

**COVID19: September 2020 Re-opening Risk Assessment and Action Plan**

**SCHOOL NAME:** Kingsmoor Primary School

**OWNER:** Mrs Joanne Warren – Headteacher

**DATE:** 28.8.20

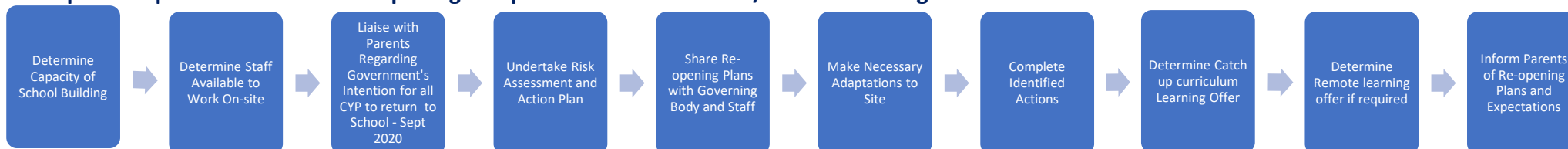
**Purpose of this document:** This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the full reopening of the school for all pupils as of September 3<sup>rd</sup> 2020 and to ensure the school continues to operate in a safe way. This risk assessment has been compiled to meet Government guidance on the reopening of schools and in correlation with Somerset County Council/Gloucestershire County Council’s risk assessment. The risk assessment will adopt an Assess, Plan, Do, Review cycle. It has been agreed and adopted by the Governing body and all staff members.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- Child Protection Policy/Safeguarding policy and COVID-19 updates
- EEC Risk assessments for the school
- Critical incident policy
- DFE Guidance relating to COVID19 <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’
- Behaviour policy



**Steps for September 2020 full Re-opening and potential future closure/remote learning:**



KINGSMOOR PRIMARY SCHOOL– SCHOOLS REOPEN – COVID-19 RE-OPENING RISK ASSESSMENT AND ACTION PLAN

| Theme  | Risk:  | Suggested Strategies/control measures  | Completion date  | Personnel Responsible      | Monitoring/ Outcome           |  |
|--|--|--|--|----------------------------|-------------------------------|--|
| <p>Re-opening - Preparing building, timetables, policies and procedures.</p> | <p>Re-opening - Preparing building, timetables, policies and procedures.</p> | <ul style="list-style-type: none"> <li>• Areas of premises are unsafe due to long period of non-use.</li> </ul>  | <ul style="list-style-type: none"> <li>• Use premises re-opening checklist to ensure that the school is ready for the safe return of staff and pupils.</li> </ul>  | <p>3.6.20<br/>31.8.20</p>  | <p>JW/LW</p>                  |  |
|  |  | <ul style="list-style-type: none"> <li>• Legionella risk due to non-use of water system in areas of school.</li> </ul>   | <ul style="list-style-type: none"> <li>• Complete applicable sections of the Governor H&amp;S Checklist after guidance from H+S Governor prior to re-opening areas. Complete fire alarm checks of all call points.</li> </ul>  | <p>3.6.20<br/>31.8.20</p>  | <p>JW/BB</p>                  |  |
|  |  | <ul style="list-style-type: none"> <li>• Fire doors not used for extended period, possibility of not working.</li> <li>• Fire doors to remain closed</li> </ul>  | <ul style="list-style-type: none"> <li>• Ensure flushing of all taps is completed before children re-enter school.</li> </ul>  | <p>July 2020</p>           | <p>Contractor/LW</p>          |  |
|  |  | <ul style="list-style-type: none"> <li>• Fire alarm system may not be working due to period of non-use.</li> </ul>   | <ul style="list-style-type: none"> <li>• Check operation of fire doors and that they remain shut.</li> </ul>   | <p>29.5.20<br/>31.8.20</p> | <p>JW/LW</p>                  |  |
|  |  | <ul style="list-style-type: none"> <li>• Fire doors not used for extended period, possibility of not working.</li> <li>• Fire doors to remain closed</li> </ul>  | <ul style="list-style-type: none"> <li>• Check function of all call points before school opened to more students.</li> </ul>   | <p>29.5.20<br/>31.8.20</p> | <p>LW</p>                     |  |
|  | <p>Prepare Employees, Parents and pupils and other site users</p>            | <ul style="list-style-type: none"> <li>• Staff are unaware of potential risks linking to COVID-19 in the workplace and could fall ill as a result.</li> <li>• Staff who are clinically vulnerable or extremely clinically vulnerable are a higher risk bracket and more susceptible to COVID-19</li> </ul> | <p><b>Employees</b></p> <ul style="list-style-type: none"> <li>• Involve employees in plans to return to school and listen to any suggestions on preventative measures that can be taken.</li> <li>• Consider personal risk factors: age, pregnancy, existing health conditions and ethnicity and where necessary conduct individual risk assessments.</li> <li>• Employees fully briefed about the plans and protective measures identified in the risk assessment.</li> <li>• Regular staff briefings.</li> <li>• Keeping in touch with off-site workers should lockdown be instigated again on their working arrangements including their welfare, mental and physical health and personal security.</li> <li>• Regular communications that those who have coronavirus symptoms, or who have someone in their household who does, are not to attend school.</li> <li>• Information shared about testing available for those with symptoms.</li> <li>• Teachers to identify shared resources and how to prevent mixed contact (e.g. cleaning between bubbles or rotas for equipment use).</li> <li>• Identify and plan lessons that could take place outdoors.</li> <li>• Consider how online resources can be used to shape remote learning. Continuation of school blogs on website and also training on Google classroom for all teachers upon school return.</li> <li>• Plan for remote education for pupils, alongside classroom teaching in case of a lockdown or pupils having to isolate.</li> </ul> | <p>31.8.20</p>             | <p>JW/LW/NT<br/>ALL STAFF</p> |  |

|  |  |  |  |         |                |  |
|--|--|--|--|---------|----------------|--|
|  |  |  | <p><b>Parents/pupils</b></p> <ul style="list-style-type: none"> <li>• Ensure parents aware as from September 2020 all children are expected to be in school as per Government guidance</li> <li>• Review EHCPs where required (1 new EYFS child – keep regular contact with parent – CO (SENDco). Conduct ind risk assessment for EHCP child.</li> <li>• Conduct ind risk assessment for identified clinically vulnerable children and liaise with parents.</li> <li>• Educate pupils before they return about the need to stay apart from others and expectations around hygiene.</li> <li>• Communicate to parents on the preventative measures being taken – email prior to coming back to school.</li> <li>• Post the risk assessment or details of measures on school website.</li> <li>• Parents and pupils informed about the process that has been agreed for drop off and collection.</li> <li>• Ensure parents have a point of contact for reassurance as to the plans put in place. (School office.)</li> <li>• Limit the equipment pupils bring into school each day to essentials such as lunch boxes, hats, coats, books.</li> <li>• Bags are allowed.</li> <li>• All pupils will be provided with personal equipment (pens, pencils, rulers etc.) to ensure no shared use in class.</li> <li>• Parents informed only one parent to accompany child to school.</li> <li>• Parents and pupils encouraged to walk or cycle where possible.</li> <li>• Staggered drop-off and collection times planned and communicated to parents.</li> <li>• Made clear to parents that they cannot gather at entrance gates or doors.</li> <li>• Encourage parents to phone school and make telephone appointments if they wish to discuss their child (to avoid face to face meetings).</li> <li>• Return of forms/money/information should be done so by the child handing in to their class teacher – this will then be taken to the office. Class 1,2,3 children will be supported with this and book bags checked by staff.</li> </ul> <p><b>Others</b></p> <ul style="list-style-type: none"> <li>• Communication with contractors and suppliers that will need to prepare to support plans for full opening (e.g. cleaning, catering, food supplies, hygiene suppliers).</li> <li>• Assurances that caterers (BAM) comply with the guidance for food businesses on COVID-19.</li> <li>• Discussion with caterers to agree arrangements for staggered lunches (e.g. seating capacity, holding hot food, cleaning between sittings, distancing and minimising contacts).</li> </ul> | 31.8.20 | PARENTS/PUPILS |  |
|  |  |  |  | 31.8.20 |                |  |

KINGSMOOR PRIMARY SCHOOL– SCHOOLS REOPEN – COVID-19 RE-OPENING RISK ASSESSMENT AND ACTION PLAN

|  |                       |  |  |  |                              |                                |
|--|-----------------------|--|--|--|------------------------------|--------------------------------|
|  |                       |  | <ul style="list-style-type: none"> <li>Liaison with transport providers to cater for any changes to start and finish times and confirm protective measures during journeys. (SCC transport)</li> <li>Limit visitors by exception (e.g. for priority contractors, emergencies etc.).</li> </ul> <p><b>Volunteers</b></p> <ul style="list-style-type: none"> <li>JW to monitor number of volunteers on school and how being used.</li> <li>School volunteers to read risk assessment and be based in one year group – no movement between groups.</li> <li>Follow school handbook and procedures as per normal.</li> </ul>   |  |                              |                                |
|  | Emergency Evacuations | <ul style="list-style-type: none"> <li>Risk of all people having to leave the building in an emergency and not understanding procedure for this.</li> </ul>  | <ul style="list-style-type: none"> <li>Evacuation routes are confirmed, and signage accurately reflects these. No changes to our usual systems in place for staff and children.</li> <li>When alarm rings – exit building through outside doors straight away and make way to field to line up in Year groups. Registers taken.</li> <li>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</li> </ul>   | Fire drill completed 4.6.20<br>To be completed during first full week of school 7/9/20 | LW/JW<br>ALL STAFF           |                                |
|  | Safeguarding          | <ul style="list-style-type: none"> <li>In the event of another lockdown - A risk that Safeguarding concerns are not reported effectively. Safeguarding concerns may go unnoticed with children not being in school.</li> <li>A risk that online safety at home could become more of a concern – children accessing more sites/potential for cyber bullying, inappropriate language behaviours through gaming, heightened anxiety levels, emotional responses.</li> </ul> | <ul style="list-style-type: none"> <li>All staff to be updated on KCSIE education 2020 updates and guidance to be read and discussed as staff during first week back.</li> <li>Staff to continue to report to JW/DSLs any concerns and logged on Myconcern if required.</li> <li>DSLs to follow safeguarding policy – referral to CSC if reaching level3-4. Support offered through PFSA/Ed Psych if appropriate.</li> <li>Weekly check in with parents – any parents who do not respond reported to JW who will follow up with home visit.</li> <li>Staff to check online safety with parents when ringing each week – any problems/concerns</li> <li>Use of Elims online support updates to be cascaded to parents/info on Facebook/websites</li> <li>NT to promote online safety to children – set tasks which will educate and promote awareness</li> <li>Annual safeguarding briefing for all staff September 2020 – reminder of how to use new Myconcern reporting programme.</li> </ul> | 1.6.20<br>Weekly check in with all staff   | ALL STAFF<br>JW/NT/LW (DSLs) |                                |
|  |                       |  |  | 1.6.20<br>Weekly calls by staff – report to JW   | NT/LW<br>ALL STAFF           | To be completed September 2020 |

KINGSMOOR PRIMARY SCHOOL– SCHOOLS REOPEN – COVID-19 RE-OPENING RISK ASSESSMENT AND ACTION PLAN

|  |                       |  |   |         |                                  |  |
|--|-----------------------|--|---|---------|----------------------------------|--|
|  | Access                | <ul style="list-style-type: none"> <li>A risk of transmission of virus upon arrival and departure at school</li> </ul>   | <ul style="list-style-type: none"> <li>Entry points to school controlled (including deliveries).</li> <li>Building access rules clearly communicated through signage on entrances.</li> <li>School start times staggered so bubbles arrive at different times.</li> <li>Floor markings in/outside school to indicate distancing rules (if queuing during peak times).</li> <li>Shared pens removed from reception.</li> <li>Hand sanitiser provided at office.</li> <li>Pupils, staff and visitors to wash hands immediately on arrival.</li> <li>Gathering at the school gates prohibited. Parents to be allocated area of drive at pick up time and to depart asap at gate when drop off in the morning.</li> <li>Staff on duty outside school to monitor protection measures.</li> </ul>   | 31.8.20 | ALL STAFF<br>JW/LW/AR/NT         |  |
|  | Visitors              | <ul style="list-style-type: none"> <li>A risk visitors to site will increase the potential risk of infection.</li> <li>A risk visitors may be COVID-19 positive and infection spread within school.</li> </ul> | <ul style="list-style-type: none"> <li>Wherever possible keep meetings on a virtual platform (e.g. 1:1 sessions with professionals, recruitment interviews, parental meetings etc.).</li> <li>Parents/carers and visitors coming onto the site without an appointment or asked to by a member of staff, is not to be permitted.</li> <li>If parent is asked to come into school for an appointment they will required to wear a mask.</li> <li>Site guidance on physical distancing and hygiene is explained to visitors on or before arrival ie handwashing/wearing of gloves/face masks etc.</li> <li>Visitors entering the school should wait on marked line at the front desk area. Office staff will wear face shield/mask when speaking to visitors.</li> <li>A record kept of all visitors to assist NHS Test and Trace, including:             <ul style="list-style-type: none"> <li>the name;</li> <li>a contact phone number;</li> <li>date of visit;</li> <li>arrival and departure time;</li> </ul> </li> <li>the name of the assigned staff member</li> </ul> | 31.8.20 | LW/AR/JW<br>ALL STAFF<br>PARENTS |  |
|  | BAM – Lunch providers | <ul style="list-style-type: none"> <li>Outside provider transferring virus into school setting</li> </ul>  | <ul style="list-style-type: none"> <li>Lunches to be delivered from the main playground and into the kitchen – do not go through hall where children are.</li> <li>BAM caterer to enter building wash hands – make her way to kitchen. NO contact with children upon entry</li> <li>Ensure all trays are washed in dishwasher as per normal practice at high temperature.</li> <li>Wash hands upon exit of school premises.</li> </ul>  | 31.8.20 | JW/LW/AR                         |  |

KINGSMOOR PRIMARY SCHOOL– SCHOOLS REOPEN – COVID-19 RE-OPENING RISK ASSESSMENT AND ACTION PLAN

|   |                        |  |   |         |                    |  |
|---|------------------------|--|---|---------|--------------------|--|
| <b>Minimise contact and social distancing</b> | <b>Grouping</b>        | <ul style="list-style-type: none"> <li>A risk that groups may cross over and spread the virus between each other.</li> </ul> | <ul style="list-style-type: none"> <li>As from September 2020 all children are expected to return to school. They will be taught in their Year group for the whole day. (Use of Catch-up funding to accommodate this for this academic year.)</li> <li>Class teacher and TA will stay with their allocated year group throughout the day.</li> </ul>  | 31.8.20 | JW/NT<br>ALL STAFF |  |
|   | <b>Minimise mixing</b> | <ul style="list-style-type: none"> <li>A risk that groups may come into contact with other year groups</li> </ul>            | <ul style="list-style-type: none"> <li>Each Year group are to be kept apart from other groups where possible.</li> <li>Year groups use the same classroom or area throughout the day.</li> <li>Mixing between year groups kept to a minimum during arrival, lunchtime, breaks and departure.</li> <li>Pupil movements around the school site, either in groups or individuals is controlled to limit contact and mixing. Children should not be sent to the office or photocopier.</li> <li>Groups will stay within a specific “zone” of the playground/site to minimise mixing.</li> <li>The number of pupils in shared spaces (e.g. halls, dining areas and internal and external sports facilities) for lunch and exercise is limited to specific Year groups.</li> <li>Large gatherings such as assemblies or collective worship with more than one group will not happen – they will happen virtually in classrooms in individual year groups.</li> <li>Separate spaces for each group clearly indicated.</li> <li>Multiple groups do not use outdoor equipment simultaneously.</li> <li>Limiting the number of pupils who use the toilet facilities at one time.</li> <li>Allow pupils to have access to toilets at all times during the day to prevent queues developing at social times.</li> <li>The same teacher(s) and other staff are assigned to each Year group and, as far as possible, these stay the same.</li> <li>Staff that move between classes and year groups, to keep their distance from pupils and other staff.</li> <li>To avoid mixing during breakfast and after-school clubs, a carousel system to be operated with children from different Year groups rotating between activities (e.g. inside, outside, snack time etc.) with cleaning surfaces between groups.</li> <li>There will be a no thoroughfare for children through the Y5 teaching area. Access to the main toilets and hall will be from the rear external doors.</li> </ul> | 31.8.20 | JW/NT<br>ALL STAFF |  |

## KINGSMOOR PRIMARY SCHOOL– SCHOOLS REOPEN – COVID-19 RE-OPENING RISK ASSESSMENT AND ACTION PLAN

|                          |                   |  |  |         |   |  |
|--------------------------|-------------------|--|--|---------|---|--|
| KINGSMOOR PRIMARY SCHOOL | Social distancing | <ul style="list-style-type: none"> <li>A risk that children will find it extremely challenging to social distance.</li> <li>A risk that staff could come in contact with virus from close contact whilst teaching</li> </ul> | <ul style="list-style-type: none"> <li>Staggered start/end to days – lined up on spots 2m distanced a part.</li> <li>Activities at playtime and in class designed bearing this in mind.</li> <li>Staff to keep 2 metres from other adults as much as possible.</li> <li>Where possible staff to maintain distance from their pupils, staying at the front of the class.</li> <li>Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone.</li> <li>Supply teachers, peripatetic teachers and/or other temporary staff to minimise contact and maintain as much distance as possible from other staff.</li> <li>The occupancy of staff rooms and offices limited.</li> <li>Use of staff room to be minimised.</li> <li>Staff in shared spaces (e.g. office) to avoid working facing each other.</li> <li>Use a simple 'no touching' approach for young children to understand the need to maintain distance.</li> </ul> <p>Older children to be encouraged to keep their distance within their Year groups</p> | 31.8.20 | JW/NT<br>ALL STAFF                                  |  |
|                          | Toilets           | <ul style="list-style-type: none"> <li>Toilets crowded – increase risk of transmission.</li> </ul>   | <ul style="list-style-type: none"> <li>Limit to one person in the toilet at a time.</li> <li>If waiting for handwashing, stagger queue down the corridor/outside with 2m gaps.</li> <li>Masking tape marks/arrows on corridor floor to indicate 2m gaps.</li> <li>Paper towels and bins placed in toilets – hand dryers back in use.</li> <li>Bin bags emptied frequently during day and toilets cleaned during day.</li> <li><b>Children to access main toilet block from outside not through internal corridor</b></li> </ul>  | 31.8.20 | ALL STAFF<br>TA to empty bins during day.<br>PUPILS |  |
|                          | Cloak rooms       | <ul style="list-style-type: none"> <li>Cloakrooms crowded, increased risk of transmission.</li> </ul>  | <ul style="list-style-type: none"> <li>Cloakrooms only to be used as thoroughfare – entrance and exit.</li> <li>Children to store coats/bags on pegs in cloak room</li> <li>Water bottles on own table</li> <li>Year 5 children to take all coats and bags to their classroom area – trolley to be purchased to accommodate these</li> </ul>   | 31.8.20 | ALL STAFF/PUPILS                                    |  |
|                          | Assemblies        | <ul style="list-style-type: none"> <li>Transmission of virus through proximity to others in school hall.</li> </ul>  | <ul style="list-style-type: none"> <li>No assemblies/group/whole school gatherings at present time.</li> </ul> <p>Virtual assemblies have been timetabled for both Key stages which will take place on screen in their classrooms. 3 x week as per our normal assembly timetable.</p>  | 31.8.20 | ALL STAFF   |  |

## KINGSMOOR PRIMARY SCHOOL– SCHOOLS REOPEN – COVID-19 RE-OPENING RISK ASSESSMENT AND ACTION PLAN

|  |            |  |   |         |                                       |  |
|--|------------|--|---|---------|---------------------------------------|--|
|  | Staff room | <ul style="list-style-type: none"> <li>Transmission of disease through overcrowding of staff room.</li> </ul>  | <ul style="list-style-type: none"> <li>Staff lunch and break times staggered</li> <li>Staff to sit opposite each other giving 2 metres distance</li> <li>Library/outside can be used to sit</li> <li>Staff to be conscious that the purpose is to only stay within their allocated group. Try to avoid mixing frequently with all staff.</li> <li>Chairs placed outside if weather permits for staff to sit outside at an acceptable social distance – use front of school for privacy.</li> </ul>  | 31.8.20 | ALL STAFF                             |  |
|  |            | <ul style="list-style-type: none"> <li>Transmission of disease through use of hard surfaces (kettle/taps etc).</li> </ul>  | <ul style="list-style-type: none"> <li>Pack of disinfectant wipes to be used before touching hard surfaces.</li> <li>Additional signage to remind staff to wash hands once items have been used.</li> <li>All washing up done on full temperature cycle in dishwasher, not in sink.</li> </ul>  |         | ALL STAFF                             |  |
|  | Office     | <ul style="list-style-type: none"> <li>Transmission of virus through overcrowding of office space.</li> <li>Transmission of virus from contractors who have to enter the building a speak to office staff</li> <li>A child who needs to speak to office staff</li> </ul> | <ul style="list-style-type: none"> <li>Staff should not enter the school office if LW/AR in there. Ask for admin to make calls.</li> <li>LW/AR to face away from each other</li> <li>Aim to keep this space free from other staff members unless you must enter.</li> <li>No children to enter main school office – refrain from sending children to the office - if urgent -children to come to front desk if required. (Remove bell)</li> <li>All keyboards/phones, handles etc cleaned twice per day.</li> <li>JW/LW/AR to use own phones and clean regularly.</li> <li>If other staff member uses phone – wipe first and after use.</li> <li>Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc.</li> <li>Pack of disinfectant wipes to be used before touching hard surfaces.</li> <li>Office door propped open to avoid need for use of handle, unless a private phone call is taking place.</li> <li>Window open to encourage ventilation</li> <li>Staff to ensure they stand at a 2-metre distance away from main desk. Marker on floor. Encourage contractor to use own pen if possible to sign in. Office staff to sign book for them so they only require a signature.</li> <li>Office staff to wear face shields when talking to visitors at desk.</li> <li>Obtain appropriate details from contractors to enable track and trace if required as above (Access)</li> </ul> | 31.8.20 | LW/AR/JW<br>ALL STAFF                 |  |
| Management of start/end of school day. |            | <ul style="list-style-type: none"> <li>Transmission of virus at start of school day, due to poor management of risk.</li> </ul>  | <ul style="list-style-type: none"> <li>Stagger the start times for children to reduce numbers of people on site: Y1/Y2/Y3 arrive 8:50 and depart 3:15 (EYFS to arrive at this time after first few weeks – 9:00 am for their starting weeks.)</li> <li>Y4/5/6 arrive 9:00 and depart 3:30</li> <li>Y4/5/6 Siblings of younger children can arrive at same time and go straight to their classroom where activities will be set.</li> </ul>  | 31.8.20 | JW/LW/AR<br><br>ALL STAFF<br>/PARENTS |  |



KINGSMOOR PRIMARY SCHOOL– SCHOOLS REOPEN – COVID-19 RE-OPENING RISK ASSESSMENT AND ACTION PLAN

|           |  |   |         |                 |  |
|-----------|--|---|---------|-----------------|--|
| Playtimes |  | <ul style="list-style-type: none"> <li>Each year group will be allocated a gate to enter through. On arrival parents should leave children at gate. Child will enter and line up on their relevant part of the drive. (This will be directed by the class teacher/TA). No parents to enter school building during morning arrival. Parents to social distance outside gate. Signs up to remind.</li> <li>Departure of children. Parents will be signposted where to stand upon collection (At various parts of the school drive to avoid congestion at the gates.) Teacher/signage to direct parents where to stand. Parents will be encouraged to leave site promptly upon collection of child.</li> <li>Messages should be sent by email/phone to school office – Brief message can be passed to SLT member on gate.</li> <li>Physical items/money/return slips/forms should be sent into school with the child in a sealed envelope and handed into the teacher. Younger children’s book bags will be checked for these items by staff.</li> <li>Anyone entering building to wash/sanitise hands immediately.</li> <li>Parents advised not to gather talking outside school site. Parents may want to wear masks for drop off and collection times.</li> </ul> |         |                 |  |
|           | <ul style="list-style-type: none"> <li>Transmission of virus between children during playtimes and groups of children mixing.</li> </ul>   | <ul style="list-style-type: none"> <li>Playtimes staggered so children play within their year group and do not mix with others.</li> <li>Each year group will be allocated a specific area to play and have their own set of playtime equipment. This will be cleaned at the end of each playtime.</li> <li>Encourage children to maintain social distancing by playing suitable games.</li> </ul>  | 31.8.20 | ALL STAFF       |  |
|           | <ul style="list-style-type: none"> <li>Transmission of virus on Funlark. (Outdoor play equipment) and Use of nature area.</li> </ul>   | <ul style="list-style-type: none"> <li>Climbing equipment/Funlark/mud kitchen/nature area cannot be used during free breaks – only when supervised</li> <li>Teachers may use as part of group lesson and must ensure bars are wiped before and after use with anti-bac wipes.</li> <li>Children must wash hands after use.</li> <li>Nature area will be used as part of timetabled Forest school. Appropriate hygiene enforced.</li> </ul>  | 31.8.20 | ALL STAFF       |  |
|           | <ul style="list-style-type: none"> <li>Transmission of virus on water fountains.</li> <li>Transmission of virus when staff asked to undo lids on water bottles and re-fill.</li> </ul> | <ul style="list-style-type: none"> <li>Ensure water fountains are turned off inside and taped off so children cannot attempt to use.</li> <li>Children to bring own labelled water bottle daily.</li> <li>Staff to encourage children to fill own – wash their own hands. If can’t do staff to wash hands thoroughly and re-fill for them. Wear gloves if feel safer.</li> </ul>  | 31.8.20 | JW<br>ALL STAFF |  |
|           | <ul style="list-style-type: none"> <li>Transmission of virus between groups on portable play equipment.</li> </ul>   | <ul style="list-style-type: none"> <li>Play equipment maintained separately for each group.</li> <li>Ensure play equipment is such that it encourages distance – catch, football (passing only), four square (lining up distanced).</li> <li>Play equipment sanitised after each play session.</li> <li>Only easily sanitised equipment to be used – no tennis balls etc.</li> </ul>  | 31.8.20 | ALL STAFF       |  |

## KINGSMOOR PRIMARY SCHOOL– SCHOOLS REOPEN – COVID-19 RE-OPENING RISK ASSESSMENT AND ACTION PLAN

|  |                   |  |  |         |                                |  |
|--|-------------------|--|--|---------|--------------------------------|--|
|  |                   | <ul style="list-style-type: none"> <li>Transmission of virus following playtimes and any outdoor activity.</li> </ul>          | <ul style="list-style-type: none"> <li>Children to wash hands when they come back to class.</li> </ul>   | 31.8.20 | ALL STAFF                      |  |
|  |                   | <ul style="list-style-type: none"> <li>Transmission during play activities due to wet play.</li> </ul>                         | <ul style="list-style-type: none"> <li>Children to do activities in their seats e.g. drawing, colouring individual games. IWB could be used to show programmes.</li> </ul>   | 31.8.20 | ALL STAFF                      |  |
|  | Lunchtime         | <ul style="list-style-type: none"> <li>Transmission of virus during lunchtime.</li> </ul>                                      | <ul style="list-style-type: none"> <li>Tables to be sprayed and cleaned prior to lunch</li> <li>Children to wash hands before eating.</li> <li>Packed lunches to be eaten in group classrooms, at own desks.</li> </ul>  | 31.8.20 | ALL STAFF                      |  |
|  |                   | <ul style="list-style-type: none"> <li>Transmission of virus between groups</li> </ul>   | <ul style="list-style-type: none"> <li>Staggered timetable – EYFS and Y2 first sitting. Separated tables in hall. Clean tables – Y1 second sitting plus any KS2 FSM children. (KS2 collect dinner and return to eat in their classroom.)</li> <li>Use of hall and kitchen to be open to administer hot meals to all EYFS and key stage 1 children from Sept 3<sup>rd</sup>.</li> <li>Children to line up from the playground having washed their hands and to avoid queuing inside. (If raining/cold, sit children at table and staff to call up 5 at a time to receive lunch.)</li> <li>Children to sit in year group spaced out appropriately. Stagger children to avoid sitting directly opposite each other.</li> <li>Trays to be sanitised in dishwasher after use.</li> <li>Tables/benches appropriately sanitised before and after use.</li> </ul>              | 31.8.20 | ALL STAFF<br>BAM               |  |
|  | Classroom seating | <ul style="list-style-type: none"> <li>Transmission of virus due to proximity of children and staff within a group.</li> </ul> | <ul style="list-style-type: none"> <li>All children are expected to return to school in September – there will be approximately 25 children within each year group/class.</li> <li>Children in Years 2-6 will sit with their desk facing the front of the classroom. They will sit next to another child and be encouraged to speak facing forwards.</li> <li>Restrict, where possible, children’s movement around the room.</li> <li>Remove any unnecessary furniture to make more space within class.</li> <li>Staff to restrict movement around the room where possible, to limit contact and proximity with children. Try to teach from the front of the classroom giving a 2metre distance where at all possible.</li> <li>Staff to avoid face to face contact with children in close proximity and minimise the time spent within 1 metre of children</li> </ul> | 31.8.20 | ALL STAFF                      |  |
|  | Sport             | <ul style="list-style-type: none"> <li>Risk of transmission of virus due to contact during physical activity.</li> </ul>       | <ul style="list-style-type: none"> <li>Children/staff to wash/sanitise hands on return to class.</li> <li>Pupils kept in same consistent year group bubbles during PE and sport.</li> <li>Children to attend school in PE kit on their PE days to reduce time and risk of virus spread. Communicate PE to parents in re-opening letter.</li> <li>Sports equipment thoroughly cleaned between each use.</li> <li>Contact sports avoided until guidance changes.</li> </ul>  | 31.8.20 | ALL STAFF<br>John Irish/Sean H |  |

KINGSMOOR PRIMARY SCHOOL– SCHOOLS REOPEN – COVID-19 RE-OPENING RISK ASSESSMENT AND ACTION PLAN

|  |  |  |         |                       |  |
|--|--|--|---------|-----------------------|--|
|  |  | <ul style="list-style-type: none"> <li>Outdoor sports should be prioritised where possible.</li> <li>Large indoor spaces used where it is not.</li> <li>After school Sporting activities delivered by external coaches, clubs and organisations will only go ahead if they can satisfy the above requirements. To be decided after a few weeks back in school.</li> </ul>  |         |                       |  |
| Swimming   | <ul style="list-style-type: none"> <li>Risk of transmission of virus by children attending swimming lessons</li> </ul>         | <ul style="list-style-type: none"> <li>Children will swim for one term only and they will attend in their Year group bubble.</li> <li>Children will follow Swim England guidance and protocol for attending swimming pools.</li> <li>Children will travel in Year groups on the bus where possible</li> <li>Children will change into swimming kits at school before attending the pool. They will change back into uniform at the pool.</li> <li>Hand sanitiser applied when on bus and upon return to school</li> </ul>  | 31.8.20 | ALL STAFF             |  |
| Educational trips and visits – including transport | <ul style="list-style-type: none"> <li>Transmission of the virus – in contact with general public.</li> </ul>                  | <ul style="list-style-type: none"> <li>Government guidance is accepting of trips/visits if following precautions are considered.</li> <li>From the autumn term, non-overnight educational visits only – review Kilve (March 2021 – Y5/6)</li> <li>Risk assessments of visits and journeys to be undertaken by visit leaders.</li> <li>No overnight and overseas visits until government guidance changes.</li> <li>Pupils grouped together on transport in the same bubbles that are adopted within school where possible.</li> <li>Journey’s planned to allow distancing within vehicles (this may mean large vehicles or more are used).</li> <li>Use of hand sanitiser upon boarding and/or disembarking</li> </ul>   | 31.8.20 | JW/LW/NT<br>ALL STAFF |  |
| SCC School transport – bus children                | <ul style="list-style-type: none"> <li>Risk of infection to children who travel on SCC transport to and from school</li> </ul> | <ul style="list-style-type: none"> <li>All children who travel on SCC school transport to and from school should adhere to SCC risk assessments and procedures. Please contact SCC for further info.</li> <li>Children will be escorted into school upon arrival of the bus and taken to their year group classroom where they will wash their hands.</li> <li>Children in Years: EYFS, Year1, 2 and 3 will remain in their classrooms with their teachers at 3:15 until 3:30 and the arrival of the bus. They will then be escorted onto the bus as per normal procedures.</li> <li>Bus seating plan for children will consider year groups if appropriate or siblings to avoid further mixing of children. JW to liaise with Mrs Lane regarding this.</li> </ul> | 31.8.20 | JW/LW                 |  |

**KINGSMOOR PRIMARY SCHOOL– SCHOOLS REOPEN – COVID-19 RE-OPENING RISK ASSESSMENT AND ACTION PLAN**

|                                   |  |  |  |                   |             |  |
|-----------------------------------|--|--|--|-------------------|-------------|--|
|                                   | <b>Extended school provision and clubs</b> | <ul style="list-style-type: none"> <li>• Transmission between bubbles due to introduction of additional adults.</li> </ul> | <ul style="list-style-type: none"> <li>• No after school sports clubs at present time – will be reviewed as guidance changes.</li> <li>• Breakfast and after school provision is available for all children/parents who require - with usual costs applied. Starts 3<sup>rd</sup> Sept. 8:00am and until 5:00pm each evening.</li> <li>• Children will be collected from their year group class/teacher to attend this provision.</li> <li>• Parents should ring the gate buzzer when they come to collect and the child will be brought out to them.</li> <li>• Extended school provision will take place in the hall and outside area –</li> <li>• Children will be kept in year groups or with siblings as much as possible</li> <li>• Avoid mixing of year groups where at all possible.</li> <li>• To avoid mixing during breakfast and after-school clubs, a carousel system to be operated with children from different Year groups rotating between activities (e.g. inside, outside, snack time etc.) with cleaning surfaces between groups.</li> <li>• Space in hall and activities given to children will be thought about to avoid potential transmission of virus</li> <li>• All equipment will be cleaned after use.</li> </ul>  | 31.8.20           | LW<br>NB/SM |  |
| <b>Infection control measures</b> | <b>Suspected Cases of Covid-19</b>         | <ul style="list-style-type: none"> <li>• Child/staff member develops symptoms of COVID-19 in school.</li> </ul>            | <ul style="list-style-type: none"> <li>• Any pupil who displays signs of being unwell with COVID-19 symptoms is immediately referred to JW/LW.</li> <li>• Any staff member who displays signs of being unwell immediately refers themselves to JW/LW and they are sent home immediately. Class covered by the designated available teacher in school.</li> <li>• Send symptomatic cases home until at least 10 days after the onset of symptoms (The day of symptom onset is Day 0). If fever persists on day 10, isolation is needed until temperature returns to normal (PHE).</li> <li>• Where the named person is unavailable, staff ensure that pupil is moved to Kingfisher room whilst they wait for their parent to collect them. School admin team to contact parents. Parents advised to follow the COVID-19: Guidance for households, including accessing testing.</li> <li>• Pupil to be isolated in Kingfisher room with exit doors and window open.</li> <li>• Staff member staying with child should wear PPE, including fluid resistant mask, gloves, apron and eye protectors. (Member of SLT)</li> <li>• If pupil needs to use the toilet, staff member should escort to first aid toilet and ensure toilet/handles/sink etc is cleaned after use.</li> <li>• Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated.</li> <li>• Ensure staff member washes hands straight away.</li> <li>• Follow PHE guidance/checklist for a single suspected case</li> </ul> | 1.6.20<br>31.8.20 | JW/LW       |  |

|  |                             |  |  |                   |          |  |
|--|-----------------------------|--|--|-------------------|----------|--|
|  |                             |  | <ul style="list-style-type: none"> <li>Advise anyone with symptoms to get tested via the staff online testing portal/ NHS 111 systems or by calling 119</li> <li>Telephone the Health Protection Team (HPT) to inform them of the suspected case <b>0300 303 8162 (Health Protection)</b> This will enable you to discuss infection control measures that are needed and the information to be communicated to others</li> </ul>   |                   |          |  |
|  | Confirmed Cases of Covid-19 | <ul style="list-style-type: none"> <li>A pupil/staff member is tested and confirmed to have COVID-19.</li> </ul> | <p>In line with government advice:</p> <ul style="list-style-type: none"> <li>Send symptomatic and confirmed cases home for 10 days after the onset of symptoms or date of test if asymptomatic. (The day of symptom onset is Day 0). If fever persists on day 10, isolation is needed until temperature returns to normal. (PHE)</li> <li><b>Symptoms are:</b> a new continuous cough, a high temperature, a loss of, or change in, your normal sense of taste or smell (anosmia)</li> </ul> <p>For most people, COVID-19 will be a mild illness. However, if you have any of the symptoms above you must stay at home and arrange to have a test to see if you have COVID-19 – go to <a href="#">testing</a> to arrange.</p> <ul style="list-style-type: none"> <li>Report further suspected cases of COVID-19 to the head teacher (pupils, staff and visitors) to help to identify cases early</li> <li>JW/LW/NT Telephone the Health Protection Team (HPT) to inform them of the confirmed case 0300 303 8162 Option 1, Option 1 (Health Protection) This will enable you to discuss infection control measures that are needed and the information to be communicated to others</li> <li>Track and trace</li> <li>Staff and children who have been in close contact with the confirmed case will be tracked and traced – This will include child’s year group peers and linked staff. (14 days isolation.)             <ul style="list-style-type: none"> <li>The HPT can help with identifying those who are in the ‘track and trace’ category and those who do not require this.</li> <li>The HPT will provide template letters which can be used for informing all staff, parents and children of the situation.</li> <li>Household contacts of contacts do not need to self-isolate.</li> </ul> </li> </ul> | 1.6.20<br>31.8.20 | JW/LW/NT |  |

|  |                                     |   | <table border="1" data-bbox="862 236 1615 483"> <thead> <tr> <th colspan="4">Periods of isolation as per Gov guidelines and PHE</th> </tr> <tr> <th></th> <th>Swab Positive</th> <th>Swab negative</th> <th>No swab taken</th> </tr> </thead> <tbody> <tr> <td>Symptomatic</td> <td>10 days isolation from day of onset</td> <td>14 days</td> <td>14 days</td> </tr> <tr> <td>No symptoms</td> <td>10 days from day of onset</td> <td>14 days</td> <td>14 days</td> </tr> </tbody> </table> <p data-bbox="920 523 1637 603">See Gov guidance - <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <ul data-bbox="887 612 1637 906" style="list-style-type: none"> <li>• Advise anyone with symptoms to get tested via the staff online testing portal/ NHS 111 systems or by calling 119</li> <li>• The rest of the class/group should be advised to self-isolate for 14 days.</li> <li>• Inform Local Authority</li> <li>• Possible closure of school the following day for a thorough deep clean. No children/staff in depending on guidance given by PHE.</li> <li>• Await guidance on reopening.</li> <li>• member who has supported Covid-19 confirmed case is not required to leave school premises (P8 Gov guidelines.) JW to assess at time and staff member’s thoughts.</li> </ul> | Periods of isolation as per Gov guidelines and PHE |          |  |  |  | Swab Positive | Swab negative | No swab taken | Symptomatic | 10 days isolation from day of onset | 14 days | 14 days | No symptoms | 10 days from day of onset | 14 days | 14 days |  |  |  |
|--|-------------------------------------|---|--|--|----------|--|--|--|---------------|---------------|---------------|-------------|-------------------------------------|---------|---------|-------------|---------------------------|---------|---------|--|--|--|
| Periods of isolation as per Gov guidelines and PHE   |                                     |   |  |  |          |  |  |  |               |               |               |             |                                     |         |         |             |                           |         |         |  |  |  |
|  | Swab Positive                       | Swab negative   | No swab taken  |  |          |  |  |  |               |               |               |             |                                     |         |         |             |                           |         |         |  |  |  |
| Symptomatic  | 10 days isolation from day of onset | 14 days   | 14 days  |  |          |  |  |  |               |               |               |             |                                     |         |         |             |                           |         |         |  |  |  |
| No symptoms  | 10 days from day of onset           | 14 days   | 14 days  |  |          |  |  |  |               |               |               |             |                                     |         |         |             |                           |         |         |  |  |  |
| <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Outbreak of confirmed cases</p> |                                     | <ul style="list-style-type: none"> <li>• A risk of an outbreak of COVID-19 in school</li> </ul> | <p data-bbox="862 930 1659 1010">Outbreak definition “Two or more confirmed cases of COVID-19 among students or staff who are direct close contacts, proximity contacts or in the same cohort or ‘bubble’* in the school/college within 14 days”.</p> <ul style="list-style-type: none"> <li>• Send symptomatic and confirmed cases home until at least 10 days after the onset of symptoms or date of test if asymptomatic. (The day of symptom onset is Day 0). If fever persists on day 10, isolation is needed until temperature returns to normal.</li> <li>• Report all cases to Headteacher</li> <li>• Telephone the Health Protection Team (HPT) to inform them of the possible outbreak 0300 303 8162 Option 1, Option 1 (Health Protection) This will enable you to discuss infection control measures that are needed and the information to be communicated to others. You do not have to call the HPT every time you get a new case. For ongoing operational support (e.g. supply issues, staffing) please contact your local authority.</li> <li>• However, call the HPT for advice if: The situation worsens considerably e.g. cases spreading to unaffected areas of the school, Any hospitalisations/</li> </ul>  | 31.8.20  | JW/LW/NT |  |  |  |               |               |               |             |                                     |         |         |             |                           |         |         |  |  |  |

|  |  |  |   |         |          |
|--|--|--|---|---------|----------|
|  |  | <p>deaths, Any media interest, Any other concern you feel you need support with</p> <ul style="list-style-type: none"> <li>• Enforce Track and trace as above</li> <li>• Reinforce infection control messages</li> </ul> |   |         |          |
|  | Implementation of Governments track and trace. | <ul style="list-style-type: none"> <li>• Rapid spread of COVID-19</li> <li>• Unable to identify who had been in contact with confirmed case</li> </ul>   | <p>Kingsmoor staff to have records of which staff have been working with each year group and be able to trace adults/pupils if required with ease.</p> <p>All staff to understand the NHS Test and Trace process and how to contact their local <a href="#">Public Health England health protection team</a>. We will ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> <li>• <a href="#">book a test</a> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</li> <li>• provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</li> <li>• <a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> </ul> <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a>, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient.</p> <p><b>We note that the government will release more details on new testing avenues as and when they become available and will work with schools so they understand what the quickest and easiest way is to get a test. By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.</b></p> <p>We will ask parents and staff to inform us immediately of the results of a test:</p> <ul style="list-style-type: none"> <li>• If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still</li> </ul> | 31.8.20 | JW/LW/NT |

KINGSMOOR PRIMARY SCHOOL– SCHOOLS REOPEN – COVID-19 RE-OPENING RISK ASSESSMENT AND ACTION PLAN

|  |                     |  |   |         |                            |  |
|--|---------------------|--|---|---------|----------------------------|--|
|  |                     |  | <p>have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.</p> <p>if someone tests positive, they should follow the <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a> and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10 day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</p> |         |                            |  |
|  | Quarantine          | <ul style="list-style-type: none"> <li>A risk families may have travelled abroad to other countries and the virus may spread</li> </ul>  | <ul style="list-style-type: none"> <li>As per government guidelines – parents must communicate this information to the school and ensure they fulfil the quarantine guidelines if required for the country they have travelled to. <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk">https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk</a></li> </ul>   | 31.8.20 | JW/LW                      |  |
|  | Handwashing         | <ul style="list-style-type: none"> <li>A risk a lack of handwashing can enable the virus to spread</li> </ul>  | <ul style="list-style-type: none"> <li>Frequent hand washing encouraged for adults and pupils (following guidance on hand cleaning).</li> <li>Sufficient handwashing facilities are available.</li> <li>Where there is no sink, hand sanitiser provided in classrooms.</li> <li>Skin friendly skin cleaning wipes used as an alternative to hand washing or sanitiser.</li> <li>Pupils to clean their hands when they arrive at school, when they return from breaks, when they change rooms and before and after eating.</li> <li>Staff help is available for pupils who have trouble cleaning their hands independently (e.g. small children and pupils with complex needs).</li> <li>Use resources such as “e-bug” to teach effective hand hygiene etc.</li> </ul>   | 31.8.20 | PUPILS/PARENT<br>ALL STAFF |  |
|  | Respiratory hygiene | <ul style="list-style-type: none"> <li>A risk inadequate respiratory hygiene will enable the virus to spread</li> <li>Risk of transmission due to child sneezing/coughing in classroom.</li> </ul> | <ul style="list-style-type: none"> <li>Adults and pupils are encouraged not to touch their mouth, eyes and nose.</li> <li>Adults and pupils encouraged to use a tissue to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’)</li> <li>Tissues to be provided in all classrooms</li> <li>Bins for tissues provided and are emptied throughout the day.</li> <li>Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.</li> </ul>  | 31.8.20 | PUPILS/PARENT<br>ALL STAFF |  |



KINGSMOOR PRIMARY SCHOOL– SCHOOLS REOPEN – COVID-19 RE-OPENING RISK ASSESSMENT AND ACTION PLAN

|  |                             |  |  |         |           |  |
|--|-----------------------------|--|--|---------|-----------|--|
|  |                             |  | <ul style="list-style-type: none"> <li>• Measures to be taken when playing instruments or singing in small groups such as in music lessons include:             <ul style="list-style-type: none"> <li>○ physical distancing;</li> <li>○ playing outside wherever possible;</li> <li>○ limiting group sizes to no more than 15;</li> <li>○ positioning pupils back-to-back or side-to-side;</li> <li>○ avoiding sharing of instruments;</li> <li>○ ensuring good ventilation.</li> </ul> </li> </ul>   |         |           |  |
|  | Cleaning and waste disposal | <ul style="list-style-type: none"> <li>• Transmission of disease through use of hard surfaces – door handles/doorways etc.</li> <li>• Risk of transmission through open top bins when tissues are dispersed within.</li> </ul> | <ul style="list-style-type: none"> <li>• As per routines developed during school closure, following government recommendations. Use of cleaning materials which are appropriate for dealing with this risk as per GOV guidance.- enhanced cleaning (detergents and bleach p8)</li> <li>• Emphasis on frequently touched surfaces such as door handles, tables, chairs. Laptops and ipads,</li> <li>• 2 x school cleaners to come in every morning to clean all areas being used. All areas of the school to be cleaned daily. No areas now closed off.</li> </ul> <p>All full PPE supplied for both cleaners.</p> <ul style="list-style-type: none"> <li>• It was felt within school that open top bins were safer than lidded for children.</li> <li>• Bins will be double bagged and emptied throughout day</li> </ul> <p>Recycling bins – emptied daily</p> | 31.8.20 | JR LW     |  |
|  | Photocopier/<br>laminator   | <ul style="list-style-type: none"> <li>• A risk that the virus could be spread through the use of the photocopier/laminator – touching the screen</li> </ul>   | <ul style="list-style-type: none"> <li>• Only adults to use the photocopier – sanitise hands before use</li> <li>• No children to be sent down corridors to collect work from the printer or direct print from it.</li> <li>• When using laminator wipe down before and after use.</li> </ul>  | 31.8.20 | ALL STAFF |  |

KINGSMOOR PRIMARY SCHOOL– SCHOOLS REOPEN – COVID-19 RE-OPENING RISK ASSESSMENT AND ACTION PLAN

|  |                     |   |  |         |                       |  |
|--|---------------------|---|--|---------|-----------------------|--|
|  | Clothing - Uniform  | <ul style="list-style-type: none"> <li>• Transmission of virus on clothing worn repeatedly.</li> </ul>              | <ul style="list-style-type: none"> <li>• Clean Kingsmoor uniform to be worn each day.</li> <li>• PE kit to be worn on set PE days for each year group.</li> <li>• Forest school – outdoor clothing/wellies to be bought into school on Thursdays when their child is undertaking this activity. (Class teachers will inform when.)</li> <li>• Uniform is important to maintain behaviour standards and healthy mindset of children being back as a group.</li> </ul>   | 31.8.20 | JW/PARENTS/<br>PUPILS |  |
|  | ICT equipment       | <ul style="list-style-type: none"> <li>• Transmission of virus on ICT equipment – laptops/iPads etc.</li> </ul>     | <ul style="list-style-type: none"> <li>• ICT equipment timetabled so each group receives allocated sessions.</li> <li>• Disinfectant wipes available in classrooms to sanitise after use.</li> <li>• Interactive smart boards to be wiped down during day</li> </ul>   | 31.8.20 | ALL STAFF             |  |
|  | Classroom equipment | <ul style="list-style-type: none"> <li>• Transmission of virus when sharing equipment.</li> </ul>                   | <ul style="list-style-type: none"> <li>• Children to be allocated own pouch/basket/pencil case with regularly used equipment.</li> <li>• EYFS/Y1 will have carefully monitored resources which are cleaned after use.</li> <li>• EYFS – use of water tray – add hand soap/milton to water and wash hands before and after use. Water changed and trays sanitised before a different group uses. Water and sand trays emptied and sanitised daily.</li> <li>• Playdough – individual pots given to children not shared or fresh daily batches with hands washed before and after use.</li> <li>• No pencil cases from home unless stated by class teacher</li> <li>• Water bottles to come in from home and be washed each day.</li> <li>• If home cannot provide a water bottle – school will – must be sterilised in dishwasher each day.</li> <li>• Staff and pupils to have their own individual and very frequently used equipment, such as pencils and pens.</li> </ul> | 31.8.20 | ALL STAFF             |  |
|  |                     | <ul style="list-style-type: none"> <li>• Transmission of virus due to unnecessary equipment in classroom</li> </ul> | <ul style="list-style-type: none"> <li>• All unnecessary items to be removed from classrooms and learning environments and stored in storage container, clearly labelled.</li> <li>• All soft furnishings and items that are hard to clean to be removed.</li> </ul>   | 31.8.20 | ALL STAFF             |  |

## KINGSMOOR PRIMARY SCHOOL– SCHOOLS REOPEN – COVID-19 RE-OPENING RISK ASSESSMENT AND ACTION PLAN

|  |       |  |  |                   |                       |  |
|--|-------|--|--|-------------------|-----------------------|--|
|  | Books | <ul style="list-style-type: none"> <li>Transmission of virus on books taken home. Handling of books by children and staff could spread the virus.</li> </ul>             | <ul style="list-style-type: none"> <li>Reading books will be allowed to go home – they should stay at home until completed and then returned.</li> <li>Upon return they will be sanitised and left in a separate box for 3 days before re-circulating.</li> <li>Staff/pupils to wash hands after handling books.</li> <li>Children will be allocated their own book (s) to have in their tray in school. They should not take on and off the shelves. Have a time where the adult selects with child discussion and book placed in tray.</li> <li>Staff can take books home to prepare/mark if required. Keep in school if possible.</li> </ul>  | 31.8.20           | ALL STAFF             |  |
|  | PPE   | <ul style="list-style-type: none"> <li>A risk staff will not have access to PPE should it be required</li> </ul>   | <ul style="list-style-type: none"> <li>PPE requirements understood and appropriate supplies in place.</li> <li>Long term approach to obtaining adequate PPE supplies in place. (SCC admin source.)</li> <li>Cleaners to have access to full PPE daily for their cleaning duties.</li> <li>PPE to be worn by staff members when dealing with a suspected COVID-19 child/adult. (See first aid.)</li> <li>PPE to be worn by staff when dealing with intimate hygiene needs or if a child is prone to spitting/bodily fluids.</li> <li>Children/parents informed that PPE is not recommended for children – (As per GOV guidance.) concerns around children being able to administer effectively and could cause greater harm. School request not to be worn by children.</li> <li>PPE, masks, gloves, aprons, visors are available to all staff should they wish to wear it.</li> </ul>  | 1.6.20<br>31.8.20 | JW/LW/AR<br>ALL STAFF |  |
|  | Masks | <ul style="list-style-type: none"> <li>A risk parents may be unsure of current guidance with regards to children under the age of 12 and the wearing of masks</li> </ul> | <p>Kingsmoor are following the current Government guidance with regards to masks for children under the age of 12 which states: <i>Wearing a face covering or face mask in schools or other education settings is not recommended.</i> Scientific evidence says taking on and off, and frequent changing of “PPE” (including gloves and face masks) can actually cause more harm if not done properly – gloves should be pulled off in a particular way, as should face masks, and we are concerned children will not have this level of skill. Face masks must cover the face and nose at all times to afford protection, they must not rest on your chin (or touch any other part of your body that “maybe contaminated” before they cover the mouth and nose. Children will not be able to avoid pulling it down or touching the front where germs maybe. Therefore we would not wish children to attend school with gloves or masks.</p> | 31.8.20           | JW/LW/NT<br>Parents   |  |

KINGSMOOR PRIMARY SCHOOL– SCHOOLS REOPEN – COVID-19 RE-OPENING RISK ASSESSMENT AND ACTION PLAN

|  |           |   |  |                   |   |  |
|--|-----------|---|--|-------------------|---|--|
|  |           |   | <p>We are aware that guidance changes and will monitor this and inform of any further changes/updates</p> <p>Please speak with Mrs Warren if you have any concerns regarding this.</p>   |                   |   |  |
|  | First Aid | <ul style="list-style-type: none"> <li>• First aid incident in group in school building/on playground/field.</li> <li>• First aid is required by a child/staff member.</li> </ul> | <ul style="list-style-type: none"> <li>• Ensure staff up to date with all training.</li> <li>• Ensure all health care plans up to date.</li> <li>• Employees providing first aid to pupils will not be expected to maintain 2 metres distance. The following measures will be adopted:</li> <li>• PPE to be worn for all incidents of first aid. Must be worn <b>prior</b> to commencing treatment. PPE to include gloves/apron/mask and fluid resistant visor or safety glasses if required</li> <li>• Washing hands or using hand sanitiser, before and after treating injured person;</li> <li>• Dispose of all waste safely.</li> <li>• Ensure other children maintain a distance of 2 metres from the incident and affected child/children.</li> </ul>  | 1.6.20<br>31.8.20 | JW /LW/NT<br>WB<br>ALL STAFF in<br>SCHOOL |  |
|  |           | <ul style="list-style-type: none"> <li>• First aid room is used for first aid treatment.</li> </ul>   | <ul style="list-style-type: none"> <li>• Ensure First aid room is fully cleaned after treatment, including disposal of PPE and any other materials that have been contaminated with blood or bodily fluids. Double bagged.</li> </ul>  | 1.6.20<br>31.8.20 | JW/LW                                     |  |
|  | CPR       | <ul style="list-style-type: none"> <li>• A risk a staff member/adult/or child may require CPR to be administered on site,</li> </ul>  | <ul style="list-style-type: none"> <li>• Assess situation to identify required infection control measures before commencing CPR.</li> <li>• If CPR is indicated, immediate action to call for an ambulance will be taken (as with any serious injury)</li> <li>• If CPR is required in an adult, a covering/sheet over the mouth can be used to reduce infection risk; and following latest guidance, first aid trained staff will undertake only continuous chest compressions until help/defibrillator arrives</li> <li>• If CPR is required in a child the following is noted - CPR in children is very different due to the greater risk of cause being from respiratory (and not cardiac) failure. There is a risk that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action (as this will result in certain cardiac arrest and the death of the child) and so staff who feel able and willing to do rescue breaths (ideally with a face shield as available in the first aid supplies) will be supported in doing so through this risk assessment.</li> </ul> | 31.8.20           | JW/LW/NT/WB/<br>NB                        |  |

KINGSMOOR PRIMARY SCHOOL– SCHOOLS REOPEN – COVID-19 RE-OPENING RISK ASSESSMENT AND ACTION PLAN

|                              |       |   |   |   |                    |  |
|------------------------------|-------|---|---|---|--------------------|--|
|                              |       |   |   |   |                    |  |
| Mental health and well-being | Staff | <ul style="list-style-type: none"> <li>There is a risk that staff's mental health and well-being will be affected due to the virus and return to work/working from home/shielding. What provision is in place?</li> </ul> | <ul style="list-style-type: none"> <li>Approach to support wellbeing, mental health and resilience in place, including bereavement support. Staff aware of 'Care First' counselling service accessed through school.</li> <li>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear. – Staff to talk with JW and SLT when required – (JW Mental health first aid trained 2020)</li> <li>Access to trained counsellor for staff including OH – Jean Scott PFSA/Sam Bougourd ED PSYCH</li> <li>SLT phone calls and check in with staff offsite. Weekly virtual staff meetings – TAS at least fortnightly.</li> <li>Therapeutic practices/ advice/ resources for pupils, parents and staff – keep website updated (Health and wellbeing.)</li> <li>WB and SM to lead in providing ELSA supervision for children and families in need. Cascading of resources to families and staff. (Primarily WB when SM working in school)</li> <li>We will provide opportunities for staff to get together, including where staff are self- isolating. (Virtual meetings/social evenings.)</li> </ul> | 1.6.20<br>31.8.20<br>Ongoing support – weekly check ins | JW/NT              |  |
|                              |       | <ul style="list-style-type: none"> <li>There is a possibility either staff or children will be affected by a bereavement within their family/the school. How will we respond?</li> </ul>                                  | <ul style="list-style-type: none"> <li>Bereavement training was undertaken prior to lockdown with Josephine Star. Winston's wish have also sent through a training package which staff should undertake asap. Support through ELSAs/PFSA and School Ed Psych.</li> <li>JW's knowledge as a mental health first aider.</li> </ul>  | 1.6.20<br>31.8.20                                       | JW/CO              |  |
|                              |       | <ul style="list-style-type: none"> <li>A risk that new members of staff will be unsure of school's response to COVID-19.</li> </ul>   | <ul style="list-style-type: none"> <li>The approach for inducting new starters has been reviewed and updated in line with current situation. (In Kingsmoor's induction booklet.)</li> </ul>   | 1.6.20<br>31.8.20                                       | JW/LW              |  |
|                              |       | <ul style="list-style-type: none"> <li>A risk staff do not know what is expected of them within good time of returning to work.</li> </ul>  | <ul style="list-style-type: none"> <li>Return to school procedures are clear for all staff. Risk assessments have been shared and discussed as a staff.</li> </ul>  | 25.5.20<br>31.8.20                                      | JW                 |  |
|                              |       | <ul style="list-style-type: none"> <li>A risk staff may feel anxious about 'having' to ensure social distancing amongst themselves and pupils.</li> </ul>   | <ul style="list-style-type: none"> <li>Not over enforcement of social distancing- common sense approach for working with young children.</li> <li>Positive encouragement to social distance- aligned with our wellbeing and behaviour for learning and nurture-based approaches.</li> </ul>   | 1.6.20<br>31.8.20                                       | JW/ALL STAFF<br>IN |  |

## KINGSMOOR PRIMARY SCHOOL– SCHOOLS REOPEN – COVID-19 RE-OPENING RISK ASSESSMENT AND ACTION PLAN

|  |         |  |   |         |                       |   |
|--|---------|--|---|---------|-----------------------|---|
|  |         | <ul style="list-style-type: none"> <li>A risk SLT do not cascade GOV/SCC guidance effectively and staff feel unsure about the current climate and government’s expectations.</li> </ul>                                | <ul style="list-style-type: none"> <li>SLT will be open to staff with the information they know cascaded from GOV/DFE and SCC guidance and directives. (Emails sent when appropriate) Updates in weekly staff meeting.</li> <li>NEU Union advice will also be sought and cascaded by NT as NEU Rep.</li> <li>SLT will endeavour to maintain clear, decisive but receptive leadership to provide reassurance and support.</li> <li>JW/SLT will also report directly to governors in their regular meetings.</li> <li>Information shared with staff around the re-opening plan, returning to site, amendments to usual working patterns/practices and groups.</li> <li>Re-opening plans shared with governors.</li> </ul> | 31.8.20 | JW/NT/LW              |   |
|  | Pupils  | <ul style="list-style-type: none"> <li>A high risk that children’s well-being and mental health will have been affected with increased anxieties so this needs to be addressed and planned into curriculum.</li> </ul> | <ul style="list-style-type: none"> <li>Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.</li> <li>We will be clear about what our school-based decisions are and what is beyond our control. We will provide frequent time in class to ensure that children are able to talk about their feelings and concerns.</li> <li>Therapeutic and wellbeing-based lessons will be prevalent in our curriculum. ELSA and PFSA sessions running for those children needing this support</li> </ul>  | 31.8.20 | ALL STAFF<br>WB/SM/JS |   |
|  |         | <ul style="list-style-type: none"> <li>A risk pupils do not understand what is expected of them upon returning to school</li> </ul>  | <ul style="list-style-type: none"> <li>Upon return – Class teachers to set clear expectations around:</li> <li>Changes to timetable</li> <li>Social distancing arrangements</li> <li>Staggered start/finish times – how managed</li> <li>Expectations when in school and at home</li> <li>Behaviour policy</li> <li>Travelling to and from school safely</li> </ul>   | 31.8.20 | ALL STAFF             | Letter sent before end of term outlining timings/year group model |
|  | Parents | <ul style="list-style-type: none"> <li>A risk parents do not understand/receive the latest Government’s guidance expectations for Education</li> </ul>   | <ul style="list-style-type: none"> <li>We will communicate regularly with parents ensuring that they understand what is happening and why - using email, Facebook, school blogs and our website. Relevant GOV links to parents about education will be shared via Facebook</li> </ul>   | 31.8.20 | JW/NT                 |   |
|  |         | <p>A risk of SLT not communicating effectively with parents</p>  | <ul style="list-style-type: none"> <li>JW to be timely and clear with info parents receive.</li> <li>Weekly calls to parents whose children are at home if remote learning resumes.</li> <li>Letter sent relaying what is expected prior to opening</li> </ul>  | 31.8.20 | JW/NT/LW              |   |

KINGSMOOR PRIMARY SCHOOL– SCHOOLS REOPEN – COVID-19 RE-OPENING RISK ASSESSMENT AND ACTION PLAN

|                               |   |   |   |   |                    |  |
|-------------------------------|---|---|---|---|--------------------|--|
|                               |   | <ul style="list-style-type: none"> <li>• Social distancing plan /Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning/How parents can support if this is to resume again</li> <li>• On-going regular communication plans determined to ensure parents are kept well-informed</li> <li>• Information with regards to ‘catch up’ funding from government and how being implemented in school</li> </ul> |   |   |                    |  |
|                               | <ul style="list-style-type: none"> <li>• Concern children and families may have/are experiencing increased anxieties/worry during lockdown and September opening</li> </ul> | <ul style="list-style-type: none"> <li>• Families identified and support offered.</li> <li>• Resources through school Ed psych</li> <li>• PFSA (Jean Scott)</li> <li>• ELSA for children in school (WB/SM)</li> <li>• Regular communication with parents/children to help ease concerns and anxieties.</li> </ul>   | First weeks back Sept   | ALL STAFF<br>WB/SM – (ELSA)<br>SM<br>JS |                    |  |
| Curriculum – Catch up funding | September Curriculum  | <ul style="list-style-type: none"> <li>• A risk that if curriculum delivery is not adapted, particularly for certain subject areas – then there would be a higher risk of the virus being spread between children – sharing equipment, using food,</li> </ul>   | <ul style="list-style-type: none"> <li>• Current learning plans, revised expectations and required adjustments have been considered.</li> <li>• Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place</li> <li>• Each activity should be risk assessed and should not be run unless the risks can be mitigated</li> <li>• PE</li> <li>• Practical science lessons</li> <li>• DT/ Food tech</li> <li>• Whole school approach to adapting curriculum (Short/Med/Long term), including:</li> <li>• Wellbeing curriculum + RHE</li> <li>• We will set up our environment to best facilitate social distancing and will positively reinforce this with all persons using our site.</li> <li>• recognising ‘non-curriculum’ learning that has been done</li> <li>• capturing pupil achievements/ outcomes</li> <li>• Student behaviour policy reviewed and amended where necessary in line with the current circumstances. Cascaded to parents and children September</li> </ul> | 31.8.20                                 | JW/NT<br>ALL STAFF |  |
|                               |   | <ul style="list-style-type: none"> <li>• A risk children will have significant gaps in their learning</li> </ul>  | <ul style="list-style-type: none"> <li>• Teachers planning carefully using Assessment for learning to identify where children have gaps in knowledge and understanding</li> <li>• Implement intervention groups to target key areas of need particularly in Maths, Reading, phonics</li> <li>• Focus on keeping the curriculum broad and all subjects continuing to be taught effectively.</li> </ul>   | 31.8.20                                 | JW/NT<br>ALL STAFF |  |

KINGSMOOR PRIMARY SCHOOL– SCHOOLS REOPEN – COVID-19 RE-OPENING RISK ASSESSMENT AND ACTION PLAN

|                 |  |  |   |                    |                |  |
|-----------------|--|--|---|--------------------|----------------|--|
|                 |  |  | <ul style="list-style-type: none"> <li>Use of knowledge organisers to help children and parents focus on Key elements of learning which may have been missed or not understood during lockdown.</li> </ul>  |                    |                |  |
|                 | Catch up funding   | <ul style="list-style-type: none"> <li>A risk children are behind for their Year groups expectation – how to make rapid progress upon return to school</li> </ul>  | <ul style="list-style-type: none"> <li>JW inform governors and parents of how this funding is being utilised across the school and to help the progress of all children</li> <li>Change in school structure to single year groups for this academic year to reduce class sizes and enable quality first teaching</li> <li>Jl employed Wednesday am to work with specific groups of children on catch up intervention (Or release teacher to implement this.)</li> <li>Teaching assistant employed for additional hours so intervention work can be carried out</li> </ul>   | 31.8.20            | JW             |  |
|                 | Provision for all  | <ul style="list-style-type: none"> <li>There is a risk that provision for SEND/PP/CLA/FSM/CP/EAL pupils will be affected. What support is in place?</li> </ul>   | <ul style="list-style-type: none"> <li>CO to complete relevant applications/assessments/meetings as part of her role – conducting virtual meetings and liaising back to class teachers and JW as normal.</li> <li>Weekly contact with CSC in relation to CP and CLA in school. Monitor closely and feedback to social worker.</li> <li>Extra provision in place for ELSA children. (WB/SM to lead – see mental health and well-being.)</li> <li>PFSA (Jean Scott) prioritise children with wellbeing concerns.</li> <li>Refocus of curriculum and targeted support at the right time. Liaison with external agencies where appropriate. Ed Psych, Bridge school, Occupational therapists.</li> <li>Home visit and phone calls. Attendance support requested from LA and DfE to avoid EHE.</li> <li>FSM hot dinners to resume in school – contingency plan in place in case of further lockdowns – hampers/vouchers</li> </ul> | 31.8.20            | JW/CO/JS/WB/SM |  |
| Remote learning | <ul style="list-style-type: none"> <li>A risk that Home learning may need to be reinstated at relatively short notice – if government declares future lockdown or a child is absent/isolating due to COVID-19</li> </ul> | <ul style="list-style-type: none"> <li>Home learning year group blogs on the school website will continue to run for all children in years 1, 2,3,4,5 and 6 as direct contact between children and learning</li> <li>Tapestry to remain as direct communication from Class 1 (EYFS) and Year 1 teachers.</li> <li>Teachers to be trained in Google classroom as an additional form of communication and learning if a child is absent or we go into another lockdown.</li> <li>Homelearning email to remain and be activated should lockdown recommence</li> <li>School mobile available to parents during lockdown periods</li> <li>If lockdown resumes - Teachers/TAS will contact students weekly to discuss any concerns and support in anyway.</li> </ul> | 31.8.20   | JW/NT<br>ALL STAFF |                |  |



KINGSMOOR PRIMARY SCHOOL– SCHOOLS REOPEN – COVID-19 RE-OPENING RISK ASSESSMENT AND ACTION PLAN

|  |                          |   |  |         |       |  |
|--|--------------------------|---|--|---------|-------|--|
|  |                          |   | <ul style="list-style-type: none"> <li>• Home learning packs can be printed off for those families that may require this. They will be delivered.</li> <li>• TAs/Teachers to assess what other activities are taking place in the house and these may be recorded to show educational/health and well-being positive learning.</li> </ul>  |         |       |  |
|  | Finance                  | <ul style="list-style-type: none"> <li>• Risk that finances could be affected and additional costs incurred due to the virus.</li> </ul>  | <ul style="list-style-type: none"> <li>• Additional costs may be incurred due to COVID19 are understood and clearly documented. PPE resourced, additional equipment required to support social distancing. Additional cleaning materials.</li> <li>• Government catch up funding implemented to support each child – as above.</li> </ul>  | 31.8.20 | JW/LW |  |
|  | Governors/<br>Governance | <ul style="list-style-type: none"> <li>• There is a risk that the Main focus – COVID-19 and schools reopening is not given priority -safeguarding and Health and safety of all – pupil, staff, parents and community.</li> <li>• There is a risk of Headteacher/SLT not feeling supported.</li> </ul> | <ul style="list-style-type: none"> <li>• Conduct socially distanced meetings in school -</li> <li>• Prioritise meeting agenda – COVID-19 updates</li> <li>• Governors are clear on their role in the planning and re-opening of the school, including support to leaders.</li> <li>• Approach to communication between Leaders and governors is clear and understood.</li> <li>• Certain aspects of governance are on-hold in order to deal with the immediate situation, these are agreed and clear with all governors and there is a plan for when these will be reviewed and potentially reinstated.</li> </ul> | 31.8.20 | JW/LW |  |