

## Tier 5 Risk Assessment

Following the Government announcement on the closure of all Primary schools in January 2021 which will now be until at least 22<sup>nd</sup> February 2021, JPS will be offering on-site places to the children of critical workers and vulnerable children as required in the guidance. In the first instance, when London schools were closed on Friday 31<sup>st</sup> January, we offered places to families who applied at the start of term for the eight-day closure period. Now that we have entered a full national lockdown, we will be re allocating places using a system of levels until there is a national review.

The [full guidance on the opening of schools](#) brought greater clarity about the level of preparation required to open our schools and settings. As the guidance states: 'There cannot be a 'one-size-fits-all' approach where the system of controls describes every scenario. School leaders will be best placed to understand the needs of their schools and communities, and to make informed judgments about how to balance delivering a broad and balanced curriculum with the measures needed to manage risk. The system of controls provides a set of principles to help them do this and, if schools follow this advice and maximise use of control measures, they will effectively minimise risks.' We will continue to follow these same principles.

- CARE We will do our utmost to ensure our staff and children are kept safe and well, keeping their health/safety and well-being are central to what we do
- COMMUNICATION We will do our utmost to communicate in an open, honest and transparent way with staff and our school community
- CAUTION We will take the advice on the risks associated with re opening ensuring that thorough assessments and necessary precautions are in place as far as is practically possible

### Covid-19 alert levels

5	As level 4, with material risk of healthcare services being overwhelmed
4	Covid-19 epidemic in general circulation; transmission high or rising exponentially
3	Covid-19 epidemic in general circulation
2	Covid-19 present in the UK but cases/transmission low

- 1/9/20 – Level 3
- 22/9/20 – Move to Level 4 alert level – Covid-19 epidemic in general circulation, transmission high or rising exponentially
- 5/11/20 – move to Level 5 – national lockdown with exception of schools
- 2/12/20 move to Tier 2 Contingency planning
- 4/1/21 move to Tier 5

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School staff are expected to follow mitigation as per Risk Assessment detailed below:

Risk and Expectation	Plan for mitigation/way to meet expectations	Risk Before mitigation L, M, H	Risk After mitigation L, M, H
<b>Staffing levels and place allocation</b>			
Adequate staffing levels can be maintained for the planned number of children in school	<p>All staff including those offering therapeutic support/wider curriculum activities expected in school as per rota from 4/1/21 unless CEV.</p> <p>Places to be offered to KW and vulnerable children (priority given to EHCP/LAC children in the first instance) <u>only</u> due to high level of risk. This will mean that the school will be closed including Nursery for all children except KW and most vulnerable children as of the start of the Spring term. Covid cases on Tuesday 5<sup>th</sup> January 2021, topped 60,000 for the first time since the pandemic started. The latest data estimates one in 30 people in private households in London had Covid between 27<sup>th</sup> December and 2<sup>nd</sup> January and on 5/1/21 a further 830 people have died. This is an extremely serious and volatile situation and one that we need to work together to bring under control. Although the Govt have declined to endorse nursery closures, as children are reported to be at low risk from the virus, we await further evidence/Union advice on the impact on adults who will be unable to socially distance in these settings and are therefore more vulnerable to contracting the virus. The Govt has acknowledged that schools are "vectors of transmission" and we are unable, therefore to allow any members of our staff to be placed at greater risk than others. We therefore continue to use our discretion as per the initial guidance for Nursery settings within schools to ensure that all are the safest they can possibly be. The risk is too great at the present time</p> <p>Letter sent to all parents/carers 6/1/21 detailing arrangements and application for places</p> <p>All support staff assigned to children with EHCPs to be in school as directed to ensure requirements in EHCP are fulfilled. Support staff to</p>	H	M

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	<p>be delivering zoom sessions as required for EHCP children not in school. IMs to organise as necessary.</p> <p>All Class teachers to be providing daily online learning for all children, irrespective of whether on site or not. Additionally, CTs/CS on rota to deliver online learning in school.</p> <p>All staff to be available to cover sessions in school at short notice as required.</p> <p>Bubbles to be opened for each year group with the exception of Reception and Nursery which will open as EYFS bubble in the first instance</p> <p>Only Streatham site to be open in the first instance.</p> <p>Individual staff to discuss any particular issues with SLT</p>		
There is a DSL, Paediatric First Aider and Health and Safety Lead on sites at all times and staff know who these staff members are	<ul style="list-style-type: none"> <li>• All SLT trained as DSLs</li> <li>• All EYFS staff trained as PFA</li> <li>• Key office staff trained as first aiders</li> <li>• Majority of TAs are trained as first aiders.</li> </ul>	L	L
Individual risk assessments need to be completed for any pupils returning with specific needs/care to establish whether the placement can be facilitated safely	Risk assessment for individual pupils to be updated by IMs	M	L
<b>Vulnerable staff</b>			
Staff who are extremely clinically vulnerable and shielding	<p>SBM to complete individual risk assessments for all vulnerable staff and those who feel that they fall into a particularly vulnerable group and are more at risk. All staff with/or needing risk assessments to arrange appointments with SBM as soon as possible so that risk assessment can be written and/or updated..</p> <p>All CEV staff to shield as of 4/1/21 unless advised otherwise. Re visit risk assessments for review from 2<sup>nd</sup> lockdown</p> <p>Full PPE to be made available as necessary</p> <p>Staff testing to be made available</p>	L	L
Staff who are pregnant	Individual staff should make contact with EHT as soon as possible	x	X

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	<p>Individual risk assessments to be completed with SBM as necessary in light of national lockdown</p> <p>All staff who are 28+ weeks and/or with underlying conditions should shield as of 4/1/21</p>		
<p>Staff showing symptoms of the virus to be given sufficient time off to recover following illness in addition to the guidelines on self-isolation. All symptomatic staff to be tested as soon as possible through drive in centres/pop up test centres. Results to be communicated to EHT as soon as received.</p>	<p>SLT to stay in touch with staff and ensure they are fully ready to return to work.</p>	L	L
<p>All GOV.UK guidance to be followed regarding isolation, distancing and hygiene</p>	<p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-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-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p>	L	L
<p>School SLT to liaise with any staff members who are anxious/struggling to readjust.</p>	<p>Individual risk assessments to be carried out for staff finding it difficult to adjust or anxious</p> <p>Staff wearing masks/visors/gloves – all staff to wear visors and/or masks when at gates or in communal areas (including lunch hall) until further notice.</p> <p>Stock of visors in school for staff to use as necessary</p>	L	L
<b>Vulnerable children</b>			
<p>Children with underlying health concerns</p>	<p>All staff have access to health care plans if in place</p> <p>Staff should be made aware of any medical needs of the children they are caring for eg allergies, asthma etc., and devices such as epipens and inhalers should be readily available in medical room (STR) and office in WN post 18/1/21</p> <p>Ensure that staff are trained for medical procedures/first aid where appropriate</p> <p>All epipens/asthma pumps to be stored in offices. Staff to be aware of individual children's needs. Staff to complete online training as necessary.</p> <p>All information regarding medical needs to be kept in file in each of the bases/inside of cupboard doors</p>	H	L
<p>Children with food allergies</p>	<p>Food allergies/intolerances information should be shared with ISS catering staff for staff and children</p>		

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Ensure that family risks e.g. parents/carers who are shielding are suitably assessed	IMs to establish whether children living with high risk adults should attend or not	H	L/M
Children identified whose behaviour is at odds with safe hygiene and more general safety	Where risk cannot be mitigated for e.g. children who routinely spit/lick and touch/bite/hit out/storm out - children should remain at home if boundaries cannot be appropriately adhered to	H	H/M
Children with attachment needs and/or additional complex social/emotional needs	Ensure that children are supported by familiar adults Access to pastoral care if needed Visual aids to support children who are particularly anxious Assess risk to others and if necessary ensure that children remain at home All staff to have a change of clothes and access to showers in case of contact with bodily fluids All staff to have access to PPE as appropriate particularly where intimate care is necessary. Staff to exercise choice in use of PPE more generally.	H	M
Specialist equipment to cater for individual needs	Equipment allocated to individuals Wiping down using disinfectant cloths after use Safe storage to minimise cross contamination	H	L
<b>Risk of increased transmission of virus due to journeys to and from school</b>			
Staff travelling on public transport - Staff and pupils to travel on foot, bicycle, motorcycle or own car where possible.	If staff use the public transport network, they should wear face coverings over their nose and mouth for the entirety of any journeys made as per new mandatory requirements which came into force on 15 <sup>th</sup> June. Exemptions are only for very young children, disabled people and those with breathing difficulties Any staff arriving by public transport should wash hands thoroughly as soon as they enter the building and change their mask	M	L
Staff car sharing - No car sharing apart from with members of own household	Staff advised and proceed at own risk	L	L
Staff using taxis	Staff advised and proceed at own risk	L	L
Parents/carers to be encouraged not to linger at the school gate and for only one parent/carers to drop off/collect. Parents/carers to line up outside school gates and not enter school premises (WN) or line set up into school with appropriate social distancing measures with p/c's entering through one gate and leaving by another (STR).	Staff outside reminding parents/carers to leave and go home/no chatting outside school gates/strict adherence to 2m social distancing etc. Information shared with parents/carers.	M	M

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No entry/access to school building on either site.			
<b>Risk of transmission through staff and pupils and others entering school building from outside and leaving at the end of the day</b>			
Main entrance to school to be used to minimise contact between class groups aka "bubbles" STREATHAM - Set entrances (side pedestrian gate/main gate and Etherstone road) designated for specific year groups WEST NORWOOD - Set entrances to front and rear of school designated for specific year groups as of 18/1/21	SLT to organise routes and share plans with staff/parents/carers Staggered entry @ 5 min intervals for all groups to facilitate social distancing No admission to school building for p/cs Two-way system at STR and 1 way system at WN internally to ensure social distancing.	M	L
Office areas	Perspex screening installed in offices on both sites Screening installed to divide working desks in IM/DHOS offices No hot desking – DHOS/PLs/IMs/admin teams to establish safe ways of working		
Corridors	Corridors to be marked with social distancing indicators as a visual aid for staff and children with clear indications of direction of travel	M	L
Ensure that access to school is strictly controlled though staggering of arrival/exit times at beginning and end of day	<ul style="list-style-type: none"> <li>● SLT to supervise access at start and end of school day. Entry and exit times 15 minutes apart</li> <li>● Use as many access points as possible to assist with social distancing and enable ease of access and movement for large numbers of children and adults.</li> <li>● All parents/carers to wear face masks when accessing the site unless exempt.</li> <li>● Parents/carers advised not to congregate in playgrounds/outside school and to observe social distancing at all times.</li> <li>● Parents/carers advised that where possible only one adult at a time should accompany their child to/from school.</li> </ul>	M	L
All pupils and staff to sanitise/wash hands on arrival	<ul style="list-style-type: none"> <li>● Hand sanitisers at entrance points to buildings.</li> <li>● Supervised washing of hands. Use of hand soap</li> <li>● Staff should wash hands with soap and water for at least 20 secs on entering their allocated area and at regular intervals throughout the day, particularly after going to the toilet, touching faces, coughing or sneezing, learning outside and before and after eating. Hand sanitiser should be used where</li> </ul>	M	L

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	<p>handwashing is not practicable or possible. Staff working with children who have complex needs may want opportunities to wash hands more frequently or children who struggle with the catch it, bin it, kill it protocol may need more opportunities to wash their hands than children who do not.</p> <ul style="list-style-type: none"> <li>All staff to be provided with individual sanitiser on lanyards to facilitate this.</li> </ul>		
<p>Limit items bought onto school site to essentials – lunch boxes, hats, coats, books and mobile phones if permission has been granted. Bags are allowed.</p>	<ul style="list-style-type: none"> <li>All resources in KS1/2 in zip lock bags/trays with stationary and rulers.</li> <li>Coats on back of chairs/no entering corridor with coats in morning.</li> <li>No packed lunch trolleys</li> <li>Packed lunch boxes to be stored in bag under individual child's table</li> </ul>	M	L
<p>No parents/carers/external visitors (where possible and unless essential) on school grounds (WN) and/or significantly limited access through designated routes in and out only (STR)</p>	<p>Staff at gates. Communicate via email, letter or phone calls where possible When visitors enter the school, they must be informed that they may not attend if displaying any symptoms of coronavirus, or if they are self-isolating following government guidance for households with family members. Temperature to be taken and visitors advised to sanitise hands before entering. Masks to be worn at all times. Meetings to be restricted to the meeting room at Streatham site and library area on WN site. All parents/carers to wear mask or visor if exempt in order to access school until further notice. Professor Whitty announced on 11/1/21 that the new strain of virus had increased the risk of transmission from outdoor socialising and that "the new variant undoubtedly makes every situation more dangerous than the previous situation".</p>	M	L
<p>Emergency measures</p>	<p>In case of emergency where a child needs to be kept safe but does not have COVID symptoms, one p/c will be allowed to collect from a designated area STR – meeting room</p>		

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	WN – aquarium re designated as medical room		
No visitors to enter school grounds other than essential contractors to deal with urgent works	All clubs cancelled	M	L
All external lettings have ceased	Tae Kwando/Capoeira cancelled for the foreseeable future. This will be reviewed.SFC have informed us that they will not be operating during the lockdown period	H	L
Mark out/signpost 2m/one-way systems for social distancing on paths into school, corridors etc.	Entrance paths marked. 2 metre distancing spots for children outside classes if possible	H	L
School reception shutters to remain closed where possible Screens installed in office areas	Parents/carers contact through phone or email. Ensure parent pay systems working	M	L
<b>Risk of transmission through activities on site</b>			
Communal gatherings - to be suspended until after pandemic (i.e. assemblies, sports events, concerts, etc.)	All cancelled until further notice	H	L
Amend/stagger use of communal spaces for activities using halls or classrooms where activities cannot be done elsewhere so that groups can move around safely	Strict timetabling of communal spaces		
Everyone in the building to socially distance at all times; areas where this is not possible should be closed off (e.g. library area or used by limited staff (e.g. small shared offices/ narrow corridors etc.) No hot desking.	Staffroom - Eat in outside spaces or classroom but where use of staffroom is necessary, ensure that social distancing is adhered to.	H	L
Children to be taught safe distancing and any new evacuation procedures	Procedures to be taught to children. Evacuation practised	H	L
Cleaners to clean all areas used at least daily Premises staff to clean throughout the day and cleaning company to complete at end of day on Friday	<ul style="list-style-type: none"> <li>● Daily cleaning including all handles and toilets at key points of the day as outlined by Premises Manager. SBM and PM to organise checklists and routine for thorough cleaning.</li> <li>● Jet wash using disinfectant/Milton tabs – fixed play equipment after each group.</li> <li>● Barrier in place for some play equipment particularly wooden fixed structures.</li> <li>● Enhanced clean of classrooms by cleaning company on a Friday</li> </ul>	H	M



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	<ul style="list-style-type: none"> <li>● Training to be put in place by ENGIE to establish protocols and expectations following initial training in xxx</li> </ul>		
<p>Clear expectations for regular wiping and cleaning throughout the day Premises staff – toilets, bannisters, door handles, taps etc. School staff -classroom equipment</p>	<ul style="list-style-type: none"> <li>● Clean laptops and equipment after use.</li> <li>● Equipment cleaned in Milton at the end of each day.</li> <li>● During day - toilets, handles, bannisters, door handles, taps cleaned by Premises team</li> <li>● All classrooms to be allocated spray/clothes/wipes</li> </ul>	<b>M</b>	<b>L</b>
<p>Removal of superfluous furniture/items to clear circulation spaces</p>	<ul style="list-style-type: none"> <li>● All guidance regarding removal of soft furnishings followed</li> <li>● Clear corridors to ensure safe circulation</li> <li>● Routes both inside and outside of school building defined through markings and signs</li> </ul>	<b>M</b>	<b>L</b>
<p>Consider the use of signing sheets to confirm equipment has been cleaned as expected.</p>	<p>Signing sheet noting cleaning times on classroom/toilet doors organised and overseen by Premises Manager and assigned to staff</p>	<b>L</b>	<b>L</b>
<p>Admin offices should only be used by admin staff with 2m distancing Printers</p>	<p>Office closed to parents/carers.</p> <p>Printing minimised. All printing sent to retention. Photocopiers to be wiped down after use.</p> <p>Only one member of staff should be in the photocopying areas of the school at any one time. No use of photocopiers in office areas apart from SLT.</p>	<b>M</b>	<b>L</b>
<p>Stagger use of the staffroom to ensure social distancing and ensure cleaning expectations are set</p>	<ul style="list-style-type: none"> <li>● Staff visiting staff room on breaks – set times only to make drink or collect food.</li> <li>● Eat in outside spaces or classroom but where use of staffroom is necessary, ensure that social distancing is adhered to.</li> </ul>	<b>M</b>	<b>L</b>
<b>Classrooms</b>			
<p>Handwashing/sanitising station outside each classroom and regular handwashing to be observed throughout the day and before and after lunch and after coughing or sneezing</p>	<ul style="list-style-type: none"> <li>● Soap/hand sanitisers purchased</li> </ul>	<b>L</b>	<b>L</b>

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	<ul style="list-style-type: none"> <li>All children supervised whilst hand washing, on entry/ before and after lunch/ before going home and regularly throughout the day.</li> </ul>		
Tissue station in each classroom with plastic bag lined bin for disposal of tissues. Plastic bag to be replaced at least daily	Tissues and bins available – make sure bins have lids if possible. If not ensure they are emptied more frequently if full. Staff to notify premises if this is the case	M	L
Good hygiene expectations are clearly displayed and taught regularly	Part of planning and reintegration into school. Children have good understanding of how to wash hands without causing anxiety	M	L
Cleaning wipes/materials available for class equipment	Disinfectant wipes purchased for each class, along with gloves and disinfectant spray. PM to organise.	M	L
Class spaces to be only be used by allocated staff and children	External lettings ceased	M	L
No shared use of cups, crockery, fabric resources, musical instruments that are blown, etc. All soft toys/furnishings to be removed	In all year groups soft furnishings and toys to be removed from class. Cups to be washed in the dishwasher at 60 degrees.	M	L
For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes, such as sports, art and science equipment should be cleaned frequently and meticulously 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	Children to have individual packs of resources in classrooms Sharing to be limited When resources are shared staff should ensure that they are cleaned	M	L
Windows to be open as far as possible to ensure sufficient ventilation	Premises staff open all windows in the morning	M	L
Doors to be left open as far as possible - consider fire risk- to minimise use of handles	Leave doors open to avoid touching of handles	M	L
Curriculum			
Expectation that curriculum is broad and balanced	Ensure that DHOS teamwork with staff to enable teachers to teach full curriculum where possible and to make adaptations if necessary given constraints		
Music	Singing and playing wind and brass instruments do not currently appear to represent a significantly higher risk than routine speaking		

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	<p>and breathing at the same volume. There is now some evidence that additional risk can build from aerosol transmission with volume and with large numbers of children in a confined space. This is particularly evident for singing and shouting, but with appropriate mitigation and consideration, singing, wind and brass teaching can still take place. Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or assemblies. Strict social distancing and mitigation as detailed below should be in place.</p> <p>Playing instruments and singing should take place outdoors if possible. If indoors, use a room with as much space as possible and/or limit numbers to ensure adequate ventilation.</p> <p>No instruments should be shared.</p>		
PE	<p>Children are allowed to wear PE kits to school on days that they have PE.</p> <p>Swimming pools are not currently open for school sessions – we await further clarification</p> <p>All resources/equipment to be cleaned between groups to reduce transmission</p>		
Science/DT	<p>Resources that are shared between classes or bubbles should be cleaned after use or rotated so that they are left unused for a period of 48 hours (72 for plastics)</p> <p>Minimise the use of soft toys/soft decorations</p>		
Therapeutic resources	<p>Individual teachers will need to assess the cleanability of equipment in the delivery of therapies (for eg physiotherapy equipment/sensory equipment) to determine whether equipment can withstand cleaning and disinfecting between each use</p>		
<b>Outside Learning</b>			
Clear timetabling of outside space to ensure class bubbles remain as one	<p>The class bubble has timetable for outside area and play areas so no interaction with other groups</p>	M	L
Outside space to be zoned to ensure best use	<p>Zones clearly identified- ball court/upper and lower play areas/front area + EYFS area on WN site</p> <p>Ball court/upper and lower play areas/EYFS play area on STR site</p>	M	L
Limited use of fixed outdoor play equipment	<p>Fixed outdoor play equipment washed down with disinfectant jet wash after groups have used - by Premises staff.</p>	M	L

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	Some outdoor play equipment will be cordoned off and not used		
No sharing of small outdoor equipment – only plastic and wipe/washable equipment to be used. Needs to be cleaned after each use	Not used/cleaned by Premises staff throughout the day	H	L
Any outside tables need to be cleaned after any use	Use disinfectant spray	M	L
All to wash/sanitise hands when entering building after outside learning	Wash hands when entering school – supervised	H	L
<b>Movement around the school/ Break times</b>			
Social distancing - 2m distance to be applied when entering and exiting the classroom. Strict one way system enforced throughout school	In KS2 social distancing applied as much as possible	M	L
Movement to and from classrooms to be kept to a minimum	Leave and enter classroom from outside door where possible	M	L
Break times and entry and exits to be staggered to avoid class “bubbles” meeting	All breaks staggered so no “bubble” interacts with another	H	L
Use of toilets to be staggered and monitored to ensure they do not become overcrowded.	Teach pupils the maximum number allowed in toilets and waiting routine so not to block corridors etc.	H	L
<b>Lunchtime</b>			
Lunches to be provided in hall and delivered to classrooms by ISS for some groups	Time table for “bubbles” to eat in classroom/outside spaces	H	L
Tables to be wiped in each class if necessary	Disinfectant spray as necessary	M	L
Separate risk assessment by kitchen staff satisfies stringent safety measures and is monitored regularly	Waiting risk assessment		
Staff in dinner hall	All staff to wear masks or visors in dining hall until further notice		
Ensure serving of meals incorporates social distancing	Carefully monitored and marks on floor to remind staff where to stand	M	L
Packed lunch boxes are only handled by child to whom they belong. No lunch trolleys	Children encouraged to have school meals – if bringing food from home must be in own lunch box and stored under personal workspace in classroom	M	L
Children use own water bottle that only they handle. Sanitise at end of day and leave at school + Fountains	Water bottle with their name clearly displayed  Ensure water fountains are turned off on both sites	M	L
<b>Ventilation</b>			
Doors	Where possible, to aid ventilation and avoid contamination, doors should be kept open or only opened by members of staff responsible for that area and regularly cleaned/sanitised by premises staff.		

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Windows	Where possible open windows to classrooms, offices, staff rooms etc		
<b>Use of PPE</b>			
PPE to be used for all first aid where there is possible contact with bodily fluids and if a child becomes unwell	PPE ordered by SBM/Premises Manager and to include face masks/aprons/face shields/gloves PPE to be kept in specified locations and used by first aiders Currently on each site: <ul style="list-style-type: none"> <li>• 10 face shields</li> <li>• 50 face masks</li> <li>• 53 x 5l hand sanitiser (for both sites)</li> </ul> + 2 x emergency packs being provided through the London Resilience Unit/LA – not intended for everyday use and to be kept in the EHT office on each site.	H	M
Disposable PPE to be used only once and securely disposed of following use in a plastic bin bag	Double bag using bin liners and clearly mark with date and time Leave behind outside bin area for 48 hours before disposing of in main bins	H	M
Staff delivering first aid to be aware of safe use of and disposal of PPE	Training of staff in use of PPE before returning to school Video demonstration available on request	H	M
<b>First Aid/ill child/adult</b>			
Only qualified first aiders to deliver first aid	Identified first aiders	M	L
SYMPTOMATIC CHILDREN or STAFF- Identify a room where sick pupils/staff can be kept in until parents/carers come to collect them or in case of adults can safely return home, ideally with: <ul style="list-style-type: none"> <li>• A door you can close</li> <li>• A window you can open for ventilation</li> <li>• A separate bathroom they can use (either attached to the room or nearby)</li> </ul> Streatham site – meeting room and toilet opposite WN site – Aquarium and adjoining toilet These rooms will then be out of action until they are deep cleaned	Ensure that the first aid room/designated space/toilet is thoroughly cleaned when a child who is unwell leaves. No staff to enter the room apart from first aiders using full PPE.	H	M

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<p>Who to inform/get advice from if confirmed/suspected case in school</p>	<p>In the first instance the EHT/HOS should contact Lambeth Public Health for advice on 0207 926 3806 if further advice is needed.</p> <p>EHT/HOS can also ring <b>DFE</b> for advice and to confirm action to be taken if necessary. DfE's helpline - <b>0800 046 8687</b> is open Monday to Friday 8-6pm and Sat/Sun from 10-6pm. Select option 1 or 2 if you require specific advice on the action to take to respond to a positive case of coronavirus. The option will take you through to a dedicated team of NHSBSA advisors who will work through a risk assessment with you to identify close contacts and will inform you what action is needed based on the latest public health advice and selecting the option for reporting a positive case.</p> <p>School to seek advice on letters/comms for parents/carers from LCRC resource pack following confirmed/suspected case</p>		
<p>If suspected/confirmed case in school</p>	<p>SLT to contact DFE for advice if necessary</p> <p>Child/adult to be taken immediately to designated area in school with adult – full PPE recommended</p> <p>Parent/carer to be contacted and asked to take the child home. In case of adult – adult to be sent home</p> <p>Paperwork with details of symptoms and action taken to be completed</p> <p>In case of a child - SLT to contact parent/carer and inform them whether they are eligible for a test and if so, to recommend that child is taken immediately for testing. Parent/carer to inform school of test result at earliest opportunity so that appropriate action can be taken</p> <p>In case of an adult - SLT recommends that the adult goes to the testing centre to confirm whether they are positive/negative for Covid-19. Adult to inform school of test result at earliest opportunity do that appropriate action can be taken</p> <p>If case is then confirmed, all other children/adults in “bubble” to self-isolate for 10 days</p> <p>EHT to notify Lambeth Public Health team where case is confirmed for further advice on “bubble” closure</p> <p>Staff to follow shared school procedure in event of confirmed positive case</p>		

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	EHT to contact LA Advisor if school has to close where there has been cross contamination		
Staff need to wash their hands thoroughly after contact with an ill child/member of staff	Regular hand washing and training	H	L
A face shield should be used if there is any risk of a splash to the face from coughing/spitting or vomiting	Shield has to be used for children when displaying symptoms	H	L
There is a clear plan in place following any diagnosis of Covid-19 within school – as per Government guidance	Displayed in Office – any symptoms from staff or pupils - in the “bubble” all are sent home when the test result has been established. If positive, then “bubble” to self-isolate for a 10-day period. Unwell pupil/member of staff to self-isolate for 10-day period as per guidance PHE/DFE will contact school if confirmed case in school All Parents/carers in “bubble” to be informed	H	M
Case suspected/confirmed in other setting	If a case is confirmed in another setting and the child (from another setting) is self-isolating due to close contact, family members do not need to self-isolate unless their own child develops symptoms. If this happens, family members should isolate until the test result is confirmed. If positive, they will need to self-isolate for 10 days. If negative, they do not need to self-isolate	H	M
<b>Staff well being</b>			
Risk assessment	Share risk assessment with staff Review weekly at SLT meetings and amend as necessary As staff may feel concerned/anxious about lockdown, 1:1 meetings to be arranged to discuss individual concerns as and when necessary	x	x
Additional support	Signpost staff to additional support through DFE as necessary <a href="https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers">https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</a>	x	x
Individual risk assessments	Consider if employee risk assessments need to be amended or reviewed for staff experiencing physical or mental issues.	M/H	L
Staff meetings	Staff meetings to take place via zoom/google meet where possible to maintain social distancing and assist well-being. Staff to remain in year group “bubbles” and wear masks/visors when on site. Weekly drop in zoom sessions for all YGLs - Monday @3.15pm Weekly drop in zoom session for all staff - Tuesday @3.30pm	M	L

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	Weekly SLT meetings to continue as normal - Wednesday @1.30pm		
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Version + date	Review	Distribution	Notes
A Moller V1 1/9/20	Initial RA	Staff/parents/carers/Govs	
A Moller V2 23/9/20	To include advice on calling DFE +COVID alert levels + details on case suspected /confirmed in other setting	As above	Awaiting advice and clarification from borough on pregnant staff post – 28 weeks
A Moller V3 29/9/20	Amended to include further details on: <ul style="list-style-type: none"> <li>• Access to building and movement around site (+wearing of masks)</li> <li>• Pupils with additional needs</li> <li>• Ventilation</li> <li>• Staff well being</li> </ul>	As above	
A.Moller V4 4/11/20	Amended to include wearing of masks/visors at gates and in communal areas and contact arrangements for confirmed case.	As above	
A Moller V5 2/12/20	Amended to include further clarification of EYFS “bubble” on West Norwood site and usage of outdoor space		



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	<p>+ addition of until further notice for wearing of masks by staff and parents/carers</p> <p>+updated requirements for CEV</p> <p>Inclusion of premises checklist and RA</p> <p>+updated information on advice support from LCRC and Lambeth Public Health team</p>		
A Moller V6 4/1/21	Amended to reflect lockdown as of 4/1/21		

Appendix 1

PREMISES

SAFE METHOD OF WORKING - COVID19 DEEP CLEAN

- Following the notification of a confirmed covid case or a contaminated area, staff to proceed with a deep clean of the as soon as reasonably possible. Cleaning materials and black bags are all stored in the Premises Office on each site in designated cupboards.
- Speak to the Premises Manager or Business manager (if Premises Manager isn't available) about what areas are required to be cleaned and if additional requirements might be needed in these areas. Follow training and the checklist provided.
- Visually check that PPE is appropriate and sufficient for the tasks about to be undertaken.
- Staff to use appropriate PPE/clothing at all times. Staff to ensure that they take spare PPE with them in one black plastic bag and use another black plastic bag for disposal of contaminated items.
- Staff to use appropriate cleaning materials, cloths, sprays as per guidelines, training and COSHH.
- Staff to ensure that areas to be cleaned are designated using NO ENTRY signage until deep clean is completed and cleared of all staff, pupils and personnel.
- Staff to carry out the deep clean as required per cleaning checklist paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, skirting boards, walls approximate 1.2 metres from the floor, remote controls and electronic devices etc. Ensure you are using correct cleaning products and supplies.
- Once deep clean is completed, wash all reusable spray bottles and cleaning cloths thoroughly under hot running water. These should then be placed into a separate bag to be stored for 72 hours prior to being reused for cleaning. (Ensure all bags are labelled COVID REUSABLE with time and date)
- Once deep clean is completed, place all contaminated PPE and disposable cleaning materials into the correct black bag for disposal. (Ensure all bags are labelled COVID with time and date)
- Staff to ensure that contaminated items are placed into the correct black bag and not mixed with your clean/reusable items.
- Staff to wash their hands and any exposed areas of arms thoroughly for at least 20 secs, with warm antibacterial soapy water.
- All contaminated items once placed into the black bag, need to be re-bagged and labelled (COVID and time/date) then stored for 72hrs behind the bins - prior to then being placed into general waste bins.
- Staff to remove signage from doors and complete a paper checklist and file.
- Staff to return any unused uncontaminated items, chemicals and materials to the appropriate store.
- Staff to email Premises Manager, Business Manager and Executive Head informing them that the deep clean is completed.

## **Appendix 2 PREMISES COVID RISK ASSESSMENT**

Hazards & Risks	Who Is At Risk	Level of Risk	Control measures to reduce risk level to low	Controlled Level of
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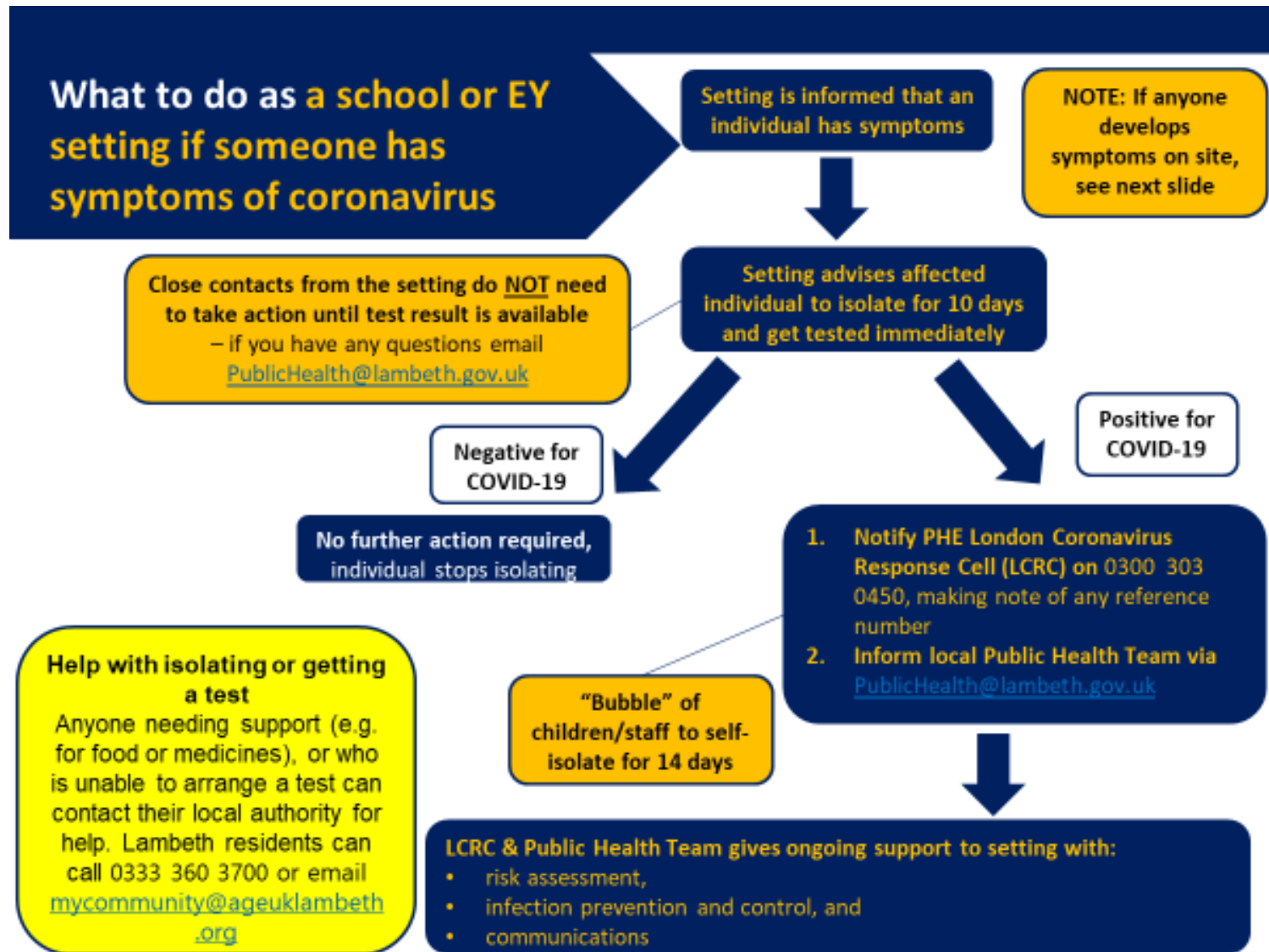
						Risk		
		S	L	RR		S	L	RR
Lone working	Staff, contractors, volunteers, children and visitors.	2	2	4	Follow at all times the lone working policy, use the buddy system as required, keep staff mobile charged and ready to use when required.	1	2	2
Slips, trips and falls	Staff, contractors, volunteers, children and visitors.	2	3	6	Training provided on the safe method of working, care to be taken when moving around the site performing this task. Correct PPE provided such as footwear covering to be worn to reduce risk. Signage to be placed over trailing cables to warn other users in the area. First Aid provided.	2	2	4
Manual handling	Staff, contractors, volunteers, children and visitors	2	3	6	Manual handling training provided, correct PPE provided to be worn at all times. Always ask for assistance when dealing with awkward or heavy objects. Trolleys and other manual handling aids to be used and checked prior to usage. Lift to be used for moving items between floors.	3	2	6
Chemicals	Staff, contractors, volunteers, children and visitors	3	2	6	Training provided on cleaning methods, COSHH also provided. Chemicals to be used in accordance with manufacturer's instructions. Chemicals to be stored as per COSHH regulations. No Chemicals to be left unattended at any time. Cleaning stores to be locked at all times when not inside. Long handled mops and other cleaning tools provided. First Aid provided	2	2	4
Adverse weather, Heat leading to sunburn, heatstroke, cold and wet weather.	Staff, contractors, volunteers, children and visitors	1	2	2	Training provided on adverse weather policy. Weather conditions to be monitored at all times and precautions taken as per policy. First Aid provided and rest facilities. Correct PPE, such as wet weather gear, warm clothing and caps, sunglasses to be worn as required.	3	1	3
Cuts & abrasions	Staff, contractors, volunteers, children and visitors	1	2	2	Appropriate PPE to be used such as eyewear or face shield, gloves. First Aid provided. Works to follow the advice in the Julian's COVID-19 risk assessment. Training provided on the safe method of working, whilst carrying out the deep cleaning and must be followed at all times. Warning signs and or barriers to be placed over the areas requiring deep cleaning.	1	1	1

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Risk of COVID-19 Infection	Staff, contractors, volunteers, children and visitors	4	4	16	Correct PPE to be used at all times, including gloves, aprons and face shields/masks. All PPE used to be cleaned/disposed of after usage and before leaving the area. Staff carrying out the works to then immediately wash, sanitize themselves. Shower facilities are provided onsite, should they be required.	2	4	8
Fall from heights								
Working near car parks, thoroughfare and pedestrian pathways.	Staff, contractors, volunteers, children and visitors	3	2	6	Working at height training provided, regular inspection and testing of ladders, steps and other equipment used to be carried out. Where possible works to be carried out with additional support from colleagues.	3	1	3
	Staff, contractors, volunteers, children and visitors	3	3	9	Training provided on the safe method of working. If required areas to be closed off, by the correct usage of barriers and signage. Correct PPE to be worn, High Viz clothing or attire. Work to be avoided during periods of high traffic or footfall. First Aid provided.	3	2	6

**Key: S = Severity   L = Likelihood   RR = Risk Rating**

Appendix 3



## What to do if you have **symptoms**

