

Kingshill CHURCH SCHOOL

COVID-19 Risk Assessment Period beginning September 1st 2020 Full return to School for all pupils

Completed by Jan Thomson 3rd July

Shared with Staff and Governors 8th July

To be reviewed 9th July – 16th July

What is the hazard/concern? Have you considered?	What are you already doing?	What further action is necessary?	Action by Whom?	Date action due?	Date action Sep 2020
Prevention and Response to Infection					
Prevention of infection	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. Parents informed in a letter 10 th July		JT	10 th July	
Response to any infection	engage with the NHS Test and Trace process	If needed: contact PHE- ensure that staff and parents understand govt guidance at https://www.gov.uk/Government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools In the event of a confirmed case: contact	JT	From July 2020	

	<p>Manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>Contain any outbreak by following local health protection team advice</p>	<p>PHE and follow guidance above</p> <p>If this is the case – follow guidance and direction from Director of Public Health</p>			
Contingency planning in event of localised lockdown					
Localised Lockdown	<p>School will follow DfE guidance : Process in the event of local outbreaks</p> <p>If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national</p>		JT	As needed	

	<p>plan in place for remote education provision by the start of September.</p> <p>School is currently working on staff training and provision in the event of needing to use remote education</p>	Finalise training and planning		Sep 2020	
Social Distancing- what controls are in place ?					
Adults aware of the importance of social distancing in the workplace and outside	<p>Staff to have training on social distancing</p> <p>Sports Coaches to follow school guidelines</p> <p>Signs reminding staff of social distancing in each room and all the corridors- 1 metre+</p> <p>Parents have been informed about which entrance to use. Signs up at each entrance.</p> <p>Paths around the school and from the entrances used are marked at 2m interval</p>		JT Siter manager	8 th July	
Discouraging parents from gathering at the school gates?	Entrances manned by SLT and staff	Parent letter to go out before end of summer term	SLT and HT	By 16 th July	

Reducing the number of persons in any work area to comply with the social distancing guidelines	Limited access to staff areas and offices in place. Staff room is timetabled to allow space for social distancing – restricted number of chairs PPA can be done at home		Staff	8 th July	
Teams to be used to replace face to face meetings where possible Ensure social distancing guidance is followed for onsite meetings	Socially distanced staff meetings in the Hall or on teams Parents evenings over a week- socially distanced, timetabled strictly to minimise number of people in any one room – outside doors to classrooms used		All staff	Weekly By the end of September	
Taking steps to review work schedules including start and finish times to reduce the number of staff onsite at any one time	Staff timetable set up to arrive half an hour before their class arrives. Staff on site 8am-4.30pm only		JT	8 th July	
Consider using barriers or screens to help maintain social distancing in customer facing positions ie offices	Front Office windows remains closed and a standing spot is in place in the reception area. One person in the reception area at one time		Office staff	8 th July	

<p>Ensuring sufficient rest breaks for staff</p> <p>Social distancing also to be adhered to in staffroom areas</p>	<p>Staff breaks timetabled and signs up in all staff areas</p>					JT	8 th July																													
<p>Start and end of day</p> <p>Have you considered:</p> <p>Staggered start and end times to reduce footfall on the school site where possible</p>	<table border="1"> <thead> <tr> <th>Class</th> <th>Drop</th> <th>Pick up</th> <th>Timings</th> </tr> </thead> <tbody> <tr> <td>Diamond</td> <td>Reception gate</td> <td>Reception gate</td> <td>8.45-3pm</td> </tr> <tr> <td>Opal</td> <td>Top gate</td> <td>Top gate</td> <td>8.45-3pm</td> </tr> <tr> <td>Topaz</td> <td>Top gate</td> <td>Top gate</td> <td>9.00-3.15</td> </tr> <tr> <td>Amber</td> <td>Main Entrance</td> <td>Main Entrance</td> <td>9.00-3.15</td> </tr> <tr> <td>Sapphire</td> <td>Top gate (wait on top playground for staff)</td> <td>Top gate (staff bring children to top playground)</td> <td>9.00-3.15</td> </tr> <tr> <td>Emerald</td> <td>Emerald Door</td> <td>Emerald Door</td> <td>9.00 -3.15</td> </tr> </tbody> </table>				Class	Drop	Pick up	Timings	Diamond	Reception gate	Reception gate	8.45-3pm	Opal	Top gate	Top gate	8.45-3pm	Topaz	Top gate	Top gate	9.00-3.15	Amber	Main Entrance	Main Entrance	9.00-3.15	Sapphire	Top gate (wait on top playground for staff)	Top gate (staff bring children to top playground)	9.00-3.15	Emerald	Emerald Door	Emerald Door	9.00 -3.15	<p>Letter to go out on 10th July</p>	SLT	8 th July	
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<p>Breaktime</p> <p>Have you considered:</p> <p>Staggered breaks to reduce children together at any one time</p>	<p>Staggered Break times:</p> <p>Rec and KS1 10.30am -10.45- each class has designated area outside</p> <p>KS2 10.45-11am</p>					SLT	8 th July																													

Have you considered:					
Re-arranging desks to increase space if possible	Where appropriate one desk per two children facing one direction, all other furniture has been removed or moved to the edge of the rooms. Tables may be grouped where teacher can socially distance		All staff	8 th July	
Reception/year 1 arrangements need to be different to the rest of the school	<p>Reception and Year 1 Classes will work on a continuous provision model as agreed at MAT meeting 9/7/20</p> <p>Practical cleaning routines/classroom layout</p> <ul style="list-style-type: none"> - All surfaces that children use in classroom are waterproof and wipeable - Where possible, classroom tables have been positioned side by side or a good distance apart to prevent children from facing each other - 3 sinks available for children to wash hands - Any display/interactive table resources in classroom can be cleaned - Resources/equipment that children can use will be out in plastic drawers or on tables - All resources/equipment to be cleaned at end of week and swapped 		EYFS and year 1 staff	9 th July	

	<p>- Children to have reading books changed once a week (on a Thursday) to enable books to be left for 72 hours</p>				
<p>Children remaining in the same groups all day to reduce contact with others</p>	<p>Pupils in consistent class bubbles all day</p> <p>Only one class will use a corridor at any one time.</p> <p>Pupils will use classroom doors only to access playground.</p> <p>Pupils will not have access to the hall unless needed at lunchtime or PE- at lunchtime each class will have designated area and staggered times</p> <p>Hall and outside areas may be used for P.E. but any equipment used must be cleaned immediately afterwards or left for 72 hrs before another class uses it</p> <p>Children to wash hands when they come back to class.</p>		All staff	8 th July	
<p>Do you procedures in place for worship?</p>	<p>HT to provide CW each week – to be delivered in class</p> <p>And use of online resources</p>		JT	Sep 2020	

	<p>Mon Ks1 /Ks2 non singing worship alternate weeks - classes spread out with space in between</p> <p>Tues KS2/Ks1 story assembly</p>				
<p>Hygiene</p> <p>What measures do you have in place to maintain hygiene not only for staff working and children but for all visitors to the school?</p>					
<p>Ensuring adequate facilities for hygiene</p> <p>Gel sanitisers in any area where hand washing facilities are not readily available</p>	<p>All children and staff wash hands regularly and thoroughly throughout the day</p> <p>Pupils drink only from own bottle</p> <p>Hand sanitiser available in each classroom and any public areas</p> <p>Handwashing Signs up in all toilets across the school.</p> <p>Handwashing after every session as well as incidental times for handwashing and on leaving and entering the room, after handling food, after going to the toilet</p> <p>Hand sanitisers in reception and hall</p>	<p>Info included in letter to parents</p>	<p>JT</p> <p>Site manager</p>	<p>Daily</p>	
<p>Employees and children to be reminded on a regular basis of hand hygiene</p>	<p>Signs up all round school, pupils reminded daily</p> <p>Handwashing after every session as well as incidental times for handwashing and on leaving and entering the room, after handling food, after going to the toilet</p>		<p>Site manager</p> <p>staff</p>	<p>8th July</p>	

Adequate stock of products	<p>Extra hand sanitiser available</p> <p>All stock in place</p> <p>Tissues available throughout the workplace- separate lidded bins used</p>	<p>Teaching staff have anti-bac wipes</p> <p>use 'catch it Bin it kill it' approach with all children from Sep 2020</p>	Site manager	Weekly check	
Open windows to ensure good ventilation in the classrooms	Windows open when possible		All staff	daily	
Personal care	<p>Personal care for Rec and Year – in the event of a toileting accident pupils will need to bring spare underwear which can be taken home at the end of the day to wash. Staff to assist as distanced as possible wearing gloves and apron. Parents informed</p>		EYFS and KS1 staff	Weekly reminder	
<p>Equipment</p> <p>Minimise sharing of equipment</p>	<p>Hall and outside areas may be used for P.E. but any equipment used must be cleaned immediately afterwards or left for 72 hrs before another class uses it</p> <p>Children to wash hands when they come back to class.</p> <p>Staff instructed not to share equipment, where practical</p> <p>Shared equipment in a class to be cleaned at the end of the day or left for 48 hrs (72 for plastics)</p> <p>Classroom based resources, such as books and games, will be used and shared within the</p>		<p>Dinner staff and SLT</p> <p>Teaching staff</p>	Weekly/ daily	

	<p>bubble; these will be cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours</p>				
Cleaning What cleaning processes are in place?					
Will there be a deep clean of the school before children return?	Deep clean of whole school site during Summer Break.		Site manager and cleaning company	From July 20th	
<p>Have you considered what products are used?</p> <p>Have suitable and sufficient cleaning products been purchased?</p>	<p>Cleaning staff are working as directed by the cleaning company with correct products.</p> <p>New cleaning products have been ordered.</p>		Site manager		
	All COSHH files up to date		Site		

the changing working patterns?	Staff training session on first aid protocol.				
<p>Identify a room that poorly children can be kept in until parents come to collect them</p> <ul style="list-style-type: none"> ○ With closing door ○ Window for ventilation ○ Close to toilets ○ Make sure staff know to use this space ○ Ensure hand washing procedures are in place 	HT office to be used for isolating pupils.			As required	
Ensuring first aiders are aware of the latest government guidance and requirements	<p>All staff have read through govt guidance and signed</p> <p>Continue and follow govt guidelines for children with symptoms/ cases. Contact Public Health England for advice</p>	<p>Monitor updates to govt guidelines for children with symptoms/ cases. Contact Public Health England for advice</p> <p>Re qualification for staff needing to by 30th September 2020</p>		July 8 th	

				By 30 th Sep	
Premises management					
Compliance checks must be up to date before children return – is this in place?	Compliance checks all up to date		BM	As per schedule	
Are all water systems checked and flushed through following the summer break?	All checked as per schedule. To be checked before September start			As per schedule	
are all pre- term building checks undertaken to make the school safe	All usual checks completed		BM/ Site manager	As per schedule	
Have you ensured that site staff have continued with their daily, weekly and monthly checks where possible? Is iAM compliant up to date	Site manager maintains all necessary checks and has been operating throughout Up to date		BM and site manager	As per schedule	

Is all servicing up to date eg, fire extinguishers, fire alarms fire doors, boilers etc?	All necessary servicing and fire checks are done as Site Manger has continued through partial closure		BM and site manager	As per schedule	
Do you have sufficient site staff to ensure the site is safe before children return?	Risk assessment of vulnerable staff completed.. All staff returning		JT	July 8th	
Contractors on Site Gel sanitisers in any area where hand washing facilities are not readily available	Contractor allowed in areas where there are no children, only critical tasks undertaken. All must sign in and sign out Hand sanitisers available and social distancing must be adhered to. Signs up for Contractors to sanitise hands and socially distance		BM and site manager	As per schedule	
Do you need any changes to fire evacuation procedures	Classes evacuate together and line up away from each other Fire Practice scheduled for the Autumn term	Fire Practice scheduled for the Autumn term	JT JT	July 8 th July 15th	

Do any PEEPs need reviewing	One member of staff has a PEEP- this has been reviewed	Review again in September	JT	June 1st	Sep 2 nd
Office Spaces what procedures are in place for the safe running of the main school office?					
Restricting staff and pupil access to the office area - knock and wait system?	Staff only enter office if absolutely necessary No pupils to enter office		Office Staff	daily	
Have you considered how you will manage visitors to the school?	Signs up- one person in entrance lobby at a time- then a place to stand Visitors into school limited to MAT staff (Central Team risk assessment in place for visits and contractors)- hand sanitisers available on arrival and social distancing rules reminded		Site manager	8 th July	
Have you considered how you will manage late arrivals?	Late arrivals will come in front entrance and hand sanitise before entering the main building				
Have you considered how you will manage	Parents collecting/ dropping items off will be				

<p>parents bring in items late ie, lunchboxes etc?</p> <p>Discourage parents from visiting the office – restrict to phone and email</p>	<p>done through the office window with social distancing measures in place.</p> <p>Appointments with staff arranged by email/phone</p>				
<p>Regular cleaning of high touch areas ie, phone, printer, copier, PCs etc</p>	<p>Twice daily cleaning of offices to be instated especially high touch areas</p> <p>Office staff will have anti- bac wipes/spray for their own desks.</p> <p>Phones cleaned after each use.</p>		Office staff	Daily	
<p>Have you considered one person signing in all visitors to reduce touch on the signing in system?</p>	<p>Admin assistant signs everyone in</p>		Office staff	Daily	
<p>Is the school office cashless?</p>	<p>Parent pay already set up. Cashless office.</p>		Office staff	Daily	
<p>Will there be procedures for wiping access gates, keypads</p>	<p>Office staff to wipe surfaces and door handles after each visitor during the day.</p>		Office staff	Daily	

etc?					
Deliveries What controls do you have in place for deliveries to the school ie, consumables, equipment, kitchen food deliveries?					
Consider how orders are placed to reduce the need for frequent deliveries	Minimal deliveries – dropped in lobby and left for as long as possible(48-72hrs) unopened or wiped before opening		Office staff	As required	
Consider how food deliveries are received and what access drivers will have to the school site	Through back gate for kitchen. No contact required. Food delivered straight to kitchen door. Chartwells have own risk assessment in place		Chartwells Staff		
Who will be responsible for the checking/storing the items once delivered?	Office staff will manage all deliveries, including storage and distribution.		Chartwells staff Office staff		
Ensure hand washing/hand gel facilities are available	Hand sanitizer available in main reception		Office staff		
IT Equipment					
How will you manage IT equipment throughout the school?					
Are children able to use the same piece of IT equipment during the day to avoid the spread of germs?	IT suite used on a day rota for each class-cleaned down each day		Teaching and support staff	8 th July	

<p>Ensure laptops/tablets are wiped down after each use</p> <p>Whiteboards to be cleaned twice a day as a minimum</p> <p>Are there procedures for printers, copiers and remote controls to be cleaned regularly during the day?</p>	<p>Each device cleaned at the end of each session..</p> <p>Wipes available at all times- pack by each set of devices.</p>				
<p>Classrooms</p> <p>How will you manage items/equipment in the classroom?</p>					
<p>Before school returns, try to minimise the equipment in the classroom to what is essential to avoid daily cleaning</p> <p>Have you considered removing hard to clean items such as soft furnishings and soft toys?</p>	<p>Removed soft furnishings including rugs and unnecessary equipment put away.</p>		<p>Teaching and support staff</p>	<p>8th July-16th July</p>	
<p>Children allocated their</p>	<p>Each pupil set up with own set of frequently</p>		<p>Teaching</p>	<p>8th July-</p>	

own equipment to reduce sharing eg, named pencil, rubber etc. Ensure proper use of shared equipment	used equipment- pencils, ruler, rubber, Other equipment (books, games, art equipment) shared within the class and cleaned each day/rotated/ left for 48 hrs (72hrs for plastics) Reading books changed weekly and deposited in boxes All pupils have access to e books in school and at home	Organise boxes for returned books (then isolated for 72hrs)	and support staff	16 th July	
Children to bring in their own named drinks containers for the day	Parents instructed to send named drinks.		JT (letter)	By 16 th July	
Have you agreed the procedures for marking children's books?	Books will be marked by teachers in the classroom. Good hand hygiene after touching books Minimal marking- use of pink and green – more use of V for verbal feedback Self – marking as much as possible		Teaching staff	Daily	
Lunches/Lunchtime How will you manage lunch service across the school?					
Staggered lunch times	Lunch service to be staggered Rec and Key Stage one 12pm , Key stage 2 12.30/12.45 and		Dinner Staff and	8 th July	

	<p>outside for packed lunches as weather permits</p> <p>Class Groups to sit together with space between each group</p> <p>Lunchtime staff, Sports Coaches and SLT to supervise</p>		SLT		
Have you agreed procedures for hand washing before lunch?	Handwashing carried out before and after lunch		All staff	Daily	
Have you agreed procedures for cleaning surfaces after lunch service?	All Surfaces and handles will be cleaned by Dinner staff at the end of each lunch session.		Dinner Staff and SLT	Daily	
Use of Sports Coaches					
How will you ensure that sports coaches are compliant with Risk assessment and social distancing procedures?	<p>Ensure that Sports Company has own Risk Assesment in place</p> <p>Ensure that coaches are clear about social distancing from adults and that class must be kept separate to rest of school</p> <p>Coaches to ensure that any equipment is either cleaned or 'isolated' at the end of each session</p>		JT and BM	By 16 th July	
Shared Staff Areas					
How will you ensure good hygiene and social distancing in staff areas?					
Dishwasher to be used where possible	Staff have own cups, dishwasher used.		All staff	Daily	

Paper towels to be used instead of tea towels for drying up	Paper towels to dry		All staff	Daily	
Minimising the movement of staff between areas Staggered use of the staff room at break and lunchtimes	Staggered use of staff area, limited seating.		SLT All staff	Daily	
Effective cleaning of work areas throughout the day	Staff room wiped down after each break No shared food- biscuits etc		All staff	Daily	
Breakfast and After School Clubs					
Do you have procedures in place for breakfast and after school clubs?					
Will you need to use alternative rooms/spaces for this to take place to ensure social distancing?	Existing space is adequate Each small class group can be kept separate as much as possible		Breakfast and ASC staff	Daily from 2 nd Sep	
How will you provide food and drinks during breakfast club?	Food will be prepared in kitchen area by one member of staff (with Food Hygiene certificate) and children will collect from kitchen 'gate'		Breakfast and ASC staff	Daily from 2 nd Sep	
Do you have procedures in place for	Daily boxes for equipment so that quarantine automatic				

cleaning high risk touch points and materials?	Surfaces wiped regularly				
How will parents drop off children in the morning? How will parents collect after school?	Access through main entrance at 8.15 Pick up same place		Breakfast and ASC staff	Daily from 2 nd Sep	
Safeguarding and Welfare of Pupils and staff					
Have risk assessments been completed for pupils with EHCP, SEN, SEMH needs?	Risk assessments for any relevant pupils will be carried out before Sep 1 st and parents contacted		SENCO	From July 8 th	
Safeguarding procedure in place	All usual procedures in place		JT		
Attendance – how will you manage non attenders ? How will you manage the small number of pupils who may be unable to attend due to public health advice for themselves or their	Usual DfE guidance will apply. School works closely with EWO School will provide access to remote learning on oak academy and Teams and will supply home learning activities		JT		

family, or because they have had advice from a health professional to this effect.					
Well – being- pupils may need support with anxiety and mental health issues	School has a plan for Recovery- Anxiety Gremlin, PHSE, SMSC, learning mentor		All staff		From Sep 2020
Will all staff be updated with KCSIE (September 2020), and the Safeguarding and Child Protection Policy 2020?	INSET day 1 st September – update and staff sign off document distributed				
Do staff know how to access well being support	Staff know about Care First 0800 174319				
Assess/provide support to children returning in September?	If required, DSLs and DDSLs will be provided with more time to support staff and children with any safeguarding and welfare concerns. There should also be more time to handle referrals to CSC and other agencies.				

Continue to support and monitor the safety and wellbeing of children who have not returned to school?	Sarah Mellor will continue to monitor and support the processes in each school				
Behaviour					
	Deliberate breaking of 'normal' school expectations will be dealt with using the school behaviour policy.		All staff	From Sep 2 nd	
	Behaviour Appendix used since 1 st June will apply If a child repeatedly cannot adhere to the hygiene and social distancing expectations a risk assessment will be carried out and shared with parents.				
	Deliberate breaking of 'normal' school expectations will be dealt with using the school behaviour policy. Social Distancing Rules established each day The behaviour policy will be extended to cover social distancing expectations. If a child cannot follow social-distancing expectations (appropriate to their age/stage),				

	<p>during breaktimes/lunchtimes they will be restricted from going out at break/lunchtimes with their bubble group. If a child cannot follow social-distancing expectations (appropriate to their age/stage), during class-based time they will be separated from their bubble .</p> <p>If a child refuses to follow social-distancing rules, they will be warned once only and parents informed.</p> <p>If a child repeatedly cannot adhere to the hygiene and social distancing expectations a risk assessment will be carried out and shared with parents. A decision will then be made as to whether or not it is safe for the child to be in school.</p> <p>In order to meet a child's individual needs based on their 'Positive Handling Plan' a discussion with parents prior to return to school will be carried out b the SENDCO/Headteacher/Deputy Headteacher in order to ensure everyone's safety.</p>				
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	<p>TEAM TEACH de-escalation techniques will continue to be used across the school by all TEAM TEACH trained staff should the need arise as per Team Teach Policy</p> <p>TEAM TEACH 'Guides' or 'Holds' will NOT be carried out unless there is a significant safeguarding concern for a pupil or member of staff as per Team Teach Policy.</p>				
School Workforce					
<p>Attendance of staff</p> <p>What process are you going to put in place to risk assess staff who are clinically extremely vulnerable and clinically vulnerable before the summer break?</p> <p>Ensure that all staff are consulted/updated on</p>	<p>All staff are returning to school</p> <p>Staff meetings July 8th</p>		JT	JULY 8th	

<p>the updated risk assessment</p> <p>Once agreed, how will you communicate this to them and ensure that a timely process is in place to update/train them on any new procedures</p> <p>Ensure that trade unions representatives and representatives of employee safety are consulted on the updated risk assessment.</p>	<p>Staff meeting July 15th and INSET Sep 1st</p> <p>No representatives in school</p>				
Holidays					
<p>What process are you going to put in place to assess travel plans of school staff and to ensure they are aware of the need to be in school at the beginning</p>	<p>It is expected that all staff will be available to return to work at the beginning of the autumn term.</p> <p>All staff are aware this expectation.</p>		JT	8th July	

<p>of the term?</p>	<p>If staff highlight the need to unavoidably quarantine within term time, temporary home working arrangements can be put in place.</p> <p>Should a member of staff need to quarantine, they will be expected to evidence that they were unaware that they would need to quarantine in term time as a result of the booking.</p>				
<p>Please highlight any section in yellow within the risk assessment where you consider your controls are not resulting in a low risk e.g. is there anything which you consider still to be a risk which you cannot reduce satisfactorily.</p> <p>Please summarise these issues in the response box on the right.</p>					
<p>Have you consulted with all staff about the contents of the risk assessment and taken into consideration any views/changes?</p>	<p>Sent 8th July and responses addressed and added by 16th July</p>				
<p>Have you consulted with any union appointed safety representatives or representatives of employee safety about the contents of the risk assessment and taken into consideration any views/changes?</p>	<p>No- no reps at school</p>				
<p>Have Governors been involved in the risk assessment process, or will be walking through the risk assessment with you?</p>	<p>To be shared at LGB 8th July</p>				

