

OPERATING DURING CORONAVIRUS PANDEMIC

SEPTEMBER 2020 OPENING

RISK ASSESSMENT PILGRIMS PRE-PREP SCHOOL

Version 3 – amended on: 15/09/2020

<p>Risk Assessment of:</p> <p>Who Might be Affected?</p> <p>This version supersedes the Risk Assessment that was prepared for the wider re-opening of Pilgrims for 1st June 2020.</p> <p>The maximum number of children on site:</p>	<p>School operating procedures during coronavirus pandemic</p> <p>Staff, children and visitors</p> <p>This risk assessment has been based upon the Government's guidance for all schools to reopen to all pupils from 1st September 2020.</p> <p>363.</p>
<p>Date of Assessment: August 2020 Name of Assessor: Lucy Nightingale</p> <p>NB: These control measures are in addition to site wide and departmental risk assessments.</p>	
<p>This is a live document and will be under continuous review. Version control will be utilised. Any changes will be made within the document and highlighted at the end of the document.</p>	

Version Control

See end of document for tracking of alterations

Version	Date
1	03.08.2020
1a	04.08.2020
2	14.08.2020
3	15.09.2020

Hazards Considered: Coronavirus COVID-19		
<p>Who might be harmed and how:</p> <p>Most people are at risk from infection (staff, children, visitors, etc.). The risk of COVID-19 infection is, as we know, higher for vulnerable persons. The list of who is currently vulnerable includes: the elderly; those with specific chronic underlying health conditions; pregnant women. Government Advice also suggests that there are particular demographic groups more at risk from COVID-19, including people in Black, Asian and Minority Ethnic (BAME) communities. The majority of cases lead to mild symptoms (persistent coughing and temperature). The disease, however, can be fatal. Transmission is via person to person spread as airborne droplets and also via surfaces contaminated with virus.</p> <p>Link to NHS guidance on specific chronic underlying health conditions: NHS list of vulnerabilities</p>		
Control Measures currently in place	Additional Control Measures that Should be Considered or Further action and investigation required.	Action ref
<p>Government Advice:</p> <p>Government guidance is being reviewed on a daily basis to ensure the latest available information is put into practice.</p> <p>Documents include:</p> <ul style="list-style-type: none"> • Coronavirus Education and Childcare • Guidance for full opening of schools • Action for Early Years providers • Implementing protective measures • Safe working in education, including PPE • Covid 19 decontamination in non-healthcare settings • NHS Covid 19 • Planning guide for Early Years and Child Care settings <p>In addition:</p> <ul style="list-style-type: none"> • All unnecessary travel should be avoided. Increase the use of telephone calls, web conferencing, etc. • All meetings on site will be observing 2m social distancing rules where possible or conducted utilising technology. 	<ul style="list-style-type: none"> • All staff to be reminded how the virus spreads. • All members of the school community reminded to follow government guidelines and not to attend school if they are displaying symptoms of Covid 19. • All staff to be issued with guidance on social distancing. • All staff on site have been given a toolbox talk on how to reduce the risk of transmission of coronavirus. • All training that requires congregations, fire drills and group exercises have been suspended within the business and adapted all work to avoid social contact where possible. • Poster material related to social distancing has been applied (updated / refreshed) throughout the school and staff are reminded regularly of the importance of social distancing. • Alternative entrance / exit routes are in place and staff are encouraged, where possible, to not turn up to or finish work at the same time to prevent congregations and avoid public transport on route to work where possible. • The school will consider adjusted working hours or work patterns for individual staff in order to facilitate this. 	<p>1</p> <p>2</p> <p>3</p>

<p>All non-essential appointments on site have been postponed and necessary appointments will be evaluated considering current guidance as they occur.</p>	<ul style="list-style-type: none"> • Staff and children to be reminded that normal uniform and dress codes apply and that although normal laundry practices are sufficient, we encourage clean clothes to be worn each day as far as possible. • School organisation and routines will be adjusted to accommodate guidance and any further H&S requirement deemed necessary. • If Bedford is placed into a local lockdown we will, as far as practicable whilst keeping all children in school if we are to remain open, follow as much of the 19/20 Summer Term risk assessment and procedures as possible. 	
<p>School Opening</p> <ul style="list-style-type: none"> • Full and thorough review of all current practises and routines • This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below. <p><i>Prevention:</i></p> <ol style="list-style-type: none"> 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school 2) clean hands thoroughly more often than usual 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 5) minimise contact between individuals and maintain social distancing wherever possible 6) where necessary, wear appropriate personal protective equipment (PPE) <p>Numbers 1 to 4 must be in place in all schools, all the time. Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 6 applies in specific circumstances.</p>	<ul style="list-style-type: none"> • From July 20th Early Years settings will not be required to arrange children and staff in small, consistent groups. Settings should still consider how they can minimise mixing within settings, for example where they use different rooms for different age groups, keeping those groups apart as much as possible. All other protective measures must remain in place. • Pilgrims will continue to operate within bubbles in our Early years provision. The maximum size of these bubbles will be 25 within pre-school. This will be kept under review as guidelines change or local advice changing. • Registers will be maintained to assist with track and trace for each bubble on a daily bases and every activity undertaken outside the normal class bubble including but not limited to: Owls, SEND 1:1 / small group sessions, individual music / sport lessons. The staff member in charge of the session is responsible for keeping their registers up to date • Where staff have a second job, they will be expected to: <ul style="list-style-type: none"> ○ Communicate to Pilgrims HR that they are undertaking work in a second role. ○ Pilgrims will require a copy of the alternative workplace's risk assessment for review. ○ No clothing or other personal items should be brought into Pilgrims without being appropriately cleaned first if they are also being used in the alternative workplace. 	

<p><i>Response to any infection:</i> 7) engage with the NHS Test and Trace process 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community 9) contain any outbreak by following local health protection team advice Numbers 7 to 9 must be followed in every case where they are relevant.</p>		
<p>Travel to & from school AM: Drop off</p> <ul style="list-style-type: none"> • Drop off times staggered: Larks – 8am Year 2 – 8.25am Year 1 – 8.35am Reception – 8.45am (Siblings who attend the school can be dropped off at the same time) 	<ul style="list-style-type: none"> • Staff and children should be encouraged wherever possible to travel to school by foot or bicycle or alone/isolating family groups using their own transport. Where this is not possible and public transport is used, government and social distance guidelines should be followed. • Utilise different entry / exit points to the building for different groups of people to aid separation and the promotion of social distancing • Additional buzzer systems installed to support parent entrance to pre-school and Little Pilgrims. • Staff will supervise the car park to provide support to children and parents and promote social distancing during drop off and pick up times. • Markings to show 2m intervals for parents to queue whilst waiting to drop their child off / pick their child up will be refreshed. • Staff will be positioned to assist the children to the relevant entrance points. • Information will be issued to parents detailing the following: <ul style="list-style-type: none"> ○ that they are not allowed to use our car park to park and then leave site e.g. to walk around the neighbouring park. ○ they are expected to drop off / pick up quickly and leave – no gathering at the gate. ○ not to bring siblings to school drop off / pick up unless this is completely unavoidable. • A one-way system for parents dropping off / picking up children is in place. • Arrangement to support the handing over of very small children: Plans to support children who require additional support when arriving to 	4

<p>PM: Pick up</p> <ul style="list-style-type: none"> Pick up times staggered: Reception – 3.30pm Year 1 – 3.40pm Year 2 – 3.50pm Owls 1 – 3.30- 5pm Owls 2 - 5pm and 6pm (Siblings who attend the school can be picked up at the same time) 	<p>school. When a child is upset – use the outside spaces to allow the parent to remain socially distant and allow the staff to distract the child so the parent can leave.</p> <ul style="list-style-type: none"> Transition and information videos to support reopening communications have been produced along with FAQs for parents. Parent pick up protocols to be reviewed and guidance provided to parents Parents must wait in their car until the gate is open for their allocated time to collect their children For parents collecting from classrooms on the playground – the gate will not be opened until children are ready to be dismissed to minimise waiting time on the playground. Y2 children will be collected from their garden doors. Parents are asked to leave the school directly with their child/children, children must not use the school equipment as they exit Collection routine for very young children in Little Pilgrims will be reviewed regularly. 	<p>5</p>
<p>Personal Hygiene and belongings</p> <p>Staff:</p> <ul style="list-style-type: none"> All members of staff have been informed to follow the Government's guidance on handwashing and ensure hands are washed thoroughly on a regular basis. Staff to wash / sanitise their hands on arrival and reminded to wash their hands on a regular basis (after being outside, after using the toilet, before eating) - 20 seconds with warm water and soap and the importance of proper drying Reminded to catch coughs and sneezes in tissues. Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands Gel sanitisers available at communal IT reprographics equipment Supervise and assist young children to wash their hands thoroughly <p>Children:</p>	<ul style="list-style-type: none"> Drinks fountains to be isolated and remain unused. Personal belongings to be kept to a minimum (essential items only). Lockers and cupboards used to store personal items and bags. Reinforce with staff during September training that handwashing is preferred instead of using hand sanitiser. 	<p>6</p>

<ul style="list-style-type: none"> • All children, young people and staff should wash their hands on arrival at the school, after play times, after using the toilet and before eating • Hand washing facilities with soap and hot water in place in every classroom, pre-school and every children's room in Little Pilgrims. Gel sanitisers available in any area where washing facilities not readily available, on all main entrance points, reception and the dining room, the Hall, Music room and Peri room. • Tissues/paper towels will be made available throughout the classrooms and at hygiene stations. • Children reminded to catch coughs and sneezes in tissues – following the Catch it, Bin it, Kill it advice. • Younger children will be supervised and assisted where necessary during the handwashing process. • Good hand-washing practices will be encouraged during lessons. Refer to Implementing protective measures 	<ul style="list-style-type: none"> • Staff to increase monitoring and encouragement of hand washing – key times in the day appointed to undertake handwashing i.e. arrival, toileting. Coughs, sneezes, using equipment, outside play. • Additional external hand washing facilities to be provided on the field. • Children only asked to bring in essential items. • Parents will be asked to ensure that children come to school in clean clothes every day. • Drinks fountains to be isolated and remain unused. • Spare clothes may be brought into school in case a child has any accident that requires a change of clothes, but these will remain in school until used and not sent home on a daily basis unless they require cleaning. • Intimate care policy has been reviewed to ensure it is in line with government guidance around Covid 19. 	
<p>Class / rooms organisation:</p>	<ul style="list-style-type: none"> • Identify the most appropriate spaces, buildings and rooms to occupy in terms of social distancing and on-site movement. For example: Accessible / ventilation directly from outside. • Identify the most appropriate hygiene facilities (e.g. toilet / sink / hand sanitiser) for both staff and child use and assess to ensure social distancing can be practiced. • All staff on site to be informed of the specific teaching / working areas allocated to them and the children within their 'bubble'. • Classrooms to be assessed to ensure they are naturally well ventilated. Staff will be encouraged to leave windows / doors open where comfort levels can be maintained. • Furniture to be arranged to encourage side by side seating rather than face to face seating where possible. • To support social distancing: <ul style="list-style-type: none"> ○ Main school teaching areas will be extended to include the class decking / garden areas and library spaces. ○ Y1 and Reception classes to extend the outside decking areas to include part of the playground. 	7

<p>Grouping:</p> <ul style="list-style-type: none"> • It has been acknowledged by the government that it is difficult to enforce / expect social distancing within the age groups that we teach at Pilgrims, so we will be creating “bubbles” of staff and children who will stay together and will socially distance between each bubble. • These bubbles will have their own dedicated space to use and, where possible, dedicated washroom facilities to minimise the shared use of these. • Reception, Year 1 and Year 2 after school care (Owls) will operate in Year groups bubbles and Before school care (Larks) will take place within class bubbles. 	<ul style="list-style-type: none"> ○ Year 2 classroom garden areas will be organised to support full access and use throughout the day. • Air con systems where air is recirculated will be taken out of use where several staff use the room throughout the course of the day until such time as there is confirmation that in some circumstances these can be used. • Bubbles to use the same class/room/areas throughout the day, with a thorough cleaning of the rooms at the end of the day, including tables, chairs, cupboards, door handles / push plates & work surfaces • Where children use other rooms (for example the Hall for PE, cleaning will be undertaken between bubbles in line with current government guidelines). • Each classroom will have a dedicated “hygiene station” which will include tissues, soap, cleaning products, gloves, blue roll and aprons to be available for use if required. • Each classroom will have a dedicated first aid station so most minor first aid issues can be dealt with by a staff member within the bubble in situ. • Hygiene and first aid stations will be monitored and replenished regularly – this is the responsibility of the staff who use the room. <ul style="list-style-type: none"> • Bubbles in main school will be the size of a standard class, up to 20 children. • Ensure that children are in the same bubble for the majority of the day, only mixing into other bubbles for Owls provision at the end of the day within the same year group. • Due to spaces available, bubbles in Pre-school will allow up to 25 (usually less children than this in at the same time). • Bubbles in Little Pilgrims will be a standard room, between 15 to 20 children (usually less for the younger children). • Within Early Years where a parent plans for their child to attend more than one setting, parents will be advised that this is only possible if they have no other alternative. • Parents will then be expected to: 	<p style="text-align: center;">8</p>
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<p>Resources & Equipment:</p>	<ul style="list-style-type: none"> ○ Communicate to both settings that their child will be attending more than one setting. ○ Pilgrims will require a copy of the alternative setting's risk assessment for review before we will confirm the place at Pilgrims is available. ○ Communication plan is established between the settings. ○ No clothing or other personal items are allowed to be brought into Pilgrims if they are also being sent to the alternative setting – this includes comforters. <ul style="list-style-type: none"> ● Class / room spaces have been increased to ensure maximum room to support the ability for greater social distancing. ● We will endeavour to set classroom furniture out in a way that will reduce face to face interaction, e.g. children will sit side by side or back to back rather than opposite each other wherever possible. ● In general, staff allocation limited to one bubble. Where staff cover is required a rota will be used to limit exposure to staff and children ● Specialist curriculum lessons (French, IT, Music) will be streamed into the classes. ● Remove any unnecessary soft furnishings and all soft toys from all areas in use. ● Sand and water play will only be allowed under the following guidelines – the sand / water must be cleaned or replaced regularly and must only be used by children in one bubble. ● Large sand pits (field, PS garden and LPs garden) will not be used. Small scale sand play can take place with the sand used by only one bubble of children and the sand must be cleaned daily with Milton fluid (in line with our sand pit use and maintenance procedure – Staff Noticeboard - Policies). ● Toys used in water and sand play must be cleaned daily. ● Remove unnecessary items within teaching spaces if storage is available elsewhere. Staff belongings to be taken home where they are not directly required. 	<p>7</p>
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<p>Cover for Staff absence</p>	<ul style="list-style-type: none"> Where staff require cover, an appropriate member of staff who is not attached to a bubble will be allocated to cover as follows: <p><u>Teaching / Room cover</u></p> <ul style="list-style-type: none"> Little Pilgrims – Jen Cosgrove and Room Leaders, (Beth if necessary) Pre School – Room Leader, Zoe Miles, Kim Goodwin Reception – Supply TA Year1 – Jo Webster Year 2 – Jacqueline Morales (already covers Year 2 SEN groups), Susan Quince (covering Year 2 Monday ‘Shark’ group) <p><u>Lunch Cover (12 – 1.30 in most rooms, Year Leaders will advise)</u></p> <p>Office team –</p> <ul style="list-style-type: none"> Tracey Boothe Sara Cole Nicola Taggart Karen Sinclair Barbara Courtney Jo Thompson <p><u>Other cover arrangements to support</u></p> <ul style="list-style-type: none"> Where a teacher is out and an HLTA is in their class can the HLTA cover and the TA extend hours. May need addition lunch cover. If a TA is absent – can the morning / pm / lunchtime supervise cover Where a class has a shared teacher can the other teacher work additional days ie Lindsey Bickerton for 1JC, Mary Hosegood / Melissa Frame in 1FH If a member of any bubble where an alternative member of staff has been covering tests positive for coronavirus, that member of staff will be expected to isolate with that bubble. Supply staff can now be used however we will only use them when completely necessary and we will endeavour to ensure that they maintain social distance as far as reasonably practicable. We will expect supply staff to keep in touch with the school to inform us if they test positive for covid following working with us.
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	<ul style="list-style-type: none"> We will work with our supply staff agencies to ensure that all risks have been assessed and that their staff will work in line with our guidelines. We will ensure our own bank of supply staff have had the appropriate training / information before they come into school. 	<p>9</p> <p>10</p>
<p>Staff work areas</p> <ul style="list-style-type: none"> Staff work areas to be re organised to promote social distancing 	<ul style="list-style-type: none"> Discourage staff from using other workers' phones, work tools and equipment, cups and drinking/eating vessels when possible. If necessary, clean and disinfect them before and after use Where staff use shared computers in staff workrooms, cleaning materials will be available and staff must clean their station before and after use. 	
<p>Use of outside spaces:</p> <ul style="list-style-type: none"> Consider outdoor teaching and learning where practical. 	<ul style="list-style-type: none"> Gazebos will be erected in the grounds to provide outdoor covered areas. Each bubble will be allocated their own ground sheet. Continuous provision will be extended using individual class decking and playground areas. As far as possible external routes around the site to be used. The playground and field will be zoned to ensure each bubble has access to their own outdoor areas during play and lunchtime. Areas will be rotated weekly so children have the opportunity to experience all other areas safely. During hot weather parents will be asked to ensure they have applied sun cream to their child before attending school. Children will be expected, where possible, to re-apply their own sun cream throughout the day. For very young children and where help is required staff will wear gloves to support the application of cream. Staff will ensure the use of sunhats and will stay mainly in the shade in hot, sunny weather. Pre-school and Little Pilgrims garden will be zoned for different aged group bubbles. During cold or wet weather, children will wear appropriate outdoor clothing including coat, hat, waterproof trousers, wellies, gloves etc. 	<p>12</p>
Break / Play time		

<p>Internal signage and marking:</p> <ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Separation within corridors, other circulations area and welfare facilities will be promoted, where possible, by the use of floor markings. • Corridors are marked with arrows to ensure children walk on the correct side of the corridor and the distance between the arrows will assist with social distancing. • Routes will be clearly sign posted. • Staff and children will be made aware of new signage and expectations as part of school opening plans. This will be reinforced where necessary. 	
<p>Lunch Time and Catering Arrangements General:</p>	<ul style="list-style-type: none"> • Catering is provided on site for all staff and children. • Children and staff will remain in their bubble to eat, and each bubble will remain socially distanced from any other bubble. • Main school children will eat their lunch in their classroom. Dinners to be plated by the catering team outside each classroom and then served to the children in the class by a member of staff in each bubble. This is to minimise the risk of contact between the catering team and the rest of the school community. Staff must pay particular attention to dietary requirements. • Appropriate trolleys will be used to transport hot food to classrooms to ensure safety, staff will distribute to their bubble to minimise risk of spilling food. • Appropriate cleaning products will be available in each room to deal with any spillages and to wipe down tables after eating. • Lunch time will be staggered to enable the catering team to provide lunches safely to all the different dining areas and rooms. Pre-school children will eat their lunch in the dining room, seated in their distinct bubble. They will not go up to the hatch, staff in their bubble will collect trays of plated dinners from the hatch and will distribute these to the children. Pre School bubbles will remain socially distanced from each other in the dining room. • All children and staff must wash their hands or use hand sanitiser to clean their hands before eating or serving food. 	

	<ul style="list-style-type: none"> • Catering for staff will be in line with the children's meals and served at this time. Where staff bring their own lunch into school this should be in line with necessary guidance in relation to food allergies – i.e. no nuts. • Contingency plan in place with external contractor should the kitchen be unable to fulfil the catering needs of the school due to a covid outbreak within the team. 	
<p>Larks and Owls Provision</p> <ul style="list-style-type: none"> • Before School Care - Larks provision is available from 8-8.30am daily • After School Care - Owls provision is available from 3.30-5pm and 5pm – 6pm daily 	<ul style="list-style-type: none"> • For Larks, children will remain in their class bubbles and will have their breakfast at the tables in the library area outside their classroom • Supervision will be provided by class TA's who may, where necessary, supervise children from more than one class – but always within their own year group. • Supervising staff will always maintain 2m social distance from any child who is not in their usual day time class bubble. • For owls, children will be supervised in year group bubbles. • These bubbles will follow all the guidance set out in this risk assessment for a bubble. • This will mean that some children and staff will be members of two distinct bubbles and will be expected to isolate for 14 days should anyone in either of these bubbles have a positive test for Covid-19. • Accurate registers for each session will be taken. 	<p>14</p> <p>15</p>
<p>Whole school / Large group events: Assemblies, Trips, Clubs and School Events</p> <ul style="list-style-type: none"> • School trips, visits and off-site sports activities have been postponed until after October half term 2020, at the very earliest. 	<ul style="list-style-type: none"> • Gathering for Assemblies will not be held during the COVID-19 pandemic – instead these will be streamed into classrooms. • School events may take place within bubbles and can be filmed for parents where necessary. (see further information in our safeguarding policy). • Any event held must be in line with Government guidelines and the schools Covid-19 risk assessment. • Extra Curricular Clubs will not run from September due to the implications of transmission and use of outside providers. However, this will be kept under continuous review and clubs will be reintroduced, in line with government guidelines when it is safe to do so. 	

	<ul style="list-style-type: none"> Local day trips can now take place if they are deemed safe following additional risk assessments in line with government guidelines and Pilgrims School Trips policy. 	
External Hirers	<ul style="list-style-type: none"> External users will be provided with a copy of the school's Covid-19 risk assessment. Updated contracts to be issued including the requirement for all external providers to issue the school with a copy of their risk assessment for Covid-19. The school should also be content that it is in line with up to date Guidelines and the Schools Covid-19 risk assessment. External hirers will not be able to use the school facilities at the same time that we have children on site in that area of the building. Full cleaning of any areas used will take place before reuse. 	<p>16</p> <p>17</p>
Swimming lessons	<ul style="list-style-type: none"> Swimming lessons will take place in line with Swim England, PWTAG and Government guidance. Swim England guidance PWTAG guidance Swimming lesson group sizes will be based on classes or bubbles. Swimming teachers must remain poolside and maintain social distance from all other pool users unless in the event of an emergency. Where staff are required to assist the children in the pool, this will be members of staff from within the bubble. The school changing room will not be used due to the implications on cleaning and space restrictions. Only staff who accompany children in the water and swimming instructors will be able to use the changing room, which will be marked out for social distancing. Staff will be expected to clean all areas of changing room they have used before leaving. Children will get changed before and after swimming in their classrooms. Children will walk to the pool dressed ready to swim with their towel and wearing sliders. Towel and footwear will be left poolside on the benches. Benches will be wiped down between uses by different bubbles. Swimming lessons will be structured to encourage personal space within the pool and while entering and exiting the pool. 	<p>18</p> <p>19</p> <p>19</p>

	<ul style="list-style-type: none"> • All swimming equipment e.g. floats, noodles, etc. and the steps will be thoroughly cleaned between uses by different bubbles. • The poolside will be cleaned down with pool water between uses by different bubbles. • Children will shower before and after their lesson using the poolside showers. • Children requiring a tummy band will have a member of staff from their bubble put it on for them. Tummy bands will be cleaned between uses. • Cleaning products will be available poolside. • Children must not share swimming equipment within the lesson • Swimming teachers will be allocated their own swimming equipment to use for demonstration purposes. • Children must bring their own swimming hat, float and tummy band if required. Where they forget, they will be unable to participate in the lesson and will sit poolside. • In the event of an emergency situation, follow the Swimming Emergency Action Plan as normal. Training will be given to all relevant staff. • All normal pool health & safety requirements and guidelines still apply. • Little P's children will not be able to get changed in their classrooms – further consideration will be given to this before they start their lessons in the second half of the Autumn Term. 	<p style="text-align: center;">20</p> <p style="text-align: center;">21</p> <p style="text-align: center;">22</p>
<p>SEND provision</p>	<ul style="list-style-type: none"> • SEND staff will be allocated to a year group to minimise the number of different bubbles the children they see are in. • SEND staff will work with their children on a 1:1 basis and will maintain social distancing where possible, working side by side rather than face to face. • SEND staff will have separate resources for each child to use, and they will be kept clean. Children will also have their own pencil cases. • The table and chair / library pod will be cleaned between children's sessions. • Should a SEND TA test positive for covid, all the children that they see will need to isolate for 14 days. 	<p style="text-align: center;">23</p>

	<p>music lessons. Where Reception classes have two lessons per week, the children will use the same instrument in both sessions.</p> <ul style="list-style-type: none"> • Where children are singing or chanting, this will take place in a maximum group size of 15 children in line with current guidance. The room will also be well ventilated by using the door and / or windows and children will be arranged side by side or back to back. • Further consideration to be given to teaching pitched notation to children in year 2 	28
<p>Visiting Music Teachers</p>	<ul style="list-style-type: none"> • VMT's must follow specific guidance as outlined by the school and within this risk assessment. • VMT's must attend a school specific staff induction session before they return to work. • VMT's must follow all procedures in line with all other members of staff • VMT's should wash or sanitise their hands regularly and between teaching sessions. • VMT's will be able to deliver individual music lessons from September • VMT's must be responsible for keeping their own register for track and trace purposes. • VMT's must inform the school (AK / LN) immediately, and all other schools they work for, if they suspect they have any of the Covid-19 symptoms, and if so they must also book a test and update the school immediately of the test results in line with all other school staff. Until they have the results they will not be able to come into school. • VMT's will work in rooms that can be well ventilated by opening doors or windows or using mechanical ventilation if it is available. • VMT's will maintain 2m social distance where possible from the pupils • Clear screens will be used to provide a barrier between children and VMTs where they are required (see VMT guidance for further details). • Ak will liaise with the VMTs to ensure that furniture is arranged to support safe working practises for all. • VMT's should not touch any musical instruments that are being used by the children, where they need to demonstrate they should use their own instrument. If there is a problem with the child's instrument that needs to be fixed or a violin needs to be tuned for example, the 	29

	<p>VMT should sanitise their hands before and after carrying out any adjustments or should use disposable gloves.</p> <ul style="list-style-type: none"> • VMT's may wear PPE if they choose to in line with other staff members • Children should use their own instrument wherever this is possible • Where an instrument is used by more than one child, e.g. the piano, this must be cleaned by the VMT between lessons using the cleaning products provided. • We acknowledge that VMTs will potentially be working in other schools or offering private tuition and we will therefore expect them to provide copies of their risk assessments / covid working practices for these other environments. AK to oversee this. 	
<p>Main School holiday club provision:</p>	<ul style="list-style-type: none"> • Holiday Club requirements to be determined based on parental requests / needs. These will be determined prior to each holiday period. Provision to be organised in line with guidance as outlined in this risk assessment. • Children and staff will be organised in bubbles no larger than 20. • Bubbles to have consistent pupil and staff members. • Specific and discrete rooms and spaces will be allocated to each bubble. These will be reviewed prior to the start of each holiday. • Resources will be rotated and cleaned following guidance as outlined in this document. • All Health and Safety procedures relating to Covid-19 will be continue to be followed as outlined in this document. • Children will eat in their designated rooms or in designates sections of the dining room. If Holiday club eat in the dining room then Pre-school will eat in their own area. • A timetable will be produced to outline the smooth operational running of the provision detailing groups, staffing, room use, activities and pupil numbers. A copy will be shared with parents for their information. • Where possible, siblings will be placed in the same holiday club bubbles. 	
<p>Staff Meetings</p>	<ul style="list-style-type: none"> • Staff meetings to take place by Microsoft Teams or other phone / video conferencing method • Where face to face meeting must take place, 2m social distance between all staff must be maintained at all times 	

<p>Out of School Meetings and Travel for staff</p> <ul style="list-style-type: none"> • Unnecessary travel to other schools will be avoided and where possible meetings will be held via telephone calls/web conferences • Only if absolutely necessary participants should attend in person • Attendees should be two metres apart from each other • Rooms should be well ventilated/windows opened to allow fresh air circulation • Consider holding meetings in open areas where possible. 		
<p>Staff Working from Home</p> <ul style="list-style-type: none"> • Harpur Trust guidelines issued to all staff 	<ul style="list-style-type: none"> • PC users classed as habitual to complete a Display Screen Equipment Assessment whilst at their temporary workstation outlining the principles of good workstation set-up. • IHASCO work station training module to be completed by all staff home working. • Where staff are having to quarantine following contact with someone who has tested positive for covid, they will be expected to work from home. Should they display symptoms then they would be deemed to be off sick and would not be expected to work until they have recovered. 	
<p>Medical & First Aid</p> <p>Standard practises:</p> <ul style="list-style-type: none"> • All medical waste disposed of safely in medical waste bin • School nurse advising on protocols alongside government guidelines 	<ul style="list-style-type: none"> • A 3-months extension for first aid certificates which expire on or after the 16th March 2020 can be used when re-training cannot be accessed. (advice from Southalls). • Safe first aid will take priority but minimal contact measures will be adhered to. • Review suitability and quantities of PPE for first aiders to utilise including gloves and disposable aprons, face coverings as required. • When dealing with first aid incidents, always be aware of the risks to yourself and others. • In most situations it would be expected that a staff member from within the bubble attends to the first aid needs of the child. Where this 	30

	<p>is not possible the attending first aider should use PPE – disposable apron, gloves & face covering.</p> <ul style="list-style-type: none"> • Basic first aid equipment available in every class to facilitate staff being able to carry out minor first aid within the bubble. • Clear communications to parents around the expectations that they do not use Calpol or other medicines to lower temperatures before bringing children into school. • Where the first aid room is being used for the purposes of isolation – additional first aid equipment and resources will be available with the school meeting room. • Thermometers will be available to enable staff to accurately take a child's temperature. 	
<p>Covid 19 related:</p> <ul style="list-style-type: none"> • The Government have confirmed that the wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings Implementing protective measures • The health and safety at work act 1974 requires employers to do all that is reasonably practicable to provide a safe working environment for their staff and this could include the use of PPE. 	<ul style="list-style-type: none"> • Adequate PPE to be identified and provided for core groups including: <ul style="list-style-type: none"> ○ Medical Staff ○ Cleaning Staff ○ Staff who are required to carry out intimate care. • The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE will be available from the school in the following instances only and a guide will be issued on how to ensure the masks are fitted correctly: • children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way. • if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and 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 child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. 	

	<ul style="list-style-type: none"> For face coverings, these are a personal choice and whilst the guidance states that these are not required in school settings, if staff feel more comfortable wearing one then please collect from the school office. For fitting please ensure that it covers your nose and mouth. All staff will be issued with a copy of these guidelines. 	31
<p>Suspected or Confirmed case of Covid 19 within School</p> <ul style="list-style-type: none"> Follow government guidelines Implementing protective measures The school will undertake deep cleaning in the event of any staff member being confirmed as having coronavirus. Children or staff who begin to display symptoms of the virus (continuous cough or fever (37.8 degrees or above) or loss/change of sense of smell or taste) whilst at school will be sent home and isolated until they can be collected. Supervising staff are to maintain a 2m distance and where this is not possible, should wear apron, gloves and a fluid resistant surgical mask. Children or staff displaying any of these symptoms must obtain a test before they can return to school in line with government guidance Other children or staff within the bubble do not need to isolate at this point but will be written to, confirming there is a suspected case within the bubble If a positive test result is received then at that point the entire bubble will be sent home to isolate for 14 days in line with government guidance. The person / child who has tested positive for Covid-19 must isolate for at least 10 days from the onset of symptoms or until symptoms have improved, whichever is later. The school is following government guidance on self-isolation. In the event of any child or staff member exhibiting symptoms they must self-isolate. Guidance on time scales changes. The latest advice is here: https://www.nhs.uk/conditions/coronavirus-covid-19/ 	<ul style="list-style-type: none"> Review pre-lock down procedures including facilities, resources etc. and update risk assessment. Clear communication to parents that they are expected to be able to arrange for their child to be collected within a reasonable timeframe should their child begin to display symptoms of Covid 19. Parents will be made aware of educational offering / implications for home learning should a bubble be sent home to self-isolate. We will issue more guidance to parents informing them of our procedures on when they must get a covid test, informing other schools of siblings etc. 	32

<p>Engagement with Health Protection team / NHS Test & Trace</p> <ul style="list-style-type: none"> • Pilgrims falls under the East of England Health Protection team <p>PHE East of England HPT</p> <p>Public Health England Second Floor Goodman House Station Approach Harlow Essex CM20 2ET Email EastofEnglandHPT@phe.gov.uk ; phe.EoEHPT@nhs.net Telephone 0300 303 8537</p>	<ul style="list-style-type: none"> • The school will actively engage with the Health Protection Team should we have any confirmed cases of the coronavirus and follow their guidance. • Any member of the school community who is displaying symptoms will be asked to book a test. • All members of the school community will be expected to engage with NHS Test & Trace should they test positive for coronavirus • LN will be the consistent point of contact for the Health Protection Team. • Guidance now states that should a member of staff pass away following a positive Covid-19 test, the school should / must inform the DfE and the HSE through RIDDOR if this is appropriate: https://www.gov.uk/guidance/steps-to-take-following-the-death-of-a-colleague-in-childrens-services 	
<p>School community with additional vulnerabilities / anxieties</p> <ul style="list-style-type: none"> • Staffing levels will be assessed to operate the school with a reduced capacity to accommodate essential tasks only • The list of who is currently vulnerable includes: the elderly; those with chronic underlying health conditions; pregnant women. Government advice also suggests that there are particular demographic groups more at risk from COVID-19, including people in Black, Asian and Minority Ethnic (BAME) communities 	<p>Members of staff who have previously been shielding are no longer required to shield from 1st August. These members of staff will have individual risk assessments completed before they return to work.</p> <ul style="list-style-type: none"> • The school will ensure staff self-isolating are made aware of the importance of social distancing in line with current government guidelines. • Appropriate arrangements will be made with individual families where they highlight that they have a child or family member who is High Risk or Medium Risk. • If any individual is in a vulnerable group (as defined opposite), or is concerned about returning to the workplace for any reason, they will be encouraged to speak to their line manager and the HR department so that appropriate support can be provided and any required actions agreed. 	
<p>Cleaning and maintenance Responsibilities:</p> <p>Everyone is responsible for monitoring and encouraging clean working environments. All staff are responsible for cleaning equipment and resources after use.</p>		

<p>Cleaning and maintenance routines:</p> <ul style="list-style-type: none"> • Increased cleaning and disinfection of frequently handled or touched surfaces within classrooms, teaching areas, common rooms, entrances, and dining halls. • School building thoroughly fumigated on Friday 17th April to ensure it would be “clean” for children returning after Easter. Since then, only limited areas of the school have been used. • Door handles and touch points cleaned on a daily basis as per government guidance. • Cleaners follow the COVID-19: cleaning of non-healthcare settings guidance: Covid 19 decontamination in non-healthcare settings <p>All staff:</p>	<ul style="list-style-type: none"> • Additional targeted COVID 19 cleaning expectations communicated to cleaning team. • Additional mid-day cleaning to be carried out in the toilet facilities • Classroom bins emptied in the middle of the day. <ul style="list-style-type: none"> • Toys and equipment should be cleaned daily using viricidal cleaning products, or used on rotation allowing 72 hours between use as studies have shown that the virus can remain on surfaces for up to 72 hours – these will be clearly labelled. • Where there is the requirement to share equipment, e.g. ICT or Music equipment, this will be cleaned and disinfected following use or alternative teaching practices followed. • Cleaning team management will carry out regular checks on cleaning practices. • Additional mid-day cleaning to be carried out in classrooms. • Additional cleaning throughout the day implemented in Little Pilgrims. 	33
<p>Mental Health Staff:</p> <ul style="list-style-type: none"> • Communications to staff to ensure they feel supported through the changes that are being made. • Reorganisation of work areas to better facilitate social distancing to ease anxieties. • Counselling available through Westfield for staff. • All staff have access to support through the Employee Assistance Programme. 	<ul style="list-style-type: none"> • Review and update current advice to staff, the support available and how to obtain it. • Inductions carried out for returning to work. • Reduction to normal curriculum monitoring and evaluation to allow staff to prioritise our new routines to ensure everyone feels safe and settled. • Outdoor work spaces to be created for staff. 	

<ul style="list-style-type: none"> • Regular contact with staff working from home and those who are furloughed. • Mental health first aider available on site. <p>Children:</p> <ul style="list-style-type: none"> • The Trust and school will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. • Wellbeing advice and support offered by SEND & Pastoral Coordinator working alongside All about Me Charity (previously known as Mind Map). • Records of concerns raised by parents/staff being logged and 1-1 teacher time with children and parents taking place. • Recording and sharing of appropriate pastoral support materials for children. 	<ul style="list-style-type: none"> • Guidance and resources available for staff to enable them to support children through bereavement. • Look at ways to reduce normal workload to allow time to adjust to new ways of working where possible. • Review current resources and support available for children and parents. • Weekly Casey Time, PSHCEE lessons, children encouraged to talk to adult in their bubble and parents. • Use of outdoor spaces for teaching as much as possible to aid wellbeing. • Children's personal and social development remains a priority. • Support available for children in terms of bereavement via SEND and Pastoral Coordinator and / or Key worker / class teacher. • Continued phone calls / video conferencing to families working at home with children. • Where it would be detrimental to a child to not be allowed to bring their individual comforters into Pilgrims, this will be allowed, however these must not be shared between children and must be kept out of reach of other children in the bubble when they are not in use. • Talk Time for Y1 and Y2 children will be offered – suitable provision will be arranged by JM. 	
<p>Communication of plans</p> <p>Everyone:</p> <p>Parents:</p>	<ul style="list-style-type: none"> • Open and transparent communication to all key stakeholders about all of our plans. • Communications reinforce for children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection). <p>September opening newsletters and communications:</p> <ul style="list-style-type: none"> • Communicate reviewed timetables, operational changes to parents and all staff. • Parents to be informed that if their child needs to be accompanied to school only one parent should attend. 	<p>34</p>

<p>Health & Safety Requirement General</p> <ul style="list-style-type: none"> All current H&S procedures remain in place <p>Fire Safety</p> <ul style="list-style-type: none"> Interim measures addressing fire safety management will be of a temporary nature in response to the current Covid-19 situation. Once school returns as usual the fire safety measures should again be reviewed, and normal procedures Fire alarm/emergency lighting will continue to be in use Fire doors will not be propped open, even as a measure to minimise surface contact unless they auto close when the fire alarm is activated 	<ul style="list-style-type: none"> Planned 6 monthly fire drills will be postponed until more Government guidance is given on the COVID-19 situation. All staff will be advised on any changes to fire evacuation procedures. New fire evacuation procedures developed to allow for some distancing between bubbles at the assembly point. Teachers to remind children of nearest and secondary fire exits on a regular basis particularly if children are taught in unfamiliar rooms. Building Fire risk assessments will be reviewed. Fire Marshall Provision will be reviewed. If additional Fire Marshals are required, newly appointed Fire Marshals will be asked to undertake the e-learning. Further training to be scheduled as required. 	
<p>General Social Distancing Staff:</p> <ul style="list-style-type: none"> Non-essential physical work that requires close contact between members of staff will not be carried out e.g. manual handling of large objects Work will be planned to minimise contact between staff members Social distancing (2m apart) in staff welfare areas. And limit the amount of staff allowed into these areas Avoid physically greeting others for example by shaking hands and nudging elbows. A simple 'good morning' or 'good afternoon' will suffice and will also adhere to the 2-metre clear social distancing measures 	<ul style="list-style-type: none"> Line managers and Dept Heads to ensure social distancing can be practiced and that adequate welfare facilities are available on sites. Signage in shared toilets on the back of cubicle doors promoting responsible Social Distancing. Staff rooms reorganised with reduced seating to allow for social distancing at staff break times. Tea and coffee available in the Dining room at staff break times. Tables available for staff to use in the Dining room at break and lunch times. Staff to clean down their bench and table after use in the Dining room with cleaning products provided. Staff able to sit in the Main Hall for their lunch break at 2m distance. Staff observations unable to take place as social distancing cannot be maintained. 	

<p>Visitors Deliveries, H&S maintenance, Prospective Parents, Supply staff,</p> <ul style="list-style-type: none"> • Visitors will only be allowed in the building if they cannot be accommodated using virtual meetings 	<ul style="list-style-type: none"> • Recruitment process has been separately risk-assessed by BC / DR before any further recruitment takes place to ensure the safety and wellbeing of all parties. • Visitors who are required to come into school will be able to do so as long as 2m social distancing is maintained at all times and they sanitise their hands on arrival. • A separate visitors risk assessment has been completed. 	<p>36</p>
<p>General Site Safety</p>	<ul style="list-style-type: none"> • Review site wide risk assessment. • Review statutory and general servicing and testing records and regimes to ensure compliance. • Following HSE guidance, HSE Air Con guidance, offices may use their air conditioning. Where rooms are potentially used by larger numbers of staff (i.e. staff rooms) these units remain switched off. 	
<p>General Policies</p> <ul style="list-style-type: none"> • All current policies still stand, staff are reminded of this, specifically including Safeguarding, SEN, Inclusion, Disability, Behaviour, Whistleblowing and HR 	<ul style="list-style-type: none"> • All policies that are required to have been updated in the government guidelines in light of covid have been updated. This includes Safeguarding, Behaviour, First Aid, Fire, Intimate Care, SEND, Curriculum. 	
<p>Building Site</p> <ul style="list-style-type: none"> • Builders do not access the school building whilst occupied unless pre-planned and completely necessary • Where builders do come into the building they are accompanied for safeguarding and social distancing will be maintained at all times • The current building work does not impede the children's ability to move safely around the school site 	<ul style="list-style-type: none"> • The builders will undertake a "builders clean" and a "sparkle clean" of the library before handing it back to the school. • The school cleaning team will undertake a more thorough clean of all touch points before the library is returned to use by the school. 	<p>37</p>
<p>Accountability & feedback</p> <ul style="list-style-type: none"> • It is the responsibility of all staff and parents to follow all guidelines issued to them, and to bring it to the attention of the H&S Committee / SLT should they have any concerns. • All staff are requested during their induction session to provide comment on the risk assessment and are informed they can bring any issues to the attention of their Line Manager or any member of 		<p>35</p>

<p>SLT. The whistleblowing policy and hotline will also be highlighted to all staff.</p>		<p>38</p>
<ul style="list-style-type: none"> • The Health & Safety Committee will have Covid as a standing agenda item to monitor any feedback from staff at every meeting and this will be reported to the School Committee. 		<p>39</p>
<ul style="list-style-type: none"> • The Head's report to the school committee will include up to date information on the number of suspected / actual cases, other covid related incidents and actions taken. 		

Amendments and Version Control

Changes for version 1a dated 4/8/2020

Who might be harmed and how:

Government Advice also suggests that there are particular demographic groups more at risk from COVID-19, including people in Black, Asian and Minority Ethnic (BAME) communities

School community with additional vulnerabilities / anxieties:

- The list of who is currently vulnerable includes: the elderly; those with chronic underlying health conditions; pregnant women.
Government advice also suggests that there are particular demographic groups more at risk from COVID-19, including people in Black, Asian and Minority Ethnic (BAME) communities
- If any individual is in a vulnerable group (as defined opposite), or is concerned about returning to the workplace for any reason, they will be encouraged to speak to their line manager and the HR department so that appropriate support can be provided and any required actions agreed.

Changes for version 2 dated 14/8/2020

School Opening: Registers will be maintained to assist with track and trace for each bubble on a daily basis and every activity undertaken outside the normal class bubble including but not limited to: Owls, SEND 1:1 / small group sessions, individual music / sport lessons. The staff member in charge of the session is responsible for keeping their registers up to date

Larks and Owls Provision: Accurate registers for each session will be taken.

Swimming Lessons:

- Addition of PWTAG and link
- Children will get changed before and after swimming in their classrooms. Children will walk to the pool dressed ready to swim with their towel and wearing sliders. Towel and footwear will be left poolside on the benches. Benches will be wiped down between uses by different bubbles.
- Children must bring their own swimming hat, float and tummy band if required. Where they forget, they will be unable to participate in the lesson and will sit poolside.

Changes for version 3 dated 15/9/2020

School Opening:

- Where staff have a second job, they will be expected to:

- Communicate to Pilgrims HR that they are undertaking work in a second role.
- Pilgrims will require a copy of the alternative workplace's risk assessment for review.
- No clothing or other personal items should be brought into Pilgrims without being appropriately cleaned first if they are also being used in the alternative workplace.

Cover for Staff absence: new section added

Resources and Equipment:

- ~~Contingency plan to be made to cover staff absence, giving appropriate consideration to the bubbles within school~~
- Any resources that are used by more than one bubble will be either thoroughly cleaned or left out of use for 72 hours before they can be used by children in a different bubble

General Social Distancing:

- Staff rooms reorganised with reduced seating to allow for social distancing at staff break times
- Tea and coffee available in the Dining room at staff break times
- Tables available for staff to use in the Dining room at break and lunch times
- Staff to clean down their bench and table after use in the Dining room with cleaning products provided
- Staff able to sit in the Main Hall for their lunch break at 2m distance
- Staff observations unable to take place as social distancing cannot be maintained

Lunch Time and Catering Arrangements:

- Contingency plan in place with external contractor should the kitchen be unable to fulfil the catering needs of the school due to a covid outbreak within the team.