

**Petersfield Infant School is following the guidance and information provided by Public Health England and the DfE. This assessment records site specific arrangements.** The following documents have been used:

- <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>
- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>
- <https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>
- [https://e-bug.eu/eng\\_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus](https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus)

What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
<b>Site and its Environment</b>	Children, staff and parents may contract COVID-19.	<ul style="list-style-type: none"> <li>• Visitors to site reduced to essential only</li> <li>• Parents/carers/visitors told not to enter school if they are displaying any symptoms of coronavirus</li> <li>• Parents told that only one parent should bring their child to school &amp; collect</li> <li>• Parents told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact</li> <li>• Parents told to socially distance from one another &amp; staff e.g. they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</li> <li>• Reduce movement of children around the school and playground</li> <li>• Systems in place to ensure play equipment is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously</li> </ul>	<ul style="list-style-type: none"> <li>• Plan a rota for children to use the outdoor areas at playtime &amp; lunchtimes</li> <li>• Full site inspection prior to reopening</li> <li>• Review Health &amp; Safety policy &amp; make amendments as necessary</li> <li>• Ensure adequate signage clearly instructs parents when they arrive on site e.g. on gates</li> <li>• Request that parents wear facemasks when dropping off/collecting children in the bottom playground</li> </ul>	SLT	4 <sup>th</sup> September 2020	
<b>Underlying Health Conditions</b>	Staff, children or visitors who have underlying health conditions	<ul style="list-style-type: none"> <li>• Staff that have underlying health conditions have been identified &amp; those with the severe conditions will not be in school</li> <li>• Staff with mild medical conditions have confirmation from their GPs regarding their eligibility to work</li> <li>• Identify any pupils who are clinically vulnerable &amp; ensure they do not attend school</li> </ul>	<ul style="list-style-type: none"> <li>• Review any staff who have not yet returned to work to ascertain if their circumstances have changed</li> <li>• Regular checks of staff in school with mild health conditions to ensure they remain fit for work</li> </ul>	SLT	4 <sup>th</sup> September 2020	

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			<ul style="list-style-type: none"> <li>Ensure any children not able to attend school have access to remote learning opportunities</li> </ul>			
<p><b>Group Transmission</b></p>	<p>Infant age children cannot be expected to remain 2 metres apart from each other and staff. Transition risk is high.</p>	<ul style="list-style-type: none"> <li>Reduce contact between adults &amp; children as much as possible. Transmission risk will be reduced by ensuring children and staff only mix in a small, consistent group and that small group stays away from other people and groups</li> <li>Social distancing enforced in staff room and classrooms where possible</li> <li>Children will remain in class bubbles of up to 30 including lunch &amp; play times</li> <li>Ensure that wherever possible children use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of each day</li> <li>Masks, gloves &amp; face shields provided for staff use</li> <li>Start times, break times, lunch times and dismissal times remain staggered to minimise adult to adult &amp; pupil to pupil contact</li> <li>There will be no whole school assemblies</li> <li>Adults to continue to take registers to the office reduce movement of children</li> <li>Children to use their class base toilet at lunch &amp; play times to reduce cross infection</li> <li>All children to choose 5 new reading books every Monday morning. All books from the previous week to be stored for 24 hours before returning to book box</li> <li>Ensure staff understand the procedure for if a child becomes ill at school: staff should use masks/shields &amp; gloves provided &amp; take the child to the Butterflies room until parent arrives. Staff involved then need to inform caretaker to deep clean area</li> <li>Self-isolate bubbles when there is a confirmed positive result/case of coronavirus</li> </ul>	<ul style="list-style-type: none"> <li>Consider year group assemblies with each class bubble separated in the hall</li> <li>Music &amp; Drama room to be used by one Year 1 class each day for intervention groups &amp; thoroughly cleaned at the end of each day</li> <li>ICT suite (to be renamed by pupils in September) to be used by one Year 2 class each day for intervention groups &amp; thoroughly cleaned at the end of each day</li> <li>Library to remain unused by pupils until October half term</li> <li>PE lessons to be outside if possible in the bottom playground</li> <li>All children to wear plimsolls or trainers during PE sessions</li> <li>If using the hall, PE planning should be dance or gym based &amp; not require the use of equipment</li> <li>Ensure staff understand that they do not need to self-isolate if they have helped someone with symptoms unless they develop symptoms themselves</li> <li>Ensure staff &amp; parents understand the NHS Test &amp;</li> </ul>	<p>SLT</p>	<p>4<sup>th</sup> September 2020</p>	

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			<p>Trace process &amp; how to contact Public Health England Health Protection Team (<a href="http://www.gov.uk/guidance/contacts-phe-health-protection-teams">www.gov.uk/guidance/contacts-phe-health-protection-teams</a>)</p> <ul style="list-style-type: none"> <li>Any staff working alone in class during an afternoon session should send a sensible child to the office with the class help card if a child becomes unwell or they need assistance</li> <li>Work closely with any before/after school clubs to ensure their risk assessments reflect the practises of the school</li> </ul>			
<b>Cleaning and Hygiene</b>	Children, staff or visitors could contract COVID-19 through touching surfaces/communal objects	<ul style="list-style-type: none"> <li>Discuss with cleaner, caretaker &amp; staff the additional cleaning requirements</li> <li>Daily cleaning includes wiping down of frequently touched areas e.g. door handles.</li> <li>Ensure that sufficient handwashing facilities are available.</li> <li>Provide hand sanitiser in classrooms and other learning environments</li> <li>All use of hand sanitisers will be supervised</li> <li>Additional cleaning supplies will be kept away from children in a locked cupboard</li> <li>Clean surfaces that children and young people are touching, such desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than usual</li> <li>Ensure that all adults and children:               <ul style="list-style-type: none"> <li>frequently wash their hands with soap and water for 20 seconds and dry thoroughly</li> <li>clean their hands on arrival at the setting, before and after eating and playtimes and after sneezing or coughing</li> <li>are encouraged not to touch their mouth, eyes and nose</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Ensure school has adequate supplies of cleaning products &amp; PPE</li> </ul>	SLT	4 <sup>th</sup> September 2020	

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		<ul style="list-style-type: none"> <li>○ use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> <li>• Ensure that help is available for children and young people who have trouble cleaning their hands independently</li> <li>• Ensure that all bins for tissues are emptied at the end of every day</li> <li>• Where possible, all spaces should be well ventilated using natural ventilation by opening windows &amp; doors</li> <li>• Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</li> <li>• Continue the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a></li> <li>• Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere</li> <li>• Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)</li> <li>• Review the <a href="#">guidance on hand cleaning</a></li> <li>• All surfaces to be wet before cleaning – do not clean/polish with a dry cloth</li> <li>• Wash scissors at the end of the day when used in classroom sinks with use warm water, washing up liquid</li> <li>• Face masks/shields &amp; gloves only used when children are ill or showing symptoms of COVID-19</li> <li>• Staff to avoid eye level communication with pupils</li> <li>• Staff to continue to practice clasping their hands in front whilst talking to children to reduce the likelihood of transmitting virus through touch</li> </ul>				
<b>Staffing Arrangements</b>	H&S risk to staff & pupils due to insufficient staff cover	<ul style="list-style-type: none"> <li>• There will always be first aid trained staff available on site</li> <li>• At least one member of the DSL team to be on site at all times</li> <li>• Staffing levels maintained</li> <li>• Workload expectations are agreed</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate with staff about the plans for reopening (for example, safety measures, timetable changes and staggered arrival and departure times)</li> </ul>	SLT	4 <sup>th</sup> September 2020	

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	<p>Safeguarding risk to pupils due to lack of DSLs in school</p> <p>Risk to staffs' wellbeing - low staff numbers leading to insufficient breaks</p> <p>Risk to pupils if any new staff in school have not been recruited safely</p>	<ul style="list-style-type: none"> <li>• Support Staff available to teach if teachers are isolating at home</li> <li>• Continue to monitor staff wellbeing</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure staff understand that they are able to move between class bubbles in order to facilitate the delivery of the school timetable</li> <li>• Hold virtual interviews to recruit any new staff needed &amp; ensure all other checks go ahead in line with the Safer Recruitment policy</li> <li>• Remind staff about social distancing where possible in the staff room &amp; to make use of outside patio</li> </ul>			
<p><b>Pupils Wellbeing including Behaviour</b></p>	<p>Children and families may feel the impact of social isolation on their mental wellbeing</p>	<ul style="list-style-type: none"> <li>• Teachers will provide a range of remote learning opportunities, being careful not to put pressure on parents who are dealing with unusual home arrangements</li> <li>• Suggested structure for home learning days will be shared with all parents</li> <li>• Anti-social behaviour from any child will not be tolerated &amp; may result in exclusion from school if their behaviour is putting others at risk (e.g. spitting/shouting in other pupil's faces)</li> <li>• School behaviour &amp; attendance policy have been reviewed to reflect the new rules &amp; routines necessary to reduce risk in our setting</li> </ul>	<ul style="list-style-type: none"> <li>• Create &amp; share the school Remote Learning Policy with staff &amp; parents to ensure everyone understands what will be offered by the school</li> <li>• English &amp; Maths lessons will be recorded &amp; sent out along with daily plans for other subjects</li> <li>• Home learning will be provided for any pupil or class unable to attend school</li> <li>• Parents will be able to upload home learning once a week &amp; children will receive weekly feedback from their teacher (via Tapestry)</li> <li>• Staff will contact any families not engaging with Tapestry to check they are able to access home learning</li> <li>• School will identify families without a device &amp; endeavor to</li> </ul>	<p>SLT + Home School Liaison Officer</p>	<p>4<sup>th</sup> September 2020</p>	

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			support families with DfE laptops where possible • Ensure planning addresses mental health & offers pastoral support for children returning to school			
<b>Provision of Food</b>	Children and staff	<ul style="list-style-type: none"> <li>School kitchen open and offering the usual lunch to all children</li> <li>Children to wash hands before mid-morning snack</li> </ul>	<ul style="list-style-type: none"> <li>Set out 9 tables each day for each class bubble with food served whilst children are seated (no queuing at servery)</li> </ul>	SLT	4 <sup>th</sup> September 2020	
<b>Remote Home Learning</b>	Children and staff	<ul style="list-style-type: none"> <li>Created a Remote Learning Policy to be shared with all staff, governors &amp; parents &amp; posted on website</li> <li>Raised parental awareness of the need for E-safety</li> <li>Staff have high awareness of E-Safety in school</li> <li>Safe procedures in place for collection of resources from front office</li> </ul>	<ul style="list-style-type: none"> <li>Train teachers to record lessons safely in school e.g. without filming pupils or using individuals names</li> <li>Train teachers to record lessons safely at home e.g. use designated school device, awareness of background, dress code</li> </ul>	SLT	4 <sup>th</sup> September 2020	

<b>Risk Assessor</b> Tracy Starley & Julie Amor	Signature <i>Tracy Starley &amp; Julie Amor</i>	Date 1.9.2020
<b>Responsible Manager</b> Allyson Crew	Signature <i>Allyson Crew</i>	Date 1.9..2020

Role	Signature	Date Reviewed/Updated