

## Nacton Church of England Primary School

Risk Assessment	<b>COVID-19 – full opening of school in September</b>	Risk Calculator	Likelihood		
Date of Assessment	9 <sup>th</sup> July 2020	Consequence	Unlikely	Possible	Likely
Signed	G. Ryan	Slightly Harmful	Trivial	Acceptable	Moderate
Role	Headteacher	Harmful	Acceptable	Moderate	Substantial
		Extremely Harmful	Moderate	Substantial	Unacceptable
Unlikely	Probability of happening is close to zero				
Possible	Has happened in the past and could happen again				
Likely	Almost certain to happen, to be expected				
Slightly Harmful	Superficial injuries, minor cuts, bruises, first aid treatments	No action required			
Harmful	Time off work / school, ambulance / A&E needed, temporary disability				
Extremely Harmful	Death, fractures, amputation, permanent disability				
		If reasonably practicable take some action to reduce the risk		Action must be taken to remove or reduce the risk	

*This is a working document, so will be updated regularly, all updates will be shared with staff and with parents where necessary.*

**This risk assessment outlines the system of control actions that we must take:**

- **Prevention**
  - **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**
  - **Where recommended, the use of face coverings**
  - **Clean hands thoroughly more often than usual**
  - **Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach**
  - **Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach**
  - **Minimise contact between individuals and maintain social distancing, wherever possible**
  - **Where necessary, wear appropriate PPE**
- **Response**
  - **Engage with the NHS Test and Trace process**
  - **Manage confirmed cases of coronavirus (COVID-19) amongst the school community**
  - **Contain any outbreak by following local health protection team advice**

Everyone at Nacton needs to keep these 4 guiding principles in mind and use them as ongoing guiding principles. This risk assessment provides more detail and specific guidance to be followed.

	<b>Hazards</b>  What are the specific sources of harm?	<b>Hazardous Events</b>  Who are exposed?	<b>Harm, including loss</b>  Considering the current control measures, list the likely harm to people and damage to property or equipment.	<b>Control measures</b>  List the control measures actually used.	Risk rating after controls (consequence x likelihood)
1	Spread of germs including COVID-19	Staff, pupils and their families	Displaying no symptoms but being a carrier  Being mildly unwell and off school/work for 14 days  Being seriously unwell and off school/work for a significant time  Potential death	Guidance for everyone attending school and entering the building <ul style="list-style-type: none"> <li>○ Pupils and staff should only attend school if they are fit and well and the family members they live with are fit and well.</li> <li>○ Hand washing (for 20 seconds with soap) or sanitising with alcohol hand gel – to be completed on entry to/exit from school, when coming in from outside, before and after eating. Staff to consider what pupils require help with hand washing and teach good habits and routines by using age appropriate games, song and repetition. Parents encouraged to support their children with this before returning to school.                             <ul style="list-style-type: none"> <li>○ Tigers, Lions and Jaguars to use the sinks in their classrooms</li> <li>○ Leopards to use the hand wash stations brought it in, or the group room if it hasn't arrived before the start of the year.</li> </ul> </li> <li>○ Ensure all surfaces are sanitised and wiped down.</li> <li>○ If a pupil displays any symptoms they are to immediately be placed in isolation and their parent contacted to pick them up immediately. If an adult needs to stay with them the adult will wear a plastic apron, gloves and a face mask. If the pupil has a sibling at school, they need to be collected at the same time.</li> <li>○ Parents/carers must inform us if a family member becomes unwell during the day with COVID-19. Their child/children must then be collected from school as soon as possible.</li> <li>○ Staff to maintain as safe a distance as possible from pupils. When inside pupils encouraged to social distance and not touch the adults</li> </ul>	Moderate

				<p>or their peers.</p> <ul style="list-style-type: none"><li>○ Movement around the school reduced for all pupils.</li><li>○ Pupils should bring minimal and only essential items from home.</li><li>○ Pupils and staff to limit shouting, due to the additional risk of infection.</li><li>○ Pupils and staff not to sing in school.</li><li>○ Only office staff to be present in the office. If they are in the office, only they are to release printing and complete photocopying. If they aren't present then staff to use alcohol hand gel before and after use.</li><li>○ Thursday NB in the morning, CW working from home then in school in the afternoon.</li><li>○ The use of face coverings (face mask and visors)<ul style="list-style-type: none"><li>○ Face masks to be worn in the classroom when staff are unable to maintain 2m distance. Face shield/visors can be worn as well.</li><li>○ When a teacher is teaching 'from the front' a face mask shouldn't be used. However a face shield/visor may be used if wished. This ensures pupils can hear and understand their teachers.</li><li>○ In areas outside of the classroom staff to wear face coverings, unless eating or drinking.</li><li>○ It is reasonably assumed staff have their own face covering. However the school will have a small contingency of masks.</li><li>○ Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Temporary face masks must be disposed of in a 'black bag' waste bin Where a face mask becomes damp, it should not be worn and should be replaced carefully. When being worn and removed the front of the face mask should not be touched.</li></ul></li><li>○ There is evidence that the new strain of COVID-19, B117, is more transmittable than the previous strain. Steps in this risk assessment need to be followed stringently to protect staff, pupils and their</li></ul>	
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				families. There can't be any complacency.	
2	Spread of germs including COVID-19 specific to the classrooms	Staff, pupils and their families	<p>Displaying no symptoms but being a carrier</p> <p>Being mildly unwell and off school/work for 14 days</p> <p>Being seriously unwell and off school/work for a significant time</p> <p>Potential death</p>	<ul style="list-style-type: none"> <li>○ Pupils will be in their usual class groups.</li> <li>○ Adults can move between groups, but will keep this to a minimum.</li> <li>○ Contact between class groups to be minimised. Classes to remain as class groups having separate break and lunch – not mixing with other class groups. Where the age of the pupil allows they should have their own place in the classroom with their own equipment. There should be minimal sharing of resources.</li> <li>○ Where the age of the pupils allow, they will be sat at desks facing the front of the classroom. Two pupils side by side at each desk. Desks will remain in rows and don't need to have space in between adjacent desks.</li> <li>○ It is best if pupils remain seated next to the same people, at least for a week. Staff may move pupils to sit next to others where they deem necessary.</li> <li>○ Pupils must remain in their allocated classroom and not go to different classrooms.</li> <li>○ Pupils with additional need, who struggle to remain in their classroom, will have their individual risk assessment and behaviour support plan updated.</li> <li>○ Classroom should be well ventilated with open doors (where safe, bearing in mind fire safety and safeguarding) and windows. When the room is occupied the main source of ventilation should be open windows (or an outside door), with outer doors left open when the classroom is empty to further refresh the air. This is to maintain ventilation but try to prevent the room becoming too cold.</li> <li>○ Staff should maintain 2m distance from each other and from children where possible. In particular, staff should avoid close face to face contact and minimise time spent within 1m of anyone.</li> <li>○ 'Catch it, bin it, kill it' approach to be used. All pupils need easy access to tissues and lidded bins. Hands to be sanitised after sneezing or coughing.</li> <li>○ Hand sanitiser available in all rooms.</li> <li>○ Pupils may keep their coats on their pegs. Only a few children at a time will be allowed into the corridor to get their belongings, to</li> </ul>	Moderate

				<p>reduce overcrowding in the corridor.</p> <ul style="list-style-type: none"> <li>○ Lunchboxes (if applicable) will be kept in a class lunchbox container within their classroom.</li> </ul>	
3	Spread of germs including COVID-19 specific to Tigers Class	Staff, pupils and their families	<p>Displaying no symptoms but being a carrier</p> <p>Being mildly unwell and off school/work for 14 days</p> <p>Being seriously unwell and off school/work for a significant time</p> <p>Potential death</p>	<ul style="list-style-type: none"> <li>○ Reception/Tigers Class is an Early Years Class, with young children who will be just joining the school. Their time at nurseries/preschool has, most likely, been interrupted along with the preparation for the transition to primary school.</li> <li>○ It is acceptable for Reception pupils, due to their age, not to distance within their class. Where possible staff should maintain a safe distance and should discourage unnecessary touching from pupils.</li> <li>○ Due to the children starting school without the usual transition sessions, and their young age, parents may need to come into school to help settle their child. This should only happen if necessary. Parents will have to ensure they follow the visitor rules in section 19 if this risk assessment.</li> <li>○ Pupils will have the option of having school milk. This will be handled to reduce the risk of spreading COVID-19. * Update this following further information from CoolMilk.</li> <li>○ Due to the nature of an Early Years environment there are several specific changes needed: <ul style="list-style-type: none"> <li>▪ ‘Floor markers’ to be used for whole class activities. These are to be easy to wipe down and clean.</li> <li>▪ Continuous provision to still be provided, but with less resources and all easy to clean.</li> <li>▪ Limit the number of pupils at activities by using a peg system</li> <li>▪ Pupils to have their own resources e.g. pencils, scissors</li> <li>▪ Reduce the number of tables in the classroom to make the ‘carpet’ area bigger.</li> <li>▪ Pupils have their own individual pots of play dough</li> <li>▪ All toys and surface to be cleaned at the end of every day. Adults in class to have cleaning wipes and alcohol hand gel on them, ready to use as needed.</li> <li>▪ Water bottles to be stored on a set table.</li> <li>▪ Limited number of books in the book box.</li> <li>▪ Pupils will be able to access water play, with the water changed</li> </ul> </li> </ul>	

				at the end of the day. Sand play will not be allowed yet.	
4	Spread of germs including COVID-19 on surfaces	Staff, pupils and their families	<p>Displaying no symptoms but being a carrier</p> <p>Being mildly unwell and off school/work for 14 days</p> <p>Being seriously unwell and off school/work for a significant time</p> <p>Potential death</p>	<ul style="list-style-type: none"> <li>○ Follow the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>○ Cleaning contractors and all external staff provided with copy of this risk assessment. Copy signed by them and retained in the health and safety folder.</li> <li>○ Enhanced cleaning arranged with cleaning contractor. <ul style="list-style-type: none"> <li>○ Toilets: Twice daily sterilisation of door handles/cubical door handles/locks/toilet flush/toilet seats</li> <li>○ Staffroom/Dining Room: Regular sterilisation of tables/worktop surfaces/touch points/kettles/microwave controls/door/fridge door handles.</li> <li>○ Classrooms: Daily cleaning of all hard surfaces (chairs, doors, door handles, sinks, light switches (twice daily), window handles if opened)</li> <li>○ Offices: Daily cleaning of all shared telephones/printers/door handles</li> <li>○ Site Entrance/Buildings: Daily sterilisation of all touch points, door handles and electronic door switches.</li> </ul> </li> <li>○ All frequently touched surfaces must be cleaned on a regular basis (minimum twice a day) following Government guidance.</li> <li>○ All used classrooms must be thoroughly cleaned daily.</li> <li>○ Pupil equipment that cannot be easily cleaned (soft furnishings, soft toys etc.) on a daily basis or between uses to be removed.</li> <li>○ Pupil equipment to be cleaned regularly (toys, learning resources, books etc). These can be used and shared within their class.</li> <li>○ Resources shared between classes must be cleaned after use and between classes. If they can't be cleaned they are to be quarantined for 48 hours (72 hours for plastics).</li> <li>○ Reading/library books can be taken home, though these will need be cleaned/quarantined for 48 hours. Staff should move books from the library into their classrooms for pupils to choose, preventing potential mixing of classes in the library.</li> <li>○ Email system set up so that any letters going home can be sent electronically.</li> <li>○ Malleable resources, such as play dough, should not be shared. The</li> </ul>	Moderate

				<p>sand in reception should not be used.</p> <ul style="list-style-type: none"> <li>○ Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities should be washed before and after use.</li> <li>○ Staff to wash/sanitise hands and surfaces before and after handling pupil's books. Marking, by adults, to be kept to a minimum, as much as possible.</li> <li>○ As far as possible pupils to be provided with their own equipment that is not shared.</li> <li>○ In early years regular cleaning and disinfection of surfaces, objects and toys, as well as hand washing, are particularly important and must take place. The use of soft toys and toys with intricate parts or that are otherwise hard to clean should be avoided. The use of shared play equipment that can spread infection such as sand should be avoided.</li> <li>○ All bins to be emptied daily.</li> <li>○ Pupils are most likely to spread COVID-19 by touching surfaces. It is possible that they are asymptomatic. Therefore adults are advised to take the following additional precautions <ul style="list-style-type: none"> <li>○ Tie up long hair</li> <li>○ Consider removing rings and bracelets</li> <li>○ On returning home ask other members of the family to stay away. Put clothes straight into the washing machine. Go straight to the shower and wash body and hair with soap/shampoo. Try to avoid touching any surface as much as possible.</li> </ul> </li> </ul>	
5	Spread of infection at Site Access Points	Staff, pupils and their families	<p>Displaying no symptoms but being a carrier</p> <p>Being mildly unwell and off school/work for 14 days</p> <p>Being seriously unwell and off</p>	<ul style="list-style-type: none"> <li>○ Alcohol hand gel available for each member of staff as well as in the classrooms.</li> <li>○ All Tigers and Jaguars pupils to enter through classroom external doors.</li> <li>○ All staff to enter through the front door.</li> <li>○ Hands washed as soon as staff and pupils enter the school</li> <li>○ Sign next to front door stating that everyone must wash hands.</li> <li>○ Allow plenty of space minimum 2metres separation between each other when entering and leaving site.</li> </ul>	Moderate

			<p>school/work for a significant time</p> <p>Potential death</p>	<ul style="list-style-type: none"> <li>○ All doors to be propped open (unless stated differently in individual risk assessments). In the case of the fire alarm sounding GR will shut all doors wedged open.</li> <li>○ If door cannot be propped open then member of staff to open / close and then wash hands for 20 seconds.</li> </ul>	
6	Spread of infection when arriving and leaving school	Staff, pupils and their families	<p>Displaying no symptoms but being a carrier</p> <p>Being mildly unwell and off school/work for 14 days</p> <p>Being seriously unwell and off school/work for a significant time</p> <p>Potential death</p>	<ul style="list-style-type: none"> <li>○ Entrance to the school will be through the five bar gate to the right of the school, up the track and onto the playground. This doesn't belong to the school and may be used during these times. Parents/carers to ensure they walk their children up the track, in case of traffic. Parents mustn't gather here before their drop off/pick up times.</li> <li>○ Parents/carers to wear face coverings, unless exempt, when bringing and collecting their children.</li> <li>○ To reduce the possibility of lots of people gathering we will be having staggered starts and finishes to the day.</li> <li>○ These will be organised by the first letter in your child/children's surname. This enables easy drop off for siblings.</li> <li>○ Start times: <ul style="list-style-type: none"> <li>● Surnames starting with A-C – 8.55am.</li> <li>● Surnames starting with D-H – 9.00am.</li> <li>● Surnames starting with I-P – 9.05am.</li> <li>● Surnames starting with Q-Z – 9.10am.</li> </ul> </li> <li>○ Registers and lunch orders will be completed in the classroom to ensure quick entry into the school.</li> <li>○ Pupils must be brought at these times to ensure crowds don't gather.</li> <li>○ Finishing times: <ul style="list-style-type: none"> <li>● Surnames starting with A-C – 3.15pm.</li> <li>● Surnames starting with D-H – 3.20pm.</li> <li>● Surnames starting with I-P – 3.25pm.</li> <li>● Surnames starting with R-Z – 3.30pm.</li> </ul> </li> <li>○ At the end of the days, pupils will line up in four lines (marked with orange chalk paint) depending on their finish time. This will ensure parents and children will stay socially distanced and pupils will be able to come out at their allotted time safely.</li> </ul>	



				<ul style="list-style-type: none"> <li>○ Diagram at the end of this document to show positions. Line up positions: <ul style="list-style-type: none"> <li>● Surnames starting with A-C – line 1.</li> <li>● Surnames starting with D-H – line 2.</li> <li>● Surnames starting with I-P – line 3.</li> <li>● Surnames starting with R-Z – line 4.</li> </ul> </li> </ul>	
7	Spread of infection while moving around school	Staff, pupils and their families	<p>Displaying no symptoms but being a carrier</p> <p>Being mildly unwell and off school/work for 14 days</p> <p>Being seriously unwell and off school/work for a significant time</p> <p>Potential death</p>	<ul style="list-style-type: none"> <li>○ Follow the one way system, marked with arrows in the corridors.</li> <li>○ Stay 2 metres apart, where possible.</li> <li>○ Teachers to deliver lessons that focus on mental health and wellbeing and hygiene. Then introducing wider curriculum.</li> <li>○ Teachers to use <a href="https://covid.minded.org.uk/">https://covid.minded.org.uk/</a> resources to help them support pupils' wellbeing</li> <li>○ Teachers to use the outside space as much as possible for lessons, being mindful of the 4 principles, social distancing and the times for break/lunch.</li> <li>○ Lessons to be planned that prevent/reduce movement around the classroom and school building.</li> <li>○ There will be no collective worship in the hall.</li> <li>○ Break times (including lunch) will be staggered so that all children are not moving around the school at the same time.</li> <li>○ Drop-off and collection times will be staggered with a one way system. These protocols will be shared with parents.</li> </ul>	Moderate
8	Spread of infection during Physical Education lessons	Staff, pupils and their families	<p>Displaying no symptoms but being a carrier</p> <p>Being mildly unwell and off school/work for 14 days</p> <p>Being seriously unwell and off school/work for a significant time</p>	<ul style="list-style-type: none"> <li>○ Pupils to come to school wearing clothing for PE on their PE days. PE clothes to include: <ul style="list-style-type: none"> <li>● Leggings, PE trousers or shorts (if warm weather)</li> <li>● PE top</li> <li>● Suitable footwear to do PE outside</li> <li>● School jumper</li> </ul> </li> <li>○ PE days: <ul style="list-style-type: none"> <li>● All pupils on a Wednesday (pupils will be doing PE on a fortnightly basis on Wednesdays but for ease we expect all pupils to come in to school in their PE kit on)</li> <li>● Tigers - Thursday</li> </ul> </li> </ul>	

			Potential death	<ul style="list-style-type: none"> <li>• Lions - Monday</li> <li>• Leopards – Friday</li> <li>• Jaguars - Tuesday</li> </ul> <ul style="list-style-type: none"> <li>○ PE lessons are to only take place outside, no active PE lessons to take place in the hall.</li> <li>○ Pupils will need to be dressed appropriately so will need a coat with a hood. All pupils will be outside for PE lessons.</li> <li>○ PE will go ahead unless the weather is particularly wet or windy. If it is lightly raining PE lessons will go ahead. Pupils will be allowed to wear their coat in this situation</li> <li>○ If pupils aren't well enough to take part in PE lessons they shouldn't be in school.</li> <li>○ PE coach to have completed infection control training prior to leading PE classes.</li> <li>○ PE equipment to be kept to the minimum needed.</li> <li>○ PE equipment to be cleaned after one class has used it, before another class uses it.</li> <li>○ If PE equipment can't be cleaned it needs to be quarantined for 48 hours (72 hours for plastics) before another class can use it.</li> <li>○ Follow advice from <a href="#">Coronavirus covid 19 guidance on phased return of sport and recreation/return to recreational team sport framework</a> especially following the links to team sport body guidance.</li> <li>○ No swimming lessons will take place this academic year.</li> </ul>	
9	Spread of infection at Breakfast club and after school clubs	Staff, pupils and their families	<p>Displaying no symptoms but being a carrier</p> <p>Being mildly unwell and off school/work for 14 days</p> <p>Being seriously unwell and off school/work for a significant time</p> <p>Potential death</p>	<p>Breakfast Club known, temporarily, as Before School Club</p> <ul style="list-style-type: none"> <li>○ Will operate from 8.00-8.55am.</li> <li>○ No food will be provided.</li> <li>○ Will take place outside (unless exceptionally poor weather conditions).</li> <li>○ Pupils will be grouped into their classes with equipment for each group.</li> <li>○ All equipment cleaned at the end of club.</li> </ul> <p>Lunch time Stay Active clubs:</p> <ul style="list-style-type: none"> <li>○ Equipment kept to a minimum.</li> <li>○ Equipment cleaned between groups.</li> </ul> <p>After school clubs</p>	

				<ul style="list-style-type: none"> <li>○ Will be for either Key Stage 1 or Key Stage 2. Pupils will be split into class groups, with separate equipment.</li> <li>○ A limit of 15 pupils to 1 adult.</li> <li>○ Will take place outside, even if raining.</li> <li>○ If very poor weather, pupils will come inside but can't complete physical activities. Low energy activities will need to be used instead.</li> <li>○ All equipment cleaned at the end of the club.</li> </ul>	
10	Spread of infection at Lunch Time/ Break time	Staff, pupils and their families	<p>Displaying no symptoms but being a carrier</p> <p>Being mildly unwell and off school/work for 14 days</p> <p>Being seriously unwell and off school/work for a significant time</p> <p>Potential death</p>	<ul style="list-style-type: none"> <li>○ Break times staggered to reduce congestion for staff and pupils. <ul style="list-style-type: none"> <li>● Reception 10.00-10.15</li> <li>● Lions 10.15-10.30</li> <li>● Leopards 10.30-10.45</li> <li>● Jaguars 10.45-11.00</li> </ul> </li> <li>○ Lunch times staggered to reduce congestion and mixing of class groups <ul style="list-style-type: none"> <li>● Pupils will eat their lunches in their classroom, Reception in the hall. <ul style="list-style-type: none"> <li>▪ Reception 11.30-12</li> <li>▪ Lions 12.00-12.30</li> <li>▪ Leopards 12.30-1.00</li> <li>▪ Jaguars 1.00-1.30</li> </ul> </li> <li>● Each class will have their own slot for lunch time play <ul style="list-style-type: none"> <li>▪ Tigers 12.00-12.30</li> <li>▪ Lions 12.30-1.00</li> <li>▪ Leopards 1.00-1.30</li> <li>▪ Jaguars 1.30-2.00</li> </ul> </li> </ul> </li> <li>○ Pupils need to be off the playground at the end of their playtime promptly ready for the next group. If a class has to line up to wait for the playground to be clear, they are to do this on the playground alongside the ramp rather than in the corridors.</li> <li>○ Unless particularly bad weather pupils will be outside for playtime.</li> <li>○ As Jaguars will be eating late they should bring a snack, healthy, in with them in the morning to see them through the morning.</li> <li>○ Fixed wooden, and large plastic, play equipment will NOT be able to be used.</li> <li>○ Each class to have some play equipment, e.g. balls, skipping ropes,</li> </ul>	Moderate

				<p>solely for use within their group that is then cleaned at the end of lunchtime (KD)</p> <ul style="list-style-type: none"> <li>○ Vertas and staff informed of protocols and possible extended lunchtime.</li> <li>○ Staff to clean the pupils' tables before they eat.</li> <li>○ Staff member will bring their lunch to them if they're having a school meal.</li> <li>○ Pupils will need to use their own drink bottles – cups will NOT be provided.</li> <li>○ Water fountains on the playground NOT used – Cordon off.</li> <li>○ Tables sanitised after use.</li> <li>○ Staff asked to bring refillable drinking bottles from home or use the same cup/bottle without sharing.</li> <li>○ Staff to wash their own cups/mugs, ensuring they go through the dishwasher at the end of the day.</li> <li>○ Enhanced cleaning measures: daily cleaning of drinking water tap mechanism / kettle / microwave controls / fridge handles / door handles / sink taps / tables / chairs.</li> <li>○ The hall will be the staffroom, the tables will be set up as benches/tables. <b>Staff to remain 2m apart from each other.</b> Staff to clean their seat area after sitting down, if they feel the need to. <b>Use of the staffroom should be minimised, to reduce potential close contact between adults.</b></li> <li>○ Staff may bring their own flasks of hot water/hot drinks, instead of using the staffroom kettle.</li> <li>○ Staff to use alcohol hand gel before touching the communal kettle and drink facilities. Wipes will also be available so staff can use wipes on these after they use them, if they feel the need to.</li> </ul>	
11	Spread of infection in Collective Worship	Staff, pupils and their families	<p>Displaying no symptoms but being a carrier</p> <p>Being mildly unwell and off school/work for 14 days</p>	<ul style="list-style-type: none"> <li>○ There will be no whole school Collective Worship.</li> <li>○ Collective worship will take place in individual classrooms.</li> <li>○ Singing during Collective Worship will be allowed, but must not be 'shouted'. Certain measures need to be in place: windows and doors should be open, pupils all to face the front and members of staff shouldn't stand at the front facing the pupils. These measures apply to singing outside of Collective Worship. Where possible singing</li> </ul>	

			Being seriously unwell and off school/work for a significant time Potential death	<p>should be completed outside.</p> <ul style="list-style-type: none"> <li>○ To maintain whole school cohesion, technology dependent, whole school assembly to take place over Zoom or Microsoft teams once a week.</li> </ul>	
12	Toilets - spread of infection	Staff, pupils and their families	<p>Displaying no symptoms but being a carrier</p> <p>Being mildly unwell and off school/work for 14 days</p> <p>Being seriously unwell and off school/work for a significant time</p> <p>Potential death</p>	<ul style="list-style-type: none"> <li>○ External doors to be propped open.</li> <li>○ Gender neutral toilets; boys toilet to be used for Reception and KS1, girls toilet to be used for Leopards class only. Jaguars to use the staff toilet near their classroom.</li> <li>○ Pupils will be able to go to the toilet as they need to, but only one child at a time from each class.</li> <li>○ Hand dryers or disposable towels used for hand drying.</li> <li>○ Enhanced Cleaning Regime: Daily sanitise cubical door handles/locks/toilet flush and toilet seats, taps and basins. Taps, handles, locks, soap dispensers and toilet flush cleaned in the middle of the day.</li> </ul>	Moderate
13	Vulnerable people and vulnerable households	Staff, pupils and their families	<p>Displaying no symptoms but being a carrier</p> <p>Being mildly unwell and off school/work for 14 days</p> <p>Being seriously unwell and off school/work for a significant time</p> <p>Potential death</p>	<ul style="list-style-type: none"> <li>○ Shielding advice for adults and children means that some clinically extremely vulnerable people are required to shield until 31<sup>st</sup> March. - read the <a href="#">current advice on shielding</a>.</li> <li>○ If a member of staff is clinically vulnerable and clinically extremely vulnerable, they can have a personalised risk assessment. Any staff member who needs this should arrange a meeting with GR to compile the personal risk assessment.</li> <li>○ If a child or a member of staff lives with someone who is clinically vulnerable or clinically extremely vulnerable, including those who are pregnant, they can attend their education setting.</li> <li>○ Members of staff who are clinically vulnerable should take particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in the 'prevention' section at the beginning of this document. Ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of</li> </ul>	Moderate

				<p>transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children/adolescents.</p> <ul style="list-style-type: none"> <li>○ Staff and pupils who are clinically extremely vulnerable should follow the guidance, found <a href="#">here</a>.</li> <li>○ Further information in: <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance</a> and <a href="#">Guidance for full opening: schools</a>.</li> </ul>	
14	Spread of infection whilst providing first aid	Staff, pupils and their families	<p>Displaying no symptoms but being a carrier</p> <p>Being mildly unwell and off school/work for 14 days</p> <p>Being seriously unwell and off school/work for a significant time</p> <p>Potential death</p>	<ul style="list-style-type: none"> <li>○ Support pupils to administer their own first aid, this will be recorded as supported on the accident form.</li> <li>○ Ask GR or office staff to send a text to parents informing them they have had a head injury, or an injury that may require further attention at home.</li> <li>○ If the adult is concerned re. COVID-19 symptoms, the pupil's temperature can be taken <ul style="list-style-type: none"> <li>● If temperature is high – follow temperature protocol.</li> <li>● Temperature low – apply first aid then wash hands for 20 seconds.</li> </ul> </li> <li>○ Temperature high – isolate and only apply first aid if really necessary (follow guidance for a suspected Covid-19 case below).</li> </ul>	Moderate
15	Spread of infection when a pupil or staff member starts to feel unwell	Staff, pupils and their families	<p>Displaying no symptoms but being a carrier</p> <p>Being mildly unwell and off school/work for 14 days</p> <p>Being seriously unwell and off school/work for a significant time</p> <p>Potential death</p>	<ul style="list-style-type: none"> <li>○ If staff member or pupil starts to feel unwell, with any COVID-19 symptoms. They must remain at home or be sent home and advised to follow the <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a>.</li> <li>○ School to follow the Suffolk guidelines <a href="#">2020-07-03.Letter to schools (1)</a> and complete <a href="#">Covid case proforma.docx</a> if there is a suspected case.</li> <li>○ School to follow the <a href="#">Public Health England Flowchart</a> if there is a suspected case.</li> <li>○ If a staff member begins to feel unwell at school they need to go home straight away. COVID-19 testing can be booked for them if they display the symptoms. They, and their household, should isolate until a negative test comes back. Follow the procedure in 'Testing for Critical Workers Suffolk 08.10.2020' to arrange a test.</li> </ul>	Moderate

			<ul style="list-style-type: none"><li>○ If a child becomes unwell with symptoms of COVID-19 while at school, and needs direct personal care until they can return home, a face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron as well as a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</li><li>○ If a child, with COVID-19 symptoms, is awaiting collection, they should be moved to the group room with the door remaining shut. Age appropriate adult supervision should be provided, with appropriate PPE. Ensuring PPE is put on and removed safely, following guidelines, and hands washed immediately.</li><li>○ If they need to go to the bathroom while waiting to be collected, they should use the toilet by the staffroom. This toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else.</li><li>○ All waste from the potentially infected person is double bagged and set aside for 72 hours prior to disposal.</li><li>○ In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</li><li>○ If a pupil goes home with symptoms, or a family member has symptoms, then all of the parents/carers of that group will be informed so they can decide if they wish for their child to continue to attend.</li><li>○ If a member of staff has helped someone who was unwell with a new continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with</li></ul>	
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				<p>symptoms has left will reduce the risk of passing the infection on to other people. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</p> <ul style="list-style-type: none"> <li>○ Clean all areas where the ill person/child was working, and the group room, before they are used by others.</li> <li>○ In the majority of cases, school and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, we can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice.</li> </ul>	
16	Spread of COVID-19 if there is a confirmed COVID-19 case at Nacton and returning to school after self-isolation	Staff, pupils and their families	<p>Displaying no symptoms but being a carrier</p> <p>Being mildly unwell and off school/work for 14 days</p> <p>Being seriously unwell and off school/work for a significant time</p> <p>Potential death</p>	<ul style="list-style-type: none"> <li>○ When a child or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 10 days. Their fellow household members should self-isolate for 14 days.</li> <li>○ A test will be arranged by GR for staff, or they can arrange their own test if they prefer.</li> <li>○ All pupils are eligible to have COVID-19 tests if they display symptoms.</li> <li>○ Parents/carers and staff must inform Ginny Ryan of test results immediately. We don't need to see a copy of the results.</li> <li>○ Where a negative test is returned they can return to school and household members can end their self-isolation.</li> <li>○ Where the child or staff member tests positive, the rest of their class group at school should be sent home and advised to self-isolate for 10 days. The other household members of that wider class group do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms.</li> <li>○ Pupils briefed by the class teacher about the rules and requirements.</li> <li>○ All Staff members to be issued with an up to date copy of the risk assessment.</li> </ul>	Moderate



17	Loss of education	Pupils	Pupils don't make progress or age related expectation.	<p>Due to pupils having completed a different amount of home learning</p> <ul style="list-style-type: none"> <li>○ Teachers to assess where pupils are</li> <li>○ Support pupils to 'catch up' by plugging gaps in their knowledge.</li> <li>○ Additional teaching provided for small groups (2 days a week with CP).</li> </ul> <p>Due to pupils struggling to get back into the routine of school</p> <ul style="list-style-type: none"> <li>○ Support pupils' emotional wellbeing.</li> <li>○ Support the rebuilding of friendships and social engagement.</li> <li>○ Work with the school nursing services, where appropriate.</li> </ul> <p>Due to the staggered start/finish times</p> <ul style="list-style-type: none"> <li>○ Activities such as SPaG, times tables, reading and quick focussed activities, which focus on particular skills, will be used during the transition times (8.55-9.15 and 3.10-3.30). The staggered start/finish means all pupils will have 20minutes to do these, either in the morning, afternoon or a mix of the two.</li> </ul> <p>Due to potential school or class closures due to multiple cases of COVID-19</p> <ul style="list-style-type: none"> <li>○ Teachers to use Class Dojo to share home learning with families.</li> <li>○ Look into Microsoft Teams to see if this is a better way to support home learning.</li> <li>○ When released, consider aligning curriculum with the Government's curriculum maps as these will link with some education resource providers.</li> <li>○</li> </ul>	
18	Commuting: Spread of infection travelling to school.	Staff, pupils and their families as well as others in the community	<p>Displaying no symptoms but being a carrier</p> <p>Being mildly unwell and off school/work for 14 days</p> <p>Being seriously unwell and off school/work for a significant time</p>	<ul style="list-style-type: none"> <li>○ Staff should travel to site alone using their own private transport.</li> <li>○ Staff using public transport to try to maintain 2m separation between themselves and other commuters.</li> <li>○ Ensure car doors handles, steering wheel and gear stick etc. are cleaned before it is used by another family member.</li> </ul>	Moderate

			Potential death		
19	Delivery drivers and visitors spreading infection	Staff, pupils and their families	<p>Displaying no symptoms but being a carrier</p> <p>Being mildly unwell and off school/work for 14 days</p> <p>Being seriously unwell and off school/work for a significant time</p> <p>Potential death</p>	<ul style="list-style-type: none"> <li>○ Only necessary visitors to enter school. They must have read this section of the risk assessment, or had it explained to them, before entering the school.</li> </ul> <p>Visitors</p> <ul style="list-style-type: none"> <li>○ Visitors to school will be kept to a minimum.</li> <li>○ Visitors must provide enough information</li> <li>○ Where possible and practical, meetings should be completed virtually rather than in person.</li> <li>○ Visitors must wash their hands on arrival and departure.</li> <li>○ They must stay in the room that they have been assigned: annexe, group room, library etc.</li> <li>○ They must try to only touch items that they need to and bring their own stationary to use.</li> <li>○ Visitors to remain at a safe distance from pupils and staff members throughout their visit.</li> <li>○ Once they have left, a member of staff needs to clean the area used. Including: table tops, door handles, light switches.</li> </ul> <p>Delivery drivers</p> <ul style="list-style-type: none"> <li>○ All non-essential delivery drivers stopped from entering site.</li> <li>○ Explain COVID-19 controls to drivers that have to enter site.</li> <li>○ Maintain 2m separation distance with site staff.</li> <li>○ Keep the glass divider closed and talk through this rather than opening it.</li> <li>○ Delivery notes not to be handed to one another.</li> <li>○ No access to site welfare facilities for the driver whilst on site.</li> <li>○ Passengers not permitted out of cab.</li> <li>○ Site staff: Use your own pen to sign delivery notes.</li> <li>○ Remove all packaging and place immediately in bin. Gloves can be worn.</li> <li>○ Alternatively leave the package on the side for addressee - for 24hrs before opening then dispose of the packaging and wash hands.</li> <li>○ Wash hands for 20 seconds.</li> </ul>	Moderate

20	Communication Communicate the control measures	Staff, pupils and their families	<p>Displaying no symptoms but being a carrier</p> <p>Being mildly unwell and off school/work for 14 days</p> <p>Being seriously unwell and off school/work for a significant time</p> <p>Potential death</p>	<ul style="list-style-type: none"> <li>○ Parents and staff will be contacted if there is a positive case of COVID-19 in school within their child’s class.</li> <li>○ Tell children, parents, carers and any visitors that they must <b>not</b> enter the school if they are displaying any symptoms of coronavirus or are feeling unwell.</li> <li>○ Tell parents that their child needs to be accompanied to school (unless arranged with head teacher).</li> <li>○ Tell parents to reduce the number of people accompanying pupils to school and for the pickup. If siblings are accompanying parents they must stay with their parents and not wander/run around the playground.</li> <li>○ Tell parents and pupils their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact – one way system.</li> <li>○ Share <a href="#">Guidance for parents and carers of children attending out of school settings during the coronavirus covid 19 outbreak</a> and key points.</li> <li>○ Make clear to parents that they cannot gather at entrance gates or doors, or enter the school building (unless by appointment or invitation).</li> <li>○ Make parents aware of e-bug resources and that they will need to make sure they have helped their child to wash their hands properly and have an understanding of social distancing.</li> <li>○ Communicate and discuss plans with staff, including any training.</li> <li>○ Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies and hygiene suppliers.</li> <li>○ Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this.</li> </ul>	Moderate
21	Increased risk of COVID-19 spreading: Lockdown restrictions New COVID-19 strain, B117	Staff, pupils and their families	<p>Displaying no symptoms but being a carrier</p> <p>Being mildly unwell and off school/work for 14 days</p>	<p>Additional measures for parents/carers</p> <ul style="list-style-type: none"> <li>○ To follow Lockdown guidance, found <a href="#">here</a>.</li> <li>○ Whenever possible, parents/carers to wear masks when dropping off and picking up their child</li> <li>○ To arrange childcare to ensure that only one other family/person are picking up/dropping of their child/ren.</li> </ul>	

			<p>Being seriously unwell and off school/work for a significant time</p> <p>Potential death</p>	<p>Additional measures for staff</p> <ul style="list-style-type: none"> <li>○ Staff to wear face coverings when in communal areas. When in the staff room, masks must be worn when moving around and preparing drinks. They can be removed when sat at a bench/table and eating. (Staff to provide their own face coverings)</li> <li>○ There may be circumstances when staff aren't able to wear masks e.g. in the corridor when supporting pupils. This is the exception to the above point.</li> <li>○ Face coverings (as well as, or instead of face shields) can be worn in the classroom by staff. When a teacher is teaching 'from the front' just a face shield should be used. This ensures pupils can hear their teachers.</li> <li>○ Staff to wear face mask, and a face shield if they wish, when working with pupils if they can't maintain 2m distance. (School to provide face shields/visors. Staff may use their own if they prefer)</li> <li>○ MDSAs to wear face mask when supervising pupils eating their lunches.</li> <li>○ MDSAs to work with two classes each (1 inside and 2 outside)</li> <li>○ Due to some doors having to be locked during parts of the day, all teaching staff to have their own internal master key so they can access these rooms without having to touch the same key.</li> <li>○ Staff meetings to be completed virtually.</li> <li>○ Teachers to do minimal marking in books, unless books/paper have been quarantined. Pupils should mark themselves as much as possible.</li> <li>○ Staff to only handle reading books/reading diaries once they have been quarantined for 48 hours.</li> </ul>	
22	Asymptomatic Testing Programme	Staff, pupils and their families	<p>Displaying no symptoms but being a carrier</p> <p>Being mildly unwell</p>	<ul style="list-style-type: none"> <li>○ All staff will have the opportunity to opt into the Asymptomatic Testing Programme.</li> <li>○ Test kit boxes, LFD tests, will be stored in GR's office (ensuring they remain between 2C-30C).</li> </ul>	

			<p>and off school/work for 14 days</p> <p>Being seriously unwell and off school/work for a significant time</p> <p>Potential death</p>	<ul style="list-style-type: none"> <li>○ Staff will collect the test kit box from GR (hands to be sanitised before touching). Each test kit box has 7 test kits in. The lot number etc. of the test will be recorded on the form, supplied by the DfE.</li> <li>○ Staff will be sent all information from the DfE regarding using the tests.</li> <li>○ LFD Tests are to be performed at home, they <b>must</b> only be used by the member of staff and can't be shared with other family members etc.</li> <li>○ LFD Tests to be completed in the afternoon/early evening, every 3 to 4 days.</li> <li>○ Staff must log their LFD test results, as explained in the accompanying information leaflet.</li> <li>○ Staff must inform GR of the LFD test result so that this can be logged and advice/actions implemented as necessary.</li> <li>○ The requirement to get a confirmatory PCR test following a positive LFD test is suspended for at least two months as of 4<sup>th</sup> February 2021. Positive LFD results will trigger the legal duty to self-isolate and contact tracing</li> <li>○ <b>It remains the case, if staff members have symptoms they must get a PCR test.</b></li> <li>○ Current guidance from SCC says that staff members who've tested positive via a PCR test in the last 90 days, shouldn't use the LFD tests.</li> <li>○ Staff should make sure they always have at least two test kits at home, in case of a void test.</li> <li>○ <b>All measures to reduce the spread of infection must remain. Using these tests mustn't lead to complacency.</b></li> </ul>	
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End of the day markings for the safe departure of pupils. The orange lines will be individual markings for pupils to stand on (one marking per family).



Version	Date	Comments
Version 1	17 <sup>th</sup> July 2020	
Version 2	4 <sup>th</sup> August 2020	Updated to reflect 10 day self-isolation when displaying symptoms rather than 7 days following government guidance (section 16).
Version 3	30 <sup>th</sup> August 2020	<p>Updated to reflect DfE 'Guidance for full opening: Schools' updates on 28<sup>th</sup> August 2020.</p> <ul style="list-style-type: none"> <li>• Face coverings and arrangements for Thursday morning (section 1)</li> <li>• Changes to cleaning (section 4)</li> <li>• Right to refuse pupils into school if they are displaying symptoms (section 15)</li> <li>• Clinically vulnerable and extremely clinically vulnerable update (section 13)</li> <li>• Slight update to parental requirements at drop off and pick up and out of school arrangements (section 20)</li> <li>• Change to singing in Collective Worship (section 11)</li> <li>• Include guidance document regarding team sport and swimming (section 8)</li> <li>• Addition of link to MindEd (section 7)</li> </ul>
Version 4	1 <sup>st</sup> September 2020	<ul style="list-style-type: none"> <li>• Slight adaption to reflect mixed use of hand washing and alcohol hand gel (section 1)</li> <li>• Adaption to show staff can use wipes before using communal items in the staff area in the hall (section 10)</li> <li>• Change to reflect that water play is allowed (section 3 and 4)</li> <li>• Change to pupils wearing PE clothes into school on their PE days (section 8)</li> <li>• Addition of pupils needing outdoor shoes and a coat. (section 10)</li> </ul>
Version 5	9 <sup>th</sup> October 2020	<ul style="list-style-type: none"> <li>• Change to reflect current testing of individuals rather than the whole household (section 16)</li> <li>• Change to reflect parents will be informed only if a positive test result is received (section 20)</li> <li>• Change to show current protocol for staff testing (section 15)</li> </ul>

Version 6	4 <sup>th</sup> November 2020	<ul style="list-style-type: none"> <li>• Section 21 added to outline additional steps put in place due to the national lockdown.</li> <li>• Updated ventilation due to the change in season (section 2)</li> </ul>
Version 7	4 <sup>th</sup> January 2021	<ul style="list-style-type: none"> <li>• Section 1 – Update face coverings/shields and include new strain and no singing in school.</li> <li>• Section 6 – Inclusion of face coverings</li> <li>• Section 8 – No swimming lessons this academic year</li> <li>• Section 9 – Change to lunchtime club timings.</li> <li>• Section 10 – Update on lunches offered, prompt end to play times</li> <li>• Section 12 – Change to toilets</li> <li>• Section 20 – Clearer information regarding positive case</li> <li>• Section 21 – National lockdown changed to Tier 4 and new strain.</li> </ul>
Version 8	1 <sup>st</sup> March 2021	<ul style="list-style-type: none"> <li>• Section 1- Update to reflect face masks should be used primarily with face shields being used additionally if wished.</li> <li>• Section 10 – Minimise use of staffroom. Staff may bring their own flasks of hot water/drink</li> <li>• Section 13 – Updated shielding information</li> <li>• Section 19 – highlight that visitors need to provide enough details for them to be contacted for track and trace.</li> <li>• Section 21 – Updated to reflect face masks should be used primarily.</li> <li>• Section 22 – Asymptomatic testing of staff</li> </ul>