



# Steyping C of E Primary School



GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR:

**CORONAVIRUS (COVID-19)**


**Used with Existing Risk Assessments & Government Guidance**

## PART 1 : ADMINISTRATIVE DETAILS

Establishment Name: Steyping C of E Primary School

Date of Assessment	Dec 2021	Date of Issue	Dec 2021
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Assessment carried out by	Sue Harrison (Headteacher) Supported by All staff
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Signature	
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## Reviews

Review Date	Reviewed by	Date	Changes Made	
			Y	N
Dec 2021	Headteacher	Dec 2021	Y	
Dec 2021	School Staff	Sent out 02/12/21	Y	
Dec 2021	CoG	Sent out 02/12/21	Y	
Sept 2021	LA Advisor	Sent out 02/12/21	Y	

**ALL CHANGES FOR THIS WEEK HAVE BEEN WRITTEN IN RED**

Affected persons: Young People/Clients ☒ Staff ☒ Visitors ☒ Contractor ☒ Others (specify) Teaching Students

Name of Manager confirming and agreeing Assessment:

Sue Harrison

Signature:



The following sections should be completed by all staff who need to be made aware of and abide by the findings of the Risk Assessment. NB: If, as a result of a review, changes are made to the Risk Assessment the relevant box on the attached page should be completed as appropriate by the staff concerned.

## RISK ASSESSMENT

**I confirm that I am aware of and understand the findings of the Risk Assessment and agree to ensure that I will work to the stated Control Measures and bring to the attention of Management any deficiencies in the findings of the Assessment.**

[illegible]

In agreement with Government guidance Steyning Primary School will use reasonable flexible endeavours to be flexible and work together with the Local Authority to ensure our school is supported to stay open wherever POSSIBLE, taking into account circumstances and cohort.

RISK ASSESSMENT – TO BE USED WITH EXISTING RISK ASSESSMENTS & GOVERNMENT GUIDANCE						
What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Lack of current and relevant information / guidance	Headteacher ensures daily checks are made with Government updates and West Sussex County Council (WSSfS) Health and Safety Resources page. Any key changes in information are implemented and shared with all relevant stakeholders (staff, governors, parents and pupils)	✓	SH	➤ Headteacher will provide updates to all stakeholders via email at least once per week when changes are made.	SH	4/1/21 and ongoing
	In addition to the Government guidance, STEYNING C OF E PRIMARY SCHOOL will actively carry out dynamic risk assessments as part of our work and take steps which we believe are the most prudent to limit Covid-19 spread. At any point, if specific advice or clarification is required in relation to health and safety contact is made with the WSCC Health and Safety team directly	✓	SH	➤ SLT / Premises manager will ensure that school specific issues are reported to the Headteacher so that changes can be made and information disseminated to stakeholders.	MS	4/1/21 and ongoing
	School Website information is automatically updated	✓	SH			
	All staff and pupils (visitors) are informed of the rules and procedures for social distancing and hygiene precautions ( <b>see Annex1</b> )	✓	SH	➤ Site-specific guidance will be provided to all stakeholders prior to re-opening on 4/1/21	SH	Ongoing since
	All staff with underlying health issues, those within vulnerable groups and those who are unvaccinated have been asked to make their condition known to the Headteacher.	✓	SH	➤ All new staff and students – induction handbook	SP	4/1/21
	Arrangements are in place to check the welfare of ANY children who are not attending school, and other pupils where there is a safeguarding concern.	✓	SH	➤ Existing arrangements to check on the welfare of all children will remain in place	All Staff SH NP	4/1/21 and ongoing

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
(Continued) Lack of current and relevant information / guidance	Parents are informed of social distancing and hygiene expectations and for the need to communicate this message in the home environment <b>(see Annex 1)</b>	✓	SH	<ul style="list-style-type: none"> <li>➤ All staff are trained in the new rules and routines, including the use of sanctions and rewards</li> <li>➤ School Websites and answering machine messages will make clear that no-one should visit the school without an appointment</li> </ul>	SH	1.6.20 20.7.20 4.9.20
	STEYNING C OF E PRIMARY SCHOOL has updated the behaviour policy to reflect the new rules and routines, and these changes have been communicated to staff, pupils and parents	✓	SH			
	Coronavirus posters and/or information posters are posted around each school as deemed appropriate	✓	SH		SH Off ice sta ff	1.6.20 Sept 2021 this will continu e
	Prior to contractors and essential visitors arriving at school (where POSSIBLE) their interaction with the school is established beforehand. This process allows for any relevant risk assessments, rules, procedures for social distancing and hygiene precautions to be shared <b>(see Annex 1)</b>	✓	SH			
Precautionary transmission measures not being followed in school	Staff will not report for work if feeling unwell or if in self-isolation until the full recommended period of self-isolation has expired	✓	SH	<ul style="list-style-type: none"> <li>➤ Training was provided for staff in the use of PPE.</li> <li>➤ Staff handing cash to use gloves or wash thoroughly after touching.</li> <li>➤</li> </ul>	SH	20.5.20 20.7.20
	Staff will follow the WSCC 'PPE requirements for staff' guidance where required. <b>Note;</b> most staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others <b>(see Annex 1)</b>	✓	SH			
	The school uses a cashless system to limit cash handling	✓	SH			
	Staff will wash hands regularly including before and after eating and before and after using shared equipment.	✓	SH		Sta ff  Le ad ers	30.8.21  30.11.21
	Staff are urged to take up vaccinations when available.	✓	SH			
	Staff can choose when they wish to use face masks and visors, but it is not compulsory, unless dealing with someone exhibiting symptoms of Covid-19. <b>From 30<sup>th</sup> Nov it is recommend all staff wear face masks in communal areas.</b>	✓	SH			

	Staffroom can now be used for all, but it is advised that staff try to ensure that ventilation is good at all times and that it does not become overcrowded.	✓	SH		Sta ff	30.8.21  4/1/21
	Classes may be arranged as deemed best for learning, but classrooms must ensure ventilation is good with windows and doors open.	✓	All staff			
	Where classes / year groups have are at or exceeded 10% of population with confirmed Covid-19 cases the classes will be put back into 'bubbles' to prevent transmission to other classes or year groups.	✓	SH	<ul style="list-style-type: none"> <li>➤ Classes fogged every night</li> <li>➤ All visits out cancelled</li> <li>➤ All visitors in cancelled</li> <li>➤ Movement reduced around site</li> </ul>	SH	15.11.21

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
(Continued) Precautionary transmission measures not being followed in school	Toilets areas are only (wherever POSSIBLE) used by 1 member of staff at a time. Staff have allocated toilets depending on where you work in the school.	✓	SH	➤ Hand sanitizer should be used before going and washing after.	All staff	1.6.20
	Where POSSIBLE staff will use the same classroom, office, room, area each day and avoid changing classrooms, office, workstations, pens, scissors or other equipment with different staff and pupil groups	✓	SH	➤ <b>Note:</b> parents, carers and settings do not need to take children's temperatures every morning. The medical room and classrooms will have a thermometer to check as needed.	All staff	
	Pupils who are unwell with Covid-19 symptoms will not be allowed to attend school <b>(see Annex 1)</b>	✓	SH			
	A member of staff will ensure all pupils wash their hands immediately on arrival	✓	SH			
	Handwashing techniques are explained to all pupils and the supervision of pupil's washing hands correctly is periodically undertaken by staff	✓	SH	➤ Staff will also ensure their own hands are washed or hand sanitizer used on arrival		1.6.20
	Teachers (and support staff) follow and regularly reiterate the hygiene message to pupils; <ul style="list-style-type: none"> <li>cover your cough or sneeze with a tissue</li> <li>if you don't have any tissues available, then cough and sneeze into the crook of your elbow</li> <li>throw the tissue in a lidded pedal bin</li> <li>avoid touching your eyes, nose and mouth with unwashed hands</li> </ul>	✓	SH		All staff	1.6.20
	All pupils are asked and reminded to wash their hands; <ul style="list-style-type: none"> <li>before leaving home and on arrival at school</li> <li>after using the toilet and after breaks and sporting activities</li> <li>before food preparation and eating any food, including snacks</li> <li>before leaving school</li> </ul>	✓	SH	➤ Foot operated lidded bins (avoiding hand contact) will be used where POSSIBLE, but normal bins will be removed to reduce hand-contact. Staff will monitor if bins are close to overflow.		
	Equipment, stationery and textbooks are not shared and should remain with that pupil on their desk or in their drawer, where possible <b>(see Annex 1)</b>	✓	SH			30.8.21
	All classrooms, school hall and other high flow areas of the school will be sterilized once a week with a 'fogger.'					4/1/21

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<i>(Continued)</i>  Precautionary transmission measures not being followed in school	External doors and windows are opened to allow additional ventilation, where POSSIBLE (including offices)	✓	SH	➤ PPE will be available for all staff. Visors and face masks can be used when needing to have close contact with a member of staff or pupil. Members of staff to teach at distance without PPE generally.	DT	1.6.20
	Where POSSIBLE and weather permitting, the school will try to maximise the use of outdoor spaces for teaching	✓	SH			
	Pupils do not share their own exercise books <b>(see Annex 1)</b>	✓	SH			
	pupils do not wear face masks or face coverings in schools unless it is a requirement of an authorised/competent risk assessment	✓	SH			
	Staff can wear PPE it is their choice and it will be available.	✓	DT			
	Staff will be asked to undertake Lateral Flow Tests x2 a week and report their results nationally and to the school. If positive, the staff member will self-isolate and request a standard Covid test. If negative, will continue as normal. If void, will take another test. If void again, will inform school in case the batch is defective. School will store, administer, collate information, order more stock as need be and abide by DfE instructions. School will set up a special email address called Lateral Testing Reporting where the staff email the results to SLT on a daily basis, the information is then processed as directed by the DfE. If staff receive a positive test they have to contact Simon Phipps immediately as well as uploading their data to the NHS track and trace.	✓	DT  DT/ NP	School will continue to follow all PHE advice	DT	25.1.21
Social distancing failure	We have chosen to maintain the externally socially demarcated zones to support visitors to the school and support keeping staff and children safe. This includes car parking, access and drop off points, school entrances, reception areas.	✓	SH	➤ Social distancing signage and floor markers/cones will be used where appropriate.	DT Staff	1.6.20 and ongoing

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<i>(Continued)</i>						
Social distancing failure	Support staff/Teaching Assistants are drawn on in the event there are teacher shortages, working under the direction of other teachers in the setting	✓	SH	<p>➤ Adults will collect and hand out. Pupils to antibac before and after use. Adult to return to trolley and antibac trolley.</p>	SP	30.8.21
	Where and when possible, groups will use direct external doors into classrooms to reduce the footfall along corridors and circulation routes	✓	SH			
	When outdoor equipment is used, children need to wash hands after use and multiple groups do not use it simultaneously	✓	SH			
	Movement of pupils around the school is staggered to reduce large groups of pupils / staff gathering (brief, transitory contact, such as passing in a corridor, is low risk)	✓	SH			
	Soft furnishings can return to the classroom if it can be washed in a washing machine. unnecessary items and toys that are hard to clean (such as those with intricate parts) are removed unless they are to remain with that individual and will not be shared unless cleaned.	✓	SH			
	As much as POSSIBLE, staff seek to prevent the sharing of food, drink, utensils, equipment and toys ( <b>see Annex 1</b> )	✓	SH			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<i>(Continued)</i>						
Social distancing failure	To reduce queues and face to face conversations, parents and any potential known visitor(s) to the school are informed to phone/email the school, if they have any queries ( <b>see Annex 1</b> )	✓	SH	<p>➤ Visitors will begin to be allowed into school under very specific conditions.</p>		
	Any essential face to face meetings will be undertaken maintaining 1+ metre social distancing.	✓	SH			
	As much as POSSIBLE, pupils and staff are spaced apart i.e.	✓	SH			

<ul style="list-style-type: none"> <li>• the use of staff rooms and break out areas are staggered to limit occupancy</li> <li>• using a one-way circulation direction of travel rule i.e. keep left</li> <li>• break times (including lunch) are staggered to minimise staff and pupils contact and mixing where necessary due to space restrictions <b>(see Annexes 1-3)</b></li> <li>• avoiding unnecessary gatherings</li> <li>• pupils to leave the class, one at a time to manage pinch points</li> <li>• there are arrangements for breaks/play times, so that only one group of maximum 240 pupils are in the same playground area at one time <b>(see Annex 1)</b></li> <li>• pupils using toilet and welfare facilities at one time are limited</li> </ul>		<p>➤ Signage will only be used to support direction of travel i.e. suitable tape for marking floors and laminated notices located at pupil's eye level if deemed to be necessary</p>	SH MS	Ongoing monitoring
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7 / 06 /21

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<i>(Continued)</i>  Social distancing failure	Throughout meal service times, children will be seated in year groups.	✓	SH	➤ Packed lunches will eat outside – weather permitting <b>(see Annex 1)</b>  ➤ Hand sanitiser is used as a second option if handwashing is not viable	MM S	
	Staff and pupils are reminded to wash their hands prior to eating	✓	SH		Tea chers CG	
	Children who bring packed lunches will eat at tables in the main hall and will take their rubbish home with them or outside if weather permits. Tables to cleaned before and after eating.	✓	SH			
	Suitable drop of and pick up points where parents can socially distance has been established <b>(see Annex 1)</b>	✓	SH	➤ Limiting drop off to one parent/carers  ➤ Movement around site at drop off and collecting by parents will be monitored and changes will occur to ensure social distancing continues to be possible.  ➤ Restrict vehicles entering school site  ➤ Social distancing floor markings/cones will be used if necessary ➤ Info sent out about one-way system for drop off and collect ➤ Parents advised how to enter and exit school so as to avoid meeting SGS students. ➤ Regular letters on how to support school to keep everyone safe.	MM S	
	Pupil drop-off and collection times are staggered (including avoiding peak times) <b>(see Annex 1)</b>	✓	SH		JH	
	Parents are reminded/encouraged to follow Coronavirus (COVID-19): safer travel guidance for passengers and discouraged from gathering at school entrance gates or doors  Parents asked to wear masks when cases start to rise.	✓	SH		SH	
			✓		SH	

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Across school Working	As we no longer work in 'Bubbles' all staff will be able to work cross the whole school. However, vaccination, ventilation, and hygiene continue to be very important.  'Bubbles' will be brought in when necessary to reduce transmission across the school or to specific groups to keep classes working as normally as possible for as long as possible.	✓	SH		SH  SH	30.8.21  15.11.2

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Staff and pupil wellbeing	Workloads are carefully managed, and staff are assessed if they are having to stay at home due to health conditions if they are able to support remote education, while others focus on face-to-face provision. Should the school go into lockdown.	✓	SH	<ul style="list-style-type: none"> <li>➤ The design of the school curriculum will be adapted to manage the workload and well-being of staff and pupils (<b>see Annex 1</b>)</li> <li>➤ Mental Health sessions weekly in class. Training provided at INSET.</li> <li>➤ Continuously offer SAS Health and Well Being services to both staff and pupils. Also Hays Mental Health Course freely available.</li> <li>➤ This includes counselling for all staff.</li> </ul>	DT	Ongoing
	Staff are mindful and supportive to pupils and fellow colleagues who may have experienced loss, require time to express their feelings and for pupils, make friends again	✓	SH			
	The mental health and wellbeing of all staff (including the Headteacher) and the need to implement flexible working practices in a way that promotes good work-life balance is endeavoured for where practicable – this has been agreed and supported by the school Governors Personal Risk Assessments for staff are completed and staff are to inform SLT if there are any changes to their personal circumstances.	✓	SH			
	Staff to take breaks during their groups play/break times with another member of staff supervising	✓	SH		SH	Ongoing
	Staff are informed that access to Coronavirus (COVID-19) testing is available and to follow our Local Authority procedure	✓	SH			

				➤ All stakeholders will be kept informed of the latest testing arrangements		
Staff, pupils or visitors develops symptoms of coronavirus (COVID-19) on site	When a child, young person or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to take a PCR test. Should this be negative they can return to school. If positive they will have to self-isolate. <b>At this point all siblings should get a PCR test too and only return to school if the result is negative or after a period of 10days if the result returns as positive.</b>	✓	SH	➤ All staff and pupils have access to a test if they display symptoms of coronavirus, and they are encouraged to get tested ➤ STEYNING C OF E PRIMARY SCHOOL will ask for all suspected cases to be tested. Once a test shows no case of Covid-19, staff or pupils can return to school. If a case is confirmed, see 'Confirmed Staff or pupil Covid-19 case' section below	SH	30.8.21  Ongoing
	Staff (or visitor) will self- isolate and take the journey home by car. If they require the use of a taxi, they should wear a face mask (provided by the school)	✓	SH			
	Staff and Senior Leaders make appropriate communications arrangements for wellbeing	✓	SH			
	Pupil reported to Headteacher and taken to designated area (Isolation room where a pupil can be isolated behind a closed door until further notice with a window opened for ventilation where POSSIBLE) whilst being mindful of the pupil's needs	✓	SH			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
(Continued) Staff, pupils or visitors develops symptoms of coronavirus (COVID-19) on site	An isolation room has been developed with all wipe down surfaces for a child to wait in and the child is visible from the front office. Staff to wear PPE.	✓	SH	➤ All PPE equipment has been ordered Need to monitor supplies at all times  ➤ Parents will be asked to ensure someone can collect their child <b>within 45 minutes</b> of contact at all times <b>(see Annex 1)</b> ➤ Staff are also informed of suspected cases	DT RS	28.5.20
	PPE is worn by staff caring for the child while they await collection if social distancing cannot be maintained (see WSCC PPE and Gov requirements for staff guidance). As a precaution staff should wash clothing when they get home in accordance with the manufacturer's instructions, using the warmest water setting and dry items completely (Most viruses won't survive in temperatures over 60°C)	✓	SH			
	Parents informed of their child developments and asked to collect immediately	✓	SH			
	In an emergency, staff will call 999 if they are seriously ill or injured or their life is at risk.	✓	SH			
	Enhanced cleaning is undertaken in the classrooms, offices and any other room(s) used by the person with symptoms of coronavirus (COVID-19)	✓	SH			
	Classrooms(s), offices and other room(s) used by the member of staff or pupil with a confirmed case of Covid-19, are closed off for enhanced cleaning. Where cleaning and disinfecting is not required <u>immediately</u> , for instance where we can use another room/classroom /office then, and where practical to do so, the process will be delayed for 72 hours, during which time these areas will be secured with appropriate signage on the door 'Closed for Cleaning'	✓	SH			
	Areas where the individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids are cleaned thoroughly as normal	✓	SH			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Lack of hygiene provision and effective cleaning	Where safeguarding and security is not adversely affected, all: <ul style="list-style-type: none"> <li>internal doors that are not designated fire doors;</li> <li>fire doors with automatic closers;</li> <li>doors that do not need to be kept closed for security reasons;</li> </ul> are left open during the day when building is in operation to reduce the risk of having to touch communal door handles and push plates	✓	SH	<p>➤ Some outside doors will have catches fitted to allow them to be held open.</p> <p>➤ Note: hand sanitiser can be effective if soap is not available or the situation makes using soap less feasible (i.e. when outside) but using hand sanitiser provides none of the virus-destroying friction that rubbing your hands together and rinsing with water provides</p> <p>➤ Staff and Children to clean tables and chairs in their bubble. Staff to clean resources Friday after school.</p> <p>➤ Staff and children to bring own food waste home.</p>	A E	As required
	Hand sanitisers are located at key points where handwashing is not viable i.e. entrance/reception areas for visitors to use	✓	AE			
	Soap dispensers and hand towels within toilet areas are fully stocked at the start of each day and regular checks are made throughout the day to ensure adequate supply	✓	AE			
	Additional cleaning requirements will be assessed with DT and MS and cleaning contractors, which may include additional hours to allow for this	✓	SH			
	Premises Manager follows (existing) cleaning procedures and risk assessments with special attention given to frequently touched surfaces (contact points) i.e. light switches, handrails, door handles and toilets etc	✓	AE			
	Classrooms, desks and chairs are cleaned at the end of the of the day	✓	SH AE			
	While packaging is not known to present a specific risk, delivery containers/packages are cleaned entering the site and handled in line with usual manual handling safety practices and hands are washed immediately after handling	✓	Office			
	The school/setting would pursue; <ul style="list-style-type: none"> <li>external cleaning services</li> <li>temporary cleaners if alternative arrangements cannot be made</li> </ul>	✓	SH			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
(Continued)						
Site staff absence	If school site cannot be cleaned, we will contact the Local Authority for further advice before making decisions to temporarily close on health and safety grounds	✓	SH	➤ Staff and parents are informed with WSCC agreed statement if the school is to temporarily close or move staff and pupils to another school	SH	As required
Effective cleaning no longer available	Text alert and email service to parents to notify them of any exceptional temporary closure due to insufficient staff cover	✓	SH			
Unsafe Buildings	All statutory inspections are up to date and compliant	✓	SH	➤ Registers will need to be taken and then sent to Office. ➤ Staff will sign in in the usual way using their own pen  ➤ All normal evacuation procedures will remain in place, but staff will prepare children to maintain distancing as much as is practical in the event of an evacuation. Groups should remain apart during evacuation where POSSIBLE ( <b>see Annex 1</b> )  ➤ Fire drills protocols will remain the same – procedures will be discussed with pupils upon return to school, including how they can be kept socially distant	Staff	1.6.20
Operating in a different manner to normal operation	Contact is made with Property Services if any problems are identified	✓	SH			
	The operational Fire risk assessment has been reviewed and appropriate controls are in place	✓	SH			
	Signing in system for knowing who is in the school when open.	✓	SH			
	Staff know how the fire alarm system works (and back up method of raising the alarm is considered if necessary)	✓	SH			
	There is an evacuation plan that ensures the areas being used are clear and everyone has exited the building should the alarm go off	✓	SH			
	Personal Emergency Evacuation Plans are in place for pupils/staff who need assistance to evacuate the building	✓	SH			
	Key staff know where utility isolation points and firefighting equipment are	✓	MS			
	Activities undertaken do not increase the potential for fire	✓	SH			
	Fire drills are undertaken and recorded whilst ensuring social distancing measures are adhered too. This may be done initially by doing a known to all fire drill, so that each group has sufficient social distancing while exiting and assembling <b>for drill purposes only</b>	✓	SH			
	Alarm points and the Fire logbook checks are completed	✓	SH			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Travelling to and from work	Staff are advised to keep socially distanced as possible from other people on the way into work if walking or using public transport and to wash hands as soon as they arrive at school (considering touch points and making adjustments as they go to wash their hands thoroughly)	✓	SH	➤ Staff should also ensure they wash their hands before leaving home as per current guidance	All staff	ongoing
	Staff are advised to keep up to date about reduced public services and closed stations	✓	SH			
	Staff are encouraged to avoid rush hours and busy times if they can and use contactless payment	✓	SH			
	Staff are informed (for information) to read Government Coronavirus (COVID-19): safer travel guidance for passengers, which is available online	✓	SH			
Driving to and from work	If staff have to get out of the vehicle en-route, and cannot wash their hands or do not have an appropriate alcohol-based hand sanitiser, they are advised to avoid touching their face; avoid eating or drinking; and wash their hands as soon as they can	✓	SH			
Precautionary transmission measures not being followed by home	If the school is informed that the prevention of transmission guidance law has been broken by the family and this has been confirmed.	✓	SH	The child/ren will have their place withdrawn for a 10-day period to reduce the likelihood of transmission to others.	SLT	Jan 2021 onwards



# Annex 1

## Stepping Stone Primary School

### Covid-19 Protocols



**Overview:** The list of items on the following pages remain a 'work in progress' and will be subject to continual review as of **Monday 15<sup>th</sup> November 2021**. All the information should be read in conjunction with the main **Stepping Stone Primary School (Covid-19) Risk Assessment**.

Changes to the protocols will be sent to all stakeholders and shared with pupils as they occur. All parents and staff will receive a copy of the updated protocol document as and when is required and where amendments have been made these will be easily identified.

If you do have questions that are not covered by the protocols or the risk assessment, please email: [office@steppingstoneprimary.w-sussex.sch.uk](mailto:office@steppingstoneprimary.w-sussex.sch.uk)

- **Pupil Numbers:** From September 2021 there will no longer be 'Bubbles' however we will aim to stagger large gatherings such as start and end of days, as well as break and lunch times.
- **Attendance:** We will continue to implement a staggered start, break, lunch and finish times, but with closer gaps.

#### Week Beginning 1<sup>st</sup> Nov and moving forward:

Who?	Start of the day	Lunchtime	End of the day
<b>EYFS</b> School day (9.00am – 3.10pm)	Gate will open at 8.50am. School to start at 9.00am	Lunch to be extended to an hour	3.10pm instead of 3.00pm
<b>Y1 – 2</b> School day (8.45am – 3.15pm)  <b>Y3 – 6</b> School day (8.45am – 3.20pm)	Gate will open at 8.40am. School to start at 8.45am		Y1/2 extended to 3.15pm finish instead of 3.10pm.  Y3,4,5&6 continue to be 3.20pm
In the event of a class going into a bubble the side gate off the main front playground will be used for entering and exiting the school site to reduce contact with other classes.			

All children will go straight to their classrooms with all of their equipment where they will wash their hands under the guidance of the adult in the room. All equipment will be placed in their tray or cloakroom space.

- **TAXI'S** – Children who regularly arrive by taxi will wear masks. Taxi drivers will line up as surrogate parents social distanced with their child and also wear masks.
- **Classroom Layouts:** Teachers can choose how children will learn best, as long as ventilation is good.
- **Resources and items from home:** Each child will need to bring their own resources to avoid cross-contamination (please contact us if any item is an issue and we of course will help.)

## Children's Resources:

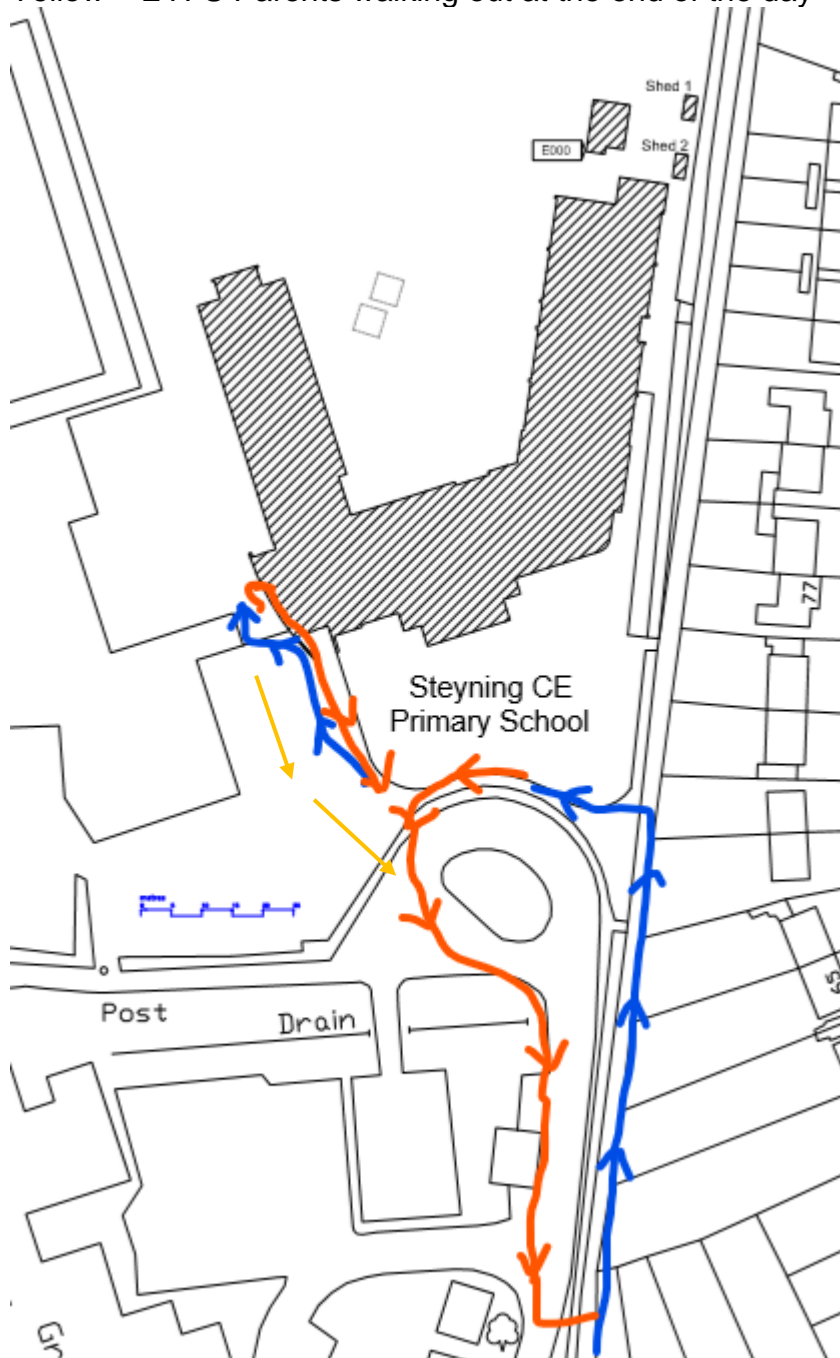
Please provide your child with these things		
EYFS	Key Stage 1 (Years 1 & 2)	Key Stage 2 (Years 3,4,5 & 6)
<ul style="list-style-type: none"> <li>A standard sized pencil case/ sandwich bag;</li> </ul> This must be small enough to fit in a standard class drawer, (must not be a 'smuggle' case)		
<ul style="list-style-type: none"> <li>Spare set of underwear (named)</li> </ul>	<ul style="list-style-type: none"> <li>Glue Stick</li> </ul>	<ul style="list-style-type: none"> <li>Colouring Pencils</li> <li>Glue Stick</li> <li>Pencil sharpener</li> </ul>
<ul style="list-style-type: none"> <li>Named water bottle</li> <li>Named lunchbox (if your child is not having a hot lunch)</li> <li>Healthy snack (Fruit or Vegetable - Free fruit provided for KS1)</li> <li>School bag</li> <li>Book bag</li> <li>Coat</li> <li>PE Kit</li> </ul>		
These will have allocated spaces, but they <b>MUST</b> be named to ensure they are not used by others		
Mobile Phone: If you walk to school you can bring a phone, but this must be kept and switched off in your own bag once at school. The school cannot be held accountable for any damage or theft, if you choose to allow your child to bring a phone to school.		
Sun Cream, hand cream and Hat: We suggest that these are brought in on the first day and remain in school in their trays. We would be grateful if parents could help younger children to practice applying sun-cream as we will be unable to help them with this.		
<b><u>SCHOOL BAGS</u></b> All children – Can bring bags especially if they walk home, but please consider if it is really necessary. Please ensure bags are not too large to reduce space taken up in cloakrooms, that children can carry the bag by themselves, as well as being able to open and close their own bag.		

**PE** - Year 1 to 6 will come to school in their PE kit on the days they have PE and stay in their kit all day. EYFS will not do this as part of their curriculum is learning to put clothes on and off.

Year Group	Class	Day/s to come into school in PE Kit	Class	Day/s to come into school in PE Kit
Y1	Squirrels	Wednesday & Friday	Butterflies	Wednesday – Every week & Alternate Thursday and Fridays. (Starting with Friday 12th Nov next week)
Y2	Owls	Wednesday & Thursday	Woodpeckers	Tuesday & Wednesday
Y3	Foxes	Tuesday & Thursday	Frogs	Tuesday & Thursday
Y4	Adders	Monday & Thursday	Badgers	Monday & Thursday
Y5	Muntjacs	Tuesday & Friday	Moles	Tuesday & Friday
Y6	Buzzards	Monday & Friday	Stoats	Monday & Friday

## Walking into School:

- Blue = Walking in      Red+ Walking out
- Yellow = EYFS Parents walking out at the end of the day



- **Parking:** Parents will not have car access to Steyning C of E Primary School Car park. Please ensure you have plenty of time and follow the diagram to walk in a circular route to avoid crossing other people's paths. Please do not drive on to site unless you have a school permit as there will be no access and there is no room to turn around. You will be asked to buzz in and give you ID to get access via the school office, so please leave time for this.
- **Masks:** Parents will continue to be asked to wear masks (due to the increased risk of the Indian variant) when they are at the school gate dropping or collecting their children or if they come into the school office.
- **Breaktimes:** Break times will be staggered. All fixed outside equipment on playgrounds will be timetabled for year groups on specifics days.

- **Lunchtimes:** These will also be staggered (see tables above for timings). These will be staggered, and children will sit in Year group in the Hall. Children will wash their hands before lunch and after returning from outdoor play. Parents if you are providing packed lunches please ensure that they do not require adult assistance to open and that all lunchboxes are well labelled with your child's name.
  - **Outdoor Activities:** At break and lunch times, as well as any other point that children are outside, activities will be directed by a member of staff.
  - The playground and field will not be split into sections
  - No toys or balls are to be brought into school by children.
- **Assemblies:** We hope to introduce some face-to-face Assemblies in Sept 2021. **Should classes be put into a bubble, they will not attend whole school assemblies.**
- **After school Clubs:** These will return from September 2021. **In the event of a class or Year group being put into a bubble all children from that bubble will not be able to attend indoor clubs.**
- **Infection Control/Social Distancing:** Everyone who attends the school (staff and pupils) will follow the protocols below that are designed using the government guidance and the 'hierarchy' of priorities for infection control:
  - *minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges*
  - *cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered*
  - *ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach*
  - *cleaning frequently touched surfaces often using standard products, such as detergents and bleach*
  - *Visitors and parents to wear masks when on school site.*

**If cases begin to rise further precautions will be:**

- *minimising contact and mixing by altering, as much as POSSIBLE, the environment and timetables (such as staggered break times)*
- *Staff to ensure close contact with a child or another adult is kept to less than 15 minutes*
- *Teacher to teach from the front where possible and where not possible alongside.*
- *Support staff or teacher when working with groups need to sit 1m+ where possible away to support the group with learning.*
- *Forming a 'Bubble' to reduce mixing across groups of children and adults.*
- *Classroom Fogged daily.*

The guidance is very clear that schools are not being expected to maintain 1 metre + gaps between people and we want to be up front from the start that it is likely to be extremely challenging to do this at all times. Nonetheless, we believe we have made plans that will maintain the distancing measures whilst in school as much of the time as POSSIBLE.

Some of the infection control measures are covered in other sections and in the main risk assessment, but here are a number of key areas that are agreed as part of our protocols:

- **Symptoms:** Any child or member of staff who displays symptoms will be sent home. If the only symptom displayed has been a cough, we will send the child home and liaise with the parents to see if it persists. If there is a persistent cough and/or a temperature, children will have to be tested and will not be able to return to school until they have been cleared.

- If school staff have a reason to be concerned about a child's temperature (through child reporting or visible signs), their temperature will be taken and if it is 38 degrees or higher, they will isolate the child and they will be sent home.
- We will use the Medical Room for isolation purposes and parents will be able to pick up from the Front Office.
- Parents will be expected to ensure that there is never a time that there will not be an adult available to collect a child within 45 minutes of receiving a call from school.
- If there is a confirmed case in school, we will enact policies following DFE guidance and all parents will be informed.
- A coronavirus test can be booked here: <https://www.nhs.uk/conditions/coronavirus-covid-19/>
- Should someone be confirmed as positive they are required to engage with the Test and Trace process.
- Should x5 confirmed cases occur within two weeks this would be considered an outbreak and may result in the Local Authority closing a large proportion of the school or the entire school down for cleaning and testing.

If your child has a positive LFT (Lateral Flow Test) or shows any Covid symptoms we ask that you book a PCR test for them and their siblings. Whilst you are waiting for the results of the PCR your children will be off school, until the result is confirmed.

- **Infection Control:** Children will have to wash their hands regularly and will need to bring their own hand cream if this causes skin problems. We expect that this will be **at least 5-6** times per day.
  - Tissues will be available for every child to help promote the 'Catch it, bin it, kill it' approach.
  - Surfaces will be wiped between activities with antibacterial spray and wipes.
  - At breaktime and lunchtime, all door handles and the locks on toilet doors will also be wiped down by classroom staff.
  - Surfaces will be washed thoroughly each day and wiped with antibacterial spray at regular intervals during the day.
  - All regular contact points such as door handles are prioritised for cleaning each day.
  - Each Classroom will have their own First Aid Kits.
- **Medications:** Existing regular medications such as inhalers will be kept in the appropriate classroom:
  - Where a request is made to administer medicine, forms will need to be completed at home and sent in with the child.
  - If a child needs medication because they are feeling unwell, they will not be allowed in school, so medicines like Calpol will not be allowed.
  - If a child needs medication for a condition such as hay fever, we will ask that this is administered before arriving at school.
  - If any medical condition risks the safety of others e.g. regular sneezing through hay fever, we may need to ask parents to keep their child at home until those symptoms have abated.
  - First aid - at lunchtime each MMS will hold a basic kit for simple injuries. There will also be a First Aider based inside for other first aid needs.
- **Social Distancing:**
  - Although there is no requirement for children to remain socially distant at school in the classroom. **We will endeavour to support this where possible, in the event that cases start to rise.**
- **Personal Protective Equipment (PPE):** Although we will have a stock of PPE in place from Monday 4<sup>th</sup> January 2021 (aprons, gloves, face-masks and eye protectors) it will be at staff discretion as to how often they wish to use this, but is good practice for:

- PPE will always be used by all adults when dealing with people who are showing symptoms.
  - During the school day, handwashing and good hygiene will be the priority.
  - PPE will be used as and when required, at an individual's discretion, throughout the day by all staff.
  - PPE will be used where intimate care, including first aid, has to take place.
  - Where POSSIBLE, older children will be supported to apply their own first-aid (cleaning of grazes or similar).
  - Each adult will have their own supply of PPE, including hypo-allergenic gloves where required. Each group will also have a 'grab-bag' with one of each item ready in case of emergencies.
  - Grab bags to be available at the entrance to every door to the playgrounds.
- **Covid-19 Testing** : In the event that a pupil or a member of staff is sent home shows symptoms of Covid-19 and required to get tested. The school will advise them to apply to a local test centre. In exceptional circumstances the school can provide a test kit, however this will delay the results.

**Communication:** Parents will be asked to use the correct school email addresses for contact and communication this will ensure all messages can be dealt with more effectively:

1. For any Medical, Medicine or Welfare enquires please contact the Welfare email address:
    - a. [welfare@steyningprimary.org.uk](mailto:welfare@steyningprimary.org.uk)
  2. For any Absences, Change in Pick up or Collections, Afterschool Clubs and Travel or Parking enquires/issues please contact the Reception email address: [reception@steyningprimary.org.uk](mailto:reception@steyningprimary.org.uk)
  3. For any Admissions, Hot School Meals and General School enquires/issues please contact the office email address: [office@steyningprimary.w-sussex.sch.uk](mailto:office@steyningprimary.w-sussex.sch.uk)
  4. For any School Trips, Scopay and School Resourcing and Ordering please contact the Finance assistant email address: [financeassistant@steyningprimary.org.uk](mailto:financeassistant@steyningprimary.org.uk)
- Parents will be asked to provide any information via email - we are now also able to have short pick-up 'chats' but please wait until all children have been collected.
  - If staff do need to use landline school telephones, only one adult per classroom should use the agreed handset for that group.
  - To support communication to parents each Class will have a 'Marvellous Me' group set up so staff can send information and children's rewards to parents
- **Evacuation Procedures:** All normal evacuation procedures will remain in place so that the children remain confident of how to leave the building in an emergency. Staff will talk these through with the children and discuss how social distancing can be kept in place where POSSIBLE. This decision has been made as the risks associated with a reason to evacuate e.g. fire considerably outweigh the risk associated with Covid-19.
  - **Uniform:** We expect children to come to school in their normal uniform, **except on PE days when they will wear PE kit.**

**Staff:-** Please bring lunches that do not require much preparation and bring your own food waste home

**Toilet Arrangements:** Each Key Stage and gender has their own toilet, Team Leader to ensure that there is a rota to checking on regular cleaning of door handles.

**For staff:**

- Staff will use the staff toilets, ensuring that the cleaning protocols are followed.

- Women working in Reception, Staff in Key Stage 1 corridor, office and SLT to use disabled toilet and SSC toilets as unisex.
- Women working in KS2 corridor and the Happy Hub to use the toilets in KS2 corridor.
- Men to use the men's toilet in KS2.

- **Non- Class based staff:**

The Music teacher will be based in her Music room. Classes to move to Music room with a specific pathway so as not to reduce congestion in corridors:

- KS1 classes to go outside across playground and into Music room from internal corridor.
- Year 3 & 4 to go through internal corridor to Music room.
- Year 5 & 6 to go outside to external entrance to Music room.

The PE teacher will be teaching PE outside and in the hall with good ventilation, however, will enter rooms to supervise children getting changed for PE.

The SSC Staff may work in classes or collect children from their classrooms and bring to Robins for support rather than within the classroom.

The Children's Mentors will be based in Caterpillars and can work across the school. They will use PPE as required.

HLTA and Learning Support Assistants will move across the school however this will be limited within a day and cleaning hands between groups / individuals as required. They will use PPE as required.

The Library Manager will be based in the school Library but will work with children across the school and will work with small groups and individuals from across the school.

Therapists (Speech and Language and Play) will have a designated space within the Robins area and children will meet with them for planned meetings in a socially distanced way and rooms will be cleaned down around touch points and resources between use.

Teaching Students will be placed within classrooms and year groups and follow the same rules as their allocated teaching mentors.

Senior Leadership Team will move across the whole school as required, however will limit this within a day to reduce likelihood of transmission. They will use PPE as required

- **Visitors:** From 1<sup>st</sup> Nov onwards we will be beginning to increase our regular invited visitors into school. They will be required to be DBS checked, doubled vaccinated and to have had a Lateral Flow Test on their day of entrance to the school to support prevention of transmission.
- In the event a part of the school or all the school reverts to a 'bubble' then that 'bubble' will not be allowed visitors or visits out.
- From Sept 2021 extra-curricular clubs will be taking place. This will be reviewed dependant on transmission rates.

**Visits:** We will be resuming school trips if Covid secure.