

## Cuffley School – COVID-19 Risk Assessment

<b>Area of risk</b>	<b>Actions to mitigate risk</b>
<i>Risk to vulnerable individuals</i>	<ul style="list-style-type: none"> <li>• Staff and students who have underlying health conditions should have had discussions with Wendy prior to them entering the school.</li> <li>• Ensure extremely vulnerable persons should have had discussions with healthcare professionals prior to their return and these should be documented.</li> <li>• WW/AG to discuss individual worries and concerns and, if necessary, implement individualised risk assessments.</li> <li>• Clear message to be sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms.</li> <li>• If a family member has symptoms, child must remain home until a negative test result obtained from symptomatic person.</li> <li>• Health Care Plans to be reviewed on a regular basis.</li> <li>• Where possible adults to ensure role can be successfully undertaken while maintaining social distancing.</li> <li>• Adults to work within year group bubbles where possible.</li> <li>• If staff are vulnerable and have a role that can be effectively completed remotely or in a separate area of the school, this will be considered – this includes staff from a BAME background, those over 70 and those originally shielding.</li> </ul>
<i>Suspected case of COVID 19 on site: High temperature Continuous Cough Loss of sense of smell/taste</i>	<p>If a person displays symptoms of coronavirus: high temperature (37.8 or more), a new continuous cough or loss of smell/taste they should: -</p> <ul style="list-style-type: none"> <li>• Inform senior leadership immediately.</li> <li>• Staff to be vigilant at all times.</li> <li>• Unwell person to go home immediately (if a child is awaiting collection by their parent, isolate child in a room behind a closed door, or an area at least 2m away from others, open a window for ventilation) and self-isolate – AG office has been prepared as an isolation room. Weather permitting, child/ren to remain outside (supervised).</li> <li>• School staff supervising the child while they await collection should wear PPE if a distance of 2m cannot be maintained.</li> <li>• If direct care (such as for a very young child or a child with complex needs) is required then staff given PPE.</li> <li>• Clear message to parents that if a student is unwell at school they are to be sent home or collected immediately.</li> <li>• Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected. Notice to be placed on door.</li> <li>• Symptomatic staff or children should be tested as soon as possible, these should be booked online.</li> <li>• Outcomes of testing should be advised to WW/AG as soon as possible.</li> <li>• Home testing kits can be provided to staff if necessary.</li> <li>• In the event of one confirmed positive case, the Local Authority will be advised; for two or more cases, the Local Authority and Public Health England to be contacted and their advice followed.</li> </ul>

	<ul style="list-style-type: none"> <li>• While awaiting risk assessment from PHE, decision to be made in best interests of safety of school community. All areas should be thoroughly cleaned and left for 48 hours. Email to be sent to parents and staff advising them of the short-term scenario while awaiting official confirmation from PHE. Staff who are required to remain home to be telephoned along with SLT and office staff.</li> <li>• If testing is impossible, child to remain at home for minimum of 14 days or until symptoms subside (after 14 days).</li> </ul>
<p><i>General Transmission of Covid-19</i></p>	<ul style="list-style-type: none"> <li>• Children to remain in year group bubbles and kept in their class group as much as possible.</li> <li>• Break times to be held in separate areas for each year group led by staff from that year group.</li> <li>• Everyone to be encouraged to wash hands regularly for 20 seconds</li> <li>• Hand Sanitisers to be regularly used.</li> <li>• Adequate and constant supply of cleaning products needed – to be checked by site staff daily.</li> <li>• Visual reminders on display with key messages.</li> <li>• Parents not permitted within the school building (exceptions can be made where necessary).</li> <li>• Social distancing lines and signage at the gates.</li> <li>• Non-contact deliveries – office window to remain slightly ajar for sound.</li> <li>• Breakfast and after school club will be permitted to continue; this will require bubbles to remain apart where possible, social distancing measures in place. Drop off and collection to remain as normal to maintain as much flexibility as possible. This will involve parents on site and this should be a swift entry and exit. KS2 hall AND the Oasis to be used.</li> <li>• Windows of time for drop off and collection – 8:45 – 9:00am and 3:15 – 3:30pm.</li> <li>• All parents on school grounds are strongly encouraged to adhere to social distancing guidelines and to wear a facial covering unless there is a medical reason not to.</li> <li>• Designated toilets for each group. Staff responsible for ensuring they are not used by more than 3 children at a time.</li> <li>• Teachers and children to use external entry and exit doors to classroom where possible</li> <li>• All key hygiene material to be regularly checked and filled by premises staff/cleaning staff.</li> <li>• If a staff member notices a key item missing, or running low (PPE, hygiene) office to be informed immediately and orders placed where necessary.</li> <li>• Internal hand sanitiser at entrance including sign for persons when entering/leaving.</li> <li>• Teachers to remind children of rules and hygiene regulations regularly.</li> <li>• All to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.</li> <li>• School uniform to be worn – parents encouraged to wash the clothes more regularly.</li> <li>• Staff encouraged to wear different clothing daily.</li> <li>• Where possible, bubbles to be kept apart.</li> <li>• Equipment can be shared but only within bubbles.</li> </ul>

	<ul style="list-style-type: none"> <li>• If equipment and rooms are to be used by different groups, cleaning required between uses.</li> <li>• To access school provision, children and staff must follow government guidance outside of school.</li> <li>• No assemblies of cross year groups to take place.</li> <li>• Where staff move between groups, these staff need to observe more social distancing than others and maintain 2 metres from other adults where possible or 1 metre with additional measures in place.</li> <li>• Teaching facing the class should be at least 2 metres away from children, where possible.</li> <li>• Close 1:1 teaching with a child/group should be either 1 metre+ away or side by side.</li> <li>• All lettings to provide their own risk assessments and abide by key school rules. If not possible, classes to be cancelled.</li> <li>• Clubs to be cancelled during lockdown.</li> <li>• No residential trips to take place.</li> <li>• Local trips are permitted without the use of transport for the day – trips involving transport to be discussed with WW.</li> <li>• Sports equipment thoroughly cleaned between PE sessions. PE should be prioritised outdoors and only indoors where absolutely necessary.</li> <li>• Non-contact sports/games only.</li> <li>• No sharing of musical instruments.</li> <li>• Singing /whole class chanting to be kept to a minimum.</li> <li>• Staff to maintain social distancing from each other at all times</li> <li>• Children should bring in their own basic stationary only in a clear plastic wallet.</li> <li>• Sign in book for all visitors to ensure adequate contact details to engage with NHS Track and Trace process. If possible and if they will be as impactful, meetings should be arranged virtually. If meetings are required in person, social distancing measures must be observed and meetings should occur in large well ventilated spaces.</li> <li>• Library to be used and books kept for 48 hours separate when returned from home.</li> <li>• Class groups only in library, only taking books which are to be taken out.</li> <li>• Staff meetings to be distanced and held in large spaces or small groups or virtually if the same can be achieved.</li> <li>• School tours to be virtual.</li> <li>• Governors can attend school but preferably outside of hours – whether meetings are held virtually is up to the Chair of Governors</li> </ul>
<i>First Aid and Intimate care</i>	<ul style="list-style-type: none"> <li>• When administering first aid, distancing to be observed where possible; PPE to be available optionally in each year group.</li> <li>• Designated First Aider to administer only.</li> <li>• Staff wear PPE for intimate care which would be school provided.</li> <li>• All areas of school to have portable kit and medical room only used if absolutely necessary.</li> <li>• Medical room to have maximum of 1 child and 1 adult with other children waiting outside – unless an emergency.</li> </ul>
<i>Additional cleaning</i>	<ul style="list-style-type: none"> <li>• Cleaners to be briefed on expectations/cleaning company risk assessment in place by School Business Manager.</li> </ul>

	<ul style="list-style-type: none"> <li>• Each class to be thoroughly cleaned at end of each day. Any concerns about cleaning should be flagged up to the School Business Manager or senior leadership.</li> <li>• Bins all taken out at end of each day by class teachers and left visible outside their doors.</li> <li>• Teachers to wipe down surfaces between sessions.</li> <li>• Cleaning products available in each class.</li> <li>• Electronic devices to be cleaned before and after use and toys to be cleaned by staff within the groups using the toys.</li> </ul>
<i>School access</i>	<ul style="list-style-type: none"> <li>• Window of time for drop off and collection.</li> <li>• One way system in place to support flow of foot traffic.</li> <li>• Clear ongoing communication with parents regarding access.</li> <li>• Monitor site access points to facilitate social distancing – use of vehicle and pedestrian gate.</li> <li>• Discourage parents picking up their children from gathering at the school gates.</li> <li>• Introduce visual aids to help parents socially distance/supervise entry and collection.</li> <li>• Parents reminded of expectations and the need to follow guidance.</li> <li>• Sufficient floor markings implemented at both gates.</li> <li>• Parents encouraged to walk to school to reduce congestion.</li> <li>• Parents must be prompt for drop off and collection.</li> <li>• For those parents accessing school site, pedestrian gate to be used as the entrance, vehicle gate to be used as exit – adequate signage in place. A one-way system is in place.</li> <li>• No cars in or out of premises between 8:40 – 9:10am and 3:10pm and 3:40pm.</li> <li>• No early morning monitors.</li> <li>• Boxes from the office to be collected and dropped off by children from that class only.</li> </ul> <p><b>Visitors</b></p> <ul style="list-style-type: none"> <li>• Only essential visitors are allowed onto the school site within school hours. Others should be organised for outside of school hours where possible</li> <li>• Ensure all visitors/building users are aware of expectations. They must follow social distancing, hand washing/use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school.</li> <li>• Signage in reception regarding good hygiene.</li> <li>• Contractors – appointment only.</li> <li>• All visitors should sign in with contact details to aid track and trace.</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• On arrival all staff are also required to wash hands using nearest available toilet or use the sanitiser provided in reception/staff room.</li> <li>• Staff to use entry and exit of external doors to group area where possible.</li> <li>• No vehicles to be driven in or out of car park between 8:40 – 9:10am and 3:10 – 3:40pm unless unavoidable.</li> </ul>
<i>Points of contact</i>	<ul style="list-style-type: none"> <li>• Water fountains have been disabled; all children to have water bottles</li> <li>• Social distancing must be observed in staff room.</li> </ul>

	<ul style="list-style-type: none"> <li>• Photocopier to be used in staff room only, cleaned before and after use by member of staff.</li> <li>• Wipes to be next to telephones and photocopier/printers.</li> <li>• Access to lockers and pegs by the individual only with minimal use throughout the day. Children encouraged to only bring essentials</li> <li>• All doors to be opened, internal and external.</li> <li>• Any shared resources (across bubbles) to be cleaned after use.</li> <li>• Whole class visits to school library OR children only touch books with intention of taking them out.</li> <li>• If cleaning is not possible, e.g. all books in the library, classes should wait 48 hours after previous use from a whole class.</li> <li>• Technology anti-bac. wipes needed in ICT suite and with Chromebooks/iPads.</li> </ul>
<i>Proximity of students and staff</i>	<ul style="list-style-type: none"> <li>• Where possible, no additional visits into the office due to lack of space, communicate by phone.</li> <li>• Staff reminded of distancing responsibilities to prevent spread but also modelling to children.</li> <li>• Where possible and weather permitting, keep windows open for ventilation.</li> <li>• Any equipment to be wiped down and hand washing encouraged before and after – including outdoor apparatus.</li> <li>• Meetings should only occur with social distancing adhered to and in a well-ventilated space. If the same level of impact and effectiveness can be achieved through a virtual meeting, this should be chosen.</li> <li>• No face-face meetings with parents if possible, phone/email communication.</li> <li>• Children not to have free access to resource cupboards.</li> <li>• 1:1 music lessons are permitted to continue. They will follow our risk assessment in addition to their own</li> <li>• Reading assistants are not yet permitted to continue.</li> <li>• Professional visitors who are arranged for the benefit of a child where observing or engaging with the child is essential can attend. If meetings between adults only are required before/after and can be held virtually or by telephone, this should be encouraged.</li> <li>• Due to potential close proximity of parents at drop off and collection, parents are encouraged to wear a facial covering when on school site.</li> <li>• Where staff are working closely with a child, side by side encouraged.</li> <li>• Although it is accepted that some staff will be required to be in multiple bubbles, where possible, this should be decreased.</li> </ul>
<i>Lunch</i>	<ul style="list-style-type: none"> <li>• All staff should be advised to stay on site once they have entered it and not use local shops etc.</li> <li>• No sharing of lunch items.</li> <li>• Staff to eat lunch in classroom/outside where possible.</li> <li>• Hand washing before and after lunch.</li> <li>• Staggered lunch involving an increase in service from 11:30am – 1:15pm.</li> <li>• Two year groups having lunch at same time but remain within year group bubble using 1 dining hall per year group.</li> <li>• All areas thoroughly cleaned before and after lunch, including door handles.</li> </ul>

	<ul style="list-style-type: none"> <li>• Salad and bread to served.</li> <li>• If some children remain from a year group prior, children to moved to one table only.</li> <li>• Use field when weather permits.</li> <li>• Each year group to have designated areas to use on playground/field AND times are staggered.</li> </ul>
<i>Cleaning</i>	<ul style="list-style-type: none"> <li>• Cleaning schedule created and shared with staff.</li> <li>• Teachers to wipe down hard surfaces before and after sessions, supplies needed.</li> <li>• SBM and site staff to ensure sufficient supply.</li> </ul> <p><b>When cleaning a contaminated area:</b> Cleaning staff to:</p> <ul style="list-style-type: none"> <li>• Wear disposable gloves and apron.</li> <li>• Wash their hands with soap and water once they remove their gloves and apron.</li> <li>• Fluid resistant surgical mask if splashing likely.</li> <li>• Hands should be washed with soap and water for 20 seconds after all PPE has been removed.</li> <li>• PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</li> <li>• Any cloths and mop heads used must be disposed of as single use items.</li> <li>• Hand towels and hand wash are to be checked and replaced as needed by site / cleaning staff.</li> <li>• Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</li> <li>• School have obtained risk assessment from contract cleaning staff for assurance on social distancing and their methods for cleaning the school site each day in particular to the cleaning required for door handles and taps etc.</li> <li>• Enhanced cleaning by lunchtime/kitchen staff between lunch sittings.</li> </ul>
<i>Policies and procedures</i>	<ul style="list-style-type: none"> <li>• Fire Risk assessment updated in line with recent government advice.</li> <li>• Behaviour Policy updated to take into account current measures.</li> <li>• Safeguarding Policy updated.</li> </ul>
<i>Registering for pupils and staff</i>	<ul style="list-style-type: none"> <li>• Attendance of children is compulsory.</li> <li>• Normal absence procedures apply.</li> <li>• If a parent is not there at collection, teacher and child to return to designated classroom and await communication.</li> <li>• Parents encouraged to be on time for their allocated times.</li> <li>• Registers to close at 9:20am and be completed as normal by class teachers.</li> <li>• Collection of children must be in line with government regulations in that time and if not collected by the parent/carer social distancing should be adhered to.</li> <li>• Year 6 can enter and leave the premises independently if parental permission received.</li> <li>• Year 5 can enter the premise independently but can only leave independently if a signed waiver is in place.</li> </ul>
<i>Pupil well-being</i>	<ul style="list-style-type: none"> <li>• Each child to be considered individually and supported as necessary.</li> <li>• Additional pastoral support in place.</li> </ul>

Reviewed: 3/11/20