East Sussex County Council

CHANTRY RISK ASSESSMENT FORM



Workplace	Chantry Community Primary School	Likelihood (L)	X	Severity (S)
Department	ESCC	Almost Impossible	1	Insignificant (minor injury, no time off)
Risk Assessor	Kate Jenner	Unlikely	2	Minor (injury and up to 7 days off)
Room/Area	Whole School	Possible	3	Moderate (injury causing more than 7 days off)
Activity/Task	School re- opening during the Covid-19 pandemic	Likely	4	Major (death or serious injury)
Date	17 th May 2021	Almost Certain	5	Catastrophic (multiple deaths)
Benefit of activity	Safe whole school community during the Covid-19 Pandemic	Low = 1-8	Medium	= 9-14 High = 15-25

	at are the significant, foreseeable, hazards? he dangers that can cause harm)	Who is at Risk?	Current control measures (What is already in place/done)	Ris	sk Ra	ating R	What additional control measures can be put in place to reduce the risk further?		evise Risk Ratin	K
(4)	le dangers that our ourse harmy				3			L	S	R
1.	Potential transmission to clinically vulnerable staff and pupils	All members of school community	 1a. Pupils: School attendance is mandatory for all pupils from 8 March. Communicate with parents of clinically vulnerable pupils to inform them: 	2	3	6				
			Shielding advice is being paused nationally from 31 March. From 1 April, all CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and							

	1	1	1		
have been advised by their GP or					
clinician not to attend. Pupils who live					
with someone who is CEV should					
continue to attend school as normal.					
Pupils who are under the care of a					
specialist health professional:					
Chantry have been in contact with					
Diabetic Nurse and parents to ensure					
the appropriate risk controls are in					
place.					
All pupils have the support they need					
to ensure they are able to access					
remote learning					
41-01-55					
1b. Staff:					
Chantry will continue to assess the					
health and safety risks to staff and					
meet equality duties as per local					
procedures.					
procedures.					
Governors and leaders should pay					
regard to the work-life balance and					
wellbeing of all staff including the					
headteacher. Schools should ensure	-	-	-		
they have explained to all staff the	3	2	6		
measures they are proposing putting					
in place and involve all staff in that					
process					
SLT have regular reviews with anxious					
staff – further information for staff can					
be found here: extra mental health					
support for pupils and teachers and					
The government has just launched the					

Wellbeing for Education Return programme. Supply teachers and peripatetic teachers will be at Chantry and may move between schools. Chantry will minimise the numbers of visitors to site where possible. 2 3 6 Volunteers may be used to support the work of the school, as would usually be the case although Chantry will minimise the number of visitors and they will not mix between groups, shall wear a face shield and should remain 2m from pupils and staff where possible. 2 3 6 Chantry have conducted individual staff risk assessments for COVID- 19 in line with the latest guidance. 2 3 6 Chantry have no CEV staff members. We have one pupil who has individual risk assessment and healthcare plan. 2 3 6 Chantry have in place individual risk assessment and healthcare plan. 2 3 6 Chantry have in place individual risk assessment and healthcare plan. 2 3 6 Chantry have in place individual risk assessment and healthcare plan. 2 3 6 Chantry have in place individual risk assessment and healthcare plan. 3 6 Chantry have con several members of staff including expectant mothers – these are updated in line with changes and when approaching 28 weeks gestation. 4 4 Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 4 4 4
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			Clinically vulnerable staff can continue to attend school where it is not possible to work from home. While in school they should follow the sector- specific measures in this document to minimise the risks of transmission also see individual risk assessments.	3	2	6		
			Consider staff who may otherwise be at increased risk from COVID-19. PHE's <u>COVID-19: review of disparities</u> in risks and outcomes report. Headteachers should consult with BAME staff to review and revise deployment if appropriate. BAMEed's resources may be helpful in this process. They can be found here: <u>https://www.bameednetwork.com/</u>					
			People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace Where it is appropriate to do so,					
2.	Risk of ongoing contamination from pupils and staff	All members of the school community	appropriate PPE should be worn Follow the DfE's guidance for leaders and staff in schools on use of the NHS COVID-19 app. See the guidance <u>here</u> The following control measures should be considered in addition to those outlined in the East Sussex Model Risk Assessments for:					
			(i) Movement around the School site, (ii) General classroom activities,	4	2	8		

 (iii) Playground activities, (iv) Play equipment (v) Educational Visits DFE advises against educational visits at this time. Educational day visits resume from 12 April. Any day visits must be conducted in line with relevant COVID-19 secure					
guidelines and regulations. This includes systems of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination. Chantry will complete full and thorough risk assessments in relation to all educational visits.					
residential visits from 17 May. They will need to adhere to the COVID-19 guidance and regulations in place at that time.					
The following guidance will be taken into account prior to our visit to PGL for Year $6 \ 19^{th} - 21^{st}$ July 2021. Annex C of the <u>Schools coronavirus</u>					
(CVID-19) operational guidance sets out the conditions that should be met when planning and undertaking a residential educational visit, including:	4	2	8		

	making sure that there is
	adequate financial protection in
	place.
	Bubbles being formed from
	existing school bubbles
	Bubbles being no larger than
	circa 30 children
	Only teachers and members of
	the school workforce already
	part of the established school
	bubble accompanying pupils
	Parents, carers or volunteers
	not accompanying the group
	Undertaking a full and
	thorough risk assessment
	Checking the provider has
	assessed the risk and
	implemented appropriate
	control measures
	Being familiar with the
	guidance on hotels and other
	guest accommodation
	If the visit contains more than 6
	people, hubbles being broken
	down into smaller groups for 4 2 8
	sleeping and room sharing
	being limited as much as
	possible
	The provider's risk assessment
	determining the appropriate
	size for the rooms dependant
	on size and quality of the
	ventilation
	Members of staff having their
	own room and not sharing
	Staff taking a Covid test prior
	to and after the visit

 Bubbles having access to their own wash facilities (shared toilet facilities are permitted) Each bubble having exclusive access to hospitality facilities such as dining rooms The school having a clear contingency plan for rapid response to someone showing symptoms, including isolation and repatriation All overseas visits are prohibited as are residential visits until Easter 2021 when a review will be carried out. From 12 April, all parents may access wraparound and extra-curricular provision, without any restrictions on the reasons for which they may attend to open up or hire out their premises for use by external wraparound childcare providers, such as afterschool should ensure they work with providers to consider how they can operate within their wider provision to children of critical workers and/ or vulnerable children. In doing so, schools should ensure they work with providers to consider how they can operate within their wider protective measures and should also have regard to any other relevant government guidance. 	I. 3	2	6			
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children are taking place indoors, they
can take place in groups of any
number. However, it remains
important to continue to minimise
mixing between children where
possible by keeping children in
consistent groups when they attend
the setting. Take into account the
recommended occupancy levels of the
premises you are operating from and
levels of ventilation.
Guidance for providers of grassroots
sport and sport facilities recommends
that the maximum occupancy of an
indoor facility should be limited by
providing a minimum of 100sqft per
person. The guidance for providers
who run community activities, holiday
clubs, after-school clubs, tuition and
other out-of-school provision for
children may help you to plan extra-
curricular provision, including
appropriate group sizes.
Dependence have a defill and recution have a
Parents should still not routinely be
present. Where they do attend, you
should consider the ability to maintain
social distancing in line with the
current guidance.
Premier sport will run an after-school
club and will abide by Chantry's and
their own risk assessment which
outline the protective measures in
place for the activity. They can be
found on our website.

place outside, if this is not possible will be kept well ventilated. Children will be kept in class bubbles where possible. Where this is not possible key stage bubbles for breakfast club and after-school clubs will be created and used to minimise mixing.IIEarly Years are not required to keep children in small consistent groups. There is no requirement for anyone to wear a face covering during clubs, measures should be put in place if masks need to be removed on arrival. For sports lessons, pupils remain in their class groups, sports equipment Is thoroughly cleaned between each use by different individual groups/sports teacher. We prioritise outdoor sports and use large indoor sports each of place.326		All activities where possible will take	3	2	6		\square
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Pupils wash their hands before and		Pupils wash their hands before and					
after PE.							
Lateral Flow Tests							
Rapid testing using Lateral Flow Devices (LFD)s will support the return			n				

 to face-to-face education by helping to identify people who are infectious but do not have any coronavirus (COVID-19) symptoms. Testing remains voluntary but strongly encouraged. Individuals with a positive LFD test result will need to self-isolate in line with the guidance for households with possible coronavirus infection Staff in primary schools will continue to test with LFDs twice a week at home, as per existing guidance on testing for staff in primary schools and nurseries. See Section 14 for detailed risk assessment of LFDs. Face Coverings 	3	2	6		
Follow the <u>Schools coronavirus</u> (COVID-19) operational guidance and Face coverings in education guidance Chantry follows the DfE recommendation that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering.	3	2	6		

	Chantry communicates the school's	
	Chantry communicates the school's procedures to staff/visitors via this risk	
	assessment and signing in	
	procedures, and to parents via parent	
	letters.	
	Transparent face coverings, which	
	may assist communication with	
	someone who relies on lip reading,	
	clear sound or facial expression to	
	communicate, can also be worn.	
	Some individuals are exempt from	
	wearing face coverings. This applies to those who:	
	cannot put on, wear or remove a face	
	covering because of a physical or	
	mental illness or impairment or	
	disability	
	speak to or provide assistance to	
	someone who relies on lip reading,	
	clear sound or facial expression to communicate	
	communicate	
	The same exemptions will apply in	
	education settings, and we would	
	expect teachers and other staff to be	
	sensitive to those needs.	
	Chantry has a small contingency	
	supply available	
	Chantry follows the below process for	
	managing face coverings in school	
	that is clearly communicated via this	

risk assessment and in staff communications: Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove of put them on – and the safe storage of them in individual, sealable plastic bags between use 2a – Pupils Latest reminder sent to parents on 13/05/2021 The overarching principle to apply is reducing the number of contacts between pupils and staff. Chantry will achieve this through keeping groups separate (in class 'bubbles') and through maintaining distance between individuals. Review the NHS <u>guidance on hand cleaning</u> Staff MUST ensure that pupils engage in regular handwashing for 20 seconds with soap and water (or use sanitiser) at the following times: • arrival to school • returning from breaktime • before & after eating • when they change rooms • After coughing/sneezing	2	6		
classrooms to minimise movement				

 around school. Classes without sinks will use wash bowl and/or hand sanitiser. Bubbles must not mix in the toilets. Adults must check toilets before use t ensure no mixing. KS1 MUST be supervised at all times (to ensure correct handwashing and when sanitiser is being used due to risk of ingestion). KS2 Children should be encouraged to go at set times to reduce frequency where possible. Toilets will be cleaned twice a day. Adults to continually remind children t wash their hands for 20 seconds. 		2	6		
Older pupils should be supported to maintain distance and understand not to touch staff and their peers where possible. (this will not be possible for younger children and those with complex needs). Contact between groups should be avoided.					
Leaders MUST ensure that school had enough tissues and bins available to support pupils and staff to follow the catch it, kill it bin it approach. Reinforce routines of using a tissue to cough or sneeze and bins for tissue waste.	4	2	8		
Remind children regularly not to touch their face with their hands. When they					

do so encourage them to wash hands immediately. Coordinate pastoral support for pupils (parents/carers and staff) who feel anxious returning to school after being isolated for some time	4 2	2 8	8	
Ensure appropriate support is made available for pupils with SEND by deploying support staff and accommodating visiting specialists in line with the DfE <u>Guidance for full</u> <u>opening – schools</u> and the EEF guidance on <u>making the best use of</u> <u>teaching assistants</u>				
Leaders have already produced individual risk assessments for pupils with EHC plans attending school, these may need amending.	3 2	2	6	
Work in partnership with local BAME and/or faith communities to reinforce individual and household risk reduction strategies relevant to the school community <u>PHE review of the</u> <u>impact of Covid-19 on BAME groups</u>				
Ongoing vigilance, monitoring and support for any emerging pastoral, anxiety and/or mental health issues. Information about the <u>extra mental</u> <u>health support for pupils and teachers</u> is available. Consider additional support for pupils, parents and staff impacted by latest PHE reports on				
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	Groups should be kept apart, meaning that schools should avoid gatherings such as assemblies or collective worship with more than one group.				
	2b – Staff				
	Chantry will provide for appropriately sized groups (class 'bubbles' of approx. 30) whilst encouraging social distancing in line with the detailed actions within the DfE guidance <u>schools coronavirus (COVID-19)</u> operational guidance	3	2	6	
	All teachers and other staff can operate across different groups. Where staff need to move between groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults and pupils where possible.	3	2	6	
	Ensure staff are aware of DFE guidance that social distancing guidance is to avoid close face to face contact and minimise time spent within 1m of anyone.				
	Reinforcing learning and practice of good hygiene habits through games, songs and repetition.				
	Timetabled staggered breaktime and lunchtimes enabling staggered movement times around the school so groups do not come into contact. No				

 whole school assembly, class assemblies only. Teaching staff to review the NHS <u>guidance on hand cleaning</u> – see section for pupils above A timetable for outdoor areas allows for all classes to enjoy activities outdoors as much as possible to reduce time indoors and reduce movement around the school building For sports lessons, pupils are in consistent groups, sports equipment i thoroughly cleaned between each use by different individual groups. Prioritise outdoor sports and use large indoor spaces where this is not possible. Maximise natural ventilation flows. The <u>'recreational team sport framework'</u> must be followed. Competitions against other schools, such as fixtures, are prohibited. There are specifics about <u>swimming</u>, and <u>changing rooms</u>, hand sanitising and PPE – meaning that at this time we are unable to take classes to swim at Battle Abbey Pool. Schools are able to work with externa coaches, clubs and organisations for curricular and extra-curricular 	2	2	4		
curricular and extra-curricular	•				

	operate within their wider protective measures.					
	Staff room use is restricted to preparing food/drink and then finding a spot to eat around the school. Social distancing remains a priority for all staff. Staff to sanitise/wash their hands when entering staff room.	2	2	4		
	Ongoing leadership support for any emerging anxiety and/or wellbeing issues					
	Staff to antibacterial wipe their ID badges on arrival and departure.					
	Staff to sanitise their hands prior to using the sign-in i-pad and the photocopier. Sanitiser is available in each area.					
	2c – Buildings and resources	3	2	6		
	Regular building checks are being completed as per maintenance guidance. Weekly and termly to make the school safe.					
	School deep clean took place over February half term.					
	Engage children in education resources such as <u>e-bug</u> and <u>PHE</u> schools resources					
	Health and Safety, and safeguarding policies and practices kept up to date in line with current DfE guidance.					

Tell pupils, parents/carers and any visitors, such as suppliers, not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: <u>guidance for households with possible coronavirus infection</u>) Stick to school opening times and encourage staff to go home	
immediately to reduce risk. Maintain staff and visitor signing-in arrangements to ensure social distancing and hygiene e.g. where someone physically signs in with the same pen or using a tablet in Reception areas. Hand sanitiser is used prior to using sign in pad, pad is cleaned regularly.	
Classrooms and other learning environments organised to maintain space between seats and desks where possible.	
Systems in place to reduce congestion in corridors by using the egress/ access via external classroom doors where possible. Staggered timetables also support this.	
Furniture arranged to allow for seating pupils side by side and facing forwards where possible.	
Halls, dining areas and internal and external sports facilities used for lunch and exercise in line with latest guidance	

	Kitchens comply with the guidance for	
	food businesses on coronavirus	
	(COVID-19). They should be able to	
	provide food to all pupils who want it,	
	including FSM or universal infant free	
	school meals.	
	To balance the need for increased ventilation while maintaining a	
	comfortable temperature, the	
	measures outlined in 'Keeping	
	occupied spaces well ventilated' in	
	Part 7 of the <u>Schools coronavirus</u>	
	(COVID-19) operational guidance	
	should be used as appropriate to	
	avoid build-up of viral load.	
	Follow the specific HSE guidance on	
	Air conditioning and ventilation during	
	the coronavirus pandemic and	
	Chartered Institute of Building	
	Services Engineers' guidance on	
	emerging from lockdown	
	Ensure sufficient and proportionate	
	handwashing supplies and cleaning	
	materials are available. Where a sink	
	is not nearby, provide hand sanitiser in	
	classrooms and other learning	
	environments	
	Thorough cleaning of rooms and	
	equipment at the end of each day and	
	between use by different groups	
	Resources that are shared between	
	classes or bubbles, such as sports,	

arts, and science equipment must be cleaned frequently. When sharing equipment between different bubbles, you should either: • clean it before it is moved between bubbles • allow them to be left unused for a period of 48 hours (72 hours for plastics) Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. This was communicated to parents on 25/2/21. For individual and frequently used equipment, staff and pupils will have their own equipment that is not shared Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development.	
There is now some evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space. Pupils should continue to have access to a quality arts education. As well as careful social distancing, music lessons should take place in small groups	

outdoors or in large, well ventilated rooms.At Chantry we feel it is important to start singing again within bubbles. Children will be side by side (not face to face) for short periods of time in well ventilated rooms or outside (only in a well ventilated classroom if hall/outdoors is not possible). Backing tracks will be used at a lower volume ensuring children sing with softer voices rather than max volume to keep aerosol transmission to a minimum.	
The teacher will be socially distanced and wearing a mask where possible.	
Indoor or outdoor face-to-face performances can now take place. Schools should follow the latest advice in the working safely during COVID-19 in the performing arts guidance, which provides details of how to manage audiences as well as carry out performing arts safely.	
https://www.gov.uk/government/public ations/coronavirus-covid-19-online- education-resources	
PHE endorsed 'systems of control' now build upon the hierarchy of protective measures in use since the Covid-19 pandemic. Schools must work through them, adopting	

			 measures to the fullest extent possible. Guidance for full opening: schools - Section 1 Public Health Advice to minimise Covid-19 risks 4 November 2020. Chantry's whole school risk assessment is shared online through the school's website. Chantry's risk assessments are under regular review in line with government guidance Chantry provide regular updates for governors. HT and SBM constantly reviewing school's staffing audit as situations may change. Consider the impact on statutory roles e.g. headteacher, SENCO, DSL, first aiders, paediatric first aider. 					
3.	Site Safety risks Fire procedures Lockdown Movement for lunch / transitions Toilets Security including risk of theft Data breaches	All members of the school community	SBM & HT lead. Continue taking the <u>attendance</u> <u>register</u> and following up any absences in line with statutory guidance. School to follow risk assessments for premises and accessing outside equipment and areas. Ensure pupils, parents and staff are aware that DfE guidance states that different groups/bubbles don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly	2	3	6		

4.	Risk of transmission between parents and pupils during school drop-off and collection times	All members of the school community	To be read in conjunction with Chantry Risk Assessment for Access and Egress – Covid-19 Amend July20.					_
			Reconsider e-safety policies and procedures in light of lessons learned during home learning					
			Arrange revised fire evacuation drills / lockdown drills regularly					
			Any incidences are logged, and the risk assessment is evaluated, and changes made as a result of lessons learned.					
			High expectations of how children move around school upheld by all members of staff					
			Children to seek permission to use toilets to ensure staff know where children are at all times					
			Follow revised lunch and break rotas to ensure safe movement around school	2	3	6		
			Share lockdown procedures with all staff					
			Share updated fire evacuation information with children					
			Share updated fire evacuation information with all staff during daily briefing.					
			and pupils must be encouraged to clean their hands thoroughly after using the toilet.					

		1		1	T		P 7	 	
			The below has been communicated to parents in letter dated 25/2/21:						
			Where children are accompanied to school, only one parent to drop-off or collect. Parents to maintain 2 metre social distancing rule.	2	2	4			
			Allocated drop off and collection times in place and parents/carers informed of procedures including the protocols for minimising adult to adult contact (for example, which entrance to use)						
			Ensure parents and carers do not gather at entrance gates or doors or enter the site (unless they have a pre- arranged appointment, which should be conducted safely).						
			School office is closed unless they have a pre-arranged appointment. Contact to school must be done through SLT on playground, email class teacher or school office, or telephone the school office.						
			Members of SLT will supervise drop off and collection times at all access/egress points						
			Continue to review and revise drop off and pick up protocols as necessary to minimise social contact.						
			Parents requested to wear face- coverings while on school grounds.						
5.	Risks of possible transmission to pupils who travel to school by dedicated school transport (including	Pupils	Dedicated school transport (including statutory provision)						

	statutory provision) or wider public transport		Chantry do not have any pupils that use dedicated school transport.					
	The <u>DfE Guidance for full</u> <u>opening – Section 2</u> details a new framework for transporting pupils to and from schools		Wider public transport					
		can continue to u where necessary everyone to walk wherever possibl help to reduce pr transport network distancing to be p children, young p to use public tran	Communicate to parents that children can continue to use public transport where necessary but encourage everyone to walk, cycle or scoot wherever possible and safe. This will help to reduce pressure on the public transport network and allow social distancing to be practised. Where children, young people and staff need to use public transport, they should follow the <u>safer travel guidance</u>	3	2	6		
			Leaders to liaise with partners to consider staggered start times to enable more journeys to take place outside of peak hours where feasible					
			Consider using 'walking buses' or working with their local authority to promote safe cycling routes.					
	Risk of ongoing contamination from people (staff, parents/carers, visitors, contractors and/or deliveries) coming into school	All members of the school community	<i>Face coverings:</i> See section 2 above.					
6.			All visitors will be asked to wear a face covering when entering the building. It is noted on the H&S information they agree to when signing into our online- sign in system. Within this system they are also reminded not to enter if they	2	3	6		

	have symptoms and to social distance					
	where possible.					
	Should changes take place – staff will					
	be advised via direct communication, parents will receive a letter and visitors					
	information will be amended on the					
	sign in system.					
	Ensure contractors, school meal					
	providers, milk providers and fruit					
	providers can fulfil all risk assessment					
	requirements.					
	Contractors aware of any changes to					
	school day – e.g. staggered lunchtimes.					
	Minimise any visitors to the school and					
	clear messages shared about social					
	distancing procedures for adults.					
	Ensure record are kept of all visitors; names, dates, and contact details –					
	collected via sign in system.					
	Visitors to school must:					
	Wash hands upon arrival	2	3	6		
	Sign in and leave contact					
	details, wear visitor lanyardKeep 2m apart from all staff					
	and pupils – where this is not					
	possible a face covering or visor is to be worn					
	 If using a room for multiple 					
	children, the desk/chair and all					
	resources must be cleaned					
	between sessions/children					

 (cleaner available from SBM Office). Visitor to wash hands between session/children. Sports session providers will clean all equipment between sessions (use of Dettol available from SBM office) Wash hands when departing the school Visitors must advise us immediately if they develop any symptoms while in school Receptionist to frequently clean i-Pad during school day. Ensure that the school engages with local immunisation services and programmes as normal Parents and carers bringing or collecting pupils during the day phone ahead and arrange to drop/collect safely and not enter the site if possible Strict handwashing procedures in place as soon as pupils/staff/visitors/contractors arrive in school
and Safety https://www.gov.uk/government/public ations/health-and-safety-advice-for- schools/responsibilities-and-duties-for- schools is adhered to.
For any staff member or pupil who feels unwell, check for <u>recognised</u> <u>symptoms of COVID-19.</u> Public Health

			England advise routinely taking the temperature of pupils is not recommended as it is an unreliable method for identifying coronavirus (COVID-19). Isolate and send children and staff home immediately if they display symptoms (See section 7 below) Review effectiveness of revised site management systems – e.g. corridor use and hand washing routines etc to ensure appropriate social distancing for any visitors. A copy of the COVID-19 specific risk assessment for catering and cleaning					
			contractors is kept by the school				 	
	Risk that contamination exists within the school environment due to ineffective hygiene measures.	All members of the school community	Site staff follow <u>DfE Planning</u> <u>Guidance for full reopening – Section</u> <u>2 School Operations</u> and are aware of the <u>COVID-19: cleaning of non-</u> <u>healthcare settings guidance</u> which should be followed when there is a suspected or confirmed case					
7.			All frequently touched surfaces, equipment, toilets, door handles, and toilets used during the day will be cleaned thoroughly twice daily.	2	3	6		
			All handwashing sinks, soap dispensers, hand gel etc are checked 2 times a day to ensure stock levels are adequate					
			Inspect daily to ensure good/effective hygiene levels					

			Ensure frequent enhanced cleaning of surfaces that pupils are frequently touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters each day, using standard cleaning products. Equipment such as books and games, are regularly cleaned along with all touched surfaces. Any books that go between home and school are quarantined for 72 hours Ensure resources shared between classes or bubbles, (e.g. sports, art and science equipment) is cleaned frequently. It MUST be meticulously cleaned between its use by different bubbles or rotated to allow it to be left unused and out of reach 48 hours (72 hours for plastics). Consider how outdoor play equipment is used ensuring more frequent cleaning. Review any use of shared equipment by wrap-around care providers.					
			providers. Enhanced cleaning schedule in place to ensure effective hygiene standards and comply with latest guidance					
8.	Risk of transmission from pupils and staff who have been in contact with the virus and/or are showing signs of having the virus (a new,	All members of the school community	Schools MUST ensure they understand the NHS Test and Trace process and how to contact the local <u>Public Health England health</u> <u>protection team</u> . (see contact details on the first page of this document)	4	2	8		

continuous cough or a high temperature)	Leaders to ensure staff and parents understand their responsibility should they be showing symptoms of COVID- 19 to be ready and willing to: <u>book a</u> <u>test</u> , provide details of who they have been in close contact with and to then self-isolate in line with current government guidance	
	Revise plans and source suitable PPE supplies (e.g. non latex gloves preferable) to be used by:	
	 the supervising member of staff if a 2m distance cannot be maintained during isolation of an unwell child onsite. 	
	 staff caring for pupils with routine intimate care needs that involve the use of PPE 	
	The plan should identify any likelihood of behavioural, SEND and possible use of restraint issues etc that may apply	
	If anyone becomes unwell with signs of COVID-19 they must be sent home and households advised to follow the <u>COVID-19: guidance for households</u> <u>with possible coronavirus infection</u> <u>guidance</u>	
	Isolate the pupil / member of staff immediately to a room behind a closed door. If appropriate arrange adult supervision in line with guidelines. Ideally open a window for ventilation.	

Separate bathroom facilities should be used if necessary, which should then be cleaned and disinfected before use by anyone else. Employers have a duty of care for all staff and should ensure that staff who are sent home displaying symptoms of COVID-19 are tested as soon as practicably possible. Headteachers should communicate to staff that if they are displaying symptoms they should be tested 'as soon as practicably possible.'	
If school is notified of a positive COVID19 test result for a member of staff or a pupil, we must contact the DfE Helpline on 0800 046 8687 and select option 1 for advice on the action to take in response to a positive case. You will be put through to a team of advisers who will inform you what action is needed based on the latest public health advice. If, following triage, further expert advice is required the adviser will escalate your call to the PHE local health protection team.	
Schools need to take swift action when they become aware that someone who has attended has tested positive for Covid-19. Schools can contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Service Authority and can be	

	1		, , , , , , , , , , , , , , , , , , ,
		reached calling the DFE Helpline on	
		0800 046 8687 and selecting option 1.	
		PHE will conduct a rapid risk	
		assessment and advise the school on	
		the actions to take including the	
		definitive advice on who must be sent	
		home. Should this be the case PHE	
		will provide a template letter to inform	
		parents and staff.	
		In line with government guidance	
		In line with government guidance school MUST not share the names or	
		details of people with COVID-19	
		unless essential to protect others	
		Call Surrey & Sussex Health	
		Protection Team (HPT) on 0344 225	
		3861 (0844 967 0069 out of hours) if:	
		10% (or more) of a bubble is	
		affected within 14 days – for	
		example, if there are 3 or more	
		confirmed cases of COVID-19	
		in a bubble of 30 people	
		• 10% (or more) of staff are	
		affected within 14 days – for	
		example, if there are 6 or more	
		confirmed cases of COVID-19	
		in a staff of 60	
		3 (or more) bubbles within your	
		school/setting contain at least	
		one confirmed case	
		Arrange for deep clean of medical	
		room and other facilities as necessary	
		before they are used again. The	
		updated <u>cleaning of non-healthcare</u>	
1		settings guidance describes the	
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		Pupils	Refer to relevant school risk assessments – Staff drive/ Risk Assessments					
			Additional cleaning materials and hand sanitisers will be used in school.					
10.	Increased amount of hazardous substances in		COSHH documents in place for all items in SBM office.	2	3	6		
10.	school – children accessing cleaning materials/chemicals		All cleaning items and hand sanitisers to be kept out of the reach of children at all times – either in child-locked sink cupboards in classrooms or on high shelf.	2		6		
			Cleaners chemicals are kept locked in cleaners cupboard.					
		Pupils/Staff	Refer to relevant school policy – Staff drive/Policies					
			Staff to be aware of medical conditions and dietary requirements of all pupils in class.					
			Staff to ensure correct medication is available, in date and named.					
11.	Risk of cross-infection when dealing with first aid incidents		First Aider to administer medication and log on Medical tracker	3	2	6		
			First Aider to ensure PPE is available for use. Gloves and aprons for all first aid needs. Where there are symptoms of Covid-19 additional Mask should be worn and social distance kept where possible. PPE is available in first aid cupboard in staff room (if items used					

			 please report to SBM for replacement). Only one member of staff to deal with incident in well ventilated area – see information above regarding PPE/symptoms procedure. First aid incidents to be dealt with by trained first aider, logged on medical tracker and advised to parent/carer SLT to be notified of serious incidents/first aid issues 					
12.	Staff Lateral Flow Testing: Contact between subjects and staff increasing the risk of transmission of Covid-19 (collection & registration of tests)	Staff Pupils Contacts Visitors	All subjects are to be advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) Face coverings/masks to be worn by subjects at all times whilst on the premises Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by reception staff. Social distancing: Two metre social distancing to be maintained between subjects; verbal reminders if necessary from reception, queue management & sampling staff. A one-way flow of subjects through the building is to be initiated and maintained at all times. Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.	3	2	6		

13.	Not enough employees sign up to the testing: Unable to identify asymptomatic members of staff at an early stage – increasing the transmission risk of Covid-19	Staff Pupils Contacts Visitors	SLT discuss benefits with staff All safety measures stated in above are still followed (social distancing/hygiene measures/face coverings)	3	2	6		

Action Plan (when will the above additional control measures be implemented and by whom?)

Action	By Whom?	Deadline	Date Completed
Revisit and update risk assessments for September	SBM	23 rd July 2020	20.07.20 & 01.09.20
Share updated fire evacuation information with all staff during daily briefing.	SBM	INSET Day – 3 rd /4 th September 2020	07.09.20
Share lockdown procedures with all staff	SBM	First week back – by 11 th September 2020	14/09/20
Share updated fire evacuation information with children	Teachers	First week back – by 11 th September 2020	14/09/2020
SLT producing contingency plan to continue remote education if it should become applicable from September	HT	30 th October 2020	Ongoing – G-suite is in progress. Contingency plan went to Govs for approval 11/11/2020
G-Suite staff training	SBM	23 rd November 2020	After this date remote learning via G-suite (Google Classroom) will be launched
Reminders to all staff in January of cleaning/hygiene/risk assessment and fire evacuation measures.	SBM	8 th January 2021	14 th January 2021
Preparation for full re-opening – March 21 – Powerpoint reminders and risk assessment sent to whole staff.	SBM	8 th March 2021	2 nd March 2021
Update sign-in 'welcome' page to include face covering guidance.	SBM	8 th March 2021	5 th March 2021

Signature and review

Name of Manager:	Kate Jenner	Signature of Manager:	Becky Reed	Date: 7/07/2020
1 st review undertaken on: 23.07.2020	Kate Jenner	Signature of Manager:	Becky Reed Becky Reed	Date: 23/07/2020
2 nd review undertaken on: 01.09.2020	Kate Jenner	Signature of Manager:	Becky Reed	Date: 01/09/2020
3 rd review undertaken on: 11.09.2020	Kate Jenner	Signature of Manager:	Becky Reed Becky Reed Becky Reed	Date: 11/09/2020
4 th review undertaken on: 22.09.2020	Kate Jenner	Signature of Manager:	Becky Reed	Date: 22/09/2020
5 th review undertaken on: 13.10.2020	Kate Jenner	Signature of Manager:	Becky Reed	Date: 13/10/2020
6 th review undertaken on: 09.11.2020	Kate Jenner	Signature of Manager:	Becky Reed	Date: 09/11/2020
7 th review undertaken on: 23.11.2020	Kate Jenner	Signature of Manager:	Becky Reed Becky Reed	Date: 23/11/2020
8 th review undertaken on: 05.01.2021	Kate Jenner	Signature of Manager:	Becky Reed	Date: 05/01/2021
9 th review undertaken on: 25.01.21	Kate Jenner	Signature of Manager:	Becky Reed Becky Reed	Date: 25.01.21
10 th review undertaken on: 01.03.21	Kate Jenner	Signature of Manager:	Becky Reed Becky Reed Becky Reed	Date: 01.03.21
11 th review undertaken on: 17.03.2021	Kate Jenner	Signature of Manager:	Becky Reed	Date: 17.03.21
12 th review undertaken on: 17.05.21	Kate Jenner	Signature of Manager:	Becky Reed	Date: 17.05.21