

CFS, COVID-19 Risk Assessment for full reopening September 2020

v 1.2

#	Category	Risk	Mitigation	Affected	Implemented by Date	Action	Owner	Notes
1	Control of COVID-19	There is a risk that COVID-19 symptoms in school will not be identified quickly and Public Health procedures will not be followed correctly.	<p>Following Public Health Procedures: If anyone on site becomes unwell with a new continuous cough, high temperature, loss of smell or taste they will be sent home and advised to follow the stay at home guidance: Must isolate for 10 days and arrange a test NHS.UK or NHS119.</p> <p>Rest of household should self-isolate for 14 days. If test is negative, self-isolation can end.</p> <p>If Public Health confirm a positive result, they will assess and advise on next steps for affected pupils and staff regarding self-isolation for 14 days.</p> <p>Management will maintain regular contact with staff members during this time.</p> <p>If school is advised (by the Local Authority or Public Health) that a member of staff or public has developed COVID-19 and were recently on our premises the SLT will contact the Public Health to discuss the case, identify people who have been in contact with them and will take advice on any actions which should be taken https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Communal areas will need to be deep cleaned and bubble specific rooms left to quarantine for 72 hours.</p> <p>A system of Track-and-Trace is in place.</p>	All staff, pupils and visitors	01/09/2020 In Place	SLT	RW	See Clear Communication mitigations - risk #55.
2			<p>Pupils Showing Symptoms: Pupils showing symptoms must be taken immediately to the medical room to wait to be collected by parents. Parents should be contacted to collect pupil straight away.</p> <p>If a pupil requires the toilet whilst waiting to be collected, they should use the toilet in the medical room.</p> <p>The toilet in the Medical Room should be cleaned and disinfected before being used by anyone else.</p> <p>Member of staff to wait in medical room with pupil must wear PPE if a 2m distance cannot be maintained. Ideally a window should be open (this is not possible in medical room). Alternative would be to move to an area which is at least 2m away from other people.</p> <p>All staff provided with instruction in the correct use and fitment of PPE* (video shared) https://www.youtube.com/watch?v=ozY50PPmsvE Public Health England and NHS YouTube video, Covid-19: putting on and removing personal protective equipment (PPE).</p>	Pupils and Staff	01/09/2020	Staff	DT	<p>Ensure all staff watch training video.</p> <p>* only necessary if temperature and full COVID symptoms</p>
3	Spread of COVID-19	There is a risk that the infection may be transmitted person to person "Risk of Transmission".	Restriction of people on site: Visitors kept to a minimum for the first half term to allow us to assess the effectiveness of initial measures and the need for extra measures after half term (risk assessment to be updated beginning of October). Following review, because of Tier3 status, this measure will remain in place.	Visitors	01/09/2020	SLT	RW	<p>Write to parents and other stakeholders such as PIPs and peripatetic teachers; may have limited peripatetic teaching reintroduced.</p> <p>Reviewed by SLT in October. Review again December.</p>
4			<p>Staff arriving and departing school premises: Staff to follow social distancing rules when arriving and leaving the building, where possible.</p> <p>Signing in sheet will be put on chair for easier access. Staff to use gel before ticking in. Staff to arrive earlier to allow social distancing.</p> <p>Wall mounted hand sanitiser dispenser are provided at main door entry/exit point.</p> <p>If a member of staff or invited visitor is in the seating area outside the Office, then another person should not enter until it has cleared, where possible. This may cause a delay so staff should allow extra time to accommodate this. Often invited visitors remain outside until staff can meet them as planned.</p>	Staff	01/09/2020	Staff	RW	<p>GS to install wall mounted hand santiser during August. Complete.</p> <p>Discuss staggered arrival times - eg. 8.10am to 8.30am.</p>
5			Visitors arriving and departing school premises: Provide clear guidance on social distancing and hygiene to visitors on arrival, e.g. signs or visual aids and before arrival, e.g. by phone, on website or email.	All staff and visitors	02/11/2020	Office	RW	Visitor numbers to be reduced until at least end of Autumn term. One-off visitors are asked to wear face covering.
6			Behaviours to avoid spreading the virus: Promote 'catch it, bin it, kill it' approach for coughs and sneezes throughout all year groups and staff.	All staff and pupils	07/09/2020 No Ongoing	Form teachers	RW	

CFS, COVID-19 Risk Assessment for full reopening September 2020

v 1.2

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7			<p>Behaviours to avoid spreading the virus: Clearly display and regularly reinforce Bubble rules for social distancing and hygiene throughout each day as needed.</p> <p>From 12th October, Bubbles sub-divided into smaller groups.</p> <p>Adjusted behaviour policy addendum to be sent to parents.*</p>	All staff, pupils and parents	Ongoing 31/10/20	SLT	RW	<p>Bubble 1 - YR-3, subdivided into 2 groups (R&1, 2&3) Bubble 2 - MS Y 4-6, subdivided into 3 groups (4, 5, 6) Bubble 3 - MS Y 7&8, subdivided into 2 groups (7, 8) Bubble 4 - US Y 9-11, acts as one bubble.</p> <p>* To be completed by GS and KS</p>
8			<p>Hand Cleansing: Frequent hand washing throughout the day for 20 seconds. E.g. When first arriving in school, Before snack/lunch, Before & after breaks.</p> <p>Paper towels provided outside.</p> <p>Pupils (YR-11) and Staff to have personal gel hand sanitisers, tissues, wipes and hand cream. To be part of equipment list (except where pupil or staff have allergies). LS classes will have a gel hand sanitiser station as well. LS Pupils will wash hands as follows: On entry to school, before first break, before lunch, LS Pupils will sanitise hands as follows: after first break, after lunch, before last break, after last break, before going home.</p>	All staff, pupils and visitors	01/09/2020 In Place 01/09/2020 In Place	Staff RS	RW	<p>Staff encouraged to protect the skin by applying moisturising cream regularly.</p> <p>Paper towels to be provided in toilets and by outside taps and in the Staffroom, G19, science labs and lecture theatre.</p>
9			<p>Hand Cleansing: Gel sanitiser dispensers in any area where washing facilities not readily available.</p>	All staff, pupils and visitors	31/08/2020	RS	RW/ GS	Work with RS to ensure all areas are covered.
10			<p>Cleaning: Frequently cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, office reception area – using appropriate cleaning products and methods. Regular cleaning of the photocopier touchpad and scanner to be done. Regular cleaning of pen and clipboard used for staff signing in. All doors that are not fire doors to be propped open where possible to reduce contact points; however at some times they may need to be closed to avoid disruption. * Enhanced cleaning regime for toilet facilities – particularly door handles, locks and toilet flush.</p> <p>Signage required.</p> <p>Toilets to be washed frequently during the day by cleaning staff.</p>	All staff, pupils and visitors	31/08/2020	RS, KS, DT	RW RS RS	<p>Extra cleaning hours during the day – at least 20 hours a week. Existing staff have increased hours; further 6 hours are now in place; particularly at the end of day.</p> <p>Cleaning materials to be placed in staff toilet areas.</p> <p>* eg. Lecture Theatre, even though there is a ventilation restriction. T2 and T3 doors can be closed and new windows opened.</p>
11			<p>Cleaning: Classrooms, R-Y3 complete clean of resources at the end of day. Also, tables to be cleaned at lunchtime and at the end of the day.</p>	Teaching staff and pupils	01/09/2020	Staff	RW	End of day cleaning for Lower School and Upper School from 3.30pm to 5.30pm has been introduced Wed-Fri.
12			<p>Classroom Cleaning: Classrooms; pupils to use their personal wipes to maintain cleanliness of their desks and to wipe down desks and chairs when they are using a shared classroom (at the beginning and the end of the lesson). LS pupils will wipe desks after each lesson and teachers will wipe resources after each use. Generally, pupils should have their own equipment and shared equipment should be cleaned between usage. Staff should have their own wipes to clean their own space at the start and end of lesson. Shared equipment will be cleaned at the end of day.</p>	Teaching staff and pupils	07/09/2020	Staff	RW	Is there a problem with the laboratories and shared classrooms?
13			<p>Cleaning: Vacuum cleaners will be held in the following classrooms – T2, T3 (these will be borrowed and return by T4, T9) S1, F2, F4 and LS (kept in G32 and G27). Vacuum cleaners to be labelled according to the room they belong in.</p> <p>The rooms should be vacuumed at the end of lunch and the end of the day, and tiles mopped. Because US has a different lunch break and end of day finish time F1, T4 and T9 should be able to have access to the vacuum cleaners at this time.</p> <p>Likewise, dining room areas to be vacuumed and mopped each day (to be carried out by additional member of cleaning staff).</p>	Teaching staff, cleaning staff and pupils	31/07/2020	RS/Staff	RW	End of day cleaning for Lower School and Upper School from 3.30pm to 5.30pm has been introduced Wed-Fri. Mon-Tues extra vacuuming to be done by staff.
14			<p>Social Distancing, General: Reduce the number of persons in any work area to comply with the 2m gap (where possible) recommended by the Public Health Agency. Reduce the number of people coming into the Office area. Conference calls to be used where possible instead of face to face meetings (eg. department meetings). Social distancing also to be adhered to in all other rooms, entrances, exits and staff room.</p> <p>No more than six members of staff in the staffroom at one time.</p>	All staff, pupils and visitors	01/09/2020	Staff	RW	See Social Distancing Print Room mitigations - risk #22. Reduce pupils being sent to the Office.

CFS, COVID-19 Risk Assessment for full reopening September 2020

v 1.2

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15			<p>Social Distancing, Classroom Layouts: rearranged to allow as much space between pupils as possible. YR-3 will work in small groups at their tables in their class bubbles. During lunchtime children will be seated in class tables to allow social distancing between classes. Y4-11 pupils seated facing front and where possible, teachers will generally aim to maintain a 2m distance from pupils.* Routes to and from classrooms determined for each year group/bubble.** Appropriate resources available in each classroom.</p>	Teaching staff and pupils	01/09/2020	Staff	RW	<p>Share all necessary paperwork including risk assessment with staff.</p> <p>* Sometimes need to be closer where educational needs dictate - eg. a brief drawing alongside (not face:face) to enhance engagement, or to hand out learning materials. Aim to keep <2m instances to minimum and as brief as possible.</p> <p>** No signage required.</p>
16			<p>Social Distancing Staff Meetings: to take place on Google Meet or face-to-face (usually in the hall) applying social distancing rules.</p>	All staff	01/09/2020	RW and SLT	RW	Share all necessary paperwork including risk assessment with staff. Review again for INSET.
17			<p>Social Distancing: Staff to be advised during inservice/training of email expectations, and return to school procedures.</p>	All staff	31/08/2020	RW and SLT	RW	<p>Only essential meetings to take place.</p> <p>Share all necessary paperwork including risk assessment with staff. Review again for INSET.</p>
18			<p>Classroom Arrangements, Daily Routines: Pupils will be taught in their form rooms. Exceptions - Science, art, technology, IT, Textiles, MyMaths, PE, Swimming (sport). To minimize use of cloakrooms, pupils will keep coats on back of chairs and Y4-11 have a tray for all their books etc. LS will use their cloakrooms but only 4 pupils will be allowed in at a time. Lunch boxes to be placed on the named table in the dining area. Staggered breaks should limit the number of pupils meeting each other on the stairs & in the corridors. Generally, form rooms T4, T9, F4 should use the uncarpeted stairs and LS door. Form rooms F1, F2, S1, T2, T3 should use the carpeted stairs and MS door. LS resources will be reduced. They will have a box of books instead of a book corner and there will be no soft toys, cushions - costumes will only be used within the class bubble.</p>	Teaching staff and pupils	01/09/2020 In Place	Staff	RW	
19			<p>Classroom Arrangements, Y4-11: Pupils should provide their own wipes; staff should have their own wipes to clean their own space at the start and end of lesson. Generally, pupils should have their own equipment and shared equipment should be cleaned between usage. See Bubble details in risk #7.</p>	Teaching staff and pupils	01/09/2020	Staff	RW	Inform pupils, parents regarding equipment lists. Inform staff at inset.
20			<p>Classroom Arrangements: LS resources are reduced to a box of books instead of a book corner and there will be no soft toys, cushions - costumes will only be used within the class bubble.</p>	Teaching staff and pupils	01/09/2020	Staff	RW	
21			<p>Classroom Arrangements: Keep abreast of current guidance on this issue. DfE and HSE. YR & 1 work as one group, Y2 & 3 work as one group with separate resources in class and playtime, however they share toilets and lunchtime (YR & 1 are on separate tables from Y2 & 3). Y4-11 pupils will sit 1m distanced, all facing forward. Teachers, to maintain 2m distancing from all pupils at front of class except occasionally coming alongside (side-by-side) a pupil briefly.</p>	Teaching staff and pupils	Ongoing	DMT	RW/ GS	
22			<p>Social Distancing, Print Room: If possible, staff should ask the Office to complete any photocopying for them in order to limit the number of people using the print room. Only two staff to be in the print room at once working back-to-back, with occasionally staff walking through (one at a time) ensuring 2m social-distancing. Office staff to place work in staff lockers, making sure they clean handles before and after.</p>	All staff	01/09/2020	Office	RW	
23			<p>Social Distancing, Staff Workspaces: LS staff will use an area of Y1 classroom as a staff room to reduce pressure on school staffroom. Lunch will be in the LS lunchroom and assembly area - with each year group sat at different tables. Regarding play, YR&1 will play together, and Y2&3 will play together; LS child will partake in continuous provision as part of their class bubble. During play times children will play within the LS bubble. Staff work area for MS and US is provided in F9 including photocopying, desktop computer and WiFi. Staff should use this area maintaining 2m social distancing; and cleaning after use.</p>	Teaching staff and pupils	01/09/2020	Staff	RW	

CFS, COVID-19 Risk Assessment for full reopening September 2020

v 1.2

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24			<p>Social Distancing: Between individuals when they are at their workstations, where possible.</p> <p>All shared workstations should be cleaned at the beginning and the end of each session. Staff to have their own wipes with them.</p> <p>Front Reception Desk to only be used by Office staff. Should be wiped down before changeover of staff member & during lunchtime.</p>	All staff	01/09/2020	Staff	RW	
25			<p>Office Arrangements: Office staff to clean desk space, phones and equipment at lunchtime and end of day. Print room to be cleaned more frequently. Only two staff to be in the print room at once working back-to-back, with occasionally staff walking through (one at a time) ensuring 2m social-distancing.</p> <p>Ventilation – (see building and facilities risk #34).</p> <p>When 2 office staff are working in the Office, only a maximum of 2 other staff should be in the Office at the same time for short periods of time. If staff need to talk together whilst looking at a shared document, they should not face each other but be side-by-side maintaining 2m social distancing. Office staff to avoid sharing Office equipment where possible, otherwise, wipe phones.</p> <p>Perspex screen to be installed on reception desk to shield reception staff from visitors to the Office.</p>	All staff and visitors	01/09/2020 01/09/2020	Office RS	RW	
26			<p>PPE: Where Risk Assessment identifies wearing of gloves as a requirement of the job, these can be found in the medical room. Staff have been instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p>	All staff and visitors	01/09/2020	DMT	RW	
27	Wider impact of ongoing pandemic issues for staff	There is a risk that the mental health of staff will negatively impacted due to additional pressures relating to COVID-19.	<p>Wellbeing: Staff welfare due to additional pressure of work. SLT will regularly monitor staff welfare and discuss at their weekly SLT meetings; promoting mental health and wellbeing awareness with staff, and will offer whatever support they can to help.</p> <p>In case of too much pressure on staff due to day-to-day logistics, a reduced school day will be considered; and appropriate requests made to the Governors to implement.</p>	Staff	01/09/2020	SLT and Governors	RW	<p>Ensure enough rest breaks for staff.</p> <p>Consider other options to 'relieve' staff at break/lunch times.</p>
28			<p>Wellbeing: Near normal timetable but awareness that extra pressures will be put on staff for the following reasons:</p> <ul style="list-style-type: none"> - Maintaining hygiene & social distancing - Covering for increased number of staff absences - General loss of break times as they will be expected to cover ½ the break time and sit with classes during lunchtime if they are teaching them the period before lunch - Staff will have to be prepared to use Google classroom to load homework (Y4-11) and some details of what has been taught for those children who are isolating or off ill. <p>There is a risk for staff welfare in these more stressful circumstances.</p>	Staff	01/09/2020	SLT and Governors	RW	<p>Discussion at SLT.</p> <p>Raised with Governors to help with staff welfare and investigate the possibility of supply teachers being available.</p> <p>In October, two additional staff started to provided supply cover on adhoc basis.</p>
29	Emergencies	There is a risk that in an emergency situation Covid safe procedures could have a negative impact on more serious issues.	<p>Accidents, security and other incidents: In an emergency, such as an accident or fire, people do not have to stay 2m apart if it would be unsafe.</p> <p>People involved in the helping others should wash hands immediately.</p>	All staff, pupils and emergency services	01/09/2020	All staff	RW	
30			<p>Emergency evacuations: In case of fire, normal procedure should be followed in priority to social distancing.</p>	All staff, pupils and emergency services	01/09/2020	Office and RS	RW	<p>Staff to be informed of evacuation procedure instructions.</p> <p>Can Fire Drill scheduled for early November?</p>
31			<p>Emergency evacuations: Security Drill – in the circumstance we will delay this until the spring term and the risk assessment will updated in December's review.</p>	All staff, pupils and emergency services	31/12/2020	RW and SLT	RW	

CFS, COVID-19 Risk Assessment for full reopening September 2020

v 1.2

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32	Staffing	There is a risk that if too many staff are unwell, then there may not be enough cover for all classes.	Plans to respond to increased Staff sickness levels: In case of staff sickness impacting the running of classes and bubbles. In case class teacher / subject teacher is ill: -for non-COVID reason or isolating and waiting for test results, but not expecting to be positive; cover to be arranged through non-contact timetable, supply teachers / TAs available by arrangement. -isolating because of symptoms / positive test result; will be away for 14 days... in this situation, supply and cover will be used as much as possible. If there is more than 1 staff member off for this reason, SLT / Governors will consider closing a bubble or the school for a limited time based on needs.	Teaching staff, pupils and parents	01/09/2020	RW and SLT	RW	
33			Bank of qualified people: Governors agreed to the provision of additional supply staff, to be used strategically to reduce pressure and cover as necessary.	Teaching staff, pupils and parents	31/08/2020	Governors	RW	Six hours of break duty cover provided weekly; up to 3 days of supply cover provided per week on adhoc basis And one MS volunteer provided for 2 days.
34	Buildings and facilities	There is a risk that if the buildings and facilities are not Covid safe that there will be a greater likelihood of an increased spread of the virus.	Plans to ensure that buildings and facilities are Covid safe: H&S checks to be completed: e.g.: Water treatment, Fire Alarm, Repairs, Boiler In particular ventilation concerns have been addressed; including Y1 and Y3 classrooms. In addition ventilation for admin block. US office and admin section need properly opening windows. Partially address, but still need to address concern in KS/US office. As the colder weather starts and to address external noises, with effect from mid-October in order to ensure that the classrooms remain warm, rather than windows being permanently open, they will be opened at regular intervals to provide fresh air.	All staff and pupils	31/08/2020	Governors and RS	GS	Site Manager must adhere to social distancing guidance during maintenance activities. Governors can be emailed in emergencies to governors@cfschool.org.uk
35	School reopening	There is a risk of cross-contamination if pupils from different bubbles meet each other, and contamination from home.	Start and end of day procedures: Arrival time 08.30-08.55: One staff member on gate. Staff member to supervise handwashing and social distancing. All parents and pupils to enter school via pedestrian gate and double gate to ease congestion when entering the playground for pupils and parents arriving from either direction. Then go to playground where a member of staff will direct pupils through the appropriate door and facilitate handwashing.	All staff, pupils and parents	07/09/2020	RW and DT	RW	Write to parents before start of term, and publicise on website, with ongoing reminders.
36			Start and end of day procedures: Arrival time 08.30-08.55: YR – Enter and exit through Reception gate. Parents to help pupils wash using outdoor tap on arrival. Parents to stay socially distanced to help pupils settle for the first few weeks - in the outside playground. Y1 – Enter and exit through Y1 Form room fire exit – Use Y1 washbasin to wash hands. Y2, Y3 - enter and exit through LS door; washing hands in cloakroom before entering classrooms.	All staff, pupils and parents	07/09/2020	RW and DT	RW	
37			Start and end of day procedures: From 8.30am all Y4, Y5, Y6, Y7, Y8, Y9, and boys from Y10 and Y11 – enter and exit through MS door after using outside washbasins to wash hands. Y10 and Y11 boys – enter and exit through LS door after using cloakroom on second floor to wash hands. Y10 and Y11 girls to enter through cloakroom entrance and wash hands in US girls cloakroom and proceed to their form rooms.	Teaching staff, pupils and parents	07/09/2020	RS	RW	Two outside sinks have been installed along the path by the school wall for hand washing. Remind children to move on to their classrooms after washing hands and not stand chatting on the yard. There may be small overlaps between individual pupils from different bubbles as they enter the building.
38			Start Day procedures: Security officer will shut the gates at 08.55am. After that gates are shut all late pupils will enter school via the Office and follow late procedure and clean hands at the sanitising station. If raining, pupils will follow the same procedure as far as possible.	Teaching staff, pupils and parents	07/09/2020	Teaching staff and SLT	RW	Procedures clearly taught and regularly revisited for 1st few weeks until they are embedded. Half-term feedback through Pupil Focus Groups and questionnaire: very good understanding of rules and expectations.

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39			<p>End of Day procedures: End of Day: Staff member to stand at the front gate for security and to encourage social distancing and will make sure the gates are closed at the end of the day.</p> <p>YR will be dismissed to parents at 3.20pm through Reception gate.</p> <p>Y1-3 will be dismissed at 3.25pm. Y1 through Y1 fire door. Y2 through MS door. Y3 through LS door.</p> <p>Y4-6 will be dismissed at 3:30pm. Y4 through LS door, Y5-6 through MS door.</p> <p>Y7-8 will be dismissed at 3:35pm. Y7 through MS door. Y8 through LS door, with teacher supervision.</p> <p>Y9-11 dismissed at 3:45pm into the playground (US through LS & MS doors – Y9-10 through LS door, Y11 through MS door), with teacher supervision.</p>	Teaching staff, pupils and parents	07/09/2020	Teaching staff and SLT	RW	US staff to close the side gate at 3.55pm. New rota in place.
40			<p>Start and end of day procedures, Parents and Pupils: Pupils are expected to go home at the end of day as soon as possible rather than play, at this point.</p> <p>Parents waiting for US pupils can wait in the playground keeping social distance from each other but should leave promptly as school gates will close at 3.55pm.</p> <p>Y7-8 teachers should escort their class to the playground and a member of MS staff should remain on the playground until the US staff come down (this should ensure that there is always a member of staff on the playground from the end of the school day until 3:55pm).</p> <p>US staff should go with pupils to the playground at the end of the day and a member of US should stay on the yard until 3.55pm and ensure the gate is closed.</p>	Teaching staff, pupils and parents	07/09/2020	Teaching staff and SLT	RW	<p>Send regular email reminders as necessary.</p> <p>Parents, pupils and staff to be regularly reminded not to play at end of day.</p>
41			<p>Toilet procedures: Y4-Y7 Girls to use MS girls cloakroom toilets. Y8-11 Girls to use US girls cloakroom toilets. Y4-7 Boys to use MS boys cloakroom toilets. Y9-11 Boys to use US boys cloakroom toilets.</p> <p>Staggered break times should decrease the demand for the toilets. More than one pupil at a time can use the toilets.</p> <p>LS breaks will be lengthened to be 10.30-11.00am and 2.30-3.00pm to allow staggered use of the toilets.</p> <p>At the end of break times, pupils to be encouraged to use the outside handwashing facilities if they do not need to go to the toilet before they return to class. All MS and US pupils wash their hands just before or during break time so won't need to do so again at the end of break time. Pupils need to be reminded to gel their hands if they eat a snack after washing their hands.</p> <p>To reduce the demand for toilets at the beginning & end of break times, pupils will be allowed to go to the toilet during lesson times and break times (pupils encouraged to use wisdom in how to ensure the toilets are not being used all at the same time – staff to monitor this and talk with their forms about how this is going).</p> <p>Pupils to gel hands before they go and wash hands thoroughly after toilet.</p>	Teaching staff, pupils and parents	07/09/2020	Teaching staff and SLT	RW	On first day pupils will have special PSME lesson and will go over new behaviour information, hygiene and social distancing procedures.

CFS, COVID-19 Risk Assessment for full reopening September 2020

v 1.2

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42		There is a risk of cross-contamination between pupils, between staff and pupils.	<p>Curriculum adjustments, PE, Y7-11: Will be onsite for first half term. To be reviewed every half term – to reduce the risk of cross-contamination whilst using minibuses or other forms of transport to get to another site.</p> <p>Swimming lessons replaced by physical exercises or games for MS and LS during the first half term and to be reviewed on half termly basis in line with Government guidance.</p> <p>To reduce the pressure of organisational changes PIPS, Pre music & lunchtime clubs will not take place in the first half term, but once we have assessed the impact of changes needed for COVID-19 we hope to restart these in the following half term.</p>	Pupils and teaching staff	07/09/2020	SLT	RW	Half-term SLT discussion
43			<p>Curriculum adjustments, Swimming Lessons: Replaced by physical exercises or games for MS and LS during the first half term and to be reviewed on half termly basis in line with Government guidance.</p>	Pupils and teaching staff	07/09/2020	SLT	RW	
44			<p>Curriculum adjustments: To reduce the pressure of organisational changes, PIPS, peripetetic music & lunchtime clubs will not take place in the first half term. To be reviewed for after half-term.</p> <p>Limited peripetetic music to resume on 1.5 days per week from 9th Nov, with MS and US pupils.</p> <p>PIPs - proposal for short session once a week is being considered if single toilet and outside bell/entry can be arranged.</p>	Pupils and teaching staff	07/09/2020	SLT	RW	<p>Full risk assessment required.</p> <p>Work with RS on feasibility and potential start date.</p>
45			<p>Curriculum adjustments: Y4-6 will have their own Google accounts as well as Y7-11 so that if pupils are off sick or absent or if we need to go to an online curriculum because of a lockdown or bubble isolation.</p>	Pupils and teaching staff	07/09/2020	RB	RW	Google accounts required for new pupils - ongoing throughout the year.
46		There is a risk of cross-contamination between pupils, between staff and pupils, and between home and school.	<p>Mobile phones: In order to mitigate pupils coming into the Office area to hand in their mobile phones (also cross contamination between bubbles) pupils to place phones in a tray with sections for each phone and the tray to be left in the form room in a locked cabinet/draw (if possible).</p> <p>Staff teaching last lesson to be in their form rooms at the end of the day to supervise the handing back of the phones.</p>	Pupils and teaching staff	07/09/2020	Teaching staff and SLT	RW	<p>Provide boxes for Y7 to 11.</p> <p>Specific parental request forms to be sent and collected for form teacher.</p>
47			<p>Cleaning, hygiene and shared resources: In addition to mitigations (8, 9, 10 and 11), ensure that special swing bins are in each classroom, and to be emptied once a day. Bin bags to be double bagged, where necessary (small bags should be used instead of large sacks); and to be carried out by cleaning staff.</p>	Teaching staff and pupils	01/09/2020	RS	RW	Additional bins placed in all rooms and areas.
48			<p>Clothing including school uniform: School uniform to be worn.</p> <p>Lost property – change in expectation. Form teachers to manage?</p>	All staff and pupils	01/09/2020	SLT	RW	Staff clothes and pupils' school uniform to be washed more regularly. Communicate to parents.

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49			<p>Socially distancing as a bubble: Further refinement to groups within bubbles - see #7.</p> <p>Social distancing inside the bubble will be followed as far as possible.</p> <p>Pupils will have separate tables, as much as possible, during their work time with their own storage box/trays underneath (Y7-11). LS pupils will have individual resources in labelled A4 plastic bags which will include: - pencils, rubbers, sharpener, glue, scissors, all provided by the school. Parents to provide felt tips & pencil crayons.</p> <p>Any personal items they have been asked to bring in from home will be stored in the box underneath their desk.</p> <p>Tables will be spaced 1m apart & facing the front, where possible.</p> <p>Staff can be nearer than 2m to a pupil if tutoring or supporting requires it. However, they should not face each other but face towards either a book or a screen.</p>	Pupils, teaching staff, and parents	07/09/2020	Teaching staff and SLT	RW	
50			<p>Socially distancing in the playground as a bubble: Pupils will play together in their bubble during breaktimes, observing a 1m distance as much as possible.</p> <p>Pupils at break: Years 6 - 11; no physical contact when playing games, and no hugging or sharing food.</p> <p>Football can be played outside, but no tackling allowed – play 2 touch rules to create more kicking and no tackling (Will need to be raised in staff inset training).</p> <p>Seperate outside play equipment for each year group 4 - 8.</p> <p>If grass is wet, the playground is separated into two areas with cones down the middle.</p> <p>Sectioned playground areas will be implemented if break times coincide for any reason.</p>	Pupils, and teaching staff	07/09/2020	Teaching staff and SLT	RW	See #7 re. bubble structures.
51			<p>Socially distancing as a bubble, Wet Breaks: Y4-6 & Y7-8 Wet Break to take place in class where pupils are supervised. Pupils to stay in seats and watch video where possible.</p> <p>Role of US prefects during wet breaks needs to be agreed.</p>	Pupils, and teaching staff	07/09/2020	Teaching staff and SLT	RW	<p>Pupil Focus feedback, some break times more difficult when:</p> <ol style="list-style-type: none"> MS PE going on US come out and congregate by playground door - to be highlighted at October INSET. <p>Discuss at October INSET.</p>
52			<p>Food and drink: Lunch to be held in form rooms unless the weather is very good and then it can be eaten outside - no food sharing.</p> <p>Staffroom – maximum of six staff in staffroom at any one time with ventilation (e.g. windows open).</p>	All staff and pupils	01/09/2020	SLT	RW	Number of staffroom chairs reduced. LS staffroom as extra place for staff but only 2 at a time.
53		There is a risk of cross-contamination between staff and pupils whilst administering first aid.	<p>Hygiene and first aid: The school will also have a supply of the following: hand sanitizer, hand lotion, boxes of tissues, disposable gloves, antibacterial spray, anti-bacterial wipes, cleaning cloths, first aid kit, PPE for administering first aid: gloves, mask, plastic apron (when COVID symptomatic only, especially temperature and sickness).</p> <p>Staff trained in correct method of putting on and taking off PPE at September INSET.</p> <p>When administering first aid to MS and US, gloves and masks should be worn to mitigate virus transmission.</p>	All staff and pupils	07/09/2020	First aid staff and SLT	RW	
54			<p>Hygiene and first aid: Staff to be trained in correct method of putting on and taking off PPE.</p>	All staff and pupils	07/09/2020	DT	RW	

CFS, COVID-19 Risk Assessment for full reopening September 2020

v 1.2

#	Category	Risk	Mitigation	Affected	Implemented by Date	Action	Owner	Notes
55	Communication	There is a risk of staff and parents being unaware of procedures and safety measures.	<p>Clear communication: Parents and staff were written to at the beginning of September, and signage inside and outside the school buildings installed.</p> <p>Communication with parents has included: changes of times for school day, pick up and drop off arrangements, risk assessment on website, equipment needed to be brought in, face covering. Updated behaviour policy to be shared in November.</p> <p>Communication with staff has included: rotas, risk assessments, expectations of role, tasks and activities to prepare, regularly emphasise on principles of social distancing, policy of no sharing of food, advised of each update to the Risk Assessment as appropriate.</p>	All staff, and parents	15/08/2020 15/11/2020	KS KS	RW	Staff INSET Sept and Oct. Regular staff updates by email. Regular department emails and some face-to-face meetings. SLT meetings face-to-face - weekly with minutes emailed.

Appendix 1

Documents used in creating this risk assessment:

Gov.uk Guidance:

Actions for schools during the coronavirus outbreak (updated 3rd June)

Actions for early years & childcare providers during the coronavirus outbreak (updated 2nd Jun)

For contacts of people with possible or confirmed coronavirus (COVID-19) infection who do not live with the person (updated 1st Jun) Implementing protective measures in education and childcare settings (updated 1st Jun)

Opening schools for more children & young people: initial planning framework for schools in England (updated 1st Jun) Actions for education & childcare settings to prepare for wider opening from 1 June 2020 (updated 1st Jun)

Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection (updated 28 May) Supporting children & young people with SEND as schools & colleges prepare for wider opening (updated 26 May) Guidance for secondary school provision from 15 June 2020 (updated 25 May)

Planning guide for primary schools (updated 25 May)

Planning guide for early years & childcare settings (pub 24 May)

Coronavirus (COVID-19): guidance for educational settings (updated 20 May)

Coronavirus (COVID-19): safeguarding in schools, colleges & other providers (updated 20 May) Actions for schools during the coronavirus outbreak (updated 18 May)

Managing school premises during the coronavirus outbreak (updated 18 May)

Actions for early years & childcare providers during the coronavirus outbreak (update 15 May) COVID-10: cleaning in non-healthcare settings (updated 15 May)

Supporting vulnerable children & young people during the coronavirus (COVID-19) outbreak- actions for educational providers & other partners (updated 15 May)

Safe working in education, childcare & children's social care settings, including the use of personal protective equipment (PPE) (pub 14 May) Shielding and protecting people who are clinically extremely vulnerable from COVID-19 (UPDATED 31 May)

HM Government Guidance:

Working safely during COVID-19 in offices and contact centres – Guidance for employers, employees and the self-employed 11 May 2020

NHS: - <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/>

Appendix 2

Risk assessment for use of equipment in Maths lessons

Material & Equipment	Risk/problem
Base 10 equipment	Shared equipment
Tarsia and paper based multi-sensory puzzles	Used by various students
Fraction pieces	Used by many students
Money	Used by different students
Dice	used by more than 1 pupil
Practical measuring equipment	Needed to be used by several students
Scales measuring cylinders tape measures	Needed to be used by several students
Items to be measured	Needs to be handled by many pupils

Action	Responsibility by staff/students
Students to have own set of equipment kept in plastic wallets, wiped with disposable clothes after use	staff/students
All paper based materials will be laminated and whipped with disposable wipes after use	staff/students
Wiped with disposable clothes after use.	staff/students
Students to have their own set of coins, kept in plastic wallets. Coins to be cleaned after use.	staff
Dice to be wiped with disposable wipes between pupils	staff/students
Where possible equipment used by one pupil and others read off results without touching.	staff
If touched wiped between students	staff
Items cleaned with wipes between students	staff