

March 2021

DOCUMENT TITLE	Covid-19 Pandemic Re-Opening Risk Assessment (Read alongside Re-opening plan & movement/transition timetable) NB visuals inc. for illustrative purposes but may not be current/accurate - see original documents links embedded	Persons involved in completing this assessment	School Business Manager, SLT inc. Inclusion Team, All staff, Governing Board, Union Reps	
Review Process	<p>Daily checks/reporting from all staff to SLT RA in shared area for staff for ongoing review & rf Individualised RAs offered on request) Draft RA submitted to GB SLT e review dates fortnightly Review by NEU/Unison/Camden H&S tbc Feedback to Unison if required Feedback to NEU 17/07/20 https://docs.google.com/document/d/17ocn6jVDcxwFQI_vhX8XjDGxnHi4B5OGUjabsk8RUMvSY/edit Updated RA to be published on website January 20th 2021</p>	<p>Dissemination to Staff: School Opening Doc: June https://docs.google.com/presentation/d/1GWQh7S39PfbwsHtlcjhD7aQZc_1l1VhWYbUoIN5DZgM/edit?usp=sharing School Opening Doc: September https://docs.google.com/presentation/d/1lNkXv80_aeTRphZs8l2dliiQITkF2KQqQcWmX1aUsg/edit?usp=sharing School Opening INSET: January School Opening Inset 1, 2, 3 - Feb 25th - March 8th</p>		
National Guidance & Documentation	<p>Latest Guidance School covid operational guidance (from March 8th) https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-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/covid-19-stay-at-home-guidance https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/952443/210114_School_national_restrictions_guidance_FINAL_14012021.pdf Sage advice on safer schools - https://www.independentsage.org/wp-content/uploads/2020/11/Safe-schools-v4b1.pdf Sage advice on mitigating transmission of new variant strain - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/948607/s0995-mitigations-to-reduce-transmission-of-the-new-variant.pdf Previous Guidance Safe working in education, childcare and children's social care, DfE: 14 May 2020 Actions for schools during the coronavirus outbreak, DfE 18 May 2020 Actions for educational and childcare settings to prepare for wider opening from 1 June 2020, DfE: 12 May 2020 Coronavirus (COVID-19): guidance for educational settings, DfE: 18 May 2020 Managing school premises during the coronavirus outbreak, DfE: 18 May 2020 Coronavirus (COVID-19): implementing protective measures in education and childcare settings, DfE: 12 May 2020 https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings NEU Checklist link Unison letter link PHE COVID-19: infection prevention and control (IPC) PHE COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable PHE COVID-19: guidance for households with possible coronavirus infection PHE COVID-19: guidance for food businesses 18 May 2020 PHE https://www.hse.gov.uk/construction/lwit/assets/downloads/hierarchy-risk-controls.pdf RISK BALANCE SHEET PHE COVID-19: guidance for first responders National Lockdown Nov 5 - Dec 2nd 2020 https://www.gov.uk/guidance/new-national-restrictions-from-5-november#history</p>			

Additional School Docs	Remote Learning Policy Recovery Curriculum T&L addendum Covid Absence in Attendance addendum	Statutory & Govt Guidance	See final section on DfE and govt guidance/ key documents	
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Date of completion	1/3/21			Review date 1	4/03/21	Review date 2		Review date 3						
List the hazards below	Un controlled Risk			Measures taken to minimise risk			Review / Monitoring & actions/communications outstanding			Controlled Risk			By who? By when?	Review Comments SLT
	H	M	L							H	M	L		
1A. Preparation before re-opening	H			SSO to complete and report back to SLT: <ul style="list-style-type: none"> CO2 monitor to gauge ventilation in identified rooms (Art room, Reception ARP room) List of which classrooms have windows that do not open sufficiently Refresh signage and displays esp for collection and drop off times, for busy rooms, for staffroom/library SLT <ul style="list-style-type: none"> Risk Assessments for any staff who are pregnant Updated Protocols and Planning documents and dissemination to all staff Prepare for vulnerable/anxious children to visit prior to opening on orientation day 			Teacher info / parent survey Weds 3rd March if there is anything parents would 'like teacher to know' Mandy PSHE staff & guided re-entry lessons/circle times prepared for all classes 3/3/21 INSET VENTILATION:					L	ALL SLT unless otherwise noted	

		<ul style="list-style-type: none"> Additional furnishings and resources to stay removed (minimise soft toys, clothing, soft furnishings, trinket toys etc.) Teachers prep time and checklist as per below: <p>CLASSROOM PREP</p> <ul style="list-style-type: none"> 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. 2m distance markings remain placed in halls for safe group activity as required by the activity eg PE. Y3 – Y6 Set up desks facing the front and spaced apart where developmentally appropriate – where possible desks will be 1 metre in line with NEU guidance, 2 children per desk facing forward Y2 – 6 no carpet times (Y1 facing front and each child in planned area) Y1 & 2 seating will be in groups but aim for children to be 1m+ distanced if sitting opposite <p>Prevention You must always:</p> <ol style="list-style-type: none"> 1) <i>Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.</i> 2) <i>Ensure face coverings are used in recommended circumstances.</i> 3) <i>Ensure everyone is advised to clean their hands thoroughly and more often than usual.</i> 4) <i>Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.</i> 5) <i>Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.</i> 6) <i>Consider how to minimise contact across the site and maintain social distancing wherever possible.</i> 7) <i>Keep occupied spaces well ventilated.</i> <p>In specific circumstances:</p> <ol style="list-style-type: none"> 8) <i>Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.</i> 9) <i>Promote and engage in asymptomatic testing, where available. Response to any infection</i> <p>You must always:</p> <ol style="list-style-type: none"> 10) <i>Promote and engage with the NHS Test and Trace process.</i> 11) <i>Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.</i> 12) <i>Contain any outbreak by following local health protection team advice.</i> 	<p>Art room with window and door open is between 400 - 450 CO₂, hence suitable Maggie's room = 700 CO₂ (not to be used by more than 1 person) Rainbow room (with 3 ventilation points) = 420 CO₂ hence suitable</p> <p>All classroom windows assessed. Windows not opening correctly:</p> <ul style="list-style-type: none"> - Tadpoles middle room, no way of keeping top windows open (they fall closed) - All offices checked for good window opening and through way ventilation. Some staff expressing concerns re cold so will review. - SBM purchasing window wedges as all class windows open to 4 inches but some slam shut <p>Becca Ehrlich to share GC resources approach</p>					
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<p>1B. Opening & prepping the site DAILY</p>	<p>✓</p>		<ul style="list-style-type: none"> • SSO opens the site at 7am. SSO will unlock the back door and front pedestrian door. • 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 • SSO 1 (Humphrey) arrives at 7am and sanitizes (see key areas below) as soon as he enters the site - Disposable/ washing up gloves and apron to be worn. • SSO will ventilate key classrooms and offices/ shared areas. <ul style="list-style-type: none"> o All classrooms o Staff room o Dining Hall (also turn on HEPA air purifier prior to lunch service) o Assembly halls o Community room and ground floor offices o Rainbow room o Staircases • Key areas/ rooms to focus on; <ul style="list-style-type: none"> - Door handles/ buttons/ buzzers - sanitizer pumps - handrails - telephones - keyboards - computer mouse - dining tables & counter - office counter top - All classrooms in use - Sports Hall/ Dining Hall • Check stock of sanitiser/ tissues/ cleaning materials & make note with Ilirjana • Check signage and displays are in order • Additional Cleaning of Toilets (focus on shared toilets in playground to be cleaned during lunch service, and morn & pm sessions clean class loos once. 	<p>SLT Invite staff to identify cleaning issues and inform SSO via email (copy in SBM)</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 SSO (copy in SBM) via email</p> <p>Following HSE advice re identifying poorly ventilated areas, we will use a CO2 monitor to gauge air quality and if poor, make provision to improve ventilation or reduce numbers using and restrict activities (ie no singing, shouting, aerobic activities)</p> <p>Pedal bins replaced in 7 classrooms, 3 toilets, Library, Old PPA Room, Staffroom</p>			<p>✓</p>	<p>SSO Daily</p>	
<p>2. Hygiene & Handwashing Facilities and Resources</p>	<p>✓</p>		<p>Every transition area and exit/entry & hall has sanitizers (when going in/out of building or classrooms, hands must be washed/sanitised)</p> <p>SBM overseeing organisation and distribution PPE alongside Ilirjana</p> <p>Key message to be reinforced through protocols and policy, lessons and assemblies, inc. distancing, handwashing, ventilation is the greatest preventative for the virus.</p> <p>STANDARD STOCK CHECK (Ilirjana & SSO)</p>	<p>See INSET March 8th re-opening & new Planning & Protocols to be collated</p> <p>Class teacher s & office staff to rf to checklist and inform SSO</p>			<p>✓</p>		

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			<ul style="list-style-type: none"> CLASSROOMS, ADMIN OFFICE, STAFF ROOM Pedal bins (final ones to be delivered by march 12th) Dispenser: Hand Sanitiser and paper towel COVID BOX: antibacterial wipes for PC & phone, surface disinfectant, 4 x boxes of facial tissues, 20 pairs of gloves, 1 400ml bottle of hand sanitiser gel, 1 bottle of antibacterial hand wash, 5 yellow clinical waste bags, 20 disposable plastic aprons, 5 x disposable face masks (staff who requested have been given their own re-usable washable mask + filters) sponge, mop, running water Window fans if ventilation identified as poor. TOILETS & WASHROOM ALLOCATION Pedal bin, hand towels, soap, hot water OFFICE SPACES Pedal bin, antibacterial wipes for PC & phone, surface disinfectant, hand towels and dispenser, sanitiser and dispenser, wash cloth DINING HALL & FOYER - Sanitiser, dispenser, pedal bin, wash cloths by pods FIRST AID STOCKS - <ul style="list-style-type: none"> CLASSROOM FIRST AID: COVID boxes - list the contents here: Hand Wipes, gloves, disinfectant spray, handwash, hand sanitiser, facial tissues, face masks, eye shields SICK BAY PPE: Masks, Gloves, Eye Shield, Aprons, Antiseptic wipes, hand sanitiser, cloths SHARED COVID resources with Ilirjana/Julia only, inc. filtered masks and filters available on request to staff. 					
3.Social Distancing	✓		<p>BUBBLE FIDELITY Each year group EYFS - 6 is a bubble and should not mix with any other bubble/class (see below for arrangements) EYFS - 60 Reception class will work towards having consistent groupings for carpet areas Y1, where possible, will maintain class, rather than year group bubbles (due to alternative measures)</p> <p>GENERAL SOCIAL DISTANCING</p> <ul style="list-style-type: none"> No PE or exercise to take place in an area where the social distancing rules cannot be reasonably adhered to. No school trips until safe to do so. Just local walks. 		✓			<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>

Issue Date: 17th July 2020 Latest Update March 1st 2021

		<ul style="list-style-type: none"> • Virtual Assemblies & Virtual School Tours. • Limit face to face meetings to those which are essential. Ensure these are conducted in large enough areas to maintain 2m+ distancing; or via remote software • Where staff cannot socially distance from children, they are strongly advised to wear masks <p>TRANSITIONS AND MOVEMENT INC. ENTRY/EXIT</p> <ul style="list-style-type: none"> • Separate entrance & exit systems/ staggered start where crowding is an issue • SLT & parents wearing masks at drop off/collection • Playtimes, transitions and lunchtimes are zoned & staggered <p>IN CLASS</p> <ul style="list-style-type: none"> • 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' . • Children's social distancing rewards (not punitive - see <i>Behaviour Policy appendix</i>) for individuals, play pods • Minimum quota. of 1 SLT & 1 ILT on-site at all times <p>COVER TEACHERS/PPA</p> <p>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>Any redeployments of staff will not be made at the expense of supporting pupils with SEND</p> <p>PPA staff to maintain social distancing at all times (2 metre line & class TAs support where needed)</p> <p>Assemblies to be viewed remotely within bubbles</p> <p>PE Specific Risk Assessment: https://docs.google.com/document/d/1-h5pnlD6vn5YZEdJv5tM1CZrZQFdpdwows_zQklvBo/edit</p> <p>Music Specific Risk Assessment https://docs.google.com/document/d/1uuRj5IHID6Ut2XIHpMh-zABK6_Sl8y_HozdpZOLecjk/edit</p> <p>Keep volume levels to a low level (louder voices/instruments = greater risk)</p> <p>Singing can be done but only in bubbles, not facing each other, and where possible outdoors</p>						
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			<ul style="list-style-type: none">• Staff will be reminded of protocol in initial INSET then on a weekly basis or more frequently to socially distance themselves while working in school during the Covid-19 outbreak.						
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<p>4. Cleaning/ Hygiene measures: Daily Expectations of school staff</p>	<p>✓</p>	<p>LUNCH</p> <ul style="list-style-type: none"> • Staggered entry/exit, transition routes, seating plan specific to Groups • Lunchtime Staff wipes down all tables & chairs after each group sitting at lunch & wipe down canteen • Additional cleaning stations with cleaning materials (support staff monitor) <p>OUTDOOR BREAK TIMES</p> <ul style="list-style-type: none"> • Playground Zoning in Movement & Transition Plans <i>revised (rotation system March INSET)</i> - rotate use of climbing equipment so that no crossover unless after a weekend • Shared outdoor equipment has weekend between groups • Every year group have dedicated outdoor equipment boxes • SSO on toilet cleaning duty during lunch • Toilets assigned by year group • In-class staff to supervise own bubbles in playground <p>CLASSROOM CLEANING DURING SCHOOL DAY</p> <ul style="list-style-type: none"> • Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities should be washed /wiped at least once a day and should not be shared across bubbles • See <i>hygiene protocols</i> to clear areas with disinfectant products after children have used it. • 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. • Each Y2 - Y6 child has own bag for belongings • Introduce enhanced cleaning of all facilities throughout the day and at the end of each day • Y1 will share some resources however these will be sprayed with Dettol between groups • Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal • Ensure adequate supplies of soap, paper hand towels and hand sanitiser, with stock monitoring and re-ordering procedures set up • Site staff to regularly clean the hand washing facilities • Alcohol hand sanitiser provided at reception / entrance/exit and should be used by all persons when entering/leaving • 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 	<ul style="list-style-type: none"> • All staff in the dining room- to report to SLT member on-site daily if any hygiene protocol issues in dining hall • Laura SLT to monitor and revise lunchtime procedures as nec wk 1. 	<p>✓</p>				
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			<p>of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <ul style="list-style-type: none"> • Windows will need to provide ventilation & should be opened at break times (class teachers responsible for latter). Doors should be left open during the day. • HEPA Air Purifier for large room in place in middle of dining hall <p>SHARED AREA CLEANING DURING SCHOOL DAY</p> <ul style="list-style-type: none"> • All staff regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks) • Gloves and masks are provided to SSO while cleaning (PPE) & available to all adults on site in classroom first aid and shared first aid areas • Adults to use detol spray on taps, toilet lid, flusher and door handle after each use of loo <p><i>Intensive and accessible information sharing every week (newsletter, text, email, website, staff meeting) to ensure all comply</i></p>					
<p>5. Cleaning/ Hygiene measures: Daily CLEANING CONTRACTORS</p>	✓		<p>CONTRACTED CLEANING</p> <ul style="list-style-type: none"> • Cleaning team need daily monitoring. SSO to meet with Cleaning Manager & supervisor at least fortnightly or when necessary (with SBM if nec). Teaching teams asked for feedback on cleaning standards regularly. • Cleaners clean all areas in use and the surfaces at the end of the day* https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings • Must wear disposable masks and gloves for the duration of their shift • 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 • Apron to be worn before beginning any cleaning • Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning • Must maintain a distance of 2m from other team members as well as staff and children in the school • Disposable cloths to be used where possible – if this is not possible then the government guidelines need to be followed 	Humphrey and Guiseppe share Protocols & Planning with Cleaning company			✓	

			<ul style="list-style-type: none"> • All doors, handles and other frequently touched areas to be wiped down with antiseptic disinfectant daily • Cleaners review this risk assessment and submit their company RA (school staff will use this guidance/RA) • Entire cleaning team to place additional emphasis on shared areas e.g. dining hall, staff room, toilets, music room • All tables, doors, windows and other frequently touched areas to be wiped down with antiseptic disinfectant solution • All carpets hoovered and all floors to be mopped <p>PROTOCOL FOR CLEANING AREAS WHERE SYMPTOMATIC PERSON HAS BEEN</p> <ul style="list-style-type: none"> • 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 • 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 • 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 • All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including: <ul style="list-style-type: none"> - objects which are visibly contaminated with body fluids - all potentially contaminated high-contact areas such as bathrooms, door handles, seat, table, books, Telephones, grab-rails in corridors and stairwells • 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: use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or 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 or if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses • Avoid creating splashes and spray when cleaning. • Any cloths and mop heads used must be disposed of and should be put into waste bags only when someone is symptomatic 						
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			<p>CONFIRMED CASE – DEEP CLEAN</p> <ul style="list-style-type: none"> • If COVID infection is confirmed, contaminated area to be vacated for 72hrs before cleaning (SLT will ensure adequate space for remaining groups) • 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.) • All PPE used to clean area to be stored in Community Room • Double bag any waste and SSO will remove to storage room (locked away from other adults) for 3 days • 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 • 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 • 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 • 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 • SSO to place Clinical waste in outside (locked up) storage whilst wearing PPE and then move to regular rubbish area after 72hrs 						
<p>8. Classroom hand-washing and sanitation protocols</p>	<p>✓</p>		<ul style="list-style-type: none"> • See Behaviour Addendum/ Hygiene Protocols • Hand sanitizer dispenser fitted in key areas listed in stock check table below • Staff & children to wash hands & sanitise in line with Hygiene Protocol, especially before transitions and eating, and when any social distancing rules are transgressed • Children encouraged not to touch their face or put their hands or other objects in their mouths • Specific hygiene lessons in class planned • 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> • Tissues will be provided for classrooms and offices and shared areas. Staff to replenish as needed • Ensure bins are provided for tissues in every classroom 	<p>Children will bring book bags on-site but there will be 48 hrs before books are shared by others</p> <p>Julia SBM handover to ensure all orders/deliveries are accounted for and essential stock ready for use.</p>		<p>✓</p>			

			<ul style="list-style-type: none"> • Ensure catch it, bin it, kill it message is displayed, discussed and understood in each class. Tissues available in classrooms and shared areas • Parents to ensure children have their own water bottles in school to reduce contact with water fountains • SLT to be more visible in leading social distancing and also cleaning as they move through school / wearing masks when staff get too close • KS1 & EYFS remote reading scheme finalised 					
<p>9. Cleaning/ Hygiene and Safety measures: Suspected/ Proven COVID Infection (child/ adult)</p>	✓		<p>SUSPECTED ON-SITE CASE PROTOCOL All staff trained for swift and safe response to suspected cases on site (see FIRST AID Protocol for suspected case below)</p> <ul style="list-style-type: none"> • If there is a suspected case (see procedure for reporting and isolating symptomatic person below), those left 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 <u>COVID-19: cleaning of non-healthcare settings guidance</u>. • <i>Isolation rules: Household members should self-isolate for 10 days</i> <u>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</u> <p>CONFIRMED CASE PROTOCOL</p> <ul style="list-style-type: none"> • Refer to Positive Case flowchart and also Action Plan for single positive COVID result in school. • Call DFE hotline 08000468687 and the Camden and Islington Health inform Chair of Governors • Parents of children that came into contact with the adult to be informed and PHE procedure followed <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) 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> • SSO to clean possible contaminated area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left as per the below; • Contracted cleaners to DEEP CLEAN (see Contracted Cleaners section) quarantine room and contaminated rooms as specified by SBM 	<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><i>Protocols detailed below:</i></p> <p><u>https://drive.google.com/drive/folders/1D5wcFBHqcl3zHh5M5LUPsZNMZzVjq0a</u></p>	✓	SSO	Cleaning Team	

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<p>10. Low Risk Staff: Working at school</p>	<p>✓</p>	<p>✓</p>	<ul style="list-style-type: none"> • Staff to maintain recommended social distance at all times following <i>Zones of Distancing</i> protocol • Staff advised to follow same <i>Hygiene Protocol</i> as children & wear masks (high quality filtered are recommended and 1 offered to each staff member) • Adults to wash their hands before and after using toilets and wipe key areas in toilet • Schools to ensure anti-bacterial wipes are available for all IT and teacher to ensure wipe down after use. • Wash hands before and after marking books • Sanitise hands when leaving a room/ transitioning • Avoid use of office photocopier where busy • Try to avoid shared areas where possible (for e.g. eat lunch in your room if busy in staff room) • Internal doors propped open to reduce contact with surfaces • PPE provided for staff on request (see <i>PPE SECTION</i>) • Re-arrange staff room & library & display protocol for distanced dining, safe use and max numbers of staff to use shared areas • Key congregating areas (office/ Foyer/ Mandy's room) to have maximum number of adults displayed. Consider queueing signage outside of these areas • Signage and markings on the floors needed • Adults inc. staff must wear face coverings in communal areas and/or where they cannot maintain 2 m distance from other adults inc in class • Office reconfigured and max 2 admin staff working from main office to ensure distancing 	<p>Mandy the dining room extension... updates?</p>	<p></p>	<p>✓</p>	<p></p>	<p></p>
<p>11. Clinically vulnerable staff & children</p>	<p>✓</p>	<p>✓</p>	<ul style="list-style-type: none"> • Identify all children & staff who fall into Clinically Extremely Vulnerable list (they should have a recent shielding letter) • CV staff (this includes pregnant women, unless they have additional health conditions that mean they are considered CEV) can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission • People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace • Additional information re vulnerable staff and children: • https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people • 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 	<p>LIZ AND SYRA</p>	<p></p>	<p>✓</p>	<p></p>	<p></p>

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			<ul style="list-style-type: none"> Royal College of Paediatrics and Child Health at COVID-19 – ‘shielding’ guidance for children and young people. 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 & monitor engagement with this activity (see Remote Learning policy) 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. You must instruct pupils to: <ul style="list-style-type: none"> not touch the front of their face covering during use or when removing it dispose of temporary face coverings in a ‘black bag’ waste bin (not recycling bin) place reusable face coverings in a plastic bag they can take home with them wash their hands again before heading to their classroom 						
12. Travelling to School		✓	<p>TRAVELLING TO SCHOOL</p> <ul style="list-style-type: none"> Pupils and staff may use public transport where necessary, but we encourage them to walk, cycle or scoot to and from school wherever it is possible and safe to do so. Where pupils and staff need to use public transport, they should follow the safer travel guidance for passengers. Make car park and upper playground available - prioritise clinically vulnerable staff and journey - to drive into work to avoid public transport Consider later/ staggered start times for staff travelling long distances PPE equipment is available to staff should they need any to travel home on public transport Give staff who are using public transport PPE & direct to guidance https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers Reminder in parent letter re. regular washing, labelling and spare clothes protocol Coronavirus (COVID-19) safer travel guidance 	Consider whether visitors need parking on-site and if so aim for cars to be away from children’s play areas			✓	SLT SSO Daily	

<p>13. Staff & Pupil Wellbeing</p>			<p>STAFF WELLBEING</p> <ul style="list-style-type: none"> • See Wellbeing provision for staff Spring 2, including changing Learning Walks, planning weekly wellbeing event • After long absence from on-site provision, vulnerable pupils given settling in day/times upon return to rehearse protocols and reduce anxiety • 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) • Extra mental health support for pupils and teachers • Wellbeing for Education return programme Education Support provides a free helpline for school staff and targeted support for mental health and wellbeing. <p>PUPIL WELLBEING</p> <ul style="list-style-type: none"> • PHSE foci planned for return to school (see INSET and PSHE resources for each year group) 						
<p>14. Children & Staff Off-Site</p>		<p>✓</p>	<p>CHILDREN OFF_SITE</p> <ul style="list-style-type: none"> • 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 • When children with social workers are isolating, the CP lead will inform the network • Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised. • Where a child is off for a period of 7 days or more, they will receive pastoral support in form of weekly class staff (Monday) and ILT (Friday) to call • Each week, families isolating or shielding are expected to upload work to GC or Tapestry? New Google Classroom for children isolating • Where an entire class or bubble cannot access on-site provision, we will maintain a high standard of remote learning (see Remote Learning Policy) <p>STAFF OFF_SITE</p> <ul style="list-style-type: none"> • CEV staff are advised to remain off-site and work from home, but where they request otherwise, GP advice must be sought and a risk assessment completed • Communication with key people via text and email – daily • Weekly meetings with staff available virtually also • Daily calendar shared outlining who is in school / working off site. 	<p>See Isolation protocol home learning Teachers to complete 2 week's worth planning for individual children</p>			<p>✓</p>		<p>22/6 Attendance protocol to continue as set up: https://docs.google.com/document/d/12xTpFQQjGXHM8DnVOsvmWORPQCCeyc3px_ljDjVMDAI/edit</p> <p>13/7 see remote learning in Recovery Curriculum T&L addendum (ongoing register)</p>

<p>15. First Aid, Symptomatic & Positive Case Protocol</p>	<p>✓</p>	<p>FIRST AID WHOLE SCHOOL PROCEDURE (this EXCLUDES first aid for those children who are exhibiting C19 symptoms – see NHS checklist – for C19 symptoms ref to relevant protocol below) 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"> • Stock check classroom first aid resources (see stock check in Row 1) inc. PPE = Group allocated staff (requests to SSO) • Allocated Group staff to administer first aid to children in their groups (administer to allocated Pods where possible) • 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) • 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. • Medical Room to be cleaned after every use and where possible only 1 child at a time • NO CHILD COMPLAINING OF SICKNESS TO BE TAKEN TO MEDICAL ROOM OR SHARED AREAS BUT TAKEN TO SICK BAY (PPA room) • Medical room stocks of PPE & first aid to be reviewed by Lee (requests to BM) <p>FIRST AID STAFF PROTOCOL</p> <ul style="list-style-type: none"> • 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) • PPE to be worn or 2 metre distance observed for child who has symptoms • 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 • If you suspect a child is symptomatic, refer to procedure below; <p>GENERAL MANAGING SYMPTOMATIC CHILDREN/ADULTS ON-SITE</p> <ul style="list-style-type: none"> • 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; 	<p>Protocols linked below for positive case: https://drive.google.com/drive/folders/1D5wcFBHqcl3zHh5M5LUPsZNMZzVjgoJa</p>	<p>✓</p>	<p>SO checks daily</p>	
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			<ul style="list-style-type: none"> • Remaining staff in class should ventilate room (windows left open) 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. See the COVID-19: cleaning of non-healthcare settings guidance. • 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. • Double bagging of waste from possible cases and separate storage area for 72 hrs <p>If someone tests positive:</p> <ul style="list-style-type: none"> • In line with PHE advice, if a symptomatic student or teacher tests positive for coronavirus, the whole bubble 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 live with subsequently develops symptoms) • SBM fto ensure contaminated area is not used, waste is sealed, dated and isolated for 3 days, organise deep clean of their classroom & sick bay* see Deep Clean procedureSchool contacts Health Protection Team (Mireille or Leonora Weill at HPT) • Health protection team will carry out risk assessment to determine any close contact. • 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) • Template letter will be provided to schools to send to parents • If test result is negative, still remain in isolation for 10 days. • If schools have two or more positive cases in 14 days, 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. 						
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<p>17. PPE Use & Location</p>	<p>✓</p>	<ul style="list-style-type: none"> • Adults must wear masks in communal areas and can wear these in class where unable to distance from other adults (2m). 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) . • Adults may wear transparent masks for inclusion purposes (e.g. to support a child who has hearing difficulties) and may wear visor/face shield IN ADDITION to but NOT in place of mask • Primary aged children are not advised to wear face masks, however may choose to do so. If so, see advice below (to be included in protocols and planning) <ul style="list-style-type: none"> You must instruct pupils to: <ul style="list-style-type: none"> • not touch the front of their face covering during use or when removing it • dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) • place reusable face coverings in a plastic bag they can take home with them • wash their hands again before heading to their classroom <p>If PPE is used, these safe working practices should be adhered to:</p> <ul style="list-style-type: none"> ○ Hand washing is essential before putting on and after removing PPE; ○ Staff should be trained in putting on and taking off PPE (following the steps below); ○ Aprons and gloves are for single use only; ○ No PPE should be subject to continual re-use. <ul style="list-style-type: none"> • The use of PPE is recommended ONLY for: <ul style="list-style-type: none"> ○ Children whose care routinely involves the use of PPE due to their intimate care needs (if these children are in school); ○ Staff involved in intimate care should wear an apron and gloves (single use) ○ Staff looking after a child who has developed COVID-19 symptoms while on site will require the use of PPE available in the Quarantine Area; ○ Manual handling or physical restraint. This may require the use of gloves, a fluid repellent surgical mask and the addition of eye protection if there is a risk of the child spitting. • Putting on items of PPE should be done in the following order after washing your hands for 20 seconds: <ul style="list-style-type: none"> ○ 1. disposable apron ○ 2. fluid repellent surgical mask ○ 3. eye protection (if risk of spitting) ○ 4. disposable gloves • Removing PPE should be done in an order that minimises the potential for cross-contamination. Use alcohol hand rub between removing items of PPE in the following order: 	<ul style="list-style-type: none"> • Hygiene protocol UPDATED in March Opening INSET with mask info for children • Staff training on the use of PPE https://openwho.org/courses/PC-PPE-EN WHO • Staff clear about Quarantine Area and use of it - Friday briefing Syra/Mireille 	<p>✓</p>	<p>SBM/SSO/SLT</p>	
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			<ul style="list-style-type: none"> ○ 1. disposable gloves, then hand decontamination ○ 2. disposable apron ○ 3. eye protection (if worn) then hand decontamination ○ 4. fluid repellent surgical mask, then hand decontamination ○ 5. store all removed PPE in a disposable rubbish bag, secure it, then hand decontamination. <p>Rubbish bags containing PPE should be double bagged and dated. They will be collected by the SSO and stored for 72 hours in the designated clinical waste storage area, when it can then be disposed of with other clinical waste.</p> <p>Classrooms have a stock of PPE for regular use which includes gloves, wipes, antibacterial spray, sanitiser gel, hand wash and disposable paper towels.</p> <ul style="list-style-type: none"> ● There is a COVID box in each classroom which includes enhanced provision of PPE for emergencies such as masks and aprons. ● It is the class team's responsibility to check and request additional stock from the SSO or BM when PPE provision in their classroom is running low. ● There is full PPE protection in the Quarantine Area, which includes boiler suits, visors, etc. not provided in the classrooms. This PPE is specifically for use in the Quarantine Area only with children who have a suspected case of COVID-19. ● Stock of all PPE equipment and provision is kept in the Community Room. <p><i>INTIMATE CARE for e.g. nappy changing</i></p> <ul style="list-style-type: none"> ● <i>Gloves, apron (all disposable) worn for nappy changing and intimate care</i> ● <i>One child & adult at a time in changing zone where possible</i> ● <i>Wipe down all apparatus after wards, remove and bin PPE in pedal bin provided</i> ● Sanitiser in place ● Medical waste bin in use ● Hand basin in room ● Handwashing procedure 	<ul style="list-style-type: none"> ● Class team to do daily checks on essential PPE (gloves, antibacterial cleaner, sanitising gel) & report to SBM - Friday briefing 					
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<p>18. Deliveries, Visitors, Parents and carers</p>		<p>✓</p>	<p>DELIVERIES</p> <ul style="list-style-type: none"> • All deliveries are dropped off in the lobby to minimise interaction with drivers. • <i>Do not approach delivery staff, allow packages to be left in a safe place</i> • <i>Hands are to be thoroughly washed after handling all deliveries or waste materials.</i> • Out of hours deliveries should follow the safety procedures. • Visitors will be advised, through the school entryphone, where to leave goods (allotted space). • <i>Only essential visitors are allowed onto the school site.</i> • <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> • <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> • <i>Spare masks available in school office for any visitors who do not bring own</i> <p>PARENTS AND CARERS ON-SITE</p> <ul style="list-style-type: none"> • Parents and carers drop children off at their allotted gates- please see map & information • 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. • Parents must enter playground and leave with their child/ren asap - if they wish to wait to collect other siblings, they can safely wait along the side of the walls, socially distancing & not in the way of the children • 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. • Parents are not to enter the building (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 • If it is raining the collection protocol does NOT change and parents will wait for their children outside in the playground. • Admin staff will inform drivers to leave parcels in the lobby. • Signage & protocol for parents and carers to socially distance while dropping off and picking up children. • If parent/ visitor/ delivery person enters school, they must use the hand sanitiser gel provided. 	<p>Visitor protocol given to all (updated 11th February 2021)</p> <p>COnsider therapy rooms and timetable community room IF speech therapists etc. start returning</p>		<p>✓</p>	<p>SSO checks that signage is in place daily</p>	
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			<ul style="list-style-type: none"> Transition, entry and exit plan (see March Opening Plan INSETS) to minimise cross over. Signage/cones/dividers to remind all to stick to protocol and allocated areas. 					
19. Safe Catering Management	✓		<ul style="list-style-type: none"> 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 SLT - to inform staff of expectations	
20. Additional Human Resources and Hiring measures		✓	<ul style="list-style-type: none"> SLT to ensure SBM is notified of COVID-19 cases to record in Oracle Fusion. Reinstate after school club in line with P3 Risk Assessment in keeping with guidance (Summer Term due to low demand from families)- Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak Reinstate hirings and lettings for music tutorials, Stage Coach & Taekwondo from Summer 1 			✓	Julia	

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21. Projects/ Operational/ Facilities Works	✓		<ul style="list-style-type: none"> • Agree approach to scheduled / ongoing building works. • Site inductions are to be carried out following social distancing principles (2m separation). • School will seek confirmation of the contractor's method statement / risk assessment. 				✓	Admin / Julia / SSO	
22. Fire safety	✓		<ul style="list-style-type: none"> • Fire alarm is tested every Monday PM - GZ to come in and complete this with Humphrey • SSO to close doors and windows before he leaves • Fire wardens in place • Termly fire evacuations in process and recorded • SSO completes weekly call point test • SSO to make sure all propped open non-fire doors are closed before leaving and locking the site • SSO to action Fire evacuation to test staff during school hours (doors to be closed while evacuating) • Evacuation test to be completed and recorded before opening 	<ul style="list-style-type: none"> • See updated March 2021 Fire Procedure 			✓	SSO SSO/ SLT to agree day/d ate	
23. Legionella (Bacterial growth due to outlets not being used)	✓		<ul style="list-style-type: none"> • SSO completes weekly flushing of little used outlets - this will need to include water fountains now that they are not safe to use • Monthly temperature testing being completed and recorded by SSO 				✓	SSO weekl y Camd en FM Month ly	
24. Contingency planning & mutant strain	✓		<ul style="list-style-type: none"> • School will consult immediately with PHE who will direct next steps as per latest advice, which may result in school closure • All staff that came into contact with infected staff member/ child to self-isolate as per government guidelines • SLT member to open & close the school in the event that the SSO becomes unwell • Reporting procedure in place for SSO in the event that the SSO becomes unwell • SSO/LA to organise deep clean in the event of a Covid-19 outbreak in school 				✓	SLT SSO	

Issue Date: 17th July 2020 Latest Update March 1st 2021

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			<ul style="list-style-type: none">• Plan to be put in place if staff numbers fall due to infection/self-isolation• SLT will balance on-site provision against risk and may need to close bubbles for temporary periods where adequate staffing cannot be provided.• All clubs other than after school and outdoor PE clubs will not resume until Summer Term. Please Note: After school P3 revised risk assessment shows not enough adults to open safely. Under fortnightly review.						
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NEU Safety Measures March 2021

https://docs.google.com/document/d/1l_ip-AnIXVtp67mcRdIWSbeuEu4apDyz/edit

Questions & responses from NEU Members June 2020:

<https://docs.google.com/document/d/1I6DQnonjriOgGRpNOuTgOhYiqQKQLqfdtIiEmUw-y4/edit>

https://docs.google.com/spreadsheets/d/1wdjIMATW43PNdoGX582BO_OHxbuDuc4I8gvEzxAaH_I/edit#gid=762219519

Questions & responses from Unison Members May 2020:

<https://docs.google.com/document/d/1OjclddiMM5cmXQn3wfiF1AYYm69jQfLYFakz6jGcXNQ/edit>

https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm#identify_poorly