

Wentworth Primary School
Review of COVID-19 reopening measures September 2020

I visited the school at 11am on Friday 4 September 2020 to review the physical measures that have been put in place to support the full reopening of the school on Monday 7 September. This note reports the results of the review. In my opinion, the staff and leadership team at the school have worked hard to put in place all the necessary physical measures to support reopening.

Background

The basis of the review was the guidance provided to staff at a briefing on Tuesday 1 September which I also attended (see annex i). The review was limited to the physical measures that have been put in place but during the visit. I also discussed procedural matters, for instance lunchtime arrangements, with staff and the headteacher. I also reviewed the first-aid procedures that have been put in place (see annex ii) and the “COVID-19 Returning to School 1st September 2020” risk assessment provided by the school business manager (see annex iii).

Findings

I reviewed the physical measures outlined below from the staff briefing note (annex i). Photographic evidence is provided for each measure.

| Measure | Evidence |
|---|---|
| Visitors and volunteers ... must abide by physical distancing and follow hygiene arrangements |  <p style="text-align: center;">Social distancing floor indicators in reception area and associated signage.</p> |

Measure




Evidence




We will insist that pupils and staff clean their hands regularly including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Younger children should be supervised when washing hands. Regular and thorough hand cleaning will be required for the foreseeable future.






Handwashing facilities in toilets prepared with signage



| Measure | Evidence |
|--|--|
| <p>For some activities, year group bubbles can be in operation (The guidance recommends the creation of ‘bubbles’ the size of a full class, although it recognises that where class sized groups are not compatible with offering a broad range of subjects or managing the practical logistics within and around the school, we can look to implement year group sized bubbles. We will attempt to maintain class sized bubbles wherever possible).</p> |  <p>Foundation stage “partitions” in outside area.</p> |
| <p>Respiratory hygiene will be promoted through the ‘catch it, bin it, kill it’ approach. Each class will have adequate quantities of tissues and a separate tissue waste bin, which will be emptied throughout the day</p> |  <p>Bins located around the school</p> |
| <p>We are regularly meeting with our cleaning contractors to ensure that all areas of the school are thoroughly cleaned. This will be supplemented with cleaning / sanitising materials available in classrooms and corridors to support the cleaning of frequently touched surfaces by school staff</p> |  |

| Measure | Evidence |
|---|--|
| |  <p data-bbox="821 431 1289 464">Sanitising equipment in classrooms.</p> |
| <p data-bbox="201 472 793 594">Hand sanitizing stations in corridors are set up for staff who are moving between groups. Children should use materials in class.</p> |  <p data-bbox="821 813 1304 841">Sanitisers located around the school.</p> |
| <p data-bbox="201 849 758 1016">Children will be seated side-by-side and facing forwards rather than face to face or side on. (This will not apply to Foundation Stage)</p> |  |

| Measure | Evidence |
|--|--|
| |  |
| <p>For individual and very frequently used equipment, such as pens and pencils, staff and pupils will have their own items which are not shared. These items will be supplied by school.</p> |  |
| <p>Equipment utilised from shared resource areas (e.g. maths / science cupboard) should be sanitised on collection and return.</p> |  <p data-bbox="1176 1198 1722 1229">Sanitising equipment in foundation stage.</p> |

Measure

We will be implementing a staggered soft start and staggered end to the school day with demarcated entry and exit points to avoid congestion. These have been communicated to parents and will be explained to staff. We have attempted to maximise the use of all possible entry / exit points.


Staggered end to school day with multiple exit points. Consider arrangements for children of staff on an individual basis. Additional SLT presence on the playground to monitor collections of groups.


Evidence






One way system created with signage. Multiple entry points signed.



| Measure | Evidence |
|---|---|
| <p>Wentworth Drive and James Road entrances will both be in use with a gate at each end: one for entry and one for exit</p> | <p>Entry and exit arrangements at James Road and Wentworth Drive.</p>  |

| Measure | Evidence |
|--|--|
| <p>The staff room will have an entry and an exit door. Staff should socially distance when using the staff kitchen. The hot water boiler in the conference room will be kept on as an additional area to get hot drinks or take breaks (when not in use)</p> |  <p>Additional social distancing signage in other parts of the school</p> |

| Measure | Evidence |
|--|--|
| |  |
| <p>The outdoor adventure play area and the Urban Gym will remain out of action until we receive confirmation that they can be opened</p> |  |
| <p>Entry doors from the playground closed at 8:55 and registers should be taken by 9am at the latest. Children arriving after 8:55 will need to enter into school via the office. School gates are closed at 9:05 - late arrivals will report to class via the office.</p> |  |

I also reviewed first aid measures (see procedures in annex ii), including the first aid room setup. Sanitising equipment was present.



I also discussed playground arrangements (see annex iv).

Giles Swan
Chair of Finance and Premises Committee
4 September 2020

Annex i – Briefing notes provided to staff at Tuesday 1 September briefing

These are general notes that have been compiled from a range of government guidance and applied to our context. This is not an exhaustive list and we will all need to assume responsibility for ensuring that we keep ourselves and children safe.

Staff should follow absence and ill health policy - inform PL of absence by 7:15am (Paul - 07853276726)

If a member of staff feels ill at any point in the day, please inform PL so that the appropriate course of action can be taken - e.g. testing.

We need to ensure that pupils, staff and other adults do not come into school if they have Coronavirus symptoms or have tested positive in the last seven days. Anyone developing symptoms during the day will be sent home. (New continuous cough, high temperature, loss of or change in their normal sense of smell or taste)

Any pupil or staff member sent home must self isolate for at least 7 days and should arrange to have a test. Other members of their household should also self-isolate for 14 days from when the symptomatic person first shows symptoms.

Staff and parents / carers must be ready and willing to engage with the NHS test and trace process if required, by;

- *Booking a test if they display symptoms*
- *Not attending school if they display symptoms*
- *Providing details of anyone they have been in close contact with if they were to test positive for Coronavirus*
- *Self-isolating if they have been in close contact with someone who has developed Coronavirus symptoms or someone who has tested positive for Coronavirus*

Parents / carers / staff must inform the school immediately of the results of a test.

General organisation - PL

- Children organised into class and year group bubbles
 - Wherever possible, this should be class size
 - For some activities, year group bubbles can be in operation (The guidance recommends the creation of 'bubbles' the size of a full class, although it recognises that where class sized groups are not compatible with offering a broad range of subjects or managing the practical logistics within and around the school, we can look to implement year group sized bubbles. We will attempt to maintain class sized bubbles wherever possible).

- ❑ From the guidance: ‘ Endeavouring to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits as it reduces the network of possible direct transmission.’
- ❑ All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of a full curriculum. Visitors and volunteers are now able to visit the school but must abide by physical distancing and follow hygiene arrangements
- ❑ The guidance recognises that younger children **will not** be able to maintain social distancing, and it is acceptable for them to not to distance within their group
- ❑ We will insist that pupils and staff clean their hands regularly including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Younger children should be supervised when washing hands. Regular and thorough hand cleaning will be required for the foreseeable future
- ❑ Respiratory hygiene will be promoted through the ‘catch it, bin it, kill it’ approach. Each class will have adequate quantities of tissues and a separate tissue waste bin, which will be emptied throughout the day
- ❑ We are regularly meeting with our cleaning contractors to ensure that all areas of the school are thoroughly cleaned. This will be supplemented with cleaning / sanitising materials available in classrooms and corridors to support the cleaning of frequently touched surfaces by school staff
- ❑ Hand sanitizing stations in corridors are set up for staff who are moving between groups. Children should use materials in class.
- ❑ It is acceptable to allow for the mixing of children into wider groups for specialist teaching or wrap-around care (e.g. breakfast and after school clubs). West Hill Life have been informed of the school plans and will be endeavouring to organise children into year group bubbles when offering this service.
- ❑ Parents and staff should socially distance at all times whilst on site. To support this limited contact, we will use Class Dojo to share any relevant messages. We are awaiting further guidance on whether some of our usual events (Parents evening / meet the teacher etc.) can go ahead.
- ❑ Staff and pupil movement around school should be minimized.
- ❑ School attendance becomes mandatory from the beginning of the Autumn term (Staff should monitor levels of attendance). Registers will be completed electronically on SIMS.
- ❑ Children are expected to attend in normal school uniform. There is no need for face coverings to be worn in school
- ❑ Continue to abide by staff code of conduct
- ❑ Safeguarding procedures are to continue as normal

Classroom / school site set up - PL

- Children will be seated side-by-side and facing forwards rather than face to face or side on. (This will not apply to Foundation Stage)
- For individual and very frequently used equipment, such as pens and pencils, staff and pupils will have their own items which are not shared. These items will be supplied by school.
- Exercise books, reading books, contact books etc. can be moved between home and school as required.
- Initially, children should be directed towards reading books from their classroom. If children read books from a shared area, the cover should be wiped over and children should wash their hands before and after selecting. Children using reading areas should not mix bubbles.
- Equipment utilised from shared resource areas (e.g. maths / science cupboard) should be sanitised on collection and return.
- Parents have been asked to limit the amount of equipment to be brought into school to essentials, eg. lunch box, hat, cot, books, stationery. Bags and pencil cases are allowed.
- We will be avoiding large gatherings e.g. assemblies. This time will be used to further promote reading. On a Friday afternoon, PL will visit classes to give out awards / certificates
- Break times and lunch times will be staggered to avoid mass gatherings with year groups having clearly designated play areas (See timetable)
- We will be implementing a staggered soft start and staggered end to the school day with demarcated entry and exit points to avoid congestion. These have been communicated to parents and will be explained to staff. We have attempted to maximise the use of all possible entry / exit points.
- Wentworth Drive and James Road entrances will both be in use with a gate at each end: one for entry and one for exit
- The staff room will have an entry and an exit door. Staff should socially distance when using the staff kitchen. The hot water boiler in the conference room will be kept on as an additional area to get hot drinks or take breaks (when not in use)
- The outdoor adventure play area and the Urban Gym will remain out of action until we receive confirmation that they can be opened
- Initially there will be no school clubs. The exception to this will be year group specific outdoor sports club (e.g. football / netball)

- Hot school meals will be available from the start of Term 1 (Lunch arrangements will be explained separately)
- PE Kits should be kept in cloakrooms
- Cloakrooms arrangements will be explained in the briefing
- Any previous set up which promotes cleanliness / hygiene can continue, however there is no requirement to do so (e.g. removing carpets / soft furnishings / keeping windows and doors open)

School timetable - LP

- The school day begins at 8:55. Some children will be arriving from 8:30. This early morning time should be utilised for an activity which is of educational benefit but does not require direct teacher input. E.g.:
 - Consolidation of previous year's maths knowledge
 - Maths / word puzzles
 - Reading
 - TT Rock stars
 - AR quizzes
 - Writing book reviews
 - Completing work from the previous day
- We are using a soft start and a staggered entry to reduce footfall on the site and avoid gatherings on the playground. This approach has been successful during the operations of bubbles in the summer term. A soft start will continue after Coronavirus guidance is no longer being followed (The timings around this will be altered)
- Play times and play areas have been assigned. More information along with staffing rotas will be circulated by Assistant Heads
- Lunch times will also be staggered with 3 service areas being utilised with hot serving trolleys in each::
 - Foundation Stage** - KS1 Hall
 - KS1** - Main canteen
 - KS2** - Staff room canteen area
- Foundation stage and KS1 packed lunches eat in the same area as their class
- KS2 packed lunches eat in class
- Timings to be circulated
- Year 3 / 4 / 5 are the only year groups who will be sharing toilet areas. Please arrange the best way to ensure that groups do not mix (30 minute slots vs. supervision). All

other year groups have access to their own toilet areas which can be used as their own year group bubble.

- Afternoon play should be considered as optional. Slots have been allocated but do not need to be used (e.g. for PE days)
- Staggered end to school day with multiple exit points. Consider arrangements for children of staff on an individual basis. Additional SLT presence on the playground to monitor collections of groups.
- Entry doors from the playground closed at 8:55 and registers should be taken by 9am at the latest. Children arriving after 8:55 will need to enter into school via the office. School gates are closed at 9:05 - late arrivals will report to class via the office.
- See information on First Aid circulated by AC

Curriculum - LP

- (PL) Key principles from the guidance:
 - Education is not optional
 - All pupils receive a high quality education that promote their development and that prepares them for the opportunities, responsibilities and experiences of later life
 - The curriculum remains broad and ambitious
 - All pupils continue to be taught a wide range of subjects
 - Remote education (where needed) should be of a high quality
 - Monitoring activities will be undertaken by SLT and subject leaders from the start of term
- Please re read and familiarise yourself with the Recovery Curriculum document circulated before the holidays
- Subject leaders of English / Maths will update staff in initial staff INSET
- Outdoor learning has proven to be very effective over school closure - please continue to make use of the outdoor learning environment to deliver the school curriculum
- Maths to begin at 9:10am
- Assemblies to be replaced by reading time in class (either before / after play). Staff can use support staff at this time to facilitate any lesson preparation
- Lesson 2 (English) should start at 10:45 in all classes. This longer session gives additional time for phonics / reading
- Afternoons should be used to deliver the broad curriculum, with all Foundation Subjects being covered (Subjects can be blocked if necessary)
- Hall timetables and PE slots circulated by DH. All equipment to be sanitized after use.

- Currently, there are arrangements for statutory assessments to take place in the summer term:
 - EYFS Profile
 - Y1 phonics (And Y2 retakes)
 - Y2 SATs
 - Y4 MTC
 - Y6 SATs
 - Unconfirmed - Y2 phonics check in Autumn term

Annex ii – Briefing notes on first aid procedures provided to staff at Tuesday 1 September briefing

First aid procedure during COVID 19 Crisis

There are changes to the way we manage first aid during the COVID 19 crisis.

- Minor bumps (apart from head bumps) and grazes will be triaged in class. Please do not send children to the office.
- First aid to be recorded on the sheet provided in first aid bags.
- Head bumps and more serious injuries will be dealt with by Jo and Jade in the office. Jackie will not be on first aid duty.
- First aid bags with basic supplies including plasters, wipes and gloves will be given to each room. If you need further supplies please inform the office.
- Cold packs will be available from three fridges, one in the new first aid room (KS1 corridor), the school office or in the Year 2 lobby.
- No PPE is required for usual first aid casualties.
- Where possible maintain a 2 metre distance between the child and yourself.
- Intimate care – where a child can clean and change themselves they can remain in school. When a child is unable to clean themselves, the staff assisting should wear PPE to clean the child as they cannot maintain social distancing. The parent may be called to take the child home.

First aid procedure for suspected case of Coronavirus

- Please use the new first aid room in the KS1 corridor to isolate any cases.
- Please do not alarm the child.
- PPE equipment will be provided in accordance with the government guidance. The office will have a supply of masks, gloves and aprons. The following is the government advice for dealing with a suspected case of coronavirus:

What happens if someone becomes unwell at an educational or childcare setting?

- If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#).
- If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for

ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

- If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.
- PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).
- In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.
- If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#)

Annex iii – COVID-19 Returning to School 1st September 2020 Risk Assessment



| | | | | | | |
|----------------------------|---|-------|---------------------------|-----------------|---|--|
| Topic: | COVID-19 Returning to School 1 st September 2020 | | | People at Risk: | All persons | |
| Assessment carried out by: | Mrs A Collier | Date: | 3 rd July 2020 | Date of Review: | Regular review through COVID-19 crisis | |

This risk assessment includes references to the following Government publications:

- Coronavirus (COVID 19): implementing protective measures in education and childcare settings
<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>
- Actions for education and childcare settings to prepare for wider opening from 1 June 2020
<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>
- Procurement Policy Notes PPN 02/20: Supplier relief due to COVID-19 – additional sector guidance for state funded schools
<https://www.gov.uk/government/publications/procurement-policy-note-0220-supplier-relief-due-to-covid-19>
- Covid-19 Cleaning of non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

- Pupils and Young People's Health during Covid-10 outbreak <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-Pupils-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-Pupils-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak>
- Update guidance 2 July 2020 Guidance for full opening – Schools <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july>
- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892085/disparities_review.pdf
- <https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>
- <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>

Alcohol based hand gel no less than 70% alcohol is provided throughout the school. This risk assessment has been produced so that sensible and proportionate control measures can be put in place to control those risks for staff and Pupils. **This risk assessment is a live document. These reference documents will be superseded as new guidance is issued.**

| Hazard | Who might be harmed? | Existing controls in place | Further controls necessary | By Whom (if applicable) |
|--------------|----------------------|--|---|---------------------------------------|
| Safeguarding | Pupils, staff | School's safeguarding policy plus addendum referencing https://www.gov.uk/government/publications/covid-19-safeguarding-in- | <ul style="list-style-type: none"> • Staff to patrol during drop off/pick up times. • Parents and carers socially distance when dropping off and collecting children. One parent on site to bring and collect their child/children. • “In and out” pathways signposted for both entrances to the school grounds. | Staff Staff LP FLO FLO/HT |

| Hazard | Who might be harmed? | Existing controls in place | Further controls necessary | By Whom (if applicable) |
|---|----------------------|--|---|--|
| | | schools-colleges-and-other-providers | <ul style="list-style-type: none"> • Safeguarding forms to be made available in all classrooms. • FLO to manage vulnerable groups. • FLO/HT to discuss interventions/referral to professional services. • Ensure online learning platforms comply with the school's safeguarding practices. | DSL/LP JP/JB/FLO |
| Classroom learning, activities and staffing | Pupils, staff | N/A | <ul style="list-style-type: none"> • Where possible hold PE lessons outside to support social distancing. • Limit sharing of pencils etc. to within the year group bubble. Staff and pupils have their own items wherever possible. • Each pupil to sit at the same desk each day. • Resources that are shared between classes or bubbles such as sports, art and science equipment should be cleaned frequently and meticulously and then rotated to allow them to be left unused and out of reach for a period of 48 hours (72 for plastics) between use by different bubbles. • Outdoor sports should be prioritised where possible maximising distancing between pupils and paying attention to cleaning and hygiene. • All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of a full curriculum. | Teacher Teacher Teacher/TA Teacher/TA Teacher/TA Teacher/TA SLT/Teachers |

| Hazard | Who might be harmed? | Existing controls in place | Further controls necessary | By Whom (if applicable) |
|--|----------------------|----------------------------------|---|-------------------------|
| | | | | |
| Outdoor adventurous play areas and urban gym | Pupils and staff | Health and safety policy | <ul style="list-style-type: none"> Will remain out of action until guidance is issued that they may be opened. | Site team. |
| Assemblies, after school clubs | Pupils, staff | N/A | <ul style="list-style-type: none"> No assemblies until further notice. No after school clubs with the possible exception of netball which will be year specific. Regular review of guidance to note any change. | PL/LP PL/LP |
| Attendance All Pupils are expected to | Pupils | Attendance practices in place in | <ul style="list-style-type: none"> Electronic attendance registers. School to communicate clear and concise expectations around school attendance. | JP/LP/JB/Staff HT |

| Hazard | Who might be harmed? | Existing controls in place | Further controls necessary | By Whom (if applicable) |
|---------------------|----------------------|--|--|---|
| | | | | |
| First Aid – general | Pupils, staff | <p>First aid administered in the main by office staff who are all qualified first aiders. Pupils present themselves at the office if first aid required.</p> <p>First aid recorded in accordance with existing procedures.</p> | <ul style="list-style-type: none"> • First aid will be triaged in class. Cold packs held in fridges in the office, first aid room and Yr 2 classroom. • No PPE required for usual first aid casualties. PPE is required for suspected case of Coronavirus – see next hazard. • Where possible to maintain a 2 metre distance. • Intimate care – where a child can clean and change themselves they can remain in school. When a child is unable to clean themselves the staff assisting should wear PPE to clean the child as they cannot maintain social distancing. The parent may be called to collect the child. • Thermometers provided to check pupil's temperatures. • Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus. | <p>Office/other qualified first aiders in school</p> <p>TA/First aider</p> <p>First aider</p> |
| | Pupils, staff | N/A | | First aiders/HT/SBM |

| Hazard | Who might be harmed? | Existing controls in place | Further controls necessary | By Whom (if applicable) |
|---|----------------------|----------------------------|--|-------------------------|
| First Aid – suspected case of Coronavirus and supply of PPE | | | <ul style="list-style-type: none"> • PPE will be provided in accordance with Gov.uk guidance on COVID-19:Gov.uk guidance; • What happens if someone becomes unwell at an educational or childcare setting? • If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. • If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. • If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. • PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be | |

| Hazard | Who might be harmed? | Existing controls in place | Further controls necessary | By Whom (if applicable) |
|--------|----------------------|----------------------------|--|-------------------------|
| | | | <p>maintained (such as for a very young child or a child with complex needs).</p> <ul style="list-style-type: none"> • In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital. • If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. • Engage with the NHS Test and Trace process • Manage confirmed cases of COVID-19 amongst the school community by following the Government/PHE guidance (check for regular updates). • Contain any outbreak by following local health protection team advice. | |

| Hazard | Who might be harmed? | Existing controls in place | Further controls necessary | By Whom (if applicable) |
|--|----------------------|--|--|--------------------------|
| | | | <ul style="list-style-type: none"> • Should anyone in the school become unwell with a new continuous cough or a high temperature or has a loos of, or change in sense of taste and smell they must be sent home and advised to follow the "stay at home guidance" for households with possible or confirmed coronavirus infection which sets out that they must self isolate for 7 days and have a test. Other members of the household should self isolate for 14 days and contact the Test and Trace process. • Parents to be asked to inform the school immediately of the results of a test. • Staff to be asked to inform the school immediately of the results of a test. | |
| First aid – Visitors with symptoms of Coronavirus/ asymptomatic/ unknown health status of visitors | All persons on site | First aid would be administered to visitors during normal school days. | <ul style="list-style-type: none"> • Limit the number of visitors to the school unless for essential purposes i.e. maintenance visits. Therefore reducing the risk of visitors who may show symptoms of Coronavirus. • Diagnosis of coronavirus of a staff member of pupil then to follow the Government guidance on self-isolation. • Engage with the NHS Test and Trace process. • Minimise contact with individuals who are unwell by ensuring those who have | PL/LP/AC/ Office/Site |

| Hazard | Who might be harmed? | Existing controls in place | Further controls necessary | By Whom (if applicable) |
|---|----------------------------------|----------------------------|--|---------------------------------|
| | | | <p>coronavirus symptoms, or who have someone in their household who does, do not attend school.</p> <ul style="list-style-type: none"> Should anyone in the school become unwell with a new continuous cough or a high temperature or has a loos of, or change in sense of taste and smell they must be sent home and advised to follow the "stay at home guidance" for households with possible or confirmed coronavirus infection which sets out that they must self isolate for 7 days and have a test. Other members of the household should self isolate for 14 days and contact the Test and Trace process. | |
| Staff/Pupils or those with family members at increased risk from COVID-19 | Staff, Pupils and their families | N/A | <ul style="list-style-type: none"> Ensuring staff for whom are known to the school. To follow the guidance for those clinically vulnerable and extremely clinically vulnerable. All staff including those who are extremely clinically vulnerable and clinically vulnerable will return to the workplace with the emphasis on taking particular care while community transmission rates continue to fall. School leaders should be flexible in how these members of staff are deployed | <p>PL/LP/AC</p> <p>PL/LP/AC</p> |

| Hazard | Who might be harmed? | Existing controls in place | Further controls necessary | By Whom (if applicable) |
|---|-------------------------|---|--|---|
| | | | <ul style="list-style-type: none"> Staff who are pregnant and BAME may require a risk assessment based on individual circumstances. Refer to the guidance https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892085/disparities_review.pdf and https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july | PL/LP/AC |
| Hygiene – enhanced cleaning of the school | Staff, Pupils, visitors | Braybourne Cleaning Ltd contracted to undertake cleaning in school. | <ul style="list-style-type: none"> Braybourne to ensure further enhanced measures in place to meet the requirements of the Government's latest COVID-19 guidance for cleaning in non-healthcare settings. Daily cleaning to focus on sanitising “touch points” which are handrails, desks and tables, classrooms sinks, toilets including taps and sinks, door and window handles, furniture, light switches, teaching and learning aids, computer equipment, sports | Site/SBM Braybourne/Site/ Staff in classrooms |

| Hazard | Who might be harmed? | Existing controls in place | Further controls necessary | By Whom (if applicable) |
|--------|----------------------|----------------------------|--|---|
| | | | <p>equipment, toys, telephones, ICT equipment such as signing in screen and photocopier panels.</p> <ul style="list-style-type: none"> • Site team and SBM to liaise with Braybourne to ensure hygiene standards are effective to control the risk of Coronavirus. • Doors to be propped open during the school day to avoid touching handles. • Toilets to be cleaned regularly. • Before the school day commences open windows to increase air flow and ventilation. • Bins to be provided for dirty tissues, Site team to empty regularly during the day to ensure good respiratory hygiene by promoting “catch it, kill it, in it” approach. • Sanitising fluid, wipes and cloths to be in each room for staff to use to clean surfaces/equipment during the school day. • IT equipment such an iPad will be wiped after use. • Staff to keep to own laptops and P.C.'s during this crisis. • Telephones to be wiped regularly with anti bac solution. • Have a plan of action for the deep clean of any room which has a confirmed case of Coronavirus including where to relocate the group whilst cleaning in progress. | <p>Site/SBM</p> <p>Site</p> <p>Site</p> <p>Site</p> <p>Staff</p> <p>Staff</p> <p>Staff</p> <p>Staff</p> <p>Staff</p> <p>Staff</p> <p>Site/SBM</p> |

| Hazard | Who might be harmed? | Existing controls in place | Further controls necessary | By Whom (if applicable) |
|---------------------------------|----------------------|---|--|--|
| | | | | |
| Hygiene for all persons on site | All persons on site | Hand soap, paper towels, hand sanitiser, hand sanitiser stations, skin friendly cleaning wipes and disinfectant wipes, hot air dryers, tissues, adequate bins for disposal of waste in all rooms of the school. | <ul style="list-style-type: none"> • Clean hands thoroughly more often than usual. Regular reminders for hand washing (at least 20 seconds) for staff and Pupils. • All persons on site should wash their hands thoroughly when they arrive at school, when they return from breaks, when they change rooms and before and after eating • Encourage all persons on site to avoid touching their face with unwashed hands. • Staff to supervise the use of hand gel by pupils. Staff to give the correct amount to pupils to avoid over use. • All persons to wash hands when entering in the morning and before leaving. • Use hand sanitiser. • Cover mouth/nose when coughing or sneezing. • Use tissues and dispose of in bin provided. • Keep at least 1m from nearest person wherever possible. • Hand sanitiser, tissues, cleaning materials and cloths placed in all rooms of the school. • Key information posters. • Limit the number of Pupils using the toilets at any one time to prevent overcrowding | <p>All persons on site</p> <p>Staff</p> <p>All persons on site</p> |

| Hazard | Who might be harmed? | Existing controls in place | Further controls necessary | By Whom (if applicable) |
|--------|----------------------|----------------------------|--|---|
| | | | <p>in these areas. Ensure that pupils wash their hands after using the toilet.</p> <ul style="list-style-type: none"> • Where practicable to clean outdoor play equipment after each use. Only to be used by one group, no other groups allowed. • Shared resources to be cleaned regularly. Try to limit the sharing of stationary and other equipment. • Staff to clean surfaces during the day. • Public Health England do not recommend the use of face coverings in school expect for when there is a suspected case of coronavirus when full PPE will be worn. • Anti-bacterial wipes available for use when operating the photocopier. • Water fountains to be sealed off, preventing use. Drinking water available in classrooms. • Recommendation that pupils limit the amount of equipment they bring into school each day to essentials such as lunch boxes, hats, coats, books stationery and mobile phones. Bags are allowed. | <p>SBM/ Site team Staff</p> <p>Site team/ staff</p> <p>Staff</p> <p>Staff</p> <p>Staff</p> <p>Site team</p> |

| Hazard | Who might be harmed? | Existing controls in place | Further controls necessary | By Whom (if applicable) |
|--------|----------------------|----------------------------|---|--|
| | | | <ul style="list-style-type: none"> • Pupils and teachers can take books and other share resources home, where possible to avoid unnecessary sharing. These resources should be regularly cleaned. • Hand sanitiser stations placed in key areas around the school to facilitate regular cleaning of hands by all persons on site. • Small Pupils and pupils with complex needs should be helped to clean their hands properly. | <p>Site team</p> <p>Staff</p> <p>Staff</p> <p>Site team</p> <p>Staff</p> |
| | Staff and Pupils | | <ul style="list-style-type: none"> • Revised playtime rota for year groups to ensure no contact with other groups. | PL/LP |

| Hazard | Who might be harmed? | Existing controls in place | Further controls necessary | By Whom (if applicable) |
|----------------------------|-------------------------------------|---|---|--|
| Playtime and lunchtime | | Timetable in place for playtimes and rota for lunchtime. | <p>Staggered times in place so that Pupils do not move around the school at the same time.</p> <ul style="list-style-type: none"> • Areas of playground identified for each year group allowing them to play without coming into contact with any other year group. • Minimise contact between individuals and maintain social distancing to be enforced wherever possible. • Kitchen will be fully operational from 1st September serving hot food. • Revised plan for when year groups eat in the dining hall disseminated to staff. • Staff to observe social distancing when waiting in the vicinity of the kitchen servery. • Handwashing before and after eating food. | <p>PL/LP/Site</p> <p>Teacher/TA</p> <p>All staff</p> <p>Teacher/TA</p> <p>All persons</p> <p>All persons</p> |
| Access to school reception | Staff, Pupils, parents and visitors | Automated gates, security door in foyer manned by office staff. | <ul style="list-style-type: none"> • All persons to observe social distancing. • Key information posters to be displayed. • Hand sanitiser by the hatch. • Hatch to be kept closed at all times. • Deliveries will not be signed for, all parcels dropped in foyer area, Site team to collect and distribute. • Parents wishing to drop off letters, PE kits, lunch boxes etc. to use the box outside | <p>Site/office</p> <p>Site/office</p> <p>Site/office</p> <p>Office</p> <p>Site/office</p> |

| Hazard | Who might be harmed? | Existing controls in place | Further controls necessary | By Whom (if applicable) |
|-------------------|----------------------------|----------------------------|---|--|
| | | | the foyer entrance which will be emptied at regular intervals by the administration team. No visitors allowed in the building. | Office |
| Social distancing | Staff, Pupils and visitors | N/A | <ul style="list-style-type: none"> • COVID-19 measures advise that social distancing is practised to ensure safety of all persons. • Minimise contact between individuals and maintain social distancing wherever possible. • Regular reminders to staff and Pupils to enforce rule. • Acceptance that brief, transitory contact such as passing in the corridor is low risk. • Key information posters to re-inforce the message. • Line markings in place where required. • Discourage parents from gathering at dropping off and picking up times. • Discourage Pupils from gathering together. • Some staff will be allowed to work from home wherever practicable. • Hand hygiene. Staggered hand washing times, class sinks to be used. • When walking around the school the social distancing will be observed, wherever practicable. • Classes kept in Year group bubbles by class size as guidance states. • Pupils will not be allowed to mix with any other year group. | <p>All persons</p> <p>SLT</p> <p>Staff</p> <p>Staff</p> <p>Site</p> <p>Site</p> <p>Staff</p> <p>Staff</p> <p>PL/LP</p> <p>Staff</p> <p>All persons</p> |

| Hazard | Who might be harmed? | Existing controls in place | Further controls necessary | By Whom (if applicable) |
|-----------------|----------------------|----------------------------|--|--|
| | | | <ul style="list-style-type: none"> • Stagger drop off and collection times. • Site plan in place to prepare outside play areas for each year group, signage in place for parents routes around the external areas of the school. • Radio's/phone/email to be used wherever possible to prevent movement around the school. • Reduced the risk, where possibly by supporting distancing in the classroom to include seating pupils side by side and facing forwards. • Move unnecessary furniture out of rooms to facilitate to make more space. • Use of staff room to be minimised. | <p>SLT/Teacher</p> <p>SLT/Teacher</p> <p>SLT/Teacher</p> <p>SLT/Teacher</p> <p>LP/SBM/Site</p> <p>Staff</p> <p>Teachers</p> <p>Teachers</p> <p>Staff</p> |
| Staffing issues | Staff, Pupils | N/A | <ul style="list-style-type: none"> • Plan ahead of 1st September class organisation and staffing. • Daily review of pupil numbers and staffing. • Explore different ways to cover staff absence in classes by utilising T.A. support as per Government guidance. | <p>LP/PL/Teacher</p> <p>LP/PL</p> <p>LP/PL</p> |

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|-----------------------------------|----------------------|---------------------------------------|---|--|
| | | | <ul style="list-style-type: none"> Staff returning from holidays abroad during the summer break may have their travel disrupted. SLT to discuss leave arrangements with staff before the holiday begins. SLT to assess the likely impact to inform planning. | PL/LP/SBM |
| School nursing and dental service | Pupils | N/A | <ul style="list-style-type: none"> Continue to work with nursing and dental service to ensure timely visits for the healthy child programme. | Office/PL |
| Communication issues | Staff, parents | N/A | <ul style="list-style-type: none"> Ensure all staff have an up to date email address for Parent pay. Ensure parent contact details are changed immediately following notification to the office. Use of new technology google mail, teams, to improve communication links. Class "dojo" messaging service in use for parents to contact school and for school to reply. | Office Office LP/SBM SLT/Teaching staff |
| Fire and lockdown | All persons on site | Maps, guidance and regular practices. | <ul style="list-style-type: none"> Ensure all staff and pupils are aware of the lockdown procedure within the room they are in. | Teacher/TA |

| Hazard | Who might be harmed? | Existing controls in place | Further controls necessary | By Whom (if applicable) |
|--------------------------|----------------------|--|--|--|
| | | | <ul style="list-style-type: none"> • Ensure all persons know of the fire exits, plan and prepare drill. • Guidance for both events are displayed in every room within the school. | Teacher/TA Site |
| EHCP Pupils | Pupils | Risk assessment in place for each child who has an EHCP. | <ul style="list-style-type: none"> • Further risk assess each child to ensure that their needs can be as safely or more safely met in the current educational environment around COVID-19 measures. • SEN support from external agencies should be considered as to how manage 1: 1 appointments with pupils. | SENCO |
| Agencies and contractors | All persons on site | N/A | <ul style="list-style-type: none"> • Wherever possible, to limit the number of persons on site for the time being whilst COVID-19 measures in place. • To include contractors whose work can be re-arranged to a later date. • To include outside agencies, including after school clubs to lower the risk of transmission of the disease. • All visitors to site to be handed a leaflet explaining hygiene measures to follow whilst on site. | Site/SBM/Office Site/SBM SLT Office |

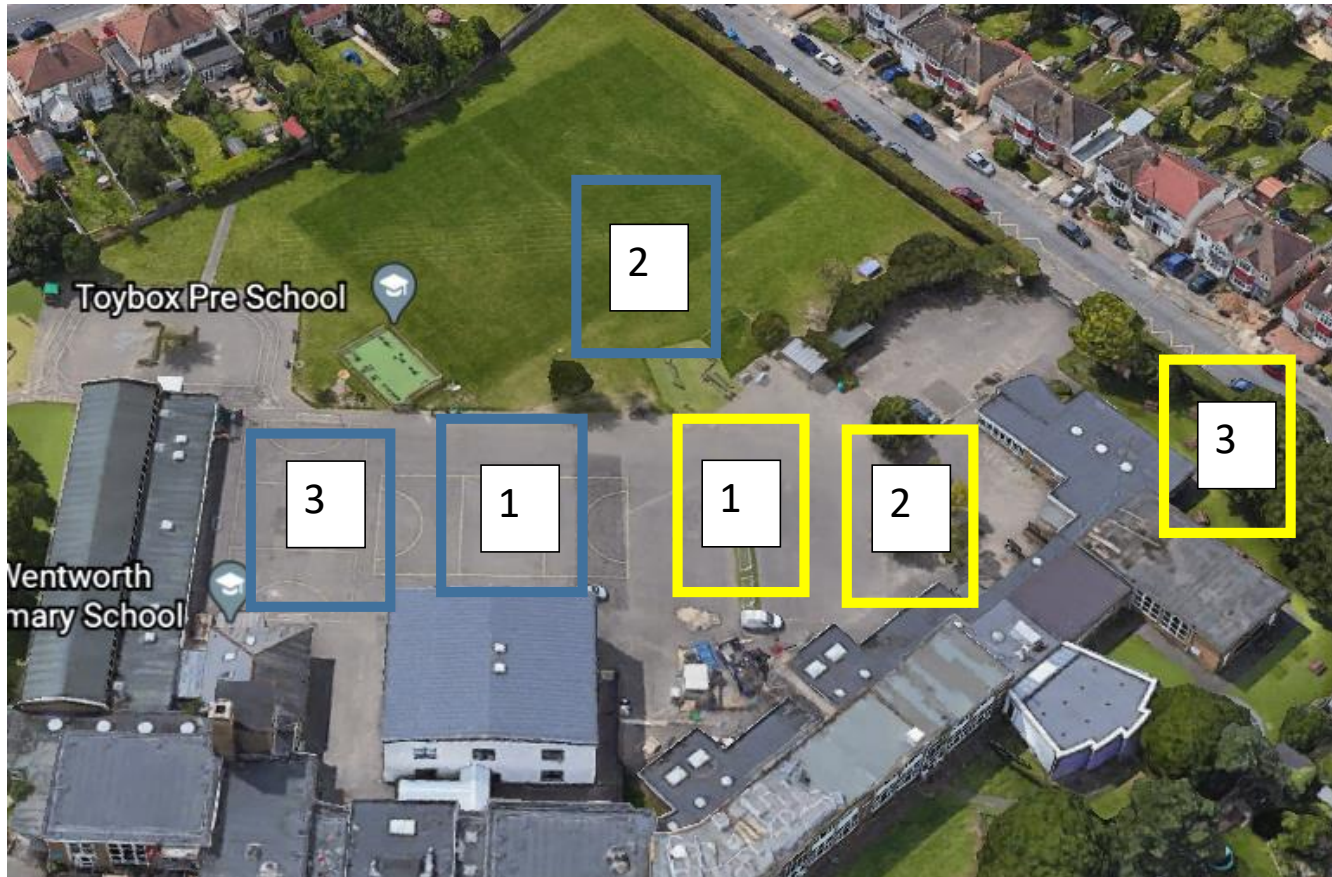
| Hazard | Who might be harmed? | Existing controls in place | Further controls necessary | By Whom (if applicable) |
|--|----------------------|-----------------------------|--|---|
| | | | | |
| Home school learning links for pupils unable to return in September 2020 | Pupils | N/A | <ul style="list-style-type: none"> Continue to provide home learning links for Pupils to access – for those who are not attending school only. Continue to monitor the quality of the curriculum accessed by home learners/monitor show my teacher accounts. Effective planning in place. | PL/LP/Teacher PL/LP/Teacher PL/LP/Teacher |
| Staff workload and wellbeing | All staff | KR Wellbeing lead in school | <ul style="list-style-type: none"> All staff including SLT should be aware of the need to implement flexible working practices in a way that promotes good work-life balance during this crisis. Where a role is conducive to home working for example some administration roles, school leaders should consider what is feasible and appropriate. Identify how the support a pupil normally receives can be maintained. Identify any pupil who may require support for their mental health during the COVID-19 crisis and provide intervention where required. | All staff |
| Pupils' s mental health | Pupils and parents | | | DSL/PL/LP/FLO/ Teacher DSL/PL/LP/FLO/ |

| Hazard | Who might be harmed? | Existing controls in place | Further controls necessary | By Whom (if applicable) |
|-------------------|----------------------|--|--|--------------------------|
| | | | | Teacher |
| Suppliers | School | Financial handbook | <ul style="list-style-type: none"> • PPN notice supplier relief applies. To ensure continuity during the COVID-19 pandemic in supporting suppliers in a range of ways to ensure service continuity and to protect jobs. • To settle invoices promptly and monitor cash flow. • To seek legal advice on professionals for whom we do not have contracts with who may seek financial compensation for loss of business. • To seek legal advice for any issues regarding suppliers and contracts that may arise as a result of lost revenue from COVID-19 crisis. | SBM SBM SBM SBM |
| Staff recruitment | School | Safer recruitment practice School recruitment process | <ul style="list-style-type: none"> • Continue to adhere to the legal requirements regarding pre-appointment checks. • Regular assessment of the risk surrounding face to face interviews. Alternative option to hold video interviews. | HT/SBM HT/SBM |

| Hazard | Who might be harmed? | Existing controls in place | Further controls necessary | By Whom (if applicable) |
|---|----------------------|---|--|-------------------------|
| | | | | |
| Supply teachers and other temporary or peripatetic teachers | School | Supply agreement in place with Classic Education. | <ul style="list-style-type: none"> Avoid short term supply bookings wherever possible to restrict the number of visitors to the school. Where it is necessary to welcome visitors such as peripatetic teachers and supply teachers those individuals must comply with the school's arrangement for COVID-19. | PL/LP |
| External coaches, clubs and organisations | Pupils and staff | Safeguarding practices. | <ul style="list-style-type: none"> SLT to consider whether they are satisfied that work with external coaches, clubs and organisations is safe to do so. Consideration to be given to how these arrangements can operate within the wider protective measures in place around the school. West Hill Life will keep children in their year group bubbles for breakfast and after school provision. | PL/LP/AC |
| Volunteers | School | Volunteer policy DBS check | <ul style="list-style-type: none"> Mixing of volunteers across year group bubbles should be kept to a minimum and they should socially distance from pupils and staff where possible. | PL/LP/SBM/Staff |
| | | | | |

| Hazard | Who might be harmed? | Existing controls in place | Further controls necessary | By Whom (if applicable) |
|--|----------------------|--------------------------------|---|-------------------------|
| Premises | All persons on site | Maintenance diary in operation | <ul style="list-style-type: none"> • Ensure usual pre term building checks are undertaken to make the school safe. • Continue to manage the timely maintenance checks for premises. • Ensure good ventilation is in operation for all occupied rooms. Follow the HSE guidance on air condition and ventilation during the coronavirus outbreak https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm | SBM/Site team |
| Educational visits | Pupils and staff | School trips policy | <ul style="list-style-type: none"> • Schools can resume day trips in line with protective measures and secure measures in place at the destination. Full risk assessment must be undertaken and further control measures implemented where necessary. | Teaching staff |
| Contingency planning for local outbreaks | Pupils and staff | N/A | <ul style="list-style-type: none"> • Maintain contact with PHE to advise the school on temporary closure. • Draw up contingency plan for this eventuality including plans for remote learning. • Identify which groups (vulnerable, key worker) will need to attend throughout a local lockdown. | PL/LP/SBM |

Annex iv – Playground arrangements.



- BLUE PLAY AREA 1**
(Yr 5 and Yr 6)
 - 1 old year 6 football area
 - 2 field/track
 - 3 cage area
- YELLOW PLAY AREA 2**
(Yr 3 and Yr 4)
 - 1 old year 5 football area
 - 2 old quiet area $\frac{3}{4}$ football area
 - 3 new quiet area