West Park CE Primary
Full Re-opening
September 2020

Risk Assessment and Control Measures

Inc updates from January 2021 (in blue)

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Background

The Covid-19 pandemic presents a health risk to employees and pupils within the school environment and by extension the wider community. The Department for Education (DfE) have stated that from September 2020 schools should welcome all pupils back and should take steps to reassess the risk and make the school environment "Covid Secure". This document sets out that assessment and details the key controls that will be in place.

Context

West Park School will have up to 810 pupils registered from September including 120 new pupils in Reception. 100+ employees support these children. There is a positive and purposeful relationship with parents and the wider community. During the earlier phases of the Covid 19 pandemic both parents and pupils demonstrated a willingness to comply with the arrangements and it is anticipated this will continue through the next phase.

Key Principles

- To maximise safety / minimise risk for all pupils
- To maximise safety / minimise risk for all staff
- To maximise safety / minimise risk for all of the wider West Park Community – families of staff and pupils
- To maximise learning for all – especially the most vulnerable
- **This risk assessment will be routinely reviewed following Public Health England, DfE, West Sussex County Council and union guidance**

The rating given to Severity and Likelihood risks is shown in the table below.

Rating	Severity (S)	Likelihood (L)
1	No injury, impact or illness	Very Low
2	1st Aid injury, some emotional impact or illness	Very Unlikely
3	Minor injury, minor emotional impact or illness	Unlikely
4	Over 3 day injury, significant and lasting emotional impact or illness	Likely
5	Major injury, critical emotional impact or illness	Very Likely
6	Fatality, disabling injury or emotional impact or illness	Almost Certain

School have been directed by government to "do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum". We are therefore tasked with balancing risk and managing an effective school environment and learning programme. That balance will rely on professional judgements on organising and separating groups; and social distancing. These aspects will vary depending on local risks i.e. any confirmed cases. Our risk assessment process will be dynamic and will adjust on the basis of perceived risk. We will use a threshold guide to support our professional thinking and judgement in the coming months and until the virus has been eradicated.

Stage	Description	Example Actions
1	There are no cases in school or in the local area i.e. end of Pandemic	School life returns to pre-pandemic normal – all activities are fully open and sustained
2	There have been no positive cases within school in the previous 14 days. There may be a small number of children <5 requiring a COVID-19 test due to symptoms displayed. The prevalence in the local area remains low.	Core school business is undertaken. The organisation of the school allows for greater freedoms for children and staff e.g. class bubbles may combine at play and lunch time in the outdoor environment. Assemblies may be undertaken with class bubble distancing.
3	There has been a maximum of 2 positive cases of a child or member of staff attending West Park School within the past 14 days. The individual is required to isolate for at least 10 days and close contacts in school are required to isolate for 10 days and undertake test.	A risk assessment review will be undertaken, control measures will be considered again whether they remain fit for purpose. Further advice will be sought from the local Public Health England team. Considerations for playground management, school assemblies, specialist teaching and cleaning rotas will be reviewed, amongst other things.
4	There have been multiple positive cases that result in one or more class bubbles or year groups closing for a period of time on the advice of Public Health England.	Strict class bubbles will be reinstated, other control measures in relation to separating and distancing will be undertaken under the guidance of Public Health England.
5	Public Health England or National Government direct the school to close due to cases at the school or within a local area 'lock-down'	The school may close entirely or return to limited opening for key workers and vulnerable children.

2. Core Risk Assessment

Hazards / Activity	Risk	Persons likely to be exposed	Basic Control measures Agreed Control measures that must be used	Who lead?	Residual risk with control measures		
					Severity of Harm (S)	Likelihood of harm (L)	Risk Rating
Maintaining whole school cleanliness and hygiene – reducing contamination and transmission							
Prevention	Passing on infection / contamination	All	**Prevention:** 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school 2) clean hands thoroughly more often than usual 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 5) minimise contact between individuals and maintain social distancing wherever possible 6) where necessary, wear appropriate personal protective equipment (PPE)	All families and staff	3	3	9
Knowledge of and carrying out of general hygiene	Passing on infection / contamination	All	**General reminders for hygiene** •Hygiene Posters: Effective handwashing facilities and soap available. ○ Anti-bac hand gel available in offices ○ Soap in every classroom. ○ Paper towels. **Timetable for washing hands:** ▪When entering the classroom. ▪Before and after break time. ▪Before and after eating. ▪Whenever using the toilet. ▪Following cough or sneeze. ▪After PE ▪Before leaving the classroom at the end of the day. ○ Staff to monitor / remind children regularly. **Increase hygiene procedure – adapt to follow advice from Public Health England**	CT PS/BM/CT PS/BM/CT	3	3	9

Hazards / Activity	Risk	Persons likely to be exposed	Basic Control measures Agreed Control measures that must be used	Who lead?	Residual risk with control measures		
					Severity of Harm (S)	Likelihood of harm (L)	Risk Rating
			•Tissues for each class. •Re-iterate – Catch it, bin it, kill it (poster in every class). •If one is not available, sneeze into the crook of your elbow, not into your hand. Dispose of tissues into a disposable rubbish bag in a lidded bin and immediately clean your hands with soap and water •Ensure adequate stock levels of tissues for each class / office. •Replenish, as needed- Staff to inform PS/BM when re-stock required. •Re-iterate - avoid touching eyes, nose and mouth with unwashed hands.				
			• Specific hygiene lesson at start of each week, share posters and Germs social story (in wellbeing file in Staff Shared) • Alcohol based gel – limited to reception, offices. • Anti bac wipes to be available for photocopier screens ▪ Ensure dispensers are adequately full from the start of each day. ▪ Ensure adequate stock levels (PS/BM). • Essential visitors / contractors- Police/MASH/Social care/ emergency works •Supply staff and other temporary workers can move between schools, those individuals will be expected to take particular care to maintain distance from other staff and pupils. • All visitors wait at main reception to be collected- usual sign in and safeguarding procedures- only to go to child and staff free areas. • Where visits can happen outside of school hours, they should. • Wash hands or use gel before entering building.	CT PS/BM CB	3	3	9
Cleaning while school is open	Infection control	Staff Pupils Others	• **All hard surfaces to be cleaned on a regular basis, this will include:** ▪ All door handles ▪ All tables and chairs used by staff and pupils. ▪ After lunch teacher sprays table and wipes down with paper towel. ▪ Children have designated table although they can use shared objects when required. • Toilet flushes and regular cleaning of toilets (end of day and before or after lunch). • Cloakrooms (not in use throughout partial opening) – bags kept in classrooms).	PS/BM HM/RP	3	3	9

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					Severity of Harm (S)	Likelihood of harm (L)	Risk Rating
			• Shared phones, computer keyboard and mouse set up (1-2 x daily and by staff member after each use). • Anti-bac wipes to be stored near shared phones/computers. • Photocopiers (staff to use wipes to clean after use). • Class teachers to ensure children tidy floor. • All year group areas to have spray disinfectant and disposable cloths. • Bins emptied daily or on request by class teacher with contents double bagged. • First Aid room cleaned after every use. ○ Desks and chairs in classrooms cleaned by cleaners at the end of each day ○ Active engagement with NHS Test and Trace	HM/RP			
Maintaining safety of cleaning staff	Infection control	Cleaning staff	• Disposable gloves provided – change at least daily / heavy duty gloves washed daily. • Adhering to general COSHH regulations for all cleaning. • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately using anti-bacterial cleaning fluids. Use PPE if necessary.	Cleaning Staff School Staff First Aiders	3	3	9
Maintaining supplies	Running out of stock increases risk of contamination and infection	All	• Get in touch with public sector buying organisation partners (for example ESPO, YPO, NEPO) about proportionate supplies of soap, anti-bacterial gel and cleaning products if needed.	PS/BM	3	3	9

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					Severity of Harm (S)	Likelihood of harm (L)	Risk Rating
Keeping staff safe – resume full opening in school							
Which essential staff are required to open the school?	unsafe to open without these key people	All	•At all open times, SLT will ensure there will be a member of SLT, first aider, DSL on site •At all open times, SLT will ensure there will be sufficient cleaning staff and sufficient teaching capacity to cover classes at the agreed ratios and minimise movement between classes.	SLT			
Which staff should attend?	Risk to vulnerable individuals	All vulnerable	Clinically Extremely Vulnerable adults: *The Government is issuing new guidance to clinically extremely vulnerable people. Whilst this is not a return to the very restrictive shielding advice you may have followed earlier in the year, you are strongly advised to follow these extra precautionary shielding measures to help keep yourself safe. This remains advice, not the law.* *You should stay at home as much as possible but are encouraged to go outdoors for exercising and attending health appointments. You are strongly advised to work from home. If you cannot work from home, then you should not attend work.* **Staff who may otherwise be at increased risk from coronavirus (COVID-19)** Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. The reasons are complex and there is ongoing research to understand and translate these findings for individuals in the future. If people with significant risk factors are concerned, we recommend schools discuss their concerns and explain the measures the school is putting in place to reduce risks. School leaders should try as far as practically possible to accommodate additional measures where appropriate. People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.	SLT Ind Staff	2	2	4

Hazards / Activity	Risk	Persons likely to be exposed	Basic Control measures Agreed Control measures that must be used	Who Lead?	Residual risk with control measures		
					Severity of Harm	Likelihood of	Risk Rating
Staff arriving to school	Contamination of site	All	• Enter through Main reception only • Sanitise or wash hands on arrival	All staff	2	2	4
Staff moving around school	Maintaining social distancing	All	• Staff to maintain social distancing rules from other class bubbles and particularly other adults when moving around the building (2m as far as practical). • Ensure doors are kept open (doorstops) to minimise use of touch surfaces / cross-contamination – balanced against fire risk. • Maintain maximum ventilation in classrooms/ school-shared areas such as the science lab and ICT suites / corridors.	All staff	2	2	4
Staff- child contact	Maintaining social distancing	All	• It is important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children and staff where possible, **only mix in a consistent group (class bubble) and that class bubble stays away from other people and groups as much as possible.** **PPA/Intervention** • Where staff need to move between classes and year groups, they should try to keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. (Again, we recognise this is not likely to be possible with younger children and teachers in primary schools can still work across groups if that is needed to enable a full educational offer.) • No overnight residential visits until government advice allows. • For pupils in key stages 1 and 2, school leaders are expected to prioritise identifying gaps and re-establish good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so they read widely, and developing their knowledge and vocabulary. The curriculum should remain broad, so that the majority of pupils are taught a full range of subjects over the year, including sciences, humanities, the arts, physical education/sport, religious education and relationships and health education. ○ All classes now form one class bubble with their teacher(s) and support staff ○ Class bubbles must not mix throughout the day • Ensure that the classes form their own class bubble with a consistent PPA teacher and Intervention staff, minimal contact from any other adults, inc SLT unless essential	All staff	2	2	4

Hazards / Activity	Risk	Persons likely to be exposed	Basic Control measures Agreed Control measures that must be used	Who Lead?	Residual risk with control measures		
					Severity of Harm	Likelihood of	Risk Rating
			•Seating pupils side by side and facing forwards, rather than face to face or side on. •Consider moving unnecessary furniture out of classrooms to make more space. •Class bubbles must be kept apart from other class bubbles at all times, avoiding large gatherings such as assemblies or collective worship with more than one class bubble. •When timetabling, class bubbles should be kept apart and movement around the school site kept to a minimum. •Staggered break times and lunch times will remain in place- please see timetables and follow these • Distancing must be in place for Fire drills but is not excepted if an unplanned alarm sounds and we need to assemble outside, please resume distancing as soon as possible outside.				
Break times- staff room	Spread of infection	Staff	• Staff to stay distanced from adults not in their class bubble • Second staffroom to continue in dining hall	All Adults	3	3	9
Staff leaving site (during school day)	Contamination	All	• Staff should make every effort not to leave the site except for essential reasons during the day to minimise contamination. • Staff must sign out when leaving the site (for stringent isolation – contact office to inform they have left). • On return – follow guidance on entering school.	All Adults	2	2	4
Use of PPE	Reducing spread of infection	Staff	**All staff to wear face coverings in all public areas** **Staff should adhere to the PHE guidance when removing and storing the face covering.** Pupils and staff who use them on public transport and arrive at school must not touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Guidance on safe working in education, childcare and children's social care provides more advice.	All Staff	3	3	9

Hazards / Activity	Risk	Persons likely to be exposed	Basic Control measures Agreed Control measures that must be used	Who Lead?	Residual risk with control measures		
					Sev erit y of	Like liho od	Risk Rati
			PPE is only needed in a very small number of cases, including: •where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained • The supervising adult should wear a facemask if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. • When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination. • Face masks must: • Cover both nose and mouth. • Not be allowed to dangle around the neck. • Not be touched once put on, except when carefully removed before disposal. • Be changed when they become moist or damaged. • Be worn once and then discarded - hands must be cleaned after disposal. •where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used •PPE to be stored in accordance with guidance with easy access to the main users (first aid) •Disposal of PPE will be in accordance with guidance: double bagged and separated from general waste for 72 hours before being binned (PS/BM to organise safe storage of used PPE).	PS/BM	3	3	9
Dedicated school transport/ Public Transport	Infection control affected by lack of social distancing	Staff or pupils travelling by public or dedicated transport	Passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible. • Passengers to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, **this will not apply** from the autumn term on dedicated transport. • Separate dedicated school transport RA has been sent to relevant families	Staff and Parents using public or dedicated transport	3	3	9

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					Severity of Harm (S)	Likelihood of harm (L)	Risk Rating
Staff mental health and wellbeing	Unable to perform roles	Staff	• Staff to approach their line manager (or SLT) for support and guidance, where necessary. • WSCC Stress risk assessment to be undertaken when appropriate to help determine support required. • Members of staff (T/TA/Office, etc.) to 'stress test' this risk assessment to ensure that any issues are found and resolved – to support full compliance with all expectations set out. • WSCC counselling programme communicated to all staff – 0800 030 5182	MA/CB	3	3	9
Communication with staff. Ensuring awareness of policies/ procedures/ guidance	Inadequate information leading to contamination	Staff Pupils Others	• All staff on site must read the full risk-assessment and adhere to it • All staff are able to access the following information on-line for up to date information on COVID-19 (school website to be maintained with up-to-date advice). • Department for Health and Social Care • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. (washing of hands, cleaning up bodily fluids). • All staff have received the WSCC and School specific Risk assessment and updated with any questions from Unions and those arising from staff. • Regular staff feedback will be sought through: • Governors email • worries@ email • boxes in both staffrooms	All Staff	4	3	12
Children – January lockdown							
Who should attend	Extreme symptoms of coronavirus for vulnerable children	Shielding pupils	• ONLY CHILDREN WHO ARE VULNERABLE OR OF CRITICAL WORKERS MAY ATTEND IN LOCKDOWN- following DfE criteria • a small number of these pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)	Parents	3	3	9

			• Any additional provisions for pupils who are vulnerable to infections are put in place by the headteacher, in liaison with the pupil's parents where necessary. • Limit the number of children using toilets facilities at one time (see toilet use). • Maximise use of outside space: ○ For exercise and breaks – social distancing / zoned areas / staggered breaks – timetables planned (staff areas zoned). ○ For outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff. ○ Outdoor equipment should not be used unless it is appropriately cleaned between groups of children using it and that multiple groups do not use it simultaneously Staff and Anti bac provided, separate playtime kit for each group • Children will wear PE kit on PE days to remove the need to change	Staff			
Attendance	Long-term impact of pandemic on education	All pupils still at home	•Follow lockdown restricted attendance guidance and codes •Critical Parents and those of vulnerable pupils will be required to book days in school every Thursday for the following week to create registers and ensure we can accommodate numbers and arrange provision.	NC/EY	3	3	9
Class sizes and maintaining social distancing	Minimising contact within and across groups of pupils		• Ensure that the same teacher(s) and other staff are assigned to each class bubble and, as far as possible, these stay the same each week • Ensure that wherever possible children use the same classroom or area of a setting throughout the day; with a thorough cleaning of the rooms at the end of the day	SLT	3	3	9
Children moving around the school	Spread of infection due to close contact	Staff Children	• Children enter and exit classroom through outside doors whenever possible. • Entry into shared corridor areas to be used if necessary. • Stagger breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time. • Cloakrooms are not required due to storing bags under their set table, reducing access to shared areas. • Stairs to be managed by staff, using a give-way system. Pupils use top/bottom stairwell to establish if stairs are in use. Priority goes to class using stairs first or those descending if arriving at the same time.	All	3	3	9

Hazards / Activity	Risk	Persons likely to be exposed	Basic Control measures Agreed Control measures that must be used	Who Lead ?	Residual risk with control measures		
					Severity of Harm (S)	Likelihood of harm (L)	Risk Rating
Classroom set up	Spread of infections due to close	Staff Children	• Seat pupils side by side and facing forwards, rather than face to face or side on where possible • Consider moving unnecessary furniture out of classrooms to make more space. • Where possible, all spaces should be well ventilated using natural ventilation • Prop doors open, where safe to do so (bearing in mind fire safety fire doors must not be propped open and safeguarding), to limit use of door handles and aid ventilation.	CT LSA	3	3	9
Classroom lessons	Spread of infection due to close contact	Staff Children	• **Verbal feedback is the preferred form of feedback followed up with written comments as required to ensure progression** **Music** • With appropriate safety mitigation and consideration, singing, wind and brass teaching can still take place. Measures to take follow in the next sections. Note there is no limit of 15 children singing from September 2020 • Playing outdoors-Playing instruments and singing in groups should take place outdoors wherever possible. • Playing indoors-If indoors, use a room with as much space as possible, for example, larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission At West Park we will not be combining or mixing class bubbles. • Singing, wind and brass playing-Singing, wind and brass playing can take place in class bubbles • Social distancing-In the smaller groups where these activities can take place, schools should observe strict social distancing between each singer and player, and between singers and players, and any other people such as conductors, other musicians, or accompanists. Current guidance is that if the activity is face-to-face and without mitigating actions, 2 metres is appropriate. • **Seating positions**-Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Position wind and brass players so that the air from their instrument does not blow into another player. **Handling equipment and instruments** • Handwashing-Requiring increased handwashing before and after handling equipment, especially if being used by more than one person. • Avoiding sharing instruments-Avoid and equipment wherever possible.	CT LSA	3	3	9

			• If instruments and equipment have to be shared, disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users, following government guidance on cleaning and handling equipment available at hygiene: handwashing, sanitation facilities and toilets. • Instruments should be cleaned by the pupils playing them, where possible. • Individual lessons and performance in groups • Social distancing-Measures should include specific social distancing between pupil and teacher (current guidance is that if the activity is face-to-face and without mitigations, 2 metres is appropriate), accounting for ventilation of the space being used. Pupil and teacher should be positioned side by side if possible. • Avoid sharing instruments-Avoid sharing instruments and equipment wherever possible and place name labels on equipment to help identify the designated user, for example, percussionists' own sticks and mallets • If instruments and equipment have to be shared, they should be regularly disinfected (including any packing cases, handles, props, chairs, microphones and music stands) and always between users, following government guidance on cleaning and handling equipment. Instruments should be cleaned by the individuals playing them, where possible **Physical activity in schools** •Pupils should be kept in consistent groups, sports equipment must be thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to •Cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. •Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. In the Autumn term we will prioritise curricular activities and will not offer after school clubs, this will be reviewed before the Spring term. Activities such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing.				

Hazards / Activity	Risk	Persons likely to be exposed	Basic Control measures Agreed Control measures that must be used	Who Lead ?	Residual risk with control measures		
					Severity of Harm	Likelihood of harm	Risk Rating
Remote Education	lockdown	All pupils	•See remote education letter for provision outline Appendix 1	CTs	3	3	9
Use of resources including IT	Cross contamination across whole school	All	• Children to wash hands before using iPads. • Clean iPads before and after use using anti-bac wipes. • Clean keyboards at the start and end of each day • Teachers to collect and return iPads for charging, (kept in pastoral office). • For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. • Classroom based resources, such as books and games, can be used and shared within the class bubble; these should be cleaned regularly, along with all frequently touched surfaces. • Resources that are shared between classes or class bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between class bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different class bubbles. • Outdoor playground equipment should be more frequently cleaned. • Pupils should 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. • Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources	CT LSA	6	2	12
Use of library	Cross contamination across whole school	All	• Children will have access to change books but not access to the library • CT can choose a selection of Age appropriate books for the class • One book return box in each classroom. • When finished books to be kept in returns box for 72 hours before next use.	CT LSA	6	1	6

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					Severity of Harm (S)	Likelihood of harm (L)	Risk Rating
Children requiring the toilet	Infection control	Children Staff	• Limit the number of children using toilets facilities at one time, without crossing bubbles where possible. ○ Break times use one in, one out system. ○ Posters on doors as reminder and all pupils to be reminded regularly by teacher/TA. ○ Inform the child of the importance of washing their hands after using the toilet. • Toilet entrance door to be propped open (urinals not to be used if in in direct sight) to reduce touch surface. • Individual toilet near First Aid room to be used for Covid Isolation Protocol	CT LSA PS/ BM	6	2	12
Break times	Spread of infection due to close contact	Children	•Staggered breaks to ensure that any corridors or circulation routes used have a limited number of pupils using hem at any time. •Children informed of the importance of social distancing whilst outside. •Groups of children to keep within clearly allocated zoned areas for their specific group. •Children will be walked to and from their zone area by their class T/TA. •Break times are a chance for fresh air and a snack, a list of non-contact games have been shared with staff •Supervising staff (school leader) must keep a 2-metre distance from each other at all times. Provided with a zoned rea to maintain distance from children and vice versa. Whistle and radio to enable communication with children and ther staff. •Additional radios have been allocated to each group •If wet play, children to stay in the classroom.	SLT CT CT LSA NCr CT LSA			
lunchtime	Spread of infection due to close contact	Staff Children	• Children to eat within their classroom at their designated table no collecting or delivering food/equipment • MMS to wear gloves • A tray with cutlery and cups to be collected from the serving station for each class • Serving stations to be set up in EYFS Unit, Year 1 photocopier area, Year 2 corridor, Year 6 corridor and Y 3/4/5 corridor- **Dining Hall staff and SLT to serve at serving stations and deliver to classes** • Chartwells staff to check temperature before food is placed on delivery trolleys and deliver trolley to corridors • Hot food and jugs of milk will be taken to the serving station in each corridor, MMS from each room will collect the food and take to the children in their class at their table, plates etc to be returned by the MMS to the serving station trolley for washing staggered lunchtime • Any spillages must be reported immediately by radio to PS/BM • Lunchtime staff will wear apron, gloves and mask (provided by Chartwells) see separate cleaning regime for non-cross over of trays/ shared equipment. Staff to remain distanced from MMS staff. • Staggered lunch break outside, follow breaktime guidance.	MMS CHA RTW ELLS	6	2	12

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					Severity of Harm (S)	Likelihood of harm (L)	Risk Rating
Medication	First Aid procedures Spread of infection due to close	Staff Pupils	• First Aiders must always wear gloves when administering treatment and medication. • It is advisable a face covering is worn if having to deliver close contact first aid. (always refer to up to date information from Gov.UK) • Any dressings used to be double bagged. • Where any medications are administered try and encourage the pupils to self-administer or consider wearing a face covering (always refer to up to date information from Gov.UK).	HM RP	6	2	12
First Aid	Spread of infection due to close contact	Staff Children	• Leader on duty to radio for first aid support at break and lunch – rules applied should minimise accidents. • In class, if first aid support is required, radio for support and then send children. • Child can then be taken by a sensible child to the First Aid room. • Where minor first aid treatment is required First Aiders must ensure they wear gloves and a face covering when dealing with injuries and wash hands after contact. • Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses / apply plasters etc. • If cool/heat packs are used, outer cover to be washed between uses. • All records of injury and treatment are recorded and who administered first aid treatment as per normal procedures • In the event of a serious injury or incident, leader on duty or class T/TA to radio first aid/reception • Wear face covering and gloves when in close contact or dealing with bodily fluids.	CT LSA HM RP	6	2	*12*
Safeguarding concerns	Child at risk if no action taken	Staff Pupils	• Staff to follow usual school protocols for recording safeguarding disclosures. • If classroom unsuitable for discussion, seek to use meeting room for the discussion, as this is a clean space and can be cleaned afterwards • Observe social distancing between the staff member, witness and child. • Area to be cleaned thoroughly by the lead member of staff after room has been used.	ALL Staff			

Children with SEND	Spread of infection due to close contact	Staff Pupils	• SEND / vulnerable pupils have individual risk assessments and these have been updated in light of the current guidance. • If team teach techniques are required, it is advised face coverings and gloves are worn. Team teach will be used as a last resort – SLT should be present and will risk assess the situation. Staff who know each child will be supporting them to minimise likelihood. Rarely is intervention required and very rarely without warning signs, therefore, time should be available for a member of staff to get PPE equipment ready if needed. • Schools should ensure that appropriate support is made available for pupils with SEND, for example by deploying teaching assistants and enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups.	MG KS	6	2	12
Managing parental concerns	Anxieties and concerns	Parents/ carers	• Facebook page will be updated with uplifting and keeping in touch activities during lockdown • Parents can use worries@westparksch.co.uk to communicate with pastoral lead	Parents Pastoral			
Children arriving and leaving at the end of the school day	Spread of infection due to close contact	Staff Pupils Parents	• Children of staff can arrive with the parent prior to and after normal school times. • Children to wash hands before leaving home and on arrival at school • Children to wash hands in the classroom at the end of the day. • Parents and young people informed about drop off and collection times and process. Make clear that only 1 adult to drop off/ collect pupils, they cannot gather at the entrance gate, or enter the school site. • Pear and Cherry In through side entrance on Clive Avenue and out through main carpark in a one-way system 8.20-2.45 • Apple through garden • Peach In through main gate in Clive Avenue and drop off in playground 8.20-2.45 • Year 1 and 2 in through main gate in Clive Avenue and drop off in playground 8.30-3 • Year 3 and 4 in through the main gate in Marlborough Road and drop-off in the main playground 8.30-3 • Year 5 and 6 Wellesley Avenue Entrance- pupils should not be accompanied by an adult 8.25-2.45 • Signage and letter to remind parents to keep socially distanced. • Staff on gates to oversee compliance with risk assessment guidance. • Gathering at the school gates and otherwise coming onto the site without an appointment is not allowed.	SLT Parents	6	2	12

Child mental health and wellbeing	Dysregulation	pupils	• Autism Aware Social story to be shared with children to aid discussion about we are feeling in the current climate Staff Shared/PSHE/Wellbeing- 'Germs' • Regular PSHE lessons will be encouraged to share experiences, discuss anxieties and raise self-esteem. • Children encouraged to talk to member of staff to discuss their feelings and the pastoral team will be available each day. • Key pupils have been identified for extra support throughout closure by staff and are being supported by our pastoral team. This support will continue • Personal plans/risk assessments are made for vulnerable pupils by Pastoral Team	CT EY			
Child contact with others			• Parents to be aware that they must follow government guidance with regard to social distancing before sending their child to school • Parents will be informed that conversations with staff will be by phone • Any parent on site will be expected to follow social distancing rules. • Parents are made aware of the school's risk assessment and expanding opening procedures via letter, website and social media. • They are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus or has developed symptoms. (Stop the Spread Flowchart also on website For Parents Tab)	Staff/ Parents	6	1	6

Hazards / Activity	Risk	Persons likely to be exposed	Basic Control measures Agreed Control measures that must be used	Who Lead ?	Residual risk with control measures		
					Severity of Harm (S)	Likelihood of harm (L)	Risk Rating
	Learning Support Assistants working in class or 1:1						
Pupil may have limited understanding or ability to manage safe distance	Spread of infection due to close contact	Staff	• Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. • In particular, they should avoid close face-to-face contact and minimise time spent within 1 metre of anyone. • Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal. • Pupils with personal care needs should be cared for as before, staff should wear the same protective wear as before • Support children to understand the rules through the use of social stories, role play, concrete objects to show the distance • If the child forgets and gets too close, remind them in a fun way if possible. If this continues to be, an issue consult with the SENCo. • Pupils' individual behaviour plans are reviewed and specific control measures identified and shared with pupils, families and staff where necessary. • High-risk individual risk assessments will be created for identified pupils and shared with pupils, families and staff where necessary. Pupils will receive their usual 1:1 support and be closely supervised if using anti bac hand gel	All Staff			

Hazards / Activity	Risk	Persons likely to be exposed	Basic Control measures Agreed Control measures that must be used	Who Lead ?	Residual risk with control measures		
					Severity of Harm (S)	Likelihood of harm (L)	Risk Rating
	Suspected or confirmed case of Coronavirus						
Coronavirus- keeping people informed	Lack of infection control	Staff	We will ensure all staff, pupils and parents are aware of the key symptoms of Covid-19: • a new continuous cough • a high temperature • a loss of, or change in, your normal sense of taste or smell (anosmia) We will ensure all staff, pupils and parents know not to come in to school if they or anyone in their household are displaying any of the symptoms. Staff or parents must notify the School as soon as possible if they display symptoms and believe they may have COVID 19. They must not attend School. If anyone in School becomes unwell with Covid-19 symptoms they will be sent home and told to follow PHE guidance – Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection and seek to undertake a test as soon as possible. Whilst waiting to go home anyone feeling unwell with Covid-19 symptoms will be kept isolated in the temporary medical room (with adult supervision, if a child) PPE will be worn by staff caring for another person with symptoms if a distance of 2 metres cannot be maintained. If required, the adjacent staff toilet should be used and must be cleaned before being used by anyone else. Everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms will be sanitised after they have left. Members of the bubble and close contacts will remain at School unless they also display symptoms. We will contact the Surrey & Sussex Public Health England health protection team and follow any advice given. Negative Test results: If the test is negative the person can return to school if they are well enough to do so (NB: revert to considering other contagious virus such as cold or flu). Siblings at the school can return to school provided they are not showing symptoms. We will request evidence of negative test results before admitting them or welcoming them back after a period of self-isolation.	All	4	3	12

Coronavirus- keeping people informed	Lack of infection control	Staff Pupils Others	**Confirmed Cases:** The member of staff, or parent, must inform the School immediately if the test is positive. We will contact the Surrey & Sussex Public Health England health protection team and follow any advice given. This team will also contact schools directly if they become aware that someone who has tested positive attended the school – as identified by NHS Test and Trace. We will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person Close contact means: • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • Travel contacts - travelling in a small vehicle, like a car, with an infected person • We discourage joint travel arrangements in cars with children from other bubbles. We understand this may be required in exceptional circumstances. Under no circumstances should this happen if any member of the party has symptoms. We will not share the names or details of people with Covid-19 unless essential to protect others. **Contact Tracing:** To support PHE, we will keep a record of pupils and staff in each group (bubble), and any close contact that takes places between children and staff in different groups. This will take the form of: • class registers • staff rotas (any PPA / supply cover etc) A template letter, provided to the School by the health protection team, will be sent to parents and staff if needed explaining action they should take. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they must follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and seek to undertake a test as soon as possible. **Outbreak Management:** If we have two or more confirmed cases within 14 days, or an overall rise in sickness absence where Covid-19 is suspected, we may have an outbreak, and will continue to work with the local health protection team and follow advice on any additional action required. If the health protection teams recommends that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group we will implement this without delay. If the health protection team dispatch a mobile testing unit to test others who may have been in contact with the person(s) who has tested positive, we will provide all necessary support to complete this testing. **Staff members and parents/carers understand that they will need to be ready and willing to:** • Book a test if they are displaying symptoms.	All BM PS HM	4	3	12

			• Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. • All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace • self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) • Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.				
Emergency Procedures							
Emergency Procedures	Lack of social distancing and cross contamination during emergency	All	• WSCC regulations are to carry out a practice evacuation so that staff and children are familiar with what they need to do. • Practice evacuations will be a 'walk-through' with staff and children informed prior and each learning group to do this on their way to their first playtime. • If genuine emergency, the level of risk is greater than that of catching coronavirus through lack of social distancing. Pupils and staff to exit building as quickly as possible to the normal assembly points. While at assembly points, social distancing can be applied again.	ALL	6	1	6

Contractors and suppliers							
Contractors bringing COVID 19 on site	Cross contamination	All	• Only emergency contractors to enter school, arranged for weekends where possible. • If they attend site, they need to confirm that they are feeling well, use the sanitiser supplied and sign a register of attendance- If not feeling well, and they will be asked to go home and not allowed in. • Contractors have to stay on site while the job is in progress, i.e. bring own lunch. • Contractors to come onto site/leave site at staggered times so as not to have contact with pupils or staff. • All deliveries including Chartwells will be left in the front entrance and PS/BM will bring onto school and put in the kitchen, PS/BM wash hands after touching. • Any contractors who feel unwell on site to report to PS/BM/office and leave the site immediately. • All areas in which contractors work or deliveries are left are cleaned in line with government guidance. • Staff who receive deliveries to the school to wash hands in line with government guidance after handling. • If it is unavoidable and drivers must enter the school site, they are advised to follow most up to date government advice on social distancing. Drivers to hand wash/sanitise hands before entering school buildings.	BM PS OFFICE **Contractors**	6	2	12

Appendix 1:

Remote Learning Provision in Lockdown- Only children of critical workers and vulnerable children may attend.

Dear Parents and Carers,

As we are now in national lockdown and many of you are supporting your children with their remote learning I wanted to write to you to share our provision in light of the updated expectations. We have had a significant increase in the numbers of critical workers and vulnerable children in our school so we will not be running a rota of staffing during lockdown, all teachers and support staff will be working in school with their critical and vulnerable children. We have followed all DfE expectations for your remote provision so that we make sure each child has as equitable provision as we can.

DfE expectations: Remote education

When teaching pupils remotely, we expect schools to:

1. **set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects**
2. **set work that is of equivalent length to the core teaching pupils would receive in school, and as a minimum:**

   primary: 3 hours a day, on average, across the school cohort
3. **provide frequent, clear explanations of new content, delivered by a teacher or through high-quality curriculum resources or videos**
4. **have systems for checking, at least weekly, whether pupils are engaging with their work, and inform parents immediately where engagement is a concern**
5. **gauge how well pupils are progressing through the curriculum using questions and other suitable tasks, and provide feedback, at least weekly, using digitally facilitated or whole-class feedback where appropriate**
6. **enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding**

From Monday the 11th of January 2021

1. We will plan for the same activities for home and school and all necessary inputs and links will be shared on Dojo for Reception, Year 1 and Year 2 and Google Classroom for Years 3, 4, 5 and 6.

2. We will follow the same timetable in class and remotely that includes English and Maths each day alongside a balance of all Foundation Subjects.

3. Taught inputs will be recorded for English and Maths each day alongside a balance of all Foundation Subjects. These will be recorded by teachers across the year group. They will be shared on Dojo for Reception, Year 1 and Year 2 and Google Classroom for Years 3, 4, 5 and 6. For Maths, it is likely that you will be given the White Rose links but the teachers recording will cover an additional example or go over a misconception. Reception provision is in line with EYFS curriculum expectations.

4. Teachers will follow up with parents each week if their child has not been engaging in remote learning.

5. Staff will give feedback on completed and shared work and quizzes through Dojo and Google Classroom, we will do our best to do this once during the school day and once after the school day, please remember all teachers are teaching all day.

6. The comments stream will be open for children in key stage 2 during school hours as this will enable the children to maintain contact with each other in an 'online classroom' environment. You are responsible for your child's comments and for anything that your child shares, if this is inappropriate this will be followed up with you.

In order to make things as clear as possible, in the English and maths sections of the grids you will see the code 1, 2 and 3 next to tasks from Monday. The expectation is that the majority of children will be completing the work set for number 2. Those children who find the work a little more difficult will be completing the tasks in number 1, whilst those needing more of a challenge will complete the task in 2 and 3.

Examples for English and maths are below:

<u>English:</u>

Task: Look at the extracts sheet, containing the opening paragraphs of some of the myths we have looked at so far.
Q: What happens at the start of myths?
Q: When and where are they set?

1. Identify the central character in the extracts and the location.
2. Highlight the key features, also making reference to the environment and weather.

3.Q: Are these story openings positive or negative? (Mostly positive.) Q: What else is often included? (The main character (who becomes a hero).

Maths

2 times table
Watch together:
https://vimeo.com/490420447

EXP: https://resources.whiterosemaths.com/wp-content/uploads/2019/10/Y2-Autumn-Block-4-WO7-The-2-times-table-2019.pdf

1. Questions 1,2,3.
2. All challenges
3. When you add two even numbers together the answer is always even. Do you agree? Prove it!

Should you have any questions, please contact your child's class teacher using either class Dojo (KS1) or their email (KS2).

We will also be sharing assemblies, story times and as many other things as we can to keep us all connected.

With kind regards
Caitriona Bull

Appendix 2 January Update:

Following my review of our RA and from your questions these are the following points that I need you all to read and scrupulously follow until further notice.

- All staff to wear face coverings at the start and end of the day when welcoming and dismissing children
- All staff to wear face coverings when changing or catheterising children and assisting in the hygiene rooms, completing First Aid or assisting at the hatch in the office
- All MMS staff will wear face covering when serving and clearing food
- Maintain two first aid areas, one outside the room for triage and basic treatment, monitoring head bumps etc and one inside the room for more involved treatment to minimise sharing each others bubbles
- All staff to wear face coverings in all common areas and only to remove these when eating or drinking
- Staff to use outside doors to get to others area of school as much as possible, both on their own and with their classes

- Time spent in staffrooms to be kept to an absolute minimum, windows must remain open for ventilation
- All staff to stay at least 2m away from those not in their bubble at all times
- Staff to take children in to class and to keep belongings in the classroom until the corridor is completely clear, you can also keep coats in class on backs of chairs to remove the need to use the corridor if this is possible, especially in the 3/4/5 corridor
- Please use your outside door, if you have one, to come in and out to the playground
- Teachers who have ½ day PPA to consider having 1 day per fortnight to reduce the crossover of PPA staff every week- you can arrange this directly with your PPA teacher or come and see me if you need help
- Interventions to be delivered from 2m away or only in your own classes, we may need to block out the DT and Science labs for this in the afternoon to ensure you have enough space to work
- We will continue to serve meals to classes in R,1 and 2
- We will resume serving to classes in Yrs 3,4,5,and 6
- Micki and Karen have reviewed the PD and Speech and language provision and Nina has reviewed PP LSA timetabling to further reduce any pairing up across classes and have been in touch with individual staff.
- Bob and Paul will open windows in staffrooms, ICT A, DT, Science lab and sensory room
- Bob and Paul to continue to clean the toilets during the day
- Micki will ask everyone using the sensory room to wash hands before and straight after using it
- You are reminded regarding contact and marking, verbal feedback is by far better for impact and infection control but if you need to provide written feedback you should remain distanced. You could use post-it notes that you leave on the table and the child can collect, you would need to make sure they understood your learning point and could implement your points though so using the visualiser alongside their book or showing the group on a whiteboard might work better, as it's the explanation that makes the difference.
- ventilation continues to be key so you must make sure your corridor and classroom is ventilated too, it doesn't need to be freezing with windows fully open but should have a flow of air.
- if you would like to wear a visor and a face covering, please do, but remember that the visor offers no protection on its own
- Year leaders to pause moderation for now and only complete what your team needs, please make sure you check in with your team virtually and let me know if you need anything
- We are already using all gates for Parents and children. I will write to parents tomorrow to say they must not gather they can leave and walk round or use the field to line up at a distance but if we are going to keep our school open, they must not gather. Parents at the gate maybe asked to wait while we ensure the flow of traffic is moving to reduce congestion.