



## COVID-19 Risk Assessment for Full Return to School September 2020

School name	Chiswick & Bedford Park Preparatory School and Nursery		
Assessment carried out by	Henrietta Adams (incoming headmistress 1 <sup>st</sup> September 2020) Sally Daniell (outgoing headmistress 31 <sup>st</sup> August 2020)		
Date of assessment	15 <sup>th</sup> July 2020	Date of next review	To be reviewed and updated regularly
Guidance	<ul style="list-style-type: none"> <li><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></li> <li><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></li> <li><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></li> </ul>		Reviewed 20/8/2020 <span style="background-color: yellow;">Reviewed 28/8/2020</span>

Hazard identified	The spread of Covid-19 coronavirus				
-------------------	------------------------------------	--	--	--	--

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
--------	---------------------	-----------------------------	-------------------------	--	------------------

<p>Contact with someone suffering from coronavirus</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>Everyone will be asked not to come into school if they need to self-isolate under <a href="#">current guidance</a>. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access <a href="#">testing</a> and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. Person/child will be supervised in the school library and the first aid bed will be readily available. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <ul style="list-style-type: none"> <li>• In the case of a symptomatic pupil who needs to be supervised before being picked up:</li> <li>• If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask</li> <li>• If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron</li> <li>• If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection</li> <li>• Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</li> <li>• If there are home testing kits available in school, these will be only be given to parents/carers collecting symptomatic children who are not able to undergo a test elsewhere, and to staff who've developed symptoms at school.</li> <li>• Staff will not under any circumstances take symptomatic children home themselves.</li> </ul>	<p>HA/Office</p>	<p>Start of autumn term 2020</p>	<p>Letter to parents sent 13/8/20 Information to parents sent 28/8/20 1<sup>st</sup> Staff meeting Autumn term Information for staff sent 28/8/20 Ensure bed available and PPE equipment</p> <p>Kits will be sent to CBPPS w/c 1/9/20</p>
--	--	--	------------------	----------------------------------	---

		<ul style="list-style-type: none"> <li>• A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance.</li> </ul> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the local health protection team. The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> <li>• The pupils and staff in each group</li> <li>• Any close contact that takes place between children and staff in different groups</li> </ul> <p>Close contact means:</p> <ul style="list-style-type: none"> <li>• Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including:</li> <li>• Being coughed on,</li> <li>• A face-to-face conversation, or</li> <li>• Unprotected physical contact (skin-to-skin)</li> <li>• Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person</li> <li>• Travelling in a small car with an infected person</li> </ul> <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health</p>			<p>HA liaise with cleaning staff - completed 28/8/20</p> <p>Local Health Protection Team contact on PHE North West London Health Protection Team, 61 Colindale Avenue, London, NW9 5EQ 020 3326 1658</p> <p>Readily available lists of 'bubbles' and staff timetables and emergency contact details of all children</p>
--	--	--	--	--	---

		protection team and will follow advice given by the team.			
Contact with coronavirus when getting to and from school (including school trips)		<p>Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible.</p> <p>Staggered start and finish times for pupils will be in place (5-minute intervals)</p> <p>Anyone who needs to take public transport will be referred to government guidance.</p> <p>For dedicated school transport (i.e. coaches), discussions will be held with the providers to make sure their staff:</p> <ul style="list-style-type: none"> <li>• Follow hygiene rules</li> <li>• Try to keep their distance from passengers where possible</li> <li>• Do not work if they or a member of their household are displaying coronavirus symptoms</li> </ul> <p>In addition, the school will work with providers, pupils and parents/carers as appropriate to ensure that, wherever possible:</p> <ul style="list-style-type: none"> <li>• Pupils are grouped together on transport to reflect the groups (bubbles) that are adopted within school</li> <li>• Hand sanitiser is available upon boarding and/or disembarking</li> <li>• There is additional cleaning of vehicles</li> <li>• Queuing and boarding is well organised</li> <li>• Pupils practise distancing within vehicles</li> </ul>	<p>HA/JN</p> <p>CDP/JB</p> <p>HA/JN</p>	<p><b>Before start term</b></p>	<p>Different arrival/dismissal points at school (see letter to parents)</p> <p>Bus-stop style markings and cones to be put outside on pavements to mark waiting places</p> <p>Separate risk assessments for PE, swimming and class trips</p> <p>1<sup>st</sup> aid kits contain hand sanitisers for coach journeys e.g. swimming, class trips.</p> <p>School office to confirm with our transport provider about their measures in place and ask for copy of their RAs</p>

		<p>Parents/carers who need to drop off and pick up pupils will be told through messages and signage:</p> <p>Their allocated drop off and collection times, with different groups being given different times</p> <p>The protocols for minimising adult to adult contact That only one parent/carer should attend</p> <p>Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment</p> <p>Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. If they're using disposable face coverings, these will be put in a covered bin.</p> <p>Pupils wearing any sort of face covering when arriving to school will wash their hands on arrival (as all pupils will), dispose of/store the covering, and wash their hands again before going to their classroom.</p> <p>Pupils will be made aware that they mustn't touch the front of the covering during use or removal.</p>	Teachers		<p>Meet the teacher start autumn term</p> <p>Letter to parents sent 13/8/20</p> <p>Information to parents sent 28/8/20</p> <p>Class teachers and headmistress to reinforce message on 1<sup>st</sup> day of term and regular reminders</p>
Spreading infection due to touch, sneezes and coughs		<p>Handwashing facilities will be provided and hand sanitisers around the school at appropriate places.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> <li>Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands</li> </ul>	All staff	Already present	Appropriate signage and notices around the school

		<ul style="list-style-type: none"> <li>• Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing</li> <li>• Be encouraged not to touch their mouth, eyes and nose</li> <li>• Use a tissue or elbow to cough or sneeze, and use bins for tissue waste</li> </ul> <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently. Skin friendly cleaning wipes can be used as an alternative. Young children will be supervised during hand washing.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues, preferably operated by a foot pedal, will be emptied throughout the day.</p>	CDP		
Spreading infection through contact with coronavirus on surfaces		<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> <li>• Banisters</li> <li>• Classroom desks and tables</li> <li>• Bathroom facilities (including taps and flush buttons)</li> <li>• Door and window handles</li> <li>• Furniture</li> <li>• Light switches</li> <li>• Reception desks</li> </ul>	HA	Constant/daily	Cleaning staff briefed

		<p>School staff (TAs and class teachers) will regularly clean the following:</p> <ul style="list-style-type: none"> <li>• Teaching and learning aids</li> <li>• Books and games and other classroom-based resources</li> <li>• Computer equipment (including keyboards and mouse)</li> <li>• Sports equipment</li> <li>• Hard toys</li> <li>• Telephones</li> <li>• Outdoor play equipment</li> </ul> <p>Pupils will be required to have their own art aprons and these will not be shared between children. They will be sent home regularly for washing.</p> <p>Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch/snack boxes, hats, coats, books and stationery.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> <li>• Cleaned frequently and meticulously, and always between groups using them; or</li> <li>• Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups</li> </ul>			<p>Teachers to advise parents of this in Meet the Teacher Meetings</p> <p>Letter to parents</p> <p>Teachers to advise parents of this in Meet the Teacher Meetings</p>
--	--	--	--	--	--

		<p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Therapy equipment or sensory equipment used by the SENDCos, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> <li>• Restricted to one user, or</li> <li>• Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals</li> </ul> <p>Shared rooms, such as halls, will be cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following <a href="#">decontamination guidance</a>.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p>	<p>JN/CDP</p> <p>HA</p>		<p>Google classroom for homework to avoid use of books</p> <p>Children encouraged to use the toilet before going off site. Staff will take cleaning spray for off-site cleaning. E.g. Church Hall</p>
<p>Spreading infection due to excessive contact and mixing between</p>		<p>Pupils will be kept to their year groups.</p> <p>Children in the EYFS will be kept in consistent groups based on their age groups, while adhering to the usual staffing ratios.</p> <p>Pupils will be taught and reminded to maintain their distance and not touch staff or peers.</p>	<p>All staff</p>		<p>Timetabling</p>



<p>pupils and staff in lessons</p>		<p>Pupils will be seated side-by-side and facing forwards in Years 1-6, and unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>Lessons that involve singing, chanting, shouting or playing instruments will be limited to no more than 15 pupils, and will take place outside wherever possible (if taking place inside, the space will be well ventilated). Pupils will be positioned either back-to-back or side-to-side at an appropriate distance. Instruments won't be shared.</p> <p>Singing or instrument playing won't take place in any larger groups such as choirs or assemblies.</p> <p>For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 1/2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff.</p>			<p>See P.E risk assessment</p>
------------------------------------	--	--	--	--	--------------------------------



		<p>arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors.</p> <p>Non-overnight <i>educational visits</i> can take place in the same pupil groups, but only subject to a separate risk assessment that considers the coronavirus measures in place at the destination.</p> <p><i>After-school clubs.</i> Pupils will be kept in their same groups where possible, but if that's not possible the school will try to stick to small, consistent groups. See <a href="#">out-of-school settings</a> for more guidance. After school clubs will resume but with restricted numbers and social distancing in place.</p>			<p>requirements and distancing requirements.</p> <p>Staff will be encouraged to leave school/stay in classrooms to eat lunch</p>
Spreading infection due to the school environment		<p>Checks to the premises will be done to make sure the school is up to health and safety standards before opening in September.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p> <p>EYFS setting: Outdoor space will be used as much as practicable. Social distancing in indoor space will be complied with as much as practicable.</p>	SD/HA	Before start term	<p>Completed 1/9/20</p> <p>Heating/air con units were all serviced during the summer holidays 2020 and HA has been advised by engineers that they are safe to use without risk.</p> <p>Floor markings for children during 'carpet time'</p>

Spreading infection due to excessive contact and mixing in meetings		<p>Where possible, all meetings will be conducted by telephone or using school home learning platform (Google classroom and Google Meets). This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p>			
Individuals vulnerable to serious infection coming into school		<p>The school will continue to follow any shielding guidance in place to decide who should come into school.</p> <p>If the guidance is paused, all staff and pupils are expected to come into school.</p> <p>Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it's possible to maintain social distancing.</p>	HA	Before start term	Information for parents and staff 28/8/20