



SHREWSBURY HOUSE
PRE-PREPARATORY SCHOOL

**Risk Assessment for Provision of Education to
Critical Worker and Vulnerable Children and Nursery, Reception,
Year 1 and 2 Children
Under Current COVID-19 Government Guidelines**

Background:

- In line with current Government expectations, schools have been advised that all children in Nursery, Reception, Yr 1 and Yr 2 will return to school in September 2020.
- Critical worker and Vulnerable children and staff could be on site 8am daily in the event of a national or local lockdown.
- The importance of social distancing at collection time has been emphasised in a parental communication, along with the latest Government guidance.
- This RA will be updated when there is any change in Government guidance or feedback is received from staff members, pupils or parents, which merit an adaptation and recirculated to all relevant staff.
- This RA will be updated regularly.
- Staff who live with a vulnerable family member, have an underlying medical condition which puts them at increased risk or are from a BAME background will have an individual RA written to support their return to school.
- Government guidance is used relating to these arrangements.
- The Head and Deputy will brief staff specifically via staff meetings of any changes which affect them and remind them via these meetings of social distancing and hygiene procedures.

The sources used in compiling this assessment are:

- To ensure the most up to date safety advice is adopted for staff and pupils on site: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings> - last updated 1st June
- To ensure we follow the latest safe working practice advice for education settings, including the rationale setting out PPE requirements: <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe> - last updated 21st July.
- To ensure we are up to date with the latest Public Health England advice for educational settings: <https://www.gov.uk/coronavirus/education-and-childcare>
- <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures> - last updated 27th July
- To ensure we are aware of the requirements in relation to extremely vulnerable individuals: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#who-is-clinically-extremely-%20vulnerable> – last updated 18th August.
- To ensure we are following all the safety advice on premises management during the current coronavirus situation, particularly the safe management of hot and cold water systems, gas safety, fire safety, kitchen equipment, security; including access control and intruder alarms and ventilation: <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak> - last updated 17th July.
- To ensure best practice in relation to cleaning regimes: <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings> - last updated 15th July.
- To ensure staff are provided with good guidance on safe practices: <https://www.hse.gov.uk/news/assets/docs/working-safely-guide.pdf> (May 2020).
- To ensure we are sharing the most up to date guidance on 'Staying Alert' and Social Distancing: <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people> – last updated 13th August
- To support parents and staff by making them aware of the latest travel safety advice: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers> - last updated 21st August
- To ensure the whole School Community have a good understanding by of expected actions in the case of a suspected or confirmed case of COVID-19 through clear communication of the latest instructions: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection> - last updated 13th August.
- To ensure that everyone in the School Community knows how to access a test through clear communication: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/>
- To ensure we follow the latest guidance for full opening: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> - last updated 28th August
- To ensure we follow the latest guidance on wearing face coverings: <https://www.gov.uk/government/publications/face-coverings-in-education> - last updated 26th August
- To ensure we follow the latest guidance for full opening of EYFS: <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures> - last updated 27th July
- Appendix 1 – Map of site showing allocated areas and circulation routes.
- Appendix 2 - Safeguarding & Health, Safety & Welfare Information for Visiting Contractors
- Appendix 3 – Flowchart of Actions for Suspected Case of Covid-19

Key Telephone Numbers:

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Completed By:	Kirsty Davies-Duddy		Date: 27/08/2020
Area:	SHPP site – 22 Milbourne Lane	Risk Assessment Number	RTS16
Review Date:	10/09/2020	Review Number	

Task or Activity and Area	Hazard and Effect	Person at Risk and number	Existing Control Measures / Comments	Improved Control Measures / Comments
Attending to repairs and breakdowns during the school day	Transfer of Covid 19 infection to parents / children / staff	Pupils up to 80 from N/R/1/2 Staff - 21 +Facilities and cleaning	Only essential Health and safety related tasks to be completed during the school day and work not to be completed whilst areas are occupied by children. Staff to be given a copy of the site risk assessment and to confirm they have read and understood it.	PPE to be provided to Facilities staff where appropriate and all hand tools / equipment to be wiped down at the end of each shift. Staff to give feedback daily to LR regarding procedures in place and suggest any changes / updates for consideration. Additional training resources available to staff in shared facilities folder if required. Cleaning Staff will be expected to maintain distance from staff and children. Cleaning Staff use public transport.
Regular servicing and testing of systems relating to fire, water, plant, mechanical and electrical	Non-compliance could cause equipment or systems to be unsafe and lead to accident via legionella, electrical or mechanical fault due to system failure.	Pupils up to 80 from N/R/1/2 Staff - 21 +Facilities and cleaning	All testing and servicing has continued during site security checks carried out according to social distancing rules.	All evidence of testing has been recorded in the usual manner

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Use of mobile phones	Safeguarding concern or safeguarding incident with pupil.	Pupils up to 80 from N/R/1/2 Staff - 21 +Facilities and cleaning	Normal school procedures apply. DSL/DDSL have undertaken detailed discussion with staff members regarding current safeguarding considerations in relation to pupils attending and use of mobile phones Staff have been reminded not to use personal mobile phones in school when children are around. Mobile phones to be kept out of sight and out of reach of children.	Staff to take photographs of the children using a school iPad. Staff members other than CW will not use the school camera to prevent possible transmission of Covid-19.
Staff and child drop off / registration	Transfer of infection from child to other children / staff	Pupils up to 80 from N/R/1/2 Staff - 21 +Facilities and cleaning	Staggered start times implemented to avoid crowding. Car park to be used by staff but to have an awareness of social distancing measures when other staff are arriving/leaving. Nursery and Reception to be dropped at Nursery gate. Year 1 and 2 children through main gate	Maintain the 'no hand shake' policy for arrival/departure. All parents to stay outside Nursery or Main Gate. Additional staff members to be in the playground to support any potentially reluctant new children. Children to be delivered to their classrooms on arrival via the external doors. If whole school closure happens then critical

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			<p>Social distancing reinforced and pick up/drop off routines communicated to children by parents and staff via e mail before school reopens in September</p> <p>All children and staff must wash hands on arrival at school and hand gel applied afterwards.</p> <p>Parents aware of the protocol that any symptomatic child will be sent home.</p> <p>Staff aware of the protocol that any symptomatic staff member will be sent home by the Head.</p>	<p>worker children will be dropped off and picked up from the front door. (Mon-Fri, 8am -4pm)</p> <p>Children to always carry their own belongings to minimize contact between staff and the surfaces of children's belongings.</p> <p>Staff who have registered the children to wash their own hands once the children have moved into their classrooms and also apply hand-gel.</p> <p>If a child is suspected of being symptomatic, they must be isolated in a separate area, (the medical room) under supervision (with maximum social distancing) – that area and any other areas that they are known to have been in contact with need to be notified to Facilities. Head of Trust Facilities will decide if area will be deep cleaned by Facilities or Vervia specialist team.</p> <p>Water bottles to be checked on arrival to ensure they are named, if they are not, labels to be attached before they are taken to a classroom.</p> <p>During the registration process, mode of travel to and from school to be reconfirmed.</p>
	Transfer of Covid 19 infection from parent to children / staff	Pupils up to 80 from N/R/1/2 Staff - 21	Letter sent to parents outlining measures and guidelines to follow.	<p>Maintain the 'no hand shake' policy for arrival/departure.</p> <p>Parental contact should be maintained as</p>

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		+Facilities and cleaning	<p>Limited parking available in lay by to allow social distancing on drop off.</p> <p>A staff member will greet parents at each gate and parents will not be encouraged to enter the building.</p> <p>Facilities to 'staff' the additional exit gate for children and parents.</p>	<p>minimal.</p> <p>Children should remain in classrooms with names being called out. Teachers will move to the side to allow children to get to their parents.</p> <p>Nursery parents will pick up from the Nursery gate whilst maintaining 2 meters distance from others.</p> <p>Reception parents will pick up from the Hall door whilst maintaining 2 meters distance from others.</p> <p>Year 1 parents will pick up from the Year 1 door whilst maintaining 2 meters distance from others.</p> <p>Year 2 parents will pick up from the main gate whilst maintaining 2 meters distance from others.</p> <p>Parking and drop off / pick up arrangements to be reviewed weekly by Head.</p> <p>Pupils will need to carry all their own belongings to reduce any unnecessary contact with surfaces of children's belongings, but support will be given if needed.</p> <p>During the registration process, mode of travel to and from school to be reconfirmed.</p>
Use of bicycle racks	Transfer of Covid 19 infection from child to other children	Pupils up to 80 from N/R/1/2 Staff - 21	Pupils will be encouraged to scoot and cycle to school. Scooters and bicycles can be left in the racks provided.	Pupils (and adults) must wait to enter the area if other people are storing their bikes. They must not touch other people's bicycles and scooters.

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		+Facilities and cleaning		
Water Fountains	Transfer of Covid 19 infection from child to other children	Pupils up to 80 from N/R/1/2 Staff - 21 +Facilities and cleaning	Close off all water fountains and ensure pupils have access to their water bottles all day	Staff should fill the children's water bottles regularly to ensure they have access to water throughout the day. Water bottles will be cleaned after they have been handled by staff. Staff will wash hands after handling children's water bottles Children will use their own water bottle at lunchtime to minimise frequent handling of cups and jugs.
Parents are not to be on the site	Transfer of Covid 19 infection from adult to children/staff	Pupils up to 80 from N/R/1/2 Staff - 21 +Facilities and cleaning	Parents will drop off at the main gate or nursery gate. Children will walk in on their own to their classroom supported by adults when necessary. Year 1 and 2 Parents will not be allowed on site at drop off. EYFS parents will enter via the pathway and exit via the staff car park. At pick up, Year R and Year 1 parents will enter the playground and wait 2m apart	Children reminded not to play on any equipment at the end of the day. Parents will receive communication reminding them to pick up their child within their designated timeslot and leave the site immediately. A one way system will be in place for parents to collect their child. Any siblings will be able to be collected at the same time from their classroom door if requested by parents. Facilities staff will stand on the kitchen garden gate to remind parents and prevent children from leaving unaccompanied.

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			<p>from each other. The children will leave the classroom one at a time to go directly to their parent.</p> <p>Parents will leave via the kitchen garden gate.</p> <p>Parents will not be able to be on the school site without prior permission from the head.</p>	<p>Social distancing measures will strictly be adhered to at both gates.</p> <p>If parents/staff need to communicate at the start or end of the day an email will be sent or a telephone call will be made instead of having a face-to-face conversation.</p>
Classroom allocation and staffing.	Transfer of Covid 19 infection from child to other children / staff	<p>Pupils up to 75 from N/R/1/2</p> <p>Staff - 21 +Facilities and cleaning</p>	<p>Staff who are shielding or self-isolating are not required to be on site nor any staff over the age of 70.</p> <p>Staff who live with a vulnerable family member, have an underlying medical condition which puts them at increased risk or are from a BAME background will have an individual RA written to support stringent social distancing measures.</p> <p>Govt guidance used relating to these arrangements provided in the links above.</p>	<p>Staff encouraged to speak to Head and/or HR regarding any specific anxieties or concerns and personal risk assessment carried out where necessary to ensure any reasonable additional measures are considered. This may include continued delivery of online learning, regular testing.</p> <p>Staff advised to refer to published list of those defined as extremely clinically vulnerable for further guidance. (link detailed in summary above)</p> <p>Supervising staff will be provided with anti-bac wipes to clean down any equipment used after each session e.g. the I-Pads and any immediate desk surfaces. This includes cleaning down their own laptops.</p>

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			<p>Handwashing to be undertaken as a minimum at the prescribed times set out in this RA and hand gel available at all times. i.e. hand-washing should take place on arrival, before any snacks are consumed, before and after lunch, on return from each break and just prior to leaving school.</p> <p>PHE guidelines on PPE followed and reviewed if this guidance should change.</p> <p>Supervising staff will be provided with the appropriate PPE for this task i.e. disposable gloves, face masks/eye shields</p> <p>Classroom doors to be held open using the Fire Doorguard system, reducing contact with door handle.</p> <p>Maximum pupil group size will not exceed 15 for music lessons and indoor PE lessons.</p>	<p>Cleaning supplies will be located near shared items eg photocopiers.</p> <p>Supervising staff to review each session with Head and put forward any recommendations for further risk mitigation for Head to consider. Furniture has been rearranged in the KS1 classrooms to improve social distancing effectiveness where needed. Children will sit side by side as opposed to face-to-face when working at the tables.</p> <p>External doors to classrooms used where possible.</p> <ul style="list-style-type: none"> • Nursery block and Foxes Den can use external doors. • Reception will be based in the 2 classrooms and be dismissed at the end of the day via the hall with 2 external doors leading onto the playground. • Year 1 have external doors from classrooms. • If school closes to all but Vulnerable and Keyworker children, Vulnerable and Critical worker children can access the additional reception classroom via the automatic door after playtimes and lunchtime. • Year 2 do not have external doors. <p>Year 2 will keep their internal doors open and windows where weather allows.</p>

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				Bins will be provided in each classroom for paper towels/tissues to be disposed of. These will be emptied at least twice a day by facilities staff.
Specific risks reported in media around BAME community	Transfer of Covid 19 infection from child to other children / staff	Pupils up to 80 from N/R/1/2 Staff - 21 +Facilities and cleaning	Parents given choice to continue with distance learning package if this approach is felt appropriate. Staff numbers required on site kept to the minimum dictated by ratios. Staff stay within social groups to reduce risks of transmission. Government and Public Health England guidance followed and procedures updated as guidance changes.	Staff encouraged to speak to Head and/or HR regarding any specific anxieties or concerns and personal risk assessment carried out where necessary to ensure any reasonable additional measures are considered. This may include continued delivery of online learning, regular testing Staff advised to refer to published list of those defined as extremely clinically vulnerable for further guidance. (link detailed in summary above)
Lunch arrangements	Transfer of Covid 19 infection from child to other children / staff	Pupils up to 80 from N/R/1/2 Staff - 21 +Facilities and cleaning	Staff to supervise children and ensure handwashing and gel before and after lunch.	Staff members are discouraged from sitting together in groups in the front hall, no more than 3 adults at a table. Lunch may be eaten in either of the staffrooms or in classrooms. Staff have been rostered to cover a break duty

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				<p>outside and eat/rest in an allocated staffroom or the additional room. Staff are encouraged to maintain social distancing measures. Children and staff will use their own water bottles at lunchtime to minimize handling frequently touched items eg glasses and water jugs.</p> <p>Staff to ensure that no more than 3 adults sit at each table and to sit staggered rather than face-to-face.</p> <p>Ideally the duration of lunch should be within a 15 minute period.</p> <p>Vigilant staff supervision to ensure there is no sharing of food.</p> <p>Thorough cleaning of all surfaces used by the children and staff present at the end of each lunch sitting and at the end of the lunch period.</p> <p>EYFS and KS1 will have separate times to eat in the front hall to minimize cross infection.</p> <p>Cutlery will be given to the children by a gloved member of staff.</p> <p>Staff will use pre-sorted cutlery to use rather than take from an open pot.</p> <p>Separate serving spoons will be used at the</p>

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				salad bar with cross contamination notices displayed. Staff and children will wash hands before eating lunch and immediately afterwards.
	Allergens contained in pupil lunches causing reaction for other children	Pupils up to 80 from N/R/1/2 Staff - 21 +Facilities and cleaning	Staff aware of allergies. Staff to carry out visual check of lunches before children eat. Details of pupil allergies held by each lead staff member in each class and in the school kitchen.	School Office to generate allergy cards for each child to have prior to their first day at school in September. School Office to generate allergy list for kitchen, staff and office prior to the start of term.
Playtimes and break times	Slips / trips and falls in unfamiliar surroundings. Maintaining social distancing	Pupils up to 80 from N/R/1/2 Staff - 21 +Facilities and cleaning	Staff supervision in place according to numbers and ages. Snacks to be eaten under supervision with no sharing of snacks. Staff members to maintain social distancing measures between adults on duty. Limited use of play equipment. Each year group to different equipment to reduce contact – age	The staff on duty will agree access to equipment within the zones on a daily basis and children will be instructed to which equipment they can use (age dependent) A box of play equipment will be provided to each group EYFS and KS1.

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	Sun-burn		appropriate use only and fully supervised. Communication has asked parents to apply sun cream before pupil leaves the house and provide sun hats.	Staff to ensure children are moved to shaded areas within appropriate zones (15 minute period in morning / 20 minute lunch break) Sunhats will remain in school to limit items travelling to and from school/home.
Wet weather break time arrangements	Transfer of Covid 19 infection from child to other children / staff	Pupils up to 80 from N/R/1/2 Staff - 21 +Facilities and cleaning	Pupils will remain in their zone	Wet weather plan initiated- staff to remain in their zone with pupils for 'wet play' activities. These will be 'wet play' resources available in each classroom so no need to share across social groups. Red coats to remain in school and parents asked to bring an additional coat at pick up time for their child to wear home. Office to email all parents.
	Transfer of Covid 19 infection from child to other children / staff	Pupils up to 80 from N/R/1/2 Staff - 21 +Facilities and cleaning	Social distancing guidelines followed.	Staff supervision during break to ensure social distancing is effectively maintained between cohorts ie EYFS and KS1.
Use of School resources	Transfer of Covid 19 infection from child to other children / staff by touching school IT equipment and toys	Pupils up to 80 from N/R/1/2 Staff - 21 +Facilities and cleaning	Anti bac wipes and gloves will be provided to teaching staff to wipe down frequently used equipment and surfaces as outlined above.	Any equipment/toys which are identified as difficult to clean have been removed. Soft furnishings/toys can be used in class as children will remain in their groups for the majority of the school day and any contact with others is minimal.

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				<p>Watertrays in EYFS will be emptied and cleaned at the end of each day. Sandtrays can be used with toys cleaned at the end of each day.</p> <p>Toys to be wiped down with anti-bacterial wipes by teaching staff at the end of each day/washed in hot soapy water.</p> <p>Children in Year 1 will have a set of resources to use per table reducing the number of children who have access to them.</p> <p>Children in Year 2 will have their own bag of resources to use throughout the day. These will not be shared.</p> <p>Staff are encouraged to use their own writing and teaching tools where possible or be able to thoroughly clean them between use.</p>
Washroom provision	Transfer of Covid 19 infection from child to other children / staff	<p>Pupils up to 80 from N/R/1/2</p> <p>Staff - 21 +Facilities and cleaning</p>	Washrooms checked and door handles / touch points cleaned with sanitizer at least twice a day by Facilities staff.	<p>Children to visit the toilets individually. (As per guidance) or with minimum support from adults in the case of EYFS children.</p> <p>Toilets labelled for specific year groups to use.</p> <p>Classroom doors to be kept open using the fire doorguard systems to reduce the touching of door handles.</p> <p>Bins will be provided in the toilets for paper towels to be disposed of. These will be</p>

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				emptied twice a day. Staff will use a designated toilet rather than sharing across the school.
Fire evacuation	Staff and pupils able to maintain social distancing during fire evacuations.	Pupils up to 80 from N/R/1/2 Staff - 21 +Facilities and cleaning	Staff reminded of fire evacuation point and directed to the signage in each teaching area. Facilities staff on call for any problems.	Facilities mobiles will also be alerted should a fire alarm be activated. Usual procedures should be sufficient with more space designated between groups by teaching staff once in evacuation space. (playground) No evacuation to the field unless absolutely necessary. Fire drill to be practiced in the first half term. Children will need to be shown new lining up arrangements as the playground has been remodeled over the summer break.
Shelter In procedure being enacted	Staff and pupils able to maintain social distancing during shelter in procedure.	Pupils up to 80 from N/R/1/2 Staff - 21 +Facilities and cleaning	Shelter in drill delayed until Jan 2021 with staff having received initial training. Procedure to be reiterated to staff in briefing before return to school. Emphasis on staying in secure room but use of social group reduces the risk	Emphasis on staying in secure room but use of social group reduces the risk around being unable to socially distance in an emergency where immediate danger is the concern.

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			around being unable to socially distance in an emergency where immediate danger is the concern.	
Coughs and Sneezes	Transfer of Covid 19 infection from/to children / staff	Pupils up to 80 from N/R/1/2 Staff - 21 +Facilities and cleaning	Children and staff are encouraged to follow the 'Catch it, Bin it, Kill it' approach.	Children and staff are encouraged to sneeze or cough into their elbow, bin any tissues and will wash their hands after coughing or sneezing.
First Aid incidents	Transfer of Covid 19 infection from child to other children / staff	Pupils up to 80 from N/R/1/2 Staff - 21 +Facilities and cleaning	Staff members in 'social groups' are paediatric first aid trained and will treat injuries and accidents within 'social groups' using the first aid bag available in classrooms. Medical Room to be used as additional treatment areas if needed and staff supervision is in place.	Gloves to be worn if cleaning wounds/administering plasters/ice packs. Face masks/shields and eye protection to be provided for staff to use Medical Room to act as isolation space for child with temperature or symptoms until parent collects them from school. Staff member from 'bubble' to remain with the child. First Aid addendum written and shared with staff and parents.
First Aid Incident – dealing with a case presenting symptoms of Covid 19	Transfer of Covid 19 infection from child to other children / staff	Pupils up to 80 from N/R/1/2 Staff - 21 +Facilities and cleaning	Staff member presenting with symptoms will be sent home by the Head. Pupil displaying symptoms to be taken to Medical room and be isolated there with staff supervision until parent	Tests have been given to the school which will be sent home with any child or staff member displaying symptoms to prevent delay in a result being known. Face visors, masks and disposable aprons to be supplied for use by staff member administering any kind of first aid if they wish to

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			<p>arrives.</p> <p>Pupil's temperature to be taken and recorded.</p> <p>Pupil to obtain test and not return until a negative test result has been received.</p> <p>Parents within social group to be informed and await further information.</p> <p>PHE will be contacted if a positive result is found and their advice will be followed.</p>	<p>use them. This should be placed in appropriate bin after use.</p> <p>Follow Appendix 3 Provided by Surrey County Council</p>
Site cleaning where there are no suspected / confirmed cases	Transfer of Covid 19 infection from child to other children / staff	<p>Pupils up to 80 from N/R/1/2</p> <p>Staff - 21 +Facilities and cleaning</p> <p>Facilities staff carrying out cleaning</p>	<p>Facilities staff to clean down handrails, door plates and handles in the areas used at least twice a day.</p> <p>Additional clean to be done at the end of the day when pupils and staff have left site by Vervia staff.</p> <p>Facilities staff to be issued the correct PPE – disposable gloves as per PHE guidelines.</p>	<p>Particular attention paid to high risk areas such as washrooms, all hard surface areas and touch points on doors.</p> <p>Hand sanitizer, tissues and anti-bacterial wipes to be placed in all classrooms.</p> <p>Stocks of cleaning materials to be regularly checked by Facilities staff.</p> <p>Bins emptied throughout the day by Facilities staff.</p> <p>Cleaning staff brought in earlier and will clean throughout the day.</p>

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Site cleaning where there is a suspected / confirmed case of Covid 19	Transfer of Covid 19 infection from child to other children / staff	Pupils up to 80 from N/R/1/2 Staff - 21 +Facilities and cleaning Facilities staff carrying out cleaning	The necessary social group will be closed immediately as advised by PHE, and all necessary staff / pupils sent home to self-isolate for 14 days. Vervia Cleaning contractor to bring in a specialist cleaning team to decontaminate the buildings and equipment used.	Public Health England (PHE) to advise on which children and staff will need to isolate based on daily registers and timetables.
Staff refreshments and breaks	Transfer of Covid 19 infection from child to other children / staff	Pupils up to 80 from N/R/1/2 Staff - 21 +Facilities and cleaning	Mugs provided which are washed in the dishwasher at high temperature at the end of each day.	Staggered continue to use staff room and additional seating area to allow social distancing. Staff encouraged to use own water bottles at break and lunchtime.
Visitors to site and ensuring social distancing	Transfer of Covid 19 infection from visitor to children / staff	Pupils up to 80 from N/R/1/2 Staff - 21 +Facilities and cleaning	Staff to sign in on register displayed in front hall. The Head must give permission for Parent show rounds and other visitors to the school.	Main Staircase to be used by staff only, with all teaching areas on the ground floor. Staff to use their own pen to sign the register with Cleaning staff to clean all areas visited once site is clear.
Critical worker Provision should there be a full	Transfer of Covid 19 infection from/to children / staff	Pupils up to ?? 2 staff	All as above	All as above

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school closure based on local/national lockdown NOT a case of Covid-19 in school (Mon-Fri, 8am - 4pm)				
Paper based classroom resources	Transfer of Covid 19 infection from/to children / staff	Pupils up to 80 from N/R/1/2 Staff - 21 +Facilities and cleaning	School link books and reading records will be sent home each night and staff will wash their hands before and after handling them.	
Rewards and sanctions	Transfer of Covid 19 infection from/to children / staff	Pupils up to 80 from N/R/1/2 Staff - 21 +Facilities and cleaning	Children will receive verbal positive praise for good work. Stickers can be given to children.	Children will be unable to visit other spaces in school or classrooms to show another adult or the Head teacher good work. Photographs and TRACK certificates will be shared electronically. Behaviour Addendum written and shared with staff detailing new arrangements.
Reclosure of the school due to Covid-19 outbreak	Transfer of Covid-19 infection from/to children / staff causing all social groups to	Pupils up to 80 from N/R/1/2 Staff - 21 +Facilities and	Children and staff will remain in their social bubble to limit possible spread of infection. Any child or staff member	The school will continue to provide online learning for any children isolating/working from home to access via Seesaw.

Task or Activity and Area	Hazard and Effect	Person at Risk and number	Existing Control Measures / Comments	Improved Control Measures / Comments
	isolate at home.	cleaning Staff - 21 +Facilities and cleaning	<p>who tests positive will remain at home for 14 days.</p> <p>The social group the child has been in will remain at home for 14 days as advised by PHE.</p> <p>A full deep clean will be carried out in all areas that the social group have accessed to prevent further spread of Covid-19.</p>	<p>All staff, children and their families will be signposted to Covid-19 testing.</p> <p>Testing kits are available in school for Office staff to send home with a child or staff member who is presenting with symptoms.</p>
Movement around the school buildings and site	Transfer of Covid 19 infection from child to other children / staff		<p>Out of bounds areas listed below are all clearly labelled as 'No Entry':</p> <p>Swimming Pool and surrounding area</p> <p>If staff need resources from these areas they must seek permission from the Head so that cleaning can then be arranged.</p> <p>Facilities staff in contact by two way radio to ensure staggered use of different areas of school.</p> <p>Staircases to Yr 2 to be one</p>	<p>Children to remain in their social groups to limit time spent in corridors/common areas of the school.</p> <p>One child at a time to use the toilets with a staff member waiting outside if necessary to ensure social distancing measures are adhered to.</p>

Task or Activity and Area	Hazard and Effect	Person at Risk and number	Existing Control Measures / Comments	Improved Control Measures / Comments
			<p>way. Holding on to the handrail on the way down.</p> <p>Main staircase down only. Narrow staircase up only.</p>	
<p>Visiting Teachers (Music, SALT, Sports, Chess) during the school day and for extra curricular clubs.</p>	<p>Transfer of Covid 19 infection to parents / children / staff</p>	<p>Pupils up to 80 from N/R/1/2</p> <p>Staff - 21 +Facilities and cleaning</p>	<p>Only essential tasks and lessons to be completed during the school day.</p> <p>Visiting Teachers/Therapists to sign induction guidelines for the site which cover social distancing guidelines as well as site rules and safeguarding procedures.</p> <p>Visiting Teachers/Therapists will wash hands and apply hand gel when they arrive and leave the site as well as between teaching each pupil.</p>	<p>All advised to follow handwashing advice signposted around site. Facilities available and clearly marked.</p> <p>Visiting Teachers/Therapists to provide a copy of their own COVID-19 RA outlining the measures they are taking to prevent the spread.</p> <p>Visiting Teachers/Therapists to only visit the school if they are well and are not showing any signs or symptoms of COVID-19.</p> <p>Visiting Teachers/Therapists not to visit SHPPS if they have been in contact with anyone who has COVID-19.</p> <p>Visiting Teachers/Therapists to clean frequently touched surfaces and resources before and after use with each pupil.</p> <p>Visiting Teachers/Therapists to maintain social distancing measures where possible.</p>
<p>Music, Indoor PE and Forest School lessons</p>	<p>Transfer of Covid 19 infection to parents / children / staff</p>	<p>Pupils up to 80 from N/R/1/2</p> <p>Staff - 21 +Facilities and cleaning</p>	<p>Children will remain in social groups.</p>	<p>Social groups/Classes have been halved for these lessons. All classes are <15.</p> <p>Outdoor PE lessons are <23</p> <p>All resources eg footballs/ musical instruments, tabards will be cleaned before and after each use and won't be used by different social groups on the same day.</p>

Task or Activity and Area	Hazard and Effect	Person at Risk and number	Existing Control Measures / Comments	Improved Control Measures / Comments
				<p>During music lessons pupils will wherever possible be back to back or side to side. Pupils will not share instruments. Windows and doors will remain open to ensure good ventilation. Singing, wind and brass instruments will not be played in assembly or choir. Choir club will not take place until further guidance becomes available. Teachers will maintain social distancing measures wherever possible between themselves and the pupils. Parents will provide their child with their own waterproofing clothing to wear at Forest School. Children will not hold hands with their partner on the walk to Forest school or the Field. They will remain side by side with their partner for the duration of the walk. Staff members will be at the front, middle and end of the line.</p>

Circulation list for Risk Assessment via e mail:

Governors

All Teaching Staff based on site

All Support Staff based on site

All SHPPS Teaching and Support staff working from home in the event of a Covid-19 outbreak

Date circulated and by whom:

V4. Shared online with SHPPS staff on 22.05.20

V8. Shared online with SHPPS staff on 01.06.20

V11. Shared online with SHPPS staff at staff meeting on 02.06.20
V 12. Shared via email with SHPPS staff 15.06.20
V.15 Shared with staff via email on 28.08.2020
V.15 Shared with staff on 3.9.20
V.16 Shared with staff via email on 6.9.20