

School name	Kensington Avenue Primary School		
Assessment carried out by	Clare Cranham, Head teacher		
Date of assessment	14.05 2021 (Reviewed and updated)	Date of next review	21.06.21

Hazard identified	The spread of Covid-19 coronavirus
--------------------------	---

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?
<ul style="list-style-type: none"> ● Staff ● Pupils ● Parents ● Volunteers / governors ● Visitors ● Contractors <p>Risk of contracting Covid-19 and risk of transmission to others</p> <p>Heightened risk for those in vulnerable groups (clinically vulnerable or extremely clinically vulnerable)</p> <p>Heightened fear of returning to school</p>	<p>Minimising contact with individuals who have coronavirus symptoms (or have someone in their household who does)</p> <p>Minimising the numbers of people who may carry and transmit the virus during the winter</p>	<ul style="list-style-type: none"> ● School is mandatory for all Primary aged children and children will be in class bubbles to minimise interaction between groups of pupils and adults. ● We have adopted the Croydon LA guidance on managing risks which outlines what to do if parents/ carers/ pupils or staff or someone in their household experiences symptoms; ● Staff receive regular emails containing a health declaration checking that they are COVID-19 symptom free and for anyone declaring COVID-19 related symptoms the HT will be informed. ● Staff to contact ELAS before 7.15 to report any absences so that cover can be arranged ● Staff given instructions on what to do if a pupil show symptoms at school; ● Any staff / pupils displaying symptoms of coronavirus in school are isolated from others and sent home; ● Area identified for any pupils who are unwell and waiting to be collected and staff use of PPE if required due to social distancing limitations; ● Parents/pupils and other potential visitors informed that they must not enter the school if they are displaying any symptoms; ● Staff/pupils will be encouraged to get tested if they display symptoms of 	<ul style="list-style-type: none"> ● Ensure that we follow up where test is undertaken ● Deep cleaning of rooms if infection is located ● Inform local authority and Croydon public health- following the agreed protocols ● If a 'bubble' is required to isolate, remote learning provision is in place. <p>The LA has a clear definition of what is classed as contact: you are considered a contact if:</p> <ul style="list-style-type: none"> ● a person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19, including: ● being coughed on ● having a face-to-face conversation within one metre ● having skin-to-skin physical contact,

<p>after an long absence</p>		<p>coronavirus;</p> <ul style="list-style-type: none"> ● Staff can use Lateral Flow Devices provided by DfE, at home for testing and will inform school and NHS of each result. ● If a member of staff or pupil tests positive, the rest of the class/group will be required to self-isolate for 10 days, or until they have a negative test, where close contact has been established. ● Ensuring that social distancing is adhered to, or where impractical, PPE is available. Face coverings should be worn in corridors where social distancing is difficult e.g. adults accompanying children to “lates” ● Adults to adhere to social distancing in the staffroom and other communal areas. Furniture has been rearranged to comply with social distancing, fridge is to be cleared daily; ● Anyone who is self-isolating can and should be tested, once the test is negative they can return to school; ● School asks that anyone self-isolating or waiting on a test keeps us as up-to-date as possible to ensure we can put track and trace measures in place. School staff to contact families regularly to ensure we have up to date information ● Keeping school informed will enable us to reassure anybody that is concerned or anxious and we will ask for evidence to ensure we can keep the school as safe as possible and minimise the impact on others. ● We have a school QR code that is unique to us and all visitors are encouraged to use this if they have the Track and Trace app. ● Not car-sharing with the exception of legally permitted exemptions e.g. in an emergency. 	<p>or</p> <ul style="list-style-type: none"> ● contact within one metre for one minute or longer without face-to-face contact ● a person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes ● a person who has travelled in a vehicle or plane with someone who has tested positive for COVID-19 ● Monitor and review the effectiveness of our contact systems with families who are isolating and/ or waiting for tests.
------------------------------	--	---	--

	<p><u>Clinically vulnerable children and adults:</u></p> <p>Parents are expected to follow medical advice if their child is in this category.</p> <p>School will support clinically vulnerable staff to work from home if possible, otherwise the safest available on-site role will be offered following a discussion of risk.</p>	<ul style="list-style-type: none"> ● Individual risk assessments conducted on an ‘as required’ basis, dependent on clinical and/or public health advice for pupils and staff who are most vulnerable. ● Reasonable adjustments for disabled workers to be assessed on an ‘as required’ basis. ● PPE is available and social distancing practised. ● Change of room organisation if required. ● Changing after school meetings to ensure staff avoid peak time travel. 	<ul style="list-style-type: none"> ● Put in place any ‘reasonable adjustments’ that are applicable for individual pupils so they can attend school. ● Line managers contact those staff working remotely by telephone or video conference at least weekly, to include a wellbeing check
	<p><u>Clinically, extremely vulnerable children and adults:</u></p> <p>Anyone in this category will be identified through a GP</p>	<ul style="list-style-type: none"> ● The DfE guidance is that children should be in school and follow the protocols in place. ● Shielding advice has been paused nationally from 31.03.21. All adults and children affected by this should closely follow the protocols in place. 	<ul style="list-style-type: none"> ● Follow up all pupil absence to see if this applies ● Ensure that regular contact is maintained through welfare check

	<p><u>Hygiene measures</u></p> <p>Maintain increased frequency of hand washing for 20 seconds with soap and water (or alcohol hand rub / sanitiser where there is reduced access to handwashing facilities)</p> <p>Promoting good respiratory hygiene ('catch it, bin it, kill it' approach)</p>	<ul style="list-style-type: none"> ● Briefings for staff on expectations with regard to hygiene measures at school (for staff and pupils on site), including washing hands on arrival, after break times, before/after eating and after sneezing/coughing; ● Provision of hand soap and disposable paper towels instead of hand dryers (where practical) in toilets and regular checking of supply; ● Regular reminders about hand washing and social distancing (e.g. posters in prominent positions); ● Hand sanitiser and tissues available in classrooms and other key locations; ● Room sanitisers; ● Staff informed that only lunch items and milk can be stored in the fridge and personal items must be removed daily. ● Personal hand sanitiser bottles available for staff. Staff who use public transport are encouraged to use these. ● Wipes are available to use for keyboards, screens and hard surfaces e.g. photocopiers, desks 	<ul style="list-style-type: none"> ● Ensure that this document is up-to-date and on the website should any situation change
--	--	--	--

	<p>Enhanced cleaning</p>	<ul style="list-style-type: none"> ● Enhanced cleaning protocols are in place. These include: <ul style="list-style-type: none"> ○ Thorough cleaning of classrooms and communal areas at the end of the day; ○ Cleaning of frequently touched surfaces often; ○ Bins for tissues emptied regularly during the day; ○ Cleaning of play / outdoor equipment between groups; ○ Cleaning of other equipment for practical lessons between groups; ○ Lunch tables cleaned between groups; ○ Removal of unnecessary items from learning environments; ○ Removal of soft furnishings, soft toys and toys that are hard to clean. ○ Cleaning of photocopier, kitchen equipment (microwave, kettle) ● Additional protocols, including provision of PPE, will be followed for cleaning any area where a person with possible or confirmed coronavirus has spent time; ● Regular checks on cleaning are carried out by identified person on site each day. 	
	<p>Maximising ventilation</p>	<ul style="list-style-type: none"> ● Windows opened and doors propped open where safe to do so to encourage natural ventilation (bearing in mind fire safety and safeguarding considerations). ● Use of natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space); ● Opening internal doors can also assist with creating a throughput of air. If necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so). 	<ul style="list-style-type: none"> ● Ensure air sanitisers are available in areas of low ventilation.

	<p>Minimising contact and mixing between groups of staff and pupils</p>	<p>The following practices have been put in place:</p> <ul style="list-style-type: none"> ● Staff to maintain a 2 metre distance from each other and children as much as is practically possible; ● Where the 2 metre distance is not possible PPE can be and/ or the time in direct contact be kept as minimal as possible, ideally less than 15 minutes; ● Keep left circulation in corridors; ● The school gates and playgrounds have been allocated per year group to minimise contact at start and end of the day ● Accessing rooms directly from outside where possible; ● Staggered break/lunch times; ● Staggered use of staff rooms / office space; ● Limited numbers using toilet facilities at one time; ● Introduction of drop-off / pick-up protocols that minimise contact; ● Rearrangement of classrooms with sitting positions facing the front and side by side (with pupils occupying the same desk) where possible; ● Limited use of shared resources and prevention of sharing stationery and other equipment where possible; ● Pupils will not be required to bring in PE kits: no sharing of cloakroom areas, disposable bags rather than lunch boxes are encouraged. ● Pupils will be able to take books home with them but this will need to be managed differently to reduce the risk of surface contact infection; ● Consistent groupings of staff/pupils wherever possible with minimal mixing; ● Conducting regular classroom activities outdoors; ● Reduction of unnecessary travel where possible; ● Provision of additional support to children as necessary to follow these measures; 	<ul style="list-style-type: none"> ● Review of cover for staff absence as required ● Assemblies will be taken in class/ hall with social distancing in place for year groups. ● After school clubs revised in number and timing to avoid peak travel times; ● Identification of meeting points for each class in years 3-6 for parents collecting
--	---	--	---

		<ul style="list-style-type: none"> • After school booster groups have been revised in number and timing to avoid peak travel times; • Emergency evacuation procedures reviewed and adapted to ensure compliance with social distancing rules. • In a lockdown situation, staff scheduled to work at school will work with the same bubble for their time in school. • Staff meetings held online or in small groups where staff are able to socially distance. 	
	<p><u>PPE</u></p> <p>Normal supply of (non-coronavirus related) PPE will be maintained.</p> <p>In line with government guidance, face coverings are not required at school.</p>	<ul style="list-style-type: none"> • A supply of face masks, gloves, aprons, hand sanitiser (personal use) and eye protection will be maintained for use as necessary in personal care situations where contact is required, e.g. intimate care needs, provision of first aid or if a child becomes unwell with symptoms of coronavirus at school and requires personal care until they return home; • Additional training needs on the use of PPE have been identified with individual staff and training has taken place. • A bin is available for any pupils or visitors arriving in school wearing disposable face coverings who need to dispose of these; • Any non-disposable covering will need to remain with the person who brought them on site in a sealable bag. 	<ul style="list-style-type: none"> • Families/ visitors can request masks if required

	<p>Reducing face-to-face contact between staff and between staff and visitors</p>	<ul style="list-style-type: none"> ● Protocol is that face-to-face meetings between staff and between staff and visitors are to be kept to a minimum and where possible in favour of audio/video conferencing; ● Anyone hosting a meeting will follow the agreed protocols to which they have received training; ● Any face-to-face meetings on site observe the 2-metre distancing rule and will be held outdoors where practical; ● Any visitors are allowed on site with the prior permission of the headteacher; ● Visitors who are pre-booked will be sent links to the school's most current protocols outlined in this document before their arrival via email; ● Visitors will be sent a health declaration to complete before arrival; ● Visitors arriving in vehicles will remain in their vehicle until the host is ready to admit them and this will be sent via email. Hosts will collect visitors themselves; ● Visitors arriving on foot will be pre-arranged and after 9.15 and before 2.45 to avoid peak times in the school office. The hosts will be waiting for them just beyond the reception area; ● Visitors will have stickers not lanyards; ● Any regular visitors will not be readmitted until they have agreed the protocols; ● Visitor protocol to be observed at all times, including hand washing or provision of sanitiser on arrival. PPE is available; ● Contractor visits are scheduled outside school hours where possible. 	
--	---	--	--

	<p>Effective face-to-face contact between staff and between staff and parents</p>	<ul style="list-style-type: none"> ● Parents are welcome to request to speak to teachers and we would ask they do this after school and outside if possible whilst maintaining social distancing from the teacher and other parents; ● This may be difficult if more than one parent would like to speak to the teacher so contact is also available via email on parentsupport@kaps.croydon.sch.uk or the office on 0208 764 2923 to leave their details; ● Our Family Liaison Officer is also available on 07984 303 718 for parents to raise questions; ● Please allow time for staff to be able to follow up and get back to parents/carers; ● Parents' evenings and open events are to be held virtually until further advice for PHE Croydon indicates that the risk has been reduced. Google Meets are used for meetings. 	
	<p>Social distancing in school office and communal spaces</p>	<ul style="list-style-type: none"> ● IT workstations in use simultaneously are distanced at least 2 metres apart; ● Staff work back-to-back or side-to-side (rather than face-to-face) if 2-metre distance is not possible and dividing screens installed; ● Staff required not to share workstations, telephones, radios or other equipment unless properly sanitised between users; ● Reception / meeting areas reassessed to observe social distancing rules; additional chairs removed and signage installed; ● Only one adult is allowed in the reception area at a time, all others to wait outside observing social distance. ● Office staff instructed on how to deal with deliveries safely. ● Staff will use the InVentry points and will not enter or leave via the main office during 8.30-9.15 and 2.45-3.15, other doors are available. ● Signage in place in communal areas in school to reinforce the importance of social distancing. 	

	Reduction in use of public transport to get to and from school	<ul style="list-style-type: none"> • Parents / pupils encouraged to walk, cycle or scoot to school where this is practical, otherwise asked to follow government guidance on travelling safely; • Transport providers working for the Local Authority are expected to follow government guidance on transport, including adherence to hygiene and social distancing rules; • Staff asked to avoid public transport where possible, otherwise encouraged to wear a non-surgical face mask and wash hands thoroughly on arrival, personal use hand sanitiser available. 	
	Monitoring	<ul style="list-style-type: none"> • Management checks to be undertaken each day on the control measures in place and reported back to the headteacher; • Staff encouraged to report any breaches of health and safety protocol they have witnessed. 	

Hazard identified	Stress and anxiety relating to coronavirus
--------------------------	---

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?
<ul style="list-style-type: none"> • Staff • Volunteers / governors • Parents and pupils <p>Additional pressures relating to operating under coronavirus restrictions</p>	People become anxious if asked to self-isolate because of track and trace	<ul style="list-style-type: none"> • We will keep lines of communication open with families and staff; • We will maintain confidentiality as far as possible being mindful of data protection as well as public safety. 	
	Ensure sufficient rest breaks	<ul style="list-style-type: none"> • Staff encouraged to take breaks outdoors where practical, maintaining social distancing. 	
	Regular contact with all staff by line managers	<ul style="list-style-type: none"> • Line managers speak at least weekly (either by phone or in person, observing social distancing) to all staff to identify any concerns they may have. 	

resulting in stress reaction or anxiety	Regular communication via email or notices	<ul style="list-style-type: none"> Provision of regular updates from school leaders ensuring that all staff are well informed of key messages and reminded about wellbeing issues. 	
	Provision of support	<ul style="list-style-type: none"> School has signposted suggested sources of support on the website; Identified mental health first aiders; Families encouraged to come forward confidentially with any concerns they have about wellbeing. 	

Hazard identified	COVID cases rise and local lockdown
--------------------------	--

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?
<ul style="list-style-type: none"> Staff Volunteers / governors Parents and pupils <p>Whole school or bubbles have to self-isolate</p> <p>Additional pressures relating to operating remotely</p>	Key workers children or children identified as vulnerable can access schooling	<ul style="list-style-type: none"> Revised timetabling to ensure that pupils can access school 9-3 in the case of a whole school lockdown, accessible via the school website; Key-worker forms would be completed to agree days required from key-workers who are not able to support their children at home. 	
	Remote learning for all other pupils	<ul style="list-style-type: none"> Use of website to upload lesson plans; Resources available from school for use at home; Links to useful learning sites available; Ensuring a mix of e-learning and practical tasks as families have identified that there are limitations to computing equipment and Wi-Fi access; Identifying barriers to remote learning for families and supporting with printed materials, additional data and / or loan of device where possible; Guides for specific aspects of the curriculum on the website to support learning. 	<ul style="list-style-type: none"> Ensuring staff access to ICT equipment

	Parental updates	<ul style="list-style-type: none"> • The website will be the main place to access information with use of texts to alert parents of key updates. • Seesaw to be used for codes for google meet and any online resource used. 	<ul style="list-style-type: none"> • Ensure website is up-to-date and parent contact info is current
	Regular communication with all staff via email or notices	<ul style="list-style-type: none"> • Provision of regular updates from school leaders ensuring that all staff are well informed of key messages and reminded about wellbeing issues. • Line managers speak at least weekly (either by phone or in person, observing social distancing) to all staff to identify any concerns they may have. 	
	Provision of support	<ul style="list-style-type: none"> • School has signposted suggested sources of support to all staff; • Identified mental health first aiders on staff; • Staff encouraged to come forward confidentially with any concerns they have about workload or wellbeing; • Wellbeing package accessible by all staff. 	
	Track and trace	<ul style="list-style-type: none"> • Use of InVentry system will ensure that staff and visitors are monitored; • Staff available for parents to speak to daily should they have to report symptoms; • Regular and rigorous monitoring of absence of pupils to check that this is not COVID-19 related and if it is track and trace protocols will be implemented. • Positive results from staff home tests will trigger track and trace protocols. 	

	Staff Home Testing	<ul style="list-style-type: none"> • Staff are invited to participate in home staff testing, twice a week (3-4 days apart); • Lateral Flow Testing (LFT) home kits may identify staff who are asymptomatic and ensure that they self-isolate; • Results of the test are reported to the NHS for analysis and use in research. • If the LFT test is positive the staff member must self-isolate and take a PCR test. If and only if the PCR test is completed within 2 days of the positive LFT and the PCR test is negative, then the PCR test overrides the LFT result and the staff member can return to school. 	
--	--------------------	--	--

Hazard identified	Safeguarding, attendance and behaviour
--------------------------	---

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?
<p>Pupils learning is compromised as they are not in school. Detrimental impact on social skills and mental well-being by not mixing with others</p> <p>Pupils and staff if protocols not followed</p> <p>Pupils are kept safe</p>	<p>Attendance in school is expected with the only exception of a local or national lockdown where Government guidelines for attendance will be observed.</p> <p>Attendance will be closely monitored</p>	<ul style="list-style-type: none"> • Measures in place to social distance and control infection; • Work with individual families; • Clear expectations; • Revised policy with agreed addendum. • Regular and rigorous monitoring of absence of pupils to check that this is not COVID-19 related and support to encourage attendance; • DfE daily return of Educational Setting Status Form; • Engagement with remote learning will be closely monitored in a local or national lockdown; • AHT Inclusion liaises with EWO for identified families who may need more support. 	<ul style="list-style-type: none"> • Enforcement strategies deployed as last resort • Staff work closely with EWO to support families where attendance is of concern and in a lockdown , where engagement is a concern.

	<p>An addendum to the behaviour policy introduced</p>	<ul style="list-style-type: none"> ● Clear expectations- class rules are linked to COVID-19 guidelines; ● Support pupils to recognise anxiety and ways to address these; ● Sanctions in place for pupils non-conforming. 	<ul style="list-style-type: none"> ● Parent-pupil school agreement ● Exclusions for pupils as a last resort
	<p>Provision of support</p>	<ul style="list-style-type: none"> ● School has signposted suggested sources of support to all pupils and families; ● SEADS and EP can be contacted for guidance if required. ● Mental Health First Aiders available to staff ● Psychological First Aider training available for staff to support children. 	<ul style="list-style-type: none"> ● Adopting a wellbeing package for resources.
	<p>Safeguarding policy addendum has been adopted</p>	<ul style="list-style-type: none"> ● Clear guidance of what to do if you have concerns will be visible around school; ● Usual protocols will apply; ● Monitoring of attendance will include CME home visits if pupils are absent and we have been unable to contact the responsible adults. 	