrying out any intimate care they must: (as per their usual requirements) * Wear gloves * Wear an apron * Wear a mask * Nappies, wipes etc. must be double bagged and placed into a bin (preferably a closed bin) * Soiled clothes to be double bagged and given to Parents on collection of child. * Staff must wash their hands once gloves and masks are removed * Record all intimate care carried out. | All staff | M | SL/Leadership Team |
| **20. Use of Outside Gyms/ fixed equipment** | Pupils | * Fixed outdoor equipment is not to be used. | All staff | M | SL/Leadership Team |
| **21. Poor hygiene practice** | Staff  Pupils  Others | * Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. * Pupils, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE’s guidance. * Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas. * Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary. * Pupils are forbidden from sharing cutlery, cups or food. * All cutlery and cups are thoroughly cleaned before and after use. * Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. * A senior member of staff arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the Health Protection Team /Public Health England | Admin team/SL/  Leadership Team | M | EXP |
| **22. Spread of infection** | Staff  Pupils  Others | * Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. * Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. * Staff and pupils do not return to school before the minimum recommended exclusion period (or the ‘self-isolation’ period) has passed, in line with national guidance. * Pupils who are unwell are not taken on school trips or permitted to enter public areas used for teaching, e.g. swimming pools. * Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. * The school in liaison with individuals’ medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections. * Any additional provisions for pupils who are vulnerable to infections are put in place by the headteacher, in liaison with the pupil’s parents where necessary. | SL/Leadersip Team | M | EXP |
| **23. Visitors on site** | Staff  Pupils  Parents | * Visitors will be kept to a absolute minimum * Contractors will be encouraged to carry out their work when the children are not on site * All visitors must be signed in and out by the office – this will provide information should track and trace be required * Maximum of one visitors to be in the reception area by the office at any time | Office Staff/ SL/ Leadership Team | M | SL/ Leadership Team |
| **24. Quarrentine Guidance** | Staff  Pupils  Parents | * Staff, pupils and parents who have travelled to countries listed by the foreign office to not enter the site until the quarrentine period is complete | SL/ Leadership Team | M | SL/ Leadership Team |