

# September COVID 19 Risk Assessment – Primrose Hill Primary School

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| <b>DOCUMENT TITLE</b> | <b>Covid-19 Pandemic Re-Opening Risk Assessment (Read alongside Re-opening plan &amp; movement/transition timetable)</b> NB visuals inc. for illustrative purposes but may not be current/accurate - see original documents links embedded   | <b>Persons involved in completing this assessment</b>  | <b>School Business Manager, SLT inc. Inclusion Team, All staff, Governing Board, Union Reps</b> |   |                               |   |                                      |  |  |
| <b>Review Process</b> | <p>Daily checks/reporting from all staff to SLT<br/> RA in shared area for staff for ongoing review &amp; rf<br/> Individualised RAs offered on request)<br/> Draft RA submitted to GB<br/> SLT e review dates fortnightly<br/> Review by NEU/Unison/Camden H&amp;S tbc<br/> Feedback to Unison if required<br/> Feedback to NEU 17/07/20<br/> <a href="https://docs.google.com/document/d/17ocn6jVDcxwFQI_vhX8XjDGxnHi4B5OGUjabsk8RUMvSY/edit">https://docs.google.com/document/d/17ocn6jVDcxwFQI_vhX8XjDGxnHi4B5OGUjabsk8RUMvSY/edit</a><br/> Updated RA to be published on website January 20<sup>th</sup> 2021</p> | <p>Dissemination to Staff:<br/> School Opening Doc: June<br/> <a href="https://docs.google.com/presentation/d/1GWQh7S39PfbwsHtIcjhD7aQZc_1l1VhWYybUoIN5DZgM/edit?usp=sharing">https://docs.google.com/presentation/d/1GWQh7S39PfbwsHtIcjhD7aQZc_1l1VhWYybUoIN5DZgM/edit?usp=sharing</a><br/> School Opening Doc: September<br/> <a href="https://docs.google.com/presentation/d/1lNkXv80_aeTRphZs8l2dliiOITkF2KQoQcWmXlaUsg/edit?usp=sharing">https://docs.google.com/presentation/d/1lNkXv80_aeTRphZs8l2dliiOITkF2KQoQcWmXlaUsg/edit?usp=sharing</a><br/> School Opening INSET: January</p> | <b>National Guidance &amp; Documentation</b>  | <p>Latest Guidance<br/> <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings</a><br/> <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a><br/> <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a><br/> <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/952443/210114_School_national_restrictions_guidance_FINAL_14012021.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/952443/210114_School_national_restrictions_guidance_FINAL_14012021.pdf</a><br/> Sage advice on safer schools - <a href="https://www.independentsage.org/wp-content/uploads/2020/11/Safe-schools-v4b1.pdf">https://www.independentsage.org/wp-content/uploads/2020/11/Safe-schools-v4b1.pdf</a><br/> Sage advice on mitigating transmission of new variant strain -<br/> <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/948607/s0995-mitigations-to-reduce-transmission-of-the-new-variant.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/948607/s0995-mitigations-to-reduce-transmission-of-the-new-variant.pdf</a><br/> Previous Guidance<br/> <a href="#">Safe working in education, childcare and children's social care</a>, DfE: 14 May 2020<br/> <a href="#">Actions for schools during the coronavirus outbreak</a>, DfE 18 May 2020<br/> <a href="#">Actions for educational and childcare settings to prepare for wider opening from 1 June 2020</a>, DfE: 12 May 2020<br/> <a href="#">Coronavirus (COVID-19): guidance for educational settings</a>, DfE: 18 May 2020<br/> <a href="#">Managing school premises during the coronavirus outbreak</a>, DfE: 18 May 2020<br/> <a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a>, DfE: 12 May 2020<br/> <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a><br/> NEU Checklist link<br/> Unison letter link<br/> PHE <a href="#">COVID-19: infection prevention and control (IPC)</a><br/> PHE <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</a><br/> PHE <a href="#">COVID-19: guidance for households with possible coronavirus infection</a><br/> PHE <a href="#">COVID-19: guidance for food businesses</a> 18 May 2020<br/> PHE <a href="https://www.hse.gov.uk/construction/lwit/assets/downloads/hierarchy-risk-controls.pdf">https://www.hse.gov.uk/construction/lwit/assets/downloads/hierarchy-risk-controls.pdf</a> RISK BALANCE SHEET<br/> PHE <a href="#">COVID-19: guidance for first responders</a><br/> National Lockdown Nov 5 - Dec 2nd 2020 <a href="https://www.gov.uk/guidance/new-national-restrictions-from-5-november#history">https://www.gov.uk/guidance/new-national-restrictions-from-5-november#history</a></p> | <b>Additional School Docs</b> | <p>Remote Learning Policy<br/> Recovery Curriculum T&amp;L addendum<br/> Covid Absence in Attendance addendum</p> | <b>Statutory &amp; Govt Guidance</b> | <p>See final section on DfE and govt guidance/ key documents</p> |  |

Issue Date: 17th July 2020 Latest Update January 5<sup>th</sup> 2021

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| Date of completion  | 09/09/2020         | Review date 1 | <u>05/11/2020</u>   | Review date 2   | 05/01/2021      | Review date 3 |   |                     |   |
|---|--------------------|---------------|---|---|-----------------|---------------|---|---------------------|---|
| List the hazards below  | Un controlled Risk |               | <u>Measures taken to minimise risk</u>  | <u>Review / Monitoring &amp; actions/communications outstanding</u> | Controlled Risk |               |   | By who?<br>By when? |   |
|   | H                  | M             |   |   | L               | H             | M |                     | L |
| <b>1A. On-site capacity &amp; protocol for Key Worker/Vulnerable children</b> |                    |               | <ul style="list-style-type: none"> <li>As of January 5<sup>th</sup> 2021 (Lockdown 3), school will continue to provide on-site provision for vulnerable children and children whose parents are identified as Critical Workers (key workers) and cannot be safely educated at home</li> <li>We will endeavour to offer places to all of the above children who would like one, however should the ratios below be exceeded and the risk review deems numbers unsafe, we will prioritise vulnerable/ EHCP children and those key workers with no other support available.</li> <li>We endeavour to keep year groups in a separate bubble, however where staffing does not permit, we may need to combine bubbles across year groups.</li> <li>KS1 &amp; KS2 bubbles will not exceed 15 children, EYFS (including our 2Yr Olds, Nursery and Reception children) will not exceed 20 children (with adult ratio of 1:5).</li> <li>The school is prioritising places in Nursery for vulnerable children and critical worker children. The school does not have capacity to provide in-school teaching and remote learning to Nursery pupils. Staff and family safety remains the top priority and it is not possible to ensure the safety of children and staff by opening the provision to all Nursery children.</li> </ul> |   |                 |               |   |                     |   |

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|  |   |  | <ul style="list-style-type: none"> <li>- Whilst on-site, the children will be in a small, consistent bubbles and each bubble will be socially distanced from other groups at all times</li> <li>- Staff stay with the same group of pupils on site to reduce risks of transmission of the virus</li> <li>- Nursery children (<i>including our 2 Yr Old provision</i>) are less able to socially distance from adults and each other</li> <li>- There is a reduction in staffing capacity following individual staff risk assessments which require vulnerable staff to work from home for health reasons</li> <li>- Opening Nursery would result in significant impact on our ability to provide for the children of critical workers and vulnerable children due to the shortage of staff and their reduced capacity</li> <li>- Due to the nature/physical layout of the setting and the number of adults needed the school does not have sufficient staffing to open to all Nursery pupils.</li> </ul> <p>It is currently not possible on balance of risk to open the Nursery to children except for children of key workers and vulnerable children whilst maintaining the safety of children, staff and families. This position is under regular review and may change based on ongoing review of the risk assessment</p>                        |  |  |   |           |  |
| <b>1B. Opening &amp; prepping the site DAILY</b> | ✓ |  | <ul style="list-style-type: none"> <li>• Member of SLT opens the site at 7am. SLT will unlock the back door and front pedestrian door.</li> <li>• SSO to socially distance himself from all members of the public during journey inc. advised to keep away from shops while going to and from work</li> <li>• SSO 1 (Humphrey) arrives at 7:30am and sanitizes (see key areas below) as soon as he enters the site</li> <li>• SSO will ventilate key classrooms. <b>As the weather cools down, balance ventilation to ensure classrooms are not cold. Heating will be put on in time; therefore classrooms do need some air.</b></li> <li>• SSO cleans all touchable items &amp; ventilates school on arrival (windows and doors open) before staff enter the site. Disposable/ washing up gloves and apron to be worn.</li> <li>• Key areas/ rooms to focus on;             <ul style="list-style-type: none"> <li>- Door handles/ buttons/ buzzers</li> <li>- sanitizer pumps</li> <li>- handrails</li> <li>- telephones</li> <li>- keyboards</li> <li>- computer mouse</li> <li>- dining tables &amp; counter</li> <li>- office counter top</li> <li>- All classrooms in use</li> <li>- Sports Hall/ Dining Hall</li> </ul> </li> <li>• Check stock of sanitiser/ tissues/ cleaning materials &amp; make note with Kerri / Lee / Julia</li> </ul> | <p>SLT Invite staff to identify high use areas/ cleaning hot spots in weekly briefing &amp; add to rota as necessary</p> <p>SSO Maintain any actions from individualised risk assessments for vulnerable staff or pupils as directed</p> <p>SSO Daily Feedback (with this checklist) to Julia every week. Any concerns MUST be reported to a member of SLT ASAP</p> <p>Checklist of SSO activity prior to opening in place</p> <p>Cleaning issues to be reported to Julia/SLT/SSO ASAP</p> |  | ✓ | SSO Daily | SLT to only open up only. SSO to ventilate on arrival. |

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|  |  |  | <ul style="list-style-type: none"> <li>Check signage and displays are in order</li> </ul>   |  |  |  |  |  |
| <b>1C Standard Class Stock Check</b>                         |  |  | <p>STANDARD STOCK CHECK (see table below for details/amounts etc.)</p> <ul style="list-style-type: none"> <li>CLASSROOMS, ADMIN OFFICE, STAFF ROOM <ul style="list-style-type: none"> <li>Pedal bin</li> <li>Dispenser: Hand Sanitiser and paper towel</li> <li><b>COVID BOX:</b> antibacterial wipes for PC &amp; phone, surface disinfectant, 4 x boxes of facial tissues, 20 pairs of gloves, 20 face masks, 1 400ml bottle of hand sanitiser gel, 1 bottle of antibacterial hand wash, 5 yellow clinical waste bags, 20 disposable plastic aprons</li> <li><b>sponge, mop, running water</b></li> </ul> </li> <li>TOILETS &amp; WASHROOM ALLOCATION Pedal bin, hand towels, soap, hot water</li> <li>OFFICE SPACES Pedal bin, antibacterial wipes for PC &amp; phone, surface disinfectant, hand towels and dispenser, sanitiser and dispenser, wash cloth</li> <li>DINING HALL &amp; FOYER - Sanitiser, dispenser, pedal bin, wash cloths by pods</li> <li>FIRST AID STOCKS - <ul style="list-style-type: none"> <li>CLASSROOM FIRST AID: COVID boxes - list the contents here:<br/>Hand Wipes, gloves, disinfectant spray, handwash, hand sanitiser, facial tissues, face masks, eye shields</li> <li>SICK BAY PPE:<br/>Masks, Gloves, Eye Shield, Aprons, Antiseptic wipes, hand sanitiser, cloths</li> <li>SHARED Julia &amp; Laura's Office / Mandy &amp; Liz's offices: COVID Box in Admin office only, discouraging groups from congregating in the other offices</li> </ul> </li> </ul> |  |  |  |  |  |
| <b>2. Hygiene &amp; Handwashing Facilities and Resources</b> |  |  | <p>See <b>Site Maps</b> in <i>Protocols and Planning</i> for whole school sanitisation points, toilet/wash facilities &amp; see section on Class Stock</p> <p><b>SBM responsible for organising and distributing PPE alongside Kerri / Lee / Ilirjana and Humphrey.</b></p> <p>Key message to be reinforced: distancing, handwashing, ventilation is the greatest preventative for the virus. Hygiene protocols revised with children in lessons, assemblies etc.</p>   |  |  |  |  |  |

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| <p><b>3.Social Distancing</b></p> |  | <p>See plan for groupings/ staffing/ movement in January INSETs (until further guidance, see section 1A for on-site groupings/bubbles size and ratio)</p> <p>Separate entrance &amp; exit systems/ staggered start where crowding is an issue<br/>SLT &amp; parents wearing masks at drop off/collection</p> <p>Staff have access to high quality masks and must use these in communal areas or where they cannot socially distance</p> <p>Playtimes, transitions and lunchtimes are zoned<br/>PPA staff to maintain social distancing at all times (2 metre line &amp; class TAs support where needed)</p> <p>All clubs other than after school to cease during Lockdown 3<br/>Extra-curricular clubs will not be taken up during lockdown 3 - teachers to use before school for PPA and<br/>After school PS3 revised risk assessment shows not enough adults to open safely. Under fortnightly review.<br/>Each yr group to have covering adults assigned to minimise crossing bubbles. TAs to volunteer for short term planned cover to address staff shortages</p> <p><b>Prevention</b> (Numbers 1 to 4 must be in place in all schools, all the time; Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances):</p> <ol style="list-style-type: none"> <li>1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</li> <li>2) clean hands thoroughly more often than usual</li> <li>3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</li> <li>4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</li> <li>5) minimise contact between individuals and maintain social distancing wherever possible</li> <li>6) where necessary, wear appropriate personal protective equipment (PPE)</li> </ol> <p>At present, assemblies are remote. These will be gradually be reintroduced only when deemed safe with R rates and risk assessment .<br/>In class, where possible/appropriate, avoid close face to face contact and minimise time spent within 1 metre of anyone . Social distancing will be hard for younger children or adults to maintain and guidance accepts this, however ensure social distancing outside of 'bubble'<br/>Children's social distancing rewards (not punitive - see <b>Behaviour Policy appendix</b>) for individuals, play pods<br/>Minimum quota. of 1 SLT &amp; 1ILT on-site at all times</p> |  | <p>✓</p> |  |  |  | <p>Induction Protocol for each class created.</p> <p>Certificates to be created and given out to hygiene heroes on Tues pm / Friday pm</p> |
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|  |  |  | PE Specific Risk Assessment:<br><a href="https://docs.google.com/document/d/1-h5pnlD6vn5YZEdly5tM1C7rZQFdpdwo_ws_zQkllvBo/edit">https://docs.google.com/document/d/1-h5pnlD6vn5YZEdly5tM1C7rZQFdpdwo_ws_zQkllvBo/edit</a><br>Music Specific Risk Assessment<br><a href="https://docs.google.com/document/d/1uuRj5lHlD6Ut2XlHpMh-zABK6_Sl8y_HozdpZOLecjk/edit">https://docs.google.com/document/d/1uuRj5lHlD6Ut2XlHpMh-zABK6_Sl8y_HozdpZOLecjk/edit</a> |  |  |  |  |  |  |
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| <p><b>4. Cleaning/ Hygiene measures:</b><br/><b>Daily</b><br/><b>Expectations of school staff</b></p> | <p>✓</p> | <p><b>LUNCH</b></p> <ul style="list-style-type: none"> <li>Staggered entry/exit, transition routes, seating plan specific to Groups</li> <li>Lunchtime Staff wipes down all tables &amp; chairs after each group sitting at lunch &amp; wipe down canteen</li> <li>Additional cleaning stations with cleaning materials (support staff monitor)</li> </ul> <p><b>OUTDOOR BREAK TIMES</b></p> <ul style="list-style-type: none"> <li>Playground Zoning in Movement &amp; Transition Plans <i>revised (rotation system from Nov 5th onwards)</i> - rotate use of climbing equipment so that no crossover unless after a weekend</li> <li>Shared outdoor equipment has weekend between groups</li> <li>Every year group have dedicated outdoor equipment boxes</li> </ul> <p><b>CLASSROOM CLEANING</b></p> <ul style="list-style-type: none"> <li>Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities should be washed before and after use and, where possible, children should be discouraged from sharing these</li> <li>See <i>hygiene protocols</i> to clear areas with disinfectant products after children have used it.</li> <li>Set up clear, repeated messaging to parents/carers that pupils must not attend if they, or a member of their household, has COVID-like symptoms or a positive test.</li> <li>Each child has own bag for belongings</li> <li>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day</li> <li>Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal</li> <li>Ensure adequate supplies of soap, paper hand towels and hand sanitiser, with stock monitoring and re-ordering procedures set up</li> <li>Site staff to regularly clean the hand washing facilities</li> <li>Alcohol hand sanitiser provided at reception / entrance/exit and should be used by all persons when entering/leaving</li> <li>Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</li> <li>Windows will need to provide ventilation &amp; should be opened at break times (class teachers responsible for latter). Doors should be left open during the day.</li> </ul> | <ul style="list-style-type: none"> <li>Lunchtime Supervisor Lead or nominated person e.g. Lisa, Sandra Sabena, Isabel or another person if absent - to report to SLT member on-site daily if any hygiene protocol issues in dining hall</li> <li>Laura SLT to monitor and revise lunchtime procedures.</li> </ul> | <p>✓</p> | <p>MMS Daily<br/>Cleaners Daily<br/>Staff Periodically</p> |  |
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|   |  |  | <p><b>SHARED AREA CLEANING</b></p> <ul style="list-style-type: none"> <li>Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks).</li> <li>Gloves and masks are provided to SSO while cleaning (PPE) &amp; available to all adults on site in classroom first aid and shared first aid areas</li> <li>Adults to use wipes to wipe taps, toilet lid, flusher and door handle after each use of loo</li> </ul> <p><i>Intensive and accessible information sharing every week (newsletter, text, email, website, staff meeting) to ensure all comply</i></p>  |  |  |  |  |  |  |
| <p><b>5. Cleaning/ Hygiene measures: Daily CLEANING CONTRACTORS</b></p> |  |  | <ul style="list-style-type: none"> <li>Cleaning team need daily monitoring. SBM/Head Teacher to meet with Cleaning Manager &amp; supervisor at least fortnightly or when necessary. Teaching teams asked for feedback on cleaning standards regularly.</li> <li>Cleaners clean all areas in use and the surfaces at the end of the day* <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>Must wear disposable masks and gloves for the duration of their shift</li> <li>Masks and gloves to be worn as soon as cleaners enter the building – either in the visitor toilet or in the reception/ welcome area before entering the main corridor</li> <li>Apron to be worn before beginning any cleaning</li> <li>Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning</li> <li>Must maintain a distance of 2m from other team members as well as staff and children in the school</li> <li>Disposable cloths to be used where possible – if this is not possible then the government guidelines need to be followed</li> <li>All doors, handles and other frequently touched areas to be wiped down with antiseptic disinfectant daily</li> </ul> | <p>Additional Cleaning Team will continue and additional equipment cleaning on Friday pm</p> <p>Humphrey and Guiseppe share Protocols &amp; Planning with Cleaning company</p> |  |  |  |  |  |

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|  |  |  | <ul style="list-style-type: none"> <li>• Cleaners review this risk assessment and submit their company RA (school staff will use this guidance/RA)</li> <li>• Entire cleaning team to place additional emphasis on shared areas e.g. dining hall, staff room, toilets, music room</li> <li>• All tables, doors, windows and other frequently touched areas to be wiped down with antiseptic disinfectant solution</li> <li>• All carpets hoovered and all floors to be mopped</li> </ul> <p><b>Cleaning protocol for symptomatic individuals</b></p> <ul style="list-style-type: none"> <li>• Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles</li> <li>• If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron</li> <li>• Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal</li> <li>• All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:             <ul style="list-style-type: none"> <li>- objects which are visibly contaminated with body fluids</li> <li>- all potentially contaminated high-contact areas such as bathrooms, door handles,</li> </ul> </li> <li>• Telephones, grab-rails in corridors and stairwells</li> <li>• Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces floors, chairs, door handles and sanitary fittings, following one of the options below:             <ul style="list-style-type: none"> <li>use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine</li> <li>or</li> <li>a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants</li> <li>or</li> <li>if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses</li> </ul> </li> <li>• Avoid creating splashes and spray when cleaning.</li> <li>• Any cloths and mop heads used must be disposed of and should be put into waste bags only when someone is symptomatic</li> </ul> |  |  |  |  |  |  |
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| <p><b>7. Pre-opening hygiene / prevention measures</b></p>       |  |  | <ul style="list-style-type: none"> <li>Additional furnishings and resources to stay removed (minimise soft toys, clothing, soft furnishings, trinket toys etc.)</li> </ul>  | <p>Teachers prep time and checklist</p> <p>Reminder in parent letter re. regular washing, labelling and spare clothes protocol</p>  |  |   | ✓ |  |  |
| <p><b>8. Classroom hand-washing and sanitation protocols</b></p> |  |  | <ul style="list-style-type: none"> <li>See Behaviour Addendum/ Hygiene Protocols</li> <li>Hand sanitizer dispenser fitted in key areas listed in stock check table below</li> <li>Staff &amp; children to wash hands &amp; sanitise in line with Hygiene Protocol, especially before transitions and eating, and when any social distancing rules are transgressed</li> <li>Children encouraged not to touch their face or put their hands or other objects in their mouths</li> <li>Specific hygiene lessons in class planned</li> <li>Children to wash their hands frequently, especially before transitions and eating and after using any bikes and other large movable toys – see <i>Hygiene Protocols</i></li> <li>Tissues will be provided for classrooms. Staff to replenish as needed</li> <li>Ensure bins are provided for tissues in every classroom</li> <li>Ensure catch it, bin it, kill it message is displayed, discussed and understood in each class. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands</li> <li>Parents to ensure children have their own water bottles in school to reduce contact with water fountains</li> <li>SLT to be more visible in leading social distancing and also cleaning as they move through school / wearing masks when staff get too close</li> <li>KS1 &amp; EYFS remote reading scheme finalised</li> </ul> | <p>Children will bring book bags on-site but there will be 72 hrs before books are used by another bubble</p> <p><i>Julia SBM handover to ensure all orders/deliveries are accounted for and essential stock ready for use.</i></p> |  | ✓ |   |  |  |

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| <p><b>9. Cleaning/ Hygiene and Safety measures: Suspected/ Proven COVID Infection (child/ adult)</b></p> | <p>✓</p> | <p>✓</p> | <p>Establish protocol and train all staff on swift and safe response to suspected cases on site (see FIRST AID Protocol for suspected case below)</p> <ul style="list-style-type: none"> <li>• If there is a <b>suspected case</b> (see procedure for reporting and isolating symptomatic person below), those left in class should <b>ventilate</b> room and <b>clean</b>. Everyone (children and staff) must <b>wash their hands</b> thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with <b>normal household bleach</b> after they have left to reduce the risk of passing the infection on to other people. See the <u><a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></u>.</li> <li>• <i>Isolation rules: Household members should self-isolate for 10 days</i><br/><u><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></u></li> </ul> <p>Proven Covid Case</p> <ul style="list-style-type: none"> <li>• Refer to Positive Case flowchart and also Action Plan for single positive COVID result in school.</li> <li>• Call DFE hotline 08000468687 and the Camden and Islington Health inform Chair of Governors</li> <li>• Parents of children that came into contact with the adult to be informed and PHE procedure followed<br/><i>Close contact definition: face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</i><br/><i>proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual; travelling in a small vehicle, like a car, with an infected person</i></li> <li>• SSO to clean possible contaminated area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left as per the below;</li> </ul> <p>CONFIRMED CASE – DEEP CLEAN</p> <ul style="list-style-type: none"> <li>• If COVID infection is confirmed, contaminated area to be vacated for 72hrs before cleaning (SLT will ensure adequate space for remaining groups)</li> <li>• BM to organise a deep clean / disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.)</li> <li>• All PPE used to clean area to be stored in Community Room</li> <li>• Double bag any waste and SSO will remove to storage room (locked away from other adults) for 3 days</li> </ul> | <ul style="list-style-type: none"> <li>• <i>Gaffa tape signage – foyer queue, dining hall queue, outside gates queue, canal entrance queue</i></li> <li>• <i>No using office photocopier</i></li> <li>• <i>Signage outside busy rooms e.g. mandy and ireille's office</i></li> <li>• <i>PPE training through WHO for all Tas during phrase assembly (Syra)</i></li> </ul> <p><i>Revised protocol letters issued to parents via letter and newsletter (Week 2 and 3). This included revisions to entry and exit times and procedures.</i></p> | <p>✓</p> | <p>✓</p> | <p>SSO</p> | <p>Cleani<br/>ng<br/>Team</p> |  |
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|   |  |          | <ul style="list-style-type: none"> <li>Wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished</li> <li>Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles</li> <li>If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron</li> <li>All who have come into contact, wash hands with soap and water for 20 seconds, remove any gloves, aprons and other protection used while cleaning within the same area and double bag</li> <li>SSO to place Clinical waste in outside (locked up) storage whilst wearing PPE and then move to regular rubbish area after 72hrs</li> </ul>   |  |  |          |  |  |  |
| <p><b>10. Low Risk Staff: Working at school</b></p> |  | <p>✓</p> | <ul style="list-style-type: none"> <li>Staff are working on-site on a rota basis to share the work and reduce the possibility of infection.</li> <li>Staff to maintain recommended social distance at all times following <i>Zones of Distancing</i> protocol</li> <li>Staff advised to follow same <i>Hygiene Protocol</i> as children &amp; <b>wear masks</b></li> <li>Adults to wash their hands before and after using toilets and wipe key areas in toilet</li> <li>Schools to ensure anti-bacterial wipes are available for all IT and teacher to ensure wipe down after use.</li> <li>Wash hands before and after marking books</li> <li>Avoid use of office photocopier where possible</li> <li>Try to avoid shared areas where possible (for e.g. eat lunch in your room if busy in staff room)</li> <li>Internal doors propped open to reduce contact with surfaces</li> <li>PPE provided for staff on request (see <i>PPE Protocol: we recommend wearing mask/gloves for first aid, masks/gloves/apron for symptomatic children plus eyewear if appropriate unless 2 m distanced observed, &amp; PPE for intimate care – additional PPE is optional and can be requested</i>)</li> <li>Re-arrange staff room and display staffroom protocol</li> <li>Key congregating areas (office/ Foyer/ Mandy’s room) to have maximum number of adults displayed. Consider queueing signage outside of these areas</li> <li>Signage and markings on the floors needed</li> <li><b>Adults inc. staff should wear face coverings in communal areas</b></li> </ul> |  |  | <p>✓</p> |  |  |  |

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|   |  |   | <ul style="list-style-type: none"> <li>Disperse admin staff from main office to ensure distancing</li> </ul>  |  |  |   |                     |  |
| <b>11. Clinically vulnerable staff &amp; children</b>         |  |   | <ul style="list-style-type: none"> <li>Identify all children &amp; staff who fall into clinically vulnerable/ extremely vulnerable list</li> <li><a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</a></li> <li><a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></li> <li>some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at <a href="#">COVID-19 – ‘shielding’ guidance for children and young people</a>.</li> </ul> <p>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will immediately offer them access to remote education &amp; monitor engagement with this activity</p> <p>Face coverings can be worn by children if their parents wish for them to do so. It is not a requirement and children must be responsible for these and their parents expectations.</p> |  |  |   |                     |  |
| <b>12. Health and wellbeing: Stress/ Anxiety/ Cleanliness</b> |  | ✓ | <ul style="list-style-type: none"> <li>Regular communication to parents updating them with the adjustments the school is making</li> <li>See Wellbeing provision for staff Autumn 2, including changing Learning Walks, planning weekly wellbeing event</li> <li>After long absence from on-site provision, vulnerable pupils given settling in day/times upon return to rehearse protocols and reduce anxiety</li> <li>Staff who are struggling with anxiety invited to share with line manager and can also access consultation with therapists from Therapeutic Outreach Provision in Schools and consider further direct support where necessary</li> <li>When opening is extended and more staff are required on-site, staff who have additional anxiety that is not allayed after discussion with SLT will have tailored gradual transition into work place (timetable to be confirmed with Mandy, likely starting with a day without contact with children and a mini review mtg at end day with Mandy)</li> </ul> <p>STAFF TRAVEL ON-SITE</p>   |  |  | ✓ | SLT<br>SSO<br>Daily |  |

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|   |  |  | <ul style="list-style-type: none"> <li>• Make car park and upper playground available for clinically vulnerable staff to drive into work to avoid public transport</li> <li>• Consider later/ staggered start times for staff travelling long distances</li> <li>• All persons urged to consider all other forms of transport before public transport. If public transport cannot be avoided, in addition to social distancing and hygiene practices, individuals may consider wearing a non-medical face covering, if it can be done safely. Children should only do this under informed adult supervision as unsafe handling of face masks can increase the risk of transmission</li> <li>• Clinical vulnerable staff to be encouraged to drive into work and use upper playground to park</li> <li>• PPE equipment is available to staff should they need any to travel home on public transport</li> <li>• Give staff who are using public transport PPE &amp; direct to guidance <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></li> <li>•</li> </ul>  |                        |  |  |  |   |
| <b>13. Support for children/ staff Off-site</b> |  |  | <p>CHILDREN OFF_SITE</p> <ul style="list-style-type: none"> <li>• Where pupils are unable to access on-site provision in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19), we will send home work in line with year group</li> <li>• Where an entire class or bubble cannot access on-site provision, we will maintain a high standard of remote learning (see Remote Learning Policy)</li> <li>• Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.</li> <li>• Attendance records for children working offsite to continue – Daily registers to be taken by 9.30-10.00 am</li> </ul> <p>STAFF OFF_SITE</p> <ul style="list-style-type: none"> <li>• Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the <a href="#">COVID-19: review of disparities in risks and outcomes report</a>. <b>If people with significant risk factors are concerned, we will discuss their concerns and explain the measures the school is putting in place to reduce risks, and will try as far as practically possible to accommodate additional measures where appropriate.</b></li> <li>• People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace</li> <li>• Communication with key people via text and email – daily</li> </ul> | See Isolation protocol |  |  |  | <p>22/6 Attendance protocol to continue as set up:<br/><a href="https://docs.google.com/document/d/12xTpFQQjGXHM8DnVOsvmWORPQCCeyc3px_ljDjVMDAI/edit">https://docs.google.com/document/d/12xTpFQQjGXHM8DnVOsvmWORPQCCeyc3px_ljDjVMDAI/edit</a></p> <p>13/7 see remote learning in Recovery Curriculum T&amp;L addendum (ongoing register)</p> |

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|  |   |  | <ul style="list-style-type: none"> <li>● Sharing key information with staff about vulnerable children, critical workers and hard to engage (see Shared list and regular email reminders)</li> <li>● Weekly meetings with staff available virtually also</li> <li>● Daily calendar shared outlining who is in school / working off site.</li> <li>● Daily email updates re: vulnerable children</li> </ul>  |   |   |  |                  |  |
| 14. First aid whole school procedure & symptomatic & confirmed Covid Cases | ✓ |  | <p><b>FIRST AID WHOLE SCHOOL PROCEDURE</b> (this EXCLUDES first aid for those children who are exhibiting C19 symptoms – see NHS checklist – for C19 symptoms ref to relevant protocol below)<br/>Children will not be temperature checked on arrival as this is unreliable. We will monitor all children for signs of illness. If unsure, consult with a senior colleague.</p> <ul style="list-style-type: none"> <li>● Stock check classroom first aid resources (see stock check in Row 1) inc. PPE = Group allocated staff (requests to SSO)</li> <li>● Allocated Group staff to administer first aid to children in their groups (administer to allocated Pods where possible)</li> <li>● Group staff to endeavour to treat first aid in zoned areas of group where appropriate (if the injury or distress is more severe, or if privacy/ sensitivity is an issue, staff can use the first aid room)</li> <li>● All staff avoid using shared areas for first aid/checks except where injury or emotional requires privacy. Where possible adults to access stock from medical room and treat on the scene.</li> <li>● Medical Room to be cleaned after every use and where possible only 1 child at a time</li> <li>● NO CHILD COMPLAINING OF SICKNESS TO BE TAKEN TO MEDICAL ROOM OR SHARED AREAS BUT TAKEN TO SICK BAY (PPA room)</li> <li>● Medical room stocks of PPE &amp; first aid to be reviewed by Lee (requests to BM)</li> </ul> <p><b>FIRST AID STAFF PROTOCOL</b></p> <ul style="list-style-type: none"> <li>● Gloves/masks should be worn when administering first aid (sanitise before putting on), teaching and assisting at lunchtime as required (disposal in pedal bins unless treating symptomatic child, in which case see relevant protocol below)</li> <li>● PPE to be worn or 2 metre distance observed for child who has symptoms</li> <li>● When treating first aid, check a child is not symptomatic with a visual check followed up by temperature check before treatment if adult considers necessary</li> <li>● If you suspect a child is symptomatic, refer to procedure below;</li> </ul> | <ul style="list-style-type: none"> <li>● Update First Aid letter</li> <li>● Review standard first aid letter templates &amp; distribute to each class first aid area</li> <li>● Symptomatic template letter will come from HPT.</li> <li>● Communicate protocol clearly to parents and carers.</li> <li>● Publicisic Track and Trace Info</li> <li>● Mireille to make instructions for scanning in PDF first aid</li> <li>● Kerri / Lee / Ilirjana / Julia to plan PPE storage for sick bay – check drinking water</li> <li>● All other stock to be kept in community room</li> </ul> | ✓ |  | SSO checks daily |  |

Issue Date: 17th July 2020 Latest Update January 5<sup>th</sup> 2021



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|  |  | <p>If someone tests positive:</p> <ul style="list-style-type: none"> <li>• School contacts Health Protection Team (Robin/Mireille or Leonora Weill at HPT)</li> <li>• Health protection team will carry out risk assessment to determine any close contact.</li> <li>• If the student or teacher tests positive for coronavirus, schools must send home those people who have been in close contact with the positive person advising self isolation of 10 days. (face to face within 1m, being coughed on, physical contact, extended contact, travelling in a car)</li> <li>• Template letter will be provided to schools to send to parents</li> <li>• Household members of those sent home do not need to self isolate unless the person self isolating develops symptoms.</li> <li>• If test result is negative, still remain in isolation for 10 days.</li> <li>• If schools have <b>two or more positive cases in 14 days</b>, the HPT may advise additional action. If an outbreak is suspected, the HPT may dispatch a mobile testing unit. Testing will focus on Person's Class / Year Group then Whole School if necessary.</li> </ul> <p>C19 MANAGING SYMPTOMATIC CHILDREN/ADULTS ON-SITE</p> <ul style="list-style-type: none"> <li>• Ensure all children are reminded daily to inform their teacher if they feel poorly. If they have suspected C19 symptoms, follow procedure below and see Positive Case Flowchart for info. gathering and comms procedure; Updated guidance:<br/><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a><br/><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></li> <li>• If a child in school displays symptoms, <i>they should ask the child to leave the class with them to the Old PPA room. From there, call office and inform of symptoms -office staff will confirm contact with parents..</i></li> <li>• Remaining staff in class should ventilate room and clean. Everyone (children and staff) must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>. A window should be open for ventilation.</li> <li>• If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow <a href="#">guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>,</li> </ul> |  |  |  |  |  |  |
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|  |  |  | <p>which sets out that they should self-isolate for at least 10 days and should <u>arrange to have a test</u> to see if they have coronavirus (COVID-19).</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 subsequently tests positive or they have been requested to do so by NHS Test and Trace.</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the <u>COVID-19: cleaning of non-healthcare settings guidance</u>.</p> <ul style="list-style-type: none"> <li>● Quarantine room for symptomatic children/adults. Quarantine Room 1 = old PPA room (up stairs, big enough to maintain distance, adjoining toilet) which will be vacated. <b>Quarantine room 2 &amp; 3 in either end of Rainbow classroom and shared loo.</b></li> <li>● Staff tending to children who are suspected to have COVID symptoms must have full PPE equipment or observe 2 metre distance</li> <li>● Old PPA room and toilet to be used as a quarantine area</li> <li>● Double bagging of waste from possible cases and separate storage area for 72 hrs</li> <li>● Where possible &amp; humane, seek to maintain a 2 metre distance around the child and remove them to Quarantine Room. Where possible &amp; safe a child should be encouraged to move independently and at a 2 metre distance (if not 2 metres, adult must wear PPE gloves/ mask/ apron)</li> <li>● In Quarantine Room, cordon off stairwell entry so others know it is in use</li> <li>● The group adult who has contact with that child, if low risk, should support that child until collection time</li> <li>● Adults aware that we have a duty to keep children safe but if they do not feel comfortable they could call SLT who will direct a named low risk adult to support (who will follow the protocols as above)</li> <li>● Supporting adult recommended to wear gloves &amp; mask, eye protection if there is a risk of splashing (e.g. coughing, spitting, vomiting), &amp; can also request other PPE or access independently in Quarantine Room</li> <li>● Any PPE to be doffed and donned in Quarantine Room &amp; sealed twice in bin bags</li> <li>● Set-up log of symptomatic individuals, tests taken, test result to be kept in sick bay (supporting adult to take photo of relevant record)</li> </ul> |  |  |  |  |  |  |
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|   |   |  | <ul style="list-style-type: none"> <li>Supporting adult to call office from sick bay, office to communicate home for child to be collected home child/ren that show symptoms, record on integris, inform SLT</li> <li>When parents press buzzer, ask them to wait outside and bring child to them via school gate (office to open gate remotely). Supporting adult will be sent home by SLT where ratios allow this safely</li> <li>Supporting adult to send letter home with child to ask children/families with symptoms to test for virus (to access, use 111 ONLINE if child is 5 or over, 111 call for under 5s) &amp; reminder that without neg. test, must uphold 7 day isolation rule. If confirmed by test, admin. To record on integris – Headteacher follow up if test result is not received.</li> <li>In line with PHE advice, if the student or teacher tests positive for coronavirus, the whole group/pod should be sent home and advised to self-isolate for 10 days (the other household members of the wider class or group do not need to self-isolate unless the child or staff member they with in that group subsequently develops symptoms)</li> <li>SLT to ensure contaminated area is not used, waste is sealed, dated and isolated for 3 days, organise deep clean of their classroom &amp; sick bay* see Deep Clean procedure</li> </ul> <p><b>INTIMATE CARE for e.g. nappy changing</b></p> <ul style="list-style-type: none"> <li>Gloves, apron (all disposable) worn for nappy changing and intimate care</li> <li>One child &amp; adult at a time in changing zone where possible</li> <li>Wipe down all apparatus after wards, remove and bin PPE in pedal bin provided</li> <li>Sanitiser in place</li> <li>Medical waste bin in use</li> <li>Hand basin in room</li> <li>Handwashing procedure</li> </ul> |   |   |  |                     |  |
| <b>15. Social distancing in school:<br/>General, Staff &amp; Children</b> | ✓ |  | <ul style="list-style-type: none"> <li>Staff will be reminded of protocol in initial INSET then on a weekly basis to socially distance themselves while working in school during the Covid-19 outbreak.</li> <li>No PE or exercise to take place in an area where the social distancing rules cannot be reasonably adhered to.</li> <li>No school trips until safe to do so. Just local walks.</li> <li>Virtual Assemblies &amp; Virtual School Tours.</li> <li>Determine whether interventions are essential, and ensure delivery in line with social distancing guidelines (within group – if not, must be approved and Rad by SLT).</li> </ul>  | <ul style="list-style-type: none"> <li>No library for Autumn 1</li> </ul> | ✓ |  | SLT weekly briefing |  |

## September COVID 19 Risk Assessment – Primrose Hill Primary School

|   |   |  |  |   |   |  |  |            |
|---|---|--|--|---|---|--|--|------------|
|   |   |  | <ul style="list-style-type: none"> <li>• Limit face to face meetings to those which are essential. Ensure these are conducted in large enough areas to maintain 2m+ distancing; or via electronic means (Microsoft Teams, Google Meet, Skype etc.).</li> <li>• <i>Workstations min. 1 metre distance apart</i></li> <li>• Staff to be reminded on a daily/ weekly basis to socially distance themselves while at work.</li> <li>• Movement around school, limited to the use of the playground and school dining hall.</li> <li>• <b>Where staff cannot socially distance from children, they are advised to wear masks</b></li> </ul>   |   |   |  |  |            |
| <b>16. Social distancing in school: classrooms, halls &amp; social spaces</b> | ✓ |  | <ul style="list-style-type: none"> <li>• Carpets removed from classrooms to limit soft furnishings/ spread of COVID and to clearly mark floor to set up tables for 1m distance learning at all times.</li> <li>• <b>2m distance markings remain placed in halls for safe group activity as required by the activity eg PE.</b></li> <li>• <b>Set up desks facing the front mainly and spaced apart where developmentally appropriate – 1 metre in line with NEU guidance</b></li> <li>• <i>Use Google Classroom lessons / activities to avoid shared resources &amp; share pedagogical approach which supports this.</i></li> <li>• Stairs / corridors - one-way system - <i>see Sept Opening document.</i></li> <li>• Removed carpets to be cleaned, wrapped in plastic and stored onsite to eliminate the chance of germs lingering when carpets are returned to classrooms after pandemic.</li> </ul>   | <ul style="list-style-type: none"> <li>• Teachers &amp; TAs additional time to set up classrooms following recommendations</li> <li>•</li> </ul>  | ✓ |  |  | SSO<br>SLT |
| <b>17. Use and location of PPE</b>  |   |  | <ul style="list-style-type: none"> <li>• <b>Adults must wear masks in communal areas and can wear these in class where unable to distance. All adults on-site to be offered high quality washable masks with available filters and are adjustable to fit well (in recognition of sage advice)</b></li> <li>• If PPE is used, these safe working practices should be adhered to: <ul style="list-style-type: none"> <li>○ Hand washing is essential before putting on and after removing PPE;</li> <li>○ Staff should be trained in putting on and taking off PPE (following the steps below);</li> <li>○ Aprons and gloves are for single use only;</li> <li>○ Masks and eye protection are for 'sessional use' (they can be worn for a session of care <b>without</b> taking them off during a range of activities) but once they have been removed, they should be disposed of safely;</li> <li>○ <b>No PPE should be subject to continual use.</b></li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Hygiene protocol shared</li> <li>• Staff training on the use of PPE <a href="https://openwho.org/courses/PC-PPE-EN">https://openwho.org/courses/PC-PPE-EN</a> WHO</li> </ul> |   |  |  |            |

Issue Date: 17th July 2020 Latest Update January 5<sup>th</sup> 2021



## September COVID 19 Risk Assessment – Primrose Hill Primary School

|  |  |          |   |  |  |          |  |  |
|--|--|----------|---|--|--|----------|--|--|
| <p><b>18. Deliveries, Visitors, Parents and carers</b></p> |  | <p>✓</p> | <ul style="list-style-type: none"> <li>• All deliveries are dropped off in the lobby to minimise interaction with drivers.</li> <li>• <i>Do not approach delivery staff, allow packages to be left in a safe place</i></li> <li>• <i>Hands are to be thoroughly washed after handling all deliveries or waste materials.</i></li> <li>• Out of hours deliveries should follow the safety procedures.</li> <li>• Visitors will be advised, through the school entryphone, where to leave goods (allotted space).</li> <li>• <i>Only essential visitors are allowed onto the school site.</i></li> <li>• <i>Ensure all visitors / building users are aware of expectations. They must follow social distancing, hand washing / use of sanitiser gel on entry and wear masks in communal areas</i></li> <li>• <i>Signing-in book for visitors is now kept by admin team behind their glass to avoid shared pen use. Admin will sign visitors in and out</i></li> <li>• Parents and carers drop children off at their allotted gates.</li> <li>• Children line up at the end of the day and are collected by parents, who enter the main gate following the entry arrows; they leave with their child/ren through the main gate, following the exit arrows.</li> <li>• Parents must enter playground and leave with their child/ren asap - no gatherings are permitted or use of playground structures.</li> <li>• Children collected early are called down from class and arrive at the main reception area where they meet their parent/carer. There is a strict limit of three adults only allowed in this area. The child will either come down from class alone or be escorted by a member of staff who will hand them over to their parent/carer with no physical contact.</li> <li>• Parents are not to enter the building at all (unless collecting early as in the bullet point above or for an unavoidable meeting although must be distanced) and wear masks at drop off/collection</li> <li>• If it is raining the collection protocol does NOT change and parents will wait for their children outside in the playground.</li> <li>• Admin staff will inform drivers to leave parcels in the lobby.</li> <li>• Signage &amp; protocol for parents and carers to socially distance while dropping off and picking up children.</li> <li>• If parent/ visitor/ delivery person enters school, they must use the hand sanitiser gel provided.</li> <li>• Transition, entry and exit plan (see September Opening Plans) to minimise cross over.</li> <li>• Signage/cones/dividers to remind all to stick to protocol and allocated areas.</li> <li>• Hygiene protocol established for children.</li> </ul> | <p>Visitor protocol given to all</p> <p>Masks in communal areas for visitors</p> |  | <p>✓</p> | <p>SSO checks that signage is in place daily</p> |  |
|--|--|----------|---|--|--|----------|--|--|

19. Safe Catering Management

- Catering Staff to use sanitiser gel on arrival and wear masks in communal areas
- Hands MUST be washed before food preparation.
- Hands washed before and after serving food.
- Catering staff to wear gloves when serving.
- Serving area to be wiped down with disinfectant solution, using disposable wipes BETWEEN Year Groups
- Hand sanitiser gel to be used before exiting building.
- In the case of suspected/ confirmed COVID infection with a staff member, Caterlink to organise packed lunches to be brought into school,
- Staff lunchtime has additional food prep and eating area (library) to minimise numbers in staff room. Also revise hygiene protocols and seating to ensure social distancing (eat with year group bubble only)

- Caterlink's Risk Assessment (still relevant). Email copy on Robin's Computer.

Caterlink  
SLT - to inform staff of expectations

| COVID-19 RISK ASSESSMENT CHECKLIST  |   | Y                                   | N                        |
|---|---|-------------------------------------|--------------------------|
| All site managers and the staff room assess and consider the following for their operations |   |                                     |                          |
| 1. Risk Assessment  | Has your COVID-19 Risk Assessment completed and on site?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2.  | Has your COVID-19 Risk Assessment been reviewed and if it remains to be done is it done by the school / caterer?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3.  | Has all staff received and understood the operation's COVID-19 risk assessment?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4.  | Are all staff clear on remaining distancing from each other?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5.  | Are all staff wearing face coverings?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 6.  | Have all staff with higher COVID-19 risk, specialist needs, new or recurrent asthma and disabilities been notified and supported to help with the school? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 7.  | Can staff return to school to allow social distancing / extra separation in the kitchen and serving area?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 8.  | How activities in the kitchen been managed where required, and possible, to be reduced?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 9.  | Are people who have ill / ongoing issues been asked / requested to individuals to enable social distancing?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 10.   | Is there a clear system for managing issues being raised / requested / reported so that contact amongst the team is reduced?                              | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 11.   | Has additional PPE been identified to ensure food is safe and not exposed and approved by the Caterlink HSE team?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 12.   | Have there been any and been asked to come in and out of the kitchen and serving area?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 13.   | Are there additional controls for COVID-19 required by the school / caterer?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 14.   | Where there are additional school / Caterer COVID-19 controls are they in place?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 15.   | Do school / Caterer controls comply with controls recommended and can they be used?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 16.   | Are controls both the Site Manager and Caterlink HSE team?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 17.   | Are controls both the Site Manager and Caterlink HSE team?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 18.   | Are controls both the Site Manager and Caterlink HSE team?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 19.   | Are controls both the Site Manager and Caterlink HSE team?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 20.   | Are controls both the Site Manager and Caterlink HSE team?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 21.   | Are controls both the Site Manager and Caterlink HSE team?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 22.   | Are controls both the Site Manager and Caterlink HSE team?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

| caterlink |   | Y                                   | N                        |
|-----------|---|-------------------------------------|--------------------------|
| 23.       | Are all staff personal belongings, including phones being stored away from the working environment?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 24.       | Are staff using their hands very frequently?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 25.       | Hand Disinfecting   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 26.       | Are staff changing in and out of their work clothes, including lab coats, at work?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 27.       | Are all staff wearing social distancing when travelling to and from work and between sites?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 28.       | General   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 29.       | When a directional signpost and / or one way systems are put in place by the client or an staff following their?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 30.       | Is the site manager and all staff aware of what the relevant COVID-19 symptoms are?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 31.       | Are all staff on site free of COVID-19 related symptoms?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 32.       | Has the site manager confirmed that all staff are fully returning staff and have all relevant COVID-19 symptoms and where they have had symptoms in the last 14 days been over the staff? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 33.       | Has the site manager confirmed that all staff are fully returning staff and have all relevant COVID-19 symptoms and where they have had symptoms in the last 14 days been over the staff? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 34.       | Are all visitors wearing social distancing and following all COVID-19 and school other restrictions (COVID-19)?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 35.       | Are changing rooms being used as a one-way system?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 36.       | Do all staff have their own and other items for operations and the hygiene items to be washed / cleaned?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 37.       | Do all doors between dining and kitchen / operations area have signage restricting access to the kitchen / operations area?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 38.       | Are vehicles being used and if they being used to transport staff to the kitchen / operations area?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 39.       | Are all vehicles and delivery personnel complying with Caterlink HSE and School / Client COVID-19 requirements?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 40.       | Is 2 metre separation being maintained between all Caterlink HSE and delivery personnel at all times?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 41.       | Service and Dining  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 42.       | Are staff members prevented from touching and helping themselves to any catering, trays, plates, cutlery, etc?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 43.       | Are staff members prevented from touching and helping themselves to any catering, trays, plates, cutlery, etc?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 44.       | Are staff members prevented from touching and helping themselves to any catering, trays, plates, cutlery, etc?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 45.       | Are staff members prevented from touching and helping themselves to any catering, trays, plates, cutlery, etc?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 46.       | Are staff members prevented from touching and helping themselves to any catering, trays, plates, cutlery, etc?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 47.       | Are staff members prevented from touching and helping themselves to any catering, trays, plates, cutlery, etc?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 48.       | Are staff members prevented from touching and helping themselves to any catering, trays, plates, cutlery, etc?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 49.       | Are staff members prevented from touching and helping themselves to any catering, trays, plates, cutlery, etc?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 50.       | Are staff members prevented from touching and helping themselves to any catering, trays, plates, cutlery, etc?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

**PLEASE PRINT THIS PAGE OUT FOR USE BY CATERLINK STAFF**

**Workplace Risk Assessment (COVID-19)**

Risk Assessment: Working Environment During COVID-19 Location Name: All Caterlink Catering Locations

Who might be harmed (person and any additional / materials):  
 • Team Members  
 • Customers  
 • School Staff  
 • Contractors

Control Measures (all controls measures should be implemented before signing off the risk assessment)

Checklist:

- Checklist completed in place for all team members in displaying symptoms of COVID-19 they do not attend working hours immediately
- Sickness reporting in place. Where team member is displaying symptoms of COVID-19 they do not attend working hours immediately
- All team members have been trained in effective handwashing and personal hygiene procedures
- Social distancing of 2 metres is being maintained between individuals whenever necessary practices
- Social distancing procedures e.g. signage, floor markings, negotiation into dining areas have been implemented where necessary
- Driving open service restrictions are in place
- Where required there is suitable and sufficient PPE and team members have been instructed to wear PPE for the relevant tasks
- Where required an enhanced touch point cleaning schedule has been created and implemented with regular management checks
- Each team member has enough supplies to use for the duration of a shift. All team members informed not to wear clothes to and from work
- Hand sanitiser stations are in good working order with hot and cold running water, soap and blue roll
- All site visitors and staff have read and signed the COVID-19 Site and Staff Health & Safety guidance
- Direction signage is being followed where it is in place, such as one way systems
- Signs, vehicles are only being used for one person at a time and are thoroughly cleaned after each use
- Team members are updated daily and are informed if any controls are changed or altered
- Risk Assessment documentation is updated as all the above control measures have been implemented and where necessary interpretative corrective actions will be taken to ensure compliance with legal requirements and company standards
- Catering Manager: [Signature] Date: 22/07/20

## September COVID 19 Risk Assessment – Primrose Hill Primary School

|   |   |   |   |   |  |   |  |  |
|---|---|---|---|---|--|---|--|--|
| <b>20. Additional Human Resources and Hiring measures</b> |   | ✓ | <ul style="list-style-type: none"> <li>All staff who are tested for COVID-19 must send results to the School Business Manager to record in Oracle Fusion.</li> <li>Suspend hiring and lettings.</li> <li>Essential visitors only.</li> </ul>  | <ul style="list-style-type: none"> <li></li> </ul>  |  | ✓ | Julia                                    |  |
| <b>21. Projects/ Operational/ Facilities Works</b>        | ✓ |   | <ul style="list-style-type: none"> <li>Agree approach to scheduled / ongoing building works.</li> <li>Site inductions are to be carried out following social distancing principles (2m separation).</li> <li>School will seek confirmation of the contractor's method statement / risk assessment.</li> </ul>   |   |  |   | Admin / Julia / SSO                      |  |
| <b>22. Fire safety</b>                                    | ✓ |   | <ul style="list-style-type: none"> <li>Fire alarm is tested every Monday PM - GZ to come in and complete this with Humphrey</li> <li>SSO to close doors and windows before he leaves</li> <li>Fire wardens in place</li> <li>Termly fire evacuations in process and recorded</li> <li>SSO completes weekly call point test</li> <li>SSO to make sure all propped open non-fire doors are closed before leaving and locking the site</li> <li>SSO to action Fire evacuation to test staff during school hours (doors to be closed while evacuating)</li> <li>Evacuation test to be completed and recorded before opening</li> <li>New Fire Procedure created:<br/><a href="https://drive.google.com/open?id=1nMewTTuZopDu5YjTWsCmN-nQePhZdCw1">https://drive.google.com/open?id=1nMewTTuZopDu5YjTWsCmN-nQePhZdCw1</a></li> </ul> | <ul style="list-style-type: none"> <li>New Fire Procedure created:<br/><a href="https://drive.google.com/open?id=1nMewTTuZopDu5YjTWsCmN-nQePhZdCw1">https://drive.google.com/open?id=1nMewTTuZopDu5YjTWsCmN-nQePhZdCw1</a></li> </ul> |  | ✓ | SSO<br>SSO/<br>SLT to agree day/d<br>ate |  |



## September COVID 19 Risk Assessment – Primrose Hill Primary School

|   |          |          |   |  |  |          |                         |  |  |
|---|----------|----------|---|--|--|----------|-------------------------|--|--|
| <p><b>23. Legionella (Bacterial growth due to outlets not being used)</b></p> | <p>✓</p> |          | <ul style="list-style-type: none"> <li>SSO completes weekly flushing of little used outlets - this will need to include water fountains now that they are not safe to use</li> <li>Monthly temperature testing being completed and recorded by SSO</li> </ul>   |  |  |          | <p>✓</p>                | <p>SSO weekl<br/>y<br/>Camd<br/>en FM<br/>Month<br/>ly</p> |  |
| <p><b>24. Contingency planning &amp; mutant strain</b></p>                    |          | <p>✓</p> | <ul style="list-style-type: none"> <li>School will consult immediately with PHE who will direct next steps as per latest advice, which may result in school closure</li> <li>All staff that came into contact with infected staff member/ child to self-isolate as per government guidelines</li> <li>SLT member to open &amp; close the school in the event that the SSO becomes unwell</li> <li>Reporting procedure in place for SSO in the event that the SSO becomes unwell</li> <li>SSO/LA to organise deep clean in the event of a Covid-19 outbreak in school</li> <li>Plan to be put in place if staff numbers fall due to infection/self-isolation</li> <li>SLT will balance on-site provision against risk and may need to close bubbles for temporary periods where adequate staffing cannot be provided.</li> </ul> <p><b>New Mutant Strain</b></p> <ul style="list-style-type: none"> <li>Reinforce protocols until behavioural changes are embedded</li> <li>Ensure ECV staff &amp; pregnant staff above 28 wks gestation are off-site in line with latest advice</li> <li>Offer high quality (multi-layered, well fitting) masks to those staff on-site</li> <li>Ensure risk assessment for pregnant staff on-site.</li> </ul> |  |  | <p>✓</p> | <p>SLT<br/><br/>SSO</p> |  |  |
|   |          |          | <p>Test and Trace is communicated to community in September 2020 and will be sent to any parents or staff where household members exhibits symptoms. Though there is no requirement for parents to inform school if they have had a COVID19 test, we would expect most parents would do this as a matter of courtesy.<br/>New NHS App launched on 24th September.</p> <ul style="list-style-type: none"> <li></li> </ul>  |  |  |          |                         |  |  |

Questions & responses from NEU Members June 2020:

<https://docs.google.com/document/d/1J6DQnonjriOgGRpNOuTgOhYiqQKQLqfdtIiEmUw-y4/edit>

[https://docs.google.com/spreadsheets/d/1wdjjMATW43PNdoGX582BO\\_OHxbuDuc4J8gvEzxAaH\\_I/edit#gid=762219519](https://docs.google.com/spreadsheets/d/1wdjjMATW43PNdoGX582BO_OHxbuDuc4J8gvEzxAaH_I/edit#gid=762219519)

Questions & responses from Unison Members May 2020:

<https://docs.google.com/document/d/1OJcLddiMM5cmXQn3wfiF1AYYm69jQfLYFakz6jGcXNQ/edit>