



Coronavirus (Covid-19) Risk Assessment – September 2020

The risk assessment is based on the school being fully operational with all the children back at school during the current Coronavirus (Covid-19) pandemic. This is the sixth version of the risk assessment and has been reviewed by an external Health and Safety Consultant. This will be shared with parents and carers via the school website and Governors for review and adoption.

Each individual class will be treated as a 'bubble' and have minimal contact with other bubbles / classes in the school. The operational complexities in the classrooms will be easier now as there isn't any expectation that children maintain any form of social distancing. All staff should try to maintain a 2m distance from the children which will not be possible all the time. Guidelines also suggest that the children should be placed in rows sitting side by side by side. This again will not be possible especially with the younger children where different models of classroom arrangement will need to be investigated and employed as better alternatives.

The emphasis on hygiene and handwashing will be continued and the recently enhanced cleaning schedule will have to be further developed to meet the expectations of the current guidelines.

I feel our main challenge at RCS will be the logistics of moving the bubble around the school whilst minimising contact with the other bubbles. Thorough timetabling of shared spaces both inside and out, flexible timings at both ends of the day and for break and lunch times will be necessary for the systems to work well.

Providing all things remain equal staffing should be adequate but extremely tight with no flexibility.

A range of actions at RCS, as identified below, have been implemented to reduce the likelihood of someone contracting the virus at RCS, or contributing to the spread of the virus. **Everyone at the school must act to help stop the spread of the virus.**

The risk assessment is a live document and will be continuously kept under review and updated based on the current situation and Government guidance.

Area for consideration / thoughts	Actions	People
Parents and carers	<ul style="list-style-type: none"> No parents or carers are allowed on site unless they have called and arranged a specific meeting. Parental contact via email, text or phone. No staff casual consultations. All contact should preferably be virtual. Signage to remind parents and carers that they must pre arrange appointments. Parents and carers are aware that they must not send their children to school if they are showing any symptoms of the virus. All parents and carers have received both the NHS and school advice sheets. School will phone parents to ensure results of tests and details of isolation are obtained to keep school records up to date. 	<p>Member of SLT / site manager or senior member of staff on duty at both sites to ensure parents get into the routine. Help with queuing and departure instructions. One - way system set up for parents to drop off and pick up children in KS2, manned by staff.</p> <p>Member of SLT or senior staff on duty to ensure that parents / carers don't congregate outside the school and the children access / depart the school promptly for their nominated door.</p>



- P&C drop their children off outside the gates. One parent dropping off only. Parents to focus on younger sibling. Older siblings - see below.

Key Stage 1 / FS building:

- Nursery use their own entrance. Drop off is 9.00, collection is 3.10. New parents and carers allowed into the foyer area wearing face coverings to settle new children in.
- Reception use their own entrance. Drop off is 9.10, collection 3.20.
- Year 1: use the entrance up the front steps. Drop off 9.00, collection 3.10.
- Year 2: use the fire exit by the church. Drop off 9.10, collection 3.20.
- P&C not allowed to gather outside school.
- Parents to receive an email / letter with instructions for drop off / collection / expectations about children's movement around the building, lunchtime and break arrangement, moving away from the school building after drop off, hygiene expectations and around the building.
- Markings of pavements to aid social distancing.

Member of SLT / site manager or senior member of staff on duty to assist with one-way flow in and out of school etc.



- Texts sent to parents for frequent reminders re drop off and pick up routines.

Key Stage 2 building:

- Parents will deposit children at the gate on Ponsonby Road and leave the area immediately. One- way system in operation on the path outside the main entrance. Painted arrows and line dividing the path. Entry and exit this way. Staggered entry to avoid pinch point contact. Max x2 classes at any one time.
- Option to use the gate directly on to Roehampton Lane. Safety concerns here, busy road. Second option to use the gate on to the common and the path around the end of the playground on to the road. (Not in operation at present, awaiting call back from the Conservators)
- Option to line up all pupils in KS2 at end of day in playground and walkie talkies used to communicate from the gate to the staff. (Not in operation at present)
- Year 3: Drop off 9.00, collection 3.10. Year 3 line up on the far side of the playground and only use the playground door nearest the toilets. Exit from the KS2 building using the same door.



	<ul style="list-style-type: none">• Year 4: Drop off 9.10, collection 3.20. Year 4 line up on the far side of the playground and only use the door nearest the toilets. Exit from the building using the same door.• Year 5: Drop off 9.00, collection 3.10. Year 5 line up on the near side of the playground and only use the door nearest the toilets. Exit from the building using the same door.• Year 6: Drop off 9.10, collection 3.20. Year 6 line up on the near side of the playground and only use the door nearest the road. Exit from the building using the same door.• KS2 children line up by entrance to school to be dismissed at the end of the day. Only 2 classes at a time. One bubble alongside the bins, one bubble along the fence parallel to Roehampton Lane.• Staff escort children out to waiting parents and carers at the end of the day.• All late / siblings will be shown into school in the quickest / safest way.• Parents evenings and communication with parents and carers will be via email / text / google meet etc.	
Classrooms / pupil focused planning	Nursery and Reception: Foundation Stage	All classroom organisation is the responsibility of the class teacher and support staff working in that particular classroom. Classroom resources



- Nursery and Reception do not predominantly use tables for the majority of their learning. The children should be arranged in a horseshoe formation at carpet time with space in front of them.
- Use of tables for focus group work should be used with sensible spacing where possible between children and members of staff. 1:1 screens are available.
- Use of the FS playground will be timetabled and should be arranged between staff to best suit their needs on a daily basis. Any use of other outside space has to be on a timetabled basis to avoid contact with other classes.
- Nursery are self - contained and use the nursery toilets as required.
- Reception will use the toilets outside their room, both girls and boys.
- Individualised pens and pencils should be provided in individual packs where possible and realistic. Shared resources once used should either be cleaned with antiviral cleaner or left in an appropriate place or left for 72 hrs before they are used again.
- Staffing in both Nursery and Reception will be kept as consistent as possible given the restrictions the school faces. It is very probable that there will be movement of staff between classrooms which is inevitable.
- Books that are sent home should be set aside (in book bags) for 72 when returned before being used again. It may not be possible to do this consistently every week.

and storage facilities, where necessary, cleaned by the staff in each bubble. Tables chairs, door handles cleaned by the cleaners at the end of every day and whenever necessary by the staff in each bubble during the course of the day. The midday cleaning routine includes doors and contact points on shared equipment.

Now that social distancing is no longer required the full range of curriculum subjects will be taught in time with the immediate emphasis on mental wellbeing and accurate assessment to help provide the correct learning to aid 'catchup'

It is still recommended at the time of writing that the children don't sing. If singing is completely necessary it must be done in a large space (preferably outside!) with no more than 15 children. All PE will take place outside. Chelsea FC outreach programme are in communication with the school at the time of writing about resuming their PE sessions in the afternoons.



- Surfaces cleaned with antiviral cleaner throughout the day. Classroom staff carry out the majority of the classroom cleaning as required during the day.
 - Communal areas including toilets and corridors cleaned by the school cleaner who will be employed for 2 hrs during the day. Full cleaning of all classrooms and communal areas in the evenings as normal. This will include floors (hoovering) tables and surfaces and chairs.
- Key stages 1 and 2**
- All Year 1 use the boys toilets outside the classroom
 - All year 2 use the toilet in the year 2 classroom
 - Tables should be placed in an arrangement that allows the children to face forward. Sufficient space should be allowed between rows of tables. This is proportional to the size of the room and realistic to ensure effective teaching and learning is possible.
 - Individualised pens and pencils should be provided in packs where possible. Shared resources once used should either be cleaned with antiviral cleaner or left in an appropriate place for 72 hours before they are used again. Difficult to clean resources should not be used or left for 72 hours before being used again.
 - Books that are sent home should be set aside (in book bags) for 72 when returned before being used again. It may not be possible to do this consistently every week.



	<ul style="list-style-type: none">• Break times in both KS1 and KS2 will operate on a rota. Times are in appendix A. One class at a time. Wet playtime means the children remain in their classrooms.• Children to come to school in their PE kits on the days when their class has PE to minimise bags and excess clothing in school.• Staff in each class will be kept as consistent as possible. There will however be some movement of staff between classes which is inevitable given the pressures on staffing. Government guidelines allow for this.	
Shared space and communal areas	<ul style="list-style-type: none">• Staggered break times as above, no two bubbles meet. See above. <p>Possible introduction of a portable toilet for the KS2 boys. This will be situated in the corner of the playground nearest the main gate. Permission from the W&P conservators needs to be sought as the playground would need to be locked at the weekend to ensure no damage to the toilet cubicle.</p> <ul style="list-style-type: none">• Timetabled use of all outside spaces, FS / KS1 / Y2 roof.• Timetabled use of the hall.	All situations to be monitored by staff and timetables adjusted if required. SLT / Teachers Teachers



- Use of corridors kept to a minimum. Corridors are narrow and very tight in places. Movement around school minimalised.
- Lunchtime scenarios**
- All packed lunches to be eaten in the classroom except Reception, Year 1 and year 2. See appendix A. No hot food provided at all until October half term at the earliest. Tables wiped down and cleaned in between classes.
 - Staff lunches and breaks on a rota. There must be no cross-over between bubbles except outside where the risk is greatly reduced.
 - Regular hand washing routines are now built into the day. The routine is as follows:
 1. Wash on entry
 2. Sanitise before break
 3. Sanitise after break
 4. Wash before lunch
 5. Sanitise after lunch
 6. Sanitise before home time
 - All classrooms and communal areas will have a bin with a lid where used tissues can be stored safely and disposed of in a plastic bag at the end of the day.
 - Guidance on the procedure to follow in a positive outbreak and definitions of close contact can be found in the Government guidance below, section 9.

SBM / Office staff / Senior SMSA
Teacher and support staff will have to take the lead in staffing the lunch arrangements.



	<p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <ul style="list-style-type: none"> Information on procedures to follow in the event of a positive outbreak are also available from the school office. 	
<p>Site / business focused planning</p>	<ul style="list-style-type: none"> Gloves, masks, face shields, hand sanitiser, disposable clothes, soap, anti-bac / viral cleaning spray in each bubble. Storage must but child secure. Access to infra-red thermometer if required. Staff take own temperature at the beginning of each day. Thorough cleaning of bubble resources used by staff every evening in addition to cleaning during the day. Additional 2 hrs in the middle of the day (Mon-Fri) from cleaning company to clean toilets and communal areas. This includes door handle, push / pull areas on doors, handles on fridges, microwaves and kettles. All cleaners to wear face coverings at all times. Any contractors must come after school has finished. All contractors must wear face coverings. Supply staff must wear PPE. Soap and towels available in bubbles and at the sinks. Hand sanitizers available at the sinks. All hand washing supervised by adults. Cleaning supplies in school monitored by office / site staff and supplemented as required. 	<p>Site manager / SLT</p> <p>Site manager / SBM</p> <p>Office staff / SBM</p> <p>Site manager / SBM</p> <p>Site manager / SBM</p> <p>Site manager / class teachers</p> <p>Site manager / SBM</p>



	<ul style="list-style-type: none">• Outside professional visits kept to a minimum. These have to be pre-planned and suitable distance along with the use of PPE by all. Tables will need to be spaced to maintain a sensible distance for 1:1 work if appropriate. Parental permission must be sought for close contact with external professionals working inside with the children. Screens are available for 1:1 work if required.• Isolation room available if child or member of staff presents as ill during the day. Nursery office, heads office, stage area in KS1, KS2 SEN room nearest the playground, and the ICT suite. If more than one child is ill they must be situated separately. If the need to isolate a child or a member of staff becomes apparent then this takes priority over all other use of these areas. Staff attending must wear full PPE. This room is then deep cleaned after the incident is complete.• Appropriate signage is displayed around the school sight to ensure face coverings are worn, surfaces are cleaned, capacity in rooms, distancing and the cleaning and use of shared equipment.• Covid-19 protocols for contractors are kept in the school office and available on request.• Water fountains are shut off and taken out of use. Drinking water for children is from individually labelled water bottles.	<p>SBM / Site manager / SENCO / SLT</p> <p>Classroom based staff</p> <p>SBM / SLT</p> <p>SBM</p> <p>Site manager</p>
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	<ul style="list-style-type: none">• Fire arrangements remain as normal – exit via the nearest exit – normal assembly point – social distancing at assembly point where possible. Fire drills remain half termly.• Post and deliveries are kept un-opened for 72 where possible in the school office. If this isn't possible staff opening the delivery must sanitise their hands before and after use.• All statutory testing and maintenance to continue as normal.• All rooms must be kept well ventilated.	Site manager Office staff Site manager All staff
Staff related planning	<ul style="list-style-type: none">• All staff are responsible for letting the school know if they have any of the virus symptoms. They must not come to school until they have been tested and a negative result is obtained or they complete the 10 day isolation period.• Staff to use WhatsApp group and email to communicate.• All staff to take their own temperature on entry to the building. If this is outside the normal range a member of the SLT must be informed.• All staff must sanitizer their hands on entry to each building. Staff will sanitizer as appropriate throughout the day. If staff enter into a different bubble to their own one they must wear a face covering.	All staff All staff All staff SLT All staff



	<ul style="list-style-type: none">• 2M social distancing should try to be maintained whenever possible. The emphasis is on minimal contact, adult to adult.• Staff from either site should try not to mix. This may not be possible in the event of sickness and cover. Internal staff will be used in preference to external supply staff where possible.• On line learning to be extended as a vehicle to provide home learning and regular communication with home. The profile of the on line facility will rise and learning must be transferrable on to the Google platform should the need arise to lock the school down. In the event that this happens teachers will continue to provide a broad and balanced curriculum on line for the children. The new G suite facility will give much greater capacity for two way inter-action. Training to be confirmed for either second or third week of term.• PPA is planned for Friday pm for all staff. The school will close on Friday lunchtime and parents and carers who can will collect their children at 1pm. Working parents can submit evidence to school proving they need extended child until normal collection time. TA's allocated to the classrooms will provide the child care. More thorough cleaning of communal areas can take place during this time. Classrooms cleaned once the children have left as normal.• Staff must wipe down any shared equipment after use including photocopier, toilet seat, thermometer, phones, laminator, guillotine, laminator.	<p>All staff</p> <p>SLT</p> <p>All staff</p> <p>All staff</p>
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	<ul style="list-style-type: none">• All staff must wear face coverings when going to any communal area.• Staff to wear face coverings around vulnerable staff (their classrooms / in meetings etc) and not just in communal areas. Staff working in the same classroom would not need to wear a face covering but observe SD with vulnerable adults where possible.• Staff using public transport must comply with government guidance regarding face coverings.• When a first aider is needed and bubbles have to be crossed the first aider will wear PPE as appropriate.• A maximum of 5 people will be allowed into the main staff room at any one time.• A maximum of 2 people are allowed into the nursery office at any one time.• A maximum of 3 people in SEN 1 (larger room) in KS2 building. The doors should be open to create a through draft.• A maximum of 3 people in SEN 2 (smaller room) in KS2 building. Door to playground and windows should be open. This is the room of choice for meeting due to the good ventilation available and its proximity to the playground.• Staff meeting to take place in the hall or virtually.	<p>All staff</p> <p>All staff</p> <p>First aider</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>Classroom staff</p>
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	<ul style="list-style-type: none">• All assemblies will be via google meet or individual classes will hold their own.• No school trips other than immediate locality on foot until further notice.• Children sanitise hands before and after use of playground equipment.• Each class has its own individual box of play equipment.• Church assembly for one class per week on a rota basis starting on Wednesday 16th. One assembly per class per half term.• Staff wellbeing has to be monitored during this time of extremely high stress. All normal sign posts to advice and support will remain in place.	Classroom staff / SLT All staff Classroom staff Classroom staff SLT / Holy Trinity clergy IWL
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