



# **Operational Planning & Risk Assessment**

**April 2021 Covid-19**

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## Risk Assessment Measures

Risk level	Action and Timescale
Minimal	No action required and no documentary record needs to be kept.
Low	No additional physical control measures are required, however monitoring is necessary to ensure that the controls are maintained.
Medium	Efforts should be made to reduce the risk and the reduction measures should be implemented within a defined period. Where the medium risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
High	Work should not be started until the risk has been reduced to an acceptable level. Considerable resources may be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.
Stop	Work should not be started or continued until the risk has been reduced. If it is not possible to reduce risk even with unlimited resources, work has to remain prohibited.

The school have created this Operational Planning Tool and Risk Assessment using the above thresholds to measure risk once the considerations/actions have been implemented.

## Section 1 – Testing in Schools

Potential Hazard	Person(s) Affected	Implementing Safety Measures/Actions	Person(s) Responsible	Risk Factor following implementation of Safety Measures/Actions
Tests may not be stored at the right temperature	All children and staff	<p>All tests need to be stored between 2-30degrees in a dry, internal space.</p> <p>All tests must be securely stored and locked away.</p> <p>Only authorised persons: Covid Coordinator – Ali Patel/Nick Lockyer-Fincken SLT</p>	Covid Coordinator and SLT	
Test are not collected in a socially distanced manner	All Staff	<p>All staff must ensure they are wearing a mask when collecting a test and that they collect their test whilst maintaining 2m minimum from any persons around them.</p> <p>All staff must ensure they maintain social distance from the Covid Coordinator</p>	Covid Coordinator and SLT	
Personal details could get lost	All Staff	<p>All personal details/signatures will be keep centrally on the school's log/register and this will be stored securely.</p> <p>All tests must be signed for by the person collecting the test. No tests can be collected for someone else.</p>	Covid Coordinator	
Delivery of covid tests may come out of hours	All Staff	<p>Any person who receives the covid-19 tests upon delivery must ensure a member of SLT are informed immediately. The person receiving the deliver must sign for it and ensure it is moved to a secure location as soon as possible.</p> <p>No tests should be left unattended.</p>	All staff	

## Section 2 - Health and Safety and Maintaining Social Distancing

Potential Hazard	Person(s) Affected	Implementing Safety Measures/Actions	Person(s) Responsible	Risk Factor following implementation of Safety Measures/Actions
Uniform	All children	All children are expected to wear the normal school uniform, as per the school's uniform policy.	Parents	
Health and Safety Compliance	All staff	<p>PPE and Cleaning checklist has been implemented</p> <p>Each classroom and communal learning space has the following:</p> <ul style="list-style-type: none"> <li>- Hand sanitizer</li> <li>- Disposable gloves</li> <li>- Disinfectant wipes/spray</li> <li>- Disposable cloths</li> <li>- Antibacterial soap</li> <li>- Disposable masks in first aid boxes</li> <li>- Individual classroom first aid boxes</li> <li>- At least 2 bins and 2 boxes of tissues - The 'catch it, bin it, kill it' approach continues to be very important, so schools must ensure that they have enough tissues and bins available in the school to support pupils and staff to follow this routine.</li> </ul> <p>Blank fire registers have been circulated to all classes, these are to be completed daily.</p> <p>Premises manager is to ensure a minimum of 10x each of the above listed items are in stock as a minimum</p>	Premises Manager Headteacher	This risk is dependent on the level of availability which is changeable from day to day, the school reserves the right to close the premises if insufficient PPE, sanitisation and cleaning products cannot be sourced.
Localised Risk Assessments	All children and staff	<p>The following risk assessments and cleaning logs must be undertaken and signed daily:</p> <ul style="list-style-type: none"> <li>-EYFS Outdoor Area</li> <li>-Communal Spaces (Inc. Staffroom)</li> <li>-Year 1 Outdoor Area</li> <li>-Playground</li> </ul> <p>Any issues with the above must be reported to HT immediately.</p>	Premises Manager & Office Staff	

Potential Hazard	Person(s) Affected	Implementing Safety Measures/Actions	Person(s) Responsible	Risk Factor following implementation of Safety Measures/Actions
Pupil Arrival and Collection	All Children, Staff and Parents/Carers	<p><b>Start time: 8.45am-9.00am</b>  <b>End time: 3:00pm – 3.10pm</b></p> <p><b>Classroom doors will be open from 8.45am.</b>  <b>Gates will be open from 8.45am and closed 3.15pm</b></p> <p>All children to be taken to their retrospective classrooms.  All adults must stay 2m from the classroom doors to keep staff safe.</p> <p>Timings and locations <b>MUST</b> be strictly adhered to. It is essential that no groups congregate around the school entrance and all children cross the threshold of the school independently.</p> <p>All adults (except for those who are exempt) must wear a mask when on the school premises at all times.</p>	SLT	
Social Distancing Signage	All Children, Staff and Parent/Carers	<p>Social Distancing Barriers and reminder notices will be fixed to fences or barriers where children are entering/exiting the premises. These signs should be checked every morning to ensure that they are still in place.</p> <p>Office Team are to replace any missing signs with immediate effect.</p>	Premises Manager and Office Team	
Movement Around the School	All Children and Staff	<p>Pupil movement around the school is reduced to that of being 'absolutely necessary'. Other than entering and exiting from the building, the only other time the pupils will be out of their group restricted area will be at their allocated lunchtime slot or when they are undertaking specialist teaching.</p> <p>Radios will continue to be used to communicate across the building, as per normal practice in our school.</p>	All Staff	

Potential Hazard	Person(s) Affected	Implementing Safety Measures/Actions	Person(s) Responsible	Risk Factor following implementation of Safety Measures/Actions
Staff and Administration	All Staff	<p>Staff Room will only have a maximum of 8 members of staff in the room at any one time. Staff are expected to maintain 2m distance and wipe down the use of microwave, water cooler, urn and sink after use.</p> <p>Equipment that is used by several staff communally, such as kettles, photocopiers, walkie-talkies, etc. must be wiped down with alcohol wipes before and after each use.</p> <p>Due to the size and layout of the office, social distancing is able to be adhered to.</p> <p>Teachers may also use DHT office, FEL office and meeting room and support staff may use the hive and play therapy room when not in use. In the small spaces they must sanitise the area before they leave the room.</p>	All Staff	
Year Group Bubbles	All Children and Staff	<p>All year groups will be allocated in bubbles. This is to:</p> <ul style="list-style-type: none"> <li>-prevent overmixing of groups</li> <li>-allow adequate staffing across the year group classes</li> <li>-allow a full curriculum to be taught to the pupils</li> <li>-minimise any lost learning time</li> </ul> <p>Year group bubbles will strictly operate as follows:</p> <ul style="list-style-type: none"> <li>-Year group lunch time</li> <li>-Year group play times</li> <li>-Year group intervention groups (if necessary)</li> <li>-Year group PE lessons</li> </ul>	All Staff	

Potential Hazard	Person(s) Affected	Implementing Safety Measures/Actions	Person(s) Responsible	Risk Factor following implementation of Safety Measures/Actions
Room Layout and Resources	All Staff and Children	<p><b>Our children are too young to be sitting at isolated tables. Our classrooms will operate as follows:</b></p> <p><b>EYFS and Year 1 – Freeflow inside and outside.</b> The setup of our rooms will remain unchanged as this would hinder the children's learning due to a lack of resourcing.</p> <p><b>Year 2 –</b> Learning in small groups with frequent breaks and windows/doors open as much as possible.</p> <p>In all classrooms - windows and doors should be kept open as much as possible to increase air-flow.</p> <p>Carpet times may involve the children sitting closer together, however, an increased hand-washing regime has been implemented to reduce the risk. Carpet times will be kept to a minimum and only used if absolutely necessary. All circle times should be undertaken outside as much as possible.</p>	Teachers and Support Staff  Premise Manager to monitor room layouts at the end/start of each day.	
PE Lessons	All Children and Staff Tollo Academy	<p>Sports and external play are essential for children and young people. Tollo Academy are our sports provider. They have worked in the school throughout the school closures and have successfully supported the school in implementing a range of active social distancing games. Formal PE lessons will continue.</p> <p>Children may wear school tracksuits on their allocated PE days as long as they have a school jumper on.</p> <p>PE lessons will be undertaken outside as much as possible and the PE coaches will maintain social distancing from pupils and may wear masks during their sessions.</p> <p>Tollo Academy have provided the school with an allocated coach for the school rather than coaches coming from a range of schools to minimise the risk of transmission.</p>	Tollo Academy	

Potential Hazard	Person(s) Affected	Implementing Safety Measures/Actions	Person(s) Responsible	Risk Factor following implementation of Safety Measures/Actions												
Staggered Snack and Lunch Time	All Children and Staff	<p>Lunch time will be staggered and the catering team will be responsible for fully sanitising the area before the next group enter the hall.</p> <table border="1"> <thead> <tr> <th>Key Group</th><th>Staffing in Hall/Classroom Space</th><th>Lunch time (timings approx.)</th></tr> </thead> <tbody> <tr> <td>Year 1</td><td>As per lunch rota. After food has been eaten children will go to their designated part of the playground.</td><td>11:30</td></tr> <tr> <td>EYFS</td><td></td><td>11:45</td></tr> <tr> <td>Year 2</td><td></td><td>12:15</td></tr> </tbody> </table> <p>Children will go up to the servery as normal.</p> <p>Catering team will wear face coverings for the serving of food and where social distancing is difficult to maintain.</p>	Key Group	Staffing in Hall/Classroom Space	Lunch time (timings approx.)	Year 1	As per lunch rota. After food has been eaten children will go to their designated part of the playground.	11:30	EYFS		11:45	Year 2		12:15	Catering Team and SLT	
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Year 2		12:15														
Administering First Aid and Temperature Checks	All Staff and Children	<p>The school's First Aid Policy and Administering of Medication Policy remains unchanged. PPE is provided in the Isolation Spots and School Office should members of staff feel more comfortable wearing it to administer this type of care. Where a member of staff does not feel comfortable to administer first aid they are to inform a member of SLT immediately who will intervene.</p> <p>Temperature checks will be undertaken in each year group in the event a child is unwell. All temperature checks will be stored on the temperature log. When a reading is taken of a temperature it must be repeated 3 times to ensure accuracy. If temperature is normal but the child looks unwell /says they are unwell, they must isolate from their peers for a period of time with their temperature being checked regularly to see if any increase. Any increase in temperature nearing 37.8+ should result in the child being sent home.</p> <p>Temperature checks will be undertaken if any child returns to school from a period of absence.</p>	All Staff													

### Section 3 - Safety and PPE, Cleaning and Hygiene

#### Infection information

The COVID-19 virus that causes COVID-19 spreads primarily through droplets generated when an infected person coughs, sneezes or speaks. You can also become infected by touching a contaminated surface and then touching your eyes, nose or mouth before washing your hands. The virus can survive on surfaces that they land on. However, the amount of live virus on any surface decreases over time. The risk of infection from touching something that had the virus on it for a few days would reduce to negligible.

Environmental factors will affect the survival of the virus. There is, therefore, no substitute for thorough cleaning.

Potential Hazard	Person(s) Affected	Implementing Safety Measures/Actions	Person(s) Responsible	Risk Factor following implementation of Safety Measures/Actions
Daily cleaning during the Pandemic	All Staff May Harris	A more robust cleaning regime is implemented:  Midday Cleaning of sinks and taps, table tops (where possible) and door handles (School Staff) Cleaning PM – Deep Clean of all resources  SBM to liaise with Cleaning Contractor to ensure the procedures relating the AM and PM clean are adhering to PHE guidelines.	Premises Manager SBM All Staff May Harris Contractors	
Toileting and Hand Washing	All Staff and Children	All classrooms have sanitizer and antibacterial soap.  Scheduled hand washing will occur at the following parts of the school day: 1. Upon arrival to school 2. Before and after snack 3. Before and after lunch 4. Before leaving school at the end of the day  Toilets may be shared across year group bubbles but will be subject to an enhanced cleaning programme.	Premises Manager to monitor daily  All Staff	

Potential Hazard	Person(s) Affected	Implementing Safety Measures/Actions	Person(s) Responsible	Risk Factor following implementation of Safety Measures/Actions
Cleaning following a suspected case of Coronavirus	SLT May Harris	<p>Cleaning an area with normal household disinfectant after a suspected case of COVID-19, will reduce the risk of passing the infection on to other people.</p> <p>Cleaners should wear disposable or washing-up gloves and aprons for cleaning. Once cleaning is finished, these should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish. Cleaning staff should wash their hands before starting cleaning and after they have disposed of their used clothing.</p> <p>Cleaning should be administered using a disposable cloth. Hard surfaces should be cleaned first with warm soapy water. Surfaces should then be cleaned with normal disinfectant 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.</p> <p>If an area is believed to be at risk of more heavy contamination from a person with COVID-19 (such as an isolation room, the teaching room where the child was learning, circulations spaces, etc.), cleaners should use a higher level of cleaning PPE, to include a face mask, disposable apron and gloves and eye protection, such as goggles or a visor.</p> <p>Once cleaning is finished, the PPE should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish. Cleaning staff should wash their hands after they have disposed of their used PPE.</p>	SLT Premises Manager May Harris	
PPE in General School Use	All Staff	<p>Face Coverings are not classed as PPE. There is no requirement to wear PPE or face coverings generally around school unless staff are collecting their lateral flow tests. Any staff may wear face covering if they choose to whilst on the school premises.</p> <p>A face covering must be worn in the following situations:</p> <ul style="list-style-type: none"> <li>• In the kitchen when social distancing cannot be maintained</li> <li>• At the servery at lunch time and when supporting the children in the dinner hall</li> <li>• If staff are outside on the playground at drop off/pick up</li> </ul> <p>PPE must be worn when:</p> <ul style="list-style-type: none"> <li>• When administering first aid to a child/person with symptoms of Covid-19</li> <li>• Moving, isolating or supporting a child with symptoms of COVID-19.</li> <li>• Cleaning an area where a child with COVID-19 symptoms has visited.</li> </ul>	All staff	

		<ul style="list-style-type: none"><li>• Working with children whose care routinely already involves the use of PPE due to their personal care needs.</li></ul>		
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Potential Hazard	Person(s) Affected	Implementing Safety Measures/Actions	Person(s) Responsible	Risk Factor following implementation of Safety Measures/Actions
If a person becomes unwell, especially with COVID-19 symptoms	All Children, Staff and Parents	<p>If a child, young person or member of staff becomes unwell with symptoms of COVID-19 while in their school or setting:</p> <ul style="list-style-type: none"> <li>● Phone Public Health England and explain the circumstances. PHE may suggest full and immediate closure for deep cleaning, or say that you can continue teaching.</li> <li>● The person must be supported until they can be collected and taken home. They should not be left unattended.</li> <li>● Isolation areas have been allocated for each year group where the child(ren) in the event a child becomes unwell. If they need to go home, they can be taken to the isolation area in the School Office where they can wait to be collected.</li> <li>● A face mask should be worn by the supervising staff member if a distance of 2 metres cannot be maintained. If contact with the person is necessary, then gloves, an apron and a face mask should be worn by the supervising staff member.</li> <li>● If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</li> <li>● The areas that they have come from, e.g. classroom, kitchens, dining hall, toilets, circulation routes, need to be closed off. If this is not possible, then a thorough cleaning needs to be done on each area before it can be used by pupils or staff.</li> <li>● Other members of staff should ensure that no other personnel are on the route of the person as they exit the building.</li> </ul> <p>After the sufferer has been collected:</p> <ul style="list-style-type: none"> <li>● If the school is closed, initiate a cleaning programme, with your usual contractor as directed by Public Health England.</li> <li>● If the school remains open, the PHE may advise to close off all places where the child has been. In practice, this may necessitate closing the school anyway.</li> <li>● During cleaning, cleaners must be reminded to pay special attention to where the person has sat or was lain down. PPE must be worn. Bedding, soft furnishings and towels need to be carefully taken away and if possible washed on a 60 degrees' wash, with detergent.</li> <li>● Any bathrooms, toilets and sinks, must be thoroughly cleaned. This includes taps, handles, toilet seats, dryers and soap dispensers</li> <li>● The school will need to inform parents and colleagues but stress the thoroughness of the cleaning that is taking place.</li> </ul>	All Staff	The risk cannot be reduced due to Covid-19 Pandemic.

#### Section 4 – Staff and Pupil Absence, Illness and Attendance

Potential Hazard	Person(s) Affected	Implementing Safety Measures/Actions	Person(s) Responsible	Risk Factor following implementation of Safety Measures/Actions
Attending Work	All Staff and Children	<p><b>All staff are obligated to fulfil their contractual duties and work from 1 September. If this is not possible the member of staff must provide the Headteacher with evidence as to why this is not possible e.g. medical evidence.</b></p> <p>Getting tested guidance: <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></p>	All Staff	The school may not be able to full operate if insufficient staffing occurs.
Managing Staff Absence	All Staff and children	<p><b>All staff are required to inform Headteacher by 7am on the day of absence.</b> If you are aware you are unwell before this time, please ensure you inform Headteacher asap.</p> <p>Upon you being unwell, you are required to update the school by 2.30pm the same day to inform the school if you are attending work the following day.</p> <p>Failure to do this may require management action.</p> <p>Process for reporting absence:</p> <ul style="list-style-type: none"> <li>- Call Emma Barnett (Do NOT text) or Carly Adams if Emma cannot be located. If either of these cannot be contacted, please contact Nick Lockyer-Fincken</li> <li>- <b>Text your year group to inform them your unable to attend work and delegate necessary duties,</b></li> <li>- 2.30pm call school phone to inform the team if you are attending work the next day (Office to pass this on to HT)</li> </ul>	All Staff	The school may not be able to full operate if insufficient staffing occurs.
Return to Work meeting	All Staff	<p>The DHT and FEL are responsible for holding all back to work meetings. In complex cases the return to work meeting may be held by HT. Staff may also request that the return to work meeting is held by HT if they would prefer to do so.</p> <p>All return to work meetings will be recorded and logged. All dates of absence/further information must be provided to SBM without delay.</p>	Line Managers	

Potential Hazard	Person(s) Affected	Implementing Safety Measures/Actions	Person(s) Responsible	Risk Factor following implementation of Safety Measures/Actions
Prevention: 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	All children and Staff	All pupils, staff and other adults <b>MUST NOT</b> come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive. They must isolate for the recommended 10days.	All Staff and parents	Our children are very young and may not tell us if they are unwell.
Isolation	All children and Staff	If anyone in the school becomes unwell with a new, continuous 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 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).  Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.  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 (see below) or they have been requested to do so by NHS Test and Trace.		
Contact Details	All Staff	In the event a suspected or confirmed case of Coronavirus occurs the following persons will be notified: Public Health England, South East Health Protection Team: 1. In hours (Monday – Friday 9am to 5pm) 0344 225 3861 2. Out of hours number between 5pm to 9pm and 8am – 9am □ Kent 0844 967 0085  Weekends and Bank holidays out of hours' number between 8am to 9pm Ian Watts – North Kent Area Education Officer - 07919212062	n/a	

## Section 5 – Learning

Potential Hazard	Person(s) Affected	Implementing Safety Measures/Actions	Person(s) Responsible	Risk Factor following implementation of Safety Measures/Actions
Not being at an age expected level	All Staff and Children	<p>All children will access learning differently. At infant school age, it is very challenging for parents to deliver home learning without needing to sit with them and support them constantly.</p> <p>Parents must ensure their family's mental health and wellbeing comes first and deliver learning when feasibly possible.</p> <p>All children will undergo 'back to school' teacher assessments in phonics, reading and maths to determine any further gaps.</p>	All Staff	Vast gaps may form between cohorts.
Subjects not being taught	All children	<b>PE will be taught but the curriculum will be adapted to ensure the handling of equipment is minimal.</b>	All Staff	

## Section 6 – Lockdown

Potential Hazard	Person(s) Affected	Implementing Safety Measures/Actions	Person(s) Responsible	Risk Factor following implementation of Safety Measures/Action s
Local Lockdown may occur	All Staff and Children	The school will continue to provide for Critical Workers Children and Vulnerable Pupils.  The school will share any updates/information or requirements with immediate affect via social media, ParentMail and Class Dojo.	All Staff	The school may not be able to full operate if insufficient staffing occurs.
Home Learning – Curriculum Structure	All Staff and Children	All home learning will be delivered through Class Dojo. Exercise books may be ordered if the turn around of the resources can be facilitated in the timeframe before lockdown occurs.  <b>Home learning will be structured as follows:</b> Daily teaching tutorial videos Daily Live Virtual Assemblies with HT Weekly Live drop ins with HT for parental support Weekly Live learning reflections with class teachers to address any learning misconceptions or challenges from the days learning Mathletics Reading Eggs Weekly Guided Reading with their class teacher live Daily Live story time with their class teacher	All Staff and Parents	

## Section 7 – Key Information

Area of Change	Person(s) Affected	Expectations/How this will work
Siblings	All Parents and Children	Any siblings who do not attend the school, should not be onsite, however where this is unavoidable parents <b>MUST</b> ensure the children do not touch any of the items on the school premises and must remain with their parent/carer at all times.
PE Days	All Staff	Monday & Thursday – Year 1 Tuesday & Thursday – Year 2 Friday - EYFS
Items allowed in School	All Children	<p><b><u>Allowed</u></b></p> <p>School book bags only An old oversized t-shirt/shirt to use as an apron or own art apron Welly boots Water Bottles Spare bag of clothes to remain at school <b>Year 2 ONLY</b> – bring in their own pencil case following the Stationery List</p> <p><b><u>Not Allowed</u></b></p> <p>No Rucksacks, other fashionable bags. <b>We do not have space to store these.</b> <b>PE Kits to remain at home, all children will come to school dressed in their kits.</b></p>
After School Clubs	All Children	After School Clubs will return after the Easter Holidays (19.04.2021). Each club provider will have to submit their own specific Risk Assessment to the school in line with Government Guidance.

