

Walsh Memorial CE Infant School

Version Two

Available for all on the school website

This is based on the 'protective measures' risk assessment for mainstream schools that has been prepared in response to the Government's phased return plans.

It should be used alongside the government guidance below:

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>

Template owner Surrey Recovery Planning Team all writing in black font

Walsh Memorial CE Infant School Risk Assessment Team all writing in green font is the schools further details

Mrs S Cawson

Mrs S Churchman

Mrs S Gabbott

Mrs D Russell

Mrs S Richards

Mrs C Sharrard

Miss J Vinall

Mrs H Wall

Review date Friday 12th June

Walsh Memorial CE Infant School will be opening for Key Worker Children that have replied to an audit carried out on 19th May 2020, children with a social worker or children with an Education, Health and Care Plan.

School will be organised into One Year Two Key Worker Group where both Year Two classes will be mixed. Two Year One Key Worker Groups each in their own base. Two Early Year Foundation Stage Groups in their own base. Teaching, Teaching Assistant, HLTA and Mid Day Supervisors have been grouped into the five groups and will remain with the group for the remainder of the Year. Most groups have the teacher or teaching assistant that they are familiar with.

Parents will be reminded to read the risk assessment and follow the guidance weekly.

	Risk rating prior to action H/M/L	Recommended controls/Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of and adherence to policies and procedures	H	<ul style="list-style-type: none"> Health and Safety Policy has been updated in light of the COVID-19 advice and an additional paragraph has been added signposting the latest Government Guidance. All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> Health and Safety Policy – includes a section regarding First Aid Procedures. First Aid Kits will be in each classroom and first aid will be administered by the teaching assistant in the class. Records will be kept as usual and parents informed. Infection Control Policy - At Walsh Memorial, we use the Guidance on Infection Control in Schools and other child care settings as written by Public Health Agency for Public Health England and freely available online. 	YES	Miss Vinall	May 19.5.2020	M

**Based on the Surrey Exemplar
Protective Measures Risk Assessment Template v130520**

		<ul style="list-style-type: none"> - The Illness and Administrating Medication Policy will be applied consistently however medicine will be administered by the teaching assistant under the guidance of the Admin Team. Admin Team will record the medicine and dosage etc. • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' • Two members of the Administrative team have received necessary training that helps minimise the spread of infection, e.g. infection control training. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE; NHS; Department of Health and Social Care; PHE • Staff are made aware of the school's infection control procedures in relation to coronavirus via email; (This is in the risk assessment) • Parents are made aware of the school's infection control procedures in relation to coronavirus via access to this risk assessment – they are informed that they must not send their child to school if the child develops coronavirus symptoms or if another household member develops coronavirus symptoms. In both these circumstances the parents/carers should call the school to inform the school of this and that they will be following the national Stay at Home guidance. The school regularly writes to Parents to requests that they keep their child 				
--	--	--	--	--	--	--



**Based on the Surrey Exemplar
Protective Measures Risk Assessment Template v130520**

		<p>in school away from other people to reduce the risk of infection transfer.</p> <ul style="list-style-type: none"> • Pupils are made aware of the school’s infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell; Staff will be extra vigilant and will inform parents if they notice a change in a Pupils wellness. Parents will be expect to remove Pupils if they are called and seek further medical advice. Pupils will not return to school until they are fully well. If staff learn from a child that children have taken medicine such as Calpol which may mask a temperature, the parent will be called and asked to remove the child until they are totally well which will be 7 days self-isolating for a high temperature. Return to school before 7 days following a suspect illness is by the Headteacher discretion. • The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus. • Should any member of staff have a concern regarding any aspect of the risk assessment or practice whilst the school is under partial closure they are to complete the Staff Feedback Form available in the staffroom. Their concern will be actioned within 24 hours and a response provided. • Should any Parent have a concern regarding any aspect of the risk assessment or practice whilst the school is under partial closure they are to complete the Parent Feedback Form to be provided on request and their concern will be carefully considered. • We will be ensuring that all children and staff that are required to shield or self-isolate continue to do so and they will not be invited to return to school until deemed safe by the Government guidance. • Staff will be reminded to use Employee Assistance Programme if feeling anxious or vulnerable • Adult well-being will be monitored and actions taken if necessary. 				
--	--	---	--	--	--	--



**Based on the Surrey Exemplar
Protective Measures Risk Assessment Template v130520**

		<ul style="list-style-type: none"> • Staff that are class based are not to leave the site during the working day including their lunchtime. • MDS joining the class during the day will not travel on public transport and will limit contact with anyone other than their family before coming to school. • Health and Safety checks will be carried out on the classrooms that have not been used for a length of time. 				
Implementing social distancing		<ul style="list-style-type: none"> • Current guidelines state that staff and children are not to wear PPE in their class bases. • Once children have started school they are expected to attend regularly. • There will be no movement between groups for children and staff only in very extreme emergencies and not within the same day. • Children that join the group late also have to remain in the group even if it is out of age group. The group will always remain below the government guidelines below. • No child will be allowed into school if they have attended Breakfast Club. • Small class groups, are organised as described in the 'class or group sizes' in DfE guidelines; We will have no classroom with over 15 children. Staff members with children will be the same classroom including lunchtime staff. There will be one family who are split. • Staff and children will not be expected to remain two meters apart as the children are too young and it is an unrealistic expectation. The school has limited the number people each child and adult will come into contact with to attempt to address this. • Classrooms and other learning environments are organised to maintain space between seats and desks. This is not 2m due to limited classroom capacity; Each child will have a set place with their own set of stationary. 	YES	Mrs S Cawson	19.5.2020	H despite our very best endeavours

**Based on the Surrey Exemplar
Protective Measures Risk Assessment Template v130520**

		<ul style="list-style-type: none"> • The register will be taken daily and left outside the classroom for collection by the admin team. • The timetable is revised to implement where possible,: <ul style="list-style-type: none"> ○ Plan for lessons or activities which limit movement between areas; ○ Maximum number of lessons or classroom activities which could take place outdoors; ○ Collective Worship will take place in the classroom ○ Break times (including lunch) are in the classroom or designated play area so that all children are not moving around the school at the same time; ○ Drop-off and collection times are staggered; Group A 8.50am and 2.00pm use the single gate Group B use the double gate 9.00 and 2.10pm ○ Where it is not possible for a Critical Key worker parent to collect their child at the close of school they will remain in their group until 3pm when school will close. ○ Kiss and drop is open at our side of the roundabout during the allocated time for the class. Parents are reminded not to arrive at any time other than the allocated arrival time. Parents using kiss and drop will have to open the doors and remove the child themselves. ○ Children that arrive late are asked to queue outside reception following the 2 meter rule and wait for a member of the admin team to invite them in. ○ Parents' drop-off and pick-up protocols are planned so that they minimise adult to adult contact; Only one parent to bring or collect from school. No adult will be allowed to enter the school playground or reception area unless invited to do so to collect a sick or unwell Pupil. A 				
--	--	---	--	--	--	--



**Based on the Surrey Exemplar
Protective Measures Risk Assessment Template v130520**

		<p>member of staff from the class group will be at the gate to welcome children to the classroom.</p> <ul style="list-style-type: none"> • Small groups of children are together throughout the day and avoid mixing with larger groups of children; Unnecessary items are removed from classrooms and other learning environments where there is space to store it elsewhere • Soft furnishings, soft toys and toys that are hard to clean are removed; • Toys with small parts such as lego will be cleaned daily. • Cohorts are kept together where possible and children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days; Key worker children will be allocated a group and will remain in the group • The same teacher(s) and other staff are assigned to each group and, (as far as possible) these stay the same during the day and on subsequent days; We have planned that staff are assigned to each group and remain within the group and will not change. This includes MDS. • Children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. And are seated at the same desk; Desks are named and lead lessons known as carpet time will also be at the desk. • Mixing within education or childcare setting is minimised by: <ul style="list-style-type: none"> ○ accessing rooms directly from outside where possible; ○ Children will only have to move in corridors to access the toilets and this will be limited to one child at a time. ○ staggering lunch breaks and children and young people clean their hands beforehand are brought their lunch in their classrooms; Year One and two children will be washing hands in cold water in the classrooms but hot water in the toilets. 				
--	--	--	--	--	--	--

**Based on the Surrey Exemplar
Protective Measures Risk Assessment Template v130520**

		<ul style="list-style-type: none"> ○ The number of children using the toilet at any one time is limited; • The use of shared space such as halls is removed. Should an emergency situation occur and the hall is used there is cleaning between use by different groups; • The use of staff rooms and offices is staggered to limit occupancy. The hall will be used for lunchtime and as a staffroom. Staff will maintain social distancing amongst themselves when out of the classroom. The staffroom will be for refreshments only and no more than four in at a time. The hall will be the staffroom and staff will have a named chair and box for storage of personal items and mobile phones. • Parents to be asked to maintain the child's school uniform and wash daily if possible and at least once a week. Parents to be asked that children from Walsh Memorial remove their uniform on returning home and do not play with friends and family in it. • Staff to be asked to ensure they wear clean clothes daily and MDS to wash tabards weekly. • We request that long hair is tied back with a simple hear tie. No additional hair accessories or jewellery to be worn by children. Named sun hats are allowed • Visitors to the school will be strongly discouraged. Social Services may visit and Surrey Contractors if the building requires urgent health and safety maintenance. Should other outside agencies require access to the children the visitor will use the library and be accompanied by the child's parent. Following the meeting the child will go home with their parent. • Staff will maintain social distancing at the photocopier and be offered a wipe to clean the buttons before and after use. • No staff member will bring their child to school unless on role at the school. This includes before and after school. 				
--	--	--	--	--	--	--



**Based on the Surrey Exemplar
Protective Measures Risk Assessment Template v130520**

		<ul style="list-style-type: none"> • Help is available for children and young people who have trouble cleaning their hands independently; • Young children are encouraged to learn and practise these habits through games, songs and repetition; Lessons will be repeated regularly on hand hygiene and staying healthy during Covid-19. • Lidded bins for tissues are emptied once during the day; by office staff and at the end of the day by cleaning staff. • The use of shared resources such as stationery and other equipment is limited At Walsh Memorial children and staff will be given their own set of stationary in a named bag. Art paintbrushes and craft equipment may be shared and children will be instructed to wash their hands after use. • Play equipment is cleaned daily and not shared between different groups; Sand and water will not be used as these mediums can not be cleaned. • Playdough will be used and children will have individual bags labelled with their name. • The amount of shared resources that are taken and brought in from home is limited; No bookbags or PE Kits to be brought into school. School will not be sending home reading books and parents are to be encouraged to continue to read at home via online reading. No water bottles to be brought to school as named cups will be provided and dishwashed at the end of each day. Lunch boxes can be brought but no adult will touch them. The child will place their lunchbox in a designated area within the classroom and retrieve at lunchtime and at the end of the day. The child must be able to open all containers and food within the lunch box. All rubbish will be binned in school. Lunch boxes must be health and not contain nuts, chocolate or sweets. No drinks should be brought to school for lunch. 				
--	--	--	--	--	--	--

**Based on the Surrey Exemplar
Protective Measures Risk Assessment Template v130520**

	<ul style="list-style-type: none"> • Children can bring a piece of fruit into school and place it on their designated desk. They must be able to open and eat the fruit independently. • All spaces are well ventilated using natural ventilation (opening windows) or ventilation units where possible; • Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation; • Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school. • Pupils wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds. • Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use where social distancing cannot be adhered to. • Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas. • Bar soap is not used or excepted into school, in line with the Infection Control Policy – liquid soap dispensers are installed and used instead. Children and staff may bring in their own named pump dispenser soap and cream if they require. Children need to be able to administer their own cream on their hands. • The hand dryers will be turned off. • Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. • Pupils do not share cutlery, cups or food. 				
--	---	--	--	--	--

**Based on the Surrey Exemplar
Protective Measures Risk Assessment Template v130520**

		<ul style="list-style-type: none"> • All utensils are thoroughly cleaned before and after use. Surrey Commercial Services will provide throw away food cartons and cutlery. Lunch will arrive from Walsh Junior School and be sent to the classroom. After lunch the rubbish will be returned to the servery for disposal. Black bags to be provided by the Servery. • Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. School will close daily to allow for school staff to assist the daily cleaning. • Cleaning staff will work across the classrooms, ICT suite, hall, offices and corridors to Hoover and will clean the toilets for staff and children. They will be supported by staff to clean tables, toys and equipment. They will not enter classrooms until all staff and children have left for the day. • The Bursar has arranged for enhanced cleaning to be undertaken where required. Should we become short of cleaning product supplies, We will email DfE-CovidEnquiries.COMMERCIAL@education.gov.uk • No member of the public or parents will be granted access to the school until further notice. This will include access to the toilet. • . 				
		<ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, loss of taste or smell and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. • Any pupil who displays signs of being unwell is immediately referred to the office staff who will contact their parent. • Staff act in line with the Infection Control Policy and ensure that any unwell pupils are moved to the staff entrance whilst they wait for their 	Yes	Admin Team	19.5.2020	M

**Based on the Surrey Exemplar
Protective Measures Risk Assessment Template v130520**

		<p>parent to collect them. The staff member will wear the PPE equipment provided until the child is removed from the school site.</p> <ul style="list-style-type: none"> • Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. • The relevant member of staff calls for emergency assistance e.g. dial 999 immediately if the pupil's symptoms worsen. • The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff and are expected to attend school immediately. • Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy. • Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others. This will be on a plastic chair by the staff entrance. • Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated. • If unwell pupils are waiting to go home, they are instructed to use disabled toilet different to the rest of the school to minimise the spread of infection. • Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk. • No medication will be given to any child to ease the individual's symptoms. Staff will be offered paracetamol. • The equipment used during cleaning up should be doubled bagged and stored securely for 72 hours at the back of the hall near the greenhouse before being disposed of. 				
--	--	--	--	--	--	--

**Based on the Surrey Exemplar
Protective Measures Risk Assessment Template v130520**

<p>Spread of infection</p>		<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and Cleaning in non-healthcare settings guidance • Toilet accident will be treated as a spillage of bodily fluids and parents will be sent home the wet clothes. Children will be encouraged to change their own soiled pants and provided with clean pants and socks etc. Should a child refuse to change their parent will be informed. • Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units. • Pupils clean their hands after they have coughed or sneezed. • Parents are informed via letter not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. <i>This message will be repeated weekly to parents.</i> • Children who have displayed symptoms of coronavirus must self-isolate for 14 days before returning to school. Pupils <i>and their parents</i> queue 2 metres apart at entrances and exits to avoid risks of transmission. • We would like to be informed immediately by the following email if your child or any member of the household becomes unwell with coronavirus symptoms after school hours. head@walsh-memorial.surrey.sch.uk 	<p>YES</p>	<p>Mrs S Cawson</p>	<p>19.5.2020</p>	<p>H</p>
<p>Management of infectious diseases</p>		<ul style="list-style-type: none"> • Staff are vigilant and report concerns about a pupil's symptoms to the <i>Headteacher and Office Staff</i> • The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. 	<p>YES</p>	<p>Mrs S Cawson</p>	<p>19.5.2020</p>	<p>M</p>

**Based on the Surrey Exemplar
Protective Measures Risk Assessment Template v130520**

		<ul style="list-style-type: none"> • Social distancing measures are implemented as much as possible by the staff in school. • There are plans in place for the movement of children around the school (as above) • The timetable is adapted to stagger play and lunch times (as above) • The Bursar monitors the cleaning standards of school cleaning staff and discusses any additional measures required with regards to managing the spread of coronavirus. 				
Parental Engagement		<ul style="list-style-type: none"> • Parents are told that if their child needs to be accompanied to the education setting then only one parent can attend; • Parents are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) • Parents are told that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) • Parents are told that the toilet facilities are currently not available for parental or sibling use. 	YES	Mrs S Cawson	19.5.2020	H Parents not yet proved they will follow the guidance
Communication		<ul style="list-style-type: none"> • Children, young people, parents, carers or any visitors, such as suppliers, are told 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) • The designated member of staff reports immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure; • The headteacher contacts the Area Schools Officer, Jane VanDenBroeke immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further 	YES	Mrs S Cawson	19.5.2020	M

**Based on the Surrey Exemplar
Protective Measures Risk Assessment Template v130520**

		<p>action needs to be taken; there is also the option to call the Department of Education Schools helpline.</p> <ul style="list-style-type: none"> • Schools contact their Area Schools Officer if there are any specific recommendations for their school; • Schools keep pupils and parents adequately updated about any changes to infection control procedures as necessary; • Commercial Services have been contacted regarding our opening and agreed to provide disposal individual food containers and cutlery.; • Cleaning staff are briefed on the additional cleaning requirements and agree additional hours to allow for this. All staff have been asked to clean toys and equipment within their classroom 				
<p>Partial school closure</p>		<ul style="list-style-type: none"> • The school communicates with parents via letter/email regarding any updates to school procedures which are affected by the coronavirus pandemic; • Pupils working from home are assigned work to complete to a timeframe set by their teacher; Home learning is sent home weekly • The headteacher maintains their plan for pupils' continued education during partial school closure to ensure there is minimal disruption to pupils' learning – this includes their plan to monitor pupils' learning while not in school; Purple Mash will continue to be used. • The Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely; • The headteacher ensures all pupils have access to schoolwork and the necessary reading materials at home; Currently this is Oxford Reading Owls. • The headteacher ensures that all technology used is accessible to all pupils where possible. 	<p>YES</p>	<p>Mrs S Cawson</p>	<p>19.5.2020</p>	<p>H</p>

**Based on the Surrey Exemplar
Protective Measures Risk Assessment Template v130520**

		<ul style="list-style-type: none"> The school manages the use of parents' and pupils' contact details in line with the Data Protection Policy and Records Management Policy, e.g. collecting emails to send schoolwork to pupils. The headteacher liaises with other schools to find pupils a temporary place at a different school where their usual school has to close; The headteacher has decided not to accept pupils from other schools where necessary to help children access essential education during the coronavirus pandemic. 				
Emergencies		<ul style="list-style-type: none"> All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. Parents will be reminded weekly to inform the school if contact details change. Where a parents emergency contact is no longer suitable due to current guidelines e.g. shielding parents are to provide alternative emergency contact details. Pupils' parents are contacted as soon as practicable in the event of an emergency. Pupils' alternative contacts are called where their primary emergency contact cannot be contacted. The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. A fire drill practice will occur within the first week within the class base. 	YES	Admin Team	19.5.2020	M
Behaviour		<ul style="list-style-type: none"> It is expected that every child will follow the school rules of Be Kind, Be Safe, and Be Ready. In addition to this we have added Be Alert to ensure that children understand the basic rules instigated due to Coronavirus e.g. washing hands. If children display extreme behaviour that puts themselves or others at risk parents will be informed and asked to remove their 				

**Based on the Surrey Exemplar
Protective Measures Risk Assessment Template v130520**

		child. Their place at the school will be reconsidered on an individual basis even if their child is a Key Worker.				
Managing School Transport		<ul style="list-style-type: none"> • Parents, children and young people are encouraged to walk or cycle to their education setting where possible; • If not possible to take home bikes and scooter to be placed in the bike and scooter rack by the child and will not be touched by a member of staff. • The Junior School has closed their side access to all Walsh Memorial Infant School children and parents to prevent unnecessary cross contact. • No child in our initial phase of opening requires home to school transport provided by Surrey County Council. 	YES	Mrs S Cawson	19.5.2020	M

