



Risk assessment: Re-opening of School during Covid19 (All classes for Sept 20)

Garfield Primary School Assessment carried out by: HT/Senior Team

Date: 4/9/2020

Version: 11a

*Govt guidance updated 28/8 and 1/9/2020 and RA amended to reflect changes

What is the issue and hazards?	Who is at risk and how could they be harmed	What are we going to do to control the risks?	What further action do we need to take to control the risks?	Who needs to carry out the action & when?	Done
<p>PREPARATION OF THE SITE</p> <p>Has a health and safety check of the building been completed?</p>	<ul style="list-style-type: none"> Pupils and staff. Risk of contracting Covid19. 	<ul style="list-style-type: none"> Check documents relating to the premises (Garfield) check the following are up to date and working order <ul style="list-style-type: none"> Usual premises checks Water treatments/checks (e.g. legionella) Fire alarm testing hot and cold water systems gas safety fire safety kitchen equipment Specialist equipment used by pupils (e.g. form access/mobility/changing) security including access control and intruder alarm systems ventilation Repairs Grass cutting Portable Appliance Testing Fridges and freezers Boiler/ heating servicing Internet services 	<ul style="list-style-type: none"> Carry out a formal / recorded full pre-opening premises inspection. Review evacuation routes and signage Our updated risk assessment will be sent to LA for monitoring purposes Regular update meetings Site team and line manager (SBM) SBM keep HT informed <p>Further premises work carried out in summer holidays</p>	<p>Site team SBM 02/06/2020 (All) & again 4/9/2020</p> <p>Checked by HT/SBM</p> <p>Risk assessment checked by LA</p> <p>Site team Contractors in when needed</p> <p>HT/Completed already for June opening</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

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<p>PREPARATION OF THE SITE</p> <p>Has a health and safety check of the building been completed?</p>	<ul style="list-style-type: none"> Pupils and staff. Risk of contracting Covid19. 	<ul style="list-style-type: none"> Any other statutory inspections Insurance covers reopening arrangements Continue to cordon off any outdoor equipment or areas not in use All air conditioning in the building not being used Check outdoor areas to be used are safe including shaded areas 	<p>We will check (as always) that school is safe</p> <p>Daily morning checks are held before school starts.</p> <p>Daily senior team briefing meeting before school starts to check any H and S issues</p>	<p>Will continue checks for Sept</p> <p>Site Team/SBM SBM 4/6/2020 4/9/2020</p> <p>Site Team 4/6/2020 Site Team</p> <p>Site Team 4/9/2020</p>	<p>✓</p> <p>✓</p> <p>✓</p>
<p>Increased risk of infection and complications for vulnerable workers:</p> <p><u>Staff who have higher risk factors to Covid-19</u></p> <p>Such as:</p> <ul style="list-style-type: none"> Shielding staff 	<ul style="list-style-type: none"> Who - Staff with protected characteristics HOW Emerging evidence suggests that alongside underlying health conditions, there are key 	<p>Individual risk assessment for <u>all</u> staff already completed before June reopening Enfield risk assessment used which has a helpful scoring system to assess different risks for each staff member.</p> <p>Senior team clear that these staff will need to be individually risk assessed and that they need to be reassured their risks acknowledged and all measures possible</p>	<ul style="list-style-type: none"> All senior team given guidance and training to carry out initial individual risk assessments HT has read all RA's and followed up where appropriate. Staff will be asked to alert senior team if any changes or additions needed to their original risk assessment. Link Senior will then meet with staff member and 	<p>Senior team June 2020</p> <p>HT/Senior team 3/4/9/2020 (Inset day training)</p>	

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<ul style="list-style-type: none"> Clinically vulnerable (over 70 or underlying health conditions) Pregnant BAME Carer for a vulnerable person <p>Men over 40)</p> <p>Use of the building by staff with disability, & new mothers</p>	<p>demographic factors that can affect people's vulnerability or is a 'risk factor' in relation to COVID-19. Such as:</p> <ul style="list-style-type: none"> Older people, Men (from 40 and over), and people from Black and Asian and Minority Ethnic communities (BAME) and a combination of these factors. The causes of these increased risk factors are not yet fully understood, and further research is taking place. 	<p>put in place to minimise risk to this group of staff.</p>	<p>amend accordingly and share with HT.</p> <p>In addition, school has referred to and shared with all staff, the advice given by BAMEed (Black, Asian and Minority Ethnic Educators). HT has shared this with all staff.</p> <p>HT to meet with any pregnant staff as soon as it is known. We will use the recently updated (Aug 2020) ' New and Expectant Mothers Risk Assessment'</p>	<p>HT June 2020</p> <p>HT (as needed)</p>	<p>✓</p>

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Increased risk of infection and complications for vulnerable pupils (with specific medical needs/ conditions)	<ul style="list-style-type: none"> Pupils with medical needs/ conditions Risk of contracting Covid19. 	<ul style="list-style-type: none"> School has clear register of all known medical needs of pupils in school Inclusion Leader (AHT) and Welfare Officer meet regularly to discuss and review needs of pupils and provision Where needed , individual risk assessments are written for pupils 	<ul style="list-style-type: none"> Parents will be reminded to keep school informed of any medical needs/conditions/ allergies and to keep this up to date Office Manager will send out new emergency forms to be completed and returned electronically (where possible) 	<p>HT 4/9/2020</p> <p>Office Manager Sept 2020</p>	✓
Minimise contact with individuals who are unwell and have coronavirus symptoms System of control 1	<ul style="list-style-type: none"> Pupils and staff. Risk of contracting Covid19. 	<ul style="list-style-type: none"> Letters to parents informing them not to attend school if their child or someone in their household have coronavirus symptoms Reinforce the message on school website, newsletters etc. Communicate to staff through briefings, updates, CPD training not to attend if they have symptoms 	<ul style="list-style-type: none"> Parents to sign home school agreement Updated and shared our current guide 'What to do if symptoms' table of guidance changes 	<p>HT/AHT (Parent Partnership) July 2020</p> <p>Continue in Sept as necessary</p>	<p>✓</p> <p>✓</p>
System of control 1	<ul style="list-style-type: none"> Pupils and staff. Risk of contracting Covid19. 	<ul style="list-style-type: none"> Clear guidelines and separate risk assessments done for welfare procedures to maximise safety. This includes x 2 welfare rooms (one for isolating for anyone showing symptoms of Covid19) PPE for welfare office and additional 1st Aider in room to support. 	<ul style="list-style-type: none"> Regularly review welfare procedure 	<p>AHT/HT</p> <p>All completed for June opening</p> <p>Review ongoing in Sept</p>	<p>✓</p> <p>✓</p>

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Visits and Visitors System of Control 5	<ul style="list-style-type: none"> Pupils and staff. Risk of contracting Covid19. 	<ul style="list-style-type: none"> All visits outside of school have been postponed until further notice. There will be no visitors coming into school until further notice. Check about swimming – not till May 2021 	<ul style="list-style-type: none"> Changes – staff will be informed 	AHT (Educational Visits) Sept and ongoing	
Visitors Contractors on site System of control 6/8	<ul style="list-style-type: none"> Pupils and staff. Risk of contracting Covid19. 	<ul style="list-style-type: none"> All contractors on site are asked to sanitise their hands before entering the building Site manager to accompany contractors on site to ensure they are following protocols Contractors to be notified in advance not to attend the premises if they have symptoms Attendance by contractors notified to reception desk in advance 	<ul style="list-style-type: none"> Already created contractor expectation document Make the contractors aware of the school procedures and supervise at a distant throughout visit. Contractor visits for essential works only. Ensure any expected contractors visiting put in school electronic diary Any visitor to school will now be asked to fill in form to provide contact details (for Test and Trace purposes) 	Site Staff/HT Review in September - “ “ Office Team / SBM	✓ ✓ ✓
Infection protection and control System of control 1&6	<ul style="list-style-type: none"> Pupils and staff. Risk of contracting Covid19. 	<ul style="list-style-type: none"> Communicating to parents if they or their child has any symptoms linked to COVID-19 they should not attend school Parents sign an agreement that they will not send their child to school if they have any linked symptoms Posters on the school gate tells parents/contractors not to enter the school site if they are displaying any symptoms of coronavirus 	<ul style="list-style-type: none"> Continue to review with updated guidance If parents can't sign home school agreement, the expectation is that by attending Garfield they will follow our rules Send out reminder information in Sept 	Headteacher/ AHT Parent Partnership July 2020 Headteacher/ AHT Parent Partnership 4/9/20	

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<p>PPE equipment</p> <p>System of control 2,3,4 &7</p>	<ul style="list-style-type: none"> Pupils and staff. Risk of contracting Covid19. 	<ul style="list-style-type: none"> Hand sanitisers available for staff and pupils to use Regular checks made by site staff for the provision of soap and hand towels in toilets and washroom areas Welfare staff have gloves, aprons and protective visors. Moisture resistant masks are available for use if a child presents with symptoms and 2m distance cannot be maintained The school have a supply of Milton solution (used in welfare) & antibacterial spray (throughout the sch) to ensure effective cleaning materials are being used Face coverings to be removed safely and disposed of when entering the school. Non disposable ones stored in a bag and taken home for washing. (Neither staff or pupils are requested or advised to wear masks but can do if they choose) Any changing of a nappy should be done with PPE, changing the child from the side in a ventilated room. Hands and wrists should be thoroughly cleaned afterwards. Two adults need to be present. For older pupils who need to change their own clothes and clean themselves, This will be done in the welfare toilet which will then need to be cleaned immediately afterwards 	<ul style="list-style-type: none"> Staff trained in use of PPE in Summer term and advice shared electronically. Refresh PPE training and for any staff returning Continue to review supplies in school and make sure there is enough in stock Continue to provide bins at entrances Parents asked to provide bags for children to keep non disposable masks during the day. Parents are reminded that if they choose for their child to wear a mask, it is important their child knows how to use/wear it safely. It will not be feasible or safe for staff to be expected to assist with pupils' masks. Constantly evaluate where face coverings should be worn (advisory & formal requests) 	<p>Welfare and site staff SBM/Site Team All completed for June opening</p> <p>Repeat review & check 4/9/2020</p> <p>HT/Senior team Regular updates and reviews as needed</p> <p>HT/Senior team Regular updates and reviews as needed</p> <p>HT/ Senior Team Sept</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

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PPE equipment System of control 2,3,4 & 7	<ul style="list-style-type: none"> Pupils and staff. Risk of contracting Covid19 	<ul style="list-style-type: none"> Pupils given regular opportunities to wash hands and use sanitiser. Signs up around school to remind people to wash and sanitise hands and not touch their faces 			<p>✓</p> <p>✓</p>
Cleaning and hygiene- Ensuring good habits of hygiene and minimising shared resources use System of control 3&5	<ul style="list-style-type: none"> Pupils and staff. Risk of contracting Covid19. 	<ul style="list-style-type: none"> Staff continue to be encouraged to clean after them -equipment/surfaces throughout the school day Hand sanitisers provided in different areas of the school Promote washing personal clothes following a day in school Avoid sharing resources with other members of staff e.g. pens – where necessary wipe or leave for 72 hours Staff should keep personal resources (e.g. white board pens etc.) separate from within the classroom so that they are not sharing them with anyone else Staff should regularly wipe their fob if they have been using it to make contact with other surface Lights should be left on and pupils told not to use the switches Windows should be open for ventilation 	<ul style="list-style-type: none"> Share all expectations with staff via Return to School framework document & training Parent Booklet and info on website shared in July and reminders sent Sept before pupils return. <p>HT to discuss with SBM/Premises the best ways to organise/rota cleaning of classrooms</p> <p>SBM will share cleaner allocation and order of rooms cleaned</p>	<p>HT/DHT/AHT's</p> <p>Before September opening 7/9/20</p>	<p>✓</p>

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<p>Cleaning and hygiene</p> <p>System of control 3 & 5 cont</p>	<ul style="list-style-type: none"> Pupils and staff. Risk of contracting Covid19. 	<ul style="list-style-type: none"> Doors should be propped open unless kept closed for safety or security and when no one is in the room. Using the outdoors is encouraged although staff should be mindful of sun exposure. Parents will be encouraged to be aware of this too and provide appropriate protection (hat and cream) Staff are advised not to remain in the room when they are being cleaned at the end of the day 	<p>School purchased 3 steam cleaners (July 2020). This will further enhance the quality of deep cleaning that can be done at Garfield.</p>	<p>HT/SBM Premises Team (Before Sept)</p>	<p>✓</p> <p>✓</p> <p>✓</p>
<p>System of control 3,5,6</p> <p>Use of Office Space/ photocopying</p>	<p>Risk of contamination / spread of Covid19</p>	<ul style="list-style-type: none"> No sharing of pens, social distancing Touching copier – wipe down after use Staff wiping the outer surfaces of delivery boxes before handling/relocating/sorting the delivery Wash hands after handling deliveries/packaging For all rooms, number of staff limited and staff asked NOT to enter rooms unless necessary. 	<ul style="list-style-type: none"> Staff to have own plastic wallet with their essential kit (anti-bac, stationery) Limit staff entering the office (see above) Only certain staff to access rooms Reduce amount of resources and paper Continue practice created in June 2020 	<p>Resources officer Office team Check & review for Sept 4/9/2020</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

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System of control 3,5,6 Use of specific rooms (ie PPA room / staffroom)	<ul style="list-style-type: none"> Pupils and staff. Risk of contracting Covid19. 	<ul style="list-style-type: none"> Please also refer to “Returning to School Framework” document for details Some shared rooms out of use until further notice (includes school library /all group rooms) For all rooms, number of staff limited and staff asked NOT to enter rooms unless necessary. 	<ul style="list-style-type: none"> Staff asked to request access to other rooms as needed. All rooms internally and externally labelled as appropriate for clarity. Posters and cleaning equipment in all rooms See section on staffroom 	HT/Senior team Ready for 4/9/2020	
System of control 2, 4, 5 Use of ICT Suite	<ul style="list-style-type: none"> Pupils and staff. Risk of contracting Covid19. 	<ul style="list-style-type: none"> Blocked longer sessions in ICT suite Clear desk policy will be robustly applied so as to enable effective cleaning Keyboards/areas wiped down before new class use the ICT suite Enhanced cleaning regime - every night. Regular handwashing by staff and pupils, or use a sanitiser if not near a wash hand basin. 	<ul style="list-style-type: none"> Clear timetabling by DHT to minimise number of classes using per day. ICT Leader asked to report to HT any concerns immediately. Cleaning team reminded ICT suite has to be cleaned thoroughly after school. Anti-Bacterial wipes provided to clean keyboards/desks Some pupils/staff may choose to wear face covering 	DHT Sept 2020 and ongoing ICT Leader Sept and ongoing SBM/ Site Manager. ICT Leader – Sept & ongoing	✓ ✓
Specialist teachers System of control 6	<ul style="list-style-type: none"> Pupils and staff. Risk of contracting Covid19. 	<ul style="list-style-type: none"> Blocked longer sessions for each specialist teacher to avoid change of groups in morning /afternoon Individual staff risk assessments already done and clear line manager structure to raise any concerns Rooms cleaned/ surfaces wiped before change of group 	<ul style="list-style-type: none"> Clear timetabling by DHT to minimise number of classes working with in one day SBM/Site Manager to liaise with full time cleaner to ensure rooms cleaned during the day as necessary. 	DHT Sept 2020 and ongoing SBM/ Site Manager Sept 2020 and ongoing	

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<p>Ensure good respiratory hygiene</p> <p>System of control 4</p>	<ul style="list-style-type: none"> Pupils and staff. Risk of contracting Covid19. 	<ul style="list-style-type: none"> Class teachers to consistently promote the 'catch it, bin it, kill it' and wash hands approach to their class as part of the daily reminders Tissues supplies in each area of the school Lidded bins in each classroom 'catch it, bin it' posters to be displayed Respiratory hygiene to be part of individual pupil risk assessments where appropriate Avoid touching faces 	<ul style="list-style-type: none"> Pupils to sign home school agreement/ have it explained Continue and update the PowerPoint made and do initially daily in class at the beginning of day 	<p>All staff</p> <p>Sept 2020</p> <p>AHT to adapt ongoing PP Sept 2020</p>	✓
<p>System of control 5- introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p>	<ul style="list-style-type: none"> Pupils and staff. Risk of contracting Covid19. Risk of cross contamination 	<ul style="list-style-type: none"> Detailed cleaning protocol and timetable created by SBM and HT The availability of soap and hot water in every toilet and any areas used for personal care of pupils e.g. changing/welfare and classrooms. (Already in place every day) Sanitiser in each classroom Pupils are allowed to bring in own santiser The location of hand sanitiser stations, for example at the school entrance for pupils and any other person passing into the school, entrance and exit points to the carparks for staff. Replenishment regularly by site team The location of lidded bins in classrooms and in other key locations around the site for the disposal of 	<ul style="list-style-type: none"> Cleaners all trained. Site team to monitor. All staff made familiar with expectations Provided cleaning staff with further training on cleaning Staff to monitor sensible use of hand sanitiser All hot air dryers taken out of action from June 2020 * Still need to source lidded bins in classroom so currently emptied if full by F/T cleaner 	<p>HT/SBM 2/6/2020</p> <p>Continues in Sept 2020</p> <p>SBM to check Health & Safety SBM/Site Manager</p> <p>Meeting held with cleaners already, follow up in half term.</p>	<p>✓</p> <p>✓</p> <p>✓</p>

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<p>System of control 5 - introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p>	<ul style="list-style-type: none"> • Pupils and staff. • Risk of contracting Covid19. • Risk of cross contamination 	<p>tissues and any other potentially infected waste, their double bagging and emptying.</p> <ul style="list-style-type: none"> • Staff and pupils use paper towels • Ensuring there is a good supply of disposable tissues in each classroom and enough to top up regularly • Disposable gloves available in classrooms with sanitiser, anti bac wipes for each staff • Check temperature of water – needs to be warm • Posters reminding children about hygiene – handwashing sneezing coughing in all rooms and around the school • Ventilation of rooms, • Clear procedures about keeping objects clean – key boards walkie talkies, telephone • Explain systems in place for cleaning <ul style="list-style-type: none"> ○ During the day ○ End of the day ○ Toilets ○ Lunches ○ Welfare areas ○ Deep cleaning 	<ul style="list-style-type: none"> • PowerPoint created in June for each class on hygiene habits (at start of academic year, class teachers to show at start of day, daily) 	<p>Cleaning team (checked by Site Manager)</p> <p>All completed for June 2020 Do re-check 4/9/2020</p> <p>AHT</p> <p>Class teachers</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

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Cleaning protocols & organisation System of control 5	<ul style="list-style-type: none"> Pupils and staff. Risk of contracting Covid19. Risk of cross contamination 	<ul style="list-style-type: none"> Cleaning regimes & protocol continued Additional cleaning by site staff – sink areas, handles, vertical surfaces and commonly touched surfaces Prop doors open where it is safe to do so (not fire doors) All classes have been given cleaning materials for cleaning surfaces/equipment throughout the school day Keep surfaces clear for easy cleaning Sink area to be kept clear at all times Bins will be regularly emptied Clear desk expectations in all rooms 	<p>School purchased 3 steam cleaners (July 2020). This will further enhance the quality of deep cleaning that can be done at Garfield. Training in using steam cleaner equipment done in Summer holidays</p> <p>New paper towel dispensers fitted over summer holidays</p> <p>SBM to ensure all rooms have key cleaning equipment Senior team to do final check of rooms 4/9/2020</p>	<p>Headteacher</p> <p>Completed already for June opening Reviewed and checked again ready for Sept opening</p> <p>SBM 4/9/2020</p>	<p>✓</p> <p>✓</p> <p>✓</p>
Cleaners System of control 5	<ul style="list-style-type: none"> Pupils and staff. Risk of contracting Covid19. Risk of cross contamination 	<ul style="list-style-type: none"> Site team monitor cleaners & update SBM & HT regularly Mechanisms in place to report areas that have not been cleaned Cleaning time logs up Cleaning protocol in place Full time cleaner has clear schedule of regular cleaning of shared areas 	<p>Continue to monitor cleaning protocol when wider opening in Sept All cleaners will attend Staff Inset in Sept(3 or 4/9/2020)</p> <p>Contingency created if fulltime cleaner is absent- done by SBM</p>	<p>SBM Completed already for June opening Check again 4/9/20 for Sept opening</p>	<p>✓</p> <p>✓</p>

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Social distancing System of control 6	<ul style="list-style-type: none"> Pupils and staff. Risk of contracting Covid19. Risk of cross contamination 	<ul style="list-style-type: none"> Where needed areas have been marked with 2m distance measures for adult to adult contact Staff lists compiled for class/year group Limit visitors and contractors on site Parents not allowed in school building unless exceptional circumstances Posters displayed around the site to remind staff and pupils about social distancing Timetables in place to stagger different times of the day – start, break, lunch and end of day - SLT set up timetables for each class/group –Circulation routes are in place to keep groups apart Groups encouraged to wait and avoid meeting other groups Continue with the 2m lining up outside the gates 	<ul style="list-style-type: none"> Continue to review social distancing policy with any new updates from DfE Do we need more signs if parents come into school to remind them of social distancing? Yes will do ready for Sept Review daily when pupils return 	<p>Senior team Headteacher</p> <p>SBM/Office (ready for Sept 2020)</p> <p>AHT (Parent Partnership) 4/9/2020</p> <p>Senior Team Sept 2020</p>	<p>✓</p>
System of Control 6 (minimise contact between individuals and maintain social distancing wherever possible)	<ul style="list-style-type: none"> Pupils and staff. Risk of contracting Covid19. 	<ul style="list-style-type: none"> Hands should be washed after using stairs as handrails have been touched. Only one person allowed in the lift at a time. Procedures for a child needing to use lift created. Parents will be given clear guidelines via parent booklet/video which they should share with their child. Level 4 senior teacher and senior teacher on each floor will check 	<ul style="list-style-type: none"> Produce clear guidelines for all staff and pupils and parents with agreed procedures for moving around the school including stairs, corridors, going to and from toilets Beginning and end of the day Clear signage Include for pupils single file, one behind the other, no hand holding 	<p>Senior team (Booklet created for parents and staff) This was updated to reflect whole school return</p> <p>Prior to starting</p>	<p>✓</p> <p>✓</p>

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<p>System of Control 6 (minimise contact between individuals and maintain social distancing wherever possible)</p>	<ul style="list-style-type: none"> Pupils and staff. Risk of contracting Covid19. 	<p>procedures are being followed throughout the day by doing spot checks</p> <ul style="list-style-type: none"> There will be clear markings & signage to support the smooth safe movement around the school Check which children with EHCP may be returning and carry out individual risk assessments including movement around the school (Inclusion lead has done this) Two metre markers to be set up on corridors, stairs, outside the school, & on areas of the playground where the children may need to line up. Toilets – Pupils reminded to keep a distance if pupil from another yr grp. Pupils to wait outside the toilet until a place is free. Training for pupils in place to explain routines – PowerPoint to share in class in advance Handwashing posters in every toilet Clear posters around school to remind pupils and adults about safe social distancing 	<ul style="list-style-type: none"> Are there any children going to need the lift? How can we do this safely? If needed, an adult will accompany and wear a mask. Prepare toilets and signage and routines for toilets Cordon off middle toilet for pupils/staff Review additional signage (particularly outdoors for parents when dropping off & collecting pupils Level 4 senior team on each floor will check procedures are being followed throughout the day by doing spot checks (allocate days & specific bubble to support) 	<p>Target date 3/9/2020</p> <p>Review & check again for 1/9/2020 Sept re-opening</p> <p>AHT (Parent Partnership) 4/9/2020</p> <p>Premises team Senior team do final checks by 4/9/2020</p> <p>Senior team Sept and ongoing</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

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Limiting movement around the building/ Classrooms System of control 6	<ul style="list-style-type: none"> Pupils and staff. Risk of contracting Covid19. 	Pupils returning to have the following: <ul style="list-style-type: none"> Yrs 1- 6 , specific table and chair to use that stays the same Same classroom each day/new classroom layout (differs in Early Years) Tables in rows – individual spaces Pack of resources for individual pupil use Set playtimes/break times Staggered start and end of day 	Level 4 senior team on each floor will check procedures are being followed throughout the day by doing spot checks (allocate days & specific bubble to support)	Headteacher/ Senior team Senior team do final checks by 4/9/2020	✓
Routines, break and lunchtime provision System of control 3,5,6	<ul style="list-style-type: none"> Pupils and staff. Risk of contracting Covid19. 	<ul style="list-style-type: none"> Class timetables in place Break and lunch time provision – staggered timetables Clear systems for cleaning in between sittings and allocated area for those pupils who take more time to eat. 	<ul style="list-style-type: none"> See lunchtime Guidelines in staff framework and Parent Booklet (staggered lunch) Year groups having playtime/lunchtime in designated zone Enfield Catering has provided own Risk Assessment. HT/DHT will check & adapt as needed All of Senior Team will be on lunch duty at first to evaluate systems 	DHT AHT (all organised and shared July 2020)	✓
Pupils toilets System of control 6	<ul style="list-style-type: none"> Pupils and staff. Risk of contracting Covid19. 	<ul style="list-style-type: none"> Number of pupils going to the toilet are limited to 4 at a time. Waiting areas outside the toilets at 2 m intervals – staff to regularly monitor this Allotted times for year groups to use the toilet linked to break times Pupils encouraged to use toilets before going out to play/lunch 	Full-time cleaner will do regular checks of toilets throughout the day Pupils will have access to use the nearest toilet when they need it.	Senior Team Sept 2020	✓ ✓

What is the issue and hazards?	Who is at risk and how could they be harmed	What are we going to do to control the risks?	What further action do we need to take to control the risks?	Who needs to carry out the action & when?	Done
Classrooms System of control 3,4,5,6	<ul style="list-style-type: none"> Pupils and staff. Risk of contracting Covid19. 	<ul style="list-style-type: none"> Surfaces to remain clear for cleaning Desks to be set in rows and spaced out where possible No carpet spaces to be used in classes Each pupil to have a tray with resources, books Regularly tidy trays and remove any unnecessary items 	<ul style="list-style-type: none"> Classes set up by Friday 17 July End of year arrangements/rotas of organisation led by DH Pupils will be allowed to bring individual bottles of hand sanitiser to school Staff asked to vacate rooms whilst cleaning being done 	Deputy Head Senior team do final checks by 4/9/2020	✓
Extra-curricular provision System of control 5	<ul style="list-style-type: none"> Pupils and staff. Risk of contracting Covid19. 	<ul style="list-style-type: none"> Breakfast (B/C) & After School Club (ASC) only – no other provision 	<ul style="list-style-type: none"> Cancel other clubs for Autumn No drop-ins until further notice Will consider drop ins for existing BC/ASC members later Check staff availability Risk Assessment written for B/C & ASC Continue to reads latest guidance 	AHT (Ext Services) “ “ “ “ By 3/9/2020	✓
Drop off and pick up protocols System of control 6	<ul style="list-style-type: none"> Pupils and staff. Risk of contracting Covid19. 	<ul style="list-style-type: none"> Gate protocols to minimise adult to adult contact Agree different entrance and exit points Ask that one parent can accompany their child to school Communicated to parent’s routines for dropping and collecting their child at school 2 metre markers used for parents to queue into school if needed? Staggered times including drop off and pick up points agreed 	<ul style="list-style-type: none"> Continue to review these and make alterations where needed Additional home school agreement with parents already sent out and updated booklet – must arrive and pick up pupils on allotted times, agree to the following Duties and procedures for beginning and end of the day to be shared with staff via framework document 	Headteacher & Senior Team Sept 2020 Headteacher & Senior Team Sept 2020	

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			<ul style="list-style-type: none"> Review in Sept to see how systems are working in practice 		
<p>System of control 2* & 5 Use of staffrooms/ lockers and shared areas</p>	<ul style="list-style-type: none"> Risk of contracting Covid19. <p>Cross contamination from sharing space / areas</p>	<ul style="list-style-type: none"> Shared cooking areas e.g. kettle, toaster, microwave to be used then hands washed Cleaning tables Seating distance Ventilation Regulating use of locker rooms: Access to lockers on one in & out basis. Encouraging storage of personal items & clothing in personal lockers during shifts. Staff to be told not to share the lockers. Inform senior team if issue with staff storage Other staffroom areas created (3, DT room, main room & one more (Marigold from Sept) maximum capacity poster in each room) 	<ul style="list-style-type: none"> Stagger lunches Staff keep good distance Re-organise main staffroom Created other areas where staff can eat/ drink – need to alter location of one additional staff room (i.e. not Sapphire) Ensure chairs stacked & surface wiped ready for next sitting All offices will be restricted to staff who work directly in there only. Limit meetings. (This includes General office, Senior Team offices, Site Team, SBM/PA office) Shared areas have maximum capacity (i.e. PPA room/ reprographics room) Review PPA rooms & how used * 2 (new guidance out 28/8/2020 re face masks. Staff are advised that if they believe there is an area/situation where they cannot socially distance with another adult, they should wear face mask. (This is advice and currently the choice of each staff member). This may change & will be closely monitored by HT 	<p>09/06/2020, opening on 15/06/2020</p> <p>HT/DHT by 14/7/2020</p> <p>Senior Team Ready by 12/6/2020 Continue procedures in Sept</p> <p>Senior team do checks Before Sept start</p> <p>HT to ensure all staff have read Risk Assessment before 7/9/2020</p>	<p>✓</p> <p>✓</p> <p>✓</p>

What is the issue and hazards?	Who is at risk and how could they be harmed	What are we going to do to control the risks?	What further action do we need to take to control the risks?	Who needs to carry out the action & when?	Done
System of control 5, 1 Visitors on Site	<ul style="list-style-type: none"> Pupils and staff. Risk of contracting Covid19 	<ul style="list-style-type: none"> Visitors to inside school building strictly limited Contractors to be notified in advance not to attend the premises if they have symptoms Attendance by contractors notified to reception desk in advance Contractors to sign in at reception desk and declare they do not have symptoms. Site manager to ensure area of the work is clear before-hand. Any pupils and staff to leave that area. Site manager to liaise with and monitor the contractor maintaining social distancing where possible. 	<ul style="list-style-type: none"> Make the contractors aware of the school procedures and supervise at a distant throughout visit. Contractor visits for essential works only. Contractors Expectation sheet created Review in September Ensure any expected contractors visiting put in school electronic diary Clear expectations shared via Parent Booklet/ letters / Return to School Framework document for staff. Senior team / SBM will review regularly 	SBM/Site Team Contractors all notified by 4/6/20 by SBM SBM 05/06/20	✓ ✓
Welfare System of control 5&6	<ul style="list-style-type: none"> Pupils and staff. Risk of contracting Covid19 (Contractor visits)	<ul style="list-style-type: none"> PPE equipment available – gloves, aprons and visors Moisture resistant masks to be used if a child is showing any symptoms compatible with coronavirus We continue with welfare room and have additional welfare room where pupils who are unwell can be isolated All welfare staff to have had training/support to think about how they can do their job differently – e.g. children bathing their own cut or graze, not bending down to speak to a child – side to side rather than standing in front 	<ul style="list-style-type: none"> Review of welfare provision to take place at the end of the second week in September Clear system to dispose of waste from Welfare room (if suspected case) Check on training provided so far and check for any further training needed (i.e. for staff recently returning to work) 	Headteacher/ SBM Welfare staff AHT (Inclusion) 4 Sept 2020	✓

What is the issue and hazards?	Who is at risk and how could they be harmed	What are we going to do to control the risks?	What further action do we need to take to control the risks?	Who needs to carry out the action & when?	Done
		<ul style="list-style-type: none"> Gloves and aprons have been made available for staff to use if a pupil is vomiting Poster limiting entry to welfare room All staff are clear about the actions they should take if a child presents with symptoms compatible with coronavirus An additional room set up for children to wait in if symptoms are showing. 			
<p>System of control 7- where necessary, wear appropriate personal protective equipment (PPE)</p>	<ul style="list-style-type: none"> Pupils and staff. Risk of contracting Covid19. Pupils and staff. Risk of contracting Covid19. 	<ul style="list-style-type: none"> Where there is a risk of airborne contamination, because social distancing cannot easily be adhered to, particularly where staff are at risk from spitting or biting and where pupils are unable to catch or control coughs and sneezes, the joint unions believe that PPE must be provided and training given on its use and disposal. Will this happen? Yes PPE will be available for emergency situations, for example when a pupil develops symptoms during the school day and is awaiting collection? Welfare Officer(s) provided with PPE Emergency PPE kits sourced & available 	<ul style="list-style-type: none"> Training and guidelines on use of PPE for staff will be available (Videos and posters sourced) As a school we have decided we are happy to provide PPE (masks/ visors) for any staff who want it Have sets of emergency PPE: masks/ plastic aprons / gloves available School has already provided PPE (& appropriate training 10/11 June). PPE equipment (sanitiser, gloves, mask/visor, apron). Staff (who want them) all provided with masks. Training in use of masks/mask protocol given 	<p>Senior team</p> <p>Prior to starting (by 3/6/2020) Refresher on Inset days in Sept -3&4/9/2020</p> <p>S.Team / SBM 11/6/2020 Refresher on Inset days in Sept -3&4/9/2020</p>	<p>✓</p> <p>✓</p> <p>✓</p>

What is the issue and hazards?	Who is at risk and how could they be harmed	What are we going to do to control the risks?	What further action do we need to take to control the risks?	Who needs to carry out the action & when?	Done
<p>Nursery/Early Years (EY)</p> <p>System of control 6</p> <p>Also 3,4,5</p>	<ul style="list-style-type: none"> • Pupils and staff. • Risk of contracting Covid19. 	<ul style="list-style-type: none"> • Continue to promote outdoor learning • Early Years plan created • Individual trays created for resources 	<ul style="list-style-type: none"> • Clear process of cleaning shared resources • Toilets cleaned regularly • Ensure all staff aware of routines (Inset Days) 	<p>EY Team Cleaners AHT (Early Years Leader) 3&4/9/2020</p>	<p>✓</p> <p>✓</p>
<p>Response to any infection</p> <p>System of control 8,9,10</p>	<ul style="list-style-type: none"> • Pupils and staff. • Risk of contracting Covid19. 	<ul style="list-style-type: none"> • Ensure parents and staff understand that if they have any symptoms linked to coronavirus they will need to be ready and willing to book a test and must not come to school • Parent and staff guidance on booking a test shared • Record of staff working in each class/year group for contact tracing 	<ul style="list-style-type: none"> • Parents and pupils sign / agree home school agreement • Parent booklet updated & shared • School created a chart of what we will do for each situation of suspected/confirmed case for staff/pupils/parents (in Parent booklet & Framework). This has been shared with both staff and parents. • Where there is a CONFIRMED case of Covid19, the school will alert Public Health immediately for advice and next steps. We will also inform our LA • Follow actions to take from health protection team when requested and inform parents of any confirmed case and what next steps are. Address: Public Health England Ground Floor, South Wing Fleetbank House, 2-6 Salisbury Square London EC4Y 8AE 	<p>AHT (Parent Partnership) July- Sept 2020 HT/ DHT (in her absence) Contact PHE-London Coronavirus Response Cell (LCRC) (03003030450) Email necl.team@phe.gov.uk; phe.nenclhpt@nhs.net Telephone 020 3837 7084 (option 1) Out of hours advice 020 7191 1860</p>	<p>✓</p>

What is the issue and hazards?	Who is at risk and how could they be harmed	What are we going to do to control the risks?	What further action do we need to take to control the risks?	Who needs to carry out the action & when?	Done
Managing Pupil Wellbeing and Mental Health	Pupils We are aware that the pandemic may affect pupils in terms of their mental health and wellbeing	<ul style="list-style-type: none"> All staff made aware via Staff Inset in Sept 20 that some of our returning pupils may be anxious, experienced trauma/ attachment issues. P2B – Available on Tues and Wednesday – this needs to have further consideration about how children could access this safely (P2Be Risk Assessment created) Learning Mentors Available– this will initially be seeing pupils on 1:1 	<ul style="list-style-type: none"> Training refresher done in Sept Parents asked to contact school to discuss any concerns they have in order to work together AHT (Inclusion) to liaise with P2Be Manager Support materials for pupils on website (done) & more through curriculum work on return in Sept <p>Clear “Recovery Curriculum“ created and shared with staff with many resources available (AHT Curriculum worked on this before maternity leave) The focus initially on return will be to reassure and welcome pupils back and to give time to reintegrate back into school life.</p>	AHT Sept 2020 Senior Team Headteacher and senior team Sept and ongoing	✓ ✓
Managing Staff Wellbeing and Mental Health	Staff We are aware that the pandemic may affect staff in terms of their mental health and wellbeing	<ul style="list-style-type: none"> Staff wellbeing – support through Link senior and line manager to remain in place. Also P2think available for staff External service available to support staff already shared with staff Senior team will continue look at workload on a regular basis Staff signposted to other agencies that support mental health 	<ul style="list-style-type: none"> All staff had individual risk assessment and this will be reviewed where needed Inset day focus (3/4/9/2020) on staff wellbeing and what systems and support are in place Government recently launched £8 million funded programme called Wellbeing for Education Return Programme. 	Headteacher and senior team Sept and ongoing	✓

What is the issue and hazards?	Who is at risk and how could they be harmed	What are we going to do to control the risks?	What further action do we need to take to control the risks?	Who needs to carry out the action & when?	Done
Managing Staff Wellbeing and Mental Health			<ul style="list-style-type: none"> Our LA have created on line courses linked to this funding programme– more details to follow <p>Education support partnership which is a free service for all Education staff – their number is 0800562561 and their web-site address is www.educationsupportpartnership.org.uk.</p>		
Ensuring there is a clear plan for remote Learning if needed	<p>Some pupils may need to isolate and not attend school for a period of time. This could be for several reasons including a family member isolating/ in quarantine after being abroad, come into contact with someone who has confirmed Covid19.</p> <p>If there is an outbreak and school is asked to close, schools need to still provide</p>	<ul style="list-style-type: none"> Have a clear plan for remote learning by end of Sept (as required by government) HT to work with ICT team to create comprehensive plan and ensure our website supports parents and pupils if remote leaning needed. Senior team will meet daily to check if any pupils need remote learning SLT meeting to share ideas / resources/ good practice Paper packs/ resources created and stored online (with some printed and ready for speed) Staff training built in to our programme Senior team to reflect on what worked well/ even better if during last closure and write into our planning process 	<ul style="list-style-type: none"> ICT leader will ensure all classes are more familiar with the ICT learning platforms used ICT Leader will prepare and share support materials to help parents understand and use Google Classroom/ Purple Mash etc. Office Manager to adapt emergency form to include questions about how to access to internet and equipment DHT to liaise with LA in schemes for access to ICT equipment for pupils who need them AHT (Parent Partnership) to ensure clear and timely communication with parents if remote learning has to take place 	<p>HT/ICT Leader 30/9/2020</p> <p>ICT Leader- Sept and ongoing</p> <p>Office Manager Sept 2020</p> <p>DHT Sept 2020</p> <p>AHT (Parent Partnership) Sept 2020</p>	

What is the issue and hazards?	Who is at risk and how could they be harmed	What are we going to do to control the risks?	What further action do we need to take to control the risks?	Who needs to carry out the action & when?	Done
Ensuring there is a clear plan for remote Learning if needed	a high quality education		<ul style="list-style-type: none"> Senior team to reflect on what worked well/ even better if during last closure and write into our planning process. This should include consultation with parents to gain their views as to how we can best support remote learning if it is needed again. 	SLT Sept 2020 AHT (Parent Partnership) Sept 2020	
Ensure there is a clear emergency plan if the school has to close at short notice	Pupils need to continue to have a high quality education	<ul style="list-style-type: none"> Emergency Plan written & shared with staff/governors 	<ul style="list-style-type: none"> Head/Governors/S.Team will attend LA training (booked in) 	HT/Chair/DHT Sept 2020	
Ensure that the school has enough staff/ key staff/key number of staff present to run the school safely	Risk of staff being unwell (not necessarily Covid19 related) which could affect Health & Safety/Supervision levels	<ul style="list-style-type: none"> Systems already in place to minimise large number of staff meeting together Senior team are minimising times they all meet together (do via phone/electronic or in agreed pairs) Clear systems in place if staff need cover Where necessary supply staff will be booked 	<ul style="list-style-type: none"> Clear succession plan in place if HT/DHT/AHT absent Clear plan if one of site team absent Site Manager to ensure clear guidance on key jobs written & share & explain to HT/SBM Senior team review daily, staffing levels & needs of school HT/Senior team to look at what the minimum staffing levels need to be in order to maintain good Health & Safety Links in with Emergency Planning work 	HT Sept 2020 Site Manager Sept 2020 HT/Senior Team Sept 2020	

Note:

System of controls

(From Guidance for full opening – schools

Note there were new changes made on 28/8/2020)

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention:

- **System of control 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
- **System of Control 2 * (new as of 28/8/2020)** – Where recommended, use of face coverings in schools (advising but not compulsory at this stage)
- **System of control 3**- clean hands thoroughly more often than usual
- **System of control 4**- ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- **System of control 5**- introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- **System of control 6**- minimise contact between individuals and maintain social distancing wherever possible
- **System of control 7**- where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1, 3, 4 & 5 must be in place in all schools, all the time.

Number 2 is an advisory recommendation – for primary it recommends staff wear face coverings if they are not able to socially distance from another adult /visitor

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

Response to any infection:

- **System of control 8**- engage with the NHS Test and Trace process
- **System of control 9**- manage confirmed cases of coronavirus (COVID-19) amongst the school community
- **System of control 10** contain any outbreak by following local health protection team advice

Numbers 8 to 10 must be followed in every case where they are relevant.

What happens if a child, member of staff or someone in their household has Covid19 symptoms or a positive test result?

