

Cherry Lane Primary School

**For FULL  
REOPENING  
– March 2021**

Risk Assessment

Assessed by:	Nicky Tranter	Date of assessment:	1/3/21
Job title:	Co- Headteacher	Other people involved with this assessment:	SLT / Site Team / Business Manager
Name and address of school:	Cherry Lane Primary School, Sipson Road, West Drayton, UB7 9DL	Reason for assessment:	The Government's requirement that there is full reopening of the school in March 2021 during the COVID-19 pandemic
Identification of those at risk:	<ul style="list-style-type: none"> <li>▪ Students</li> <li>▪ Their family groups</li> <li>▪ Staff</li> <li>▪ Their family groups</li> <li>▪ Contractors and essential visitors</li> <li>▪ Their family groups</li> </ul>		
Harm which could occur:	<p>Catching or spreading the COVID-19 virus. This is a virus which has serious effects which debilitates those who have caught it and causes immense distress both physically and mentally. The UK has suffered huge fatality rates.</p> <p>Infection may happen through contact with someone with a confirmed case of COVID-19, potentially through touching a contaminated surface, and those who have been notified by a Public Health Agency that due to previous contact with a diagnosed case they are open to exposure. Categories of people who are especially at risk from infection are clearly described in the Government's published guidelines and those people may still be shielding or self-isolating.</p> <p><b>ALL personnel should consistently adhere to the current national social distancing rules.</b></p>		
Headteacher name and signature:	Nicky Tranter		
Chair of Governors name and signature:	Phil Haigh		
RAG rating for each control measure	<p><b>Red:</b> this measure cannot be put in place in our school</p> <p><b>Amber:</b> this measure isn't in place yet, but can be in place for the autumn term</p> <p><b>Green:</b> this measure is already in place</p>		

What are the hazards or where are the dangers?	Control Measure / Standards checklist These are things which are needed to control the spread of the virus as far as reasonably practicable.	Yes they are in place	Our school has the following control measures in place to reduce the risk as far as possible (if further information required), OR this is why we cannot meet this standard:
<p><b>1.0</b> <b>Missing a COVID-19 risk assessment review or not continuing with advised control measures</b></p>	<p>1. We have ensured that we have reviewed and revised our last set of risk assessments with relevance to COVID-19.</p> <p>2. We have acted on any outstanding actions and completed them.</p> <p>3. We continue to practice Government and PHE hygiene advice as written into our previous C19 risk assessments, and will ensure that we actively seek updated guidance.</p> <p>4. We communicate any changes of <b>current practice</b> as a result of any COVID-19 related risk assessment, to staff, students and parents alike.</p> <p>5. We have communicated the findings of all our revised risk assessments, to all staff and offer this to parents and our young people.</p> <p>6. We have reviewed our child protection policy (DSL) to reflect the return of more students.</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>1. This risk assessment replaces the original risk assessments which was written for partial reopening in summer term 2020 and then full opening of school in September 2020. <b>This is version 10.</b></p> <p>3. 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 / clean hands thoroughly more often than usual / ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach / enhanced cleaning, including cleaning frequently touched surfaces often / minimise contact between individuals and maintain social distancing wherever possible / where necessary, wear appropriate personal protective equipment (PPE)</p> <p>4. Letters / Texts / Emails / Newsletters / Website</p> <p>5. Shared with Governing Body and signed off by Chair of the Governing Body – shared to staff by email and verbally at September Training Day originally / Shared with parents and young people via the school Website – This version shared with all staff via virtual meetings – <b>week beginning 24/5/21 uploaded to the website</b></p> <p>6. Safeguarding Policy reviewed September 2020 to take account of changes to Keeping Children Safe in Education 2020 – shared with staff at September Training Day – updated version available on school website.</p>

<p><b>2.0</b>  <b>Catching and spreading the virus with a full complement of students and staff in school</b></p>	<p>1. We require any member of staff, and any pupil, to remain at home if they have symptoms of Coronavirus.</p> <p>2. Where a staff member or student has a member of their family who has Coronavirus symptoms, we ask that they do not attend school.</p> <p>3. We ensure via notification and local protocols, that any visiting professional, contractor, parent or carer does not enter the premises if symptomatic.</p> <p>4. We communicate with each group of people as above, in a relevant format and in a timely manner, to mitigate against the risk of them attending when unwell.</p> <p>5. Where a member of staff is concerned about returning to work (for medical reasons) in September, we will use government guidance to work out the best course of action.</p> <p>6. We closely monitor instances of all people with Coronavirus symptoms whilst on the school premises so that we can respond appropriately.</p> <p>7. We understand the process for reporting instances of those who have tested positive for Coronavirus.</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>3. Visitors will enter the site only if their visit is deemed essential. There will be visitors allowed such as LA staff, visitors to give talks to pupils etc. Visitors should refrain from visiting if: They have travelled from or transited through any of the countries or areas that are currently on red list / They have developed a fever (above 37.8C), a new, continuous cough or change in, their normal sense of taste or smell (anosmia) within the last seven days / Anyone in their household is required to self-isolate in accordance with Government guidelines. Upon signing in visitors will be asked to confirm none of the above are true and will have their temperature taken.</p> <p>5. Guidance will be sought using Government guidance and Schools HR and discussion with the individual. Individual risk assessments will be written as necessary.</p> <p>6. Anyone who develops symptoms of coronavirus will be sent home immediately. Pupils who need to wait for a parent will be quarantined using the disabled toilet / dance studio space near to reception. Thorough cleaning will take place of areas where the individual has been.</p> <p>7. Kim Ramsay is responsible for reporting any cases to PHE and the LA Coronavirus Hub.</p>
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	<p>8. We engage with the NHS Test and Trace process and understand how to contact our local health protection team.</p> <p>9. In addition we understand that we must report to the LA when positive cases are confirmed.</p> <p>10. Where students and / or staff are tested for COVID-19, we will ask parents and staff to notify us immediately of the test results.</p> <p>11. We continue to request all personnel on our school site clean their hands thoroughly for 20 seconds, and more often than usual.</p> <p>12. We understand the benefits of outdoor learning and well ventilated indoor spaces</p> <p>13. We ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p> <p>14. We understand and adhere to the wearing of PPE only where necessary and advised.</p> <p>15. We note there may be additional risks of infection where students sing, shout or play wind and brass instruments even when people are at a distance. We therefore follow the current Government guidance to</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>8. North West London HPT (includes Hillingdon)          Email <a href="mailto:phe.nwl@nhs.net">phe.nwl@nhs.net</a> Telephone 020 3326 1658          Out of hours advice 01895 238 282</p> <p>10. Test results will be forwarded and chased up by the welfare assistant so all results are collated by one person / in one place, to avoid missing a result or duplication. Pupils and staff will not be accepted back to school before their isolation period has expired unless we have seen proof of a negative PCR test from the symptomatic person.</p> <p>11. Sinks and soap can be found in every classroom and in all toilet blocks. Pupils are taught how to wash their hands thoroughly and pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Hand sanitiser stations are positioned around school and at main entrances and in each classroom.</p> <p>12. Classes will be encouraged to take lessons outdoors if possible and classrooms will be well ventilated with doors and windows open as much as possible.</p> <p>14. PPE will be used for specific clinical reasons eg. first aid, intimate care or close supervision of a child. Reusable PPE will be name marked. Majority of PPE will be kept by the welfare assistant. Each class will have a small amount of PPE for emergencies. The government <b>still recommends</b> that adults wear a face covering in communal areas (other than the classroom) where social distancing between adults is difficult.</p> <p>15. There will be no singing assemblies and there will be no wind or brass music lessons. Singing will only take place in small groups and pupils will be forward facing and well spaced. When singing, rooms will be well ventilated with doors</p>
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	<p>mitigate this risk, to include limiting group sizes, positioning students back to back or side to side and ensuring good ventilation.</p> <p>16. We engage in twice weekly Rapid Lateral Flow Testing for staff</p>	<p>Y</p>	<p>and windows open. School choir will not run until it is safe to do so. There will be no singing in Bubble assemblies. Year 6 are currently exploring how they can safely deliver an end of year leavers show.</p> <p>16. Staff who wish to have signed up to twice weekly rapid lateral flow testing. They report their result to PHE and to the school (Natalie C). Staff understand that if the test positive they must self isolate and book a PCR test.</p>
<p><b>3.0</b> <b>The risk of not being able to maintain appropriate social distancing and not being able to create appropriate bubbles or consistent groups of students</b></p>	<p>1. We have designed a system for our school premises whereby we can minimise contact between individuals to maintain current social distancing requirements, wherever possible.</p> <p>2. For the above system, we have reduced the number of contacts between children and staff.</p> <p>3. We have devised a feasible and effective way of operating consistent groups of staff and students in bubbles and have a strict protocol on how this works in practice.</p> <p>4. In addition, we adhere to social distancing within those bubbles as far as is reasonably practicable.</p> <p>5. Within our SRP we take steps to minimise social contact as far as is practicable.</p> <p>6. Within our SRP we have considered whether smaller groups, or whole school grouping / bubble is more appropriate.</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>1. / 2. / 3. We will have class bubbles for much of the teaching time and year groups will not mix with other year groups. Classes will be encouraged to where possible during lesson time to not mix with other classes in their year group. Class teachers and class LSAs will generally work solely with one class. LSA afternoon intervention work will continue but much of this will be with the children in their class only (the only exception being year group speech and language groups). Intervention teachers will work across a maximum of two year groups eg. Reception, Year 1 &amp; 2, Year 3 &amp; 4 or Year 5 &amp; 6 – pupils can only be removed from their class bubble to attend these groups with an intervention teacher. Other than this, pupils must remain in class. Start and finish times for the day will be staggered and different entrances and exits used to limit contact between groups. Play times will be staggered and different play areas will be used to limit contact between groups. Lunch times will be staggered with some year groups eating in class and others eating in the hall to limit contact between groups. Social distancing will be encouraged wherever possible. (see Bubble Timing – page 17 &amp; 18)</p> <p>4. Where possible pupils and staff will be expected to social distance themselves and keep space between themselves and others. Any pupils with complex needs or who need close contact care will have the same support as normal as distancing won't be possible. Staff will be rigorous about hand washing and respiratory hygiene. Visors can be worn in class for close 1:1 support.</p> <p>5. / 6. One group of SRP pupils will spend all their time in the SRP unit and will be one bubble. Those pupils who are able to spend time with their base class will</p>

	<p>7. We understand that maintaining social distancing may be difficult for younger children, and therefore we are enhancing the concept of bubble groups.</p> <p>8. We understand that older students will be more able to social distance, and we will support them to keep to this. We will also maintain consistent grouped bubbles, and will assist all young people to keep to these arrangements.</p> <p>9. We have reviewed our behaviour policies with any new rules included. We will communicate these clearly and consistently to staff, students, and parents or carers with clear and reasonable expectation of student behaviour set out.</p> <p>10. We are aware of the Government guidance that to facilitate education, teachers and other staff can operate across different classes and year groups.</p> <p>11. In the event that teachers and other staff have to work across groups, we have made them aware that a 2-metre social distancing is ideal.</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>become part of that class bubble and where possible will not mix with the SRP bubble.</p> <p>7. Nursery, Reception, year 1 and year 2 will be grouped mainly in class bubbles - where possible classes should aim to limit the times that they mix with other classes and where possible will spend much of their teaching time as a class – the main exception for this will be playtimes which occur outside. Even though young children may struggle to distance themselves children in year 1 and 2 will be encouraged and reminded to do so.</p> <p>8. KS2 pupils will generally be in class bubbles, with the exception of those who go to intervention groups and for outdoor playtimes. Pupils will be reminded to socially distance themselves in class as much as possible and when moving around school etc.</p> <p>9. Behaviour Policy annex for Covid 19 was rewritten for full opening of school – it sets out consequences for poor behaviour and deliberately breaking new rules as a result of Covid 19 eg. restrictions on movement within school, new hygiene rules, play areas and distancing. New expectations will be clearly shared with staff, parents and pupils as soon as pupils return to school. It will also be made clear how to build new expectations into our rewards system.</p> <p>10. The following staff will have to work over several year groups in order for us to be able to deliver the curriculum but these groups will only consist of one year group at any one time – intervention teachers will work across at the most two year groups, HLTAs and PPA cover will work across years 2 – 6, Sports coach will work across several year groups.</p> <p>11. Staff working over several year groups will be encouraged where possible to keep a safe distance from the pupils in the class. Ideally these staff will keep a 2 meter distance from pupils and other staff but this won't always be possible, particularly with younger children, but face to face contact will be avoided and time spent within 1 meter will be minimised.</p>
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<p>12. In classrooms, we have ensured that students in KS2 are all facing forwards rather than face to face or side on.</p> <p>13. We will not conduct assemblies with more than one consistent group.</p> <p>14. Movement around the school will be kept to an absolute minimum when considering timetabling and changing classes</p> <p>15. We ensure the avoidance of busy corridors, entrances and exits.</p> <p>16. Where possible we have laid out a one-way system to minimise the chance of face to face contact.</p> <p>17. We have enabled staggered break times (including lunch breaks).</p> <p>18. We have reviewed the staff room (s) layout and have ensured that those areas enable staff to socially distance.</p> <p>19. We have where necessary inhibited large numbers of staff in one area (e.g., staff rooms) at one time by staggering breaks.</p> <p>20. We have where necessary, implemented staggered start and end times to the school day to keep groups apart as they arrive and leave.</p> <p>21. We have reminded parents of the processes for drop off and collection.</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>		<p>12. KS2 classrooms have been laid out so that pupils are all forward facing. Year 2 will do something similar to this if space allows eg horse shoe arrangement.</p> <p>13. There will be no whole school, key stage or phase assemblies or gatherings. Each week a year group assembly will be timetabled and classes will sit with a 2 meter space between the other classes.</p> <p>14. / 15. / 16. Entrance to and exit from the site will be via one way system of pathways (and if any families have to pass each other signs will tell them to walk on the left). There will limited movement around school where possible and those classes on the ground floor should move around using the outside of the classroom, if the weather is warm enough. In all buildings (corridors and staircases) movement will be two way with pupils and staff expected to walk on the left at all times and if passing someone to turn their heads away. Signage will make this clear.</p> <p>17. Break and lunch times are staggered (see bubble timings doc for break and lunch times – page 18) and year groups will have separate play areas.</p> <p>18. / 19. Communal areas (staff room, downstairs kitchen, new building staff room) – there are staggered break times to limit numbers of staff in the same place at any one time and staff are encouraged to space themselves apart. Staff in different year groups are encouraged not to mix unless strict social distancing is adhered to. Thursday morning whole staff briefing will not take place and messages will be shared via Friday emailed newsletter, staffroom whiteboard and email.</p> <p>20. / 21. There is a staggered start and finish to the day for each year group (see bubble timings doc for beginning and end of the day – page 17). Different year groups will enter via different gates and use a separate exit. Parents are asked to move to their designated drop off / pick up place and wait there using social distancing. Parents have been informed of the procedure via letter on the website and individually by email. An old gate, that had been removed, has been replaced over the summer break to allow year groups to enter school separately</p>
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<p>22. We have a clear process for hygiene control when entering the school premises.</p> <p>23. We have a clear process for staff and students who use face coverings in public, and public transport to remove them upon entering the school.</p> <p>24. We work with other professionals who may need to visit our school, to ensure that both we and they adhere to strict social distancing and hygiene requirements.</p> <p>25. We ask all our staff and pupils in KS2 to bring their own frequently used equipment (pens etc) into school so that they are not shared.</p> <p>26. Only essential items owned by pupils as per the guidance are allowed on the premises.</p> <p>27. We ensure that classroom resources are not shared outside the consistent group and even then continue to clean surfaces after use.</p> <p>28. We will adhere to Government advice about school trips – day &amp; overnight</p> <p>29. We understand that we are able to consider resuming breakfast and after school provision from September 2020. This will be</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>within the shortest period of time. Adults on site are encouraged to wear face coverings.</p> <p>22. All children will wash / sanitise their hands on entry to the school. The main entrances for staff and visitors have hand sanitising stations and hand sanitiser can be found around school and in classes.</p> <p>23. The letter sent to parents states... “We ask that face masks be worn by all adults while on the school premises, but this is not recommended for primary aged pupils and we discourage their use by pupils in class. Disposable masks should be disposed of before entry to the site and reusable face coverings should be removed and stored away.” The government <b>still recommends</b> that adults wear a face covering in communal areas (other than the classroom) where social distancing between adults is difficult.</p> <p>24. We have clear guidelines which we expect visitors and other professionals to follow – those attending the site will read a set of criteria as they sign in on arrival at the school. Visitors will also have their temperature taken on arrival.</p> <p>25. Pupils in KS2 have been asked to bring their own small pencil case. Pupils in KS1 will be provided with their own stationary pack.</p> <p>26. Pupils are only allowed to bring the following items to school; lunchboxes, hats, coats, book bags, PE bags and a water bottle – and pencil cases in KS2. Books returned from home will be rested for 48 hours before being returned to the book boxes.</p> <p>27. Resources, where possible, will not be shared from one class to another. Classroom resources, such as books and games, can be shared within the class; these will be cleaned regularly. Resources shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>28. The <b>year 6 PGL residential trip</b> has been postponed from November, to February 2021 and <b>now June 2021</b>. In line with the roadmap, schools can undertake domestic residential education visits, from 17 May. Any domestic residential educational visits must be conducted in line with relevant COVID-19 guidance and regulations in place at that time. We will keep children within their consistent groups</p>
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	<p>planned carefully, considering bubbles within the school and by using small consistent groups.</p> <p>30. PE lessons will be conducted in consistent groups.</p> <p>31. We will not allow the participation of contact sports within PESSPA allocated time.</p> <p>32. We prioritise outdoor sports where appropriate – where this is not available, we allocate large indoor spaces, maximising distances between students.</p> <p>33. We understand that we can work with external coaches or clubs where we are satisfied that it is safe to do so and ensure all our protective measures are adhered to throughout.</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>(bubbles) for the purpose of the visit. Staff are booking trips for the summer term using government guidelines- In line with the roadmap, schools were able to resume educational day visits from 12 April. Any educational day visits must be conducted in line with relevant COVID-secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination.Schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely.</p> <p>29. The external provider for after school Fit 4 Sport resumed on 8<sup>th</sup> March. After school club will have 3 bubbles Rec&amp;Yr1&amp;2, Yr3&amp;4 and Yr5&amp;6 and will have access to additional space (upstairs hall). Parents will book directly. Breakfast club resumed on 8<sup>th</sup> March – only for parents of children who have no other option for childcare and for those who used Breakfast Club in the autumn term. Entrance will be by arrangement with the school and arrival must be before 8:15. There will be three small consistent groups – Reception, year 1 &amp; 2 (lower hall), year 3 &amp; 4 (Butterfly Room or Reception Intervention Room), year 5 and 6 (upper hall). KS2 pupils will not be allowed in the playground at 8:20 but must stay in breakfast club until their year groups start time. Breakfast Club staff will stay with the same group every day.</p> <p>30. PE lessons will always be in class groups.</p> <p>31. The long term plans for each year group have been revised and any year group studying a contact sport has had their PE topic changed for the Spring and Summer terms. Use of PE equipment needed for each year group has been reviewed so there is no need to share resources across bubbles.</p> <p>32. Where the PE topic and weather allows, PE will take place outside. If this is not possible, PE will take place in one of our three large indoor spaces, maximising distancing between pupils and paying attention to cleaning and hygiene. This is particularly important in sports where pupils breathe heavily.</p> <p>33. Our sports coach will be timetabled covering PE lessons for PPA and coaching class teachers as usual. Afterschool clubs eg. martial arts, ballet, gymnastics , games will resume during Summer term 1 (April / May) – consistent groups will sorted in a similar way to after school club. Swimming on a Friday afternoon will not resume straight away – this will be reviewed in a month or so.</p>
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<p><b>4.0</b> <b>The risk of spread of infection by using public transport</b></p>	<p>1. We have encouraged parents, staff and pupils to walk or cycle to school where it is safe to do so and is appropriate.</p> <p>2. Where it is impossible for people to walk or cycle, and public transport is required, we refer them to the government guidance</p>	<p>Y</p> <p>Y</p>	<p>1. Our letter to parents states... “We would encourage parents, staff and pupils to walk or cycle to school where it is safe and appropriate to do so and to avoid public transport if at all possible.”</p> <p>2. We have included the Hillingdon – Travelling Back to School leaflet in our guidance to parents (see page 19)</p>
<p><b>5.0</b> <b>The risk of not ensuring robust cleaning throughout the school premises</b></p>	<p>1. We have procedures for limiting use of outdoor playground</p> <p>2. All frequently touched surfaces inside and outside the school premises are cleaned regularly.</p> <p>3. Science, art and sports equipment is cleaned frequently, and always between different groups using them.</p> <p>4. If we are unable to ensure cleaning of resources between groups, we will rotate the equipment to allow it to be left unused and out of reach for 48 hours, or 72 hours for plastics.</p> <p>5. We have ensured that relevant cleaning materials to include wipes are provided wherever equipment belongs, and that staff are aware of cleaning protocols.</p> <p>6. We follow guidance for cleaning non-healthcare settings published by Public Health England. We will</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>1. Outdoor play equipment will be used by some year groups. Nursery use own outdoor equipment. Reception use own outdoor equipment. The play equipment, trim trail and multi-gym will not be used to prevent sharing of equipment by several year groups.</p> <p>2. Cleaning staff are directed to clean frequently touched surfaces on a daily basis – doors and door handles, tables, hand rails, light switches, chairs etc.</p> <p>3. / 4. Any equipment is cleaned before being shared with another group using antibacterial solution or wipes, or they will be left unused and out of reach for a period of 48 hours (72 hours for plastics).</p> <p>5. Cleaning materials are provided by the site team and all classes have antibacterial spray and cloths in their room. Wipes are available for use on shared resources eg. keyboards and mice in the Computer suite.</p> <p>6. Guidance has been forwarded to the site team and cleaning procedures shared with the cleaning team based on this guidance. Any updates will be forwarded and reviewed by the site team and cleaners.</p>

	<p>access this guidance <a href="#">HERE</a> and follow the requirements (last update is 16 October 2020). We will act accordingly if the guidance is revised.</p> <p>7. We use required cleaning products including standard detergents.</p> <p>8. We will ensure that extra time is given for cleaning surfaces in the dining area(s) after use.</p>	<p>Y</p> <p>Y</p>	<p>7. Cleaning materials purchased from HBS. The same cleaning products are used consistently.</p> <p>8. Most year groups will eat in class, although reception and year 3 will eat in the hall – this will allow plenty of time for tables and surfaces to be cleaned both in class and the hall and will limit mixing. Tables will be cleaned once the pupils have eaten. To facilitate this the kitchen are offering two hot meal choices in disposable containers or pupils can bring their own packed lunch.</p>
<p><b>6.0</b></p> <p><b>The risk of being unaware of when PPE is required (or not)</b></p>	<p>1. We understand that staff may not require PPE within our setting and recognise the following scenarios are those that will require it:</p> <p>a) where a young person becomes ill with COVID-19 whilst at school and we are unable to maintain a distance of 2 metres.</p> <p>b) where a child requires intimate care and we use PPE in all cases</p> <p>2. We ensure that our stocks of required PPE will be maintained, are in date and are of the appropriate type.</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>1. PPE will only be used for specific clinical reasons eg. first aid, intimate care or close supervision of a child. Reusable PPE will be name marked. Majority of PPE will be kept by the welfare assistant. Each class will have a small amount of PPE for emergencies. The government <b>still recommends</b> that adults wear a face covering in communal areas (other than the classroom) where social distancing between adults is difficult. Face visors will be made available for staff who work closely with pupils in class – these staff will be able to use these at times if they are unable to distance themselves from children eg. small group teaching.</p> <p>2. Stocks of PPE will be monitored by the welfare assistant and the site team and orders will be made if stocks are running low.</p>
<p><b>7.0</b></p> <p><b>Catching and spreading the virus when giving or receiving first aid and/or</b></p>	<p>1. We have reviewed the assessments for all our staff and returning students who have medical needs or their parents/carers, and have made any adjustments necessary.</p> <p>2. We have ensured that we are aware, as far as possible, of new students'</p>	<p>Y</p> <p>Y</p>	<p>1. Welfare assistant will liaise with parents of pupils who have medical needs and take advice from School nurse team and participation team. HT and Business Manager will review staff members who previously declared that they were clinically extremely vulnerable, clinically vulnerable or living with someone who is clinically extremely vulnerable or staff who are pregnant. Guidance from DfE, PHE and Schools HR will be used to decide if any adjustments need to be made on an individual basis and any risk assessments will be written.</p>

<p><b>supporting students and staff with medical needs</b></p>	<p>and staff medical conditions so that we may be able to consider their needs in light of COVID-19.</p> <p>3. Our staff have been trained to administer medications or provide intimate care and are aware of the need for increased controls in each student’s situation, to include the use of PPE if required.</p> <p>4. In relation to shielding advice, we will ensure that we consult appropriately with any member of staff or parents/carers of a pupil who are within the <u>clinically extremely vulnerable group</u>, as they return to work or school, and that individual risk assessments will be undertaken.</p> <p>5. We understand that staff may have clinically extremely vulnerable people in their households who have been shielding, and we follow <u>current Government guidance</u> when discussing individual cases of staff returning to work, or pupils back to school.</p> <p>6. We risk assess on an individual basis if we have staff or pupils who meet the criteria of being at a specific risk of infection. This identifies any suitable control measures that must</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>2. Welfare assistant will liaise with parents of pupils who are new to Cherry Lane including new starters in years 1-6 and reception and nursery intake. Any new staff will be asked to complete the staff declaration form to ensure we know if any new staff fall into any of the vulnerable categories.</p> <p>3. Welfare assistant will complete medical forms for each class teacher so they are aware of medical needs in their class. Usual asthma / epi pen has taken place and diabetes training for specific staff has taken place.</p> <p>4. Those pupils who are within the shield list and remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school after 31<sup>st</sup> March. Welfare assistant will liaise with parents about this information and will draw up an individual risk assessment for these pupils as they return to school eg arriving and leaving school at times that are less busy, sitting at tables on their own, wearing PPE. HT, DH and business manager liaised with staff who were shielding until 31<sup>st</sup> March and then carefully planned how they would safely return to work making adjustments where necessary through an individual risk assessment.</p> <p>5. Current guidance states that “People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.”</p> <p>6. We will review any individual risk assessments that were previously drawn up and adjust these in line with current guidance. When any staff return to work in school who fall into an at risk category, they will have an individual risk assessment drawn where necessary.</p>
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	<p>be in place before returning to work/school if that is appropriate.</p> <p>7. We understand the importance of keeping up to date with Government guidance on shielding in terms of whether the decline in the rates of community transmission of the virus remains low or raises again. Individual risk assessments will be reviewed at frequent intervals.</p> <p>8. We have ensured for our bubble groups, that we have appropriate numbers of, and appropriately qualified, first aiders for each area.</p>	<p>Y</p> <p>Y</p>	<p>8. There are three first aiders, including our welfare assistant, not directly attached to a year group. There is one SMSA who is a first aider. All phases (two year groups) have between 1 and 3 first aiders each. Nursery, Reception and the SRP each have their own first aider. Each year group has been assigned a first aider linked to their bubble to cover when the welfare assistant is on a break.</p>
<p><b>8.0</b>  <b>Catching and spreading the virus whilst maintaining premises management controls with a full complement of staff and students</b></p>	<p>1. We ensure that all planned or reactive maintenance is carried out, out of hours wherever possible unless seen as an emergency.</p> <p>2. We welcome contractors on site only by appointment and they are required to adhere to all social distancing measures.</p> <p>3. We liaise with contractors to be assured of their own measures of hygiene and control measures in general via their risk assessment.</p> <p>4. There is a system of communication between us and any other setting which shares our site eg. Children's Centre</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>1. Where possible contractors will be on site when pupils are not.</p> <p>2. Contractors are expected to read the following criteria and confirm this as they sign in – They will be asked to confirm if any of the following are true: They have travelled from or transited through any of the countries or areas that are currently on the red list in the past 14 days / They have developed a fever (above 37.8C), a new, continuous cough or change in, their normal sense of taste or smell (anosmia) within the last seven days / Anyone in their household is required to self-isolate in accordance with Government guidelines. A visiting contractors will have their temperature taken on arrival.</p> <p>3. Contractor's risk assessments are shared with and held by the site team.</p> <p>4. Site team liaise with Children Centre staff on a regular basis.</p>

	<p>5. The school has ensured that relevant property statutory compliance checks have been completed and records updated.</p> <p>6. We refer to our Premises Management Logbook to ensure that all checks are carried out. These include but is not restricted to:</p> <ul style="list-style-type: none"> <li>a) all fire precaution checks as per the Fire Logbook</li> <li>b) safety of gas supplies</li> <li>c) PAT testing / visual checks on electrical services and equipment</li> <li>d) inspection of lift</li> <li>e) water temperatures / flushing of systems (Legionella risk)</li> <li>f) perimeter fencing</li> <li>g) noting any damage to the fabric of the building</li> </ul> <p>7. We ensure that all internal waste bins in every room and welfare facility are emptied daily and that the bin liners are fully secured before disposing of them.</p> <p>8. We ensure that all waste from potentially infected persons is doubled bagged and set aside for 72 hours before disposal.</p> <p>9. We ensure that our catering facilities continue to be run in the usual safe</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>6. Checks are made in line with expectations. All annual checks are made during the summer break.</p> <ul style="list-style-type: none"> <li>a) Termly</li> <li>b) Annually</li> <li>c) Annually / Daily</li> <li>d) Twice yearly serviced / Insurance inspection</li> <li>e) Monthly temperature readings / Annual tank flushing</li> <li>f) Daily during opening / closing of school</li> <li>g) Ongoing</li> </ul> <p>9) Chartwell Catering supplier have adapted their ways of working and have installed signage etc. in relation to Covid 19.</p>
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	<p>way whilst also considering COVID-19 – Government guidance is followed.</p>		
<p><b>9.0</b>  <b>The impact on staffing, and staff welfare, and also the mental wellbeing of students, due to the risk of catching and spreading the virus now that a full complement of staff and students are present</b></p>	<p>1. We recognise that these times are incredibly stressful for staff, students and parents/carers. Therefore, we are sharing all our resources for good mental health and wellbeing and signpost to relevant professional bodies.</p> <p>2. We are actively promoting our Employee Assistance Programme and the Occupational Health Service to all staff via notice boards, email communication and word of mouth.</p> <p>3. We ensure that all staff are informed in a timely way of any changes at the school and of any risks to their health and wellbeing.</p> <p>4. We ensure that all staff are listened to, and their concerns taken on board.</p> <p>5. We have designed an induction session (or sessions) for staff and students, so they are clearly aware of any changes to the day to day running of the school under the new ways of operating.</p> <p>6. We have considered alternative ways to show parents and carers how we</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>1. Mental Wellbeing will be prioritised in our curriculum going forward. Our PSHE curriculum (SCARF) will be support staff in delivering a sensitive curriculum and supporting our pupils. A range of online sources will supplement our lessons eg. <a href="https://youngminds.org.uk/resources/school-resources/">https://youngminds.org.uk/resources/school-resources/</a> Our pastoral team will support individual pupils and groups of pupils as necessary. We have several members of staff who are mental health first aiders. (see further weblinks at the end of this document)</p> <p>2. This information is shared with staff via the staff information notice board in the staff room and individuals are sign posted to these services when we feel it is appropriate.</p> <p>3. Information is shared with staff in a variety of ways – staff noticeboard / whiteboard, weekly briefing meeting (this will not happen at the moment), staff meetings, weekly staff newsletter, email.</p> <p>4. Staff are encouraged to share any concerns with members of the SLT and these are considered and acted on appropriately. Staff well-being questionnaires are used annually and reviewed – any concerns are addressed with individual members of staff. Stress Questionnaires have been renamed Wellbeing Questionnaires.</p> <p>5. Pupils spend the first couple of days settling back in to their class – teachers and LSAs will support pupils in understanding any changes to how school must run at present. Staff received information and emails describing changes that were in place in March. The risk assessment is shared with staff once it is agreed. Zoom meetings (week beginning 1<sup>st</sup> March) explained to staff the safety measures we have in place. <b>Any updates will be shared with staff immediately.</b></p> <p>6. Parents receive communication via email (using emails registered with Parent Pay). All letters sent out are put on the school website on the black Pop up so it is the first thing seen when accessing the website.</p>

	<p>are conducting all practices and activities during this current situation</p> <p>7. We have ensured that all staff are aware of any changes in all health and safety protocols, especially if they are returning to work.</p>	Y	<p>7. We have ensured all staff are aware of the changes as follows... requirement that people who are ill stay at home / robust hand and respiratory hygiene / enhanced cleaning arrangements / active engagement with NHS Test and Trace AND reduction in contacts (through class and year group bubbles) and maximise distancing between those in school wherever possible (through social distancing)</p>
<p><b>10.0 Administration and the continual knowledge of the risks of catching and spreading the virus</b></p>	<p>1. We regularly review national guidance from PHE, the NHS and the Education related pages on GOV.UK</p> <p>2. We receive and read <i>Hillingdon School Leaders Briefing</i> and disseminate this to all staff which details further support and information.</p> <p>3. We are aware of how to get further advice from the School Improvement team at the LA if required.</p> <p>4. We actively promote the role of Union representatives in this current situation and acknowledge the LA's work with them.</p> <p>5. We actively seek guidance from our HR provider as required.</p> <p>6. We have robust plans for action should a local outbreak occur and understand that the DfE will be involved in decisions at a local and national level.</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>1. We subscribe to DfE and PHE email updates so guidance is automatically available</p> <p>2. We receive the Hillingdon School Leaders Briefing and any articles are forwarded to the relevant subject lead / department. We refer to the LA LEAP webpage for up to date guidance around coronavirus.</p> <p>3. We are aware how to contact the LA school improvement team and know who our link School Improvement Officer is and how to contact her.</p> <p>4. We encourage all staff to be part of a union and liaise with their unions as and when necessary. Some union reps have met with the Headteacher to discuss wider opening of school.</p> <p>5. We liaise with Schools HR as needed – we refer to Schools HR Corona virus webpage and the Frequently Asked Questions provide some useful guidance.</p> <p>6. We are aware of “Hillingdon Covid-19 Local Outbreak Control Plan 30th June 2020”  <a href="file:///hy01-3122084fs1/StaffData\$/StaffWork/ntranter.312/Downloads/Hillingdon_Covid-19_Local_Outbreak_Control_Plan_Final_30.06.20%20(4).pdf">file:///hy01-3122084fs1/StaffData\$/StaffWork/ntranter.312/Downloads/Hillingdon_Covid-19_Local_Outbreak_Control_Plan_Final_30.06.20%20(4).pdf</a></p>

**Bubble timings (March 2021) – Arrival and Collection REVISED Arrangements (8/3/21)**

Parents will be allowed on site at both arrival and collection time – Please support us by following the guidance below.

Please ensure that you arrive at school at the time given for your child's year group and no earlier. For safety reasons we need parents and children to arrive at their given time and leave the site as quickly as possible, using the route given. We ask that only one adult brings their child / children to school, to limit the number of people on site. For families, please follow the guidance given for the earliest arrival and pick up time for your children and then follow the timings for the rest of your children in order.

There will be two gates that are ENTRANCE ONLY (see below for the allocated gate for each year group) and there will be two gates that are EXIT ONLY – this will enable families to avoid passing each other as much as possible. The long path out to Cherry Lane will be exit only, to avoid the need for families passing each other.

Bubble	Arrival time	Home time	ENTRY to site – from Sipson Road	EXIT from site – main path (Sipson Road) or long path (Cherry lane)
Nursery (30 hours)	8:30	3:30	Children's Centre Gate – through red gate to nursery	Across playground – exit via main path (Sipson Road) <u>or</u> long path (Cherry Lane)
Nursery AM	8:30	11:30	Children's Centre Gate – through red gate to nursery (drop off) Children's Centre Gate – wait at staff entrance (pick up)	Drop off - Across playground – exit via main path (Sipson Road) <u>or</u> long path (Cherry Lane) Pick up - Via main path (Sipson Road) [long path, Cherry Lane will NOT be open]
Nursery PM	12:30	3:30	Main Gate path (Sipson Road) – through the large playground (drop off) Children's Centre Gate – through red gate to nursery (pick up)	Drop off - Back same way and via main path(Sipson Road) [long path onto Cherry Lane will NOT be open] Pick up - Across playground – exit via main path (Sipson Road) <u>or</u> long path (Cherry Lane)
Reception	8:30	2:50	Children's Centre Gate – through red gate, wait by classrooms	Back through red gate – exit via main path (Sipson Road) or continue to main playground and exit via long path (Cherry Lane)
Year 1	8:40	3:00	Children's Centre Gate – through red gate, wait by classrooms	Continue round and through main playground and exit via main path (Sipson Road) <u>or</u> long path (Cherry lane)
Year 2	8:45	3:05	Children's Centre Gate – through red gate, wait by classrooms	Continue round and through main playground and exit via main path (Sipson Road) <u>or</u> long path (Cherry lane)
Year 3	8:30	3:00	New Building Gate – wait by allocated door in year 3 / 4 building	Via main path (Sipson Road) <u>or</u> long path (Cherry lane)
Year 4	8:40	3:10	New Building Gate – wait by classroom door	Via main path (Sipson Road) <u>or</u> long path (Cherry lane)
Year 5	8:45	3:15	New Building Gate – to allocated door off the main playground	Via main path (Sipson Road) <u>or</u> long path (Cherry lane)
Year 6	8:50	3:20	New Building Gate – to allocated door off the main playground	Via main path (Sipson Road) <u>or</u> long path (Cherry lane)
SRP (only SRP pupils who stay in the SRP)	8:50	3:20	New Building Gate – to SRP play area	Via main path (Sipson Road) <u>or</u> long path (Cherry lane)

March 2021 - Break / Lunch Arrangements										
BREAK	10:30 - 10:50	10:50 - 11:10	11:15 - 11:35	Break and Lunch Arrangements						
Reception		Reception play area								
Year 1	Playground - Infant side									
Year 2	Playground - Field side									
Year 3		Playground - Infant side								
Year 4		Playground - Field side								
Year 5			Playground - Infant side							
Year 6			Playground - Field side							
LUNCH	11:50 - 12:00	12:00 - 12:10	12:10 - 12:20	12:20 - 12:30	12:30 - 12:40	12:40 - 12:50	12:50 - 1:00	1:00 - 1:10	1:10 - 1:20	1:20 - 1:30
Reception				Eat in the hall		Reception Play Area				
Year 1	Playground - Infant Side		wash hands	Eat in class						
Year 2	Playground - Field Side		wash hands	Eat in class						
Year 3				Playground - Infant Side		wash hands	Eat in the hall			
Year 4				Playground - Field Side		wash hands	Eat in class			
Year 5				Eat in class			Playground - Infant Side			
Year 6				Eat in class			Playground - Field Side			
		Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6		
Pupils Lunch Timings	12:10 - 1:10	11:50 - 12:50	11:50 - 12:50	12:20 - 1:10	12:20 - 1:10	12:40 - 1:30	12:40 - 1:30			



# Travelling Back to School

Advice for parents and carers on social distancing practices during the journey to and from school

Below are several recommendations on how to maintain proper social distancing when travelling with your child to school. Overall we recommend adding **extra time in your journey** to school to ensure safe social distancing practices.

## The Journey to School:



To avoid car congestion outside of the school, try to walk, scoot or cycle with your child. Be mindful to remain 2 metres apart from others when locking your child's scooter or bicycle, which may mean waiting your turn.



Try to avoid using public transport. If you must use it please wear a facial covering and sanitize & wash your hands before and after you travel. Also, try your best to avoid busy interchanges. Please plan ahead and allow more time for your journey as travelling at the busiest times may take longer than it would normally.



If you live too far away to travel actively or don't feel it is possible for you, please try and park and stride - parking a 5-10 minute walk away from school, ideally using an off-street car park, and walking the rest of the way with your child.

## Important Measures to Keep in Mind:



- Check with your school on important updates or temporary rules they may have in place eg. Designated parent zones, staggered start and end times.
- Vary your route if possible, especially if you can stay away from busy roads.
- Try and keep at least 2 metres distance away from other parents and children.
- When walking on the pavement, if you must step in the road to pass others, reinforce looking and listening with your child.
- Remind children about slowing, stopping and giving space on the pavement, especially when scooting and cycling.
- Speak with your child about the changes in the way you travel; what is different about their journeys, how do they feel, what have they noticed. Talking and being active will help ease any anxiety they or you may have.



## Sources and further information:

### **Guidance for Full Opening: Schools:**

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

**Public Health England COVID-19 resources:** <https://coronavirusresources.phe.gov.uk/>

**Public Health England – Action to be taken by schools:** <https://www.suffolklearning.co.uk/leadership-staff-development/health-safety-wellbeing/coronavirus:-covid-19>

**Clinically vulnerable groups:** <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>

**Staying alert and safe (social distancing):** <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july>

**Coronavirus: implementing protective measures in education and childcare settings:** <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

**Coronavirus: Safeguarding in schools, colleges and other providers:** <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

**Guidance on supporting children and young people’s mental health and wellbeing can be found here:** <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing>

**The Education Support Partnership has a free helpline for school staff and targeted support for mental health and wellbeing:** <https://www.educationsupport.org.uk/>

**Extra mental health support for pupils and teachers (articles with links to support networks):** <https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers>

**Keeping children safe in education:** <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

**NASUWT – checklist on preparation for the reopening of schools:** <https://www.nasuwt.org.uk/uploads/assets/uploaded/d8b46e47-fa23-466c-af6e4d55e3022efd.pdf>



**HM Government and NHS 'Coronavirus – Stay Alert, Stay Safe at Work':**

<https://industrialstrategy.frontify.com/d/55EzeVU6rhza/covid-19-business-support#/keeping-your-business-safe/working-safely-guidance>

**Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found here:**

<https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance>

**CLEAPSS – school support for DT, ART and Science:** <https://www.cleapss.org.uk/>

**Guidance for food businesses on coronavirus (COVID-19):**

<https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19> (it may look as though this wouldn't apply to schools, but the Full Opening Guidance points to this PHE document)

**Premises safety in terms of Legionella throughout the C-19 outbreak:**

<https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm>

**Coronavirus: travel guidance for educational settings:**

<https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings>

**Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak (Breakfast and after school clubs):** <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

**Sport England: Grassroot Sport:** <https://www.sportengland.org/how-we-can-help/coronavirus>

**Guidance on the phased return of sport and recreation:**

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation>

**Association for Physical Education:** [www.afpe.org.uk](http://www.afpe.org.uk) (general) and

<https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf> for risk assessment assistance

**Youth Sport Trust:** <https://www.youthsporttrust.org/coronavirus-support-schools>