



Newdigate C of E Infant School Coronavirus – Full Return to School September 2020

Anyone who has any symptoms, such as a new persistent cough or high temperature or loss of smell or taste, must not enter the school site. Anyone displaying symptoms must self-isolate together with their families as detailed in the full guidance and seek a test, the result of which is then shared with the school and appropriate actions taken.

Process/ Activity *	Hazards Identified*	Risk rating prior to action H/M/L	Persons at Significant Risk	Recommended controls / mitigation and protective measures *	Existing Risk Rating: H/M/L *	What additional controls are required (if any)? (See Actions attached)	Persons responsible for carrying out
<p>Reducing transmission of the virus</p> <p><i>Social Distancing</i></p>	<p>Close contact can spread the Covid-19 virus from person to person.</p>	<p>High</p>	<p>All</p>	<p>See updated staff risk assessment.</p> <p style="color: red;">All staff able to be on site as government guidance has now changed for vulnerable staff or those living with vulnerable family members.</p> <p>Class sizes now increased to usual PAN (max. 30)</p> <p>1 whole school bubble of less than 90 with smaller class and group 'pods' (extended provision etc). Movement across pods to be minimised if possible and protective measures to be enhanced for all staff crossing pods.</p> <p>List of standard movement to be kept in office and used to communicate to LA/PHE if any confirmed cases arise.</p> <p>Staff to teach children about social distancing at age appropriate level and acknowledge our limitations due to size of classroom space available and age of the children. Explain that staff will aim to stay 2m apart from each other and them whenever possible so things will seem a little different.</p> <p>Drop-off and pick up social distancing (parent community): Slightly staggered arrival, departure, lunch and play times. 1 adult from the family, prompt drop-off/pick-up KS1 8.45 a.m. to 3.10 p.m. EY 8.50-9.00 a.m. – 3.00 p.m. These will be monitored and adapted on a weekly basis. One-way system in operation. Parents will be asked to keep 1m+ apart, all drop-off queues will have clear visible signage to maintain 1.5m social</p>	<p>High</p>	<p>Only one adult to drop off or collect pupils (letter 28.8.20)</p> <p>No parents/ visitors on site unless essential to providing educational provision or supporting a child.</p> <p>Supply and peripatetic staff can now work across the pods but will emphasise protective measures, including social distancing and hygiene.</p> <p>E-mails and telephone calls encouraged for communication.</p> <p>Rooms should be well ventilated and children should be taught outside as much as possible</p>	<p>PB to communicate expectations to all staff on training days.</p> <p>PB to communicate expectations to parents in newsletters.</p> <p>All staff have the responsibility to follow the controls stated.</p>



				<p>distancing. Parents will be encouraged to walk or cycle to school if they can and avoid use of public transport or car sharing if at all possible.</p> <p>Toileting; Owls and Foxes to use KS1 toilets (KS1 pod) Hedgehogs to use EYFS toilets Toilets should be used in small groups of 3 if possible, staff to monitor no overcrowding and children are maintaining hand hygiene. Posters to be displayed of hand washing technique. Staff to use main staff toilets and wait for space and not congregate outside.</p> <p>Separate classroom outside spaces to be used by separate groups of children.</p> <p>One-way system in place within school that is marked and has approximately 1 m space, children to be shown how to use this when travelling around the school. (coloured dots inside school on carpet)</p> <p>Plan for lessons and activities which limit movement between pods to a minimum.</p> <p>Tape markings/stickers on pavements and windmills on main entrance/road (1.5m apart) pathway and. to remind parents and children about social distancing. (Request for only one parent to drop off / pick up their children)</p> <p>Inform all children and families prior to starting back at school of one-way system. Create video to support correct use of procedures for families.</p>			
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				<p>No whole group gatherings or special school events to be organised. Educational visits cancelled.</p> <p>Staff will meet with parents outside or arrange a telephone call. If the weather is not conducive to this they will meet in a well-ventilated place (near the hall doors and all parents will have hand gel applied before entering the hall, having walked outside through the playground space and up the step to the hall door. They will then exit the hall doors and walk around to the reception space.</p> <p>Access to the office, staffroom and shared spaces to be limited to 3 when possible, to keep contact to a minimum, with social distancing applied.</p> <p>Children will be taught and reminded to work and play at a well-spaced distance through the introduction of a new 'Bee Rule' Be safe. However, we cannot guarantee this.</p> <p>Photocopier to be used by one person only at any one time and hand gel to be applied before use.</p> <p>If office staff present all photocopying will be moved to in trays 2m away and can be collected from there. If this is not done staff should ask office staff member to do this and not go to the photocopier.</p>			
<p>Reducing transmission of the virus</p> <p><i>Hand hygiene</i></p> <p><i>Respiratory</i></p>	<p>Touching items that others have used may potentially spread the virus</p>	High	All	<p>Everyone will wash their hands thoroughly on arrival at school and regularly (before any snacks and lunch time) throughout the day for 20 seconds using liquid soap only. They will be reminded to wash their hands when they get home from school also.</p> <p>If hand-washing causes time disruptions, the use of hand gel (given by staff only) will be considered.</p>	High	<p>Children & adults to use soap & water/ alcohol hand gel available too. (Children must not have access to alcohol gel without supervision)</p> <p>Cleaning guidance</p>	<p>RM will oversee /maintain the standards of cleaning.</p> <p>RM will be responsible for ordering supplies.</p>



<p>hygiene</p> <p>Resources</p>				<p>Outside sinks are available for children entering KS1 and we will then review if hand this is feasible and if hand gel will be required as well. Early Years to wash hands on classroom with adult help.</p> <p>Adults signing into the building must use hand gel or wash hands in the reception area upon arrival. (They will also take and record their temperature each day.)</p> <p>Handwashing posters displayed in toilets and hand sanitiser available in office, on staff lanyards, in kitchen (all must be kept out of reach of children).</p> <p>Teachers will regularly remind children of the techniques of how to wash their hands thoroughly. (government resources)</p> <p>Children and adults encouraged not to touch their mouth, eyes and nose.</p> <p>We will teach children about how to sneeze in a more hygienically acceptable way (on crease of arm) and the importance of handwashing after (catch it, bin it, kill it).</p> <p>(use government e-bug materials)</p> <p>Bins all have lids (already in classrooms). To be emptied at the end of each day.</p> <p>Cleaning will be in-line with government guidance on a daily basis and if there is a suspected case of Covid-19 by school cleaner who will focus on communal spaces and toilets daily.</p> <p>Door handles, key pads, phones, kettle, fridge, handrails, etc. used by multiple users to be more frequently cleaned using</p>		<p>shared and understood by cleaner (23.5.20 and reviewed 1/2/8/20) and visitors to the school site by way of information posters displayed in entrance.</p> <p>Cleaning spray & cloths in each room labelled appropriately and with COSHH risk assessment.</p> <p>Children will only bring in book bags, no additional bags. (now reduced to 1 day/week only)</p> <p>Children will be asked to bring in a named pot or clear pencil case with pencils/felt-tips.</p> <p>All cuts will be covered to minimise infection.</p> <p>RM to look at sourcing foot operated bins in 3 x classrooms and Rainbow Room.</p>	<p>Adults supervising groups will have their own set of cleaning materials to sanitize the room at the end of the day (stored safely away from children). Adults will have their own belt to store their own resources.</p>
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				<p>wipes or sprays by school staff at the start, during and at the end of the day.</p> <p>Corridor doors and windows will be opened where possible to maximise ventilation and reduce transmission of the virus.</p> <p>Autumn winter weather will undoubtedly make this harder and clothing will need to be appropriate for the weather.</p> <p>In the case of a fire – adults must try their best to close doors to prevent fire spreading.</p> <p>Work stations such as computer areas to not be used by multiple users (including class computers / iPads / laptops). Disinfect before use if unsure and wash hands afterwards.</p> <p>Reduced equipment available to the children to enable cleaning at the end of each session. Children to have their own pack of resources and not share pens, etc. Their own belongings and equipment should be stored in their own tray (for KS1).</p> <p>Shared resources to be cleaned using diluted Milton fluid (see COSHH risk assessment sheet) by classroom staff.</p> <p>Soft toys, cushions and fabric items to be removed where possible from rooms or stored out of reach of children. (Steam cleaner used weekly on any chairs etc) or covered with wipeable cover.</p> <p>All malleables to be avoided or used and not shared.</p> <p>All adults will have access to cleaning materials stored out of</p>			
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				<p>reach of children.</p> <p>Children to be reminded to have own named water bottles (stored on their table).</p> <p>Lessons will be outside wherever possible.</p> <p>PE and other play equipment should be kept to colour coded apparatus for each class– use of games and activities that avoid physical contact to be used.</p> <p>Handwashing after PE activities must be thorough.</p> <p>Infection control procedures are adhered to in accordance with the DfE and PHE’s guidance.</p> <p>Lunches will be cooked on site and children will eat in the Hall after all tables have been disinfected in 2 sittings:</p> <p>Early Years (1st sitting) KS1 (2nd sitting)</p> <p>Pupils will not share cutlery, cups or food.</p> <p>Tables will be arranged in class ‘pods’. Children will have allocated play areas for each pod and allocated colour coded resources. Tables will be disinfected between sittings and wiped again before being put away.</p>			
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Parent communication/visits	Close contact can spread the virus	Medium	All	<p>Ask parents to ring the office with any messages or email the office address. (Notes drop off box available at the start of the day and opened by office staff wearing disposable gloves.)</p> <p>Parents will be asked to make an appointment before they come into school and this should be only in exceptional circumstances</p>	Low		PB in letter 28.8.20
Contractors visits	Close contact can spread the virus	Medium	All	<p>Organise contractor or other visitors to attend appointments when numbers of people in the building are low or out of pupil hours.</p> <p>Ensure any meetings that cannot be completed via online conferencing, are held with the 2m social distancing, preferably outside.</p>	Low		Office staff/PB
Governing body meetings	Close contact can spread the virus	Medium	Staff & Governors	<p>Meetings of will be held by zoom video conferencing for the foreseeable future.</p> <p>If meeting on site aim for outside or use other protective measures.</p>	Low		AA/PB/GP
Response to symptoms	Staff need to be fully aware and vigilant of Covid-19 symptoms and response.	High	All	<p>Staff will be informed of the symptoms of possible coronavirus infection, e.g. a cough, high temperature, loss of smell or taste and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. Surrey flowchart to be given to all on INSET day 1.9.20</p> <p>Any pupil who displays signs of being unwell is immediately removed from their class/pod and taken to the school office. Walkie-talkie will be used to inform the office staff of this. They will be seated in the sick bay whilst they wait for their parent to collect them. The parent will be advised about self-isolation and testing and asked to contact the school with the result immediately. They will be told their details will be</p>	High		PB at staff INSET training days



				<p>shared with LA/PHE.</p> <p>ALL staff in contact with that child should then don recommended PPE (disposable plastic apron, Type IIR facemask, disposable plastic gloves and tell the child they are 'dressing like a nurse' to look after them (see poster for donning and doffing correctly).</p> <p>If a child is suspected of having a temperature they will be tested by using our new thermometer from a distance in the sick bay and again after they have been given a chance to cool down (particularly on a hot day or if they have been running around)</p> <p>Pupils displaying symptoms of coronavirus should not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe.</p> <p>The relevant member of staff will call for emergency assistance immediately if the pupil's symptoms worsen.</p> <p>The parents of an unwell pupil will be informed as soon as possible of the situation by a relevant member of staff.</p> <p>Any child with suspected symptoms will be recorded and monitored, if symptoms decrease the parents will be called to let them know we have seen suspected symptoms.</p> <p>(PPE will need to be removed and hands washed and further PPE donned)</p> <p>Where contact with a pupil's parents cannot be made, appropriate procedures will be followed in accordance with those outlined in governmental guidance. All contacts will be</p>			
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			<p>contacted.</p> <p>Areas used by unwell pupils who need to go home will be thoroughly cleaned once vacated following cleaning of non-healthcare guidance document. All rubbish from the bubble will immediately be removed and double bagged with label and date and stored in the Tank room until a test result is negative or after 72 hours they can be disposed off with other rubbish in the usual way.</p> <p>If unwell pupils are waiting to go home, they will be instructed to use a different toilet (disabled toilet) then handwashing can be supervised at a distance to the rest of the school to minimise the spread of infection. This would then be closed for use until it can be fully disinfected as soon as the pupil has left. (see government guidance)</p> <p>The bin from the pod and any first aid waste should then be collected, bagged and labelled with details of pod, date of symptoms and date (72 hours later) when the bag can then be disposed of.</p> <p>Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk.</p> <p>The Head/Head of School will follow the flow chart and contact the Area Schools Officer immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken; there is also the option to call the Department of Education Schools helpline.</p> <p>The parents will be aware of the process to call for testing and the school will await a result before taking any other</p>		<p>School testing kits have been delivered to the school for those parents who cannot access a test centre. (see guidance for exceptional circumstances.)</p>
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				<p>action and only respond to symptomatic pupils and adults in the usual way.</p> <p>If the test is positive the action will be discussed with the LAEO.</p> <p>If the test is negative and the pupil is symptom free they can return to school.</p> <p>The school will have a contingency plan for any local or National responses that are relevant to infant (rather than secondary) schools: Tier 1 – remain fully open Tier 2 – n/a Tier 3 – n/a Tier 4 – attendance to vulnerable and children of critical workers (as per summer term 2020 without target year groups.) Leuven scale to be used to identify vulnerable children.</p>			
<i>First Aid</i>	Close contact can spread the virus	High	All	<p>First aid to be provided and recorded by the school office in line with the school first aid policy.</p> <p>Pupils will be provided with care and guidance at a distance to help them with their self-care (e.g. if possible applying their own plaster and taking their own inhaler).</p> <p>All inhalers and medicines to be stored in separate named bags in the office ready for immediate use.</p> <p>Personal protective clothing of an apron and gloves should be worn when working in close contact with pupils or dealing</p>	High		<p>All Paediatric first aider to be sought advice from:</p> <p>GP/VR/PB/AW/ RM/TS/JJ</p>



				<p>with intimate care or any bodily fluids.</p> <p>Extra vigilance with hygiene and handwashing should be maintained by both child and adult.</p> <p>All medical waste products should be placed in a plastic bag immediately and then disposed of safely in the sanitation bin in the office.</p>			
Health and well-being needs of the children	Pupils will have experienced loss – be that family members, missing their friends/ family and missing school	High / Medium	Some children	<p>Circle times, class assemblies and activities will focus on emotional well-being and be prioritised for the first term.</p> <p>Children will be assessed using the Leuven Scale and RAG rated after observation and consultation with their parents. Appropriate intervention will then be put in place and impact measured on the scale termly.</p> <p>A recovery curriculum summary will note all whole school approaches required and details will be shared with parents on the school termly curriculum newsletter.</p> <p>Concerns of a safeguarding nature will be dealt with in line with the school's safeguarding policies (September 2020 update following new KCSIE) and procedures which now includes an appendix for Covid.</p>	Medium	Social distancing signage to use child friendly resources to put children at ease.	<p>All staff</p> <p>DSL – Paula Bliss DDSL – Rachel Moon Safeguarding governor – Alok Agarwal On-line safety lead – Gayle Priestley</p>
Staff wellbeing, work load and PPA time	<p>Anxiety about return to work</p> <p>Need for increased Covid related</p>	High	All staff	<p>Head to conduct well-being interviews with all staff in the first 2 weeks of full return.</p> <p>Staff will be encouraged to follow the school values and support each other, renewing relationships with pod division will be the key challenge.</p> <p>A minimum of weekly staff 'briefings' to be held every Wednesday:</p>	Medium	<p>Staff should feel that they can raise concerns about the safety of the working environment and that these are being properly addressed.</p> <p>It is expected that staff will be utilised to clean</p>	All Staff and governors



	duties and adaptations. PPA time			<p>8.30 <i>teaching staff (PB) gather in the hall after bell (ED to be briefed by KT)</i> <i>Further staff meeting @ 4.00 p.m. by zoom (PB/GP)</i></p> <p>9.00 <i>office staff (PB) in office area</i></p> <p>Any highly vulnerable pupils to be briefly disused during the briefing (anonymously on zoom). H&S points to be raised. Details recorded in e-mails (anonymous)</p> <p>If staff become unwell and the team is reduced, we may need to risk assess our new capacity and adjust our curriculum offer or review each pod and how they may need extra support.</p> <p>Staff will still need to be ready to provide home learning in the event of a local lockdown and this should be discussed at INSET and staff meetings to prepare for this when planning so workload is minimised. (Now prepared for all classes)</p> <p>Staff will also need to take on extra cleaning duties throughout the day, LT to monitor this is not affecting workload.</p> <p>PPA to continue as pre-lockdown through VR across 3 classes providing opportunities for dance/music/drama to support well-being curriculum.</p> <p>Staff will be ready to adapt planning to send home as part of our contingency plans, avoidance of over-complicated planning that would not serve this purpose. Staff will feel prepared for this if necessary.</p>		<p>their classrooms whilst the risk of contamination is still considered high. This is because staff will likely feel a sense of reassurance in the environment they will be working in. All staff have expressed a willingness to continue to do this.</p>	
Pupils who do not return to	Some parents may not have	Low/ Medium	Some children, higher for	The school will communicate the expectation that school attendance from September is mandatory and ask parents to contact the school if they wish to discuss any aspect of school	Medium	There will likely be a need to continue to notify the Inclusion	PB/RM/GT All staff



school	confidence that school is a safe place yet and therefore may ask to keep their child/ren at home.		those in the vulnerable group	<p>return.</p> <p>Office staff and LT to quickly contact any families who do not send their children into school when they are well and have not tested positive for Covid-19. Staff will then explain protective measures in place with the aim of reassuring the family and returning the pupil to the school.</p> <p>Attendance will be monitored more closely and persistent absentees will be encouraged to work closely with the school to improve attendance. SIMS attendance registers to be completed daily and reviewed weekly.</p>		Officer - using agreed protocols from SCC – any vulnerable pupils not attending school so they do not become ‘missing in education’.	
Transition of in-year pupils and those planned to start school in Year R from Sept.	New pupil entering YR will need to start school in a safe socially distant way	High	All	<p>Home visits swapped to school visits in outside EYFS area. Will include recovery questions.</p> <p>Letter with new parents meeting videos to be sent to all families on the INSET days.</p> <p>Office staff to organise through phone call to introduce themselves to the families.</p>	Low		PB/GP/EM RM/GT
Teaching	Teaching young children requires adults to be close to children.	High	All Pupils	<p>Teaching will aim to be at a safe distance mainly from the front of the room.</p> <p>All lessons must be adapted with distancing in mind and use of the interactive whiteboards will be key for modelling and supporting learning. Socially distanced PE will be used and although singing will form part of our daily creative and ‘feel good’ practices, this will be in classes and not across others pods or in larger groups.</p> <p>Value assemblies will be delivered in separate classes by PB in the Hall, all other assemblies will be class assemblies.</p>	Medium	<p>We cannot disinfect books so we cannot send reading books home at present.</p> <p>Bikes or trikes need regular handle wiping and children should</p>	All staff



				<p>The use of the outdoor space for lessons will be promoted for all groups, as long as there is space between.</p> <p>Work should be in books that are marked on the school site and not taken home.</p> <p>Self-marking or verbal feedback should be used to support learning whenever possible.</p> <p>No play-doh or malleable materials should be shared.</p> <p>Homework will initially focus on reading/phonics and will minimise use of HL books to reduce risk of outside contamination.</p> <p>The school will focus on delivering a ‘recovery curriculum’ on our return as well as quickly assessing all pupils for well-being and engagement and working closely with families to identify and target any other gaps.</p> <p>Priority:</p> <p>EYFS - All primary areas (CLL, PSED, PD) Gaps in language, early reading, maths – particularly phonics and vocabulary.</p> <p>KS1 – Gaps in phonics, reading, vocabulary, writing, maths. Curriculum remains broad, full range of subjects.</p>		<p>wash hands after use.</p> <p>Water trays should have soap added and refreshed daily.</p> <p>Toys, learning equipment such as Numicon should be halved and disinfected after use daily.</p> <p>The school will work with parents and other providers to minimise children’s attendance at other settings and reduce risk. Children may be dropped off and picked up by childminders when necessary, but parents will then be asked to consider attendance at other groups.</p> <p>Individual year group recovery plans to be created by subject leaders and LT.</p>	
Extended school provision	Guidance advises schools to	Medium	Pupils attending	Clubs to be started on 3.9.20 with pre-booking for ½ term			



	re-start this provision			required. Numbers limited to reduce 'pod' size. (15 max) Breakfast club will also include pre-school children (see risk assessment for controls) After school club for school children only. (see risk assessment for controls)			
Key Worker Pupils	Key Worker children may have increased vulnerability	High	identified pupils	Evidence suggests children of key workers may have been affected more than other children by the pandemic. Key worker pupils will be noted on the class cohort and their well-being and progress closely monitored.	Medium		All staff

P.Bliss
Headteacher
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