

Haddenham St Mary's Church of England School

Committed to excellence, care and fun for all.



*Your word is a lamp to guide
my feet and a light for my path.*

(Psalm 119:105)



Haddenham St Mary's CE School, Aston Road,
Haddenham, Aylesbury, Bucks, HP17 8AF. T: 01844 291 455
Headteacher: Mrs. K Collett. Chair of Governors: Mrs. G Bull
office@haddenham-st-marys.bucks.sch.uk



Haddenham St Mary's CE School & Little Forest Friends Pre-School coronavirus (COVID-19) Risk Assessment

Approved by Headteacher and HSM Governing Body

Date: 03/09/20

Updated as required: 08/03/2021

The following risk assessment has been developed in line with the Management of Health & Safety at Work Regulations 1999, which requires that employers must:

- Identify what could cause injury or illness in the school (hazards)
- Decide how likely it is that someone could be harmed and how seriously (the risk)
- Take action to eliminate the hazard, or if this isn't possible, control the risk

This risk assessment is based on the Public Health System of Controls:

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) Where recommended, the use of face coverings in schools.

3) Clean hands thoroughly more often than usual.

4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.

5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.

6) Minimise contact between individuals and maintain social distancing wherever possible.

7) Where necessary, wear appropriate personal protective equipment (PPE).

8) Always keeping occupied spaces well ventilated.

Numbers 1 to 5, and number 8, must be in place in all schools, all the time.

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

Number 7 applies in specific circumstances.

Response to any infection

9) Engage with the NHS Test and Trace process.

10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.

11) Contain any outbreak by following local health protection team advice.

Numbers 9 to 11 must be followed in every case where they are relevant.

Hazard/ Activity	Persons at Risk	Risk	Control measures to be put in place	Are further controls needed?	Residual Risk Rating
Access					
Pedestrian access to school	Pupils, staff, parents/ carers, visitors, contractors	Risk of spread of coronavirus (COVID-19) through physical contact / spray from exhalation / coughing	<ul style="list-style-type: none"> • One-way system to be created through a barrier/netting system. • One-way system through the main driveway and churchyard to be signposted. • Pupils to walk with parents/carers through the churchyard and playground to the back of the school. Pupils to be dropped at the back door of their classroom or at the front door of the Eco Lodge (for LFF). Parents/carers to leave the site by continuing along the back of the classrooms, following the netting system down the side of the school through the large blue gates and into the school car park, leaving finally by the main gate. At pick up the system will be reversed, with parents/carers arriving through the main car park gate and leaving via the church path. This will maintain a one-way system and ensure that school pupils are always using the church path. For lunchtime pick ups and drop offs for LFF, parents will enter the school site via the church path and then drop off or collect their child from 	On first few days of term, ensure staff are on hand to police the one way system.	Low-Med

			<p>the school playground (art area). They will then leave via the one way system down the school drive.</p> <ul style="list-style-type: none"> • 2m banners and signs to be placed at prominent points. • CHUF to allocate drop off and pick up times around school times to minimise mixing of groups. • System to be communicated to all groups. • All staff to be trained in system. • Drop off and pick ups to be supervised by school staff until well practised and adhered to. • One parent (where possible) to drop off and collect child. • Parents and carers must wear a face covering whilst on the school site unless they are medically exempt. • Staff to be informed of how to enter and leave school. • School staff to lock pedestrian gates at designated times throughout the day – the church gate, the main pedestrian gate by CHUF, the Rainbow side gate and the KS1 side gate to secure the site. 		
Vehicle access during drop off and collection	Pupils, staff, parents /carers	Being hit by moving vehicles	<ul style="list-style-type: none"> • No parents/carers permitted to drop off in the car park (unless with prior permission). They can park and stride from the duck pond. • Parents/carers and pupils encouraged to walk, scoot and cycle to school. • Guidelines set out in parental agreement for dropping off and picking up. Only parents/carers to use the driveway via the netting system, no pupils to access except children leaving LFF at lunchtime who will be closely supervised by their parent/carer. 	On first few days of term, ensure staff are on hand to police the one way system.	Low – Med

			<ul style="list-style-type: none"> • Drop off and pick up times supervised by staff. • Staff that live locally asked to walk or cycle where possible. 		
Infection outbreak and reporting					
Suspected case of coronavirus (COVID-19) in school	Pupils, staff, visitors	Spread of virus Response	<ul style="list-style-type: none"> • If anyone in school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. • When a child is awaiting collection, they should be moved immediately from their 'bubble' to the old school library. If they need to go to the bathroom while waiting to be collected, they should use the designated EYFS toilet. The toilet must be cleaned using disinfecting spray after use by the child. • A bubble leader must don full PPE and wait with the child until they are collected by a parent. • A no entry sign must be placed on the library door which should be shut and entry by another adult should not be allowed under any circumstances unless they are also wearing full PPE. 		Low

			<ul style="list-style-type: none"> • Windows should be opened and the child made to feel comfortable. • The school thermometer can be used to check the child's temperature if required. • As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital (unless via 999). • Parents/Carers must be informed immediately and asked to collect their child and organise a test. • Once the child has been collected, the bubble leader must then doff their PPE in line with current guidance and return to their 'bubble' group. • If the person showing symptoms is an adult they will be asked to leave the school premises immediately and asked to arrange a test. • Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace. • All waste that has been in contact with the individual – including tissues should be put in a plastic bag and tied, then placed in another plastic bag and tied. The bag must be marked and placed behind the bin store. The school office must be informed by email. • Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand 		
--	--	--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--

			<p>sanitiser after any contact with someone who is unwell.</p> <ul style="list-style-type: none"> • The area around the person with symptoms must be cleaned with disinfectant after they have left to reduce the risk of passing the infection on to other people – this will include classroom, toilets, old library. • All staff will be alerted to the hazard and reassured. • Any further guidance from PHE South East will be followed. 		
Positive case of coronavirus (COVID-19) reported	Pupils, staff, visitors	Spread of virus Response	<ul style="list-style-type: none"> • School will follow the latest guidance from Thames Valley Public Health in their latest outbreak guidance for Early Years and schools. • If a case of coronavirus (COVID-19) is confirmed by positive testing, the school will take swift action and phone the DFE helpline 0800 046 8687 (select the option for following confirmation of a positive case) and then follow the steps asked. • The DFE call handler will support risk assessment and advise/confirm if anyone in the setting needs to self-isolate. • School registers will be available to use to establish the names of those who have been in close contact with the person who has tested positive. • A template letter from the health protection team will be used to send to parents/carers and staff to advise them of the positive case. Names or details of people with coronavirus (COVID-19) will not be shared unless essential to protect others. • Household members of those who are sent home do not need to self-isolate themselves unless the 	<p>Follow advice from local Public Health authority – PHE South East</p> <p>Follow DFE helpline guidance</p>	Low

			<p>child or staff member who is self-isolating subsequently develops symptoms. If someone in a class that has been asked to self-isolate develops symptoms themselves within their 10 day isolation period, they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test and:</p> <ul style="list-style-type: none">• If the test delivers a negative result, they must self isolate from 10 days from when they first had the test (this is because they could still develop the coronavirus (COVID-19) within the remaining days• If the test is positive, they should inform school immediately and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'.• School should not request evidence of negative test results or other medical evidence before admitting pupils or welcoming them back after a period of self-isolation.• In the majority of cases, schools 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, schools 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		
--	--	--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--

			<p>coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice. Further guidance is available on testing and tracing for coronavirus (COVID-19).</p> <ul style="list-style-type: none"> • The pupils in the bubble group that need to self-isolate will receive a programme of home learning whilst they are at home. • A team will contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test & Trace. • If there are 2+ confirmed cases within 14 days then the school will follow the flowchart and outbreak guidance from the local South East Health Protection Team. 		
Prevention of coronavirus (COVID-19) outbreak or other illness	Pupils, staff, visitors, parents/carers	Prevention	<ul style="list-style-type: none"> • Parents/carers agree to check their children for symptoms of coronavirus (COVID-19) on a daily basis. • School will temperature check each child on arrival- a temperature above 37.8c will be classed as high and child not permitted to attend school. Parent/Carer must take home and access a Covid-19 test. • Parents/carers agree to keep pupils away from school if their child or anyone in their family has symptoms and will follow the self-isolation instructions and book a test. • Parents/carers agree to keep their child away from school if their child is under the weather or unwell and will follow the usual protocols of 24hr/48 hrs at home where necessary. • Staff will not enter the premises if they have 		Low

			<p>coronavirus (COVID-19) symptoms.</p> <ul style="list-style-type: none"> • Parents/carers and visitors will not enter the school site if they have coronavirus (COVID-19) symptoms. • If a teacher is ill and cannot come into school, another member of staff from the bubble group will take charge of the group or the reserve bubble leaders will be called upon (with 48 hours away from another bubble group). • Possessions between home and school will be kept to a minimum and possessions that are dropped off by parents/carers in the day will not be accepted. 		
Pupils or staff who are shielding or self-isolating	Pupils, staff	Prevention	<p>In future there will be far fewer children advised to shield whenever community transmission rates are high. Therefore the majority of pupils will be able to return to school. However:</p> <ul style="list-style-type: none"> • Shielding advice is currently in place, so all children still deemed clinically extremely vulnerable are advised not to attend school. • Amended advice – March 2021 states that extremely clinically vulnerable pupils that have been identified by a NHS letter or advice from a specialist consultant should not attend school and will be support to learn remotely at home until 31st March 2021. • Staff who are clinically extremely vulnerable (CEV) are advised to work from home and not to go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP, and may have been advised to shield in the past, most recently in March 2021. Their role will be adapted where possible to allow them to 	Discuss changes with parents of previously shielding pupils to determine individual situation	

			<p>work from home.</p> <ul style="list-style-type: none"> • Patients can only be removed from the shielding patient list by their GP or specialist, following consultation with the child and their family and other clinicians where appropriate. If a child is removed from the shielding patient list in due course, they will no longer be advised to shield in the future if coronavirus (COVID-19) transmission increases. Since shielding advice has paused nationally, except in a very few areas where the implementation of local restrictions is ongoing, all previously affected children should be able to return to school except where individual advice not to do so has been provided. • If rates of the disease rise in local areas, children (or family members) from that area, and that area only, may be advised to shield during the period where rates remain high and, therefore, they may be temporarily unable to attend. • Where a pupil is unable to attend school because they are complying with clinical or public health advice, remote education will be immediately available and engagement will be monitored. • Where children are not able to attend school as parents and carers are following clinical or public health advice, for example self-isolation or family isolation, the absence will not be penalised. 		
Staff individual risk assessments					
Staff who are clinically vulnerable	Staff	Prevention	<ul style="list-style-type: none"> • Staff with asthma or those that are clinically vulnerable to have a separate risk assessment written and discussed and signed by the Headteacher. • This individual risk assessment will be adhered to 		

			<p>at all times.</p> <ul style="list-style-type: none"> Staff who are extremely clinically vulnerable to be redeployed to other tasks not carried out in school and not required to work in school. 		
Hygiene measures					
<p>Increased frequency of hand washing for 20 seconds with soap and water (or alcohol hand rub/sanitiser where there is reduced access to handwashing facilities).</p> <p>Promoting good respiratory hygiene ('catch it, bin it, kill it' approach)</p>	Pupils, staff, visitors	<p>Spread of virus</p> <p>Prevention</p>	<ul style="list-style-type: none"> Staff will be briefed on expectations with regards to hygiene measures at school (for staff and pupils on site), including washing hands on arrival, when they return from breaks, when they change rooms (exceptional use of the hall), before/after eating and after sneezing/coughing. School staff to oversee hand washing of pupils. Hand sanitisers to be placed in prominent positions including at photocopier and at visitor signing in book as well as in classrooms, staff areas and kitchen. Hand sanitisers to be filled up regularly in the hall – PHS contract is 5 weekly fill – extra refills available via the school office. Provision of hand soap and disposable paper towels in the classrooms and toilets; regular checking of supply on a daily basis by the Caretaker and as part of the cleaning check routine. Regular reminders about hand washing and social distancing (e.g. posters in prominent positions). Hand sanitiser and tissues available in classrooms and other key locations. Staff informed that only lunch items and milk can be stored in the staff fridges and everything (apart from milk) removed daily. Lidded bins to be emptied daily. 		Low
Use of face	Pupils/	Spread of virus	<ul style="list-style-type: none"> Anyone (child or adult) wishing to wear a face 		Low

coverings in school	staff/ parents	through contact	<p>covering in school is permitted to do so.</p> <ul style="list-style-type: none"> • Primary school children (aged under 11) are exempt from wearing a face covering in school (but can if they want to). • Other exemptions include: people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability; where putting on, wearing or removing a face covering will cause severe distress; if speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expressions to communicate; to avoid harm or injury or the risk of harm or injury to yourself or others – including if it would negatively impact on your ability to exercise or participate in a strenuous activity. • Where social distancing is not possible in areas outside of classrooms e.g. corridors and communal areas, staff will now be required to wear a face covering AT ALL TIMES that covers the nose and mouth fully. • Parents and staff will wear a face covering as a minimum at drop off and pick at times. • Face coverings for staff should be worn where they cannot keep 2m distance and are interacting face-to-face for a sustained period (15 minutes or more) with other adults and/or pupils. • In the event of new local restrictions being imposed, school will communicate quickly and clearly to staff, parents and pupils that the new arrangements require the use of face coverings in certain circumstances. • If face coverings are used by staff or pupils to 		
---------------------	-------------------	-----------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--

			<p>enter or leave school, they will be instructed not to touch the front of their face covering during use or when removing them.</p> <ul style="list-style-type: none"> • Pupils/staff will wash hands immediately on arrival, dispose of the temporary face covering in the lidded classroom bin and then wash their hands again. • For reusable face coverings, pupils/staff will follow the same procedure but will be given a sealable plastic bag to place their face covering in to take home with them. • A contingency supply of face coverings are available in the event that a member of staff is unable to use their face covering due to having forgotten it or it having become soiled/unsafe. • Face coverings may also play a particularly important role when prevalence rises, and their use may be increased in specific local contexts on the basis of risk assessments and local factors. • Face coverings should not be confused with PPE - face masks are provided as PPE for use by staff in the event of a suspected case of coronavirus (COVID-19) when full PPE must be donned. They are also provided for use in the classroom for first aid and personal care. 		
Enhanced cleaning					
Enhanced cleaning	Pupils, staff, visitors	Risk of spread of coronavirus (COVID-19) through physical contact / spray from exhalation /	<ul style="list-style-type: none"> • Thorough cleaning of classroom and communal areas at the end of the school day. • Cleaning of frequently touched surfaces in the classrooms regularly throughout the day. • Cleaning of frequently touched surfaces in the hall after use for PE or Music. • Deep cleaning of designated equipment between 		Low

		coughing	<p>bubble groups or isolation of this for 48 hours (72 hours for plastic).</p> <ul style="list-style-type: none"> • Tables in classrooms to be cleaned after each session. • Appropriate cleaning products available to all staff after consulting COSHH risk assessments. • Removal of unnecessary items from learning environments. • Removal of soft furnishings, soft toys and toys that are hard to clean. • Additional protocols, including the provision of PPE, will be followed for cleaning any area where a person with possible or confirmed coronavirus (COVID-19) has spent time. • Regular cleaning checks carried out by identified person on site each day – recorded on check list including a visual check of all classrooms and toilets, Eco Lodge, kitchen and staff areas on a daily basis to check for cleaning products, PPE and a visual check of surfaces. 		
Daily Routine					
Maximising ventilation	All staff, caretaker	Risk of spread of coronavirus (COVID-19) through physical contact / spray from exhalation / coughing	<ul style="list-style-type: none"> • Windows opened and doors propped open where safe to do so to encourage natural ventilation. • In KS1, as a minimum, vented window by teacher's desk and 2 windows up high above the sink area to be open. • EYFS classroom doors open where possible during school hours and windows as a minimum. • Classroom doors to be fully open and classrooms fully ventilated during break times and times when children are not in the classroom during the day to refresh the air. • Pupils to be offered the chance to bring in 	Ensure that caretaker opens and closes doors and windows	Low

			<p>individual blanket for use in the classroom.</p> <ul style="list-style-type: none"> • Parents to be advised to ensure children are adequately dressed with layers before sending to school in cold weather. 		
Minimising contact and mixing between groups of staff and pupils	All staff, pupils caretaker	Risk of spread of coronavirus (COVID-19) through physical contact / spray from exhalation / coughing	<ul style="list-style-type: none"> • Classes to operate as discreet bubble groups with no mixing of staff or pupils. • Staff to maintain 2m social distance from pupils and other staff where possible. They should avoid close face to face contact and minimise time spent within 1m of anyone. This may be difficult when working with pupils with complex needs or who need close contact care. These pupils' educational and care support should be provided as normal. PPE is available when needed to safely perform certain tasks such as intimate care, first aid, administration of medicines. • If required, staff to be given 48 hours clear before moving between bubble groups (in the event of absence of another staff member). Teaching Assistants may be deployed to lead groups or cover lessons under the direction of a qualified or nominated teacher. • Access to classrooms directly from outside where possible. • Staggered start/finish, break and lunch times for children. • Staff working in bubbles to have all breaks and lunchtimes within their bubble classroom and not to use communal areas/staff room for this. • Tea/coffee making facilities to be present in classrooms. • Lidded mugs to be used by staff and pump hot water dispensers. 		Low

			<ul style="list-style-type: none"> Limited numbers of pupils using toilet facilities at one time. Toilets allocated to 'bubble' group pupils and staff. Introduction of drop-off/pick-up protocols that minimise contact. Rearrangement of classrooms to provide forward facing desks in KS1. Regular classroom activities taken outside as much as possible. Movement around school will be kept to an absolute minimum for staff – popping in and out of areas not allowed and limit use of photocopier to once a day rather than multiple trips. No collective worship with more than one bubble group. Happy Hedgehogs provision to be limited to 1 hour per day after school within their year group bubbles with no mixing with other year groups. No after school clubs to be offered. Staff who are in the clinically vulnerable or extremely clinically vulnerable categories to avoid face to face contact with pupils/staff and to be redeployed to suitable roles as necessary. They will follow social distancing rules at all times. Staff who are clinically vulnerable not to be left with groups of children on their own without support. 		
Reducing face-to-face contact between staff and between staff and	All staff, caretaker, contractors	Cross contamination/ Social distancing	<ul style="list-style-type: none"> Staff to avoid close face to face contact and minimise the time spent within 1m of anyone. Staff to remain at 2m distance from each other where possible. Staff meetings to be online. INSET days to be scheduled online. 	All staff to be made aware of new protocols – particularly office, caretaking team who deal with	Low

visitors			<ul style="list-style-type: none"> • Only one member of staff to work in the school office. • Deputy Headteacher, Bursar and Administrator to work at 2m distance in PPA room. • Face-to-face meetings between staff and between staff and visitors to be avoided where possible in favour of audio/video conferencing. • Any face-to-face meetings on site observe the 2-metre distancing rule and will be held outdoors where practical. • Only essential visitors allowed on site with the prior permission of the Headteacher. • Visitor protocol to be observed at all times, including hand washing or provision of sanitiser on arrival. • 2 metre distance barrier at main door to remind visitors of the rule. • Visitors to sign themselves in/out using own pen or using hand sanitiser before use. • Visitors to sign Visitor Declaration Form on arrival. • Visitor lanyards to be worn and then disinfected and placed aside for 72 hours. • Visitors must wear a face covering when on the school premises apart from those that are exempt or when delivering speech and language therapy. • When anybody is struggling to access a face covering, or when they are unable to use their face covering due to having forgotten it or it having become soiled/unsafe, then school has a contingency supply of face coverings. • Face coverings should not generally be required in classrooms or other learning and teaching environments. However, face coverings should be 	visitors on school site.	
----------	--	--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------	--

			<p>worn by adults where they cannot keep 2m distance and are interacting face-to-face for a sustained period (about 15 minutes or more) with other adults and/or children and young people.</p> <ul style="list-style-type: none"> • Face coverings may also be worn in the following circumstances (except where an adult or child/young person is exempt from wearing a covering): Where adults are moving about the school in corridors and confined communal areas (including toilets) where physical distancing is particularly difficult to maintain. • Visitors to use designated toilet only. • Drinks and other refreshments will not be provided to visitors (those remaining on site for long periods to have access to drink making facilities to make their own). 		
Reducing face-to-face contact between staff and parents/carers	Staff Parents/carers	Cross contamination/social distancing	<ul style="list-style-type: none"> • Pick up and drop off staggered for year group bubbles to reduce the number of parents/carers in contact with staff at any one time. • Only one parent permitted to pick up and drop off to reduce the number of parents/carers on site at any one time. • Parents/carers to socially distance by the classroom door when collecting or dropping off pupils. • Parents/carers may only pass very quick verbal messages to the teachers at the door – keeping their distance. Any other communications should be made through email or phone call to the school office. • Parents/carers can use home learning email address to email teachers directly. • Face coverings to be worn by parents at pick up 		Low

			<ul style="list-style-type: none"> and drop off times. • Visors and masks to be worn by staff at pick up and drop off times. • Staff who are exempt from wearing a face covering to wear a lanyard if they possess them to alert parents. 		
Use of PPE	All staff, caretaker, contractors	Risk of spread of coronavirus (COVID-19) through physical contact / spray from exhalation / coughing	<ul style="list-style-type: none"> • A supply of face masks, gloves, aprons and eye protections maintained for use in first aid and personal care situations or as required. • Additional training provided for staff on the use of PPE if there is a suspected case and removal to isolation room is needed for a member of the bubble. • Staff can wear whatever PPE makes them feel most at ease – could be a mask and visor. • Staff working with SEND child with EHCP to wear a mask, apron and visor at all times due to his needs. 	All staff to be retrained on INSET days	Low
Waste Disposal					
Hazardous waste	All staff, caretaker, contractors	Contamination	<ul style="list-style-type: none"> • Lidded bins available in classrooms to dispose of all PPE, tissues and other general waste. • PPE (gloves) to be worn before any handling of waste. • All waste from potential coronavirus (COVID-19) case to be bagged and marked as such; full PPE will be worn for this. • The waste must be removed from building to outside storage area, stored in a secure place for 72 hours then put in normal waste collection service. • School office to be informed by email when hazardous waste has been placed in the secure area behind the bin compound so that the 		Low

			Caretaker can be alerted and the 72 hour clock begun.		
Caretaking					
Cleaning chemicals	Caretaker / cleaner	Safe use and low supplies of adequate surface cleaner	<ul style="list-style-type: none"> • Caretaker to ensure each class has sufficient disinfecting spray for surfaces each morning. • Ensure labels clear and COSHH risk assessments /material safety data sheet available and shared with all staff. • Renew order for cleaning products on a weekly basis. 		Low
Continuing Health & Safety checks	Caretaker/ Staff/ Pupils/Visitors	Safe operation of the school	<ul style="list-style-type: none"> • Statutory fire alarm tests and legionella records to be maintained to ensure the safety of the school site. 		Low
Classrooms					
Maintaining social distancing and cross contamination	Pupils, staff	Cross contamination/ Minimising risks	<ul style="list-style-type: none"> • Teachers and TAs to socially distance from each other at all times. • It is recognised in government guidance pupils will not be able to maintain social distancing, and it is acceptable for them not to distance within their bubble group. • Similarly, it may not be possible to socially distance pupils who have complex needs or who need close contact care. • Staff will avoid working 1:1 with children at a face to face position. Side by side approach will be used. • Staff are advised to spend no more than 15 minutes closer than 1m to a child if they do they will wear a face covering. • Pupils to enter school separately in their bubble year group. 	Adults to monitor	Low

			<ul style="list-style-type: none"> • Pupils not to bring in any non essential belongings from home. • Reading books and reading records to go home to allow 72 hours between changing. • Teachers to teach from front of the classroom where possible. • Pupils allocated a forward-facing table space and chair in KS1 sitting side by side with one other pupil. Tables to be spaced at 1m+ where possible. • Water bottles not permitted. Pupils have access to a clearly named school cup. • School cups to be washed in hot water with appropriate cleaning product every day to ensure disinfection. • Pupils keep all allocated equipment in own plastic tray which can be easily disinfected. • Resources remain with pupil. • KS1 pupils to have their own stationery in a named pencil case which stays in school – school to purchase and supply pencil case and contents – voluntary contribution to be requested from parents/carers to cover the cost. Future refills will be funded by the school budget. • EYFS pupils to use shared resources in classrooms which will be regularly cleaned and sanitised. • Exercise books to be marked on a rotation basis so that not every book is marked daily. Priority to English and Maths. Pupils to purple polish and mark own work as much as possible. Teachers/TAs to adhere to thorough and regular hand washing when marking books. • Teachers not to take pupil exercise books or 		
--	--	--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--

			<p>resources home where possible.</p> <ul style="list-style-type: none"> • Feedback given verbally where possible. • Pupils to wear suitable PE clothes to school on their designated days to avoid the need to change and bring in extra items from home. • No headbands to be worn. • Music, dance and drama can be undertaken in school so long as safety precautions are undertaken. • In music, quiet singing to take place in the bubble group inside the classroom. No loud singing or shouting should happen inside. The classroom should be well ventilated during the singing session. • Wherever possible, the class should be taken outside in a group in sing. • Background or accompanying music must be kept to levels which do not encourage teachers or children to raise their voices unduly. Quiet singing should be encouraged. Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face to face) whenever possible. • Microphones should not be shared. • In inclement weather, then the hall may be used by a bubble group of up to 15 children while socially distanced for singing and music. In this case the hall doors should be opened to ensure good ventilation. High touch points in the hall (door handles, light switches etc) will be cleaned between use by different bubble groups by one member of the class teaching team. In the event that there are insufficient numbers of staff to 		
--	--	--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--

			<p>complete the cleaning, the school office will be contacted for assistance.</p> <ul style="list-style-type: none"> • Where instruments are used, they are thoroughly cleaned or set aside for 48 hours before next group uses (72 hours for plastics). • Any musical equipment should not be shared between pupils and must be disinfected after use. • Handwashing must occur before and after handling musical equipment. • PE lessons will take place outside wherever possible at social distance. In inclement weather, then the hall may be used by a bubble group of up to 15 children while socially distanced. In this case the hall doors should be opened to ensure good ventilation. High touch points in the hall (door handles, light switches etc) will be cleaned between use by different bubble groups by one member of the class teaching team. In the event that there are insufficient numbers of staff to complete the cleaning, the school office will be contacted for assistance. Additionally, background or accompanying music must be kept to levels which do not encourage teachers or children to raise their voices unduly. Any PE equipment should not be shared between pupils and must be disinfected after use (including PE mats). • No recorder lessons. 		
--	--	--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--

Cleaning					
-----------------	--	--	--	--	--

Classroom surfaces - tables, doors and handles, toilet doors	All staff / caretaker	Cross contamination	<ul style="list-style-type: none"> • Use only specific disinfecting cleaner as set out in the COSHH folder. • Store all cleaning products out of reach of pupils. • Wear gloves when cleaning. • Spray onto paper towel and wipe all surface 	Increase use as needed, after sneezing or coughing episodes	Low
--------------------------------------------------------------	-----------------------	---------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------	-----

and handles			<p>contacted by pupils/adults at end of every session, morning break, lunch afternoon break or after any direct coughing or sneezing.</p> <ul style="list-style-type: none"> • Deep clean classroom at end of day. 		
iPads used by pupils	All staff	Cross contamination	<ul style="list-style-type: none"> • 15 I pads allocated per class. • At the end of the week iPads are collected, cleaned (as above) and charged for 48 hours before the next week. • If an iPad needs to be used by another group, it must be thoroughly cleaned before moving to another group. • Where possible, allow a 48 hour break if another bubble needs to use the class set of iPads. 	Under adult supervision	Low
Contractors and visitors					
Coronavirus (COVID-19) awareness	Contractors/visitors	Cross contamination	<ul style="list-style-type: none"> • Guidance on the need for social distancing at 2m and hygiene in school to be communicated on arrival. • Check health status. • Monitor access away from pupils / staff – separate times if possible. • Provide access to hand washing/ sanitiser. • Explain sign in procedure. • Explain fire drill procedure. • Explain use of toilet facilities - visitors to use designated toilet only. • Drinks and other refreshments will not be provided to visitors (those remaining on site for long periods to have access to drink making facilities to make their own). 		Low
First aid					
First Aid	All staff	Cross	<ul style="list-style-type: none"> • The Health & Safety Executive published guidance 	Identify first aider	Low

provision		contamination	<p>on first aid during Coronavirus (COVID-19) which will support local risk assessments and provides guidance for first aiders. It is clear that treating any casualty properly should be the first concern. Where it is necessary for first aid provision to be administered in close proximity those administering it should pay particular attention to sanitation measures immediately afterwards including washing hands.</p> <ul style="list-style-type: none"> • Each bubble group allocated own first aid kit, first aid book, head bump forms etc. • Support, welfare and first aid to be delivered wherever possible in classroom. • If ice pack needed, disposable instant pack to be used from first aid kit. If other supplies required, school office to be alerted by an adult. • Training on safe use of PPE given to all staff and protocol for suspected infection. • PPE used in suspected cases. • Staff to follow usual First Aid protocols for recording and reporting incidents and accidents. • Each bubble group allocated appropriately qualified staff to administer first aid. • Staff who are clinically vulnerable or have an individual risk assessment to not administer first aid. 	per bubble group	
Administering medicines	All staff	Cross contamination	<ul style="list-style-type: none"> • Medication to be brought to the school office by parents/carers in order that appropriate forms can be completed and expiry date records maintained. • Medication to be kept in the child's bubble classroom and administered by bubble leads (one to administer and one to witness). • When medication administered, the school office 	Review as needed	Low

			to be contacted by telephone or by email so that the administration of medicines book can be completed in a timely manner and further paperwork including the use of asthma inhaler form can be returned to parents/carers.		
First aid kits	All staff	Cross contamination	<ul style="list-style-type: none"> • First Aid kits available for classroom use and outside use (to be taken by the bubble leaders to activities undertaken outside the classroom). • Bubble leaders responsible for ensuring contents of First Aid kits maintained - to contact the school office by phone or email to request further supplies. • Bubble leaders to record first aid incidents in bubble groups books and follow usual procedures. 	Check daily	Low
Use of Restraint					
Needing to control a child	All staff	Maintaining social distance Cross contamination and personal injury.	<ul style="list-style-type: none"> • The use of restraint to be avoided as much as possible. • Staff working with SEND child with EHCP to wear a mask, apron and visor at all times. • If restraint is required and if there is enough time or warning, gloves, aprons and face masks should be worn. • Once restraint has been used and the child is calm then parents/carers to be informed. Member of staff to go home to shower, change and wash clothes if required. • Pupils will not be physically removed (by lifting) from parents/carers from staff if they do not want to enter school. Parents need to make sure that their child enters the classroom. • Staff can take children's hands if deemed appropriate and staff member is happy to do so in order to encourage the child into the classroom. 		Low

			Hand washing should occur after contact has been made with another individual.		
Grounds maintenance					
Grass cutting etc	Contractor / caretaker	Cross contamination	<ul style="list-style-type: none"> Contractor to be onsite only when pupils are not in school – weekends/evenings. 		Low
Hall					
General	All staff / pupils	Cross contamination	<ul style="list-style-type: none"> Surfaces to be cleaned with school disinfecting spray if touched by pupils/staff. Hall only to be used if needed during inclement weather for pupils to have the chance to play or carry out a PE or Music (singing) lesson. No collective worship in the hall to avoid large gatherings. 		Low
Kitchen					
General	Catering Staff	Cross contamination	<ul style="list-style-type: none"> Members of staff adhere to usual cleaning and disinfection protocols. Kitchen staff to wear appropriate PPE whilst preparing food including mask/visor, gloves and apron. Kitchen staff to ensure compliance with the Guidance for Food Businesses on coronavirus (COVID-19) guidance. Wherever possible, social distancing of 2 metres between workers must be facilitated, both when working alongside each other and when working face-to-face. Where social distancing of 2 metres cannot be implemented PPE, or masks are required to mitigate the risk of coronavirus (COVID-19) 	Kitchen staff only to enter and work in the kitchen	Low

			<p>transmission.</p> <ul style="list-style-type: none"> • All doors and windows should remain open wherever possible to allow greater natural ventilation and prevent touching of window handles (subject to appropriate fly screening). • Food deliveries to be cleaned before being put away in cupboards – food in packets to be cleaned with disinfecting spray, fresh food to be washed. • Kitchen staff to alert the school office if further supplies of PPE or cleaning products required. • Kitchen delivery to other schools: member of staff to wear full PPE whilst making deliveries and change gloves between schools. • Delivery boxes to be wiped down with disinfecting spray on entry by receiving school and on return to Haddenham St Mary's by kitchen staff. • Appropriate cleaning products to be used in conjunction with hot water to ensure disinfection of used plates, cups and cutlery. • Suppliers to be informed about system of controls and hygiene arrangements by kitchen staff. 		
Lunchtime arrangement to avoid large groups in the hall	Catering Staff/ MDS	Cross contamination/ social distancing	<ul style="list-style-type: none"> • KS1 pupils will eat lunch in their classrooms. • LFF pupils will eat lunch in the Eco Lodge. • EYFS pupils will sit in a group of 6 around 5 tables in the hall. • Staggered lunch for Rainbow 1 and Rainbow 2 allowing for cleaning and clear up in between. • Pupils' food will be placed on the table before they enter the hall. • Other MDS staff will be redeployed to classrooms to provide catch up support to pupils as usual MDS arrangements will not be needed. • Kitchen staff to bring food to KS1 classrooms. 		Low

			<ul style="list-style-type: none"> • Kitchen staff to wear masks/visors, aprons and gloves when serving food. • Pupils to eat at their designated table. • Bubble staff to stay with their own bubble during lunch and relieve each other. • Pupils to follow a clear away procedure so that kitchen staff can collect used cutlery and plates. 		
Lessons					
P.E/outside games	All staff Pupils	Maintaining social distancing Cross contamination	<ul style="list-style-type: none"> • Outside where the weather allows. • Non-contact games only. • Maintain spacing where possible. • Limit equipment. • Identify equipment for cleaning at end of day. • Class teachers/ 1 sports coach in 1 bubble to carry out PE sessions weekly. 		Low
Spending time outside	All staff pupils	Cross contamination Sun exposure	<ul style="list-style-type: none"> • Pupils to wear a sunhat at all times when outside (provided by parents/carers) during sunny periods. • Pupils to wear an appropriate level of sun cream for the whole day. This will not be reapplied by staff. 		Low
Office					
Front Office and HT office	Bursar / School secretary HT/DHT	Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> • Only one person to be working in the office at once. • Bursar and Deputy Headteacher to work in PPA room upstairs at social distance from one another. • HT to use own office. • Keep front window open to allow for ventilation. • Parents/carers not permitted to visit the school office except to deliver medicines; they will be expected to phone or email. 	Work in different rooms available where ever possible	Low

			<ul style="list-style-type: none"> • Pupils not allowed to go to the school office. • Door kept open when possible. • Keyboards and surfaces wiped down at end of day. • Thorough clean of school office at the end of day when there will be changeover between the Office Manager and Administrator. • Telephones to be wiped down regularly and individual telephones allocated to office & SLT staff (school office – Office Manager/Administrator; headteacher office – Headteacher; PPA room – Deputy Headteacher; cordless – Bursar). 		
Off site visits					
Trips	Pupils, staff, parents/carer	Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> • Cancelled until further notice. 		Low
Play equipment, external					
Playground furniture, benches, fitness trail, fort and roll over bars	All staff caretaker	Cross contamination	<ul style="list-style-type: none"> • Play equipment including the castle/fort, trim trail, the bridge area and the climbing frame on the playground will be used by class bubbles on a weekly rotation. • School field will be used whenever possible. • If grass is wet the playground will be used. • No usual break time play equipment to be used. • Pupils to play in their designated zone on the field when more than 1 bubble is outside. 		Low
Field use at break and lunchtime					
Maintaining social distancing at	Pupils, staff	Maintaining social distancing Cross	<ul style="list-style-type: none"> • Break and lunch times staggered to avoid contact with other bubble groups. • Handwashing will take place on re-entering and 		Low

break times		contamination personal injury	<p>leaving the classroom for staff and pupils.</p> <ul style="list-style-type: none"> Field and playground will be timetabled for break and lunch time sessions. 		
Toilets					
Toilet access and use	Pupils, staff	Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> Toilet doors and handles wiped down regularly throughout day. Toilets will be colour coded and specified for bubble groups. A designated toilet allocated for use by a pupil in a suspected Covid case. Each staff member will have a designated toilet to use whilst in school to minimise contamination. Staff asked to thoroughly disinfect toilet and touch points in the cubicle between use. Visitors will be encouraged not to use the school toilet facilities but will be allocated a toilet to use where necessary. 		Low
Staff Room					
Use of urn as a source of boiling water, use of a toaster, use of a microwave	All employees	Maintaining social distancing Cross contamination	<ul style="list-style-type: none"> Seating at 2 metre distance. All used surfaces to be wiped down at the end of each break/lunch time. Dirty mugs, plates etc. to be placed in dishwasher. Dishwasher to be put on and emptied regularly. Staff room to be deep cleaned at the end of each day. Staff room to be used for break/lunchtimes by all staff on site. Drinks/microwave/toaster to be prepared/used in the staff room. No sharing of food and drink by staff who do not share a household. 		Low
PPA Room					

Use of photocopier/ computers	All employees	Maintaining social distancing Cross contamination	<ul style="list-style-type: none"> • Photocopier to be used by 1 member of staff at a time. • Photocopier touch screen to be wiped down after use by staff member. • Hand sanitiser available for use at the photocopier. • PPA Room to be used by Bursar, DHT and administrator as working office and computers designated/own laptop used. • Other computers used by staff to be wiped down in high touch contact areas after use. • Bursar and DHT to use PPA room for preparation of drinks/food. 		Low
Mobile phones					
Mobile phones to be kept on	Teachers/ TA/SLT	Quick contact/ emergencies	<ul style="list-style-type: none"> • Mobile phones to be kept on ring tone and close to members of staff • SLT can contact staff in classrooms quickly and speak to them if needed • Staff can contact the school office/SLT if needed in terms of emergency situation. 		Low
Lettings					
Use of school site by external organisations for clubs and societies	External organisations/ staff/ pupils	Cross contamination	<ul style="list-style-type: none"> • Individual risk assessments to be written and agreed for each letting. 	Bursar to complete in conjunction with external organisations when relevant	Low
Emergency Evacuation					
Evacuating the school	Pupils, staff, visitors	Personal injury Cross contamination	<ul style="list-style-type: none"> • New drill explained – usual procedures apply – only variation is assembly points in marked boxes on field (rather than at assembly point 1 by gazebo). 	Rehearse on week 1	Low

			<ul style="list-style-type: none"> • Register order maintained. • Drill practiced and reviewed with Fire Risk Assessment. • CHUF to be informed of new drill and rehearse on week 1. • 		
Pupils with EHC Plans / Clinically and Extremely Clinically Vulnerable					
Appropriate care of individual pupils	Pupils, staff	Spread of virus Pupil welfare and educational needs	<ul style="list-style-type: none"> • Individual SEN/medical risk assessments to be completed and agreed with parents/carers. • Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, access to remote education will be available immediately and engagement in the activities will be monitored. 		Low
Mental health and wellbeing					
Risk of mental health issues resulting from coronavirus (COVID-19) / lockdown	Pupils/ parents/carers/ staff	Impaired mental wellbeing Reduced engagement	<ul style="list-style-type: none"> • Maintain relationships with local providers of family services. • Refer or signpost parents/carers to appropriate services. • Curriculum focus for first half term on supporting pupil emotional wellbeing. • Refer to Public Health England 'Guidance on supporting children and young people's mental health' as required. • Staff have access to 'Wellbeing leaflet' including reference to 24 hour PAM Assist support service / wellbeing support and advice line.] • Weekly welfare phone calls to be made to each child/family in school by staff during remote learning. • Teachers/SLT to monitor engagement with remote learning on at least a weekly basis during remote 		Low

			<p>learning.</p> <ul style="list-style-type: none"> • Staff weekly remote catch up meeting to check in with everyone (during remote learning). 			
Remote Learning						
Safeguarding	Staff/ pupils/ parents	Staff/children/ parents put at risk	<ul style="list-style-type: none"> • All staff to only use 'live' sessions via Teams where there are at least 2 members of staff present or the session is recorded and stored. • All parents required to sign and agree to the HSM remote learning home-school agreement and the virtual meeting protocols for themselves and on behalf of their children. • Staff and parents use the protocols for virtual meetings to keep themselves safe. • Any concerns to be immediately reported to a DSL. • I pads lent out to families are accompanied by a digital device loan form which is signed and copy kept in school. 			Low
Additional EYFS and LFF risk assessment for indoor and outdoor classrooms						
Hazard/ Activity	Persons at Risk	How Harmed	Control Measures			
Internal play equipment	Staff/ pupils/ visitors	Maintaining social distancing Cross contamination	<ul style="list-style-type: none"> • Equipment/toys will be cleaned regularly. • Soft furnishings and equipment to be maintained by bubble classes and cleaned regularly. • EYFS pupils to use shared resources in classrooms which will be regularly cleaned and sanitised. • LFF high touch areas and equipment to be cleaned at lunchtime to avoid cross contamination between groups. High frequency use equipment allocated for each session – morning/afternoon. 			Low
Outdoor play	Pupils/	Maintaining social	<ul style="list-style-type: none"> • Equipment that is out at any one time to be used 			Low

Play equipment Sandpits/ bikes	visitors	distancing Cross contamination	<p>in rotation by bubble classes.</p> <ul style="list-style-type: none"> • Equipment/toys/bikes cleaned regularly. • Soft furnishings and equipment that cannot be safely washed between use by pupils or at end of day to be removed. • Sandpit closed. • Mud kitchen closed. • A timetable for use of the outdoor areas for Rainbows – 1 using covered area, 1 using field rotated on a weekly basis. • Castle/fort and playground climbing frame to be used by class bubbles on a weekly rotation. 		
Forest school equipment for use by LFF	Staff/ pupils	Maintaining social distancing Cross contamination	<ul style="list-style-type: none"> • LFF pupils only to have access to Forest School equipment. Sharing of equipment only to be permitted when deep clean has occurred or a period of 72 hours has elapsed (for plastic items). • Equipment/toys to be cleaned regularly and at the end of each session. 		Low

COMMENTS:

Approved in principle by governing body as a live document to be reviewed and added to in planning and initial implementation phases as required.

RESIDUAL RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.

HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
MEDIUM (M) Possibility of significant injury or over 3 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only	No further action required.

South East - Thames Valley Health Protection Team: Guidance for Childcare and Educational Settings in the Management of COVID-19 will be adhered to as will latest updates from DFE/PHE.

This document will be displayed in School Office, HT office, staff room and PPA room so that staff have full sight.