

## CVT COVID-19 Update November 2020

School name: **Chesterton Primary School**

Assessment carried out by: **Stella Formosa**

Date of next review: **Reviewed Fortnightly**

Date assessment was carried out: **November 2020**

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Risk of infection spreading via pupils or staff due to the lack of social distancing</b>	Staff, children and parents	<ul style="list-style-type: none"> <li>⇒ Classrooms rearranged to have front facing seating/grouped tables well spaced as is practical</li> <li>⇒ Allocate 2 children to their own shared desk/specified space when in the room</li> <li>⇒ Display posters explaining social distancing. These to be on the wall and around school as a reminder</li> <li>⇒ Behaviour policy updated with an annex and reviewed regularly – pupils will be isolated if they cannot adhere to the social distancing rules</li> <li>⇒ Lessons and resources planned so that work can be carried out using methods to mitigate spread, eg no face to face talking</li> </ul>	Face masks and visors available to support staff/face covering/visor to be worn at door at start and end of day	Site Staff HT SLT Staff Children Parents	November Start	

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		<ul style="list-style-type: none"> <li>⇒Feedback using interactive white boards and visualisers wherever possible</li> <li>⇒Ensure there is a suitable supply of hand sanitizer available in classrooms. Bins for hand towels and tissues are not left overflowing – bins to be emptied at lunchtime by allocated staff</li> <li>⇒Teachers to ensure that everyone washes their hands frequently throughout the day – at the beginning of the school day and before eating. Younger children to be supervised whilst hand washing</li> <li>⇒Children encouraged not to touch their face, eyes, nose and mouth</li> <li>⇒Use of iPad - must be cleaned after each child has used/ eachchild to have own earphones</li> <li>⇒Staff will not be required to routinely meet with parents on a one to one basis. If a meeting is required, this needs to be arranged before hand, so that it can be organised in a socially distanced manner. Every effort to be made to use alternative methods of communication eg phone, email, dojo, etc.</li> </ul>	<p>All children have own ear phones labelled and bagged Parents and staff to wear face coverings if meeting together</p>	<p>BB  All Staff</p>		

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		<p>⇒Parents can only wait outside main entrance and any appointment made in advance and avoided if possible with the use of telephone meetings. Office staff will use email and the text messaging service to communicate with parents</p> <p>⇒All staff who are still identified by their medical practitioner as high risks have met with headteacher and an appropriate plan be set up that ensures that appropriate mitigation takes place.</p> <p>⇒Extra-curricular activities will be reviewed on a case by case basis. All offsite visits will be temporarily suspended.</p> <p>⇒ If any members of the bubble show symptoms of coronavirus they must not attend school and must arrange for a test to be taken. If the test is positive school will engage with NHS test and track system and follow their advice.</p> <p>⇒School will be deep cleaned following any known contamination outbreak General gym equipment and outdoor fixed play equipment will be used on a rota basis that</p>	<p>Face masks to be worn in entrance area and around outside perimeter of school</p>			

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		<p>ensures that it has been cleaned/appropriate time between bubbles.</p> <p>⇒ Minimise the resources available to those that can be cleaned</p> <p>⇒ Children to wear school uniform/wash in normal way</p> <p>⇒ Staff to remain with own bubble of children or if working with more than one bubble they maintain a social distance between them and the children</p> <p>⇒ A bubble is defined as a class - pre-nursery and nursery defined as one class</p>				
<b>Lack of social distancing at drop off and pick up from parents</b>		<p>⇒ Only allocated classroom entrances in to school to be used at the start and end of the day</p> <p>⇒ SF provided parents with a drop off and collection time over a 15 minute period. Parents to be text / emailed time</p> <p>⇒ A list of groups to be provided to staff members. All children with use/be given hand sanitiser to ensure safe entry and depart (if given with gloves)</p> <p>⇒ Playground has clear designated areas for different bubbles</p>	<p>Reviewed timings and children now encouraged to walk up on own/all parents to wear face coverings on school premises</p>	<p>Parents HT SLT Office staff Children Bubble staff</p>	<p>On going</p>	

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		<ul style="list-style-type: none"> <li>⇒Parents to be continually reminded via letter, text regarding social distancing/ one way system</li> <li>⇒Only 1 adult to drop a child at school</li> <li>⇒No toys to be brought into school</li> <li>⇒Children have allocated waiting area.</li> <li>⇒Parents to leave the site promptly after drop off</li> </ul>	<ul style="list-style-type: none"> <li>⇒(2 year old provision to ensure items brought in are not cross contaminated )</li> </ul>			
<b>Lack of social distancing in toilets</b>	Children	<ul style="list-style-type: none"> <li>⇒. Each bubble will have designated toilets/protocol if shared that children understand</li> <li>⇒Hot water and soap will be checked on a daily basis</li> <li>⇒ Hand gel will be provided on entrance to classrooms</li> <li>⇒Extra signs displayed to promote good handwashing</li> <li>⇒Paper towels in toilets and large bins checked twice daily to ensure not overflowing.</li> </ul>	Toilets have ot be used by different bubbles/ children to be reminded not to enter if child from another bubble using/	Site staff HT		

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<b>Lack of social distancing waiting to enter the classroom / corridors</b>	Children, staff	<ul style="list-style-type: none"> <li>⇒Markers will be put onto the floor outside the classroom (internal and external)</li> <li>⇒One way routes, where applicable will be designed around the school wherever possible, or corridors divided with clear markers of directional flow</li> <li>⇒ Communication will be electronic so staff do not need to visit the office</li> <li>⇒Posters displaying social distancing</li> </ul>		Site staff HT Office staff		
<b>Lack of social distancing during lunchtime and playtime</b>	Children, staff	<ul style="list-style-type: none"> <li>⇒Children will eat in the classroom. Children will bring in lunches from home or a meal will be delivered to the classroom. Catering staff will transport food to the classrooms to prevent additional pedestrian traffic through corridors</li> <li>⇒Staggered playtime / lunchtime. Allocate separate play areas for the bubble group</li> <li>⇒Have a clear rota for fixed play equipment – this means no cross contamination from bubbles - cleaning regime in place for handrails and handheld grips when needed</li> <li>⇒Staff to be vigilant in the playground to actively encourage social distancing</li> </ul>	Reception, Year 1 and Year 2 will be allocated time to eat in the hall with clear social distancing/separate bubble information in place	Bubble staff Kitchen staff		

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		⇒Staff will organise games in the playground if necessary, to avoid close contact, hopscotch, musical statues				
<b>Contact of shared resources resulting in indirect transmission of the virus</b>	Children, staff	⇒Children will be issued with their own stationery - labelled in the classroom with their name/ in their own tray ready for use. Resources will not be sent home or resources should not be bought into school ⇒Shared resources such as maths items / science equipment /play equipment will be cleaned with disinfectant each night and left to dry if it leaves the bubble ⇒Tables and other hard surfaces will be cleaned in the middle and end of the day ⇒Books will be sent home: they must be quarantined for 48 hours once brought back into school	Doors propped open so handles are no	Office staff Bubble staff		
<b>Emotional distress of pupils</b>	Children	⇒TAs and teachers will not need to wear face masks. If working within very close proximity of individual children in their bubble, they must however ensure they limit this as much as possible or put other mitigations in place, eg	Staff have PPE available if they want to use to support close work with children. All staff are responsible for keeping	Trailblazers HT Bubble Staff SENDCO		

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		<p>more distance, sitting side to side rather than face to face. Children from the bubble will not be permitted to work in corridors</p> <p>⇒Children suffering from anxiety may need to have appropriate intervention in school to support their emotional needs</p> <p>⇒Teaching staff will ensure that they plan activities that will enable pupils to talk about their emotions if they need to.</p> <p>⇒Trailblazers will offer resources and ideas to teachers to help them to support children</p> <p>⇒The safeguarding / SENDCo lead will be available throughout the day to offer assistance and support if needed</p> <p>⇒EP service available for support to children if needed</p>	<p>themselves safe and social distanced</p>			
<p><b>Emotional distress of staff</b></p>	<p>Staff</p>	<p>⇒Teaching and support staff will be given details for online counselling support if needed</p> <p>⇒Trailblazers will offer support to teachers and support staff if needed</p>		<p>HT SLT</p>		

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		<ul style="list-style-type: none"> <li>⇒The headteacher and SLT member is available to staff on a daily basis so staff can raise concerns</li> <li>⇒Risk assessment to be reviewed on a weekly basis for the first month. This may then reduce to fortnightly if cases are not a concern to staff</li> <li>⇒Designated staff areas will be allocated on a rota basis – staff will have clear guidance around social distancing, cleaning routines,etc.</li> <li>⇒Planning will be allocated to teaching staff. Those covering the class will either be staff who work in that bubble or staff who will plan learning activity that enables them to be socially distanced from pupils.</li> <li>⇒Vulnerable staff (identified by their medical practitioner) will have an individual plan after meeting with headteacher.</li> <li>⇒The staffroom is social distanced and chairs must be remain in allocated spaces. Staff to operate a before and after cleaning process as standard practice across the school especially using boiler for hot water/other equipment</li> </ul>				

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		<ul style="list-style-type: none"> <li>⇒Library and Meeting room: to be booked and wiped before and after - window must be open</li> <li>⇒ Cleaning spray will be left in all public areas and staff to operate a before and after cleaning process</li> <li>⇒Photocopying to be given to the office where possible. There will be a before and after clean system. If photocopier is used, wipe before and after using spray provided</li> </ul>				
<b>Risk of spreading virus due to close contact with children: 1-1 and restraint</b>	Children, Staff	<ul style="list-style-type: none"> <li>⇒Behaviour policy to be updated prior to school reopening and an annex created. Any risk of spitting or other behaviour difficulties that require close contact with the child an individual risk assessment will be completed or health care plan</li> <li>⇒If a child is a spitting risk then a separate risk assessment to be completed</li> <li>⇒Disposable aprons are available and extra gloves</li> <li>⇒Reduced timetable / exclusion considered if necessary – i.e. putting staff at high risk of contamination</li> <li>⇒If help needed to move around the building individual risk assessment to be completed</li> </ul>		DHT Bubble staff Office staff		

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		⇒Staff working with children on a 1-2-1/ small group basis will need to layout the workspace to allow maximum possible distance between them and the child, considering seating arrangements, equipment etc.				
<b>Risk of infection due to lack of cleaning</b>	Children, staff	⇒All surfaces such as handles, toilets, tables, chairs and shared equipment will be cleaned at the end of each day ⇒All cleaning staff will follow Chartwell's instructions ⇒Soft furnishing will be removed from classrooms – if they remain they are to be used by one adult in the room ⇒Cleaning materials are available in all classrooms so staff can clean as they go including gloves, aprons.	Anti-bac spray to be used in classrooms where carpet used for teaching	Cleaning staff Bubble staff Site staff		
<b>Issuing medication to children. Child falls ill or has an accident and needs first aid</b>	Staff, children	⇒Soft furnishing will be removed from classrooms or used only by designated person ⇒Cleaning materials are available in all classrooms so staff can clean as they go including gloves, aprons		Bubble staff		

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		<ul style="list-style-type: none"> <li>⇒Ensure all bubbles have a first aid kit and PPE to provide basic first aid. Basic first aid training completed by all staff</li> <li>⇒Medical area available for first aid. Cleaned after use and items disposed of correctly (notice to remind staff) front office</li> <li>⇒Hand wash and Hand sanitizer available in medical area</li> <li>⇒Medication will not be issued during this period (calpol, antibiotics etc) unless it is part of an already established care or asthma plan</li> </ul>				
<b>Staff shortages due to unavailability of current staff</b>	Children, parents	<ul style="list-style-type: none"> <li>⇒Staff rota will be determined for each class based on the needs of the children</li> <li>⇒ If staff are missing within the bubble the covering staff will plan activities that can be delivered in a socially distant method</li> <li>⇒Resources and staff shared across the trust to accommodate smooth work where possible</li> </ul>		HT Trust support		
<b>Evacuation of staff and pupils during fire alarm</b>	Children, staff,	<ul style="list-style-type: none"> <li>⇒Fire evacuation routes remain as normal with children being mindful of bubbles as they move to the playground</li> </ul>		Site staff HT Office staff		

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	emergency services	<ul style="list-style-type: none"> <li>⇒ All staff who normally sweep the building will carry on isolating the fire control panel if HT / site staff not present</li> <li>⇒ Playground plan (as normal) Year group bubble groups stand if evacuation needed 2m separation</li> </ul>				
<b>Increased risk of exposure to contamination from visitors – including contractors and external agencies</b>	Visitors, staff, parents, children	<ul style="list-style-type: none"> <li>⇒ External visitors will not be permitted without a prior appointment into the school whilst children are present.</li> <li>⇒ Maintenance contractors will be permitted into school when children are not present</li> <li>⇒ Only essential maintenance jobs and statutory inspections will be carried out</li> <li>⇒ Meetings will be conducted virtually wherever possible. If a visitor/ contractor must come on site this must be pre-arranged with the HT</li> <li>⇒ The office need to know all visitors are booked in</li> <li>⇒ Trainee teachers and work placements will still be permitted in school and must be provided with risk assessment</li> </ul>		HT Office staff Site staff		

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<b>Lack of hot water and soap in every toilet and areas issuing personal care – first aid to children</b>	Children, Staff	⇒Hot water available and checked throughout the day ⇒All systems flushed before rooms that have been closed are reopened ⇒Soap dispensers checked at the start and middle of each day		Site Staff HT/SLT		
<b>Lack of hand sanitiser at key areas</b>	Children, Staff, visitors	⇒Hand sanitisers available in all classrooms, entrance and exit doors, main office, staffroom, medical room ⇒Checked at the start and middle of day		Site Staff HT		
<b>Lack of bins to dispose tissues and waste appropriately leading to the spread of infection</b>	Children, staff	⇒All classrooms to have a bin easily located ⇒Bins emptied in the middle and end of day, wearing gloves to change bags. ⇒Bins not to be overflowing and all items in a pedal lidded bin if possible		Site Staff		
<b>Someone in school is displaying symptoms of COVID which could lead to contamination</b>	Children, Staff, parents, visitors	⇒No one is allowed on site if displaying symptoms ⇒Staff and parents to be regularly reminded that if they are displaying symptoms they should not be in school		HT Office staff		

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		<ul style="list-style-type: none"> <li>⇒All adults and children must self-isolate for 14 days if anyone in their household displays symptoms and must be tested</li> <li>⇒If a child or adult displays symptoms during the school day they should be placed in isolation if there is concern (agree an area) until they can be collected / leave. If they need to be supervised, adult to wear appropriate PPE if needed. Area to be cleaned when child has left.</li> <li>⇒Parents will be reminded that they need to arrange for the child to be tested</li> <li>⇒The bubble the child / adult was part of do not need to be sent home. If the child / adult tests positive, the school will work with the relevant NHS body and follow their advice.</li> </ul>				
<b>Staff feeling unclear and lack of understanding of risk assessment and new structures leads to distress and risk of infection</b>	Staff, Children	<ul style="list-style-type: none"> <li>⇒Staff to be given time to read and ask questions of any measures in place</li> <li>⇒Weekly reviews encourages staff to share their views and risk assessments adapted accordingly</li> <li>⇒HT / SLT to be present via email / 2m distance to offer support and monitor impact of risk assessment</li> </ul>		HT / SLT		

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		⇒ An area in each classroom to be a clear space to allow leaders to wander and view activities safely in order to support staff.				

## Additional information

- ⇒ Regular communication to parents regarding control measures and updates. Parents should receive clear communication regarding the role they play in safe operating procedure.
- ⇒ No full school assemblies – HT / SLT to use online to give clear message to all children
- ⇒ PPA time can be completed at home
- ⇒ Staff will not congregate in the staffroom at the end of the day or at the beginning (wipe clean policy for staff who arrive early). They will go into school and move directly to their designated area
- ⇒ The staff room will be laid out to encourage social distancing – encouraged to bring packed lunch. This must be adhere to.
- ⇒ Staff will be asked to wash their own crockery and not use dishwasher. If possible staff to bring in own water bottle / flask to avoid over use of heater / kettle – if using water heater please wipe clean before and after use with anti-bac wipes. All mugs, spoons etc must be put away and not left on the drainer.
- ⇒ Paper towels to be available in staff room medical area and toilets
- ⇒ Cleaning materials (disinfectant, wipes etc) to be available in all classrooms so staff can clean throughout the day
- ⇒ All internal doors to be open – windows open if possible to aid ventilation
- ⇒ Children to bring in own water bottle and lunch box. All wrappers and waste to be put back in lunch box to take home
- ⇒ Children to be in one bubble only. If needing additional time to school day must stay in year group bubble within other bubbles as far as possible