

Covid-19 Addendum to Health and Safety Policy

Risk assessment for pupils, staff and parents attending Christ the Saviour School



Locations covered by this risk assessment	The Grove Site The Grove Ealing, London W5 5DX	The Broadway Site New Broadway Ealing, London W5 2AA
Tasks and activities covered by this risk assessment	<ul style="list-style-type: none"> ● School drop off and collection ● School offices ● Meetings with parents, staff or other professional visitors including contractors ● Classroom activities ● Lunch ● Use of toilets ● Playtime activities ● Cleaning and Hygiene ● Administering First aid/ Medication ● Dealing with suspected and confirmed cases of Covid-19 ● Transport Arrangements ● Personal care ● 1:1 LSA's 	
Assessment Date	8th July 2020	
Reviewed and updated	July 2020, 13th November 2020, 5th December 2020, 11th January 2021, 1st March 2021, 8th April 2021, 27th April	
Approved by Governors	First approved: 26th August 2020, live document shared with Governors	
Date of review	This is a dynamic document and will be reviewed and updated if there are any changes to circumstances or Government guidelines	

The continuing efforts of leaders, teachers and staff across the school have ensured that we remain as safe and COVID-secure as possible.

Most people who become infected with SARS CoV2 (the virus causing coronavirus disease, COVID-19) will experience mild symptoms, such as fever and cough and are unlikely to become severely unwell. The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school.

Being in school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children's future ability to learn. School is also a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families.

On the 22nd February, the Prime Minister announced the full opening of schools as of the 8th March 2021. Whilst coronavirus (COVID-19) remains in the community, this means making judgments at a school level about how to balance and minimise any risks from coronavirus (COVID-19) with providing a full educational experience for children and young people.

The following actions for staff and pupils contribute to reducing the likelihood of COVID-19 transmission:

- Ensuring that if staff, pupils (or anyone in their household) develop symptoms of COVID-19, they stay at home, get [tested](#) and follow guidance on [household isolation](#), and ensuring that if staff or pupils are identified as a close contact of someone who has tested positive for COVID-19 by NHS Test and Trace, they stay at home and follow guidance for [people of contacts with confirmed coronavirus](#);
- [Keeping occupied spaces well ventilated](#);
- [Promote and engage in lateral flow testing](#);
- [Promote and engage with the NHS Test and Trace process](#);
- [Promote and engage with the NHS Covid-19 vaccination programme](#);
- Minimising contact between individuals and maintaining social distancing wherever possible;
- Keeping 'bubble sizes' small to limit close contacts;
- [Washing hands](#) frequently for at least 20 seconds, using soap and water, or hand sanitiser where soap and water are not immediately available;
- Coughing or sneezing into tissues before binning them;
- Avoiding touching the eyes, nose or face;
- [Cleaning](#) and disinfecting regularly touched objects and surfaces using regular cleaning products;
- Minimising contact between individuals and maintaining social distancing wherever possible;
- Following government advice and guidance [on actions for the full opening of schools](#)

If the above advice is followed carefully, any risk of transmission in schools will be greatly reduced.

Further government guidance can be found at: <https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19> and on coronavirus information on [Ealing Grid for Learning](#)

Ref	Hazard or activity	Who is at risk and how?	Control measures or processes in place to mitigate risk	L	I	Overall risk
1	Getting or spreading coronavirus through staff, parents and pupils travelling to and from school.	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	<p>Staff, parents and students are encouraged to walk or cycle to school where possible, or use private vehicles</p> <p>Stagger drop-off and collection times to reduce the number of pupils and parents travelling on the same transport ie bus and train</p> <p>Schools, parents and students should follow the Coronavirus (COVID-19): safer travel guidance for passengers</p> <p>Separate parking areas for each year groups' scooters/bicycles will be created.</p> <p>All pupils will use our hand sanitizing stations when they enter the site and will have the opportunity to use the sanitizing station when they exit the site.</p>	2	3	$(2 \times 3) + 3 = 9$ Low risk
2	School drop off and collection (entering and exiting the school)	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	<p>Stagger drop-off and collection times with allocated entry points for different year groups.</p> <p>Parents will only enter school to drop or collect using the one way system and for pre-arranged meetings with staff. Parents will be advised to wear face coverings at drop off and collection.</p> <p>Parents will be supported with physical distancing measures with taped markers on the pavement to encourage physical distancing.</p> <p>Teachers will wait in the playgrounds to meet their classes and escort them to their room.</p> <p>Pupil to be accompanied by only one adult to school to reduce congestion.</p> <p>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school.</p> <p>On entry to school, staff and pupils should use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.</p> <p>Scooters and bikes discouraged but pupils who bring these will be asked to leave them in allocated areas of the school</p>	2	3	$(2 \times 3) + 3 = 9$ Low risk

3	School offices	Admin staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	<p>Guidance for school offices can be found here.</p> <p>We offer a reduced service at our offices and ask parents to email or telephone queries in the first instance.</p> <p>Appointments must be pre-arranged with staff and meetings will be held in an appropriate location with social distancing measures in place.</p>	2	3	(2x3) + 3 = 9 Low risk
4	Meetings with parents, staff or other professional visitors including contractors	Admin staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	<p>Wherever possible all meetings to be conducted by telephone or via google hangouts. Other essential meetings that need to take place face to face on site must maintain physical distancing.</p> <p>Visits from educational professionals will be prioritised when attendance at school will result in enhanced outcomes for pupils e.g social workers, educational psychologists, speech and language therapists or other educational consultants. These visitors will all be asked to sign in at the office as usual and contacts will be taken to ensure we are able to follow contact tracing in the event of a positive case. Visitors will be asked to thoroughly wash their hands before they leave the office and enter the school site and to read our one page Covid-19 risk assessment. They will be given a clean, well ventilated room to work in and the environment will be arranged to support physical distancing. If the same room is used for another pupil then the work spaces will be wiped down and cleaned after each child. This can be done by the visiting professional or a member of school staff if the visitor would prefer. Senior staff will oversee this task.</p> <p>All contractors or visitors must wear a face covering whilst moving around in corridors and communal areas.</p>	2	3	(2x3) + 3 = 9 Low risk
5	Classroom activities for pupils with the maturity and ability	Staff, parents and pupils could become infected with COVID-19. If so,	Avoid contact with anyone with symptoms - see further information below (parents called immediately or staff member to leave the site immediately).	2	3	(2x3) + 3 = 9 Low risk

	<p>to observe social distancing and personal hygiene instructions e.g. older KS2 pupils</p>	<p>they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p>	<p>Minimise contact and mixing of groups - bubbles to remain in allocated rooms with minimal contact between bubbles.</p> <p>There should be minimal furniture in the classroom so that desks can be spaced as far apart as possible and facing the teacher (Year 1 to 6) Children will have their own desk however there may be times when children will work at a desk with another student. When this takes place this will be for a short amount of time and regular movement breaks will be used. Children will always return to their own desks.</p> <p>For individual and frequently used equipment such as pencils and pens, pupils will have their own resources allocated to their desk so there will be no sharing of these frequently used items.</p> <p>No indoor equipment (pens, toys, etc.) to be shared between bubbles unless cleaned between each child's usage.</p> <p>Where possible, staff should not spend extended periods in very close proximity to pupils. Pupils and staff are always in the same group each day, and different groups are not mixed during the day, or on subsequent days.</p> <p>Parents will be asked to remind their children not to bring pencil cases or any other non-essential items to school.</p> <p>Frequent hand washing and tissues readily available.</p> <p>Where a sink is not available in the immediate vicinity, hand sanitiser is provided in classrooms and other learning environments.</p> <p>As usual, CtS will provide immunisation programmes on site, ensuring these will be delivered in keeping with the school's control measures.</p>			
6	<p>Classroom activities for young pupils and those without the ability to socially distance (EYFS,</p>	<p>Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild</p>	<p>Avoid contact with anyone with symptoms (parents called immediately.)</p> <p>Minimise contact and mixing of groups. When children are grouped for phonics activities (the only session of mixed classes) children will be in groups smaller than the size of a usual class and the class</p>	3	3	<p>$(3 \times 3) + 3 = 12$ Medium risk</p>

	<p>KSI, children with additional learning needs)</p>	<p>symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p>	<p>teacher will ensure that the children sit in the same place each day (a carpet seating plan will be necessary to help with test and trace)</p> <p>In Reception classrooms - reduce the number of chairs around tables to minimize the number of pupils able to participate in an activity.</p> <p>Pupils may require direct physical intervention from staff, due to young age. This should be managed as carefully as possible using available best practice guidance.</p> <p>Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts).</p> <p>Limit the amount of toys to match the curriculum and clean at the end of the day.</p> <p>Parents to be requested to not allow their children to bring toys, books or any other non-essential items to school</p> <p>The staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply.</p> <p>As usual, CtS will provide immunisation programmes on site, ensuring these will be delivered in keeping with the school's control measures.</p>			
7	<p>School lessons/ curriculum</p>	<p>Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p>	<p>Consider which lessons or classroom activities could take place outdoors</p> <p>Use the timetable and selection of classroom or other learning environment to reduce movement around the school or buildings</p> <p>PE to take place outdoors whenever possible. When resources are shared between groups adults will ensure that pupils wash their hands thoroughly before and after the session .</p> <p>Art takes place in a specialist classroom, resources are not shared between bubbles unless they have been cleaned in advance.</p>	2	3	<p>$(2 \times 3) + 3 = 9$ Low risk</p>

8	Music	<p>Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p>	<p>The school will follow the DfE guidelines in relation to provision for singing. When planning music provision, we will consider additional safety measures such as increased social distancing, well ventilated locations, not sharing microphones, no raised voices (no shouting)</p> <p>The latest guidance states: Although singing does not currently appear to represent a significantly higher risk than routine speaking and breathing at the same volume, there is now some evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space. This is particularly evident for singing and shouting, but with appropriate safety mitigation and consideration, singing can still take place.</p> <p>The following safety measures will be put in place:</p> <ul style="list-style-type: none"> ● Use a room or large hall ● Ensure the space is well ventilated to allow natural air flow ● Social distancing measures should be in place for pupils ● Strict social distancing between pupils and any adults such as teaching staff, conductors or musicians ● Background or accompanying music should be kept to levels which do not encourage teachers or other performers to raise their voices ● Microphones should not be shared <p>CtS will continue to use our specialist music teachers who will comply with the DfE guidance for peripatetic teachers including taking particular care to maintain social distancing from other staff and pupils.</p>			
9	PE	<p>Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute</p>	<p>Pupils will be kept in consistent groups (classes) for PE. Sports equipment will be cleaned between each use by different individual groups and contact sports will be avoided.</p> <p>Children will come to school in their PE kits to avoid the need to change in school.</p>			

		respiratory syndrome respiratory symptoms, and, in rare cases, even death				
10	Specialist teaching staff, Supply teachers and lunchtime supervisors	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	<p>Specialist staff and lunchtime supervisors have had their number of contacts reduced further during the national lockdown</p> <p>Specialist staff such as PE, Music, French and Art as well as lunchtime supervisors may teach children in different groups. Because of this it is important that these staff maintain physical distancing measures when delivering their lessons, particularly if they are for longer than 15 minutes and the lesson is indoors.</p> <p>Similarly, teaching assistants who work with children in different bubbles should keep their sessions less than 15 minutes long,</p> <p>The risks will be lower when these lessons or activities such as lunch cover can take place outdoors but staff should be aware that risks increase when lessons move indoors (for example if it rains during a PE lesson).</p> <p>If, on the rare occasion that year groups need to use a shared space at lunch time (for example the hall) classes will be kept physically distanced and the hall will be well ventilated with open windows and doors.</p> <p>When there is shared use of a specialist classroom e.g Music room and Art room, surfaces and resources such as musical instruments will be wiped down after each class. Children will always wash their hands at the beginning of a new lesson if they move classrooms.</p> <p>Supply staff will only be used as a last resort if we are unable to cover staff absence internally. Supply staff will be guided through the school risk assessments by the Head of Year and hygiene routines will be clearly explained.</p>			
11	Lunch	Staff, parents and pupils could become infected	We will arrange a staggered lunch time, so that children are not moving around the school at the same time.	2	3	$(2 \times 3) + 3 = 9$ Low risk

		<p>with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p>	<p>Most classes will eat their lunches in their classrooms to minimise movement around the school. Hot packed lunches will be delivered to the classrooms in time for lunch. This will reduce the risk of children queuing in the lunch hall.</p> <p>When the lunch hall is used for classes to eat lunches - pupils will not wait in a queue but lunch will be taken to the pupils. Children will not sit facing each other but in one line and classes will be grouped together. Tables will be cleaned thoroughly if another year group is using the hall at a later time.</p> <p>Before eating, Pupils to wash their hands with soap and water for at least 20 seconds and hands dried or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. Pupils are encouraged not to touch their mouth, eyes and nose.</p> <p>A one way circulation system is in operation on both sites.</p> <p>At the Broadway Site pupils will go up the internal staircase and down the external staircase to minimise classes meeting on the stairs.</p> <p>Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.</p> <p>Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.</p>			
12	Food preparation	<p>Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory</p>	<p>Pupils will be offered a hot packed lunch meal which will be prepared in the kitchens on both sites.</p> <p>Staff will work on a rotation to prepare these packed lunches to enable staff to keep social distancing within the kitchen for example some catering staff will work in the kitchen preparing the meals whilst others will be in the hall preparing the packaging, tables etc</p>	3	3	<p>$(3 \times 3) + 3 = 12$ Medium risk</p>

		<p>syndrome respiratory symptoms, and, in rare cases, even death</p>	<p>CtS are following the Safer Foods Management Pack which helps manage the risk in the catering areas and an individual risk assessment will be created for the kitchen when this is running at a full capacity.</p> <p>School is part of the Safer Assured Scheme with Safer Foods who will help us draw up an individual Kitchen Risk Assessment</p> <p>All kitchen staff are completing online Level 2 & 3 Food Refresher Training</p> <p>Face masks will be worn when staff are serving meals and in the kitchen when social distancing cannot be followed</p> <p>Disposable gloves to be used at all times as is current practice.</p>			
13	Use of toilets	<p>Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p>	<p>Toilet facilities will be allocated to year group bubbles</p> <p>Toilet facilities will be allocated to groups of 30 students. It is not possible to allocate one toilet per 30 students and some groups will share toilet facilities, however each year group will be allocated toilets adjacent or in close proximity to their classrooms.</p> <p>Toilets will be cleaned regularly - and checked at least once during the day. Children will be encouraged to clean their hands thoroughly after using the toilet.</p> <p>At the Grove Site handwashing to be supervised. Facilities to be cleaned regularly by site staff and SMSA's.</p> <p>If more than one pupil then queuing with physical distancing should be encouraged for Broadway pupils.</p>	2	3	<p>$(2 \times 3) + 3 = 9$ Low risk</p>
14	Playtime activities	<p>Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to</p>	<p>Staggered breaks and lunch times to ensure pupils and staff cohorts do not mix</p> <p>Hand washing before and after each break.</p> <p>All staff should try to maintain social distancing where possible to safeguard themselves and set an example to the pupils.</p> <p>No team sports (e.g. football, netball, basketball) or other activities</p>	2	3	<p>$(2 \times 3) + 3 = 9$ Low risk</p>

		acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	where children come very close together (activities such as aerobics, keep fit, hopping, skipping where children are separated is to be encouraged). If the climbing wall or snug play is used it will be cleaned once per day. Pupils will be supervised washing their hands before and after use.			
15	Educational visits	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	We know that educational visits are a key part of our curriculum offer. No educational visits took place during the national lockdown however in line with new DfE guidance we will resume local educational day visits if this would greatly benefit the pupils and the curriculum. As is usual practice all educational visits must include systems of controls and a risk assessment must be completed in advance of the visit. This must be submitted to the Deputy Headteacher at least two weeks in advance of the visit for review and approval. Local visits will not take place during a national or local lockdown.	2	3	
16	Extra- curricular provision	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	Breakfast and after school provision is vital for working parents, this will continue during the national lockdown. Children attending breakfast club will be grouped in year group bubbles and children will access table top activities - Reception pupils may have a wider range of activities to help them engage in new routines. SSUK after school care will have their own risk assessments in place that should mirror the school practice. Year groups will be kept in bubbles but when numbers are low year group bubbles may mix but physical distancing then must be followed. It is the responsibility of SSUK to clean the tables and toilets after use. After school clubs will resume in the Summer Term in line with the updated Dfe guidance on wraparound provision and extra-curricular activity. This will follow the pattern of year group bubbles and so the school will offer clubs for different year groups. All other aspects of the school risk assessment should be followed for all extra-curricular provision. We have resumed a phased return to our extra-curricular			

			activities with outdoor clubs resuming first.			
17	Cleaning and Hygiene	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	<p>Continue our enhanced cleaning measures including cleaning frequently touched surfaces more often.</p> <p>Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, etc. at the end of each day.</p> <p>Friday after school a deep clean to be carried out on both sites.</p> <p>Frequent hand cleaning and good respiratory hygiene practices. Children will be supervised cleaning their hands thoroughly throughout the day - this could be with soap and running water or hand sanitiser. Children will clean their hands at least at the following times:</p> <ul style="list-style-type: none"> When they arrive at school When they go to break and when they return from breaks When they change rooms Before and after eating <p>Display hand washing posters at all entrances - and in all pupil toilets.</p> <p>Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere</p> <p>Keep spaces well ventilated using natural ventilation (opening windows) or ventilation units</p> <p>Ensure good respiratory hygiene by promoting 'catch it, bin it, kill it' approach. Class teachers are responsible for checking they have enough tissues in their classroom and all staff should support pupils to follow this routine.</p> <p>Follow the COVID-19: cleaning of non-healthcare settings guidance</p>	3	3	(3x3) + 3 = 12 Medium risk
18	Administering First aid/	Staff, parents and pupils could become infected with COVID-19. If so, they	The majority of first aid will be administered in classrooms to minimise movement about the school. Medical staff will be available for emergencies and for consultation and advice.	3	3	(3x3) + 3 = 12 Medium risk

	<p>Medication</p>	<p>are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p>	<p>School has a suitable number of staff on duty including one welfare officer on each site and online consultation with our medical professional parent support.</p> <p>Pupils may require direct physical intervention from staff, due to young age. This should be managed as carefully as possible using available best practice guidance. Pupils may be asked to apply their own cold pack, wipe or plaster when they are able to do so otherwise these will be administered by school staff.</p> <p>Basic first aid packs (plasters, ice packs, sterile water and gauze and antiseptic wipe, sick bag etc) will be available in each classroom.</p> <p>Teachers should call the medical room for advice on any medical treatment and first aid can be administered in classrooms (through phone consultation with our medical staff) to minimise movement around the school.</p> <p>Communication between class teacher and medical staff will be vital.</p> <p>Welfare staff will give advice on how to treat a minor injury in class. Teachers should not write medical slips - medical slips must be recorded by medical staff or in their absence by the SLT or admin team.</p> <p>Teachers will administer minor first aid, e.g. plasters, wipes, ice pack. Teachers should not administer any medicines.</p> <p>Class teachers must review the medical needs in their class at the beginning of the year. This includes pupils who use inhalers, epi-pens or pupils with allergies, epilepsy and other medical needs.</p> <p>Children with medical conditions (skin conditions or diabetes) should be dealt with by medical staff in the medical room.</p> <p>Medical staff should always be available for emergencies, even during lunch times.</p> <p>GROVE SITE: If a child is wheezy and requires an inhaler the class teacher should call the medical room immediately and this will be brought to them. Similarly, if a child is experiencing an allergic reaction the teacher should call the medical room immediately. Parents will be</p>			
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contacted.

BROADWAY SITE: Inhalers are kept in each classroom.

AAI's for Year 3 are kept in the Welfare room and for Years 4,5 and 6 are kept in a secure cabinet on the Year group floors.

Teachers should ensure they know which children require an inhaler, where these are located in the classroom and where emergency school inhalers are kept in school. They should also know who has an epi-pen.

Medical staff should be informed if a child has used their inhaler and a slip will be sent home to inform parents. If you have any concerns please consult the medical staff. A small number of Year 6 pupils may self- manage their own inhalers with consent from their parents. Medical staff will inform these teachers.

If a bump to the head, the class teacher should call the medical room and the child should be collected from the classroom by medical staff. A slip will be sent home and parents will be called.

If a child has a suspected temperature, call for medical staff who will come to the classroom and their temperature will be taken. If they have a fever see response to Covid symptoms below.

Grove Site

Spare inhalers are kept in the front office and the SLT office and medical room

Spare epi pens in the kitchen and welfare room

Broadway Site

Spare inhalers are kept in the front office SLT office and medical room

Spare epi pens in the kitchen and welfare room

If you are taking a PE lesson for minor first aid should be dealt with at the scene and staff should then write the information in the notebook supplied in the first aid kit. This should then be followed up with a phone call to the welfare room. A serious incident should be immediately reported as usual to the welfare staff who will attend to the pupil directly.

PE BROADWAY SITE

PE staff should bring the class medical box including inhalers to the PE

			<p>lesson for pupils to access during the lesson. PE staff will have their own medical sports' kit for us during PE sessions (class medical kits do not need to be taken)</p> <p>In the event of a serious incident the priority will be getting medical support quickly and the one way system does not need to be followed. This is the only occasion when a child may be sent on their own to fetch another adult to allow for the member of staff to remain with the injured child.</p> <p>At the end of every day, just before 2.30pm, the admin team will bring round any completed medical slips to the classrooms.</p> <p>Lunch Grove Site - Purple lanyards are worn to identify children who have an allergy or a food preference. Broadway Site - Purple lanyards are worn only by pupils with a food allergy as children are at an age to be able to identify food preferences themselves. This is important as we move to eating lunches in the classrooms. The lanyards will list the child's name and allergy and will be used as a prevention from life threatening food allergies. Class teachers should be aware of seating plans for children with allergies. They should be positioned closest to the door and visible to the lunchtime staff. No children can share any lunch at any time. We are a Nut Free School and no lunches should contain nuts.</p> <p>Hot Packed lunches The catering team will prepare a hot packed lunch for all pupils with allergies. These will be labelled and distributed by the lunchtime staff.</p>			
19	Minimise contact with individuals who are unwell	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory	<p>Staff should be mindful of the additional information on Covid Symptoms from the Centre for Disease Control. Staff should inform their line manager if they have these symptoms and advice may be sought from their GP</p> <p>We actively encourage staff to take part in our lateral flow testing (see additional risk assessment for lateral flow testing for staff)</p> <p>Communication to parents and staff is clear that pupils, staff and other adults do not come into the school if they have:</p>			(3x3) + 3 = 12 Medium risk

		<p>syndrome respiratory symptoms, and, in rare cases, even death</p>	<p>a. Covid-19 symptoms, b. taken a test, c. tested positive in the last 7 days.</p> <p>Covid-19 systems are as follows: High temperature - this means you feel hot to touch on your chest or back (you do not need to measure your temperature) New, continuous cough - this means coughing a lot for more than an hour or 3 or more coughing episodes in 24 hours (if you usually have a cough it may be worse than usual) Loss or change to your sense of smell or taste- this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal</p> <p>For further information read the further guidance on symptoms.</p>			
20	Dealing with suspected and confirmed cases of Covid-19	<p>Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p>	<p>Suspected cases:</p> <p>If a child, young person or staff member develops symptoms compatible with coronavirus such as a new, continuous cough or a high temperature, or has a loss of, or change in their normal sense of taste or smell they should be sent home immediately and the stay at home guidance followed.</p> <p>Senior staff on site will swiftly communicate with parents and ask for the child and any siblings to be collected immediately. This is why two emergency contacts are essential. School staff will continue to safeguard the child whilst they wait for collection and will ensure they are adequately supervised.</p> <p>This guidance states that they must self-isolate for at least 10 days and should arrange to have a test to see if they have COVID-19. Other members of their household (including their siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.</p> <p>We will receive a small number of home testing kits that we will give directly to parents collecting a child who has symptoms or to a member of staff with symptoms at school if we think that providing a testing kit will significantly increase the likelihood of them being tested. We shall not carry out any tests at school.</p>	3	3	<p>$(3 \times 3) + 3 = 12$ Medium risk</p>

			<p>If a staff member develops symptoms they should swiftly inform their line manager and leave the school site immediately. They must then arrange for a Covid-19 test (PCR test) and inform the school of the outcome.</p> <p>If a child is awaiting collection, they should be moved to the following locations: Grove Site- Medical room (with doors open) Broadway Site - Medical room (with doors open)</p> <p>Ideally, a window should be opened for ventilation. This is possible in both medical rooms for plenty of ventilation. PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible Grove - toilet in admin office (and then closed to others) Broadway - toilet at the bottom of the stairs (and then closed to others)</p> <p>The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>Senior staff on site will swiftly communicate with parents & other household members about the need to self-isolate. These telephone calls will be recorded on the <u>Covid-19 suspected and confirmed cases spreadsheet</u>.</p> <p>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 tests positive (see below)</p>			
21	Managing confirmed cases of Covid-19 in school	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as	<p>Confirmed cases: Pupils, staff and parents must book a test if they are displaying symptoms and should inform the school immediately of the results of the test. If a child displays covid symptoms and the parent does not wish for them to have a test they should remain absent from school for</p>			(3x3) + 3 = 12 Medium risk

		<p>fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p>	<p>10 days.</p> <p>Staff who do not agree to take a test are acting against the schools risk assessment and risk undermining the trust and confidence in the school. Failure to comply could lead to an OHU referral and school seeking further advice from PHE.</p> <p>If someone tests negative and they feel well and no longer have symptoms they can stop self-isolating. Other members of their household can stop self-isolating.</p> <p>If someone tests positive they should follow the stay at home guidance and must continue to self-isolate for at least 10 days from the onset of their symptoms. If they still have a high temperature they should keep self-isolating. Other members of the household should continue to self-isolate for 10 days. Staff who have received a positive test should communicate with the Headteacher before returning to work after the 10 days to ensure we support a positive return to the workplace.</p> <p>School will contact the local health protection team if someone who has attended school (pupil, staff, parent or educational visitor) has tested positive. We will follow their advice and provide information on close contacts of the infected person.</p> <p>Based on the advice of the health protection team parents may be asked to self-isolate their child if they have been in close contact with the person who tested positive (this may not always be the whole class but those who sit in immediate proximity to the pupil.) The health protection team will provide definitive advice on who must be sent home.</p> <p>To support them in doing so, classes will remain in class groups throughout the day. Children from Yrs 1 - 6 will have an allocated seat in the class and will remain in their seating plan for lessons.</p> <p>Where groupings are needed for educational purposes such as phonics sets lists of these groups will be kept up to date.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the person who is self-isolating subsequently develops symptoms.</p>			
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			<p>If someone in the group that has been asked to self-isolate subsequently develops symptoms they should follow the stay at home guidance and get a test.</p> <p>If the test is negative they must remain in isolation for the remainder of the 10 days- this is because they could still develop COVID-19 within the remaining days.</p> <p>If the test is positive they should inform the school immediately and must isolate for at least 10 days. Their household should now isolate for 10 days.</p>			
22	Containing an outbreak	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	<p>If we have two or more confirmed cases within 14 days we may have an outbreak and must work with the local authority health protection team.</p> <p>It may be recommended that a larger number of pupils self-isolate. We are implementing significant controls in our risk assessment to minimize the spread of an outbreak. Classes will remain in bubbles as far as possible to minimise the likelihood of a year group or whole school closure.</p> <p>The school will inform parents if there is a confirmed case in the class</p>			(3x3) + 3 = 12 Medium risk
23	Pupils who have been shielding or self-isolating	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	<p>Shielding advice has been paused from 31 March 2021. All CEV pupils should attend school however we are aware that some pupils who are CEV may be anxious to return to school and we will maintain close communication with their clinicians and families to make reasonable adjustments to support their return to school.</p> <p>For our small number of CEV pupils who have been advised by their clinician to remain at home we will continue our programme of remote learning and ensure they are supported both academically and pastorally whilst off site.</p>			(3x3) + 3 = 12 Medium risk
24	School workforce	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience	<p>The school will adopt the workforce guidance from the London Borough of Ealing and seek support from their HR when needed.</p> <p>Following the reduction in the prevalence of COVID-19 and the end to</p>			(3x3) + 3 = 12 Medium risk

		<p>mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p>	<p>shielding advice from 31 March 2021 we expect all staff to be back at work for the Summer Term 2021.</p> <p>CEV staff should continue to follow the rules in place for all staff and may also benefit from an individual risk assessment to support their return to work. CEV staff should speak to their line manager to support them with this return.</p> <p>The school will follow the workforce guidance from Ealing for pregnant staff.</p> <p>Advice for those who are clinically vulnerable, including pregnant women should be followed clinically-vulnerable, including pregnant women,</p>			
25	Staffroom	<p>Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p>	<p>The use of the staffroom will be restricted on both sites to limit contact in communal spaces. The staffroom should be well ventilated throughout the day.</p> <p>When staff are working in the staffroom for extended periods of time they should wear a mask during the national lockdown.</p> <p>The staffroom on both sites are large enough for social distancing measures to be in place. Staggered lunch times will enable smaller numbers of staff to use the staffroom throughout the day. Staff must be aware of the importance of social distancing to uphold our risk assessment and ensure we can comply with test and trace measures in the event of an outbreak at school.</p> <p>Staff must not group together and leave us at risk of a large number of staff needing to self-isolate if one staff member has a positive result.</p> <p>Staff must adhere to the signage in the staffroom and wash their hands on entry to the staffroom and clean away their own crockery and utensils to avoid another member of staff touching them.</p>			<p>(3x3) + 3 = 12 Medium risk</p>
26	Personal care	<p>Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience</p>	<p>PPE including visors and face masks is available for all staff who are working 1:1 with pupils or in the EYFS setting where social distancing is more difficult.</p>	3	3	<p>(3x3) + 3 = 12 Medium risk</p>

		<p>mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p>	<p>PPE only needed for:</p> <p>children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</p> <p>PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus symptoms</p> <p>Instruction provided on how to use PPE correctly including hand hygiene.</p> <p>Minimise close contact time without negative impact on personal care.</p> <p>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</p>			
27	1:1 LSA's and Dramatherapist	<p>Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p>	<p>Care in line with government guidance:</p> <p>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</p> <p>Instruction provided on how to use PPE correctly including hand hygiene.</p> <p>Minimise close contact time. When TA's are working 1:1 with more than one pupil during the week they should try to keep the sessions shorter than 15 minutes.</p> <p>Strategies to keep the adult as far away from any coughs, sneezes as possible (e.g. sitting/standing behind and above child.)</p> <p>Dramatherapist will follow all procedures in our risk assessment and maintain 2 meters when working 1:1 with pupils.</p> <p>Children will have individual 'play boxes' so that they do not share fabrics, blankets, art materials, paper, puppets or soft toys which cannot be cleaned in-between sessions.</p>	3	3	<p>$(3 \times 3) + 3 = 12$ Medium risk</p>

			Toys and objects which can be cleaned and disinfected in-between sessions will be shared but cleaned in between sessions.			
28	Face Masks	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	<p>Staff and pupils who feel safer wearing a face mask are invited to do so. Face masks should be worn when staff are in communal areas for extended periods of time. (see advice for the wearing of face masks below)</p> <p>DfE guidance recommends pupils attending secondary schools should wear face masks in communal areas in the school such as corridors when there are large volumes of pupils. This is currently matched by the WHO advice. Face masks are not being recommended in primary schools and our risk assessment has other safety measures in place to protect pupils. However some pupils, staff and parents feel more comfortable wearing a mask in school and this will be permitted.</p> <p>When pupils are wearing face masks at school staff will ensure they are being worn safely and in line with the current guidance:</p> <p><i>Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.</i></p> <p><i>Pupils must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</i></p> <p>The majority of teaching staff will not wear face masks as this has a strong likelihood to inhibit learning. Some staff may request to wear a face mask and this will be recorded as a safety measure in their own risk assessment. The following staff may wear face masks as is their usual practice:</p>	3	3	(3x3) + 3 = 12 Medium risk

			<p>Medical staff</p> <p>Catering staff</p> <p>SMSA's (lunchtime staff)</p> <p>If other staff feel they need to wear a face mask they should speak to the headteacher and a personalised risk assessment may be put in place</p>			
29	School lettings	<p>Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p>	<p>School lettings generate considerable income for the school. An individual risk assessment will be carried out for any potential after school lettings that take place from April 2021 onwards.</p> <p>When the school site is used for a letting - for example SSUK after school club, the responsibility will lie with the provider to ensure the rooms in use are left in the same way they were found, resources should never be shared between children attending the letting and those at school during the school day and touched areas such as handles and doors should be cleaned by the provider at the end of the day.</p> <p>The school will permit lettings for pupils attending other schools.</p> <p>When proposed lettings involve adults who are not usually part of our school community e.g Bless Community Church or Sing Gospel these factors shall be accounted for in the individual risk assessment and a decision will be made to go ahead with the letting based on the outcome of these risks.</p>	3	3	<p>$(3 \times 3) + 3 = 12$</p> <p>Medium risk</p>
30	Christmas Activities	<p>Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory</p>	<p>A variety of Christmas activities have been arranged and we have thought carefully about how to mitigate against risks whilst maintaining the enjoyment of Advent.</p> <p>Christmas Post:</p> <ul style="list-style-type: none"> • Pupils will be able to post their letters up until Friday December 11th. • The post box will then be shut up and 'quarantined' for 48 hours over the weekend. 			

		<p>symptoms, and, in rare cases, even death</p>	<ul style="list-style-type: none"> • A small group of responsible Year 2 and Year 6 pupils from one bubble will then be asked to help sort the cards. They will wash their hands before and after handling the cards and will be supervised by an adult. • The cards for each class will then be put in class boxes and left to 'quarantine' again for 48 hours. • All cards will then be sent up to classes towards the end of the last week of term and will be given out by the class teacher within the bubble. <p>Christmas Concerts and Advent Singing</p> <p>See section 8</p> <p>Year 6 end of term Disco's</p> <p>Year 6 pupils will enjoy these parties in their own classrooms and within their own class bubble. Rooms will be well ventilated, children will be encouraged to socially distance as they do during their usual class activities and when children are grouping or dancing together for longer periods they will be encouraged to move apart as is usual at playtimes and lunchtimes.</p> <p>Santa Run</p> <p>Pupils will take part in the SANTA run during their PE lessons and within their own class bubbles. Each child will be given their own santa hat.</p>			
31	<p>Nursery Opening during the period of national lockdown</p>	<p>Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare</p>	<p>Nursery children will access the school via the Nursery entrance to avoid bubbles mixing.</p> <p>Late arrivals will be discouraged as children should not walk through the school office.</p> <p>Late children need to buzz and wait at the nursery office.</p> <p>All nursery children will be treated as one bubble and will need to self isolate in the event of a positive case.</p> <p>Staff shall wear PPE when dealing with intimate care needs such as</p>			

		cases, even death	changing children. Parents shall be informed after each event.			
32	Worship in Church, Mass	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	<p>Seating Plan:</p> <p>Children will remain in their class bubbles with an alternate vacant pew to reduce any potential aerosol transmission from singing.</p> <p>Class teachers will sit in their usual classes to remain in their bubbles, senior staff, music staff and clergy will socially distance from each other and each of the class bubbles</p> <p>Parents will be asked to socially distance when they are sitting in pews, there will be a vacant pew between each row and they will be asked to wear masks in the Church in line with Christ the Saviour Church's risk assessment for worship.</p> <p>Singing:</p> <p>In line with the updated DfE guidance for schools we shall continue to teach music as part of our school curriculum and enjoy this aspect of worship. Hymns will be chosen that do not encourage teachers or pupils to raise their voices unduly, instead taize chants or quieter hymns will be chosen.</p> <p>Parents will be asked not to join in with the singing in line with Christ the Saviour Church's current risk assessment for worship.</p> <p>Hymn Books/ Orders of service</p> <p>Hymn books and orders of service will be used but will not be handed out by stewards. Individuals will help themselves to hymn books and orders of service after sanitizing their hands.As these resources belong to the school and will be used weekly there will be more than the required 72 hours between usage.</p> <p>Collection</p>			

A collection tray will remain at the back of the Church

Communion

Parents and pupils will be invited to the altar for communion. Each group will be asked to the front by senior staff and class bubbles will approach first, with gaps between each bubble to ensure adequate social distancing.

Parents will be asked to wear masks when they approach for communion.

Entry and exit to the Church

Classes will enter the Church via the Church Hall, they will be reminded not to touch any surfaces and will sanitize their hands before and after entering the Church.

Parents will enter and exit the Church from the main entrance. Doors will open between 8.50am-9am only and again at the end of the service.

Prayers and reading

Children from the same bubble will read prayers and the reading. They will read from the lectern to avoid the need to share a microphone

Church cleaning

Site staff will sanitize the pews before the service and again once the service is over.

Likelihood of occurrence after recommended controls added (L)	Likelihood = Probability of occurrence based on specific activity being assessed
Very unlikely	1
Unlikely	2
Possible	3
Likely	4
Very likely	5

Impact (I)	Impact = Estimate of harm based on specific activity being assessed
Negligible	1
Minor	2
Moderate	3
Major	4
Extreme	5

Overall Risk (L X I) + I

<10 = Low

10-19 = Medium

20-30 = High

Likelihood:						
Very Likely	5	6	12	18	24	30
Likely	4	5	10	15	20	25
Possible	3	4	8	12	16	20
Unlikely	2	3	6	9	12	15
Very Unlikely	1	2	4	6	8	10
		1	2	3	4	5
Impact:	Negligible	Minor	Moderate	Major	Extreme	