

<b>Risk</b>	<b>Covid – 19</b> This assessment explores the risks associated with re-opening the school to ALL Pupils in March 2021
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What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
People becoming seriously ill from Covid-19 after transmission from another person.	Staff, pupils, parents that are classed as 'clinically extremely vulnerable', 'clinically vulnerable', pregnant or otherwise at an increased risk from coronavirus.	<ul style="list-style-type: none"> <li>➤ Ensure these members of staff are aware of the risk and guidance issued by the Government.</li> <li>➤ Carry out personal meetings to ensure staff members are aware of how the risks are being mitigated.</li> <li>➤ These members of staff to maintain social distancing.</li> <li>➤ All members of staff to wear face coverings (unless exempt) in areas of school where social distancing cannot be achieved.</li> <li>➤ Risk assessment for any pregnant members of staff to be carried out.</li> </ul> <p>CEV members of staff to remain at home (working) as recommended by government guidelines issued to each person via letter until 31<sup>st</sup> March</p> <p>CV members of staff to discuss concerns with HT to explore further possibilities to ensure the safety of everyone. This may include wearing masks or changing the layout of rooms to ensure social distancing can take place.</p>	<ul style="list-style-type: none"> <li>➤ Discuss roles in school where it is not possible to maintain social distancing and explore possibility of remote working or to have a role where it is possible.</li> </ul>			

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Getting or Spreading coronavirus due to poor hygiene	Staff, pupils and parents.	<ul style="list-style-type: none"> <li>• <b>Ensuring anybody who has coronavirus symptoms or lives with someone who does STAYS AT HOME</b></li> <li>• Provide water, soap and drying facilities at wash stations. There will be a wash station in every classroom, bathroom and staff communal area.</li> <li>• Provide information on how to wash hands properly and display posters.</li> <li>• Teachers to encourage these good habits through teaching songs and rhymes.</li> <li>• Hand sanitiser to be available in every area of the school and pupils must be taught to use sensibly and only when supervised.</li> <li>• Intimate care plans to be reviewed, adapted and shared with relevant staff.</li> </ul> <p>Ensure members of staff dealing with personal hygiene issues (I.e. wetting in year R) have immediate access to PPE and ensure they wear it.</p> <p>Encouraging pupils and staff to:</p> <ul style="list-style-type: none"> <li>• Frequently wash hands with soap and water for 20 seconds and dry thoroughly.</li> <li>• Clean hands on arrival to setting, before and after eating, and after sneezing or coughing, before going home</li> <li>• Not touch mouth, eyes and nose</li> <li>• Tie hair back to discourage touching of face.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor to ensure people are following controls</li> <li>• Revisit controls through communications with staff and parents.</li> <li>• Ensure enough handwashing and sanitising equipment is available on an on-going basis.</li> </ul>			

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		<ul style="list-style-type: none"> <li>• Use a tissue or elbow to cough or sneeze and use bins for tissue waste.</li> <li>• Pupils to wear normal school uniform.</li> <li>• Pupils to wear PE kits on day of PE sessions so no changing at school is needed.</li> </ul>				
Group Transmission within 'bubble' (staff to pupil, pupil to pupil, pupil to staff)	Risk to ALL of transmission of Covid-19	<ul style="list-style-type: none"> <li>• ALL staff to be encouraged to use the Lateral Flow Testing kits twice weekly and report to school on results – see separate risk assessment.</li> <li>• Parents/childcare bubbles of children at school to be encouraged to use the Lateral Flow tests to minimise the risk of asymptomatic spread of the virus.</li> <li>• Class Groups (where possible) will form a 'bubble'. Contact between bubbles to be avoided. Bubbles to stay in assigned classrooms/year group spaces and limit sharing of rooms and social spaces as much as possible. KS1 pupils in year groups to be separated for playtime.</li> <li>• Intervention and PPA timetable has been overhauled to reduce members of staff going from one class/bubble to another, where possible.</li> <li>• NO group assemblies will take place. Collective worship will be made possible through virtual means.</li> <li>• Each class/working area to have a 'cleaning box' containing relevant cleaning materials that are to be used for ensuring surfaces are cleaned after usage etc.</li> <li>• Protocol for cleaning to be followed throughout the day.</li> <li>• Non-contact team members to carry out a lunchtime clean of the toilets – tick on laminated grid on the cubicle door to show it has been done.</li> <li>• A 'record' of cleaning to be taken in each bubble to ensure it is being adhered to. This will include a general clean of door handles, light switches etc throughout the day.</li> </ul>				

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		<ul style="list-style-type: none"> <li>• PPE to be provided for each bubble in the case of a first aid incident or a personal care incident that would entail a member of staff needing to not follow social distancing guidelines.</li> <li>• Break times and use of outdoor areas will be staggered with movement to these areas carefully monitored by the bubble leaders.</li> <li>• Classes to be kept apart whilst on playground in KS1. Teachers to inform children where their own zone within the larger year group zone is. Staff to ensure pupils are not physical with each other and maintain social distancing at all times for KS2. Teachers will be expected to support with tracing.</li> <li>• Pupils and staff to use a 'one way' approach (clockwise when looking at front of old building and stay to the left when walking down any corridors) when moving around building if absolutely necessary.</li> <li>• Doors to be propped open (where safe to do so – NOT FIRE DOORS) and windows open to aid ventilation around the rooms.</li> <li>• Full ventilation and 'flushing through' of classrooms to be done at every break time or when the class is not in the room.</li> <li>• Ensure the level of cleaning taking place at the end of each day is thorough.</li> <li>• Cleaning materials to be purchased including hand gel and wipes and to be distributed around the building including into bubble cleaning packs.</li> <li>• Bubble cleaning packs to be OUT OF REACH to children.</li> <li>• Where possible pupils will be seated at desks spaced out and facing forward in the classrooms and will have all their own equipment such as pencils to use.</li> <li>• Home school agreement to be written to lay foundations for what the school promises to be and what the parent promises to do to make it as safe as possible.</li> <li>• All parents abide by (by sending their child in) the home/school agreement which states they are sending their pupil in the knowledge that they are NOT displaying any signs or symptoms of coronavirus to the best of their knowledge.</li> </ul>				

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		<ul style="list-style-type: none"><li>No staff member to enter the site if in any doubt of having coronavirus symptoms and to inform SLT immediately.</li><li>No parent to enter the site if they are displaying any coronavirus symptoms. Only one parent should be on site at drop off and pick up.</li><li>In the event of someone falling ill whilst in school strict guidelines are to be followed.</li><li>Registers will be taken in class and sent via email to the school office.</li><li>Staff to ensure they clean down equipment after use from comfort breaks and where possible minimise the use of communal equipment.</li><li>Hand sanitisers to be wall mounted around school as well as the entrance area.</li><li>Supplies of tissues to be available as well as lidded bins to implement the 'catch it, kill it, bin it' approach. These bins to be emptied regularly with double bagging of the contents.</li><li>A thermal thermometer will be available in both buildings in the event of a suspected case of raised temperature.</li><li>Teachers to get tested for Coronavirus if they are displaying any of the symptoms and await results in order to inform HT of availability to work.</li><li>The playground will be zoned to ensure pupils get sufficient break time outside but remain away from other groups. Outdoor areas are to be used for teaching as much as possible to reduce risk of pupils being close.</li><li>Playground water fountains switched off – pupils to use own water bottles. Each bubble will be supplied with disposable cups for water but they must be thrown into lidded bin after use.</li><li>All communal items such as laptops or iPads to be cleaned down and returned by the adult in the bubble that has used them ready for the next group.</li><li>Be aware of door release buttons, light switches etc in communal areas</li><li>Cleaners to use different cloths for each bubble when cleaning.</li></ul>				

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		<ul style="list-style-type: none"> <li>• Site staff to wear PPE whilst moving from bubble to bubble in the evening whilst locking up the school.</li> <li>• All bubble staff to ensure windows are shut and locked at the end of each day.</li> <li>• Tables and chairs in bubbles to be positioned to encourage social distancing with each child having own equipment and tray in which to keep work etc.</li> <li>• If pupils have been administered calpol or ibuprofen in the previous 6 hours before coming to school they must not come as it may hide a potential symptom.</li> <li>• PPA to be 'blocked' to reduce the movement of adults from one bubble to another – this should be done at home where possible.</li> <li>• PPA and management time to be taken off site where possible. Any use of PPA rooms should be limited to one or two teachers at a time depending on the ability to socially distance.</li> <li>• Interventions sessions with booster teachers to be 'blocked' into weekly units to allow the weekend time to 'decontaminate'</li> <li>• Any PPA or booster teacher that works across more than one bubble in a week to ensure they maintain social distancing.</li> <li>• NO contact sports to be played during PE lessons or instruments to be shared during music sessions.</li> <li>• NO member of staff to enter any office area unless it is their own including SEN office, main office, Jane's office, Nicola's office and staff study.</li> <li>• Staff break out areas to be used only to retrieve drinks and food. Staff are not to congregate in any areas for purposes of social interaction. Vacant space around school may be used to eat lunch and have breaks but only alongside other members of staff from the same class. Even then a distance of two metres must be maintained.</li> <li>• Staff to wear masks around the building whilst moving from one area to another during times where they make be unable to socially distance from others i.e. corridors or stairs, unless they are exempt.</li> </ul>				

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		<ul style="list-style-type: none"> <li>Staff must maintain social distance from other staff <b>at all times</b>.</li> </ul>				
Transmission from adult to adult in the office area.	Staff	<ul style="list-style-type: none"> <li>Staff to not enter office area but to speak to office staff (of which there will be one at any given time) through the glass screen.</li> <li>NO sharing of intercoms or telephones– these should be cleaned after a 'shift' is ended.</li> <li>Medication (locked in office) to be given in cardboard pots and delivered to staff members in bubble through the glass screen.</li> <li>Office staff to use their own workstations which will be cleaned at the end of a shift.</li> <li>Glass screen in reception to remain closed and any parents/delivery drivers to speak through the glass.</li> <li>Front door to be propped open at all times to allow the flow of air through the reception area.</li> <li>Parents/visitors in reception area to be encouraged to socially distance through use of signs and footprints on the ground.</li> <li>Only 1 parent allowed in reception area at any one time – parents to queue outside.</li> <li>Glass panel to be wiped down at the end of each 'high traffic' session i.e. start and end of school.</li> </ul>				
Transmission from parent to staff/ staff to	Staff and parents.	<ul style="list-style-type: none"> <li>Parents to wear face masks when on site at all times unless they are exempt.</li> <li>Reduce the number of parents on site at any time by staggering the drop off and pick up of pupils. Posters and staff outside pick up areas to remind parents of social distancing while waiting.</li> </ul>				

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parent directly.		<ul style="list-style-type: none"> <li>• Back doors of classrooms to be used in every case except Sears and Canton. Gate to Petronas back door to be open.</li> <li>• Encourage parents to leave site asap after drop off and pick up (SLT to be on playground directing and ensuring flow of parents). STRICTLY no chatting in groups at playground entrance.</li> <li>• No playground play before school – straight into bubbles.</li> <li>• Parents discouraged to use office and to do all communication online or telephone. Drop box use to be encouraged.</li> <li>• No unnecessary equipment to be brought into school.</li> <li>• Parents to read a 'home/school agreement' and by bringing child to school agree they are aware of the risks and that they are following the necessary guidelines to help reduce the risk.</li> <li>• Visible signs to show parents where each bubble entrance is with directing them.</li> </ul>				
Increased risk of infection and complications for vulnerable people	Staff, pupils and parents	<ul style="list-style-type: none"> <li>• Identify people who fall into this category.</li> <li>• Discuss risks with these people and identify course of action for each case.</li> <li>• Identify how and where someone in one of these categories will work in line with current government guidance.</li> <li>• Identify how they will be protected through social distancing and hygiene procedures.</li> </ul>				
Behaviour of pupils putting staff at risk	Staff and pupils through spitting or biting behaviours.	<ul style="list-style-type: none"> <li>• Identify pupils and update personal risk assessment accordingly – ensure staff in bubble are aware of how to deal with incidents of violent behaviour. Consult Primary Behaviour service if needed.</li> <li>• Update behaviour policy and communicate this with all staff.</li> <li>• Pupils to begin their return with an update lesson on the behaviour policy plus setting a new 'class charter;' for their bubble.</li> </ul>				



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		<ul style="list-style-type: none"> <li>• Include behaviour on home school agreement.</li> <li>• PSHE leads to give teachers top tips and ideas of how to structure lessons to support emotional behaviours that we might expect to see after lock down.</li> </ul>				
High needs pupils/SEND or Vulnerable maybe unable to access needs or relevant input to ensure they cope with changes and accessing learning.	High Needs Pupils/SEND/ Vulnerable	<ul style="list-style-type: none"> <li>• Consideration of staff members to be taken into account when organising bubbles and staffing.</li> <li>• Individual risk assessment to be updated for all EHCP children to reflect the changes that will occur with the wider opening of school.</li> <li>• Individual phone calls to EHCP families to ascertain attendance.</li> <li>• Those staying at home to continue to be provided with resources to enable the EHCP provision.</li> <li>• PEEPs to be shared with bubble leaders and staff with links to the updated fire procedures.</li> <li>• Pastoral team to ensure staff in bubbles are aware of any pupils that have high needs.</li> <li>• Parents with concerns and need to speak to pastoral team will be encouraged to use email contact rather than on site meetings.</li> </ul>				
Transmission to others at breakfast club.	Staff & pupils	<ul style="list-style-type: none"> <li>• Breakfast club to now operate on a booking system per half term rather than 'turn up' basis.</li> <li>• A maximum of 45 spaces to be available each day in the breakfast club which will now be held in the hall.</li> <li>• Children to be sat around 'bubble' tables and should not mix with other bubbles.</li> </ul>				

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		<ul style="list-style-type: none"> <li>Each bubble table to have their own box of toys to use which will have a thorough clean weekly and rotated.</li> <li>All monies for BC will go through the parent mail system rather than handling of cash.</li> <li>At 8.30 the children will be escorted by members of staff in BC to their classrooms so that BC is empty by 8.45.</li> <li>BC team to then thoroughly clean area ready for table use at lunch time.</li> <li>Children and staff will follow hygiene rules.</li> </ul>				
Staffing for first aid	ALL – either through lack of knowledge to deal with an injury or transmission of Covid.	<ul style="list-style-type: none"> <li>At least one paediatric first aider will be on site at all times and will be called outside of their bubble only in an emergency – they will use PPE.</li> <li>Each bubble to be provided with a first aid pack to include a set of PPE to be used if connection with the child or adults is necessary.</li> <li>Addendum to first aid policy to be revisited at INSET 1.</li> <li>Continue to use online first aid reporting system via a remote device to limit the children and staff needing to access office area.</li> </ul>				
Staffing in the event of a fire	ALL – serious risk of being in fire if procedures are not followed.	<ul style="list-style-type: none"> <li>Reviewed Fire Safety Policy and procedures to be shared with all staff at INSET 1 so ALL are aware of duties in the case of a fire.</li> <li>Pupils and staff to carry out practise fire drill in the first week to ensure all parties know the procedure.</li> </ul>				

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Safeguarding procedures not being adhered to.	Serious risk of harm to pupils and staff	<ul style="list-style-type: none"> <li>At least one DSL will be available on site every day.</li> <li>Awareness of the possibility that some pupils will have disclosures to make.</li> <li>Reviewed Safeguarding Policy to be shared as a refresher with whole staff prior to opening.</li> <li>Continue to liaise with social services and outside agencies where needed.</li> <li>Continue to log concerns and disclosures on My Concern – also ensuring a DSL has been directly told so that immediate action can be taken if need be. In this instance mobile maybe permitted to be used within a bubble in order to communicate with DSL.</li> <li>Review regularly the safeguarding policy with any updates from the DfE.</li> <li>All lead teachers in each bubble to have My Concern logon to record concerns and disclosures.</li> <li>'Top Tips' cards to be written and laminated for each bubble as a reminder of the protocol in the event of disclosure or concern.</li> <li></li> </ul>				
Mental Health of staff and pupils	Staff and pupils	<ul style="list-style-type: none"> <li>Awareness of pupils that may have suffered bereavement or severe issues whilst in lockdown.</li> <li>Training for mental health issues and bereavement care to be delivered at INSET 2.</li> <li>PSHE leads to prepare curriculum guidance to support pupils in each bubble through lesson plans and signposting to support.</li> </ul>				

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Transmission to each other during lunchtime & playtime.	Staff & pupils	<ul style="list-style-type: none"> <li>Year R and Year 1 will use the hall for eating at lunchtimes. This will be staggered to ensure no mixing of these year group bubbles and the hall will be cleaned in between sittings.</li> <li>All other year groups will have lunch delivered to them in classrooms. Class staff teams will be responsible for cleaning the rooms at the end of lunchtime.</li> <li>ALL children will wash hands before and after they eat.</li> <li>Use of the playground at lunchtime and playtimes will be staggered to ensure no mixing of year group bubbles.</li> <li>Supervision of children at these times will be carried out by bubble staff and not mixed except in the case of the lunchtime supervisory assistants who will carry out outdoor duties only.</li> <li>Outdoor play equipment will be rota'd for use by one bubble per week.</li> </ul>				
Risk to pupil academic attainment through further time away from school in the event of another lockdown or local isolation.	Pupils	<ul style="list-style-type: none"> <li>Plan in place to offer remote education immediately in the event of local lockdown.</li> <li>We will use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos, and that is linked to our curriculum expectations. See remote education offer on website.</li> <li>We will give access to high quality remote education resources.</li> <li>We will use online tools that allow us to interact, make assessments and give feedback to all pupils.</li> <li>We will continue to provide printed resources to those who do not have suitable online access.</li> </ul>				

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Transmission of coronavirus when a person is displaying symptoms or has a positive test result.	Staff, pupil & parent	<ul style="list-style-type: none"> <li>Engage fully with the NHS Test and Trace guidelines.</li> <li>Contain any outbreak by following local health protection team advice.</li> <li>If any person on site begins to display symptoms of Coronavirus the following will apply: <ul style="list-style-type: none"> <li>That person will be taken immediately to the designated area with a member of staff who must be wearing PPE (if they cannot maintain a distance of 2 metres).</li> <li>If that person sneezes or coughs on anything this must be cleaned thoroughly afterwards as must the toilet if they use it.</li> <li>They will be sent home and requested to have a test immediately.</li> <li>Anyone displaying symptoms will be expected to self-isolate for at least 10 days. If they test positive then a further ten days isolation from the test date.</li> <li>Other members of that persons household should self-isolate for 10 days from when the symptoms began.</li> <li>Any person developing symptoms at the weekend will be asked to inform school via the email address <a href="mailto:adminoffice@towerhill.hants.sch.uk">adminoffice@towerhill.hants.sch.uk</a></li> <li>If someone tests positive school will contact the local health protection team who will carry out a rapid risk assessment to confirm who has been in close contact and ask for them to self-isolate.</li> <li>Anyone that has been in close contact with the person testing positive will have to self-isolate for 10 days.</li> <li>Close contact – face to face for a length of time, within 1 metre, including being coughed on, a face to face conversation or skin to skin contact. It is also extended close contact – with 1 or 2 metres for 15 minutes or more. Travelling in a car with the infected person.</li> <li>School will have a recording process to ensure the people who might have come into contact can be identified.</li> </ul> </li> </ul>				

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		<ul style="list-style-type: none"> <li>Household members of these people will NOT need to self-isolate unless symptoms subsequently occur.</li> </ul>				
Transmission of coronavirus whilst on an education off site visit.		<ul style="list-style-type: none"> <li>Visit leader to carry out comprehensive risk assessment prior to visit to include thorough examination of venues Covid security policy.</li> <li>All trips must only take place with children from with the same controlled bubble as currently operating at school.</li> <li>All attendees must stay socially distanced from any members of the public including site staff. Where possible, planned trips should isolate the group from any other groups or members of the public.</li> <li>All attendees must practise frequent hand washing and use of antibacterial hand wash and avoid physical contact wherever possible.</li> <li>Parent volunteers will not be used.</li> <li>Any first aid will be dealt with by Tower Hill staff and PPE to be worn.</li> <li>All necessary first aid, hand sanitiser, PPE equipment will be taken on the school trip for easy access.</li> </ul>				
Transmission of coronavirus at SCL after school club.		<ul style="list-style-type: none"> <li>Children to be kept in year group bubbles within the club and focussed around particular activities where mixing is not necessary.</li> <li>SCL to provide full details of Covid security and measures to be taken.</li> </ul>				

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Contractors on site transmitting Covid	ALL	<p>On attending the first site of the day a visitor will be asked to undertake a Lateral Flow test.</p> <ul style="list-style-type: none"> <li>Where a negative result is identified, the visit can proceed but continues to require appropriate PPE throughout the visit and adherence to all infection prevention and control measures.</li> <li>This negative result remains valid for 2 days (the day of the test and the following day)</li> <li>Schools should accept photographic proof of a negative test taken that day (or the day before) and should enable attendance to go ahead without further test (subject to all necessary precautions as per point 2 above)</li> </ul>				

Risk Assessor Laura Ovenden	Signature <i>Laura Ovenden</i>	Date 21 <sup>st</sup> August 2020
Responsible Manager Laura Ovenden	Signature <i>Laura Ovenden</i>	Date 21 <sup>st</sup> August 2020

Date Reviewed	Signature	Role
23/9/2020  In the event of a positive case follow the PHE South East Health Protective Team flowchart.	<i>Laura Ovenden</i>	HT

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All senior leaders were give a copy of this. ALL staff were given a copy of the questions that would be asked to support test and trace.		
3 <sup>rd</sup> January 2021  Further stringent measures to be implemented to increase the rigidity of all actions in order to keep staff and pupils safe due to the new strain of Covid causing higher transmission rates.	<i>Laura Ovenden</i>	HT
5 <sup>th</sup> March 2021  Review of RA for the event of re-opening the school to all pupils on 8 <sup>th</sup> March. Minimal changes except lateral flow testing has been added. Contractors on site info has been added from School Comms.	<i>Laura Ovenden</i>	HT



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**Action Plan for Risk Assessment**

Action Plan to be completed based on the findings of the risk assessment. The following actions are to be undertaken to reduce the risk level as far as reasonably practical and to ensure that all of the standard controls and local arrangements are in place.

No	Hazard not fully controlled	Performance Status	Action required	Person Responsible	Target Date	Date of Completion
		High				
		Medium				
		Low				
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

Responsible Manager	Signature	Date
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## ***Tower Hill Primary School Visitor Protocol***

### **Keeping Our Community Safe**

Please note that visitors to Tower Hill Primary School are permitted strictly by appointment only, and only when your visit is essential.

Following advice from Public Health England, Tower Hill Primary School is mindful that the close quarters in which all of our children work within the School, require us to take all reasonably practicable measures to protect our staff, children and the community at large.

As Tower Hill Primary School continues to monitor the ever-changing information about Coronavirus (COVID-19), we respectfully request that all visitors adhere to the following procedures to help maintain a safe environment for staff and students.

### **If you are visiting our School with an appointment, please make sure that:**

- ✓ You are not displaying any symptoms of Covid-19, tested positive for Covid-19 or been in contact with anyone who has.
- ✓ You sign in on arrival using the entry sign system.
- ✓ You wash and/or sanitise your hands when you arrive and as necessary during your visit
- ✓ You wear a mask or face covering in reception, corridors and other shared areas.
- ✓ You maintain a safe distance (at least 2 metre) from other people at all times
- ✓ You provide the reception staff with your contact details.
- ✓ You have not entered the UK from any country not listed as safe on the transit corridor list. And if you have that you have followed the current quarantine rules.

### **We have comprehensive processes in place to keep our community safe. The key points include:**

- ✓ We have developed a clear protocol and provision in the event of a member of staff or student presenting with COVID-19 symptoms while at school. This includes clearly defined safe areas for isolation until an individual can safely travel home and a cleaning protocol for the areas where the person has been during the day.
- ✓ We have put in place enhanced sanitising facilities at all external entry points and in key areas around the school.
- ✓ We provide disinfectant wipes in all classrooms, along with hand gel / sanitiser for use every lesson.
- ✓ We are asking all visitors to wear masks in reception, corridors and other shared areas.

*Site Name: Tower Hill Primary School*

*Date: 5<sup>th</sup> March 2021*

- ✓ We have put in place posters across the site and verbal reminders from staff, to ensure good hand and respiratory hygiene.
- ✓ We have enhanced cleaning provision. Every class base has its own cleaning facilities. Toilets are cleaned at lunchtime.
- ✓ Our children have been grouped in "year group bubbles", to help minimise any unnecessary contact and enable us to track any close contacts quickly if need arises.
- ✓ We are enforcing social distancing: verbal reminders and posters are reiterating the messaging, classrooms and dining rooms have been laid out to ensure year group bubbles do not mix, and physical reminders such as line markings are in place along path ways to minimise inadvertent contact.
- ✓ We have staggered start and finish times to ensure parents are able to social distance and this is monitored daily by senior members of staff.
- ✓ We have strict controls in place to ensure parents/carers do not come into school unless it is essential, and by appointment only.

**How You Can Help Us:**

Limiting the spread of infection is everyone's responsibility. You can help us to keep our community safe by:

- ✓ Washing your hands frequently, with soap and water for at least 20 seconds.
- ✓ Using tissues (or the crook of your elbow) whenever you need to cough or sneeze, disposing safely of your used tissues and washing your hands immediately.
- ✓ Staying at least 2m apart from other people, and encouraging your children to do the same.
- ✓ Staying away from School if you have symptoms, have tested positive for Covid-19, or have been in close contact with a confirmed case, in line with Government guidance.
- ✓ Actively engage with track and trace system.
- ✓ Respecting and supporting all of the safety measures that we have put in place.
- ✓

Thank you for your understanding in these unprecedented times.

Best Wishes

Miss Laura Ovenden    Headteacher