



Full Opening of School from 02 September 2021 COVID-19 Risk Management and Operational Planning

References:

[Schools COVID-19 operational guidance](#) (DfE: August 2021)

Other documents are hyperlinked within the document.

UPDATES/REVIEWS

This risk management plan will remain under review in accordance with government and Local Authority guidance.

01.09.2021

Review dates:

Risk Management Plan September 2021

The school will open to all staff and children for the new academic year from 1st September in accordance with the **Control Measures** advised by the government:

Control Measures

The government state that schools should:

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

These control measures inform our C19 Risk Assessment and Management Plan as follows:

Houghton Primary School C19 Risk Assessment and Management:

1. Ensure good hygiene for everyone

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
Spread of infectious disease and/or illness due to poor hygiene	Pupils, staff, visitors People may become ill with the symptoms of viral or bacterial infections including COVID19. The severity of their illness will	Hand Hygiene: Established protocol and practice in place as follows: All people (children and adults) in school clean their hands thoroughly; <ul style="list-style-type: none"> • Regularly throughout the day • Before and after eating • After using the toilet Teachers and support staff have built in hand cleaning routines into their everyday work with children. They teach and/or remind children how to wash their	The government have reduced the rigorousness relating to hand hygiene since Step 4 (August 2021) and therefore our measures are above the requirement of 'regular hand washing'. No further action is necessary.	All adults on site	In place from 01.09.2021	

Houghton Primary School C19 Risk Assessment and Management:

1. Ensure good hygiene for everyone

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
	depend on the individual infected.	<p>hands properly under running water with soap and how to dry safely by patting hands with paper towels (reducing risk of skin becoming sore).</p> <p>They revisit the NHS hand washing video with their class as a reminder.</p> <p>Risk Assessments are in place for children with SEND who are not able to wash their hands properly or have sensory issues meaning that they touch their face/mouth frequently ensuring that they have support and can use skin cleaning wipes if necessary.</p> <p>There are hand washing facilities (sinks, soap, paper towels) in every classroom and toilet. Staff can also wash their hands in the staff kitchen and the main school kitchen.</p> <p>Hand sanitiser remains available throughout the school including all classrooms, the atrium, corridors, the school hall, front lobby where visitors enter the school, offices and has been placed beside shared resources/equipment e.g. fridge, photocopier.</p> <p>Cleaning staff replenish supplies of soap and hand sanitiser. They keep the school business manager informed of supplies in good time for reordering.</p>				
		<p>Respiratory Hygiene:</p> <p>Established protocol and practice in place as follows:</p>	Our practice is in accordance with all	All adults on site	In place from 01.09.2021	

Houghton Primary School C19 Risk Assessment and Management:

1. Ensure good hygiene for everyone

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
		<p>Whole school has adopted the ‘catch it, bin it, kill it’ approach to respiratory hygiene.</p> <p>This is taught to all children. Teachers use e-bug C-19 resources to support their teaching.</p> <p>This is supported by having tissues readily available in every classroom and throughout the school.</p> <p>All classrooms have lidded pedal bins with bin liners for sole use to dispose of used tissues. Bin liners with used tissues in are tied up and disposed of in accordance with C-19 regulations if someone with symptoms has put used tissues in them.</p> <p>Risk Assessments are in place for children with SEND who are not able to blow their nose properly or have needs which cause dribbling or breathing problems ensuring that they have support to keep good respiratory hygiene.</p>	<p>government guidance.</p> <p>No further action is necessary.</p>			
		<p>Use of Personal Protective Equipment (PPE)</p> <p>The government state that from August 2021 most staff in schools will not require PPE in response to C19 beyond what they normally need for their work e.g. when supporting a child with intimate care needs.</p> <p>PPE will only be necessary if a child becomes ill with C19 symptoms and then, only if close contact is necessary.</p> <p>We follow the government guidance: What PPE to wear</p>	<p>Our practice is in accordance with all government guidance.</p> <p>No further action is necessary.</p>	<p>All adults on site</p>	<p>In place from 01.09.2021</p>	

Houghton Primary School C19 Risk Assessment and Management:

1. Ensure good hygiene for everyone

What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
		<p>when caring for a symptomatic individual</p> <p>Staff will wear specific PPE provided by the Local Authority if they are working at close contact (less than 2m) with a child or adult who has symptoms of C-19.</p> <p>This PPE is worn in accordance with government guidance and training and is donned, doffed and disposed of accordingly.</p> <p>Stocks of PPE are maintained. Further PPE will be ordered from the Local Authority as necessary.</p>				

Houghton Primary School C19 Risk Assessment and Management:

2. Maintain appropriate cleaning regimes

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
<p>Spread of infectious disease and/or illness due to poor cleanliness</p>	<p>Pupils, staff, visitors</p> <p>People may become ill with the symptoms of viral or bacterial infections including COVID19. The severity of their illness will depend on the individual infected.</p>	<p>The school is cleaned thoroughly once a day during term time in accordance with government recommended guidance set out within PHE cleaning of non-healthcare settings.</p> <p>During the school day, each classroom and other working area has supplies of cleaning equipment and products to enable staff to clean frequently touched surfaces (e.g. door handles, tables, drawer fronts, window fastenings, light switches, etc.). Cleaning products are kept out of the reach of children in all areas.</p> <p>Children’s toilets and bathroom facilities are cleaned thoroughly once a day, after school. The caretaker undertakes a basic clean of children’s toilet facilities during the school day.</p> <p>Staff toilets are also cleaned thoroughly once a day, but staff use spray detergent to wipe down the toilet seat and flush button/handle and taps after use.</p> <p>Stocks of cleaning materials are maintained.</p> <p>Cleaning staff are trained and briefed.</p> <p>The school business manager monitors the standards of cleaning throughout the school. Staff report any concerns to her.</p>	<p>Our practice is in accordance with all government guidance.</p> <p>No further action is necessary.</p>	<p>All adults on site</p>	<p>In place from 01.09.2021</p>	

Houghton Primary School C19 Risk Assessment and Management:

3. Keep occupied spaces well ventilated

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
<p>Spread of airborne infectious disease and/or illness due to poor ventilation</p>	<p>Pupils, staff, visitors</p> <p>People may become ill with the symptoms of airborne viral or bacterial infections including COVID19. The severity of their illness will depend on the individual infected.</p>	<p>Established protocols and practice in place to keep all internal areas as well ventilated as possible as follows:</p> <p>Natural ventilation throughout the whole day by;</p> <ul style="list-style-type: none"> • Opening all windows • Opening all external doors • Opening all internal doors • Opening all skylights <p>If it becomes too cold or draughty for comfortable work conditions;</p> <ul style="list-style-type: none"> • Reducing the ventilation by closing windows and external doors on so that only a small gap is in place. • Increasing the ventilation when the room/space is unoccupied. • Asking children and staff to wear more layers to keep warm (flexible uniform in place). • Keeping heating levels up to compensate for loss of heat through ventilation. <p><i>We ask staff to communicate if it is too cold to work and/or the temperature within the room/area drops below 16°C (minimum workplace temperature)</i></p> <p>Now that the school will be coming back together in larger groups in indoor spaces such as the hall and atrium we will ensure that these spaces are as well ventilated as possible. Doors, windows and skylights will be open in these areas</p>	<p>Our practice is in accordance with all government guidance.</p> <p>No further action is necessary.</p>	<p>All adults on site</p>	<p>In place from 01.09.2021</p>	

Houghton Primary School C19 Risk Assessment and Management:

3. Keep occupied spaces well ventilated

What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
		when they are in use. This includes for assemblies, plays and productions.				

Houghton Primary School C19 Risk Assessment and Management:

4. Follow public health advice on testing, self-isolation and managing confirmed cases of Covid-19

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
<p>Failure to follow public advice may increase the risk of infection and spread</p>	<p>Pupils, staff, visitors</p> <p>People may become ill with the symptoms of airborne viral or bacterial infections including COVID19. The severity of their illness will depend on the individual infected.</p>	<p>When an individual develops C19 symptoms or has a positive test</p> <p>We follow government advice.</p> <p>All staff and parents are advised that if any member of staff (including volunteers), any child or any visitor develops C19 symptoms or has a positive test result they should not come to school. They are advised to follow updated public health advice on self isolation</p> <p>If anyone in school develops symptoms, no matter how mild, on site, they will be sent home and advised to follow public health advice. We advise people not to use public transport in this situation.</p> <p>If a child has to wait in school to be collected, they will wait on their own in the meeting room with the doors open. A member of staff will wait outside the door until they are collected. If the member of staff has to enter the room and have close contact with the child in order to care for them they will wear PPE in accordance with guidance. The room will be cleaned thoroughly before it is used again.</p> <p>Anyone in the same household is not required to isolate if they are fully vaccinated or under 18 years, 6 months old, if they are a close contact of someone with C19.</p> <p>In accordance with government advice, the school is no longer operating in a 'bubble' system. No-one will be sent</p>	<p>Our practice is in accordance with all government guidance.</p> <p>No further action is necessary.</p>	<p>All adults on site</p>	<p>In place from 01.09.2021</p>	

Houghton Primary School C19 Risk Assessment and Management:

4. Follow public health advice on testing, self-isolation and managing confirmed cases of Covid-19

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
		<p>home or be told to stay at home in this situation unless they develop symptoms or test positive themselves or unless PHE advise the school that this is necessary.</p> <p>Schools are no longer required to operate any form of track and trace work in this situation.</p>				
		<p>Asymptomatic Testing</p> <p>Primary age pupils are not required by the government to undertake asymptomatic testing.</p> <p>We will follow all the latest guidance on asymptomatic testing for staff as it is released and updated by the government.</p> <p>We will ensure that government supplied stocks of Lateral Flow Device test kits are maintained in school as necessary.</p>	<p>Our practice is in accordance with all government guidance.</p> <p>No further action is necessary.</p>	<p>All adults on site</p>	<p>In place from 01.09.2021</p>	
		<p>Confirmatory PCR Testing</p> <p>Staff who test positive on an LFD test will be asked to isolate at home and book a PCR test as soon as possible to confirm their result. They will be required to self-isolate while they wait for the result.</p> <p>We will follow the advice that if the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the member of staff can return to school, as long as the individual doesn't have</p>	<p>Our practice is in accordance with all government guidance.</p> <p>No further action is necessary.</p>	<p>All adults on site</p>	<p>In place from 01.09.2021</p>	

Houghton Primary School C19 Risk Assessment and Management:

4. Follow public health advice on testing, self-isolation and managing confirmed cases of Covid-19

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
		<p>COVID-19 symptoms.</p> <p>We have a supply of postal PCR test kits in school which staff can use if they are unable to travel to a testing centre.</p>				
		<p>Clinically Extremely Vulnerable (CEV) Children and Staff</p> <p>Government advice is that all CEV children and staff should attend school unless they have been specifically advised by their health care professional not to attend.</p> <p>We will continue to liaise with all parents of CEV children and all CEV staff and support as necessary.</p>	<p>Our practice is in accordance with all government guidance.</p> <p>No further action is necessary.</p>	<p>All adults on site</p>	<p>In place from 01.09.2021</p>	
		<p>Communication with contractors and visitors</p> <p>All contractors, visitors and external professionals who work in school will be informed of our protocols and practice in relation to managing risk relating to C19. They will be briefed about what to do if they have symptoms and/or test positively for C19 in line with all measures outlined above.</p>	<p>Our practice is in accordance with all government guidance.</p> <p>No further action is necessary.</p>	<p>All adults on site</p>	<p>In place from 01.09.2021</p>	
		<p>Children with symptoms</p> <p>The government have advised schools to refuse entry to a child with symptoms and/or a positive test result. Will act on this advice.</p>	<p>Our practice is in accordance with all government guidance.</p> <p>No further action is necessary.</p>	<p>All adults on site</p>	<p>In place from 01.09.2021</p>	

Operational Plan September 2021

Government guidance in relation to school operations has changed significantly since Step 4 came into place in August 2021;

“Step 4 marked a new phase in the government’s response to the pandemic, moving away from stringent restrictions on everyone’s day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people’s education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September.

Our priority is for (schools) to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.”

[Schools COVID-19 operational guidance](#) (DfE: August 2021)

However, the Local Authority and regional health team have warned schools in this area that whilst we should follow government guidance and open fully we need to do so cautiously because local case rates are high and increasing (currently to the levels seen in January this year) and that hospital admissions are also rising.

We will therefore endeavour to follow all advice and guidance provided by both government and local authority whilst being mindful of local circumstances in order to try to keep our community as safe as possible against a backdrop of ‘Step 4’ and the imperative to keep schools open.

Houghton Primary School C19 Operational Risk Assessment and Management:

No 'Bubbles': The government guidance is that school no longer needs to operate in small, consistent groups or 'bubbles'. Children can learn, work and play together across the school.

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
Transmission of C19 will no longer be so effectively contained which could lead to an outbreak of the disease across the school.	<p>Adults and children in school.</p> <p>The risk of getting C19 will increase and for some this may cause serious illness and possible lead to death.</p>	<p>In classrooms:</p> <p>Children can work together in class in mixed groups with their peers as long as;</p> <ul style="list-style-type: none"> • The room is kept well ventilated (windows, external door and sky light open). • The classroom is thoroughly cleaned at least once a day following enhanced cleaning protocols in place during last academic year. • Classroom staff undertake spot cleaning during the day (wiping down tables, door handles, door frames, etc.) using the cleaning resources readily available in each classroom. • Children and staff continue to wash their hands regularly throughout the day. Children are reminded how to wash their hands thoroughly using NHS teaching resources. • Children and staff use disposable tissues to blow their noses when needed and dispose of this waste in separate lidded, lined, pedal bins. This waste is disposed of in accordance with C19 control measures. • If any child or member of staff develops any of the C19 symptoms, no matter how mild, they must stay at home (or be sent home) and take a PCR test. The symptoms remain to be: continuous cough, high temperature, loss of taste/smell. 	We will delay classes mixing together in close proximity for lessons or other learning opportunities for the time being. This will be reviewed on a week by week basis.	All classroom staff	From beginning of Autumn term 2021	

Houghton Primary School C19 Operational Risk Assessment and Management:

No 'Bubbles': The government guidance is that school no longer needs to operate in small, consistent groups or 'bubbles'. Children can learn, work and play together across the school.

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
		<ul style="list-style-type: none"> Staff will continue to LFD test at home twice a week. Anyone who has a positive test must isolate at home for 10 days. 				
Transmission of C19 will no longer be so effectively contained which could lead to an outbreak of the disease across the school.	<p>Adults and children in school.</p> <p>The risk of getting C19 will increase and for some this may cause serious illness and possible lead to death.</p>	<p>In the atrium:</p> <p>Children and staff in KS2 can work in the atrium as follows:</p> <ul style="list-style-type: none"> Soft boundaries remain in place with tables allocated to each class for sole use. Children keep to their class 'space' in the atrium. Numbers working in this space are kept at or below 8 per class. The space is kept as well ventilated as possible, keeping classroom doors, skylights and external doors open. 	No further action at this time. This will be reviewed weekly.	KS2 staff	From the beginning of the Autumn term 2021	
Transmission of C19 will no longer be so effectively contained which could lead to an outbreak of the disease across the	<p>Adults and children in school.</p> <p>The risk of getting C19 will increase and for some this may cause serious illness and possible lead to</p>	<p>In the cloakrooms:</p> <p>Share indoor cloakroom spaces are back in use as follows;</p> <ul style="list-style-type: none"> Children do not enter cloakrooms using the main cloakroom doors. They enter the classroom first and then enter their side of the cloakroom via the classroom. Portable screens separate the spaces where necessary. Children keep to their side of the cloakroom. The maximum number of children in their half of the 	No further action at this time. This will be reviewed weekly.	All classroom staff	From beginning of Autumn term 2021	

Houghton Primary School C19 Operational Risk Assessment and Management:

No 'Bubbles': The government guidance is that school no longer needs to operate in small, consistent groups or 'bubbles'. Children can learn, work and play together across the school.

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
school.	death.	<p>cloakroom is 6. Staff teach the children this and monitor it.</p> <ul style="list-style-type: none"> Children are taught not to hang around in the cloakroom or toilet space. They need to be in and out as quickly as possible. 				
Transmission of C19 will no longer be so effectively contained which could lead to an outbreak of the disease across the school.	<p>Adults and children in school.</p> <p>The risk of getting C19 will increase and for some this may cause serious illness and possible lead to death.</p>	<p>In the children's toilets:</p> <p>Children use the toilets adjacent to their classroom as follows:</p> <ul style="list-style-type: none"> Each class continues to use the toilets closest to their classroom. One toilet for girls, one for boys. Maximum of 2 children using the class toilet facilities at a time. Children are taught that they must wash their hands thoroughly after using the toilet. Children's toilets are cleaned at least twice during the school day using appropriate disinfectants. 	No further action at this time. This will be reviewed weekly.	All classroom staff	From beginning of Autumn term 2021	
Transmission of C19 will no longer be so effectively contained which could lead to an	<p>Adults and children in school.</p> <p>The risk of getting C19 will increase and for some this may</p>	<p>In shared staff areas:</p> <p>Staff can come together for breaks and lunchtime as follows:</p> <ul style="list-style-type: none"> Staff can use the following shared spaces for personal breaks and to eat their lunch; <ul style="list-style-type: none"> Staffroom Staff kitchen 	<p>The government are currently not advocating that staff wear face coverings on site. This is personal choice in our school.</p> <p>This will be reviewed</p>	All staff	From the beginning of the autumn term 2021	

Houghton Primary School C19 Operational Risk Assessment and Management:

No 'Bubbles': The government guidance is that school no longer needs to operate in small, consistent groups or 'bubbles'. Children can learn, work and play together across the school.

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
outbreak of the disease across the school.	cause serious illness and possible lead to death.	<ul style="list-style-type: none"> ○ Meeting room ○ Courtyard ● They should limit numbers in these spaces and sit with colleagues who they work with in class or offices. ● Whilst not a government requirement, staff are advised to continue to try to keep 2m away from other colleagues if possible if they are indoors. ● If staff prefer not to mix with other staff in accordance with the above restrictions they can have breaks and lunch in their classroom or office space. 	weekly.			
Transmission of C19 will no longer be so effectively contained which could lead to an outbreak of the disease across the school.	<p>Adults and children in school.</p> <p>The risk of getting C19 will increase and for some this may cause serious illness and possible lead to death.</p>	<p>Assemblies:</p> <p>Assemblies can take place in the hall as follows:</p> <ul style="list-style-type: none"> ● Classes need to sit facing forward and have at least 2m between each class. This means that we are unable to hold a whole school assembly, but Key Stage assemblies can take place. ● Classes come in and leave separately. ● Windows and doors are left open to provide as much ventilation as possible. ● Assemblies are not longer than 15 minutes. ● Singing can take place with children in rows, facing forward. ● Assemblies will take place at 10am daily as follows: 	No further action at this time. This will be reviewed weekly.	All staff involved in assemblies, including those bringing children into the hall and collecting them afterwards.	From the beginning of the Autumn term 2021	

Houghton Primary School C19 Operational Risk Assessment and Management:

No 'Bubbles': The government guidance is that school no longer needs to operate in small, consistent groups or 'bubbles'. Children can learn, work and play together across the school.

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes																		
		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Day</th> <th style="text-align: left;">KS1</th> <th style="text-align: left;">KS2</th> </tr> </thead> <tbody> <tr> <td>Monday</td> <td>Hall (GY)</td> <td>In class</td> </tr> <tr> <td>Tuesday</td> <td>In class - singing</td> <td>Hall (staff to lead)</td> </tr> <tr> <td>Wednesday</td> <td>In class</td> <td>In class</td> </tr> <tr> <td>Thursday</td> <td>Hall (staff to lead)</td> <td>In class - singing</td> </tr> <tr> <td>Friday</td> <td>In class</td> <td>Hall (GY)</td> </tr> </tbody> </table>	Day	KS1	KS2	Monday	Hall (GY)	In class	Tuesday	In class - singing	Hall (staff to lead)	Wednesday	In class	In class	Thursday	Hall (staff to lead)	In class - singing	Friday	In class	Hall (GY)				
Day	KS1	KS2																						
Monday	Hall (GY)	In class																						
Tuesday	In class - singing	Hall (staff to lead)																						
Wednesday	In class	In class																						
Thursday	Hall (staff to lead)	In class - singing																						
Friday	In class	Hall (GY)																						
Transmission of C19 will no longer be so effectively contained which could lead to an outbreak of the disease across the school.	<p>Adults and children in school.</p> <p>The risk of getting C19 will increase and for some this may cause serious illness and possible lead to death.</p>	<p>Playtime:</p> <p>Children can play together outside as the risks of infection are far lower than inside.</p> <p>There will be one whole school playtime a day (10.20am – 10.35am).</p> <p>Other playtimes will be organised and supervised in the day by the class teacher and class support staff.</p> <p>Staff on duty will not be in contact with any one child (outside their class) for more than a few minutes at a time.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Circle Area</th> <th style="text-align: center;">Main Playground</th> <th style="text-align: center;">Floating</th> </tr> </thead> <tbody> <tr> <td>Monday</td> <td>Tina</td> <td>Frances</td> <td>Jill</td> </tr> <tr> <td>Tuesday</td> <td>Michele</td> <td>Anne</td> <td>John or Cindy</td> </tr> </tbody> </table>		Circle Area	Main Playground	Floating	Monday	Tina	Frances	Jill	Tuesday	Michele	Anne	John or Cindy	No further action needed at this time. This will be reviewed weekly.	All teachers and staff who supervise playtimes.	From the beginning of the Autumn term.							
	Circle Area	Main Playground	Floating																					
Monday	Tina	Frances	Jill																					
Tuesday	Michele	Anne	John or Cindy																					

Houghton Primary School C19 Operational Risk Assessment and Management:

No 'Bubbles': The government guidance is that school no longer needs to operate in small, consistent groups or 'bubbles'. Children can learn, work and play together across the school.

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes												
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Wednesday</td> <td style="width: 15%;">Melissa</td> <td style="width: 15%;">Sian</td> <td style="width: 15%;">Alex or Ali</td> </tr> <tr> <td>Thursday</td> <td>Lynda</td> <td>Amanda</td> <td>Lorraine or Tracey</td> </tr> <tr> <td>Friday</td> <td>Sam</td> <td>Amy</td> <td>Nikki or Kelly</td> </tr> </table> <p>Teachers will encourage children to use the toilet outside of playtimes. If children need to go during playtime they must ask permission and will be given a peg to wear indicating that permission has been given.</p>	Wednesday	Melissa	Sian	Alex or Ali	Thursday	Lynda	Amanda	Lorraine or Tracey	Friday	Sam	Amy	Nikki or Kelly				
Wednesday	Melissa	Sian	Alex or Ali															
Thursday	Lynda	Amanda	Lorraine or Tracey															
Friday	Sam	Amy	Nikki or Kelly															
Transmission of C19 will no longer be so effectively contained which could lead to an outbreak of the disease across the school.	Adults and children in school. The risk of getting C19 will increase and for some this may cause serious illness and possible lead to death.	<p>Lunchtime:</p> <p>Lunch can be served and eaten in the hall as follows:</p> <ul style="list-style-type: none"> • One class at a time lining up and being served. • Each class sits at a separate table (no mixed tables). 4 class tables use up for use. As one class finishes their lunch the tables will be cleaned ready for the next class. • Waste disposal and washing stacked in two spaces at opposite ends of the hall. Adults give permission for children to go and use these spaces when they have finished their lunch. • The hall is kept as well ventilated as possible with all windows and doors open. <p>Before and after lunch children can play together outside as the risks of transmission are much lower than inside (as per playtimes).</p>	No further action necessary at this time. This will be reviewed weekly.	All teachers and supervising staff.	From the beginning of the Autumn term 2021													

Houghton Primary School C19 Operational Risk Assessment and Management:

No 'Bubbles': The government guidance is that school no longer needs to operate in small, consistent groups or 'bubbles'. Children can learn, work and play together across the school.

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes				
		<p>Lunchtime supervision is consistent as follows:</p> <table border="1" data-bbox="488 443 1158 655"> <thead> <tr> <th data-bbox="488 443 824 483">In the hall</th> <th data-bbox="824 443 1158 483">Outside</th> </tr> </thead> <tbody> <tr> <td data-bbox="488 483 824 655">Cherry Gravil Tracey Hillman</td> <td data-bbox="824 483 1158 655">John Johnson Cindy Blem-Larsen Alex Lemons/Ali Anderson Kelly Roberts (M/T) Lorraine Cave (W/Th/F)</td> </tr> </tbody> </table> <p>1:1 SEND supervision: Lorraine Cave (M/T), Diane Macey (W/Th,F)</p> <ul style="list-style-type: none"> • Robins, Wrens and Kingfishers class come straight into lunch as follows: Robins at 12.20pm (Robins staff), Wrens at 12.30pm (Tracey Hillman), Kingfishers at 12.40pm (Cherry Gravil). • The children in these classes will wash their hands before they come into lunch. • Key Stage 2 classes go out to play and called in to lunch when numbers in the hall diminish. • Key Stage 2 children will sanitise their hands when they come into the hall for lunch. • Person in hall with radio will call through to person outside with whistle to bring next class in for lunch as soon as numbers in the hall enable another class to come in. • When children hear whistle they line up as follows: <ul style="list-style-type: none"> ○ Kingfishers – outside their class. Enter and exit through own class. 	In the hall	Outside	Cherry Gravil Tracey Hillman	John Johnson Cindy Blem-Larsen Alex Lemons/Ali Anderson Kelly Roberts (M/T) Lorraine Cave (W/Th/F)				
In the hall	Outside									
Cherry Gravil Tracey Hillman	John Johnson Cindy Blem-Larsen Alex Lemons/Ali Anderson Kelly Roberts (M/T) Lorraine Cave (W/Th/F)									

Houghton Primary School C19 Operational Risk Assessment and Management:

No 'Bubbles': The government guidance is that school no longer needs to operate in small, consistent groups or 'bubbles'. Children can learn, work and play together across the school.

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
		<ul style="list-style-type: none"> ○ KS2 – outside Owls class. Enter and exit after lunch through own classroom. ○ All children told expectations re: behaviour for entering and exiting building/hall at lunchtime. <p>20/20 Provision</p> <p>20/20 Provision with children from different classes can take place outdoors (undercover outside Kestrels classroom) as the risks of transmission outdoors are lower than indoors. Children who attend 20/20 will have their lunch together in the same outdoor space.</p>				
Transmission of C19 will no longer be so effectively contained which could lead to an outbreak of the disease across the school.	Adults and children in school. The risk of getting C19 will increase and for some this may cause serious illness and possible lead to death.	<p>Beginning and end of the school day</p> <p>We are allowing parents and carers on site for the first time in 18 months to drop off and collect children as follows:</p> <ul style="list-style-type: none"> • All takes place outside where transmission risks are lower. • Time on site kept to a minimum. • Soft stagger in place for drop off (gates open between 8.40am and 9am). • Teachers meet and greet outside of their classroom, standing away from the doors to prevent congestion at that point. Teachers can wear masks for this if they feel more comfortable doing so. • Collection times as follows: Robins 3pm, all other classes 3.15pm. 	No further action necessary at this time. This will be reviewed weekly.	All teachers and staff involved in beginning and end of the school day.	From the beginning of the Autumn term 2021	

Houghton Primary School C19 Operational Risk Assessment and Management:

No 'Bubbles': The government guidance is that school no longer needs to operate in small, consistent groups or 'bubbles'. Children can learn, work and play together across the school.

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
		<ul style="list-style-type: none"> • Gates open 3pm – 3.30pm. • Parents wait in one place on playground or outside classroom for their child. Leave as soon as their child/ren meets them. 				
Transmission of C19 will no longer be so effectively contained which could lead to an outbreak of the disease across the school.	<p>Adults and children in school.</p> <p>The risk of getting C19 will increase and for some this may cause serious illness and possible lead to death.</p>	<p>After school clubs/activities</p> <p>Provision arrangements remain the same as the summer term 2021 as follows;</p> <ul style="list-style-type: none"> • Number of classes allowed at each club limited to maximum of 2 as follows; <ul style="list-style-type: none"> ○ Year 1/2 ○ Year 3/4 ○ Year 5/6 • Clubs led by staff who work in at least one of the 2 classes. • Clubs take place outdoors where possible. Where not possible, clubs operate in well ventilated spaces. • Children and staff wash or sanitise hands before the club begins. • Surfaces/large equipment cleaned before and after use. 				
Transmission of C19 will no longer be so effectively	<p>Adults and children in school.</p> <p>The risk of</p>	<p>Any other event or activity which brings children from different classes together</p> <p>Any activities or events which bring children from different classes together will be considered on a case by case basis</p>	Risk assess separately as necessary.	Staff leading activity or event	From the beginning of the autumn term.	

Houghton Primary School C19 Operational Risk Assessment and Management:

No 'Bubbles': The government guidance is that school no longer needs to operate in small, consistent groups or 'bubbles'. Children can learn, work and play together across the school.

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
contained which could lead to an outbreak of the disease across the school.	getting C19 will increase and for some this may cause serious illness and possible lead to death.	and risk assessed accordingly in terms of transmission in relation with local rates. If risks cannot be reduced significantly the activity/event will not take place. This will include planned events for autumn term which bring people together on site e.g. Open Evening, Christmas plays and concerts.				

Houghton Primary School C19 Operational Risk Assessment and Management:

Shared Resources and Equipment

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
Transmission of C19 through touching surfaces which have the virus on them	<p>Adults and children in school.</p> <p>The risk of getting C19 will increase and for some this may cause serious illness and possible lead to death.</p>	<p>We are continuing with the following protocols and practice;</p> <p>Class based resources</p> <p>We will continue to keep frequently used class-based resources in use within single classes only. These resources will not be shared with other classes unless they are thoroughly cleaned.</p> <p>Class libraries will remain in place. Books no longer need to be quarantined, but children and staff should wash/sanitise their hands before use.</p> <p>Centralised resources</p> <p>All resources/equipment which are shared between classes e.g. PE equipment, science equipment etc., must be sanitised before and after use.</p>	No further action needed at this time. This will be reviewed weekly.	All staff	From beginning of Autumn term 2021	