

KINGSNORTH SCHOOL RISK ASSESSMENT April 2021

LxS	Likelihood	Severity	Risk Rating
= Risk	1 Seldom 2 Frequently 3 Certain	1 Low 2 Medium 3 High	1 = Very low or no risk 2 = Low risk 3-4 = Medium risk 6 = High risk 9 = Very High risk

Location, activity, or issue being looked at: Returning to School COVID19 March 2021

COVID-19 affects the lungs and airways of those infected and is primarily spread through respiratory droplets, which means to become infected, people generally must be within six feet of someone who is contagious and come into contact with these droplets. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or their eyes.

Symptoms of COVID-19 appear usually within two to 14 days after exposure and include fever, cough, runny nose and difficulty breathing and loss of taste and smell. Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

Activity or Task Being Assessed.	Hazard (something with the potential to cause harm) What could go wrong?	Who may be harmed?	L	S	R	What is done now, that helps control the risk?	R	What extra controls need to be put in place?	By when?	By whom?
Monitoring this RA and H&S	Checks are not carried out	All	1	3	3	All checks to be carried out either daily or weekly to ensure RA remains robust See Appendices: Check List and Daily management check list (HOS office)	2	RA is adapted changed and reviewed weekly in line with any Govt changes to guidelines. Check lists completed daily	All Actions will be in place for 8 3 2021	All Staff
Potential Exposure to Covid-19	Lack of information, misinformation anxiety	All	1	3	3	Regular communication to all staff – mainly via email for ease and consistency Leadership always in the building Appropriate Safeguarding and first aid The school website regularly updated www.kingsnorth.kent.sch.uk/covid-19	2	Staff to be made aware of communication Staff play a key role in information sharing and feedback Staff survey EW H+S audit completed Info on shared area – Office 365		

Testing for All Staff	Preventing transmission to pupils and staff	All Pupils, staff parents.	1	3	3	<p>All Staff to please use the Lateral Flow test. The tests to be taken on the Wednesday Evening and Sunday Evening every week. School must be informed of the result. Please inform the school using (From Sunday 7th March) results@kingsnorth.kent.sch.uk By writing in the subject line positive or negative.</p> <p>If Positive or Inconclusive follow 'POSITIVE RESULT' of RA. Immediately follow Self isolation rules for you and your household. Arrange a PCR (Pulmonary Chain Reaction) test at a test centre asap. The rest of your household must self- isolate until the result of the test. If symptoms develop follow the guidance.</p> <p>Tests must be conducted according to the instructions. There is a you tube video :</p> <p>You will have a separate paper instruction, without the picture. The one in the test kit should not be used. Please follow carefully, avoiding stabbing yourself in the mouth. No food or drink 30 mins before taking the test.</p> <p>Check your test result carefully for any sign of any mark at 'T ' marker and 'C'. A mark against both indicates a positive result. A mark against only 'C' indicates a negative result.</p> <p>No mark or, a mark against only 'T', could mean a void test.</p> <p>If void you need to repeat the test using a NEW test. If void again you need to take a PCR test, behave as if you have tested positive. Please see school information if unsure.</p> <p>Even after vaccination you need to test.</p> <p>Following the test you need to go online and report your test results. Whether</p>	Follow up a positive test or inconclusive test with a full Covid Test. Self Isolate until you have the result.		
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					<p>negative or positive you also have to inform your school.</p> <p>Report the result to: https://www.gov.uk/report-covid19-result</p> <p>Taking the test is voluntary. Whether you take the test or not staff must ensure they keep a strict 2 metre distance and follow the Hands Space Face in order to ensure protection of all staff and pupils.</p> <p>The tests are voluntary but please remember that asymptomatic staff could infect other staff or pupils and the school could become a source of infection for the community</p>			
Potential Exposure to Covid-19 Coronavirus	Transmission to pupils and staff	All	1	3	3	<p>2</p> <p>All staff must read and follow the guidelines; Follow UK Government guidelines in reducing the likelihood of exposure. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p><u>'Staff must try to keep their distance ideally adults should maintain 2 metre distance from each other and from children'</u></p> <p>All Must follow these basic hygiene rules: Prevention:</p> <p>1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p> <p>2 Clean hands more thoroughly and more often than usual. All children to wash their hands at any entry or exit times in the classroom, before and after all use of</p>	<p>If no tissue, use the crook of your elbow. 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</p> <p>Enforce social distancing as advised by UK Government.</p> <p>Reporting to management to be encouraged by staff if 2 metre rule is seen to be breached by staff.</p>	

					<p>equipment and before and after lunch.</p> <p>3 Ensure good respiratory hygiene. 'Catch it, bin it, kill it' Put used tissues in the bin straight away. Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available</p> <p>Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.</p> <p>Do not touch your eyes, nose or mouth if your hands are not clean.</p> <p>4 Introduce enhanced cleaning. Clean and disinfect frequently touched objects and surfaces.</p> <p>5 Minimise contact between individuals and maintain social distancing of 2metres where possible. Ideally adults should maintain 2 metres.</p> <p>6 Where necessary wear appropriate PPE</p>	<p>Covered bins in each classroom. ✓</p> <p>1-4 MUST be in place in schools at all times</p> <p>5 must be properly considered</p> <p>6 applies to First Aid</p>			
Exposure through droplets	Wearing of Face Masks	Adults Pupils	1	3	3	<p>Staff will maintain a 2 metre distance - where this is not possible anyone over the age of 12 can, if they wish, wear a face mask.</p> <p>Children under 12 are not required to wear a face mask.</p> <p>In primary schools, we recommend that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas</p> <p>https://www.gov.uk/government/publications/face-coverings-in-education?priority-taxon=b350e61d-1db9-4cc2-bb44-fab02882ac25</p>	<p>Children in primary school do not need to wear a face covering. We are recommending these additional precautionary measures for a limited time during this period of high coronavirus (COVID-19) prevalence in the community. These measures will be in place until Easter. As with all measures, we will keep this under review and update guidance at that point.</p> <p>Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. There is currently very limited evidence regarding the effectiveness or safety of transparent face coverings, but they may be effective in reducing</p>		

					<p>coronavirus-covid-19-infection#fined> if you do not stay at home and self-isolate following a positive test result for COVID-19 or if you are contacted by NHS Test and Trace and instructed to self-isolate.</p> <p>After 10 days, if you still have a temperature you should continue to self-isolate and seek medical advice. You do not need to self-isolate after 10 days if you only have a cough or loss of sense of smell or taste, as these symptoms can last for several weeks after the infection has gone. See the ending isolation section below for more information.</p> <p>If you live with others, all other household members need to stay at home and not leave the house for 10days. The 10-day period starts from the day when the first person in the household became ill or if they do not have symptoms, from the day their test was taken. If anyone else in the household starts displaying symptoms, they need to stay at home for at least 10 days from when their symptoms appear, regardless of what day they are on in their original 10-day isolation period.</p> <p>If you test positive. Please use the online form CV19positive@kingsnorth.kent.sch.uk Also follow the procedures for reporting staff absence</p>					
Exposure to Covid-19	Members of staff sharing a car together	All	1	3	3	Staff members who are car sharing to wear a face mask throughout the duration of the journey.	2	Staff members to travel in different cars.		

Exposure and cross infection	Use of mugs/cups.	All	2	3	6	All staff to use their own mugs not the visitor/communal mugs. Mugs should be kept for one persons use only. Visitors to the school will be offered a 'disposable' cup/mug rather than the school visitor mugs.	Mugs to be placed in the dishwasher at the end of the day. To prevent cross infection.		
Exposure to Virus	Known Exposure to Covid – 19 (Coronavirus):					<p>Everyone will be told not to come into school if they or anyone they live with is experiencing coronavirus symptoms, and instead follow official self-isolation guidance. Regular reminders will be given about this. Follow absence and reporting of illness procedure.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing, and the school will help them do this. Ring 119 Follow advice and engage with Track and Trace. Advice is no contact for more than 15 mins</p> <p>This will require specific information of contact for more than 15 mins in any space. Contact will then be required to self-isolate.</p> <p>If you are in school and receive the news that someone has been diagnosed. You will be asked to leave School immediately and the area would be cleaned. Following cleaning of premises as follows:</p> <ul style="list-style-type: none"> Ensure vulnerable persons (elderly, pre-existing health condition, lower immunity etc.) employees are individually risk assessed. 	<p>Track and Trace</p> <ul style="list-style-type: none"> having face-to-face contact with someone less than 1 metre away (this will include times where you have worn a face covering or a face mask) spending more than 15 minutes within 2 metres of someone travelling in a car or other small vehicle with someone (even on a short journey) or close to them on a plane if you work in – or have recently visited – a setting with other people (for example, a GP surgery, a school or a workplace). The use of face masks and other forms PPE does not exclude somebody from being considered a close contact, unless they are providing direct care with patients or residents in a health and care setting 		
Classroom /Year group Organization and layout	Transmission from pupil to pupil	All pupils				<p>April 19th</p> <p>Where at all possible, children to be kept in the smallest bubble possible.</p> <p>The movement/transfer between any aspects of 'bubbles' MUST be kept to an absolute minimum.</p>	<p>See 'Bubbles' attached to this document</p> <p>For further guidance, please see - https://www.gov.uk/government/publications/actions-for-schools-</p>		

						<p>Cross infection must be managed and minimized to reduce overall risk.</p> <p>Whilst in a 'bubble' there is more freedom than previously – advice would be to limit any movement (even in bubbles) to an absolute minimum!</p> <p>Bubbles will be extended to Year groups to facilitate teaching across years for Literacy/RWI and Maths. After school club. wider provision All clubs will be year group specific however, staff can run two year group clubs together (CT/ TA) but each year group will need separate equipment and space. These groups will be run outdoors only.</p>	<p>during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>To further limit the risk to staff, if a 'bubble' is unsustainable due to staff sickness. We will close the bubble under health and safety. We will also take similar action if staff numbers across the school meant this is not a safe environment, due to staff absence.</p>		
Classroom Organization and layout	Transmission from pupil to pupil	All Pupils	2	3	6	<p>Children to face the front of the classroom. Pupils to sit side by side.</p> <p>Adults to avoid close proximity working if this is not possible you should wear a mask. .</p> <p>Where possible children from different classes should be kept apart by at least 1 metre or more.</p>	<p>For further guidance, please see - https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>		
Classroom Organization	Transmission from pupil to pupil Pupil to staff via contact of surfaces	All pupils	2	3	6	<p>School Bags: Only School Red school bags to be brought in.</p> <p>Lunch boxes: Must fit into school bags. As we are trying to ensure the classrooms are kept uncluttered and the maximum amount of space to ensure adults and pupils can keep a safe distance at all times or lunches to be brought in in paper or disposal bags.</p> <p>PE Kits: Children to wear kits to school for the day of PE or weekly block of PE. After Easter children will need to wear their summer PE kit. They can wear tracksuit over the top if they need to, or a school fleece.</p>	<p>Classroom space and clear passage ways between desks. This will be reviewed weekly and as the weather changes. Planning ahead: School bags. These are likely to be the square official school bags as they are easy to store. NO Backpacks. Lunch boxes/or bags must fit in the school bag. This minimises the size of box or bag to keep space at a premium. PE Kits full winter kit can be worn to school ie dark tracksuit</p>		

					<p>issues children to be encouraged to clean or wipe for themselves to avoid unnecessary contact. If in doubt send to First Aid.</p> <p>Currently no proof they can protect from Covid-19, but staff may feel protected from 'asymptomatic' people who have the virus, but not yet showing symptoms. Spray on anti-bac to be left in each classroom to spray and clean when necessary. Hand gel containers to be checked and filled daily.</p> <p>In the event of a child having a toileting problem. In the first instance the child will be encouraged to change and clean themselves under instruction if possible from 2 M. If assistance is required PPE must be put on.</p> <p>In the event of a child getting a graze or knock to soft tissue, or other 'wipe able' issues, please offer a 'wipe' or wet paper towel for the child to administer to themselves. Apart from any head or facial injuries or obvious injuries. Any doubts send to First Aid</p>				
Staff and Pupils arriving at School	Hand hygiene went entering the building	All staff and pupils	2	3	6	<p>2 Metre zone marked around school. 2 Metre distancing marked to ensure Social Physical Distancing remains a priority for those arriving at school and leaving school.</p> <p>All staff and pupils will have their hands sanitised or, if allergic to hand sanitiser, use a 'wet wipe' on entering the building at all times. If anyone develops a temperature of, or above, 37.8 degrees, member of staff or pupil must be isolated and go home.</p>	<p>Please see Govt guidance https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19</p> <p>If you self-isolate for 10 days due to others having been tested. You will have to be tested before you return to work. Any multi-site visits must be kept minimum.</p>	1 st June	

Staff and pupils contact	Staff passing on the virus to each other.	All adults Pupil	2	3	6	<p>Staff to be aware of 'social physical distancing' and must keep to 2 metre distance</p> <p>Staff to continue strict hygiene routines.</p> <p>Staff should avoid close face to face contact with pupils and minimise time spent within 1 metre of anyone.</p> <p>Staff who are 'vulnerable' and at risk. Need to complete with HOS the Vulnerable Person Risk Assessment Staff.</p>		<p>Clinically Vulnerable see guidance – https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</p>	
Staff and pupils in school	Staff or pupil becoming unwell in school and showing Covid 19 symptoms.	All adults and children	2	3	6	<p>Staff to leave immediately and arrange to be tested. Follow advice given by 119 or 111.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>If a pupil or a staff member working with pupils tests positive for coronavirus, the rest of their pupil group will be sent home and advised to self-isolate for 10 days (as will any staff member who looked after them in school while they were symptomatic).</p> <p>If other cases are detected at school, the local health protection team from Public Health England will be in touch to advise on appropriate action, such as asking more people to self-isolate.</p>	3	<p>A pupil to be isolated. To be in the old school hall small room. To remain there until parent takes them home. Room to be deep cleaned.</p>	

						The school will set up a dedicated email address for all to report a positive case of Covid19 to at the weekend. cv19positive@kingsnorth.kent.sch.uk			
Visitors to school	Passing on the virus	All adults and children	2	3	6	All visitors to remain outside of the building unless their visit is essential . See Govt guidance. If it is essential to enter the building. Temperature is to be taken and to use hand gel and socially physically distance themselves. They will not be permitted beyond the meeting room for any reason, unless most staff and pupils have left the building. They will fill in a visitor declaration form . Apart from 1 parent per family at 'pick-up' See Staff Guidance September for more details. Governors If in the event Governors attend site They will be asked to use the Governor Management Checklist (if appropriate) and the visitor Declaration Form . They will also remain in the office area of the school if pupils and most staff are on site.	3	To further protect staff and pupils visitors will not be permitted in any of the classrooms or offices. As bubbles are not to be compromised and offices staff could be 'at risk' Contractors: Any contractor attending the site must comply with the Contractors Checklist (EW) They must also supply the school with a Risk Assessment, Covid 19 Risk assessment, Insurance and method statement.	
All Staff and Visitors	Staff leaving the building and then returning to school and passing the virus through additional contact. Visitors arriving having previously had contact at another premises other than home.	All Adults	2	3	6	Staff must not leave their bubble to go out of school to visit shops during the school day as this has the potential to cause cross contamination. No visitor may enter the building unless it is essential . If it essential they must not have had contact outside of their home or to have been to any other premises where they may have had contact with others. All visitors to complete the paperwork kept at the office re: checklists	2	Staff working across more than one school must follow strict hygiene rules.	

Emergencies	Contractors other emergency repair workers.	All Staff Pupils	2	3	6	Contractors will only be admitted if it is an emergency situation or, to carryout essential maintenance.	2	All maintenance must be arranged where possible outside of schools hours.		
Pupils Returning March	All children returning to school	All staff and pupils	2	3	6	<p>All pupils returning to school. The school will be divided into 13 Bubbles. These bubbles will be Class bubbles apart from Year R. At lunch Yr1 and Yr2 will be in a year group bubble when in the hall.</p> <p>After Easter break Year Group bubbles will be allowed. This will be for specific teaching of Maths and English and for after school outdoor activities. Classes should only be mixed to facilitate teaching.</p> <p>The staff will be able to work across bubbles where this is necessary to teach.</p> <p>The Cover supervisor allocated to: YR 5-6 is MCP, Year 3-4 is KM and YR1-2 and R is ALA. Each bubble will have allotted TA's and Lunchtime cover support, which as a group the cover will be organised and this will be sent to HOS and Office Admin.</p> <p>In the event of sickness (not Covid related). Cover supervisor will cover and PPA may need to be rearranged.</p> <p>One way system with arrows indication direction children need to move around the school grounds</p> <p>See Attached Map Appendix 3</p>		Students teachers will be in their allotted year groups Year 2 and 3.		
Pupils arriving school	All pupils arriving. Pupils and parents to socially distance.	All pupils parents	2	3	6	<p>By Staggering the start of the school day and by not overwhelming the school capacity.</p> <p>Years 5 & 6 and 2G enter via the wood gates field gate,</p> <p>Years 3 & 4 office (main entrance) and Years R & 1 and 2S via green gate by Old School Building.</p> <p>No parents to enter the school premises.</p>		Please see additional information for times.		

Pupils Leaving	Parents to to socially distance	All pupils and Parents	2	3	6	Parents to enter the school grounds via the small gate at staggered times. ONLY 1 parent to enter the school per family. Collection times are now from 2.55 YRR 2,55 YR1 3.00 YR2 3.05 YR 3 3.10 YR4 3.10 YR5 3.15 YR6 3.15		Parents do not need to arrive at school until the time of the eldest sibling		
Increase in pupil attendance	Toilet breaks	All adults and children	2	3	6	All toilets to only admit two pupils at time. Pupils must remain 2 metres apart where possible. Staff to supervise in their bubbles to ensure no more than 2 pupils are in the toilet at any one time. 'Bubbles' need to devise a way of ensuring this. Cleaning to take place after each break	2	Please See Attached Staff Guidance		
Increase in pupil attendance	Learning breaks	All adults and children	2	3	6	Staff to allocate areas for pupils to socialise in. Staff must supervise all 'learning breaks' Playground to be zoned 5 zones for 'learning breaks' no play equipment but a daily rota for Trim Trail. YR R in own EYFS play area.	2	Please See Attached Staff Guidance For timings of lunch breaks see Lunchtime Service below		
Increased Pupil attendance	School bags, water bottles, Lunch boxes	All Adults and Children	1	3	3	Children will not be requires to bring bag or any additional belongings to school other than a Red school book bag. Children have been asked to bring their lunch in disposable bags preferably paper ones. However, if a child bring a lunch box it must be clearly named and fit inside red school book bag.				
Increase in pupil attendance	Lunchtime food prep	All adults and children	2	3	6	Catering staff to use hand sanitiser on arrival to work Where possible keep 2 metres away from each other preparing food etc.	2			

					Where it is not possible to keep 2 metres apart staff must stand side by side, not face on.			
Pupils Self isolation Free School Meals	Lunches	Pupils	1	3	3	Free school Meal pupils not having enough food at home due to self isolation. Kitchen to provide food for meals.		
Staff	Staff breaks	All Adults	2	3	6	<p>Staff, not directly supervising to follow social distancing rules at all times. Staff will need to organise a rota to ensure they have breaks from the classroom. Each bubble to organise its own staffing regime.</p> <p>Soft furnishings to be removed, staff to use staff room as little as possible. Staff to keep 2 metres apart in the staff room no more than 5 staff sitting. No staff to sit on the floor. Chairs to remain on there designated crossed area.</p> <p>Staff to have made available Kettles tea coffee etc. in smaller drinks stations Upper Middle and lower areas also use kitchen and toilet in Old hall and for no more than 15mins Upper school staff to use the Parish Council Pavilion (see Separate RA)</p>	2	<p>Staff Room; To sit on allotted seats no more than 6 seats. If possible eat outside Staff allocated areas. Garden, Area outside year 5/6 classrooms. Tables to be provided staff to sit 2 metres apart. Tea and Coffee. Staff to leave a 2 metre gap whilst getting drinks. One way system to be implemented in the staff room and for no more than 15mins</p>
Extra-Curricular Provision	Breakfast Club After school Club	Pupils	2	3	6	<p>Breakfast Club. We have reviewed the provision and please see separate Risk Assessment. Breakfast club has resumed for children of parents who are both key workers only. Following the Easter break Breakfast club will widen its provision to children of one key worker. This will be reviewed after 21st June for wider opening</p> <p>After school club is provided by an outside agency. This will resume after the Easter Holidays. (TBC) They will have to meet our Risk Assessment expectations and ensure they have their own robust protective measure in place.</p>		<p>After school club will resume After Easter for Key worker children only</p>

Extra-Curricular Provision	Overnight School Visits	Pupils and Staff	2	3	6	Government continues to advise against these. We have therefore cancelled all trips.		To review June 2021		
Curricular Provision/SEN/Provision	Supply Teacher and Peripatetic Teachers	Pupils and Staff	2	3	6	If in the event of needing a supply teacher we will contact our regular agencies. All supply teachers will be expected to abide by our Risk Assessment Speech Therapy/Ed Psych/Play Therapy/Early Help and Social Services Music Provision and outside Sport provider will only be allowed to resume if they can assure us they will follow our school's RA. However, this will not be introduced until the school believe the risk is minimised for the pupils. They will also be required to complete School Visitor Declaration form each time they come into school.		Risk Assessment to be forwarded to agencies and peripatetic Teachers Risk Assessment for resuming music has been received 1:1 music will resume after Easter Sport providers will resume if they are Year group specific or Year groups can be separated during activity and at all other times. All external providers will be required to wear a mask for the majority of the time if in close contact (less than 2 metre distance)		
Cleaning Regime	Cleaning throughout the day	All Staff and Pupils	2	3	6	See attached cleaning rota. Staff to inform SLT of any issues in maintaining this				
Cleaning after every meal	Potential Spread of virus	All Staff pupils	1	3	3	Make sure all surfaces including table tops and benches are washed with correct solutions. Door handles and wood panels on doors to be cleaned after every meal.	2	May need to increase hours of cleaners.		
Cleaning Classrooms	Spreading of virus via toys and equipment in all areas	Pupils	2	3	6	All equipment and toys that are used must follow a strict washing regime this needs to be planned and checked	2	See detailed plan attached for YR R		
Use of Reading Books	Spreading Virus through books	All staff pupils	2	3	6	Library books can go home. But books will be collected in on a Friday and left for 48 hours before being returned to shelves.	2	Librarian will manage the rota and YRs 4, 5, 6 will have books that are of a longer length therefore		

							minimising the need to change their books too often.		
PE Lessons	Risk of Virus spreading through sharing PE Equipment	All staff pupils	2	3	6	See separate PE Risk Assessment	2		
Cleaning Classroom	Potential risk to pupils and staff	All staff pupils	1	3	3	Classroom cleaning protocol in place Staff to inform SLT of any issues in maintaining this See attached cleaning regime	2	To reduce cross contamination ensure cloths are kept separately and used appropriately	
Cleaning at the end of the day	Potential Spread of virus	All Staff pupils	1	3	3	All rooms used to be cleaned and a schedule in place for deep clean			
Outdoor climbing equipment	Potential spread of virus through sharing of structure	Pupils	2	3	6	Climbing equipment to be washed after use.	2	Separate Risk assessment to be in place	
Mental Health issues for Staff	Adverse effect on the Mental Health and wellbeing of Staff	All Staff pupils	2	3	6	Staff to hold fortnightly check ins with identified 'buddy', to ensure staff have an opportunity to raise concerns or offload in a professional capacity. Staff emailed regularly and signposted to support lines, staff care, resources that may support them or their families during this time Staff to be aware that we all react in different ways to anxiety and stress and that some anxieties may exhibit themselves in different ways for different people.	2	Staff counselling CARE Pack Staff Self Support system to be offered. Mental health and well-being action plan has staff identified as an area for actions. To be updated for September opening.	
Mental Health issues for pupils	Adverse effect on the Mental Health and wellbeing of pupils					It is likely we will see children exhibiting a range of behaviour and anxieties. Please use MY CONCERN to report these so the Welfare Team can intervene and offer support where it may be needed.		A range of counselling services to be engaged for individual pupils where needed Recovery Curriculum. See Staff guidance for specific details.	

Lack of staff	Bubbles closure due to a member or members of staff being infected with the virus and not enough staff to ensure the safety of the pupils	All adults and children	2	3	6	Contact all parents, close affected bubbles directly Staff to self-isolate and remain away from school. Parents to be directed to the Oak Academy/Bitesize/ White Rose/ Online learning.		School to carry out deep clean before re opening See detailed KS Plan		
Emergency Procedure Management	Management of staff, pupils and visitors during an emergency (i.e fire evacuation)	All Staff pupils	2	3	6	Staff to remind children of the procedures for evacuation. Pupils to follow normal emergency procedures. Staff to inform pupils of the number of their class safety line. Once at safety line staff to instruct pupils to socially distance.	2	Number of children to be added to 'Yellow Sheet' daily so all aware of how many in each classrooms.		
Pupils arriving and leaving school	Management of Parents	All Staff pupils	2	3	6	Parents will not be admitted to the school grounds, apart from YR for the first week of the term. Parents will drop pupils at school. If arriving BY CAR – they must park in Village Hall Car Park or Church Hill. There will be 3 manned entrances. Parents will be informed as to the entrance to use and time for their child/children 'Staggered Pick Up' gates will be opened for allotted times only. Failure to do will result in parent being asked to leave site and pupil being refused place in school	2	See Staff Guidance for specific details and times No parent to be admitted outside of their time slot. YRR Pupils See Guidance		
Staff and Pupils	Management of staff and pupil movements within the school buildings	All Staff pupils	2	3	6	To ensure safe physical distancing a one way system to be introduced. Down the corridor on the left and up the corridor on the left and cross opposite doors only.		Corridor width to be used move additional furniture to the centre of walkway.		
Pupil	Behaviour Management	Pupils	1	3	3	Policies in place at the present time may not ensure safety of pupils. Additional measures may need to be used for example: parents to		Parents to agree that they will collect children not adhering to safety measures.		

					collect pupils who are not obeying rules to ensure safety of others.		Amendment added Appendix 1		
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Name of Assessor: _____

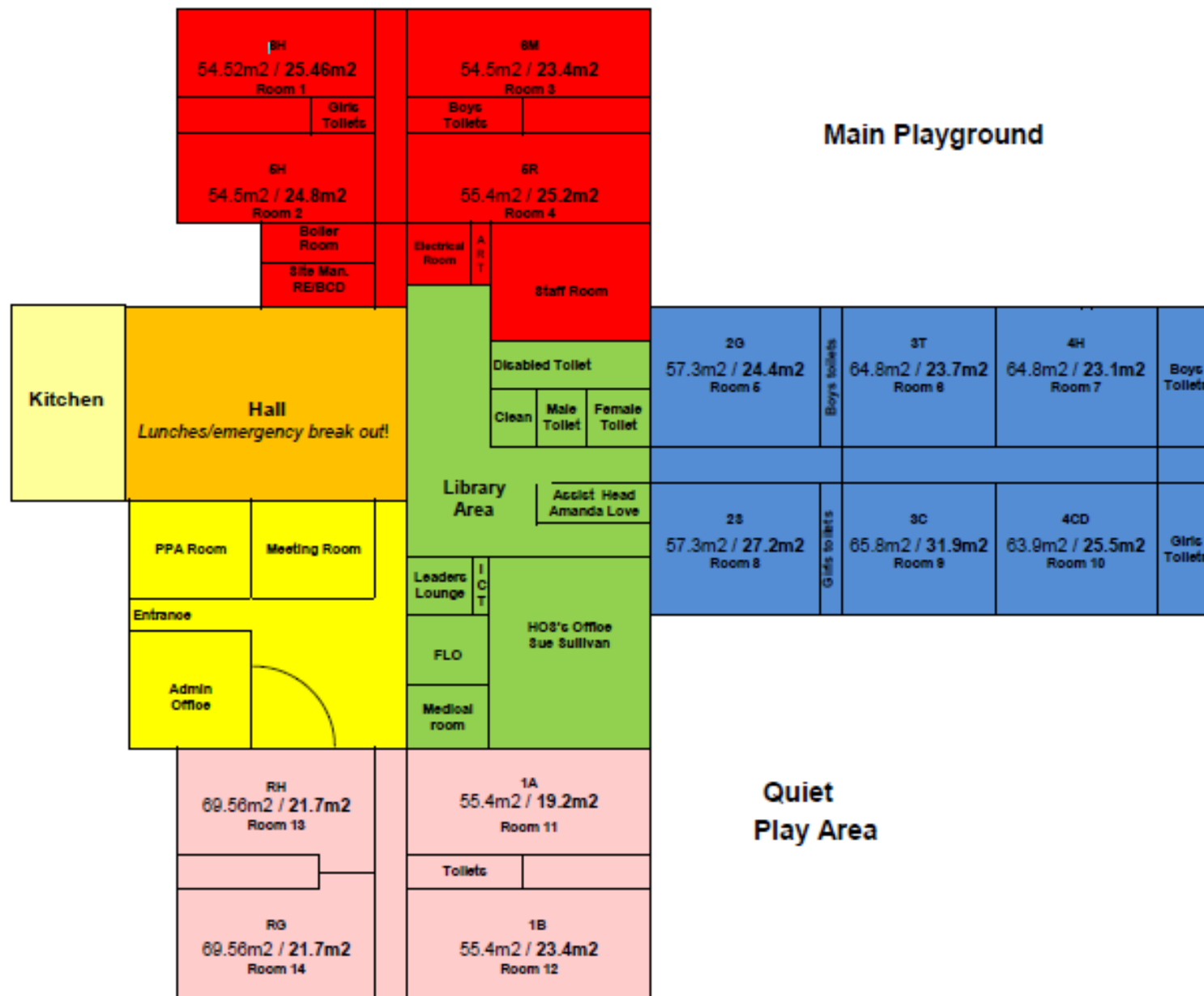
Date: 1/3/2021 _____

Review Date: April 2021

Job Title: _____

Sign here to confirm when all actions have been completed

Kingsnorth CE Primary School – Plan May 2020



Old Hall + Quiet Toilets
 Contains all spare classroom equipment

Outdoor play

Climbing frame/Trim Trail now can be used
Remove foam bricks and any other soft equipment.

Equipment that can be used: WHOLE SCHOOL

The cleaning regime is 'where it is deemed necessary'.

Equipment	Can it be used? Yes / No	How will it be cleaned?	How often will it be cleaned?
Scooters / bikes (use new balance bikes as well as the scooter & bikes in the shed)	Yes	Wipe down handles and seats.	After each use.
Water tray	Yes	Change water regularly, wipe out after use.	Daily
Water tray equipment (pipes, bowls etc.)	Yes (only give access to a small amount of equipment)	Wash using warm soapy water, rinse and then soak in Milton sterilising fluid for 15 minutes	Daily if used.
Crates	Yes	Wash in soapy water	Daily if used.
Plastic track	Yes	Wash in soapy water	Daily if used.
Trim Trails Climbing Frame	Yes	Clean with Safe Zone anti back/viral spray after each session by classroom staff.	After each Session
PE equipment	Yes (only give access to a small amount of equipment)	Wash using warm soapy water, rinse and then soak in Milton sterilising fluid for 15 minutes	After each session
Outdoor Table	Yes (2 children max)	Wipe down	Daily

Clean all toys over half term, keep some cleaned toys in storage in case toys have to be removed.

Equipment that can be used: WHOLE SCHOOL The cleaning regime is 'where it is deemed necessary'.

Equipment	Can it be used? Yes / No	How will it be cleaned?	How often will it be cleaned?
Large Wooden building blocks	Yes	Wiped down	After each use.
Duplo	Yes	Wash using warm soapy water, rinse and then soak in Milton sterilising fluid for 15 minutes	After each use.
Wood train track	Yes	Wash using warm soapy water, rinse and then soak in Milton sterilising fluid for 15 minutes	After each use.
Magnetos	Yes	Wash using warm soapy water, rinse and then soak in Milton sterilising fluid for 15 minutes	After each use.
Interactive white board	Yes (1 child to use at a time, if possible have a separate pen to the one the teacher is using)	Pen to be wiped with a cloth	After each use.
Large computer table	Yes (1 child to use at a time)	Wiped down	After each use.
Wendy house	Yes (1 child in the area at a time)	Wiped down	After each use.
Wendy house plastic food and kitchen equipment	Yes (only give access to a small amount of equipment)	Wash using warm soapy water, rinse and then soak in Milton sterilising fluid for 15 minutes	After each use.
Dinosaurs	Yes	Wash using warm soapy water, rinse and then soak in Milton sterilising fluid for 15 minutes	After each use.
Ball bearing magnetic boards	Yes (there are enough for one per child)	Wiped down	After each use.
Art and craft supplies can be given to children on their individual tables to use and cleaned after use i.e. paint pallets, paint brushes, pastels, watercolours. Children to have their own scissors, glue and colouring pencils/felt tips on their desks as well as their plastic wallet with individual equipment.			

STAFF GUIDANCE FOR SEPTEMBER KINGSNORTH PRIMARY SCHOOL

INTRODUCTION

The government guidance is as clear and concise as it can be, whilst recognising that individual schools will have individual needs. Therefore, this document is designed to take the government guidance and make it specific to our Kingsnorth Community. *Some of this advice may appear contradictory, this is because certain situations work at certain times but not others – we are just minimising risk where we can whilst maintaining mental health and wellbeing of children and staff, and enabling learning to happen.*

The main message from the government is to do what we can to reduce risks as far as possible and therefore reduce the spread of the virus:

“How contacts are reduced will depend on the school’s circumstances and will {as much as possible) include:

- Grouping children together
- Avoiding contact between groups
- Arranging classrooms with forward facing desks
- Staff maintaining distance from pupils and other staff as much as possible.”

At Kingsnorth, we must put in place measures that suit our particular circumstances.

Please also remember that this next stage is still not normal school, all that will be normal in September is the number of adults and children in the building.

CLASSROOM

Groupings and Social Distancing

“Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group.”

At Kingsnorth this means:

Children will be in class bubbles for the majority of the day with the exception of Year R who will be a year group bubble. At lunch, Year 1 and Year 2 will be in a year group bubble when in the Hall.

“Older children should be encouraged to keep their distance within groups... We recognise that younger children will not be able to maintain social distancing and it is acceptable for them not to distance within their group...For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible. This will not be possible for the youngest children.”

At Kingsnorth this means:

Youngest children = Early Years

Younger children = Early Years and Key Stage 1

Older children = Key Stage 2.

It is acceptable for children to play inside and outside together in the bubble.

“Staff must try to keep their distance ideally adults should maintain 2 metre distance from each other and from children”; we know that this is not always possible, particularly when working with younger children.”

At Kingsnorth this means:

Adults can work closely with children in the classroom if needed, in order to assist the children in their learning. However, staff should avoid close face to face contact with pupils and minimise time spent within 1 metre of anyone.

Adults will teach from the front of the classroom as often as possible.

Classroom Setup

“Schools should make small adaptations to the classroom to support distancing where possible. That should include pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space.”

At Kingsnorth this means:

Although we recognise the children will be behaving differently at break times, in the classroom we believe we can minimise risk by taking the advice in the guidance written above.

Early Years: Children will sit facing the front on the carpet. There will be a minimal number of desks in the classroom.

All Other Years: Desks will be in rows facing the front. Staff should avoid close face to face contact with pupils minimise time spent within 1 metre of anyone.

Resources

“For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared.”

“Classroom based resources, such as books and games, can be used and shared within the bubble, these should be cleaned regularly, along with all frequently touched surfaces.”

“Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development.”

Reading Books

“pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development.”

“Resources...should be rotated to allow them to be left unused and out of reach for a period of 48 hours.” Or cleaned as in-line with cleaning schedule if needed more frequently or deemed necessary.

At Kingsnorth this means:

It is acceptable for children to play together with resources in the classroom.

It is acceptable for children to share resources within the classroom, or within their year group bubble on the playground.

We interpret “cleaned regularly”, with specific regard to resources, once a week. OR rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastic. OR for specific items cleaned as in line with above cleaning schedule if needed more frequently or deemed necessary.

Children will have their own pack in a zip wallet including stationary and any other equipment, such as books, as necessary for the individual year groups.

Year R will have pots of pencils rather than the zip wallets.

Key Stage 1 and Key Stage 2 will have 4 books: English, Maths, and Wider Curriculum and RE. Please start new books.

Do not put central resources back until they are safe to use.

Reading books – children can take reading books home, children not on AR will have reading books changed on Monday, Wednesday and Friday by an adult. Once books have been read they should be quarantined for 48 hours before they are returned to the bookshelves.

Finished AR books will be collected in a box in the classroom and also quarantined for 48 hours before being returned to the shelves.

Hygiene

“Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating... Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.”

At Kingsnorth this means:

Continue to build time into the school day to allow for hand washing, as we have been doing since lockdown began.

Wipe down tables before/after eating and end of the day as we have been doing.

Curriculum Expectations

“Substantial modification to the curriculum may be needed at the start of the year, so teaching time should be prioritised to address significant gaps in pupils’ knowledge with the aim of returning to the school’s normal curriculum content by no later than summer term 2021.”

“Curriculum planning should be informed by an assessment of pupils’ starting points...while avoiding the introduction of unnecessary tracking systems.”

“Develop remote education so that it is integrated into school curriculum planning... schools are...expected to plan to ensure any pupils educated at home for some of the time are given the support they need to master the curriculum and so make good progress.”

“Remote education...contingency plans:

- Use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos, and that is linked to the school’s curriculum expectations
- Give access to high quality remote education resources
- Select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback, and make sure staff are trained in their use
- Provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access

- Recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support, and so schools should work with families to deliver a broad and ambitious curriculum.”

“The curriculum should remain broad.”

At Kingsnorth this means:

Term 4 will focus on rebuilding and repairing.

Term 5 will focus on teaching to gaps and returning to the in-year content for the wider curriculum.

SPACE ('PAWS') IN THE CURRICULUM:

Actively build in time for children:

- To talk to one another
- To have 'quiet time' and read/complete work/colour/write in a private journal
- To talk to you or another adult in the class 1:1
- Please discuss this time with the children so they know what it is for.

REMOTE LEARNING:

- Seesaw accounts to be updated with current class.
- Seesaw to be maintained in the same way that the website has been used previously, to give parents and overview of learning.
- If appropriate, home learning tasks to be set on Seesaw to enable parents to be involved in learning.
- In case of local lockdown / bubble shutdown, Seesaw to be used in the same way as it has been during lockdown. Home learning to reflect what would have been taught in the classroom.

MARKING & PLANNING:

- At Kingsnorth, we believe marking, whenever possible, should be within the lesson to allow verbal feedback directly to the children. Although it is allowed, there is no expectation to take books off the premises to mark at home.
- There is no expected format for planning.

SUGGESTED TIMETABLE FOR TERM 4:

KS1/KS2:

The day should include:

- Collective Worship at 10am
- 1 hour English: 45 minutes work and 15 minutes 'space'
- 1 hour Maths: 45 minutes work and 15 minutes 'space'
- Reading: Daily
- Class story: Daily
- PE: Steps to Summit daily + weekly PE lesson + active learning opportunities in other subjects
- RE: 1 lesson per week
- Jigsaw: 1 lesson per week (more if appropriate)
- Afternoons: Themed learning based around the wider curriculum.

P.E.

“Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.”

“Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.”

At Kingsnorth this means:

There is a specific PE Risk Assessment and amended PE policy in place that follows all government guidelines to minimise risk.

Staff to wear appropriate PE attire. E.

Please see section entitled 'rotas' for the Steps to Summit rota

Pupil Wellbeing and Support

"Pupils may be experiencing a variety of emotions in response to the coronavirus outbreak, such as anxiety, stress or low mood."

"Some may need support to re-adjust to school; others may have enjoyed being at home and be reluctant to return; a few may be showing signs of more severe anxiety and depression. Others will not be experiencing any challenges and will be keen and ready to return."

"Schools should consider the provision of pastoral and extra-curricular activities to all pupils designed to:

- Support the rebuilding of friendships and social engagement
- Address and equip pupils to respond to issues linked to coronavirus
- Support pupils with approaches to improving their physical and mental wellbeing."

At Kingsnorth this means:

- A Recovery Curriculum is in place allowing the community to reset/restore/recover
- Space in the day is built in for children to help with adjustments
- FLO working with families and vulnerable children throughout lockdown and beyond
- The teaching of Jigsaw is given priority in the curriculum

The Five Levers are used to assist pupils in their return to school:

1. Relationships – Reach out to greet – don't automatically expect them return joyfully.
2. Community – Engage, listen, understand, and grow together.
3. Metacognition – Explicitly scaffold teaching to grow confidence as a learner.
4. Transparent Curriculum – co-construct to show them how you are addressing the gaps.
5. Space – to be, to rediscover self-image, concept, esteem and confidence.

Behaviour

"It is likely that adverse experiences and/or lack of routines of regular attendance and classroom discipline may contribute to disengagement with education upon return to school, resulting in increased incidence of poor behaviour. Schools should work with those pupils who may struggle to reengage in school and are at risk of being absent and/or persistently disruptive."

At Kingsnorth this means:

Behaviour Policy with additional COVID-19 statements has been developed.

Staff

- Arrival time from 8.00 am.
- Exit by 4 pm at the latest, to allow time for cleaning.
- Please park in the staff car park and display your staff permit.
- Staff members with children at Kingsnorth: Children can come into school with their parent and sit in an allocated seat in the parent's classroom. Children should leave the classroom just before any members of the bubble arrive and the chair/desk should be wiped down.
- Staff members with children outside Kingsnorth: Please talk to SLT to make arrangements for cover if you need to arrive late/leave early.
- The Staff Dress Code will return to 'normal' in September, rather than the 'relaxed' rules of lockdown. If a staff member is teaching PE, they will be expected to wear appropriate PE attire.

Staff Room

“Schools should also plan how shared staff space, are set up and used to help staff to distance from each other. Use of staffrooms should be minimised although staff must still have a break of a reasonable length during the day.”

At Kingsnorth this means:

Staffroom has been set up to reflect social distancing.

Other areas around the school will be used as additional staff spaces including the old building, areas between Year 5 and 6, areas between Year 1.

Lunchtime for Staff

Staff should use the dedicated staff room areas around the school, or the outside areas within the school. If a staff member goes home at lunchtime, they should not be in contact with anyone outside of their usual household and must not visit shops in their lunch break.

Transition

“All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.”

As children have been unable to attend the transition afternoons the school would usually provide, we are offering a transition session on the first day back.

Children will be in new classrooms, as they should not move from room to room, whereas staff members can.

This should alleviate some anxiety for the children as they will be greeted with a familiar face.

At Kingsnorth this means:

- Teachers will arrange transition meetings between the old and new teacher, including putting together a seating plan for the class (rows of children).
- On the first day back, children will have a short transition session but will be in their new classrooms to avoid contamination of bubbles. Adults, not children, will move bubbles. Adults **must keep to strict 2 metre** social distancing at this time.

Monday March 8th

- Children to come into school in groups at staggered intervals, going to their particular gate, as per the ‘Drop Off’ information.
- Children to go to their classrooms, greeted by Teacher/TA at the classroom door, and will sit in their space.
- Children will then have chance to reconnect with class members.

Arrival

When you arrive with your child, there must only be one adult and no other individuals who are not attending the school that day. Please arrive at the specified time for ALL gates and please do not stand and linger to avoid large groups.

Year R: Entry via wooden gate at 9.00. Children to enter via the steps on their own. Parents to exit via the large double gates onto Church Hill.

YR1 and 2S Entry at specified time. Via small wooden gate, then to the right of the old school. Parents to exit via large double gates onto Church Hill.

Times are as follows:

Drop Off

TIMINGS	DOOR/GATE 1 Small wooden gate	DOOR/GATE 2 Top gate	DOOR/GATE 3 Main Entrance
8.40		6M	4F
8.45	2S	2G 6H	4CD
8.50	1B	5R	3T
8.55	1A	5H	3C
9.00 –	RG/RH		

Pick Up

- Specific times are given to parents.
- Staff will need to be flexible – the child is released when the parent is seen.
- **YR** Enter small wooden gate then exit via the main gates
- Parents will walk round from youngest to oldest sibling doors.
- Year 1/Year 2/Year 3/Year 4 = use fire exit doors
- 5H/6H = use shared TA door
- 5R/6M = end of corridor

TIMINGS	YEAR GROUP
2.55	YR R
3.00	Year 1
3.05	Year 2
3.10	Year 3 Year 4
3.15	Year 5 Year 6

1 lap = 0.16km
Stick to the perimeter



Trim Trail/Garden (Zone 5)

There will be a sign-up sheet in the staff classes to sign up to 15 minute slots in the the trim trail. The trim trial will need to be after use.

room for garden/on wiped down

Lunch Time

	11:30	11:45	12:00	12:15	12:30	12:45	13:00
YEAR R Pauline	Lunch Hall		Outdoor Break Zone R				
YEAR 1		Outdoor Break Year 1: Zone 4 (split in half)	Lunch Hall				
YEAR 2 Maggie					Lunch Hall		Outdoor Break Year 2: Zone 4 (split in half)
YEAR 3 Julie			Outdoor Break 3T: Z2 3C: Z3	Lunch Classroom			
YEAR 4 Becky				Lunch Classroom		Outdoor Break 4F: Z2 4CDZ3	
YEAR 5 Trisha				Outdoor Break 5H: Z2 5R: Z3	Lunch Classroom		
YEAR 6 Jackie					Outdoor Break 6H: Z2 6M: Z3	Lunch Classroom	

Gail – float

PE Timetable

CLASS	ZONE	TIME
RG	MUGA	Monday 10.30-11.30
RH	MUGA	Tuesday 10.30-11.30
1A	MUGA	Wednesday 10.30-11.30
1B	MUGA	Thursday 10.30-11.30
2S	2 and 3 / Hall	Wednesday 1.20-2.10
2G	2 and 3 / Hall	Wednesday 2.10-3.00
3T	2 and 3 / Hall	Monday 1.20-2.10

CLASS	ZONE	TIME
3C	2 and 3 / Hall	Monday 2.10-3.00
4DF	2 and 3 / Hall	Thursday 1.20-2.10
4H	2 and 3 / Hall	Thursday 2.10-3.00
5H	2 and 3 / Hall	Tuesday 1.20-2.10
5R	2 and 3 / Hall	Tuesday 2.10-3.00
6M	2 and 3 / Hall	Friday 1.20-2.10
6H	2 and 3 / Hall	Friday 2.10-3.00

PPA

Start Monday 8th March WEEK A

	MARK CP	KEREN M	ALEXANDRA L
MONDAY	Year 6	Y3: 3T	2S
TUESDAY	6M (PPA)	Y3: 3T (PPA)	2S (PPA)
WEDNESDAY	5R (PPA)	Y3: 3C	2G (Cover)
THURSDAY	5H (cover)	Y3: 3C (PPA)	2G (Cover)
FRIDAY	5H (cover)	Y3	RH

WEEK B

	MARK CP	KEREN M	ALEXANDRA L
MONDAY	Year 6	Y4: 4H	1A
TUESDAY	6H (PPA)	Y4: 4F (PPA)	1A (PPA)
WEDNESDAY	Year 5	Y4: 4CG	1B
THURSDAY	5H (cover)	Y4	1B (PPA)
FRIDAY	5H (cover)	Y4	RG

PE BLOCKING YEARLY CALENDAR 2020/2021 PLAN A

- Make a note of your PE block week for each term.
- Block week PE lessons are being restricted to the MUGA and FIELD only to ensure there are no clashes with the ongoing weekly PE lessons.
- One class at a time in the MUGA to allow children space. If you are on the field (weather permitting), then the whole year group can go out at once.
- Ensure you check the PE cupboard for your equipment before you teach a block week sport. Notify PE lead if you do not have the correct equipment. Ball pumps are kept in 3C cupboard.

Summer Term 5 – PE Blocking 2021

Week 1 – W/B 19/04/21	Year 5 – Cricket (MUGA)
Week 2 – W/B 26/04/21	Year 2 – Attack & Defence (MUGA)
Week 3 – W/B 03/05/21	Year 3 – Tennis (MUGA)
Week 4 – W/B 10/05/21	Year 6 – Cricket (Field) Year 4 – Tennis (MUGA)
Week 5 – W/B 17/05/21	Year 1 - Attack & Defence (MUGA)
Week 6 - W/B 24/05/21	Cancelled at the present time

Summer Term 6 – PE Blocking 2020/21

Week 2 – W/B 07/06/21	Year 6 – Athletics (Field) & Triathlon
Week 3 – W/B 14/06/21	Year 2 – Athletics (Field) & Triathlon
Week 4 – W/B 21/06/21	Year 1 – Athletics (Field) & Triathlon
Week 5 – W/B 28/06/21	Year 3 – Athletics (Field) & Triathlon
Week 6 – W/B 05/07/21	Year 4 – Athletics (Field) & Triathlon
Week 7 – W/B 12/07/21	Year 5 - Athletics (Field) & Triathlon
Week 8 – W/B 19/07/21	Monday available for PE catch up. Speak to JC.

	Zone 1 (MUGA)	ZONE 2	ZONE 3	ZONE 4
9:15		5H Steps2		3T Steps
9:30		5R Steps		3C Steps
9:45		6M Steps		
10.00				
10.15	3T Break	2S Break	2G Break	1A/1B Break

10:30	Mon-Thurs RG RH 1A 1B	4DF Break	4H Break	3C Break Or could share MUGA at 10.15??
10:45		5H Break	5R Break	
11:00		6H Break	6M Break	
11:15		6H Steps		
11:30		4CD Steps		
11:45		4F Steps		
12:00		3T L Break	3C L Break	
12:15		5H L Break	5R L Break	
12:30		6M L Break	6M L Break	
12:45		4DF L Break	4F L Break	
1.00				2G/2S (could use main playground??)
1:15		PE SLOTS		
1:30				1A Steps
1:45				1B Steps
2:00				2S Steps
2:15				2G Steps
2:30				
2:45				
3:00				

Covid-19 Risk Assessment

One-to-one and small group teaching

Kent Music has created this document for schools that are engaging with a Kent Music teacher in their delivery of one-to-one and small group instrumental and vocal lessons. The document will be shared with Kent Music teachers to inform them of the risks and outline the mitigations that are required to be in place to ensure the health and safety of all parties.

Please note that it is not intended to cover all risks associated with any activity: it looks only at additional measures to minimise transmission Covid-19. Existing risk assessments still apply.

Remember that assessing risk is about understanding hazards and can never expect to eliminate all possibility of harm.

Risk assessment is a positive process which enables activity. In creating this risk assessment Kent Music have taken into consideration guidance from the government and Music Mark*. Please find relevant documents below for your information:

[Actions for schools during the coronavirus outbreak](#)

["Music Unlocked": Guidance for schools and music providers provided by Music Mark*](#)

* Music Mark supports quality music education for all and aims to offer a collective voice for all those involved in music education. As a subject association for music education, they aim to improve the musical and social outcomes for children and young people in and out of schools. Music Mark has developed its bespoke guidance with reference to current government guidelines and is recognised by Arts Council England as the ‘most specific and comprehensive guidance seen for music making with young people’.

Covid-19 Risk Assessment

One-to-one and small group teaching

Owner:	Kent Music		
Version:	1.0		
Date of assessment:	1 March 2021	Review date:	31 July 2021

Description of activity

One-to-one or small group (two or three students) lessons on musical instruments or voice. Lessons need to take place in a room that is well ventilated and can comfortably allow for social distancing of 2 metres between each student and between the students and the teacher.

Initial risk rating

How likely is the activity to result in actual harm (1-5)?	2
How severe would the consequences be (1-5)?	5
Risk rating (likelihood x severity)	10

Likelihood less	5					
	4					
	3					
	2					
	1					
		1	2	3	4	5
		better worse Severity				

Additional control measures

These are new measures identify to reduce the risk rating. It is usually easier (and it is perfectly acceptable) to reduce the likelihood of harm rather than the severity.

	Hazard	Who is at risk?	Control measure(s)	Who is responsible?
1	Teacher health	Everyone	All Kent Music teachers will complete a questionnaire before teaching in schools to identify health conditions and address concerns teachers may have about teaching in schools.	Kent Music
		Everyone	If a teacher, or someone in their household has Covid-19 symptoms they will not attend a school and will follow guidance on self-isolating.	KM teacher
		Everyone	Teachers are strongly encouraged to test regularly for Covid-19.	KM teacher

		Everyone	Kent Music advocates the benefits of vaccination to teachers.	Kent Music
		Everyone	Kent Music teachers have been referred to the Guidance on shielding and protecting extremely vulnerable persons from Covid-19 produced by the government.	KM Teacher
2	Hygiene and distancing	Everyone	Teachers are advised to wash hands more often than usual and between lessons as a minimum.	KM Teacher and School
		Everyone	Kent Music teachers will adhere to social distancing guidelines when on the school site by maintaining a distance of 2 metres when moving around the school.	KM Teacher and School
		Everyone	Teachers will follow the school's guidance on wearing face coverings in the school.	KM Teacher and School
		Teacher and student(s)	In the teaching room the teacher will ensure a minimum distance of 2m metres between them and the student(s)	KM Teacher and School
		Teacher and student(s)	Teachers will carry anti-bacterial wipes so that they can clean surfaces between lessons. This includes music stands, tables, chairs, desks, door handles, switches and plugs that are used before, during and after the lesson. The school will be required to provide a bin in the teaching room to ensure the safe disposal of anti-bacterial wipes and other items such as reeds. Wipes will only be used once and discarded in the bin after each use.	KM Teacher and School

		Teacher and student(s)	Teachers will not share instruments with students. Students will be required to bring their own instruments to lessons. Teachers will not touch any part of the instrument or its component parts such as reeds and mouthpieces unless absolutely necessary. In these cases the teacher will use hand sanitiser immediately.	KM Teacher and School
		Teacher and student(s)	Where the instrument is provided by the school, such as pianos and drum kits, where possible a second instrument will be provided in the room for the teacher to use for demonstration purposes. Where this is not possible the teacher will not demonstrate on the instrument that is being used by the student. At the end of the lesson the teacher will wipe down piano keyboards, music stands, drum kits, sticks and so forth in preparation for the next student.	KM Teacher and School
		Teacher and student(s)	Students will be required to bring their own music to lessons and the teacher will not touch the music. The teacher will refer to their own copy of the music.	KM Teacher and School
3	Hygiene and distancing, woodwind, brass & singing	Teacher and student(s)	Teachers and students must keep a distance of a minimum of two metres at all times though 3 metres is ideal for blown instruments. Teachers will bear in mind that flutes generate two air streams, to the front and the side, and position the student in relation to the teacher accordingly. Other brass and woodwind teachers are advised to stand 3 metres from the student, ideally	KM Teacher and School

			positioned away from the direction of airflow. For singing, please refer to Suggested Principles of Safer Singing produced by the government.	
4	Teaching room	Teacher and student(s)	One-to-one and small group lessons will be taught in a well-ventilated room with plenty of room for social distancing as set out above. If the room needs to be re-arranged to enable sufficient distancing, teachers will make arrangements with the school to do this and must not move furniture, instruments or equipment on their own initiative.	KM Teacher and School
		Teacher and student(s)	If the room is small, and at least 2 metres of social distance cannot be adhered to, it is possible that a plexiglass screen could be placed between the teacher and the student to reduce exposure to aerosols by the student and teacher. If a school is proposing this approach, it will need to be discussed with the area manager in advance so that the nature of the teaching in relation to the room can be appraised and if necessary, a visit made to the school to assess the room.	KM Teacher and School
		Teacher and student(s)	The school will provide enough music stands so that there is one for the teacher and one each for the students.	KM Teacher and School
5	Teaching room: ventilation		Gentle through-ventilation is preferred in a teaching room. Rooms with fans or units that re-circulate air are not considered safe for instrumental teaching, unless they have been risk assessed by the school, and will not be	KM Teacher and School

			used. Teachers will open windows and doors for a minimum of five minutes between lessons to enable air to circulate. This will also give time for surfaces and equipment to be wiped down.	
6	Timetabling	Teacher and student(s)	Lessons will be scheduled with a gap of no less than five minutes between lessons to allow time for ventilating and cleaning the teaching room.	Kent Music
7	Personal belongings		Teachers will be asked to keep their personal belongings together in the teaching room well away from the student.	KM Teacher and School

Additional control measures

	Hazard	Who is at risk?	Control measure(s)	Who is responsible ?
1	Airborne transmission	vulnerable adult	Face mask (though not possible when demonstrating); large portable shield	Teacher and Kent Music
2	Airborne transmission	Vulnerable student	Learn in the most ventilated space, and or position near back of the room	School

Please note, Kent Music teachers will have their own surface wipes, hand sanitisers and other equipment to implement these measures.

Residual Risk rating

How likely is the activity to result in actual harm (1-5)?	2
How severe would the consequences be (1-5)?	5
Risk rating (likelihood x severity)	10

Likelihood less	5					
	4					
	3					
	2					
	1					
		1	2	3	4	5
		better worse Severity				

Risk rating:	1-6	Green	Monitor to ensure control measures are implemented consistently and that the rating remains valid.
	8-12	Amber	Try to identify additional controls to reduce the risk. Ensure that control measures are implemented consistently and look to improve by the next review.
	15-25	Red	Cease this activity until additional controls can be put in place to manage the risk.

CLASS	DROP OFF	BREAK	LUNCH SUPERVISOR	LUNCH (EAT)	LUNCH (BREAK)	STEPS 2 SUMMIT	PE SLOT	PICK UP	PPA
Year R	9.00	10.15-10.30 Year R	Pauline	11.30-12.00 Hall	12.00-12.15 Year R	RG: 1.00 RH: 1.20 Zone 4	Mon – RG Tues - RH 10.30-11.30 MUGA		RH: Week A Friday RG: Week B Friday
1A	8.55 Wooden gate	10.15-10.30 Zone 4: KS1 playground (split)	Rebecca	12.00-12.30 Hall	11.45-12.00 Zone 4: KS1 playground (split)	1.35 Zone 4	Wednesday 10.30 – 11.30 MUGA	3.00	Week B: Tuesday
1B	8.50 Wooden gate					1.50 Zone 4	Thursday 10.30-11.30 MUGA	3.00	Week B: Thursday
2S	8.45 Wooden gate	10.15-10.30 Zone 5: Garden (split)	Maggie	12.30-1.30 Hall	1.00-1.15 Zone 4: KS1 playground (split)	2.05 Zone 4	Wednesday 1.20 – 2.10 Zone 2 & 3/Hall	3.05	Week A: Tuesday
2G	8.45 Top gate					2.20 Zone 4	Wednesday 2.10 – 3.00 Zone 2 & 3/Hall	3.05	Week A: Weds/Thurs
3T	8.50 Main entrance	10.30-10.45 Zone 1: MUGA Zone 4: KS1 playground (rotate?)	Julie	12.15-12.45 Classrooms	12.00-12.15 Zone 2 and Zone 3: Netball courts	9.10 Zone 4	Monday 1.20 – 2.10 Zone 2 & 3/Hall	3.10	Week A: Tuesday
3C	8.55 Main entrance					9.30 Zone 4	Monday 2.10 – 3.00 Zone 2 & 3/Hall	3.10	Week A: Thursday
4CD	8.45 Main entrance	10.30-10.45 Zone 5: Garden Zone 6: Outside Year 6 (rotate?)	Becky	12.15-12.45 Classrooms	12.45-1.00 Zone 2 and Zone 3: Netball courts	11.35 Zone 2 & 3	Thursday 2.10 – 3.00 Zone 2 & 3/Hall	3.10	Job share to cover
4F	8.40 Main entrance					11.20 Zone 2 & 3	Thursday 1.20 – 2.10 Zone 2 & 3/Hall	3.10	Week B: Tuesday
5H	8.55 Top gate	10.45-11.00 Zone 7: By 5H Zone 4: KS1 playground (rotate?)	Trisha	12.30-1.00 Classrooms	12.15-12.30 Zone 2 and Zone 3: Netball courts	9.10 Zone 2 & 3	Tuesday 2.10 – 3.00 Zone 2 & 3/Hall	3.15	Thurs/Fri
5R	8.50 Top gate					9.35 Zone 2 & 3	Tuesday 1.20 – 2.10 Zone 2 & 3/Hall	3.15	Week A: Wednesday
6M	8.40 Top gate	10.45-11.00 Zone 5: garden Zone 7: Outside Year 6 (rotate?)	Jackie	12.45-1.00 Classrooms	12.30-12.45 Zone 2 and Zone 3: Netball courts	10.20 Zone 2 & 3	Friday 2.10 – 3.00 Zone 2 & 3/Hall	3.15 Walkers: 3.05	Week A: Tuesday
	8.45 Top gate					11.00 Zone 2 & 3	Friday 1.20 – 2.10 Zone 2 & 3/Hall	3.15 Walkers: 3.05	Week B: Tuesday