

Anglo Portuguese School – COVID 19 Risk Assessment



Service: Anglo Portuguese School of London	Persons affected: Pupils Staff Parents and carers Family members Delivery drivers/ visitors
Area Assessed: Anglo Portuguese School – Temporary site (site in use from Sept 2020)	Location: Wandsworth High Street SW18 2PP
Assessment Team Members: Marta Correia, Principal	Signature:

RISK PROFILE – Areas of risk

LIST OF ALL TASKS AND WORK OPERATIONS

Task or work operation	Do significant hazards exist?	
	Yes	No
1. Controlling the spread of infection through social interactions		✓
2. Drop-off of pupils/ entry to the school.		✓
3. Collection of pupils / leaving the school.		✓
4. Classroom use / activities.		✓
5. Dining, transitioning, playtimes and lunchtimes		✓
6. Hand washing and hygiene		✓
7. Cleaning the school		✓
8. School employee interactions in the school day		✓
9. Administering first aid		✓
10. Managing external visitors to the school		✓
11. Using the toilets		✓
12. Supervision of pupils		✓
13. Managing the school premises		✓

14. Substance management/ COSHH management		<input checked="" type="checkbox"/>
15. Emergency evacuation of school		<input checked="" type="checkbox"/>
16. Risks to the school community (pupils, staff, parents and visitors) To be updated when advice is received from the London Borough of Wandsworth		<input checked="" type="checkbox"/>
17. Staff wellbeing		<input checked="" type="checkbox"/>
18. Teaching of PE		<input checked="" type="checkbox"/>
19. Teaching of Computing		<input checked="" type="checkbox"/>
20. Use of outdoor equipment		<input checked="" type="checkbox"/>
21. Food handling and preparation		<input checked="" type="checkbox"/>
22. Educational Visits		<input checked="" type="checkbox"/>
23. Responding to suspected and confirmed case of COVID 19		<input checked="" type="checkbox"/>

Task from list A	Persons / Group numbers at risk	Risks could include accidental injury, ill health or damage				(G) RISK RATING (WHERE RISKS ARE NOT AT A TOLERABLE LEVEL ENTER ACTION TO BE TAKEN AND TIMESCALES TO COMPLETE THEM ALONG WITH A REVISED RISK RATING)
		HAZARDS	LIST EXISTING PRECAUTIONS AND STATUTORY CONTROLS, E.G. CODES OF PRACTICE ETC. OR REFER TO WHERE INFORMATION CAN BE FOUND	EXISTING LEVEL OF HARM	LIKELY LEVEL OF OCCURRENCE	
Controlling the spread of infection through social interaction	Staff Pupils Parents Visitors	Risk of contracting COVID 19	<p>The school will inform parents, students, carers, employees and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection);</p> <ul style="list-style-type: none"> ② If a pupil or member of staff displays symptoms of COVID-19 they will be required to self-isolate and to be tested. If the test is returned as 'positive', the rest of the 'bubble' will isolate for 14 days. ② Parents are actively encouraged to participate in track and trace. ② Parents receive guidance on school times for their child and protocols set out for attending the school i.e. should remain 1m apart from others, should follow staff members instruction and should not congregate outside the school gate on A; ② Parents re-issued specific school protocols for school attendance for them to explain to their children; ② Parents of SEND students or those with health care plans are individually consulted in order that plans are reviewed to include any new safety measures; ② Staff are briefed and consulted on school procedures and the plans for re-entry of students; ② Employees have had sufficient training (planned inset days) and briefing regarding infection control and school protocols; ② Staff are up to date on other related guidance and support in relation to themselves and students such as stress and wellbeing including: https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak ② In relation to mental health and stress support organisation, details are available to staff including confidential employee help lines and information that can be provided to students; ② There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively; ② Hazard reporting mechanism are in place and easily accessible; ② Talks with staff about the planned changes (E.g. 	Harmful	Highly unlikely	Tolerable

		<p>safety measures, timetable changes and staggered arrival and departure times), have taken place, including discussing whether additional training would be helpful.</p> <ul style="list-style-type: none"> ☒ COVID-19 guidelines are published in the school's website ☒ Parents/Carers are informed of the general arrangements being made and what is expected of them in terms of dropping off and collecting children and any other local important procedures, emphasising their role in terms of the local and national approach would also be appropriate as that potentially impacts on school life and the whole pandemic control measures ☒ Whenever possible, meetings will take place remotely via videoconferencing or phone, and letters are also used for communications (teacher-parents) ☒ People deemed vulnerable take particular care to minimise contact with others and are advised to follow Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 ☒ Risk assessments and plans are consulted and discussed with relevant staff, including on a one-tone basis for some to enable staff to speak about their own situation and reasonable adjustments to be made ☒ The school will try as far as practically possible to be flexible and accommodate additional measures for vulnerable people where appropriate ☒ Specific risk assessments for new and expectant mothers are completed ☒ Staff that travel abroad during the summer holiday to countries that are not on the Coronavirus (COVID-19): travel corridor list will self-isolate for 14 days before they are due to return to work in the autumn term. Where it is not possible to avoid a member of staff having to quarantine during term time, the school will consider if it is possible to temporarily amend working arrangements to enable them to isolate and work from home ☒ If a pupil or member of staff displays symptoms of COVID-19 they will be required to self-isolate and to be tested. If the test is returned as 'positive', the rest of the 'bubble' will isolate for 14 days. ☒ If a pupil or member of staff displays symptoms of COVID-19 they will be required to self-isolate and to be tested. If the test is returned as 'positive', the rest of the 'bubble' will isolate for 14 days. ☒ In the event of localised lockdowns, including school closures, the school is prepared to close at short notice and to revert to its remote learning strategy. 		
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Drop-off of pupils/ entry to the school.	Pupils Staff Parents	Risk of contracting COVID 19	<p>Drop- off (primary):</p> <ul style="list-style-type: none"> ② Drop-off and collection points and timings for each group have been identified, this information will be cascaded to parents. Reception will use the temporary school entrance door on Wandsworth High Street to enter school site using a one-way system. Staff and other adults use the same entrance via school office on Wandsworth High street. ② Parents drop off at the main door in a foyer where the head will be welcoming the children and ensuring only children enter the building – children will then be escorted to the main hall by a floating staff member. ② Arrows/floor tiles will demarcate distancing rules on the floor showing parents the one way system of circulation. Yellow tape on the group outside the school will show parents where they can queue up for drop-offs. ② Parents are asked to not congregate outside the school door for longer than 5 minutes before the designated school start time for their child. If parents decide to wait longer, they will have to use the markings on the pavement. ② The school has a soft start from 8:45am allowing parents to drop off children without congestioning outside main entrance. There are only Reception children entering the school, and some starting at 7:45am for breakfast club, therefore there is no need to stagger entry. ② Parents are reminded to leave the site once their children have entered the building; ② Only one parent/guardian per child is permitted on site if need be; ② If there are additional siblings who have no other carers at home and who are not at school they are permitted to stand with their parent. They are not to be allowed to run around the entrance foyer or hall or interact with other families. ② The school will communicate how pupils and staff remove face coverings on entry (according to Gov guidance) and how they need to wash hands immediately before going further into the learning spaces. <p>Entry to APSOL:</p> <ul style="list-style-type: none"> ② Students will be met in the main hall by their Teachers; ② Parents/Guardians are NOT permitted to enter APSoL buildings unless they have an appointment; ② Entrance doors are held open, reducing the number of occupants touching the doors; ② Hand-wash stations / sanitising units are located at the entrance to the school (classroom or other). All occupants are required to wash their hands (soap/water or hand sanitiser) on entry to the school; 	Harmful	Highly unlikely	Tolerable
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Collection of pupils / leaving the school. (Pick up)	Pupils Staff Parents	Risk of contracting COVID 19	<p>Pick up at APSOL:</p> <ul style="list-style-type: none"> ② Drop-off and collection points and timings for each group have been identified, this information will be cascaded to parents. ② Parents are asked to not congregate by the entrance foyer of APSOL just off Wandsworth Road for longer than 5 minutes before the designated school finish time for their child ② As there are only 30 pupils and some will have after school provision, the end of school day finishing time does not need to be altered. ② After school club will follow the same procedures for pick-up as the rest of the school. ② Parents are reminded to leave the site once their children have been collected; ② Only one parent/guardian per child is permitted on site with an appointment; ② If there are additional siblings who have no other carers at home and who are not at school they are permitted to stand with their parent. They are not allowed to run around in the school foyer, hall or run around near Wandsworth High Street entrance due to risk of oncoming traffic. <p>Leaving APSOL:</p> <ul style="list-style-type: none"> ② Pupils will be collected at the specified gate by their parent/carer at the Wandsworth High Street door. Parents will queue up in the side road by the L&Q development. Head will man the main entrance door and communicate children's names to staff by walkie-talkie. One staff member will escort 2 children at a time to the door where head will see the children off with their families. ② Parents/carers are NOT permitted to enter the school buildings; ② Exit doors in the hall are held open at pick-up time, reducing the number of occupants touching the doors; ② Pupils are reminded to wash hands as they leave the school building; ② Hand-wash stations / sanitising units are located at the exits from the school (classroom or other); ② Help is available for children and young people who have trouble cleaning their hands independently; ② Hand washing demonstrations will be provided to pupils on how to adequately wash their hands by their teachers; ② Good hand washing signage to instruct pupils how to do this effectively will be displayed. 	Harmful	Highly unlikely	Tolerable
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Classroom use / activities. Teaching in the classroom (first floor)	Pupils Staff	Risk of contracting COVID 19	<ul style="list-style-type: none"> ☒ Assembly will be for one year group – Reception – who form a bubble (no other year groups) ☒ Early years staff to student ratio: 1:10 at APSOL (well within guidance) ☒ In accordance with the early year's framework class sizes for early years will adhere to the following: <ul style="list-style-type: none"> ☒ Children three or over – at least one adult for every 13 children ☒ The timetable has been reviewed to decide which lessons or activities can be delivered to reduce movement around the school; ☒ There are no other year groups or classrooms in use in the building. Reception children (who are all in the same bubble) will have a ratio of 1:10. Redception children will have sole use of the classroom (1st floor), hall on ground floor. They will also have sole use of the play area in the courtyard. ☒ Head will be float during the school day, assisting staff and children where needed – easily reachable with a walkie-talkie device. ☒ There will be hand sanitising stations in the classroom for regular hand-washing especially when re-entering the classroom. ☒ Resources will be wiped down after each small group uses these – Head will provide teachers with Dettol wipes for regular wiping of tables and surfaces. ☒ Head will implement a cleaning schedule to support the staff ☒ Staff will ensure that there are maximum pupil numbers displayed at each activity in order to reduce crowding. Head will ensure there is a rota in place to maximise number of pupils using outdoor courtyard, minimizing pupil numbers indoors at a given time. ☒ Home reading books will be collected one day a week (Thursday) in the hall on entry to the school and placed in a box ensuring that these quarantine for 72hours until being given to another child. ☒ Teachers will carefully select and manage daily continuous provision to ensure that items touched are thoroughly cleaned after use. ☒ Classroom furniture will be reduced to maximise space. Unnecessary cupboards and soft furnishings, soft toys and those with intricate parts have been removed and are not permitted. This is designed to enable successful and effective cleaning of all surfaces; ☒ Classrooms are arranged so that pupils sit side by side and facing forwards, rather than face to face or side on; ☒ Where possible classes/activities will be completed outside; ☒ Play equipment will be used in rotation. Equipment is cleaned before use by each designated class group – in APSol's case – one Reception bubble; ☒ The same teachers will be assigned to the cohort (30). ☒ The timetable has been reviewed to decide which lessons can take place outside and in the hall, enabling easier cleaning of spaces/ surfaces and floors. 	Harmful	Highly unlikely	Tolerable
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Dining, transitioning, playtimes and lunchtimes	Pupils Staff Catering staff Volunteers	Risk of contracting COVID 19	<p>Primary (early years):</p> <ul style="list-style-type: none"> ☒ Separate lunch break designated for each bubble – there are only Reception pupils therefore they can have the same lunch break. ☒ Lunch area cleaned before and after each group's lunch (not just at the end of break). Only one student will use a clean lunch space before it is cleaned again. <p>Moving around the school:</p> <ul style="list-style-type: none"> ☒ Movement to different areas within the school will be restricted due to building works therefore Reception pupils will only be able to access their designated teaching spaces. ☒ Suitable external doors are used to move pupils from one area to another. Effectively creating external corridors in the open air; ☒ Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units; ☒ Additional furniture, coats, bags are not permitted in the school corridor; these will be left at the school entrance in the foyer before the children enter the hall ☒ Corridors should be kept as clear as possible; ☒ Corridor floors will be demarcated to show direction and safe distance signage; ☒ Timetable allocates Reception groups within the same bubble, to reduce the need to pass each other when transitioning or avoiding all the children in the bubble to use the same space at once; ☒ There is only one bubble of 30 Reception children – no risk to others as there are no other bubbles on site ☒ Staff will generally manage student movement but keep a suitable social distance from pupils and other staff. ☒ Children may bring in a piece of fruit and a water bottle. ☒ Pupils are only permitted to complete suitable activities with their bubble; ☒ Due to potential issues with reduced numbers of staff and trained first aiders, playground activities are strictly controlled with structured play. Rough play is prevented; Daily inspection and enhanced cleaning programs in place for external areas and equipment; ☒ Outside play equipment and toys will be used in rotation; ☒ Equipment is cleaned before use by each designated bubble group; ☒ Outside play equipment and toys have been reduced; ☒ This is designed to enable successful and effective cleaning of all outside toys / play equipment. ☒ Sand area can be used by same bubble – children must wash their hands before using sand area. Restricted number of pupils using sand area (max 4) ☒ Children will be encouraged to cleanse hands between activities. ☒ Water area – water tray will need to have soap to enable children to access water activities safely. 	Harmful	Highly unlikely	Tolerable
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Hand washing and hygiene	Pupils Staff	Risk of contracting COVID 19	<p>Primary (early years):</p> <ul style="list-style-type: none"> ☒ Staff and parents are encouraged to use education resources such as e-bug and PHE schools resources; ☒ Hand washing stations / sanitising units are positioned at each student, staff and visitor entrance to the school; ☒ All those entering the school are required to wash/sanitise their hands; ☒ Hand washing stations / sanitising units are located within each classroom and by the main entrance; ☒ Hand washing sinks are located within each toilet provision; ☒ Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively; ☒ Pupils and staff will be shown how to wash hands properly; ☒ Help is available for children and young people who have trouble cleaning their hands independently; ☒ Hand washing is recommended frequently and required at the following times: ☒ Entry and exit from the school; ☒ After using the toilet; ☒ On entry to the dining hall; ☒ Before and after eating; ☒ On entry and exit from each teaching space: classroom, hall and outdoor area – no other space is available to this first cohort/bubble. ☒ Unnecessary touching of the face is discouraged. ☒ Teachers will remind students to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm; ‘catch it, bin it, kill it’; ☒ Toilets and wash stations have single use paper towel for drying hands. ☒ Staff should not wear any jewellery from the elbow down to minimise infection and prevent PPE glove tears. 	Harmful	Highly unlikely	Tolerable
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Cleaning the school	Pupils Staff	Risk of contracting COVID 19	<p>APSOL has implemented additional cleaning regimes. This includes the following:</p> <ul style="list-style-type: none"> ☒ Frequent cleaning of the Reception classroom, Hall and toilets; ☒ Frequent cleaning of all touched surfaces, such as door handles, handrails, table tops, play equipment and toys. ☒ Classrooms furniture and soft furnishings have been reduced in order to improve the ability to effectively clean; ☒ Classrooms will be cleaned at lunch breaks and after school; ☒ Toilets will be cleaned after lunch and at the end of the day; ☒ Common areas will be cleaned once a day; ☒ Equipment used by the pupils and staff will suitably cleaned at the end of each day or before it is used by another person; ☒ If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be subject to a hard surface clean with disposable cleaning materials and the associated waste will be double bagged to be stored securely for 72hours before disposal as per the guidance set on COVID-19: cleaning of non-healthcare settings. ☒ The Admin assistant will support the head with cleaning door handles and ensuring that doors are open back so that this reduces the need for children/ staff to touch these. <p>The teachers will support the Head with cleaning the teaching spaces (classroom and hall) after every use.</p>	Harmful	Highly unlikely	Tolerable
School employee interactions in the school day	Pupils Staff	Risk of contracting COVID 19	<p>Employees are required to conform with social distancing requirements at all times;</p> <ul style="list-style-type: none"> ☒ School office is either reduced in occupation and desks positioned in order to provide adequate separation or staff are moved to other areas to reduce contact; ☒ Staff room/kitchenette will only be used by one person at a time as it is only a small space ☒ Staff are encouraged to bring a packed lunch and use the hall for dining, keeping a suitable distance from other occupants; ☒ Pupils will practice social distancing from staff appropriate to their age and as described in additional points of this assessment; ☒ Employees will be provided with and wear PPE when required in accordance with government guidance. 	Harmful	Highly unlikely	Tolerable

Administering First Aid	Pupils Staff	Risk of contracting COVID 19	<p>This information forms the decision on what activities and groups can safely be managed within the school;</p> <ul style="list-style-type: none"> ☒ This includes sufficient first aiders for the school to the number of pupils with a particular focus on early years provision; ☒ Qualified first aiders are in place at an appropriate ratio for paediatric first aiders for Early Years provision (Note there is a three-month additional time allowed for requalification due to current restrictions); . ☒ The school has a specific room dedicated for suspected cases of COVID-19 near school entrance foyer to minimize contact with other pupils and staff; ☒ Where an individual exhibits symptoms during the school day, the individual will be escorted to the marked Isolation Room/Area to isolate them from the main population until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate; ☒ Staff escorting the individual will be provided with disposable gloves and apron if the 2 meter social distancing rule cannot be maintained ☒ Where the risk of contact with droplets to the face, e.g. from coughing or vomiting, face protection should be provided ☒ The classroom area or workspace the individual leaves will be subject to a hard surface clean with appropriate disinfectant products and all waste double bagged and stored securely for 72 hours before disposal. ☒ Staff or contractors carrying out the area clean should be provided with a minimum of disposable gloves, aprons, mop heads or paper towels. ☒ Where visible contamination, e.g. saliva droplets, is present face protection in the form of mask, goggles or face shield will be provided. ☒ All building users advised re monitoring their own health, reporting of symptoms and self-isolating ☒ Where available, the school will provide individuals displaying symptoms with a home testing kit – where the individual is a pupil, the kit will be provided to their parent or carer <p>TRAINING:</p> <ul style="list-style-type: none"> ☒ 2 Reception APSoL teachers will have up-to-date paediatric first aid training in AUG 2020 ☒ First aiders have completed appropriate training for ‘donning and doffing’ PPE – NHS video / advice https://www.hse.gov.uk/news/face-mask-ppe-and-coronavirus.htm ☒ PPE is disposed of in accordance with NHS COVID-19 waste management guidance; https://www.gov.uk/government/publications/covid-19-decontamination-in-nonhealthcare-settings/covid-19-decontamination-in-nonhealthcare-settings ☒ The first aid room will be cleaned frequently after each use (when first aid care has been provided). 	Harmful	Highly unlikely	Tolerable
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Managing external visitors to the school	Pupils Staff Visitors	Risk of contracting COVID 19	<p>Parents are not permitted to enter the school;</p> <ul style="list-style-type: none"> ☒ Parents will be informed to call the school office or email if they have any questions or concerns; ☒ If parents need to drop off items for students, they should be left at the school main entrance for staff to collect; ☒ The Head/Staff are able to zoom (or other) parents if face to face meetings are required; ☒ Markings have been added to the floor asking visitors to stay back at least 2m from the reception desk; ☒ Touch screen sign in equipment in Reception to be wiped after use ☒ Visitors will only be permitted into the school if they have an appointment; ☒ Visitors will only be permitted at their designated time and will be asked to wait outside of the school building until their school contact is available; ☒ A record of all visitors, including contractors, to site will be kept and maintained; ☒ The school contact is required to attend reception in good time to meet their visitor; ☒ Meetings with visitors will be via video conference or phone where possible; ☒ If not possible social distancing measures will be adhered to at all times; ☒ Face to face meetings in small room or within 2m are not permitted; ☒ Premises' contractors will be managed in accordance with a separate premises maintenance risk assessment written specifically for this time; ☒ Deliveries will be accepted at designated quiet times only; ☒ Delivered items will be left in the school foyer. ☒ The number of ITT trainees, supply teachers, peripatetic teachers and volunteers has been reduced where possible; they all receive an induction to inform them of the school's risk assessment and controls to prevent infection risks in the school, when pertinent, relevant training is also provided. 			
Using the toilets	Staff Pupils Visitors	Risk of contracting COVID 19	<p>One in one out management of toilets is in place;</p> <ul style="list-style-type: none"> ☒ Toilet use protocols are managed by Teachers if located adjacent to classrooms; ☒ Student use of toilets outside of early years' is managed by staff and communicated to students; ☒ Toilet in use signs are in use; ☒ Toilets are cleaned throughout the day. ☒ Students and staff are encouraged to close toilet lids where applicable before flushing. 	Harmful	Highly unlikely	Tolerable
Supervision of pupils	Staff Pupils Visitors	Risk of contracting COVID 19	<ul style="list-style-type: none"> ☒ Adequate ratio of staff to children (1:10) will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation; ☒ Children are suitably supervised at all times; ☒ Head will provide cover where needed to ensure high-quality education and effective supervision is achieved 	Harmful	Highly unlikely	Tolerable

Management of school premises	Pupils Staff Visitors	Risk of contracting COVID 19	<p>APSOL adheres to the government guidance on managing buildings that are open;</p> <ul style="list-style-type: none"> ☒ The Head will do a daily site walk to ensure all health and safety procedures are in place ☒ Designated member of staff will ensure hand sanitizing stations are topped up and sufficient facial tissues available. ☒ Appropriate cleaning and premises staffing levels are in place; ☒ Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste; ☒ Good ventilation can help reduce the risk of spreading coronavirus, where possible windows doors (unless fire doors) will be opened to improve general ventilation through fresh air, when this is not possible, the Head will look at improving mechanical systems. 	Harmful	Highly unlikely	Tolerable
Substance management & COSHH management Hazardous substance management, unsuitable COSHH management and use of chemicals leading to ill-health or fire.	Pupils Staff Visitors	Risk of ill health or fire	<p>Suitable storage and management of flammable hand sanitizer is in place;</p> <ul style="list-style-type: none"> ☒ All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately; ☒ Material safety data sheets are held for all chemicals and readily available to all staff; ☒ All cleaning chemicals are stored safely and securely in accordance with requirements; ☒ COSHH safety training has been completed by all those using chemicals for cleaning; ☒ Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment. 	Harmful	Highly unlikely	Tolerable
Emergency evacuation of school	Pupils Staff Visitors	Risk associated with fire	<p>Evacuation plans have been reviewed:</p> <ul style="list-style-type: none"> ☒ Safe assembly of occupants following social distancing requirements; ☒ Safe exit via the nearest fire exit; ☒ Training occupants of any changes to evacuation; ☒ Ensuring there are enough trained fire wardens on site with the ability to sweep all used areas of the school; ☒ Use of the school has been reduced to enable safe sweeping and evacuation; ☒ All other fire system testing and maintenance has continued as normal. 	Harmful	Highly unlikely	Tolerable

<p>Spread/contraction of COVID-19 for all levels of clinically vulnerable groups including BAME (To be confirmed when Wandsworth advice is received)</p>	<p>Pupils Staff Parents Visitors</p>	<p>Risk of contracting COVID 19</p>	<p>Extremely vulnerable group (Clinically Extremely Vulnerable):</p> <ul style="list-style-type: none"> ② Will follow Government guidance; as included on the Government website or in their personalised shielding letter ② Will strictly avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). <p>The Government is currently advising people to shield until 1st August 2020 and is regularly monitoring this position.</p> <p>② Vulnerable group (Clinically Vulnerable):</p> <ul style="list-style-type: none"> ② if working from home is possible then staff will work from home ② If staff comes to school, they will work in secluded area with minimal contact with other staff and pupils ② Staff will avoid public transport where possible and avoid peak times with PPE provided (gel, gloves and face covering) ② Shielding and protecting vulnerable people in accordance with GOV COVID-19 guidance https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 	<p>Harmful</p>	<p>Highly unlikely</p>	<p>Tolerable</p>
<p>Staff wellbeing</p>	<p>Staff</p>	<p>Mental health</p>	<p>Staff are up to date on other related guidance and support in relation to themselves and students such as stress and wellbeing including:</p> <ul style="list-style-type: none"> ② https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak <p>Wandsworth counselling information and support for staff especially for those experiencing loss of relatives due to covid-19 (info4Schools membership)</p> <ul style="list-style-type: none"> ② There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively; ② Hazard reporting mechanism are in place and easily accessible; ② Talks with staff about the planned changes (E.g. safety measures, timetable changes and staggered arrival and departure times), have taken place, including discussing whether additional training would be helpful. ② All staff complete the Stress Management eLearning course through EPM 	<p>Harmful</p>	<p>Highly unlikely</p>	<p>Tolerable</p>

Teaching & Learning of PE	Pupils Staff	Risk of contracting COVID 19	<p>The timetable has been reviewed to carefully consider which lessons or activities can be delivered safely while reducing movement around the school.</p> <p>In line with our phase group/bubble arrangement, there will be no assembly of more than one phase bubble (Reception) and PE will only be taught in class bubbles (Reception). All of the previously outlined arrangements for class sizes, transitions, handwashing and hygiene as well as pupil and staff interactions will all apply in the same way to PE lessons, in addition to the following measures:</p> <ul style="list-style-type: none"> ② PE lessons will be delivered by Reception class teachers ② The lessons will be further and more closely (where necessary) supported by the staff already working in the bubble. (Agreed staff/pupil ratios for family groups are already in line with education guidance and also include specialist support for those with additional needs.) Staff members allocated to the Reception bubble will be responsible for administering First Aid if necessary (See point 9 on this risk assessment). ② PE will take place in the GF hall – this will be mopped after use. ② Any equipment that is used during lessons will be cleaned and thoroughly sanitised before and after each session in line with the guidance: COVID-19: cleaning of non-healthcare settings ② During the lessons, the children will be required to adhere to social distancing guidelines and complete their activities in the area they have been allocated. Children may come into school in their PE kits on the days when they do PE. Parents have been communicated of these arrangements via text message. School uniform rules still apply and parents have been reminded that APSOL PE kit consists of black/grey shorts/tracksuit bottoms/ logo t-shirt and grey logo sweatshirt. ② Alternatively, the regular bubble staff will organise the children changing into PE kits , bringing the group to the GF hall and then at the end of the lesson, returning the pupils to their bubble and overseeing changing. ② The children will have access to drinking water – water bottle dispenser connected In the GF for easy access – children and staff can fill up their personal water bottles as needed. 	Harmful	Highly unlikely	Tolerable
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			All other classroom controls are the same as in the class bubbles: *Students are kept in small groups as they cannot socially distance themselves at all times and the class group will not interact with other groups within the school; *Hand washing is completed before and after use by each family group in the PE session *Students are allocated their own PE equipment where needed and are not encouraged to share; *Students are regularly reminded not to touch their or other students faces; *PE equipment has been reduced and equipment with intricate parts have been removed in order to enable successful and effective cleaning of all surfaces; The PE offer will continue to be reviewed.			
Teaching of computing	Pupils Staff	Risk of contracting COVID 19	<ul style="list-style-type: none"> ② In line with DfE guidance (11/06/20) Reception bubble will be able to access the ipad trolley as there are no other bubbles using this equipment. ② The i-pad trolley will be cleaned at the end of each session and again at the end of the school day by the contracted cleaners, in line with COVID19: cleaning of non-healthcare settings ② The lessons will take place in the bubble classrooms (Reception areas). ② Each pupil will use their own ipad/tablet. These will be wiped after use. ② Windows in the room will be opened to allow air flow. ② The bubble group will be supervised by their regular bubble adults as usual <p>Pupils will be encouraged to wash their hands before and after use.</p>	Harmful	Highly unlikely	Tolerable
Food handling and preparation	Pupils Staff	Risk of contracting COVID 19	<p>The Catering Manager has reviewed and implemented the Guidance for food businesses on coronavirus (COVID-19)</p> <ul style="list-style-type: none"> • The Catering Manager has reviewed and implemented FSA guidance on good hygiene practices in food preparation and PHE guidance • The HACCP processes and waste disposal arrangements have been reviewed to reduce the spread of coronavirus <p>School meals will be transported from a mother kitchen at a different setting and served in line with Government guidance</p> <p>Food for the breakfast club and after school club will be stored and prepared in line with covid guidance. Children's food will be served in individual plates not as sharing plates eg for toast and fruit.</p> <p>Staff will wear gloves throughout food serving and handling.</p> <p>*All surfaces will be cleaned after use and hall will be mopped after every use.</p>	Harmful	Highly unlikely	Tolerable
Educational visits	pupils Staff	Risk of contracting COVID-19	<p>There are no residential or trips abroad.</p> <p>There will be no trips during term 1.</p> <p>Trips after this point will follow strict government and local authority advice.</p>	Harmful	Highly unlikely	Tolerable

Responding to suspected and confirmed cases of COVID-19	Pupils Staff	Risk of contracting COVID-19	<p>If anyone becomes unwell in school with a new, continuous cough or a high temperature they are sent home/their parents or carer are contacted to collect them and they are advised to follow COVID19: guidance for households with possible coronavirus infection.</p> <ul style="list-style-type: none"> ☒ Parents/Carers are informed that a responsible adult should be on standby in order to collect their child from school if they become unwell during the school day. The name of the person who will collect the child needs to be provided and recorded for safeguarding ☒ The school has identified the Local Health Protection Team (HPT) – Wandsworth - so they can be contacted immediately in the case of a case, the HPT details are available to the Head ☒ The school keeps informed of Government and Department for Education guidance and updates ☒ To avoid attendance to the school, remote education plans are in place for students or groups that need to self-isolate ☒ A contingency plan is in place for a local outbreak, and if the school is asked to close temporarily by HPT or local authority to help control transmission. The plan may involve a return to remaining open only for vulnerable children and the children of critical workers only, and providing remote education for all other pupils. <p>HPT – Health Protection Team Email: phe.slhpt@nhs.net or slhpt.oncall@phe.gov.uk Phone: 0344 326 2052 Fax: 0344 326 7255</p>	Harmful	Highly unlikely	Tolerable
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