

Coombe Hill Infants School Risk Assessment for full reopening in September 2020

Description of Activity	Provision of education during the Covid-19 situation - preparation for full opening of schools in September 2020	
Staff covered	Coombe Hill Infants School	
Location covered	Coombe Lane west, Kingston Upon Thames KT2 7DD	
Date of Original Assessment	15.07.2020	
When did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment?	July 16th 2020	
Are staff covered by this risk assessment aware of the controls noted and understand them?	Yes	
Has action been taken	Ongoing and according to Government advice	
Monitoring checks and incident reporting	HT, DHT , SLT and Site manager -reporting to Governors	
Headteacher	Janet Berry	
Deputy Headteacher	Sue jakob	
Site Manager	Kate Curtis	
Date:	15th July 2020	

This risk assessment template focuses on the provision of education during Covid-19 situation in September 2020 when we will be accepting all pupils back. If there are any queries, please contact healthandsafety@kingston.gov.uk or admin@chi.rbksch.org

Updates are identified with the use of the yellow highlighter pen effect. Direct quotes from Government guidance are highlighted with the pale green highlighter pen effect.

v1 1st September 2020

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Review Dates

Future Review Date (depends on Action Plan findings)	Review Date - Actual	Were Changes Made?	Name of Lead Reviewer	Date Staff updated about change
This risk assessment will be reviewed whenever there are significant changes to activities in school or relevant changes in the Government's policy and advice on Covid 19.	Originally published for schools on 14/7/2020		JB	
Version 15/07/2020	version 2		JB	15.07.2020
Update of 14/8/2020	<p>Updates following the 7/8/2020 update of the Government's guidance on the full opening of schools in September 2020.</p> <p>Link to new guidance on noting absence which includes actions for different COVID testing result scenarios.</p>			02.09.2020

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	<p>Information for all schools in relation to safe use and storage of alcohol containing hand sanitiser.</p> <p>Inclusion of references/links to updated/new specific Government Guidance documents where relevant to H&S.</p> <p>Notification of additional wording on the HSE website relating to air conditioning and fans.</p> <p>Latest excerpt from the Shielding guidance (updated 13/8/2020).</p>			
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Updated 26/08/20	Version 3 Change to government guidance for the use of face coverings in high schools	yes	JB	02.09.2020

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No	Issue/hazard and what can go wrong	People at risk	Control measures/ mitigations to reduce the risk levels as low as practicably possible	In place? Comments?
1	<p>Some staff or pupils may be more vulnerable to complications associated with COVID-19</p>	<p>Staff Pupils</p>	<ul style="list-style-type: none"> ● As all students will be back at school it is even more important to be aware of peoples' medical conditions. Staff / parents of pupils have been asked to let the Headteacher know if any of the medical conditions listed in the NHS link provided below apply to them or their household. Link: NHS list of high risk and moderate risk conditions ● Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the current advice on shielding It includes advice as to what shielders should do if transmission of COVID-19 increases/the area enters a local lockdown. ● Latest excerpt from the shielding guidance (updated on 13th August): ● <i>“What has changed</i> ● <i>The guidance for the clinically extremely vulnerable is that shielding has been paused. This means:</i> ● <i>you do not need to follow previous shielding advice</i> ● <i>you can go to work as long as the workplace is Covid-secure, but should carry on working from home wherever possible</i> 	<p>All staff have been made aware of this.</p>

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			<ul style="list-style-type: none"> • <i>clinically extremely vulnerable children should attend education settings in line with the wider guidance on reopening of schools and guidance for full opening: special schools and other specialist settings</i> • <i>you can go outside as much as you like but you should still try to keep your overall social interactions low</i> • Emerging evidence suggests that, alongside a previous list of health-related physical conditions, there are three key demographic factors that can affect people's vulnerability, or 'risk factor' in relation to COVID-19 health outcomes: <ul style="list-style-type: none"> ▪ Age ▪ Underlying health conditions ▪ Ethnicity ▪ Gender • Action HR's Occupational Health has therefore prepared an Individual Risk Assessment for Staff for schools to utilise. Consultation with Unions took place successfully and the document has been shared with schools. Any questions should be directed to: occupational.health@kingston.gov.uk • The school has utilised the individual staff risk assessment document and gone through the form with staff affected by this. As part of this process the arrangements for their return to work have been carefully planned and discussed with each individual. 	Staff concerned to have individual appointments either face to face or phone before the start of new term
2	People with symptoms of COVID-19 -	Staff pupils visitors contractors	<ul style="list-style-type: none"> • Staff, children, parents, carers or any visitors, such as suppliers, are made aware they must not enter the school if they or any 	Poster to be displayed around school in September

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	<p>potential for transmission from person to person</p>		<p>member of their household are displaying any symptoms of COVID-19.</p> <ul style="list-style-type: none"> ● If anyone becomes unwell in school with a new, continuous cough, a high temperature or a loss of the sense of taste and/or smell, they are sent home/their parents or carer are contacted to collect them and they are advised to follow the staying at home guidance and arrange a test to identify whether they have COVID-19. ● The arrangements for someone in school who presents symptoms are discussed in detail in the section of this risk assessment called 'Someone develops COVID-19 symptoms whilst at school' - number 25 in this risk assessment ● Posters describing the symptoms have been displayed in the school. ● Public Health England advises that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19). ● All visitors and children to wash hands on arrival and departure. 	
3	<p>Stress and anxiety for staff who are asked to return and who are worried about the risks to their health and the health of their family (particularly if living with those who are currently shielding).</p>	<p>Staff</p>	<ul style="list-style-type: none"> ● In addition to the bullet points listed in point 1 of this risk assessment the following are in place: ● Individual staff risk assessments are completed as discussed in point 1. ● Plans are discussed with staff including on a one-to-one basis to enable people to speak about their own situation. ● Line Managers discuss with their staff individually - to include consideration as to how working will affect them and what, if any, additional measures are needed. ● We regularly receive updates from Council affiliated teams such as the H&S Team, Education Teams and AfC (Kington/Richmond). ● Staff and school have access to official guidance from DfE and Public Health England. ● Staff survey to assess anxiety carried out frequently 	<p>Staff survey to be analysed July 20 and new one in September 20</p>

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4	Testing		<p>The government has widened the eligibility criteria for COVID-19 testing to include anyone with symptoms. This now includes children of all ages, even those under 5.</p> <ul style="list-style-type: none"> ● Link: Guidance on Testing for Essential Workers (e.g. teachers) ● Link: Guidance on Testing for Non-essential workers, e.g. parents and pupils ● Link: Symptoms Link: Essential Workers 	
5	Local Lockdowns		<p>Process in the event of local outbreaks</p> <p>If a local area sees a spike in infection rates that is resulting in localised community spread, Public Health England (inc' the London Coronavirus Response Cell) will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and will support appropriate authorities and individual settings to follow the health advice.</p> <p>We will follow the advice provided by Public Health in these situations.</p> <p>In the event of a possible contagion at the school, we will work closely with Public Health England and the Local Authority/Academy Trust.</p> <p>Link: Contingency Planning for Local Outbreaks (section 5 of Full Opening of Schools Guidance) the Guidance includes educational aspects including the provision of remote learning if children are required to stay at home during these situations.</p>	
6	The potential for transmission of	Staff pupils visitors	<ul style="list-style-type: none"> ● Each classroom and area has a lidded bin to support respiratory and handwashing hygiene. 	Hand sanitiser ordered

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<p>virus droplets from surfaces to the hands and then to the face -</p> <p>Handwashing</p>	<p>contractors</p>	<ul style="list-style-type: none"> ● All visitors will be given clear guidance before coming into the building ● On arriving at school, all staff and pupils are required to wash their hands or apply hand sanitiser immediately ● Pupils are well versed in the arrangements and handwashing methods, plus their role in infection control. ● On arriving at school, visitors including contractors are required either to apply hand sanitiser provided in reception or use their own ● Prominent signage is provided in the reception area so all are clear what is expected of them in relation to hand washing/ hand sanitising. ● All staff and pupils are reminded to wash their hands regularly during the day, especially after using the toilet, when they return from breaks, when they change rooms and before and after eating, and to avoid touching their nose, mouth or eyes. ● Where a sink is not nearby, hand sanitiser is provided in classrooms and other learning environments. ● Soap, paper towels (where used) and hand sanitiser supplies are regularly replenished. Tea towels are not used. ● Public Health England has confirmed that hand dryers are appropriate to use. The key is to ensure hands are fully dry, either with the use of hand dryers or disposable paper towels. ● Catering staff have their own risk assessment ● Link: Guidelines on hand hygiene ● Link: Wash your hands poster ● Ensuring good respiratory hygiene - promoting 'catch it, bin it, kill it'. ● Link: Catch it, Kill it, Bin it poster ● Where toilets have lids, staff are encouraged to close before flushing. ● First aiders have access to local handwashing facilities/hand sanitiser and full PPE if necessary 	<p>Ensure clear signage in all classrooms and shared spaces</p> <p>Hygiene boxes in each class to be replenished</p>
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			<p>ensures these individuals are aware of the handwashing and social distancing arrangements to be followed in school.</p> <ul style="list-style-type: none"> ● Deliveries planned between 10.00am and 2.30 or after 4.00pm as much as possible ● Where visitors such as contractors are required for inspections and maintenance, these visits are organised to take place outside the normal school day wherever possible. ● Prior to visits by contractors, discussions about local school requirements and contractor requirements relating to relevant controls, including hand washing take place. ● The school utilises Action HR's Managing Contractors - Code of Conduct Update COVID-19 as sent out to schools on 1st July. ● Where possible and appropriate , outside space is utilised for lessons or activities. All PE delivered outside where possible. ● Children will be reminded of social distancing and good hygiene through rhymes, stories etc however it is widely acknowledged that for young children social distancing will be difficult. Therefore the bubble will be adhered to. 	
8	<p>The potential for transmission of virus droplets from surfaces to the hands and then to the face -</p> <p>Signing in arrangements,</p> <p>Use of equipment including pens and pencils,</p>		<ul style="list-style-type: none"> ● Door keypads cleaned frequently ● Staff, pupils and contractors use their own pens and pencils where possible, not sharing items with others, including when signing in. If a school pen has to be used because an individual doesn't have a pen and needs to sign in, either reception staff sign in on their behalf or a pen is provided which is then wiped clean afterwards. ● Classroom based resources, such as toys, books and games, can be used and shared within that group/bubble if necessary. These items are cleaned regularly. (Easily cleanable toys are best where possible.) ● Each children will have own pencils, pens, etc which will be regularly cleaned..they must not share ● Chrome books kept within a bubble and regularly sanitised before use ● Soft furnishings which can be cleaned can be used. 	<p>Wipes ordered and will be placed by all computers</p> <p>Ensure site team put this on the rota</p>

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<p>Use of Resources,</p> <p>Libraries</p> <p>Shared equipment</p> <p>Toys</p> <p>Computer and IT equipment</p> <p>Outside play equipment</p>	<ul style="list-style-type: none"> ● Marigold or similar gloves are suitable for cleaning resources. Each member of staff who does this task should have their own dedicated pair of gloves and they should not share them with others. ● Milton cleaning fluid used weekly on class resources/toys ● Pupils and teachers can take books and other shared resources home, including blue book bags, although unnecessary sharing is avoided, especially where this does not contribute to pupil education and development. ● Resources that are shared between classes or bubbles, such as sports, art and science equipment are 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. (See also the sports row of this risk assessment.) ● Registers will be taken electronically and children will not bring baskets with letters etc to the office ● Fruit will be washed, all children will sit and eat it at the same time and the adult wears gloves to distribute ● Bedtime story books must be wiped down on return ● 1 year group at a time will use the library each week - cleaning will take place daily with deep clean at the end of each week ● No hotdesking for staff takes place without additional controls in place, such as staff having their own keyboard, mouse and phone. ● Sanitising wipes are provided for areas where pupils or staff are using keyboards and mice. ● ICT suite- keyboards and mice are cleaned before they are used by a different group. ● Sharing of computers and I pads is avoided where possible. ● Each bubble will be allocated a playspace outside and play equipment will be regularly cleaned/fogged ● Gloves must be used for all cleaning and then disposed of ● Play doh must not be used at the moment ● Water trays will not be used at the moment ● sand must not be used at the moment
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			<ul style="list-style-type: none"> • Playground play equipment: Each bubble will be allocated a playspace outside and play equipment will be regularly cleaned/fogged • Excerpt from the Government Guidance for Schools (full opening): <i>“Equipment and resources are integral to education in schools. During the summer term, their use was minimised, many were moved out of classrooms, and there was significant extra cleaning. That position has now changed for the autumn term, because prevalence of coronavirus (COVID-19) has decreased and because they are so important for the delivery of education. 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 or bubbles, 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.</i> 	
9	Cleaning		<ul style="list-style-type: none"> • There is enhanced and increased cleaning of frequently touched surfaces using standard cleaning products (detergents and bleach (not mixed together)). • Fogging machine used frequently throughout the day 	Site manager to organise increased cleaning and liaise with external cleaning company

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			<ul style="list-style-type: none"> ● Rooms / shared areas that are used by different groups are cleaned more frequently. ● Different groups do not need to be allocated their own toilet blocks, but toilets will be cleaned regularly and pupils will continue to be encouraged to clean their hands thoroughly after using the toilet. <p><i>toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet</i></p> <ul style="list-style-type: none"> ● Disposable gloves used for all cleaning <p>An excerpt from “Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)” (Updated 21 July 2020) is provided below:</p> <ul style="list-style-type: none"> ● <i>“Cleaning should be generally enhanced, including:</i> ● <i>more frequent cleaning of rooms or shared areas that are used by different groups</i> ● <i>cleaning frequently touched surfaces more often than normal, such as:</i> ● <i>door handles</i> ● <i>handrails</i> ● <i>table tops</i> ● <i>play equipment</i> 	
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			<ul style="list-style-type: none"> • toys • electronic devices (such as phones) • When cleaning, use the usual products, like detergents and bleach, because these are very effective at getting rid of the virus on surfaces. • All education, childcare and children's social care settings should follow the PHE guidance on cleaning for non-healthcare settings. • See link: Cleaning in non-healthcare settings. Note: this guidance was updated as the Government promised. 	
10	<p>Social distancing -</p> <p>Teaching, Classrooms Bubbles/Groups</p>	Pupils, staff	<ul style="list-style-type: none"> • Social distancing to be attempted at all times by adults • Link: Guidance for Full Opening (Schools) • Link: Guidance for Full Opening (Special Schools & Other Specialist Settings) • Where possible and appropriate, outside space is utilised for lessons or activities. • Children will stay in class groups of 30, year group bubbles of 90 will be permitted but only where necessary. This will minimise the risk of spreading infection. <p><i>“When using larger groups the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate.”</i></p>	Parents will be informed of groupings and timings in Sept

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	Classrooms		<ul style="list-style-type: none"> ● Where possible, pupils use the same classroom or area of a setting throughout the day with a thorough cleaning of the rooms at the end of the day. ● Where a different group needs to use a room that has been used by a different group, the room will need to be thoroughly cleaned before the next group enters. This will apply to “The Studio” (demountable) at lunchtime and at the end of the day ● Desks can be arranged in clusters but pupils should not be positioned directly opposite each other ● Surplus equipment/furniture will be stored securely ● Where staff need to move between classes and year groups for timetabling and subject purposes they will try to keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. ● Classroom window(s) are kept open enough to maintain good general ventilation wherever possible. Parents and pupils have been informed so they ensure pupils dress appropriately. ● One way systems will be put in place as much as possible ● Where close work with a pupil is necessary staff should work behind the pupil <ul style="list-style-type: none"> ● Excerpts from Government Guidelines: ● Measures within the classroom ● “Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. 	
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			<p><i>Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal."</i></p> <ul style="list-style-type: none"> • <i>The Government Guidance notes:</i> <p><i>"Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). This is important in all contexts, and schools must consider how to implement this. Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.</i></p> <p><i>The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on:</i></p> <ul style="list-style-type: none"> • <i>children's ability to distance</i> • <i>the lay out of the school</i> 	
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			<ul style="list-style-type: none"> ● <i>the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary)</i> <p><i>It is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible.</i></p> <p><i>Maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups.”</i></p> <p><i>The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in ‘bubbles’) and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on:</i></p> <ul style="list-style-type: none"> ● <i>children’s ability to distance</i> ● <i>the lay out of the school</i> ● <i>the feasibility of keeping distinct groups separate while offering a broad curriculum</i> <p><i>It is likely that for younger children the emphasis will be on separating groups, Maintaining consistent groups remains important, but given the decrease in the prevalence of</i></p>	
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			<p><i>coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups.”</i></p>	
11	<p>Social distancing - Offices</p>		<ul style="list-style-type: none"> ● Staff maintain the 2 metre distancing rule wherever possible including with other staff and pupils. ● No hotdesking for staff takes place without additional controls in place, such as staff having their own keyboard, mouse and phone. ● Sanitising wipes are provided for areas where pupils or staff are using keyboards and mice. ● Office window(s) are kept open enough to maintain good general ventilation wherever possible. Staff have been informed so they can dress appropriately. ● Staff must avoid entering any offices unless absolutely necessary 	
12	<p>After School Clubs, Breakfast Clubs, Holiday Clubs</p>		<ul style="list-style-type: none"> ● Coombe Connections will restart on September 7th. KS1 and KS2 will run from each school. ● Children will be grouped in Key stage bubbles and a separate risk assessment will be carried out (ready for Sept) ● The Government has provided guidance on the provision of these facilities ● Link: Protective Measures for Holiday or After School Clubs or Other Out of School Settings - this guidance advises on the controls required of providers for these activities and settings. ● The school ensures any organisation using its facilities for these purposes has a COVID-19 risk assessment in place and that the provider adheres to the school’s arrangements and processes for managing COVID-19. ● The school provides a copy of its COVID-19 risk assessment to these providers and gives clear information as to the expectations it has including the local arrangements for infection control. 	<p>Love the Ball Summer camp running in August they have copy of this risk assessment and have their own.</p>

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			<ul style="list-style-type: none">• Bubbles or groups will be maintained where possible. Where it is not possible, the club will organise children into small, consistent groups for that setting.	
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13	<p>Social Distancing -</p> <p>Travelling to and from school</p> <p>Dropping off and collection arrangements</p>	<ul style="list-style-type: none"> ● Unnecessary travel on public transport is avoided where possible. ● All those who travel on public transport are required to wear face coverings. Update: The guidance on this has been updated again (4/7/2020) - Link: Safer Travel Guidance for Passengers ● See also this poster: Safe Travel Poster for Passengers ● Parents are discouraged from gathering at the school gates and reminded of the social distancing rules (2 m or, if this is not possible, 1 m plus mitigating controls). All drop off zones are clearly marked and supervised by the site team. ● The horseshoe will be closed to create a safe space for pupils and parents. ● Drop off and collection times are staggered to avoid larger groups gathering ● Teaching time will not be affected by the staggered times ● The school regularly checks the Government Advice ● Link: Government Guidance - Full Opening of Schools ● Link: Government Advice - Conducting a SEND Risk Assessment. 	<p>Parents will have guidelines in September</p> <p>SENCO will write EHCP RA</p>
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14	Face Coverings	Staff, pupils	<p style="text-align: center;">Face coverings (All Schools)</p> <p>Staff are permitted to wear face coverings in communal areas ie staff room</p> <ul style="list-style-type: none"> ● If staff wear face coverings on the journey to school they must wash their hands immediately on arrival, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. ● PPE is available for staff if a child becomes unwell or if dealing with bodily fluids ● Parents /visitors encouraged to wear face coverings ● Guidance on safe working in education, childcare and children’s social care provides more advice. Link: Guidance to working safely in education, childcare and children’s social care ● Link: Government Guidance on Full Opening of Schools <p style="text-align: center;">Quote from Section 1, point 6 of the Government Guidance:</p> <p style="text-align: center;"><i>“The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</i></p>	staff must not wear face coverings when teaching
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			<p><i>where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained</i></p> <p><i>where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used”</i></p>	
15	<p>Social distancing - lunch and school canteens</p>		<ul style="list-style-type: none"> ● Children will eat a pre prepared packed lunch in their classroom. ● Lunchtimes will be staggered to allow for bubbles to play at separate times in the playground and not mix bubbles ● Toilets will be fogged before and after lunchtime ● Member of staff on duty in lower bay throughout lunchtime to supervise and clean ● Tables and chairs set to maximise the distance between people. ● Exit doors/windows open (doors safely secured so they can't slam shut in the wind) to provide good general ventilation to the hall. ● Link: Government Advice for Schools implementing protective measures in education and childcare settings ● Link: Government Advice - Conducting a SEND Risk Assessment. 	<p>Accent risk assessment in place and checked by SLT</p>
16	<p>Social distancing - staff room and staff toilet facilities meetings</p>	<p>Staff, visitors</p>	<ul style="list-style-type: none"> ● Protocol set for the use of staff kitchen and staff toilet areas - signage for one person at a time with distancing indicators on the floor. ● Connections equipment must not be used during the day ● Staff are encouraged to have breaks outside. Individual choice is important and accepted. ● Staff are encouraged to close toilet lids before flushing (where toilet lids are provided) and wipe handle ● Staff make their own drinks and handle their own food. 	<p>Staff room set up in connections kitchen</p> <p>Staff must not use Connections equipment</p>

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			<ul style="list-style-type: none"> ● Meeting rooms have chairs removed to ensure only a minimal number permitted to ensure social distance can be enabled. ● Window(s) opened where possible. ● Staff meetings will be held in the hall <p>Link: Government Guidance on Full Opening for Schools</p> <p>Excerpt from the Government Guidelines:</p> <p style="background-color: #e0ffe0; padding: 5px;">“Schools should also plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.”</p>	
17	Social distancing - movement around school buildings	Staff, pupils	<ul style="list-style-type: none"> ● Break times and the movement of pupils around the school are staggered to reduce large groups of children gathering. ● Windows are opened to help with general ventilation where possible - staff and pupils have been advised to dress accordingly ● Use external classroom doors to avoid use of internal corridors as much as possible ● Where physically possible, movement around the building is via a one-way system with one set of stairs used for going up and one for going down. ● All corridors and the slope will be clearly marked ● the external drop off zones will have clear one way markings ● classrooms marked to avoid congestion in doorways ● staff to avoid congregating in corridors and shared spaces eg around the photocopier, ICT Suite etc ● Children encouraged to line up at arm's length <p>● Excerpt from the Government Guidelines:</p>	timetable in place

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			<p><i>“While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits.”</i></p>	
18	<p>Social distancing -</p> <p>Assemblies,</p> <p>Large gatherings,</p> <p>Whole school worship</p>	Staff, pupils, visitors	<ul style="list-style-type: none"> ● Whole school assemblies will happen using technology ● Year group bubble assemblies will take place in the hall with children distanced ● Excerpt from Government Guidelines: <i>“Groups should be kept apart, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group.”</i> 	
19	<p>Social distancing -</p> <p>Singing</p>	Staff, pupils	<ul style="list-style-type: none"> ● Singing is carefully organised as follows: <ul style="list-style-type: none"> ○ in small groups of no more than 15 pupils (bubbles maintained); ○ with social distancing in place; ○ outside wherever possible; ○ in well ventilated areas, with the pupils standing sitting side to side or back to back. ● Singing does not take place in larger groups such as school choirs and groups/ensembles, or school assemblies. 	
20	Social distancing -	Pupils, staff	<ul style="list-style-type: none"> ● Recorder not taught until Spring term ● Playing of wind and brass instruments is carefully organised as follows: <ul style="list-style-type: none"> ○ in small groups of no more than 15 pupils (bubbles 	

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	<p>Music including playing of wind and brass instruments</p>		<p>maintained);</p> <ul style="list-style-type: none"> ○ with social distancing in place; ○ outside wherever possible; ○ in well ventilated areas, with the pupils standing/sitting back to back or side to side; ○ pupils do not share instruments and only use their allocated instrument. <ul style="list-style-type: none"> ● Wind and brass playing does not take place in larger groups such as school choirs and ensembles, or school assemblies. <p>Quote from the Government Guidelines:</p> <p><i>“Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. Schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. Further more detailed DfE guidance will be published shortly.”</i></p>	
<p>21</p>	<p>PE and Sports</p>	<p>Staff, pupils</p>	<ul style="list-style-type: none"> ● PE and sports lessons will take place outside where the weather permits and it is practical to do so. Certain activities requiring specific equipment may be more suitable for indoor use only. ● Contact sports will not take place. Instead, for example, training in 	

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			<p>such sports will take place with individual spaces marked out for each individual taking part in training elements of the activity and distanced from others.</p> <ul style="list-style-type: none"> ● Equipment used for sports and PE are 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. ● Pupils will be kept in consistent groups. ● External coaches where used will follow the school's requirements in terms of its wider controls including hygiene, social distancing and non-contact sports. <p>Association for Physical Education (AfPE) Guidance:</p> <ul style="list-style-type: none"> ● AfPE has produced some useful guidance for schools highlighting some of the key areas to consider when planning activities: <p>Link: AfPE Guidance on Interpreting the Government Guidance</p>	
22	Swimming	Pupils, staff	<p>School pool will remain closed to CHI pupils until Summer term 2021, we will then review opening taking into account current guidance.</p> <ul style="list-style-type: none"> ● The Government announced that open swimming pools could reopen on the 11th July with enclosed pools being able to open from the 25th July. ● Swim England has published a number of documents in relation to 	Pool currently being used by Kingston Royals swimming club

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			<p>opening swimming pools, the links to which are provided below. (There does not currently appear to be specific Government advice in relation to pools.)</p> <p>Link to Swim England Documents - in particular the Guidance for Operators document is the most helpful for schools and it has just been updated (13/7/2020).</p> <p>Controls include:</p> <ul style="list-style-type: none"> ● one way systems for entry and exit of the pool and changing rooms ● increased ventilation ● enhanced cleaning arrangements ● reduced numbers of swimmers in the pool and changing areas 	
23	Educational Visits	Staff, pupils	<p>Link: coronavirus: travel guidance for education settings.</p> <ul style="list-style-type: none"> ● The Government has advised that, in the autumn term, schools can resume non-overnight domestic educational visits. ● Trips are organised in line with protective measures, such as keeping children within their consistent group, and the coronavirus (COVID-19) secure measures in place at the destination. ● The school also makes use of outdoor spaces in the local area to 	<p>All offsite visits will need to be authorised by Evolve . This will require a minimum of 1 months notice</p> <p style="color: magenta;">No trips planned for Autumn term</p>

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			<p>support delivery of the curriculum. When planning these activities, the school undertakes a risk assessment in the usual way to ensure they can be done safely. As part of this risk assessment, the school considers what control measures are needed and ensures it is aware of wider advice on visiting indoor and outdoor venues.</p> <ul style="list-style-type: none"> • The school has access to an Educational Visits Adviser provided as part of the Action HR service, who provides information and advice to the school. As part of this arrangement, the school notifies them of any trips and submits risk assessment as necessary for consideration. 	
24	Provision of first aid and medication	Staff, pupils	<ul style="list-style-type: none"> • First aiders have access to local handwashing facilities including soap and paper towels/hand sanitiser. • Disposable gloves are provided for first aiders (preferably non-latex for allergy reasons). • First aiders should wear a fluid-resistant (Type IIR) surgical mask when carrying out direct patient care, particularly for those suspected or confirmed as COVID-19 cases. • A disposable plastic apron is recommended. • Risk assess whether there is a need to use disposable eye protection (such as face visor or goggles) when there is an anticipated risk of contamination with splashes, droplets of blood or body fluids. • Where possible a window is kept open in the first aid room (office and/or Kangaroo Corner) to help ensure good ventilation. • Clean hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE. • See also the section on ‘Someone develops COVID-19 symptoms whilst at school’ • Excerpt from Government Guidance: Safe 	All equipment ordered

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	<p>Administering Cardiopulmonary Resuscitation (CPR)</p>		<p>working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) (updated 21 July 2020):</p> <p><i>“When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination.</i></p> <p><i>Face masks must: cover both nose and mouth</i></p> <p><i>not be allowed to dangle around the neck</i></p> <p><i>not be touched once put on, except when carefully removed before disposal</i></p> <p><i>be changed when they become moist or damaged</i></p> <p><i>be worn once and then discarded - hands must be cleaned after disposal”</i></p> <ul style="list-style-type: none"> ● Please see the following link for PPE guidance for first responders: ● Recommended PPE for ambulance staff, paramedics and first responders ● The following link provides information on donning masks: ● Advice on donning surgical masks and other PPE. ● The following link provides information on how to safely remove the masks and other PPE: ● Advice on removing surgical masks and other PPE. 	
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	<p>Administering medication</p>		<p>Cardiopulmonary Resuscitation</p> <ul style="list-style-type: none"> • Government Advice to First Aiders including Resuscitation • Resuscitation Council Advice <p>The above links advise on the differences between performing CPR on adults and children.</p> <p>“If you are required to perform cardiopulmonary resuscitation (CPR), you should conduct a risk assessment (in the Police this would be a “dynamic risk assessment”) and adopt appropriate precautions for infection control.</p> <p>For adults, during COVID-19, it is recommended you do not perform rescue breaths or mouth-to-mouth ventilation; perform chest compressions only. Compression-only CPR may be as effective as combined ventilation and compression in the first few minutes after non-asphyxial arrest (cardiac arrest not due to lack of oxygen).</p> <p>Cardiac arrest in children is more likely to be caused by a respiratory problem (asphyxial arrest), therefore chest compressions alone are unlikely to be effective.</p> <p>If a decision is made to perform mouth-to-mouth ventilation in asphyxial arrest, use a resuscitation face shield where available.”</p> <p>If schools do not already have a resuscitation shield in their first aid kits, then it is advisable for them to purchase these. Here are some examples. Link: Examples</p>	<p>First aid lead to source resuscitation shield</p>
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			<p>Should staff have given mouth-to-mouth ventilation there are no additional actions to be taken other than to monitor themselves for symptoms of possible COVID-19 over the following 14 days. Should they develop such symptoms they should follow the advice on what to do on the NHS website.</p> <p>Medication</p> <ul style="list-style-type: none"> ● If your child requires Calpol before coming to school, under no circumstances must you bring your child in ● The school has a medication policy in place that is followed ● Staff dispensing medication to students should minimise contact. ● Wash hands before and after dispensing the medication ● If required, gloves will be worn by staff when giving medication. 	
25	<p>Someone develops COVID-19 symptoms whilst at school</p>	<p>Staff, pupils</p>	<ul style="list-style-type: none"> ● If anyone is experiencing symptoms - a new, continuous cough, loss of the sense of taste and/or smell, or a high temperature they are sent home/their parents or carer are contacted to collect them and they are advised to follow the staying at home guidance and arrange to be tested to confirm if they have COVID-19. ● If a pupil is awaiting collection, they are moved to Kangaroo Corner with adult supervision where they can be isolated behind a closed door ● Door and window opened for ventilation. ● If the pupil needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. ● If contact with the pupil is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. ● If they need to go to the bathroom while waiting to be collected, they use a separate bathroom where possible. The bathroom 	<p>parents will be informed of this Recording sheet in place</p>

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			<p>should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <ul style="list-style-type: none"> ● The school will call 999 if they are seriously ill or injured or their life is at risk. ● If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. ● Staff wash their hands thoroughly for at least 20 seconds after any contact with someone who is unwell. ● Cleaning with normal household disinfectant after someone with symptoms has left reduces the risk of passing the infection on to other people. ● Any waste items associated with the individual, including PPE should be double bagged and stored safely for 72 hours before placing in the normal waste. ● Link: guidance on cleaning in non-healthcare settings. ● Where a pupil or staff member tests positive for Coronavirus, follow the protocols as shared by AfC (for Kingston and Richmond Schools) or Sutton's Head of Pupil Based Commissioning (for Sutton Schools). This protocol includes contacting the London Coronavirus Response Cell (if the Cell hasn't contacted the school) which will likely advise that the rest of their class/group be sent home and advised to self-isolate for 14 days. ● Link: Government Guidance for Contacts of People with Confirmed Case of Coronavirus <p>Excerpt from Government Guidance for schools:</p> <p><i>“Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-</i></p>	
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			<p><i>isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</i></p> <ul style="list-style-type: none">● <i>direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</i>● <i>proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</i>● <i>travelling in a small vehicle, like a car, with an infected person</i> <p><i>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see section 5 of system of control for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone</i></p>	
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			<i>they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.”</i>	
26	Staff changing nappies and soiled clothing	Staff	<ul style="list-style-type: none"> ● Staff wear disposable gloves and disposable aprons to change nappies/soiled clothes. If there are behaviour issues associated with a child whereby splashing of body fluids is likely, this would need to be reviewed. ● Following the task, staff wash their hands and dispose of used equipment gloves, nappies and paper towels appropriately. Put soiled clothes in a tied plastic bag. ● Areas / changing mats in use are cleaned before and after use. ● Parents informed verbally at pick up ● Link: Guidelines on hand hygiene 	
28	Uniforms	Staff, pupils	<ul style="list-style-type: none"> ● Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. 	
29	Routine cleaning of communal areas of the school estate	Staff/ Cleaning Contractors	<p>For routine cleaning (i.e. not cleaning in the event of significant contamination by someone suspected of having Covid-19), the following are in place:</p> <ul style="list-style-type: none"> ● Disposable gloves are provided for staff/contractors (see next bullet point) ● Staff wear their usual washable uniform/clothing ● Mops are used for the tasks ● No jet washing takes place during the current COVID-19 - not under any circumstances ● Staff wash their hands when they have finished their task and dispose of the gloves. 	Site manager to ensure external company, Lakethorne, following guidelines

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			<ul style="list-style-type: none"> The school checks that external cleaning contractors have their own covid related risk assessment in place and ensures the cleaners are aware of what is expected of the contractors in terms of following COVID controls within school. 	
31	<p>Storage and issuing of masks</p> <p>Putting on the masks</p>	Staff	<ul style="list-style-type: none"> Where masks have been supplied for staff (e.g. first aiders) they need to be decanted into clean, sealable bags or plastic lidded boxes so that staff each have their own supply for social distancing purposes and keeping the unused masks clean. The following link provides information on donning masks: Link: Advice on donning surgical masks and other PPE. The following link provides information on how to safely remove the masks and other PPE: Link: Advice on removing surgical masks and other PPE. Video: PPE - Donning and Doffing PPE Video, Public Health England 	Each classroom to have regularly replenished box of equipment
32	Ventilation including mechanical ventilation		<ul style="list-style-type: none"> Reference has been made in this risk assessment to keeping some windows open in various areas, including classrooms, offices, corridors and kitchens to help create general natural ventilation. Where activities can take place outside, (weather permitting), this also remains an effective measure. HSE Advice: “Air conditioning The risk of air conditioning spreading coronavirus (COVID-19) in the workplace is extremely low. If you’re unsure, ask the advice of your heating ventilation and air conditioning (HVAC) engineer or adviser. 	Site manager to check

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			<ul style="list-style-type: none"> ● General ventilation ● Employers must, by law, ensure an adequate supply of fresh air in the workplace and this has not changed. ● Good ventilation can help reduce the risk of spreading coronavirus, so focus on improving general ventilation, preferably through fresh air or mechanical systems. ● Windows and doors kept open - fire doors to be closed when room not in use 	
33	Fire Evacuation Fire Doors	All	<ul style="list-style-type: none"> ● All children will be evacuated using the normal procedures ● All doors kept open to aid ventilation and closed if not being used. ● The school has in place procedures for the regular cleaning of areas of the doors most frequently made contact with. ● All fire doors kept free of equipment and are accessible at all times ● Termly fire practice, this will also include Coombe Connections each term <p><i>Door closing systems - We now have 2 systems in place - all corridors which compartmentalise the school have been fitted with wired automatic door release systems. Lower Bay classrooms also have this system in place. Years 1 & 2 classrooms have battery operated Dorgards which are checked regularly.</i></p> <ul style="list-style-type: none"> ● <i>Sufficient smoke detection devices and sounders are installed throughout the school and are maintained quarterly.</i> ● <i>The fire alarm is monitored and linked to the local Fire Brigade</i> 	Work with coombe connections on fire plan
34	Food and drink Catering	All	<ul style="list-style-type: none"> ● Staff make their own drinks and do not share foodstuffs, cutlery and cups, etc. ● The caterers prepare their own risk assessment that includes social distancing, cross contamination, food hygiene, etc. and are required to follow the Government Guidance for Caterers. ● Pupils are not allowed to swap food from their lunch boxes/plates. ● Pre prepared packed lunches will be eaten in classrooms, we will phase in hot meals. 	Checked by SLT

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			<p>Excerpt from Government Guidance:</p> <p><i>"We expect that kitchens will be fully open from the start of the autumn term and normal legal requirements will apply about provision of food to all pupils who want it, including for those eligible for benefits-related free school meals or universal infant free school meals."</i></p> <p>Controls detailed in the guidance for caterers include:</p> <ul style="list-style-type: none"> ● regular handwashing; ● those with symptoms to stay at home and get tested; ● prompt removal of anyone with symptoms; ● active engagement in test and trace; ● risk assessment in place for activities; ● limit unnecessary visits into the kitchen; ● maintain 2m distancing between workers - if not possible, additional measures, e.g. redesigning task, physical barriers, PPE or face coverings. 	
35	<p>Science, DT guidance</p>	All	<p>CLEAPSS has written a number of guidance documents in relation to delivering activities during the current situation and some of these are listed and discussed below.</p> <p>The first three documents listed below remain current up until the end of the summer term and can still be accessed via the CLEAPSS website. They are being updated in relation to full September 2020 opening and the updated versions will be published once that work is complete, during the next few weeks:</p>	

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			<p>GL343 - Guide to doing practical work in a partially reopened school - Science.</p> <p>GL344 - Guidance on practical work in a partially reopened school in DT</p> <p>P104 - Organising and managing hands on activities in science, D&T and art in a partially reopened primary school.</p> <p>The following documents are CLEAPSS documents which remain accessible via the CLEAPSS website. Documents relating practical activities for children at home will remain in place for use in the event that local lockdowns occur.</p> <p>Primary Schools</p> <p>P097 - Practical activities for primary aged children attending school during extended periods of school closure.</p> <p>P098 - Practical activities for primary aged children at home during extended periods of school closure.</p> <p>Science</p> <p>GL336 - CLEAPSS Advice during the COVID-19 / Coronavirus Pandemic</p> <p>GL338 - Practical activities for pupils attending school during extended periods of closure</p> <p>GL339 – Practical activities for pupils at home during extended periods of school closure</p> <p>Design and Technology</p> <p>GL346 School Extended Closure Arrangements</p> <p>GL347 returning to school after an extended period of closure</p> <p>http://primary.cleapss.org.uk/ http://science.cleapss.org.uk/ http://dt.cleapss.org.uk/</p>	
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37	Science and D&T		<p>Excerpt from the Government Guidelines:</p> <p><i>“Resources that are shared between classes or bubbles, 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.”</i></p> <p>As mentioned in the rows above, CLEAPSS has produced a number of documents to help schools in planning these activities, either at home or at school during the current COVID situation. Some of the control measures are listed below, however, schools are advised to check the CLEAPSS documents for full information. Note that the three major CLEAPSS documents as referred to in the above rows are going to be updated in relation to full September opening for schools and so some of these controls may change:</p> <ul style="list-style-type: none"> ● Practical work - CLEAPSS advice updating this is expected during the next few weeks. 	
38	Communicating with staff and parents	All	<ul style="list-style-type: none"> ● Arrangements for discussing in detail plans with all staff including individually have been discussed elsewhere in this risk assessment. ● Parents and carers have been updated with a summary of the main COVID controls and arrangements that will be in place in school for September opening. Descriptions have been included as to what is expected of parents (and pupils) when dropping off and collecting children and any other local procedures the school feels are important. 	

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			<ul style="list-style-type: none"> • Parents and carers have been reminded of their role in terms of the national approach to the pandemic and potential impact on school life. • Parents have been reminded about social distancing • Parents have been reminded that if a child feels unwell before school they need to stay at home, rather than being given calpol and sent in 	
39	COVID controls declaration poster	-	<ul style="list-style-type: none"> • The Government has produced a declaration poster for employers to display which schools may like to display: • Link: Covid Secure Poster 	
40	Relevant publications and posters - these are documents we have considered in writing this RA and have provided links to throughout the document. We are including them here for ease of reference.	-	<ul style="list-style-type: none"> • Guidance for Full Opening of Schools • Guidance for Full Opening of Special Schools and Specialist Settings • Government Advice on Implementing Social Distancing in Schools • Safe Working in Education, Child Care and Children's Social Care Settings • Reopening Schools and Other Settings - Information for Parents • Government Advice - Conducting a SEND Risk Assessment • Government Guidance for Schools - shielding children and adults • Actions for Schools During the Coronavirus • Guidelines on hand hygiene • Advice on donning surgical masks and other PPE. • Advice on removing surgical masks and other PPE. • Video: PPE - Donning and Doffing PPE Video, Public Health England • School Premises - Managing Partially Opened Buildings • Guidance on Ventilation by REHVA • guidance on cleaning in non-healthcare settings. 	

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			<ul style="list-style-type: none"> • DfE Summary of Government Advice Scientific Evidence Summary • Covid Secure Poster • staying at home guidance • Catch it, Kill it, Bin it poster • Safe Travel Poster for Passengers 	
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Action Plan for Improvement

No.	Hazard and what can go wrong	Action required to reduce risk so far as is reasonably practicable	Residual Risk	By Whom	Target Date	Completion Date	Completed By

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Risk Assessment Review: During review of this risk assessment, any new controls identified in the action plan that are now in place should be transferred to the “Significant hazards and current controls” page to reflect the improvements made.