

The King's School in Macclesfield Health and Safety Risk Assessment – COVID-19

Setting	Infant and Junior Division (Pre-School – Year 6)	Date of Assessment	21.9.20 updated 7.11.20 updated 04.01.21 updated 01.03.21 updated
Assessment Completed By	JMSP, RHC		

STAYING COVID SECURE - OUR COMMITMENT

The King's School in Macclesfield takes its commitment to ensuring the safety of all pupils and staff extremely seriously: this is our number one priority. The King's School has been preparing meticulously for site re-opening. At the heart of our planning are:

1. The Government guidelines and the system of controls for school, recognising the importance of updating plans when these guidelines change with communication prioritised to staff and parents;
2. A focus on pupil and staff safety and wellbeing;
3. The ambition to secure the best possible educational outcomes for our pupils;
4. A desire to support our families to the very best of our ability.

This Risk Assessment will be reviewed at the end of Day 1 and Week 1, with regular reviews made thereafter. This is a live document and it is central to the safe operation of the Infant and Junior Division, as all year groups return to school from 8th March 2021.

**This Risk Assessment was last updated on 01.03.21 following the Government announcement (22.2.21) to confirm that all pupils will be returning to school from 8th March 2021. All measures highlighted in red relate to adjusted measures in place to support the pupils, staff and school community in general.*

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The Government's system of controls (listed below) informs all of our safety measures and planning and is found in the following guidance document which also informs our risk assessment: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

The system of controls 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:

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).

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 6 applies in specific circumstances.

Response to any infection:

7. Engage with the NHS Test and Trace process.
8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
9. Contain any outbreak by following local health protection team advice.

Numbers 7 to 9 must be followed in every case where they are relevant.

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Our Employees

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
01	All Clinically Extremely Vulnerable (formerly shielding) employees are required to complete an individual risk assessment with the school prior to return to site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HR and school nurse to contact staff to undertake personalised risk assessments and implement any agreed measures RAs have been updated in light of new guidance for lockdown and option to work from home Whole staff surveys carried out at intervals to capture up-to-date status of all vulnerable/CEV staff
02	<p>All employees who live with a person who is Clinically Extremely Vulnerable (formerly shielding) must ensure they strictly follow the measures in force on site to keep all employees safe. Individual risk assessments may be requested if desired.</p> <p>Pregnant and clinically vulnerable members of staff can attend the workplace under updated Government guidance and should strictly follow the measures in force on site. They may also request an individual risk assessment. Further information can be found at: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-fulloopening-schools</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Risk assessments to be circulated to all staff and all staff trained on COVID safety measures on return to site.</p> <p>Designated staff to complete individual risk assessments if requested and to advise accordingly.</p> <p>Senior staff (IJMT) to monitor Government guidance for any updates on vulnerable members of staff.</p> <p>All members of the Infant and Junior staff are required to wear face coverings in communal areas of the school setting. Communal areas are defined to be spaces with more staff/pupil presence and where social distancing is more challenging. Corridors and the Refectory are key areas. Senior pupils wear masks in communal areas also, Infant and Junior staff wear masks in the senior areas of the school. Staff wear masks outside at pick up and drop off times where social distancing can be challenging. All visitors to the school are required to wear face masks in the school building.</p> <p>Staff may choose to wear PPE (masks, gloves) in classrooms, if they wish. Primary guidance does not require this of staff working with pupils below the age of 11, however the school is supportive of individual staff requirements. In such cases, staff are advised to meet with the Principal and HR, with an</p>

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					appropriate individual RA drawn up should this be required for specific staff members.
03	<p>All employees, themselves or persons within their household who have COVID-19 symptoms, should self-isolate, not attend school/setting and should liaise with NHS services to get tested.</p> <p>Staff who become unwell with COVID symptoms during the school day should go home. Staff should also self-isolate if any member of their household develops symptoms.</p> <p>The school will liaise with the Local Health Protection Team (https://www.gov.uk/guidance/contacts-phe-health-protection-teams#cheshire-and-merseyside-hpt) and Public Health England (https://www.gov.uk/government/organisations/public-health-england) in the event of an outbreak.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All staff have been advised of procedures regarding symptoms or suspected illness.</p> <p>Policy Updates: In response to COVID-19, the school has written a specific Medical Guidance and Procedure document.</p> <p>School nurses have been briefed on how to respond to staff taken ill at school.</p> <p>On-site lateral flow testing provided weekly for staff from 4.1.21 in line with government guidelines and an additional specific RA in place for testing arrangements. Close contacts of a case may remain in school if tested negative daily.</p>
04	Members of staff from Black, Asian and Minority Ethnic communities (BAME) to seek further guidance if required alongside their individual inclusion assessment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BAME members of staff should ensure strict compliance to all safety measures and may seek an individual risk assessment in addition to their inclusion assessment
05	Staff wellbeing to continue to be monitored regularly so as to support physical and mental health and wellbeing. Staff will be made aware of Government advice on mental health for teachers: https://www.gov.uk/government/news/extramental-health-support-for-pupils-and-teachers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>SMT and other colleagues to continue to check in with staff and to maintain contact with those who are isolating, keeping SMT informed.</p> <p>Senior (IJMT) staff to continue to circulate advice and guidance.</p>

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Our Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
06	<p>Clinically Extremely Vulnerable (formerly shielding) pupils are able to attend school from September unless they are self-isolating because they or a household member has COVID symptoms:</p> <p>https://www.gov.uk/government/publications/guidance-onshielding-and-protecting-extremely-vulnerable-personsfrom-covid-19/guidance-on-shielding-and-protectingextremely-vulnerable-persons-from-covid-19</p> <p>A few pupils formerly shielding who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). Families to liaise with school nurse in such cases: https://www.rcpch.ac.uk/resources/covid-19shielding-guidance-children-young-people#children-whoshould-be-advised-to-shield</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Parents continue to liaise with school. Any pupils who cannot attend because they are self-isolating (or advised by specialist not to attend) will be supplied with work to complete remotely, provided they are well enough. Such pupils will be supported by the teaching, nursing and pastoral staff teams. Microsoft Teams will be used, as well as email.</p> <p>Pupils attending school to comply with all safety guidance while on the school site and travelling to and from school. Junior pupils traveling on school transport must wear a face covering. Their year groups will be specifically located on the coach, a seating plan will be held by the school for each bus service.</p> <p>Pupils may choose to wear masks on the site if they wish – guidance on safe use of masks will be issued to pupils.</p> <p>School to reassure and encourage parents to send pupils to school if they are well and show no symptoms of COVID-19.</p>

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07	All pupils who live with a person who is Clinically Extremely Vulnerable (formerly shielding) should attend school from September and adhere to the safety measures in place in school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Pupils to comply with all safety guidelines while on site and travelling to and from school.</p> <p>Pupils from Black, Asian and minority ethnicities (BAME) should seek further advice if required.</p> <p style="color: red;">Pupils may choose to wear masks on site if they wish, although primary children are not required to wear masks inside or outside according to the most recent government guidance.</p>
08	All pupils or persons within their household that have COVID-19 symptoms should not attend school/setting and must seek testing promptly, communicating results to school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This guidance to be circulated to parents and reiterated in new communications (see letters and operation document for parents). Communications have made it clear that any persons exhibiting any of the reported symptoms must not attend school.
09	We provide online/distance learning for pupils who are not in school/setting because they are isolating in line with Government guidance or specialist advice.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I&J staff will make work available to any pupils who are unable to attend school due to COVID symptoms/self-isolating by continuing to use online systems as appropriate. Support for pupils includes pastoral check-ups and close contact with the family.
10	Some pupils with SEND (whether with education, health and care plans or on SEN support) may need specific help and preparation for the changes to routine, so our SENCO, TAs and teachers will continue to plan to meet these needs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Continue to monitor ECHP pupils and other SEND pupils (under leadership of SENCO/Assistant SENCO I&J and DSL) and to hold discussions with pupils/parents to address any emerging needs
11	Staff continue to monitor well-being and mental health of all pupils using pastoral structures and CPOMS for safeguarding issues.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I&J pastoral teams/designated staff to circulate support materials regularly and DSL to continue regular updates on safeguarding. (Weekly staff briefing and update pastoral email)

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12	<p>All pupils in school/setting are required to be in a 'bubble' which limits contact numbers. This rule will be applied to all activities in school including after school activities and clubs.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Pupils in the Infant and Junior Division will be organised in year group 'Bubbles'.</p> <p>Each year group bubble will play separately outside and dine in a separate area to another. Bubbles will have separately timetabled play spaces and separately defined areas within the Little Hall (EYFS and KS1) or in the Refectory (KS2 pupils). These arrangements will ensure that year group bubbles do not mix during the school day, remaining as contained and separate as possible.</p> <p>Pupils are organised in the same year group bubbles for wrap around care (Breakfast/After School and Holiday/Critical Worker care).</p>
					<p>All year group bubbles will access the Infant and Junior Division building from 08.30 using different entry points, making sure that year group bubbles do not mix. All pupils will sequence their access to different toilet areas, cleaning hands and using sanitiser regularly. No more than 4 pupils are permitted to be in the toilet areas at one time.</p> <p>In line with Government guidance, specialist staff will rotate, teaching across all I&J year group bubbles, in order that the full curriculum and setting in maths (Junior pupils) can be maintained. All staff are required to sanitise and adhere to social distancing measures where possible. It is acknowledged that with younger children this is more challenging. All Junior and Infant teaching areas have a 2m clearance between the teacher desk/interactive whiteboard and the front line of pupil tables and chairs. Specialist teaching will continue for pupils required to self-isolate with lessons online.</p> <p>Year group bubbles using the Music Room, Science Lab, Art Studio and French Room have been timetabled in most cases to enable a full clean down as the year group bubble changes for another. (i.e. mornings – classes within same bubble are timetabled. A clean down will occur between these classes, as well as a full clean down at midday when the year group bubble changes for another.)</p>

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					<p>Before (Breakfast) and After School Wrap Around Care will be provided until 6.00 pm. Supervision of pupils will continue in year group bubbles. Each bubble will continue to have its own base, using the Little Hall, I&J Quad (outside area), Art Studio, Junior Science and Music Room. Other classrooms may be required according to the demand (pupil numbers). Parent collection will be via Little Hall and Quad and parents will wait outside for their children.</p>
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Our School

Capacity, Access and Egress					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
13	Designated Entrance and Exit Points to the Building (for each cohort of pupils).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Detailed instructions will be shared with staff, pupils and parents at the start of term. The new site allows for specific entrances for each year group bubble on a timed sequence at the start and end of the day, Infant children going into school slightly earlier than Juniors.</p> <p>A staff rota has been established to supervise pupils at the start of the day, all break times, lunchtimes and after school, including coach duties and extra-curricular transportation and supervision.</p> <p>Pupils will be told they will not be allowed into buildings before 08.30, however in the event of wet weather pupils will be permitted into school earlier.</p>
14	Increased number of Entrance and Exit Points to the Building (external teaching room doors should be used where possible). Biometric (thumbprint) finger pads will not be used. Doors will be open to allow access when needed. Fire Doors will not be kept open.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Adjustments have been made. Detailed instructions provided to pupils and parents at the start of term, with a view to amending as the site operation settles and improves. Staff trained on the accessibility prior to September opening.</p> <p>*Years 5 and 6 to exit via the large Astro pitches. Parents wait outside the Astro areas to collect.</p>

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15					<p>*Years 3 and 4 to exit via a temporary pathway from the mini Astro in the Junior playground. Parents of Years 3 and 4 pupils wait on the pavement.</p> <p>Additional pathways have been created (January 2021) to support improved social distancing for parents, most specifically into the Year 3 and 4 Astro area and from the main pathway into the Division.</p>
	Develop, share and display drop off/collection protocols	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All information to be clearly explained to staff, pupils and parents. Pupils will enter the school building according to the I&J Access Map rota and will be supervised by form and duty staff. Pupils will go to the marked areas as soon as they arrive on site. All areas have been designated for each I&J year group. In the event of poor weather, all I&J pupils will proceed to their form rooms, as directed by duty and form teachers, accessing the buildings via their particular entry points:</p> <p>08.30 Classroom doors open:</p> <p>Pre School – Outdoor Area Outside Doors Reception – Outdoor Area Outside Doors Year 1 – As above, KS 1 Quad Area Year 2 – As above, KS1 Quad Area Year 3 – Front Access Doors, off Junior Play Area) Year 4 – Front Access Doors, off Junior Play Area Year 5 – Main Entrance I&J Div., Main Stairs Year 6 – Main Entrance I&J Div., Main Stairs</p> <p>A plan for a staggered departure from school is in place and has been shared with staff, pupils and parents. (EY and KS1 pupils will depart at 15:30 and LKS2 pupils at 15.40, KS 2 pupils will depart at 15:45)</p> <p>An enhanced duty rota by IJMT and I&J staff is in place to include the drop off and collection times of the day. Staff are in position to support the drop off lane for pupils from 08.15 every day.</p> <p>After school care will only be available to I&J pupils where its use is absolutely necessary. Specific zones have been allocated for each bubble, parents asked to notify school if they need to use this provision.</p>

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16	Restrictions on access to school/setting by third parties (parents, members of the public, visitors, etc). Large public events such as Prize Giving and Information Evenings will take place remotely. Parents' Evenings will also take place remotely.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Collection/drop off protocols have been shared with parents by letter and in the Return to School Operation Document . Communication with parents will continue by telephone/email – no parents will be allowed face-to-face contact other than by prior agreement. Visitors to site will be minimised and will follow a specific protocol, managed by SMT and PBJ/SRR. All visitors to school must wear PPE and appointments will be organised from 16:00.
17	Manage break and lunchtime to avoid contact between year group bubbles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>A revised arrival, break and lunchtime plan has been put in place and will be communicated to staff, pupils and parents.</p> <p>Pupils will have supervised with designated spaces for each year group bubble at break and lunchtimes. At lunchtime, a maximum of two-year groups will dine at any one time in the Little Hall. To ensure that appropriate distancing is maintained, tables are clearly defined and spaced to ensure that the year group bubbles do not mix or overlap.</p> <p>Poor weather spaces have been identified for wet play. Junior pupils will bring in own snacks for breaks, EYFS and KS1 pupils (Infant pupils) will have snacks provided as normal.</p> <p>The school kitchen will provide hot and cold lunches which will be eaten in a range of spaces (Little Hall and Refectory at staggered times for each year group) to allow for use by year group bubble.</p> <p>Pupils will bring in filled bottles of water. Pupils will have access to water at lunchtime. Pupils are encouraged to use their water bottles. Pupils can refill their water bottles using the swan neck fountains outside.</p> <p>Enhanced cleaning is in place throughout the day.</p>

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18	Behaviour expectations and consequences have been reviewed and the school rules are on display in each classroom. Our sanctions policy will be applied to any breach in COVID security measures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All pupils to be made aware of rules during transition training as term starts. This will be reinforced for best practice and will be supported in a Return to School Assembly w/c 1.3.21 and subsequent Form Times.</p> <p>Specific sanctions will apply according to the age and stage of pupils. Clear expectations will be defined at the start of term with consistently enforced.</p>
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Physical/Social distancing inside and outside the building					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
19	Teaching rooms organised to maximise space between seats/desks where possible and all desks to face forwards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Teaching rooms will be set up in order to maximise space and ensure forward facing desks.</p> <p>2m distance from teaching desk will be marked with tape. All teaching rooms to be thoroughly and regularly cleaned. All Early Years and KS1 classrooms will not have allocated tape or layouts as described above. Staff are encouraged to support the children in the best way for the age and stage of the pupils, recognising that social distancing is more challenging with younger pupils. Careful and regular hygiene measures are in place for all year groups.</p> <p>All Junior classes are encouraged to have a horseshoe or row layout of furniture to help promote greater circulation and space. Windows and most doors (except fire doors) are required to be open.</p>
20	Social distancing message is reinforced to pupils at regular intervals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All teachers will remind pupils regularly of the importance of a sensible approach with particular attention to promoting social distancing between the different bubbles.

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20.a	*Social distancing message is reinforced to parents at drop off and collection times				<p>Parents are reminded to socially distance in school communications.</p> <p>*Due to complex nature of access/exit arrangements and observed challenges with social distancing, parents are asked to wear a face mask when on the site when they drop off and pick up each day. There is compassionate understanding for parents who cannot wear a face covering.</p>
21	<p>Enhanced cleaning of teaching rooms/stations and removal of lesson specific resources after each lesson.</p> <p>Where a room is shared by more than one bubble (e.g. for setting or specialist teaching), pupils wipe down desks and chairs before leaving</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Every teaching room will have laminated checklists for teachers including instructions to sanitise whiteboard, keyboard every lesson and pupils and staff to sanitise hands on entering and leaving each teaching room. A pack of PPE will be provided in each classroom and SRR notified if stocks are low.</p> <p>Additional cleaners have been employed.</p>
22	Reduced movement around school - ensure group/cohort move around school together and limit contact with other groups/cohorts within the school/setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All Infant and Junior bubbles have been allocated a 'zone' for their lessons to reduce movement around the site except where needed for specialist lessons (Music/ French/ *Science/ Art). (*Juniors only).</p> <p>Staff will ensure that pupils are monitored throughout the day and supervised so that social distancing is maintained where possible.</p> <p>Toilets:</p> <p>EYFS pupils will access their own toilets, these are integrated into each EY classroom;</p> <p>KS1 pupils will access separate KS1 toilets. Year groups will rotate and sequence their use of toilets in the morning, at lunchtime and in the afternoon;</p> <p>KS2 pupils will access separate KS2 toilets. Again, classes will sequence when they use the toilets, classes taking it in turns. Staff will supervise this carefully to ensure that appropriate hand washing and sanitising procedures are followed.</p> <p>*Toilets will be cleaned regularly throughout the day, with three minimum cleans. Additional cleaning at morning and afternoon break times is in place and more is scheduled when necessary. Regular, high traffic areas are prioritised by the team –</p>

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					<p>stairways, handles, glass panels, doors and surfaces, as well as toilets</p> <p>Critical Care pupils in Years 5 and 6 will access Senior Division toilets and a disabled WC on the first floor. Years 3 and 4 will use Junior toilets and KS1 pupils will access toilets on the ground floor.</p>
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23	Communal spaces, such as the dining room and the little hall, to be used at lower capacity and no lunchtime extracurricular activities to take place (Term 1) other than clinic-based activities, in order to ensure all pupils have time to eat lunch.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Arrangements are in place to rotate use of these spaces which will be cleaned regularly and used at reduced capacity.</p> <p>Whole Division/departmental assemblies will be live streamed or pre-recorded and will only take place remotely.</p>
24	<p>Restrict the use and limit the occupancy of staff room and offices and other shared spaces by employees to COVID secure levels.</p> <p>All staff briefings/meetings will be delivered via Teams. Small departmental meetings may take place in person, provided that social distancing can be enabled.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Social distancing is encouraged between adults in school offices and staff rooms where capacity limited. Staff were reminded of the importance of social distancing at a staff training session. PPE is encouraged to be worn by staff should they feel this is necessary.</p> <p>Two additional refreshment stations have been created to support I&J staff during the working day, encouraging greater social distancing and less pressure on the staff room.</p>
25	Kitchen staff maintain social distancing of 2 metres in the kitchen where possible and comply with guidance for food businesses	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Holroyd Howe to train staff and complete own risk assessment referring to the Government guidance issued: https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</p>
26	Use of Small Meeting Rooms and Confined Areas (including Photocopier/Printer/Storage areas) by more than one person prohibited.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Photocopiers will be accessible for Infant and Junior staff, one on each floor. Staff are required to clean it down after each use. PPE is supplied in the area for staff use.
27	Non-Essential repair/contracted works in buildings to be carried outside school hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PBJ to minimise all non-essential contractors onsite. Refer to school protocol for visitors.
28	Reduction in lift use with priority given to employees with disabilities, relevant existing health conditions or those who are pregnant. Staff encouraged to use stairs. Lift buttons to be cleaned regularly if lift in use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lifts only to be used by pupils with prior consent from appropriate staff.

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	<p>Additional measures put in place in response to new guidance issued for return to school on 8.3.21 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf</p> <ul style="list-style-type: none"> • Advice issued that visors not be used without the addition of a face covering • Members of staff who are pregnant are advised of updated guidance relating to pregnancy and Covid and an individual risk assessment is completed with all such colleagues. Where appropriate, working from home is facilitated, particularly where underlying medical conditions alongside pregnancy indicate this. • Daily system in place to monitor attendance and engagement in online lessons should pupils need to self-isolate. 				

Infection Control, Cleaning and Hygiene Arrangements					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
29	Staff and/or pupils who are experiencing symptoms associated with COVID-19 are instructed not to attend the school/setting and to refer to current advice and guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff training from the school nurse covers current advice and guidance in order that the procedure for staff and/or pupils is clear. This is regularly updated with all staff advised by email and in staff meetings. All staff are advised to use the link to the COVID-19 Medical Guidance and Procedure for further information.
30	Staff who experience symptoms as above whilst at work should immediately notify a senior colleague (IJMT)/Nurse and go home, following the guidance set out above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff training from the school nurse covers current advice and guidance in order that the procedure for staff and/or pupils is clear. Copies of guidance and Risk Assessment are available for staff on Office 365.

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31	<p>Pupils who experience COVID-19 symptoms should be collected from school/setting as soon as possible. Pupils should be directed to a designated isolation room where they can await collection. The pupil will be supervised by a school nurse who will use PPE. If the pupil needs the bathroom whilst awaiting collection, they should use a separate bathroom to pupils and staff.</p> <p>They should be kept 2m apart from all other pupils and staff whilst on site. Staff should notify the school nurse of such case by phone or email.</p> <p>If pupil needs direct personal care until they can return home, staff should wear gloves, an apron and a face mask. Eye protection should also be worn if deemed risk from coughing/spitting/vomiting.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Covered in the Return to School document for parents. Clinical style PPE is available for staff to wear providing adequate protection for pupils who are taken ill. The school nurse will supervise a pupil in the isolated area. The isolation area and any bathroom used should be thoroughly cleaned with detergent or bleach. Parents will be required to collect immediately. Parents will wear PPE and the pupil will be escorted to the car with the member of staff. A test for COVID-19 will be recommended if signs of the virus are present. Further information is available at: https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</p> <p>Track and Trace - In the event of contact tracing being sought, the school will be able to provide the people in contact with a specific pupil/staff member. The local health protection team will be informed of any positive COVID-19 cases.</p>
32	<p>Provision of hand-washing/hand-hygiene facilities at entrances and throughout school/setting (regularly monitored & maintained).</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>PPE levels will be monitored by REEM/PBJ/SRR to ensure that supply is more than sufficient.</p> <p>Hand sanitiser will be available at entry, exit and in teaching room spaces. Regular handwashing and sanitising times are timetabled into the daily routine for all pupils. All staff, parents, pupils and visitors arriving on site will sanitise their hands. Toilets will be cleaned more regularly. Use of toilets will be permitted during lessons but only one junior pupil at a time to be allowed to leave a lesson. Toilet areas will be monitored at break and lunchtime by duty staff.</p>
33	<p>All staff and pupils are encouraged to regularly clean their hands with soap and water or sanitiser, especially upon</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staff training will be provided. Hot air dryers are out of use and with paper towels and designated bins in place instead.</p>
	<p>arrival at school/setting, prior to eating, following break/lunch time and any other time deemed necessary (after coughs/sneezes).</p>				<p>Pupils will be reminded regularly about the importance of regular hand washing.</p>
34	<p>Different hand wash facilities/sanitising stations should be available for each cohort/group within school/setting where possible.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Pupils to use sanitising stations in their designated areas/entry points to school and when entering and leaving classrooms</p>

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35	<p>Sharing of pencils/pens and other items is to be avoided where possible. Books and other resources may be handed out within year group bubbles and cleaned between use by different individual groups.</p> <p>Science and other practicals may take place if equipment can be thoroughly cleaned before being re-used.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>A supply of antibacterial wipes is available in each teaching room. Reduced distribution of materials to be encouraged and regular hand sanitising in place. I&J pupils will not bring stationery to school, instead this is supplied by the school.</p> <p>Other materials not to be shared between different year group bubbles unless rotated or thoroughly cleaned between use, e.g. sports equipment and science practical equipment.</p>
36	<p>Outdoor sport to be prioritised, where possible. Large indoor spaces (with appropriate distancing) and equipment thoroughly cleaned between uses. Key Stage bubbles to be maintained at all times. Contact in sports to be monitored, with an emphasis on fitness and skills work in main sports (e.g. non-contact rugby) and monitored by EJS and CT DoS. Year group specific team training to take place on an allocated day for that year group. Swimming is allowed under the guidance but with specific criteria.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Sports staff and pupils to be fully briefed prior to lessons. Pupils to wear school PE kit on day of sports lessons to avoid use of changing rooms. Additional sport-specific risk assessments to be completed by Director of Sport/Head of I&J Sport referring to the following guidance:</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation https://www.sportengland.org/how-we-can-help/coronavirus https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-GovernmentGuidance-in-a-PESSPA-Context-FINAL.pdf https://www.youthsporttrust.org/coronavirus-support-schools</p> <p>Pupils participating in after-school training to report to their designated area at end of school day before being dismissed at the appropriate time by staff.</p>
37	<p>Practical elements of music lessons to be redesigned to avoid playing instruments (especially wind and brass) or singing in small groups or spaces.</p> <p>No musical activities are allowed to break the Key Stage bubbles (e.g. Infant/Junior Choirs or orchestra/ensemble work)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Director of Music (Infants and Juniors – PV) to redesign lessons to avoid higher risk activities, using larger spaces or outdoors as required. Any shared instruments (e.g. percussions) to be thoroughly cleaned between uses.</p>

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38	Peripatetic music lessons paused for first two weeks of term. Full additional risk assessment undertaken by Director of Music, in liaison with DoM, IC. *Peri lessons start w/c14th September.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All peri staff and pupils fully briefed in advance of lessons starting with particular measures in place for wind, brass and singing, as well as sanitising any shared instruments.</p> <p>Peri music lessons will take place face-to-face for all I&J pupils and online for those self-isolating at home.</p>
39	The Government continues to advise against domestic (UK) overnight and overseas educational visits at this stage see coronavirus: travel guidance for educational settings . Non-overnight domestic trips are theoretically possible for educational purposes if approved by relevant staff and fully risk assessed and provided bubbles are observed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>No overnight domestic or overseas educational trips to take place (Junior specific) at this given time.</p> <p>Caution to be exercised with proposed domestic day trips and all trips to be discussed with RHC in advance of planning. Staff must consult the following guidance if proposing a trip: coronavirus: travel guidance for educational settings</p>

Ref	Control Measure	Yes	No	N/a	Actions Taken Details / Further Information
40	Equipment that may need to be shared (laminators, guillotines, etc.) should be cleaned and sanitised before and after use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Signage is located to remind staff to clean and sanitise equipment after each use.</p> <p>Individual staff will be responsible. PPE and cleaning equipment will be available for staff to use.</p>
41	All staff and pupils are encouraged to cough/sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff training provided. Pupils to be trained and reminded regularly. Lidded bins will be located in every teaching room and staff area. Waste will be doubled bagged and incinerated.
42	Additional lidded bins and increased emptying/replacement are provided/in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Additional lidded bins are in situ; cleaning staff will empty twice a day. Waste is doubled bagged and will be incinerated.

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43	All working areas within the building should be well ventilated (windows open and doors open if not fire doors. Rooms with no windows have ventilation system and doors should be closed in these rooms as ventilation works more effectively). Ventilation system is Covid-safe and draws in air from outside.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IJMT (VP, HS Committee) daily checks. All classrooms selected for use are well ventilated. Ventilation of office and other shared spaces encouraged. (Caution - all ground floor classrooms – all doors to be closed to the outside when the class has moved, Staff training completed)
44	Increased frequency of cleaning of communal areas and locations/high contact points (using detergent and hot water followed by a chlorine based disinfectant solution) including: <ul style="list-style-type: none"> • Toilets • Door Handles/Access Buttons • Kitchen areas and associated equipment • Water dispensers/coolers • Printers/Photocopiers • White Boards • Lifts 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning of communal areas on rotation is organised several times a day: minimum x3 per day. Signage to reinforce cleaning needs will be displayed by PBJ/SRR.
45	If staff bring in their own food, this should be food which does not require heating or additional preparation in kitchen /canteen/staff room areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
46	Use of kitchen areas to be limited to preparation of hot drinks, cleaning of cups/mugs, etc. Employees to use own/designated cup or mug.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage stating that no personal items will be kept in communal areas will be in place. One person to be in the kitchen at any time. Signs to remind staff to clean down items used such as taps/kettle are on display. Additional locations for serving staff coffee have been identified.

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Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
47	Staff and pupils are provided with instructions on how to achieve effective hand-washing; for example, in the form of posters, written guidance and videos clips, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff will remind pupils of the importance of this routine. Hand-washing posters to be displayed alongside hand-washing guidance. Soap and hot water will be available in all of the toilets and in areas used for personal care.
48	Pupils to use the same desk and chair in their designated teaching rooms and not to swap places	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff to allocate a work desk and chair to each pupil. A seating plan is in place for every classroom to support track and trace.
49	Colleagues using individual workstations/office desks are asked to sanitise this work area before leaving at the end of the day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning staff will also undertake enhanced cleaning of work stations
50	Office staff who receive deliveries, post, etc. are encouraged to wash their hands more frequently and are provided with sanitiser.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parcels will be wiped with disinfectant. Staff will wear PPE to receive any delivery. Office staff will have their own PPE to use.
51	Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap and paper towels are maintained. Staff to report shortages to site staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This will be completed by rota – midday and end of the day. PBJ and site team will monitor.
52	Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage is displayed in the reception area.

Key Roles and Responsibilities

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
53	Sufficient staffing/resources are in place to maintain the security of the building and its occupants.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To be reviewed daily with PBJ/SMT/SRR.

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54	Sufficient staffing/resources are in place to maintain the cleanliness of the building and to carry out necessary inspections of consumables needed to maintain hygiene (including their replenishment).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To be reviewed daily with PBJ/SMT/SRR PBJ/SRR will be onsite to observe practice and record observations. Cleaning checklists, pupil organisation and circulation will be monitored by SMT.
55	Sufficient numbers of trained staff are in place to provide Emergency First Aid.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	School Nurse will be on site at all times, supported by a large team of Staff First Aiders.
56	Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of an emergency.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Procedures and muster points have been allocated if evacuation is required; the member of staff teaching the pupils at the time will guide pupils to their muster point. Two practice evacuations were undertaken in the first days of term – at different times. Termly evacuations are scheduled moving forwards. Normal evacuation arrangements are in place for pupils and staff in the I&J Division. Year groups should go to their usual designated places.
Statutory Premises Compliance and Maintenance					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
57	PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) including: <ul style="list-style-type: none"> • Fire Alarm and Detection • Powered Doors/Gates • Legionella and Water Testing • Electrical Safety • Gas Safety • PAT Testing • Asbestos Management 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Routine maintenance to be completed out of hours and/or away from pupils and staff Prior to opening, all systems were checked in sections of school that have been closed (This is on the union checklist)
58	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All defects to be reported to sally.rawrees@kingsmac.co.uk as per usual systems

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Additional Statutory Compliance and Maintenance issues

- SMT/IJMT will monitor compliance with the Risk Assessment on a daily basis.
- Subsequent updates will then be provided, should practice need to be amended. Governors will receive the same updates at the same time via the Head of Foundation/JMSP.
- An additional Risk Assessment has been produced for the Testing Area and is shared with staff by PJC.


Additional measures put in place in response to guidance issued for return to school on 8th March:

- Staff will be tested with on-site lateral flow tests in line with guidance before moving to home testing
- Pupils, staff and parents (of senior pupils) fully briefed by school on how to undertake tests and report results.
- Sports provision will continue to comply with guidance, prioritising use of large and outdoor spaces and complying with specific guidance from specialist bodies. Extra-curricular sport will resume with continued application of Covid safety measures, including on Saturdays under leadership of DoS and DH Operations who consult updated guidance here: <https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events>
- Music provision will resume under guidance including peri lessons for which a separate RA has been completed. Safer working guidance for music and performing arts is reviewed and followed by Director of Music working alongside DH Operations <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>
- Director of Finance has ensured compliance with regulations around re-opening of premises including legionella testing and held a H&S meeting to ensure regulations found here are in place in line with government guidance: <https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown>
- Parents and staff reminded of rules governing return from foreign travel and that quarantining rules must be obeyed if returning from red list countries before attending school
- Wearing of school uniform is required but we are mindful of issues around supply of uniform items and a degree of flexibility is given
- I&J Principal and Deputy Head Academic are leading a review of curriculum deficit in individual pupils and steps in hand to address this
- Information has been shared with all stakeholders about keeping safe online and supporting mental health
- I & J Principal is the named person with responsibility for online learning provision in the Infant and Junior Division; a statement of the school's remote learning has been placed on the school website in line with legal duty
- Guidance has been given on managing the behaviour of pupils upon their return to school. Staff training has been delivered in the Infant and Junior Division.

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Any Additional Information and Control Measures Still applicable in the I&J Division.					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information

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Approved by (Head Teacher/ Chair of Governors)		Date of Approval	2/3/2021
	John Kennerley, Chair of Governors		Date of Review
Date Provided to Staff	3 rd March 2021		