

## 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>• Anyone (staff or children) with underlying health conditions should have discussions with the Headteacher prior to them coming to school.</li> <li>• Any extremely vulnerable persons should have had discussions with healthcare professionals prior to coming to school and these should be shared with the Headteacher and be documented.</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> <li>• Where possible adults at school should maintain social distancing wherever possible.</li> <li>• Adults and children to remain within year group bubbles where possible.</li> <li>• Headteacher to discuss individual worries and concerns and, if necessary, implement individualised risk assessments.</li> <li>• Staff and children should not attend school if unwell, for both COVID-19 and any other illnesses/symptoms.</li> <li>• If a family member of staff/child has COVID-19 symptoms, the member of staff/child(ren) must remain home until a negative test result has been obtained for the symptomatic person.</li> <li>• Any children’s Health Care Plans should be reviewed on a regular basis.</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 COVID-19: high temperature (37.8 or more), a new continuous cough or loss of smell/taste the following applies:</p> <ul style="list-style-type: none"> <li>• Senior leadership should be informed as a priority</li> <li>• If a member of staff or student shows signs/symptoms of COVID-19 at school they are to be sent home, or collected, immediately</li> <li>• If a child is awaiting collection by their parent, the child should be isolated in a room or an area at least 2 metres away from others, with good ventilation – the Deputy Headteacher’s office has been designated as an isolation room</li> <li>• School staff supervising a child while they await collection should wear Personal Protective Equipment (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 will be provided with PPE</li> <li>• Areas occupied, and equipment used, by the affected person are to be thoroughly cleaned and disinfected</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 the Headteacher as soon as possible.</li> <li>• Home testing kits can be provided to staff if necessary</li> </ul>

	<ul style="list-style-type: none"> <li>• In the event of a confirmed positive case, the Local Authority and Public Health England (PHE) will be contacted and their advice followed</li> <li>• While awaiting any risk assessment from PHE, decisions will be made in best interests and safety of school community</li> <li>• All areas will be thoroughly cleaned and left for 48 hours</li> <li>• Email notifications and updates will be sent to parents and staff advising them of the situation</li> <li>• Staff who are required to self-isolate will be contacted by the Headteacher</li> <li>• If testing is impossible, the member of staff or child should remain at home for minimum of 10 days or until symptoms subside (after 10 days).</li> </ul>
<p><i>General Transmission of Covid-19</i></p>	<ul style="list-style-type: none"> <li>• Children will remain in year group bubbles and will be kept in their class/year groups as much as possible</li> <li>• Break times will be held in separate areas for each year group led by staff from that year group</li> <li>• Everyone is encouraged to wash their hands regularly for at least 20 seconds</li> <li>• Hand Sanitisers are available and will be regularly used</li> <li>• Daily checks will be made on cleaning and sanitising products by site staff</li> <li>• Visual reminders with key messages are displayed</li> <li>• Parents/carers are not permitted within the school building (exceptions can be made where necessary).</li> <li>• Social distancing signage is placed at the gates and frequent reminders given</li> <li>• Non-contact deliveries will be facilitated – 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 with social distancing measures in place. Drop off and collection to the clubs to remain as normal to maintain as much flexibility as possible. This will involve parents on site and a swift entry and exit will be facilitated. Both the Key Stage 2 hall AND the Oasis will be used</li> <li>• Windows of time (soft starts and finishes) for drop off and collection – 8:45 – 9:00am and 3:15 – 3:30pm will be provided to encourage social distancing</li> <li>• All parents on school grounds are to adhere to social distancing guidelines and to wear a facial coverings unless there is a medical reason not to</li> <li>• Designated toilets are in operation for each for each group. Children are encouraged to enter a cubicle as soon as it is free and to move swiftly through the toilets before use and after handwashing</li> <li>• Teachers and children to use external entry and exit doors to classrooms where possible</li> <li>• All key hygiene material to be regularly checked and filled by premises staff/cleaning staff. If a staff member notices a key item missing, or running low (PPE, hygiene) they should inform the office staff immediately and orders will be placed as necessary</li> <li>• Internal hand sanitiser is available at the entrance for persons entering/leaving</li> </ul>

- Teachers to remind children of rules and hygiene regulations regularly.
- All to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.
- School uniform to be worn – parents encouraged to wash the clothes preferably daily
- Staff encouraged to wear different clothing daily
- Where possible, bubbles to be kept apart
- Equipment can be shared, but only within bubbles
- If equipment and rooms are to be used by different groups, cleaning is required between uses
- To access school provision, children and staff must follow government guidance outside of school
- No assemblies of cross year groups to take place
- Where staff move between groups, they should observe careful social distancing and maintain 2 metres from other adults where possible or 1 metre with additional measures in place
- Teaching facing the class should be at least 2 metres away from children, where possible
- Close 1:1 teaching with a child/group should be either 1 metre + away or side by side
- All lettings to provide their own risk assessments and abide by key school rules. If not possible, classes to be cancelled.
- Extra-curricular clubs may not run – parents will be advised
- No residential trips will take place
- Local trips are permitted without the use of transport for the day, subject to a risk assessment being completed 7 days in advance. No trips may take place without the express permission of the headteacher
- Sports equipment to be thoroughly cleaned between PE sessions PE should be prioritised outdoors and only indoors where absolutely necessary
- Non-contact sports/games only
- No sharing of musical instruments
- Staff to maintain social distancing from each other as far as possible
- Staff room is to be used for food and drink preparation, but not as a social area; no more than 4 people in the staffroom at any one time
- In the school kitchen staff room, no more than 1 member of staff at any one time
- Children should bring in their own basic stationery only in a clear plastic wallet
- 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 such as the Oasis
- Staff meetings to be socially distanced and held in large spaces, or small groups or virtually if the same results can be achieved
- Library to be used and books kept for 48 hours separate when returned from home
- Class groups only in library; children should only touch books which are to be taken out or else those books should be quarantined

	<ul style="list-style-type: none"> <li>• School tours to be virtual</li> <li>• Governors can attend school but preferably outside of hours (with the exception of the Chair of Governors).</li> </ul>
<i>First Aid and Intimate care</i>	<ul style="list-style-type: none"> <li>• When administering first aid, social distancing to be observed where possible; PPE will be available</li> <li>• Designated First Aider to administer first aid only</li> <li>• Staff should wear PPE provided for intimate care</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 monitored by School Business Manager</li> <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 immediately</li> <li>• Bins should all be 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 will be made 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>• Windows of time/soft starts and ends of days to be utilised 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 pedestrian system is in place</li> <li>• Both pedestrian and vehicle gates to be used to facilitate social distancing</li> <li>• Clear ongoing communication with parents regarding access to site and expectations of behaviour on site</li> <li>• Parents picking up their children will be discouraged from gathering at the school gates</li> <li>• Visual aids in place to help parents socially distance/move around site appropriately</li> <li>• Parents regularly reminded of expectations and the need to follow guidance</li> <li>• Parents encouraged to walk to school to reduce congestion outside the school gates</li> <li>• Parents must be prompt for drop off and collection</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> </ul>

	<ul style="list-style-type: none"> <li>• Signage in reception regarding good hygiene</li> <li>• Contractors – by 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 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 their own water bottles</li> <li>• Social distancing must be observed in staff room – no more than 4 members of staff to use the room at any one time</li> <li>• In the kitchen staff room, only 1 member of staff to use it at any one time</li> <li>• Photocopier to be used in staff room only, cleaned before and after use by member of staff</li> <li>• Staff should not use the photocopier in the school office without permission and should not enter the office without being invited</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>• Doors and windows to be opened where possible and safe to do so, to allow good ventilation</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-bacterial wipes needed in Computing suite and with Chromebooks/iPads.</li> </ul>
<i>Proximity of students and staff</i>	<ul style="list-style-type: none"> <li>• Where possible, staff should avoid entering the school office</li> <li>• Staff encouraged to follow social distancing to prevent spread but also modelling appropriate behaviour to children</li> <li>• Where possible and weather permitting, keep windows and doors should be opened for ventilation</li> <li>• Any equipment to be wiped down and hand washing encouraged before and after use.</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/virtual meetings are encouraged</li> <li>• Children should not enter resource cupboards/areas</li> <li>• 1:1 music lessons are permitted to continue. Music teachers to follow the school risk assessment in addition to their own</li> <li>• Reading assistants are not to support in school during this time</li> <li>• Professional visitors, who are arranged for the benefit of a child, can attend school with prior agreement. If meetings between adults are required before/after such visits, and these can be held virtually or by telephone, this should be encouraged</li> </ul>

	<ul style="list-style-type: none"> <li>• Due to potential close proximity of parents at drop off and collection, parents are strongly encouraged to wear a facial covering when on school site</li> <li>• Where staff are working closely with a child, side by side working is encouraged</li> <li>• Although it is accepted that some staff will be required to work across bubbles; this is limited where possible.</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>• Lunches should not be shared</li> <li>• Staff to eat lunch in classrooms/group rooms/outside where possible</li> <li>• Hand washing is strongly encouraged both before and after lunch</li> <li>• Staggered lunch breaks are in operation, involving an increase in service from 11:30am – 1:15pm</li> <li>• Two year groups sit at the same time, but in separate dining areas, remaining within year group bubbles</li> <li>• All areas thoroughly cleaned before and after lunch, including door handles.</li> <li>• If some children remain from a year group when next are due in, children to be moved to a separate table to maintain bubble and distancing</li> <li>• Each year group 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, cleaning supplies provided</li> <li>• School Business Manager and site staff to ensure sufficient supply of appropriate products (staff members to request them as needed)</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 hands with soap and water once they remove their gloves and aprons</li> <li>• Fluid resistant surgical masks to be worn 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 before being thrown away</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>• Cleaning regimes for toilet facilities enhanced, particularly door handles, locks and the toilet flushes, etc.</li> <li>• School has obtained risk assessment from contract cleaning company</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</li> <li>• Behaviour Policy updated to take into account COVID-19 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, in line with government guidelines</li> <li>• Normal absence and safeguarding procedures apply</li> <li>• If a parent is not on time for collection, teacher and child to return to designated classroom and await communication.</li> <li>• Parents encouraged to be punctual within the soft start and finish times</li> <li>• Registers to close at 9:15am and be completed as normal by class teachers</li> <li>• Collection of children must be in line with government regulations and 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> <li>• Any parents/carers meeting children off site should maintain social distancing and should not gather at the school gates.</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>

**Additional measures may be put in place at any time and these will be communicated to you.**

**Reviewed: 31.12.20**