

# **Christ Church C of E Primary School Moreton**

## **June Update 2021**



## Coronavirus Planning Grid for School Return

June 14<sup>th</sup> 2021

This plan sets out all the operational areas of the school as all pupils return from the period of partial closure. We are in a dynamic situation which is changing rapidly. The plan will be reviewed after 3 weeks or in response to Government direction.

### **Aims:**

- To accommodate children in consistent bubbles so that there is less mixing and potential transmission of COVID19 and the SARS/CoV – 2 variants
- To stagger times so that children and adults are not in large groups, without reducing teaching times
- To plan safely for PPA so that teachers can access sufficient time to plan for effective on site or remote learning
- To provide lunches for those FSM pupils and for those children wishing to purchase a lunch
- To plan for safe provision of wrap around services
- To maintain the protective measures currently in place:
  - stringent social distancing – including staff rooms, common areas and individual bubbles
  - mask wearing in all communal spaces and when in close contact situations
  - PPE as identified in risk assessment
  - hand & respiratory hygiene, use of sanitiser.
  - ensure strict bubble enforcement.
  - Maintain high standards of cleaning including frequently touched surfaces.
- To provide an isolation room for anyone who develops symptoms and provide for the government's track and trace plan effectively
- To review the curriculum in light of pupils' needs and potential gaps in learning
- To support and provide for the mental health and wellbeing of pupils, families and staff members

To complete our planning effectively, we have reviewed previous Risk Assessments, referred to the government guidelines, PHE advice, BMA information, LA guidance, local statistical information and consulted local school colleagues, CDAT officers and colleagues and our H & S consultants. We have sought the views of school staff teams and involved them in consultation.

Reference has been made to government guidance throughout the plan:

[Schools coronavirus \(COVID-19\) operational guidance](#)

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

The Health Protection (Notification) Regulations 2010

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

**NEW** DfE (2021) 'Schools coronavirus (COVID-19) operational guidance

**UPDATED** DfE (2021) 'Actions for early years and childcare settings during the coronavirus (COVID-19) outbreak'

DfE (2021) 'Face coverings in education'

## Priority Planning

We will address school priorities as teams to share the load, priorities will be organised as follows:

1. Health & Safety
2. Site Management
3. Pupils
4. SEND, safeguarding and vulnerable pupil group
5. Staff
6. Organisation
7. Communication
8. Learning & Curriculum

### 1. Health & Safety

**PPE** – staff will be provided with PPE packs by the site manager and masks are refreshed by our junior administrator as needed. Classrooms and offices will have PPE and cleaning kits regularly replenished and the site manager is responsible for maintaining good supply in liaison with the school business manager. All adults will be required to wear masks during pupil drop off and collection and staff must wear masks in any communal areas in the school (toilets, staffroom, corridors etc). Whilst it is not recommended to wear masks in classrooms in primary schools, if children and staff feel more confident wearing face coverings they will be supported to do so.

School have provided sets of cleaning materials, sanitisers and gloves, aprons, masks for each room with visors available for high risk pupils. Staff should refer to the SEND RA for individual children to support them managing safely. If supporting a child with a toileting need or with an accident involving bodily fluids staff should wear full PPE kit including face visors.

Thermal thermometers are not recommended as regular practice in school as children's temperatures regularly change due to heat, activity levels etc. and so can be unreliable. School does have sufficient thermometers that should we be concerned about a child's health we can monitor and provide information for parents and will be used for staff on a regular basis and for children if unwell.

Rooms must be continually ventilated, with windows and doors open to provide sufficient airflow and ventilation through the room. Fire doors should be closed in the event of the fire alarm sounding. If the temperature drops and is uncomfortable, windows can be closed and the room ventilated for 15mins every hour – staff must take responsibility for this practice and it is advised to set alarms as reminders.

The premises team will empty bins throughout the day; checking at lunchtime and end of day to ensure we follow the 'catch it, bin it, kill it' approach.

### Cleaning

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Classroom staff must clear the areas surrounding sinks as they will be used for washing.

Outside sinks have been provided for children to wash hands as they arrive in school, after playtimes and before leaving; alcohol gels will be used as

individuals enter and leave rooms and all are situated by all internal doors

Rooms will all be supplied with tissues and lidded bins to prevent airborne particles

Hand wash and fairy liquid will be available in all rooms with a washing up bowl, cloths, sprays and 'blue roll' to enable regular wiping and washing of hands, equipment and surfaces and high contact areas throughout the day.

Any equipment used should be wiped down or washed in warm soapy water by children and classroom staff at the end of the day or between use if they are to be shared.

Staff should wipe frequently touched surfaces regularly throughout the day and should also support children to clean own areas and resources.

The premises team will then thoroughly clean tables, chairs, surfaces, bathrooms, floors etc.

The premises team will clean toilet seats, flush handles, taps and door handles during lunchtimes as well as cleaning the whole bathroom area at the end of the day.

Wherever possible, cleaners will enter rooms 30minutes after they have been vacated to reduce exposure to airborne particles. Cleaners will be allocated to specific rooms for thorough cleaning at the end of each day to reduce mixing. All cleaning will be wet clean using virucidal products. Cloths will be washed or thrown away and mops will be washed / soaked after each use.

**Products:**

Screen

MP10 – hard surface cleaner

Toilet cleaner & washroom cleaner

BIO floor cleaner

Disposable cloths removed from use after each room

**Managing Contamination & Transmission** *\*see attached Wirral School COVID Support*

The **small office** room will become an isolation room so that if anyone presents with symptoms they will be relocated to this room and await collection by a member of their household. The isolation room must be cleaned thoroughly after use. Any staff attending to the child must do so with full PPE. If the child needs to use the toilet they should use the second adult toilet and a sign should be displayed afterwards putting the toilet out of use until it can be cleaned by someone wearing full PPE.

SEND pupils have been individually risk assessed with protective measures included to reduce risk of transmission.

Children will be taught about social distancing, handwashing and gel application as per posters from Gov.uk.

**Management of those displaying symptoms**

Anyone with symptoms or living in a house with someone with symptoms will be advised to self-isolate. The main symptoms of coronavirus are:

- high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
  - new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
  - loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
- those with symptoms should self-isolate for 10 days or longer if symptoms other than cough or loss of smell/taste persist. Those living with someone with symptoms must self-isolate for 10 days.

## Management of Wider Symptoms

Although we have been advised to only isolate for the three main symptoms, we will revert to wider symptom testing whilst the rate of infection on Wirral is high. If anyone displays any of the following wider symptoms, they must be asked to get a COVID-19 test and isolate if the result is positive:

- Diarrhoea
- A persistent headache
- Fever and chills
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Sore throat
- Congestion or runny nose
- Nausea or vomiting

## Test and Trace

Anyone with symptoms should be tested and comply with track and trace. If a member of school staff or their family develops symptoms they can register for a test at a local drive-through testing site or a mobile testing unit – SLT will support staff with this if needed. Pupils and families can order a test online or book a test appointment via the NHS website. <https://www.nhs.uk/ask-for-a-coronavirus-test> families are requested to inform school of the outcome of testing as soon as possible. Results are received by text, email or phone – and the message will advise about what to do next. Test results should be received within 48 hours.

**A negative test result means the person tested is at low risk of having coronavirus.**

Other members of the bubble or household do not need to self-isolate. If the person is well they may return to school.

**A positive test result means that when the test was administered, the person had coronavirus.** They and other members of the bubble and household – must continue to self-isolate. Those with a positive test, will be contacted and asked to share information about any close contacts prior to developing symptoms and will be sent a link to the NHS test and trace website and asked to create a confidential account to record details about recent close contacts. Track and trace will want details of:

- Household members must remain in self-isolation for the rest of the 10-day period from when the symptoms began
- Those people who have had close contact 2 days **before** the positive test person developed symptoms and the time since developing symptoms. This will include those who have had face-to-face contact with someone (less than 1 metre away), spent more than 15 minutes within 2 metres of someone, travelled in a car or other small vehicle with someone (even on a short journey)
- The school the person attends or works in

***If anyone in school receives contact from the track & trace organisation they will be advised to self-isolate for 10 days in case they are asymptomatic or may develop symptoms at a later date. The rest of the school do not need to isolate at this stage. If a number of cases are traced Public Health England will work with the LA and Headteacher to best manage the situation safely and we will follow this advice.***

***If there is a positive test result for a member of the school community, the school MUST identify close contacts and advise them to isolate.***

The Headteacher or in her absence AHT / SBM will contact Wirral Covid support for advice if support is needed to risk assess close contacts via:

[covidschoolsupport@wirral.gov.uk](mailto:covidschoolsupport@wirral.gov.uk) Wirral Helpline: 0151 666 3600, operational between 8-10am, 12-2pm and 4-6pm, Monday to Friday

DFE helpline will also provide advice: 0800 046 8687 Monday to Friday 8am to 6pm and Saturday to Sunday 10am to 4pm.

PHE Cheshire and Merseyside Health Protection Team **0344 225 0562 option 1**

Wirral offer non-symptomatic and symptomatic tests at the following venues:

***Symptom-free testing centres are now open at:***

- 1. The Floral Pavilion (open 7 days a week, 10:30am to 6:30pm)***
  - 2. Greasby Library (open 7 days a week, 10:30am to 6:30pm)***
  - 3. Eastham Library (open 7 days a week, 10:30am to 6:30pm)***
  - 4. Birkenhead Market (open Monday to Saturday, 9:30am to 4:30pm, closed Sunday)***
- No appointment is needed.***

***For those WITH COVID19 symptoms:***

- 1. Hamilton Building car park (8am to 8pm, 7 days a week)***
- 2. Car park off Civic Way (8am to 8pm, 7 days a week)***
- 3. Car park off Seaview Road (8am to 8pm, 7 days a week)***
- 4. Heswall library (8am to 8pm, 7 days a week)***

***Tests must be booked at any of the above centres on [www.wirral.gov.uk/covid-19-testing](http://www.wirral.gov.uk/covid-19-testing)***

When notified of a positive school member test result, the senior person on site is responsible for completing the LA data return and logging the dates of symptoms, test and return to school on the internal tracking sheet to ensure no one attends whilst still infectious.

## **2. Site Management**

Access will continue to be staggered on entry and exit. One adult will be asked to drop off children at specified times at either the green or grey gates and the driveway gate for UKS2. We will continue to use the social distancing markers and arrow marked routes for each gate and a member of staff will oversee admission at each gate. All school adults MUST wear masks at drop off and collection times and parents are required to do so. Collection will also be staggered with one adult arriving at a specified gate and exiting via the one-way system. At the end of the day, staff will accompany pupils to the front astro or back playground and dismiss children to a known adult who will enter and leave via the one-way system.

We will only admit visitors onto site who have crucial roles in essential maintenance or provision for vulnerable pupils that cannot be administered remotely. Any necessary visitors will complete the schools' COVID19 declaration and provide their personal contact details to comply with Track and Trace. Any visitors must follow the specified procedure for visitors; using the identified toilet facility, wearing PPE and not accessing staff

areas.

Pupils will access their classrooms using own external doors, with the only exception of Y2 who will enter via the main door and in through the Y2 corridor and Y5 who will enter from the playground via the top corridor for class 12 and via the outside door opposite the class 11 classroom. Offices will continue to have reduced numbers accessing.

To avoid potential congestion, children will not be permitted to use the corridors and a one-way system is in place for staff.

Deliveries received during the day will be left at the kitchen door or main gate with buzzer for staff to go and collect.

Cleaning will continue at an additional 10 hours per week. Two site staff will work an early or late shift rather than split shifts so there is an overlap in the day and toilets can be cleaned and bins emptied at lunchtimes. All rooms will have an enhanced clean each evening in readiness for the following day and classrooms will continue to be sparsely furnished to aid thorough cleaning. We have appointed an additional casual cleaner so that there is a contingency should we encounter staff absence.

Toilets will be allocated for year groups to use so that we limit transmission as much as possible. Hand driers can be used in rooms that can be ventilated in those which can't be ventilated, we will continue to use paper towels and lidded bins. All rooms will have good ventilation by keeping external doors and windows open throughout the day.

F2	Own toilets in classrooms
Y1	Own toilets in classrooms
Y2	Own toilets in classrooms / use of Y6 toilets before lunchtime & at start of the day
Y3	Class 8 toilets
Y4	Annex toilets
Y5	Top corridor toilets
Y6	Own toilets outside classrooms

Classrooms in Y1 – Y6 will be set up with tables in well-spaced groups to aid learning. Children will have named spaces which only they sit in and will be forward facing or not opposite each other wherever possible. Books can be used in classrooms with children washing hands after use and books being set aside for 48 hours if they are to be shared. Children will have individual resource packs for frequently used items and when classroom resources are shared they will be wiped down after the lesson and children will wash hands. Children will use the backs of chairs or lockers to store coats and will aim wherever possible not use cloakrooms where belongings would otherwise be placed in close proximity for the duration of the day.

Classrooms F2– young children need to learn practically and through play and exploration. CP areas can be set up with consideration about the amount of resources available. Children should have access to the range of equipment needed for CP and should practice frequent handwashing as they move around the provision. CP cannot yet contain dressing up items, that multiple children may pull over their heads and faces, but can contain items that can be wiped and hands washed in between use. They may access the resources across the suite and outdoors and staff should keep a record of groups and close friendships for track and trace. For frequently used resources, infant children should also have individual resource packs.

Open Plan classrooms – we will use F2, Y1, Y2 open plan rooms. Children in Y1 and Y2 will remain mostly in their own class area, but will use the

middle area for bubble group supported working with recorded seating arrangements that are consistent. The two classes typically sit back to back facing away from each other rather than towards each other and this will continue as an additional measure.

It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books and sun cream in hot weather. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided. If resources cannot be cleaned in between use they should be set aside in 'dirty boxes' for 48 hours and 72 hours for plastics to allow the virus to dissipate.

Staff shared areas – the staffroom will be used for storing and collecting food and making lunches so that staff do not spend long periods of time in mixed groups. Classrooms and the forest area is available for staff to eat meals safely. Staff toilets have also been allocated to maintain social distancing as much as possible.

### **3. Pupil Priorities:**

Staff will remind children how to clean hands effectively and how to apply hand sanitiser. Frequent opportunities to wash hands will be required throughout the day and in particular; upon arrival, after using the toilet, before eating, when returning from playtimes, if they use a different room and after sharing resources. Hand cleanliness must continue to be part of the school routine and is the responsibility of all members of staff.

Children should be taught to 'catch it, bin it, kill it' and reminded frequently to use tissues, place in lidded bins and wash hands after sneezing or coughing.

Children will work and eat within their bubble groups and will arrive, leave and enjoy playtimes together as a bubble year group.

Ensuring all expected pupils arrive in school by following the plan of first day absence phone calls and monitoring from the school administrator and family mentor to ensure they are well and safe.

If pupils are unable to attend due to medical reasons or have to self-isolate, they can access the home learning if they are well enough to do so.

A member of the foundation team will meet and greet families at the gate to ensure our youngest children arriving at school are welcomed by a familiar face and are supported to enter school. Other year groups will follow a rota on the gates so that staff are accessible for parents.

Providing space and time for children to reflect, pray and develop spiritually will be a priority and daily worship has been included in our timetable as a non-negotiable. This will be based in classes or outdoors and children will access whole school recorded worship or PPTs. Year groups worship can take place in the hall with all doors open and a 2m space between the two classes.

Supporting mental health, wellbeing and physical health will be a priority for all pupils and our family mentor will provide suitable activities for staff to support children at home and at school. All year groups will have time planned for outdoor learning where they can work together socially in a safe outdoor environment to support their friendships and ability to collaborate.



#### **4. SEND, Safeguarding & Vulnerable Pupil Priorities:**

The SENCO will be continue to allocate support for SEND pupils who may be working remotely or returning to school. The family mentor will be responsible for liaising with families where attendance is causing concern and will refer to LGJ and the LA attendance officer for guidance. She will work with MS and the area social worker for advice to support children at risk.

We have continued with the direct employment of the ADHD foundation counsellor, Speech & Language therapist and Educational Psychologist, all of whom are able to access the school site following our protective measures to complete essential support work:

##### **Professionals will:**

Be part of the school staff twice weekly testing programme if they are a regular visitor to the site

Wash hands with soap and water when arriving on site

Complete the COVID19 self-declaration form and provide personal contact details

Work in specified areas that have been cleaned prior to use

Position themselves alongside, but distanced from pupils rather than directly opposite. As they are working with children in different settings, they are advised to maintain 2m social distancing wherever possible

Be provided with gloves, aprons, masks and face visors if close contact work is required and social distancing cannot be maintained. These will be disposed of in a lidded bin and a new set worn for each individual pupil

Be provided with virusidal wipes and screen spray with blue roll to wipe down tables and chairs in between pupils

Be provided with hand sanitizer to use when handling resources

Not arrange for large meetings and conduct all possible meetings outdoors or remotely, where face to face meetings need to occur class 10 may be used by prior arrangement only as it will need cleaning afterwards

Wash hands with soap and water when leaving the site

The family mentor and church family will support families who suffer loss during this period as part of the school's bereavement care.

#### **5. Staff Priorities:**

All staff should wash hands with soap and water upon arrival at school and regularly throughout the day. Staff should avoid touching their face as much as possible.

Clinically vulnerable staff will complete an individual risk assessment with the school business manager. They should take responsibility for seeking medical advice prior to meeting with the SBM. The following guidance will be referred to as part of the risk assessment:

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>

Pregnant staff may need to have roles reallocated as part of their RA. This will be dependent upon stage of pregnancy, specific role and individual medical advice. We would advise any member of staff who is pregnant to speak confidentially with a member of SLT / SBM so that we can make any adjustments needed to keep you and your baby safe.

Staff who may feel anxious being in school will be allocated a colleague buddy to support them. They will be encouraged to access our Employee Assistance Programme for external support from our HR provider.

They can also access the Education Support Organisation on 0800 562 561 <https://www.educationsupport.org.uk/>

Headspace <https://verify.sheerid.com/headspace-international-teacher/> and Abide wellbeing online support

Staff with a high BMI should speak with their medical professional regarding their personal circumstances and share this information with SLT / SBM so that we may risk assess roles. Those who may be at greater risk due to BMI are advised to maintain social distancing, wear a mask, wash and sanitise hands very regularly and may wear a mask in work if they wish.

BAME members of staff are also considered greater risk and should also maintain social distancing, wear a mask, wash and sanitise hands very regularly and may wear a mask in work if they wish.

Those staff who are considered more vulnerable to the effects of COVID-19 are advised to contact their GP to see if they are eligible for a COVID-19 vaccine.

Wherever possible we will aim that staff do not work beyond their own year group and remain in smaller bubbles to avoid unnecessary mixing. PPA and support roles have been planned so that colleagues work with no more than 2 year groups on any given day. This will mean that in a year group, one bubble will have a half day of physical activity and there will be a day off site before working with a different year group. This will assist in reducing potential transmission should we have a positive case.

Social distancing – staff are advised to distance wherever possible, but it is recognized this is not always easy with young children. Staff are advised to stand alongside or behind pupils rather than directly in front and reduce face to face time with pupils. In classrooms staff should stand at the front of the room distanced from pupils as much as possible.

It is important for staff to remember they are at greater risk from other adults and so should ensure they distance from each other, essentially at 2m, wherever possible.

Staff may work with small groups of children from one class bubble at a time where it is needed to support them. If working with a group, staff should clean tables and chairs in between use and position themselves at a distance from pupils or alongside following the visiting professionals' guidance in the SEND section. The following areas have been identified for use, by these year groups only:

F2	8 - 10 pupils	Within middle area
Y1	8 - 10 pupils	Within middle area
Y2	8 - 10 pupils	Within middle area
Y3	8 - 10 pupils	Outdoors
	4 pupils	Y8 small room
Y4	4 pupils	Annex class 9 rear intervention room with door and windows open

	6 pupils	Annex class 10 rear intervention room with door and windows open
Y5	8 - 10 pupils	Canteen / library intervention room
Y6	6 pupils	Middle area

## 6. Organisation Priorities:

### Catering

The kitchen has been zoned into areas so that the staff team can work together safely/ they will refer to -

<https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>

Some children will have meals in the hall whilst others eat in the canteen with sufficient time in between to clean tables and chairs and service areas. Children are allocated specific staff members to supervise lunches so that staff are not moving between bubbles across the infants and KS2; F2 & Y1 will eat in the hall and Y2, Y3, Y4, Y5 & Y6 will use the canteen. When accessing the canteen, children should enter and be seated; they will then be called to access the server in small groups to avoid crowding. Class bubbles will sit together and not mix.

Lunchtimes will be staggered as they were before lockdown. Each year group bubble will have a consistent member of the catering team with them to avoid mixing. The timings are as follows:

	<u>Eating time &amp; place</u>	<u>Staff</u>	<u>Playing time &amp; place</u>	<u>Staff</u>	<u>Midday hours &amp; duties</u>
<b>F2</b>	11.30-11.50 – hall <i>In hall with gap between year bands and set tables for each</i>	Mandy 11.15-12.15 Yvonne 11.15 – 12.15 (set up & clean down)	11.50-12.20 Front playground	11.50 - 12.20 playground Zoe (first aid) & Carole	<b>Mandy</b> – 11.15 – 12.15 hall
<b>Y1</b>	<b>Tables to be brought to the hall when Y3 evacuate</b>	Jenna & Marie (11.30-11.50 then MP onto yard) KWA – hot trolley	11.50-12.20 Front playground	11.50 - 12.20 playground Stef & Marie (first aid)	<b>Yvonne</b> – 11.15-1pm Hall then canteen <b>Jean</b> – 11.30-1.15pm Canteen
<b>Y2</b>	11.30-11.50am – canteen Allocated year group tables separate from each other & room well ventilated	Cheryl Y Jean V 11.30-1.15pm CJ & LM kitchen	11.50-12.20 Back playground (near Y6)	Collette (first aid) Julie Harris & Jayne Q	<b>Stef</b> – 11.45-1.30pm Front yard till 12.50, then back yard till 1.20pm & tidy
<b>Y3</b>	11.45-12.05pm – canteen Allocated year group tables separate from each other & room well ventilated	Jean V Kay CJ, CY & LM kitchen	12.05-12.25 Back playground (near canteen)	Kay & Bev	<b>Collette</b> – 11.45-1.30pm Back playground till 1.20pm then write up first aid <b>Jayne Q</b> – 11.45-1.30pm Back playground till 12.20, then front until 12.50 and back until 1.30pm
<b>Y4</b>	12-12.20pm – canteen Allocated year group tables separate from each other & room well ventilated	Jean V Cheryl Y CJ, KWA & LM kitchen	12.20-12.50 Front playground	Stef Jayne Q & Jane H – meet Y4 at canteen and walk through school to front & then on duty	<b>Kay</b> – 11.45-1.15pm Y3 canteen support then on back yard till 1.15pm
<b>Y5</b>	12.15-12.30pm – canteen Allocated year group tables separate from each other & room well ventilated	Jean V Cheryl Y CJ, KWA & LM kitchen	12.30-1.10pm Back playground (near Y6)	Collette (first aid) Kay	<b>Cheryl J</b> 9am – 3pm <b>Kate WA</b> 9am – 2pm <b>Lynn M</b> 10.30 – 1.30pm <b>Cheryl Y</b> 10am – 1.30pm
<b>Y6</b>	12.30-12.50pm – canteen Allocated year group tables separate from each other & room well ventilated	Jean V (leave at 1.15pm) Yvonne (leave at 1pm) CJ, KWA, CY & LM kitchen	12.50-1.20pm Back playground (near canteen)	Stef (then tidy away) Jayne Q Collette (first aid) assist Y6 after Y5 go in	

Lunchtimes will continue to be in social distanced bubbles with staff wearing effective PPE and face coverings. At the end of lunch, catering team will ensure that all areas are cleaned thoroughly and rubbish is disposed of by the premises team.

**Wherever playgrounds are available, packed lunch children can be offered an outdoor picnic lunch to reduce numbers and those able to eat outside in shaded areas.**

#### **CC4C**

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

The children will be split into 2 groups staffed in the 2 areas of the canteen – Infant group and KS2 group

Children will need to be spaced in their bubble and distanced from the other bubble. They will be able to access crafts and toys that can be cleaned in between and staff are encouraged to take children outdoors as much as possible.

### **7. Communicating Risk Assessments**

The organisational arrangements are shared with staff and opportunities for feedback have been provided. Staff have also receive a H & S overview update and the draft document via email. The RA is accessible to all staff and printed copies available in the following areas:

- Staffroom
- Class 7 & 8
- SENCO office
- Nest
- Canteen
- AHT room
- SBM and admin offices
- First aid room
- Isolation room

Updates are also be sent to Governors for approval and to CDAT.

All documentation is also available on the school website.

### **8. Learning & curriculum**

PE will take the form of SPORT IN LINE WITH Sport England safe recommendations, physical activity, fitness and wellbeing. Children should be outdoors

as much as possible. If PE is taught indoors the hall or if in use the canteen may be used with the folding doors closed fully, but should be vacated by 11am in the morning and by 3pm in the afternoon. The hall is available between 9.30am and 11am and after 1pm. Doors should be kept open to ventilate before other groups access. Please refer to the following guidance for PE provision:

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation>

<https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf>

Art will be taught using resources for a year group so that they are not shared throughout the school. This will link with wider learning and give children opportunity to explore and represent feelings and emotions.

Teachers should make sure children are regularly physically active with the daily mile, go noodle and stretch and reflect activities. Staff have also been asked to make regular use of the Forest school and allotment areas so children and adults can be outside in the fresh air.

Music should be taught through listening, comparing and responding initially to avoid sharing instruments. Singing will not be possible in whole class or year groups, but can be undertaken following the safe guidelines outdoors.

Remote teaching and learning planning needs to be ready should a year group need to isolate. Teachers will move to live lessons for the 10day period if a year group is unable to attend school for those pupils well enough. School will support with online access where we can and teachers will aim to provide daily live lessons with follow up activities so that children continue to make progress. For individual pupils who are isolating, school will provide an exercise book with work inserted that they can access from home or an opportunity to join with whole class input and lessons via zoom and see-saw platforms.

Compulsory RSE will be planned and consulted upon during the summer term 2021 after effective training for staff and will be in place for September 2021. The focus for PSHE during the remainder of this academic year is mental health and physical wellbeing.

### Parents Accessing Site

It is vital that the teaching team have pupils outside waiting for parents to collect them at the appropriate times to avoid large groups of adults being on site. Drop off times are through various identified gates and at collection parents should be able to walk through collect child and walk out; **they must not be waiting for year groups to arrive outside. All staff are responsible for having children out ready to be collected at the following times:**

8.45am Drop off – siblings and F2 / Y1 through grey gate

Y2, Y3, Y4 at green gate

Y5 & Y6 at driveway gate

Collections – F2 / Y1 grey gate 3.15pm

Y2 green gate 3.15pm

Y3 & Y4 green gate 3.30

Siblings grey gate 3.30pm

Y5 & Y6 driveway gate 3.30pm



## RISK ASSESSMENT RECORDING FORM

Location or address Upton Road, Moreton CH46 0PB	Date assessment Undertaken: 12 <sup>th</sup> July 2020 September 2020 January 2021 March 2021 June 2021	Assessment undertaken by : Jeanne Fairbrother , AND Amanda Donelan
Activity or situation Reopening school to all students	Review dates : 11 <sup>th</sup> August 2020 4 <sup>th</sup> October 2020 30 <sup>th</sup> December 2020 5 <sup>th</sup> January 2021 26 <sup>th</sup> March 2021 8 <sup>th</sup> June 2021 13 <sup>th</sup> June 2021	Signature: <i>A Donelan</i>

Once completed, the risk assessment needs to be monitored and reviewed regularly, to ensure the measures are working and to take action to address any shortfalls. Schools must regularly review and update their risk assessments, treating them as live documents which are updated as guidance changes.

The risk assessment is for

- early years settings
- primary schools

This risk assessment is based on the **system of controls** outlined in the DfE's [Schools coronavirus \(COVID-19\) operational guidance](#) & [Actions for schools during the coronavirus outbreak](#) . It covers the following schools:

- early years settings
- primary schools

**This risk assessment has been created in line with the current government guidance.**

## Guidance

This risk assessment has regard to all relevant guidance and legislation including, but not limited to, the following:

- The Health Protection (Notification) Regulations 2010
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'
- **NEW** DfE (2021) 'Schools coronavirus (COVID-19) operational guidance
- **UPDATED** DfE (2021) 'Actions for early years and childcare settings during the coronavirus (COVID-19) outbreak'
- DfE (2021) 'Face coverings in education'

1) Hazard / Activity	2) Who can be harmed and how?	3) What controls exist to reduce the risk? Have you followed the hierarchy of controls (eliminate, substitute etc)	Risk Score Consequence X Likelihood	4) Any further action; This should be included in the action plan on overleaf
<b>Communication -to staff, parents, pupils, and all parties on site failure to communicate key messages to reduce risk of transmission</b>	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>• School follows latest DfE, PHE &amp; Gov.uk, Merseyside &amp; Cheshire PH Team and LA guidance</li> <li>• Clear communication sent to parents and pupils with a link on the school website covering all aspects of how school will function during National Lockdown.</li> <li>• School website is kept up to date with any important information regarding the running of school local arrangements.</li> <li>• Addendum to Behaviour policy updated with expectations and communicated with staff, parents &amp; pupils via email</li> <li>• Consultation with staff over half term break and again w/c 22/02/21. Information update sent to staff and to parents 26/02. Whole teaching staff briefings held on 24/02 and team leaders on 25/02 to share updates and consult. Final parent &amp; staff information distributed 5/03 and updated May 2021 and June 2021</li> <li>• Revised risk assessment shared with staff</li> <li>• Staff briefed about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), and offer of update training. Induction</li> </ul>	3X2=6	

		<p>of new staff &amp; student teachers to include COVID19 safety measures</p> <ul style="list-style-type: none"> <li>• <b>RA 029 Full Opening School 8<sup>th</sup> March</b> published to website shared with unions, LA, governors and CDAT and updated May and June 2021</li> <li>• Contractors and suppliers have been communicated with about plans for opening e.g. Hi-Impact, catering, food supplies, SALT</li> </ul>		
<b>Failure of measures to prevent spread of Coronavirus (COVID 19) in school</b>	Staff, pupils, parents, visitors – failure of measures in place to reduce spread of Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>• All control measures are adequately resourced, circulated to employees.</li> <li>• All training needs have been checked to ensure compliance. e.g. First aid, fire, medicines etc</li> <li>• Regular monitoring and review of risk assessment and measures in place are effective and working as planned.</li> <li>• Risk assessment revised and shared with staff on 20<sup>th</sup> July, reviewed again on 13<sup>th</sup> August and shared with staff and Governors, revisited with whole team on 1<sup>st</sup> September and formal review planned for first week of October. Updates sent 30/12 and then further update on 4<sup>th</sup> and 5<sup>th</sup> January 2021. H &amp; S reviewed and circulated to FGB and all staff 27/02 and final updated RA completed in readiness for 8/03 reopening, reviewed for 17<sup>th</sup> May and 8<sup>th</sup> June and updates shared with Governors, staff and parents</li> <li>• Risk assessments will be reviewed appropriately considering any issues identified and changes in DfE, Gov.uk and public health advice.</li> <li>• School follows advice from HS advisers.</li> <li>• Risk assessment revised and shared with staff</li> <li>• Staff and pupils –follow <a href="#">Hands, Space, Face</a></li> </ul>	2 x 2 = 4	
<b>Opening after reduced occupancy</b>	Staff, pupils, parents, visitors – failure to maintain plant & equipment resulting in injury & ill-health.	<ul style="list-style-type: none"> <li>• The headteacher ensures all usual building checks are undertaken by the site manager to make the school building safe. AHTs and HT have completed site walk prior to reopening to monitor site manager's procedures</li> </ul>	3X2=6	



<b>Heating &amp; Ventilation</b>	Staff, pupils, parents, visitors – failure of measures in place to reduce spread of Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>• The school is kept well ventilated, &amp; a comfortable teaching environment is maintained</li> <li>• Carbon dioxide (CO2) monitors have been installed to identify the CO2 levels to help decide if ventilation is poor.</li> <li>• School has identified all poorly ventilated areas: <ul style="list-style-type: none"> <li>▪ with no windows or mechanical ventilation and taken measures to reduce numbers accessing: additional rooms for Y2, Y3, Y6 and daily outdoor activities for all year groups so that rooms can be fully ventilated</li> </ul> </li> <li>• <b>Natural ventilation is in place in all areas –</b> <ul style="list-style-type: none"> <li>▪ by opening windows (in cooler weather windows will be opened just enough to provide constant background ventilation and opened fully during breaks, lesson changes for 5 minutes to purge the air in the space).</li> <li>▪ School will try not to completely close windows and doors &amp; keep vents open when the area is occupied as this can result in very low levels of ventilation.</li> <li>▪ School will open internal doors to assist with creating a throughput of air (as long as they are not fire doors and where safe to do so)</li> <li>▪ if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</li> <li>▪ If fire doors are required to be held open Door Guards will be installed</li> </ul> </li> <li>• <b>Thermal comfort</b> <ul style="list-style-type: none"> <li>▪ To balance the need for increased ventilation while maintaining a comfortable temperature, school will, if appropriate to the area: <ul style="list-style-type: none"> <li>• open high level windows in preference to low level to reduce draughts</li> </ul> </li> </ul> </li> </ul>	3x2 = 4	Check CO2 monitors & locations
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		<ul style="list-style-type: none"> <li>• increase the ventilation while spaces are unoccupied (for examples, between classes, during break and lunch, when a room is unused)</li> <li>• provide flexibility to allow additional, suitable indoor clothing.</li> <li>▪ rearrange furniture where possible to avoid direct drafts</li> <li>▪ School will continue to use heating as necessary to ensure comfort levels are maintained particularly in occupied spaces.</li> <li>▪ Children will be encouraged to wear jumpers and sweatshirts if temperature is chilly</li> </ul> <p>Further advice on this can be found in Health and Safety Executive guidance on <a href="#">air conditioning and ventilation during the coronavirus outbreak</a> and <a href="#">CIBSE coronavirus (COVID-19) advice</a></p>		
<b>Fire safety– failure of systems and fire evacuation plans</b>	Staff, pupils, parents, visitors – serious injuries, burns, smoke inhalation	<ul style="list-style-type: none"> <li>• The fire alarm and emergency lighting has been serviced in according to guidance.</li> <li>• Alarm checked weekly.</li> <li>• Emergency lighting tested monthly.</li> <li>• The site-specific fire evacuation plan has been reviewed and shared with staff and third parties.</li> <li>• Fire drills are held twice a term</li> <li>• Social distancing is followed on evacuation and at assembly point.</li> <li>• The needs of staff/pupils who require assistance in an emergency and ensure has been considered and the resources are available to carry this out – SENCO has updated all PEEP in line with COVID RA</li> <li>• All fire safety features across the building are checked monthly by carrying out the F 03 Fire Marshal Inspection Checklist. Actions are remedied.</li> <li>• The school fire risk assessment is kept up-to-date to changes in the building.</li> </ul>	2X2=4	

<b>Legionella- failure of systems in place leading to outbreak</b>	Staff, pupils, parents, visitors – legionella symptoms , respiratory condition	<ul style="list-style-type: none"> <li>• School has been in full use during lockdown with 150 pupils attending daily. Taps, shower, and toilets have all been fully run or flushed for 2mins. Records kept in water logbook.</li> <li>• All equipment that uses water, e.g. dishwashers and washing machines, have been run throughout lockdown to flush limescale and bacteria build-up before the start of each term.</li> <li>• Monthly water checks take place.</li> </ul>	2X2=4	
<b>Equipment – failure of equipment due to lack of inspection, maintenance, servicing &amp; statutory inspection.</b>		<ul style="list-style-type: none"> <li>• All staff reminded to carry out pre-use visual checks of their areas, playground, equipment. Annual equipment inspection took place during February half term.</li> <li>• Caretaker carries out daily visual whole site checks.</li> <li>• No areas and equipment have been taken out of use and all areas have been checked on 4<sup>th</sup> and 5<sup>th</sup> March 2021</li> <li>• Teachers have checked their own classrooms to ensure all is in good condition.</li> <li>• All annual servicing, maintenance and any statutory checks have taken place ensure safety and compliance with legislation. e.g. water checks, fire alarms, gas, boilers, automatic doors, mechanical shutters</li> </ul>	2X2=4	
<b>Cleaning - risk of transmission of Coronavirus (COVID 19) – infection control</b>	Staff, pupils, parents, visitors everyone contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>• Enhanced cleaning schedule in place -more frequent cleaning of rooms and shared areas with additional cleaner and 10 additional cleaning hours in place.</li> <li>• Contact points and frequently touched surfaces are being cleaned more frequently by staff occupying rooms, with additional lunchtime premises cleaning rota also in place</li> <li>• All shared equipment e.g. photocopier, guillotine, telephone will be cleaned before and after use</li> <li>• Satisfactory cleaning regime in place to decontaminate equipment &amp; toys.</li> <li>• Classroom cleaning is enhanced &amp; disinfecting kits in place.</li> <li>• Dining areas are cleaned between use by different pupil 'bubbles'.</li> </ul>	3X2=6	

		<ul style="list-style-type: none"> <li>• Pupil engagement encouraged to wipe down own surfaces. equipment &amp; toys</li> <li>• Toilets are cleaned regularly.</li> <li>• All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed e.g. aerosol fogger/disinfectants</li> <li>• If suspected case of COVID 19 follow the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>• Adequate amounts of suitable cleaning agents are available.</li> <li>• PPE is available to members of staff who require it to carry out cleaning safely.</li> </ul>		
<b>Unaware of steps to take in the event of suspected or confirmed case in school - infection control</b>	Staff, pupils, parents, visitors – failure of measures to adequately contain spread of Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>• Pupils, staff and other adults do not enter the school premises if: <ul style="list-style-type: none"> <li>○ displays symptoms of coronavirus</li> <li>○ who has tested positive in the last 10 days,</li> <li>○ are in a household (including in their support bubble) does not enter the school premises.</li> <li>○ They are required to quarantine having recently visited countries outside the <a href="#">Common Travel Area</a>.</li> </ul> </li> <li>• Parents are informed not to bring their children to school or onto the school premises if they show symptoms of coronavirus and/or believe they have been exposed.</li> <li>• If anyone in the school becomes unwell with a new, continuous cough, a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>'.</li> <li>• Staff, parents, pupils and visitors are informed of the national legal requirements regarding self-isolation, including that if they are required to self-isolate, this must be for a full 10 days from the start of their</li> </ul>	3X2=6	

		<p>symptoms or the date of their positive test if they did not have symptoms.</p> <ul style="list-style-type: none"> <li>• School will ensure understanding of management of a confirmed case and follow latest PHE guidance and the <a href="#">NHS test and trace process</a></li> <li>• If staff or pupils have any of the wider symptoms below, they are advised to get a test at a testing sites and then self-isolate if the result is positive. <ul style="list-style-type: none"> <li>○ Diarrhoea</li> <li>○ A persistent headache</li> <li>○ Fever and chills</li> <li>○ Shortness of breath or difficulty breathing</li> <li>○ Fatigue</li> <li>○ Muscle or body aches</li> <li>○ Sore throat</li> <li>○ Congestion or runny nose</li> <li>○ Nausea or vomiting</li> </ul> </li> <li>• Pupils with some of the common winter symptoms above (e.g. congestion or runny nose), can wait until the end of the day and then school will advise parents to take their child for a symptomatic test</li> <li>• Other members of their household (including any siblings) should self-isolate starting from the day the individual's symptoms started (or the day their test was taken if they did not have symptoms, whether this was an LFD or PCR test), and the next 10 full days.</li> <li>• If the situation is not straightforward and school needs help in making an assessment of close contacts school will ring the DfE Helpline on <b>0800 046 8687 option 1</b> <ul style="list-style-type: none"> <li>○ <b>Cheshire &amp; Merseyside PHE contact 0344 225 0562</b></li> <li>○ <b>Wirral schools contact</b> email Alison Simpson or Jane Harvey) who will get in touch with you as soon as possible.)</li> <li>○ <b>Wirral Special schools</b> must contact Alison Simpson or Jane Harvey (above)</li> </ul> </li> </ul>		
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		<ul style="list-style-type: none"> <li>○ PCR test kits will only be offered in the exceptional circumstance an individual becomes symptomatic and has barriers to accessing testing elsewhere.</li> </ul>		
<b>Failure to manage a confirmed case in school</b>	Staff, pupils, parents, visitors – failure of measures to adequately contain spread of Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>• School will take swift action when aware of someone who has attended school &amp; tested positive for coronavirus COVID – 19 either a positive LFD or PCR test</li> <li>• School understands close contact is               <ul style="list-style-type: none"> <li>○ anyone who lives in the same household as someone with COVID-19 symptoms or who has tested positive for COVID-19 – a LFD or PCR test</li> <li>○ anyone who has had any of the following types of contact with someone who has tested positive for COVID-19 with a PCR or LFD test:                   <ul style="list-style-type: none"> <li>○ face-to-face contact including being coughed on or having a face-to-face conversation within one metre</li> <li>○ been within one metre for one minute or longer without face-to-face contact</li> <li>○ been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)</li> <li>○ travelled in the same vehicle or a plane</li> </ul> </li> </ul> </li> <li>• A record is kept of pupils and staff in each bubble and of any close contact between individuals at school.</li> <li>• The school does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation.</li> <li>• If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school continues to work with the DfE's dedicated coronavirus advice service (or local HPT if the case is escalated).</li> </ul>	3X2=6	

		<ul style="list-style-type: none"> <li>The pupil or staff member who tested positive can stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to only have a residual cough or anosmia.</li> </ul>		
<b>Suspected case in school.</b>	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>Isolation room has been relocated to SM office so that it can be monitored by admin staff. As it is not well ventilated it will be set aside for 24hours after use before being cleaned. If a second use is needed during this time the AHT office will be used.</li> <li>If a child is awaiting collection, they will be moved to the isolation room and monitored safely</li> <li>Contact will be made with pupils' parents in line with school policy</li> <li>Symptomatic individuals who are sent home are directed to not use public transport to get home.</li> <li>Emergency assistance is called immediately if the pupil's symptoms worsen.</li> <li>PPE stock is available to all staff should they need to escort pupils to this area.</li> <li>PPE must be worn by staff caring for the child while they await collection if 2 metres cannot be maintained i.e. such as for a very young child or a child with special needs</li> </ul> <p>The second adult toilet has been identified to be used if required whilst awaiting collection. If used, this will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <ul style="list-style-type: none"> <li>Staff who have helped someone with symptoms and any pupils who have been in close contact do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they are requested to do so by NHS Test and Trace or Wirral PHE.</li> <li>Anyone who comes into contact with a symptomatic individual washes their hands thoroughly for 20 seconds.</li> </ul>	3X2=6	

		<ul style="list-style-type: none"> <li>The area around will be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people.</li> </ul>		
<b>Rapid-result testing LFT</b>	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>All rapid-result testing is carried out in line with the DHSC '<a href="#">Terms and conditions for Covid-19 testing (Primary Schools)</a>' guidance.</li> <li>See <a href="#">RA 043 LFD Mass Testing of Staff &amp; students – Early Years &amp; Primary Schools</a></li> <li>Staff do not take an LFD test if they have tested positive for coronavirus within the last 90 days.</li> </ul>		
<b>Test &amp; Trace staff &amp; pupils unaware of school procedures in place</b>	Staff, pupils, parents, visitors – failure of measures to adequately contain spread of Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>Staff members and parents are informed that they may need to engage with the NHS Test and Trace programme, meaning they need to be ready and willing to: <ul style="list-style-type: none"> <li>Book a PCR test if they (or their child) display symptoms.</li> <li>Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace.</li> <li>Self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive.</li> </ul> </li> <li>Anyone in school who displays symptoms is encouraged to get a PCR test.</li> <li>If the school believes a symptomatic individual may face barriers to accessing a PCR test elsewhere, the school provides them with a home testing kit.</li> <li>Test kits stored on the school site are stored securely at ambient room temperature (5 to 22°C) in the SBM office</li> <li>The school will consider offering a symptomatic staff member a testing kit if they cannot otherwise access testing quickly and if the individual is vital to the running of the school.</li> <li>Testing kits are delivered safely and with due regard for transmission by being posted through the door of the individual's address.</li> </ul>	<b>3X2=6</b>	



		<ul style="list-style-type: none"> <li>• Kits are not given directly to pupils but are instead given to the pupil's parent or carer.</li> <li>• Parents and staff are asked to inform the school immediately of test results.</li> <li>• If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating as long as: <ul style="list-style-type: none"> <li>- Everyone they live with who has symptoms tests negative.</li> <li>- Everyone in their support bubble who has symptoms tests negative.</li> <li>- They were not told to self-isolate for 10 days from the day after contact with the individual who tested positive by NHS Test and Trace.</li> <li>- They feel well.</li> </ul> </li> <li>• If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough, or loss of or change in their sense of smell or taste. Other members of their household are required to continue self-isolating for the full 10-day period.</li> <li>• Staff and pupils aged over 16 are encouraged to download the NHS Test and Trace app – rules on mobile phones in school are relaxed to accommodate this.</li> <li>• Pupils and staff are informed that, if they receive notification via the NHS Test and Trace app that they have been in close contact with a positive case, they must inform the school immediately.</li> <li>• Individuals who test positive are encouraged to report the result on the NHS Test and Trace app.</li> <li>• If a pupil receives notification, the school ensures appropriate arrangements are in place for the pupil to self-isolate and begin remote learning.</li> </ul>		
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<b>Hand &amp; Respiratory hygiene - infection control – risk of transmission of Coronavirus (COVID 19)</b>	Staff, pupils, parents, visitors – contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>• Sufficient handwashing facilities are available and hand sanitiser is available across school.</li> <li>• Outdoor sinks are used wherever possible before children access the building.</li> <li>• School will use hand driers or paper towels.</li> <li>• The school considers how often pupils and staff need to wash their hands and time for this is incorporated into timetables and lesson plans, allowing for additional opportunities for some staff and pupils to wash their hands more frequently, e.g. pupils who use saliva as a sensory stimulant.</li> <li>• Individual risk assessments are in place for the above pupils.</li> <li>• Following the <a href="#">guidance on hand cleaning pupils &amp; staff</a> <ul style="list-style-type: none"> <li>▪ clean their hands:</li> <li>▪ on arrival at the setting</li> <li>▪ return from breaks</li> <li>▪ when they change rooms</li> <li>▪ before and after eating,</li> <li>▪ and after sneezing or coughing</li> <li>▪ are encouraged not to touch their mouth, eyes, and nose</li> </ul> </li> <li>• School promotes the ‘catch it, bin it, kill it’ approach.</li> <li>• Pupils taught to use a tissue or elbow to cough or sneeze and use lidded pedal bins for tissue waste (‘catch it, bin it, kill it’)</li> <li>• Disposable tissues in each classroom.</li> <li>• Each class stocked with disinfectant, disposable gloves and paper towels in case someone coughs or sneezes onto surfaces.</li> <li>• Help is available for children and young people who have trouble cleaning their hands independently.</li> <li>• Individual risk assessments are conducted for pupils with complex needs who struggle to maintain good respiratory hygiene. encourage young children to learn and practise these habits through games, songs, and repetition.</li> </ul>	3X2=6	Update SEND individual guidance sheet
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		<ul style="list-style-type: none"> <li>• Lidded bins for tissues are emptied throughout the day.</li> <li>• Adequate sanitiser 'stations' are located across the site so that all pupils and staff can clean their hands regularly.</li> <li>• Young pupils &amp; those with complex needs are supervised when using of hand sanitiser.</li> <li>• Wipes are available.</li> <li>• Hand cream e.g. E45 is available and pupils are encouraged to use it</li> </ul>		
<b>Social distancing across school – risk of transmission of Coronavirus (COVID 19)</b> <b>Minimise contact between individuals</b>	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>• Pupils are given regular reminders of why social distancing is important and the opportunity to speak to staff about how they are finding adhering to the social distancing measures.</li> </ul> <p><b>Groups of pupils and 'bubbles'</b></p> <ul style="list-style-type: none"> <li>• School will implement 'bubbles' of an appropriate size to achieve the greatest reduction in contact and mixing.</li> <li>• School will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups.</li> <li>• Where possible the integrity of the bubble is maintained.</li> <li>• All groups or 'bubbles' will be kept apart from other groups where possible.</li> <li>• Where possible school will take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible.</li> <li>• Bubbles will be in classes, with the exception of F2</li> <li>• Teachers – each class from Y1 – Y6 must have a seating plan. These plans must be adhered to and records kept of each session to enable potential tracking if needed.</li> <li>• Teachers advised they must, as far as possible keep 2m social distance from pupils in classrooms and other adults in school. Keep to the front of the class.</li> </ul>	3X2=6	Ask teachers for copies of updated seating plans

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|  |  | <ul style="list-style-type: none"> <li>• Most bubbles are the size of a full class and pupils do not mix with those outside of their bubble.</li> <li>• Older children will be told to maintain 2m distance within the group</li> <li>• Pupils will stay in their class groups for the majority of the classroom time but will mix into wider groups for wraparound care. During CC4C sessions children are separated into KS bubbles and attendance is recorded should track and trace be needed.</li> <li>• The school assesses the ability of early years pupils to follow social distancing procedures, and additional measures are put in place if they require extra support to follow these measures, e.g. telling stories to support them in understanding how to follow rules.</li> <li>• Staff maintain a two-metre distance from each other and from pupils, where possible. Where maintaining a two-metre distance is not possible, staff avoid close face-to-face contact and minimise the time spent within one metre of anyone.</li> <li>• Teachers &amp; staff can operate across groups or 'bubbles' but they must keep 2m away from other staff &amp; pupils to preserve 'bubble' integrity.</li> <li>• Timetables have been altered so that PPA staff do not mix with multiple bubbles on the same day. PPA staff have been reminded to maintain 2m social distancing</li> <li>• Staff are expected to eat lunch in their classrooms or in the forest area to minimise adults mixing</li> <li>• The use of communal areas, e.g. the staff room, is limited to avoid unnecessary group gatherings – staggered times, queues, or rotas are implemented where required as per the operational plan</li> <li>• School will use available space to maximise distance between pupils and between staff &amp; other adults on site.</li> <li>• Steps are in place to limit interaction, sharing of rooms and social spaces between groups as much as possible.</li> </ul> |  |  |
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**Reduce mixing within education or childcare setting by:**

**General Measures in the classroom:**

- Staff & older pupils maintain 2 m social distancing
- Minimise time spent within 1 m of anyone.
- Avoid face to face contact with pupils stand up, above and behind them. Teachers to try and maintain social distancing keep out of pupils' sneeze/breathe/cough zone. i.e avoid bending or stooping to younger pupils.
- Keep 2 m from colleagues.
- Children who are old enough will be supported to maintain distance and not touch staff and their peers.
- Pupils sit side by side facing forward.
- Classrooms have been adapted and furniture removed to make space.
- Teachers stay at the front of the class where possible.

**Measures elsewhere:**

- Timetables adjusted to keep groups apart and movement around school kept to a minimum
- School has planned routes to avoid creating busy corridors, entrances and exits.
- No large assemblies or gatherings involving more than one year group.
- Breaks are staggered
- Lunch breaks staggered, pupils will clean their hands beforehand and enter in the groups they are already in
- Groups kept apart as much as possible and surfaces and tables cleaned between each group.
- Rooms accessed directly from outside where possible
- Numbers using toilets are limited and supervised to avoid large numbers of pupils using toilet facilities at one time.
- School will maximise the use of outdoor space for exercise, breaks and outdoor education, making good use of F2 and Y1 outdoor classrooms, the Forest classroom and allotment

		<ul style="list-style-type: none"> <li>Where pupils, staff or volunteers cannot follow social distancing arrangements for a particular activity, the headteacher assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential, but for the most part such activities will not continue.</li> </ul>		
<b>Measures for arriving at and leaving school – risk of transmission of Coronavirus (COVID 19)</b>	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>Parents and carers are required to wear a face covering at school pick-up/drop-off points (certain individuals are exempt from wearing face coverings) and maintain 2 m social distancing.</li> <li>Members of school staff who oversee drop-off and collection times will also be required to wear a face covering.</li> <li>School has communicated specific start and finish times to parents and young people and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)</li> <li>Staggered starts and finish times to keep groups apart as they arrive and leave school.</li> <li>Parents advised that they cannot gather at entrance gates or doors, or enter the site (unless they have an essential pre-arranged appointment, which should be conducted safely and outdoors if possible)</li> <li>Parents advised that if their child needs to be accompanied to the education or childcare setting, only one parent should attend.</li> <li>School encourages walking or cycling to school where possible.</li> </ul>	3X2=6	
<b>Resources – increased risk of transmission</b>	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>Staff &amp; pupils have individual pens and equipment where possible and these are not shared.</li> <li>Equipment is not shared with other cohorts without cleaning.</li> </ul>	3X2=6	Check if Site manager Routine Inspectors Course still in date and re-book if not

		<ul style="list-style-type: none"> <li>• Classroom based resources, such as books and games, can be shared within the bubble and are cleaned regularly, along with all frequently touched surfaces.</li> <li>• Items used for lessons in all subjects will have to be subject to wiping down. Eg iPads, laptops, mice, workstations, tools, toys, learning objects.</li> <li>• Frequently touched surfaces will be cleaned and disinfected more frequently. Each bubble has own cleaning kit and PPE store in a clearly identified space. Such items are restocked daily by the premises team.</li> <li>• Pupils and teachers can take books and other shared resources home, but unnecessary sharing is avoided where this does not contribute to pupil education and development. These items subject to cleaning &amp; rotation.</li> <li>• No unnecessary sharing.</li> <li>• Resources that are shared between groups or bubbles, such as sports or art equipment are cleaned frequently and always between groups or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different groups.</li> <li>• Pupils will limit the amount of equipment they bring into school each day to lunch boxes, hats, coats, books, water bottles, and mobile phones.</li> </ul> <p><b>Outdoor equipment</b></p> <ul style="list-style-type: none"> <li>• Outdoor equipment is appropriately cleaned between groups of children and young people using it, and multiple groups do not use it simultaneously.</li> <li>• Outdoor playground equipment &amp; resources will be cleaned more frequently by cleaning high traffic touch points frequently. This includes cleaning regimes for: <ul style="list-style-type: none"> <li>○ playground equipment</li> <li>○ semi enclosed playhouses or huts for small children</li> <li>○ enclosed crawl through ‘tunnels’ or tube slides</li> <li>○ entry and exit points such as gates.</li> <li>○ seating areas such as benches and picnic tables</li> </ul> </li> </ul>		
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		<ul style="list-style-type: none"> <li>○ refuse areas/bins.</li> <li>• Breakfast &amp; After school clubs' clean indoor &amp; outdoor equipment between groups and after use.</li> <li>• Site manages visually inspects play equipment daily.</li> <li>• Caretaker carries out formal recorded inspection.</li> <li>• An annual service and maintenance identified has been carried out prior to reinstatement.</li> <li>• The playground and play equipment risk assessment has been reviewed– considering social distancing, cleaning &amp; hygiene. <b>See RA 027 PLAY EQUIPMENT v2</b></li> <li>• It has been formally shared with all middays &amp; staff supervising.</li> <li>• Site manager has attended Routine Inspectors Course</li> <li>• Pupils reminded of playground rules .</li> </ul>		
Face coverings		<ul style="list-style-type: none"> <li>• Visitors and staff are required to wear face coverings where social distancing is difficult between adults, e.g. in corridors and staff rooms.</li> <li>• The school does not require face coverings to be worn by those exempt from doing so, e.g. pupils with SEND who may struggle to wear one correctly or have their education impaired by wearing one.</li> <li>• Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expressions to communication, are worn where appropriate.</li> <li>• Face visors or shields are not worn as an alternative to face coverings.</li> <li>• Individuals are provided with clear instructions on how to put on, remove, store and dispose of face coverings. This should include instructions to: <ul style="list-style-type: none"> <li>○ Clean hands before and after touching a face covering.</li> <li>○ Store face coverings in individual, sealable plastic bags.</li> <li>○ Avoid wearing damp face coverings.</li> </ul> </li> </ul>	3X2=6	



		<ul style="list-style-type: none"> <li>• Staff and pupils are not prevented from entering or attending school on the grounds that they are not wearing a face covering.</li> <li>• The school has a contingency supply of face coverings.</li> <li>• School staff are encouraged to wear medical face masks not cloth face coverings for greater protection.</li> <li>• Anyone struggling to access a face covering, or unable to use their face covering because it has been forgotten or soiled, is provided with one from the school's contingency supply.</li> </ul>		
<b>PPE - risk of transmission of Coronavirus (COVID 19)</b>	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>• School has identified that most staff in school will not require PPE beyond what they would normally need for their work.</li> <li>• PPE is distributed to staff who provide intimate care for pupils who need this care and for cases where a pupil becomes unwell with symptoms of coronavirus whilst in school and a distance of two metres cannot be maintained.</li> <li>• PPE stations are set up in all rooms and replenished daily by premises team</li> <li>• Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties.</li> <li>• Risk assessments in place for pupils with complex needs.</li> <li>• When working with pupils who cough, spit or vomit but do not have coronavirus symptoms, staff only wear PPE that would routinely be worn.</li> <li>• Used PPE is disposed of properly using lidded bins provided around the school. Staff and pupils are told not to use recycling bins for the disposing of PPE.</li> <li>• All PPE waste is put in a plastic rubbish bag which, once full, is tied and placed in a second tied bag and put in the communal waste area outside.</li> <li>• All staff completed 'PPE putting on &amp; taking off' training.</li> <li>• School does not have pupils requiring medical procedures which increase the risk of transmission through aerosols</li> </ul>	3X2=6	

		(tiny droplets) being transferred from the patient to the care giver. These are known as aerosol generating procedures (AGPs). Staff performing AGPs follow PHE's <a href="#">personal protective equipment (PPE) guidance on aerosol generating procedures</a> , and wear the correct PPE.		
<b><a href="#">Clinically extremely vulnerable</a> Children at increased risk of contracting COVID 19</b>	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>Shielding guidance remains in place for clinically extremely vulnerable individuals.</li> <li>Clinically extremely vulnerable pupils do not attend on site provision. These pupils are provided with remote education.</li> <li>Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, can still attend education or childcare.</li> <li>Relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required.</li> </ul>	3X2=6	
<b>Clinically extremely vulnerable Staff at increased risk of contracting Covid 19</b>  Employees who have been identified as <a href="#">clinically extremely vulnerable</a> .	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>Clinically extremely vulnerable staff are advised not to attend work until 31<sup>st</sup> March 2021 &amp; should follow <a href="#">shielding guidance</a></li> <li>School has carried out a risk assessment for these staff. (See <b>individual role RA's on website</b>)</li> <li>School has completed risk assessments for staff who are working from home shielding. (See <b>RA 028 Working from home COVID 19 on website</b>)</li> <li>Staff living in a household with someone who is clinically extremely vulnerable can still attend work where homeworking is not possible.</li> <li>Line managers hold discussions with staff who are deemed more vulnerable to infection and put any alternative arrangements in place.</li> </ul>	3X2=6	
<b><a href="#">Clinically vulnerable</a> staff and children at increased risk of contracting COVID 19</b>	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>School has completed a risk assessment on for f staff identified as clinically vulnerable.</li> <li>Staff should <b>stringently</b> follow all measures in place in school for their safety See <b>RA 029 Full Opening of school 8<sup>th</sup> March.</b></li> </ul>	3X2=6	Review individual RAs with staff before Easter holidays and offer weekly wellbeing checks in case of increased anxiety

		<ul style="list-style-type: none"> <li>• Staff are reminded to continue to take care to socially distance from other adults including older children and adolescents.</li> <li>• Staff who live with those who are clinically vulnerable or clinically extremely vulnerable can attend the workplace but should ensure they maintain good prevention practice in the workplace and home settings.</li> </ul>		
<p><b><u>Pregnant employees at increased risk of contracting COVID 19</u></b></p> <p>Pregnant women are considered 'clinically vulnerable' or in some cases 'clinically extremely vulnerable' to coronavirus (COVID-19) and therefore require special consideration as set out in the <a href="#">guidance for pregnant employees</a>.</p>	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>• School will carry out a risk assessment to follow the Management of Health and Safety at Work Regulations 1999 (MHSW). See <b>RA 009 New &amp; expectant mother v5 Jan 2021</b> risk assessment. As part of their risk assessment school will consider whether adapting duties and/or facilitating home working may be appropriate to mitigate risks.</li> <li>• Pregnant staff have been asked to inform SLT so that individual RAs can be completed. Staff of any gestation are not required to continue working on site if this is not supported by the separate risk assessment.</li> <li>• Women who are 28 weeks pregnant and beyond or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, should take a more precautionary approach.</li> <li>• School will ensure pregnant staff are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable.</li> <li>• Pregnant women are not advised to be vaccinated against COVID-19.</li> </ul>	3X2=6	Reminder to inform SLT / SBM of pregnancies so that individual RAs may be completed
<p><b>Staff who may otherwise be at increased risk from coronavirus (COVID-19) including BAME staff &amp; pupils</b></p> <p>Current evidence shows that a range of factors mean that some people may be at</p>	Staff or pupils - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>• Those at particularly high risk from a range of underlying health conditions should now have been included in the CEV group and will be receiving a letter to confirm this.</li> <li>• For others who feel they may be at increased risk, where it is not possible to work from home, these staff can attend school as long as they follow all measures in place in school. See <b>RA 029 Full opening of school 8<sup>th</sup> March</b></li> </ul>	3X2=6	

comparatively increased risk from coronavirus (COVID-19). Work continues to build our understanding of what these baseline factors are and the increased risks they pose.		<ul style="list-style-type: none"> <li>School will continue with an equitable approach to risk management recognising that staff may have a variety of baseline risks.</li> <li>Risk assessment have been carried out for staff and pupils in this category including BAME staff and pupils in school.</li> <li>School will try as far as practically possible to accommodate additional measures where appropriate.</li> <li>Staff or pupils who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace where it is not possible to work from home.</li> <li>O.H. advice will be sought where appropriate.</li> <li>EAP &amp; counselling will be offered where appropriate</li> </ul>		Revisits BAME RA to see if any further advice can be provided – share with staff working with BAME pupils
<b>Staff mental health - Anxiety and stress</b> Employee's with potential stress / anxiety caused by COVID-19 lockdown	Staff – anxiety and stress	<ul style="list-style-type: none"> <li>EAP available for staff as required.</li> <li>Review individual staff /pupil risk assessments and monitor.</li> <li>Regular one-to ones with staff</li> <li>Reasonable adjustments if required.</li> </ul>	3X2=6	
<b>Pupil mental health &amp; wellbeing-</b> pupils with potential stress / anxiety caused by COVID-19 lockdown	Pupil -anxiety, stress or low mood	<ul style="list-style-type: none"> <li>Staff are vigilant in discerning pupil mental health and report any concerns to the family mentor.</li> <li>See <a href="#">Wellbeing for Education Return</a> programme.</li> <li>Class teachers continue to refer any pupil concerns to SLT weekly for Rag rating; green – in class support, amber – family mentor support, Red – external agency referral and SLT support for family</li> </ul>	3X2=6	Class teachers to refer any pupil concerns to SLT weekly for Rag rating
<b>First aid – increased risk of transmission of COVID 19</b>	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<p><b>First aid</b></p> <ul style="list-style-type: none"> <li>Where first aid must be administered in close proximity, those administering it undertake infection control measures immediately afterwards, in line with <a href="#">HSE guidance</a>.</li> <li>First aid certificates which expired during lockdown have been renewed and current first aiders list is displayed around school</li> </ul>	3X2=6	

		<ul style="list-style-type: none"> <li>• <b><u>No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.</u></b></li> <li>• <b>If not possible to keep 2m separation</b>, the following PPE must be worn. Wash hands prior to donning: <ul style="list-style-type: none"> <li>• a fluid-repellent surgical mask</li> <li>• disposable gloves</li> <li>• apron or other suitable covering</li> <li>• Eye protection e.g. face shield should be worn if there is risk of exposure to blood and bodily fluids or if available</li> </ul> </li> <li>• All staff completed 'PPE putting on &amp; taking off' training.</li> </ul> <p><b><i>After delivering any first aid</i></b></p> <ul style="list-style-type: none"> <li>• Ensure staff safely discard disposable items and clean reusable ones thoroughly</li> <li>• Wash their hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible.</li> </ul> <p><b>First aid provision with suspected symptoms of coronavirus:</b></p> <ul style="list-style-type: none"> <li>• Where possible first aider will maintain 2m distance and assesses ability to assist a conscious casualty with minor ailments or illnesses at 2 m separation i.e. can casualty help themselves, run wound under water, apply plaster.</li> </ul> <p><b>CPR guidance:</b></p> <ul style="list-style-type: none"> <li>• Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation.</li> <li>• Only deliver CPR by chest compressions and use a defibrillator (if available) – <b>don't</b> do rescue breaths (see specific <a href="#">guidance from the Resuscitation Council UK</a>)</li> </ul>		
<b>Transport</b>	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>• Children, young people and staff can continue to use public transport where necessary.</li> <li>• School will encourage everyone to walk, cycle or scoot wherever possible and safe.</li> </ul>	3X2=6	

		<ul style="list-style-type: none"> <li>Where children, young people and staff need to use public transport, they should follow the <a href="#">safer travel guidance</a>.</li> <li>This does not apply to people who are exempt from wearing a face covering on public transport</li> </ul>		
<b>Visitors to school-</b> working across multiple 'bubbles' and schools e.g. speech and language therapists, OT's social workers- risk of spread of infection between 'bubbles' and schools.	Staff, pupils, visitors, members of the public by increased risk of catching COVID 19 from visitor entering existing bubble and cross-contamination of 'bubbles'	<ul style="list-style-type: none"> <li>Visitors are warned not to enter school if they are displaying any symptoms of coronavirus and to follow the <a href="#">COVID-19: guidance for households with possible coronavirus (COVID-19) infection</a>)</li> <li>Visitors made aware of all measures in place in school to reduce risk of spread of virus and requested to sign a symptom free declaration</li> <li>Visitors told wash hands on arriving or use hand sanitiser located at entrance.</li> <li>Visitors will be required to use sanitiser before and after each different pupil session.</li> <li>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools but must comply with school's measures for minimising risk and regular visitors to school are asked to participate in twice weekly testing</li> <li>School will ensure that all temporary staff have access to the information on the safety arrangements in place, and ensure that this is provided as soon as possible after the booking is confirmed.</li> <li>Visitor has own PPE or PPE will be provided for each session.</li> <li>2m social distancing rules in place</li> <li>PPE to be worn if 2 m social distancing cannot be maintained then visitor must wear a face covering/mask</li> <li>Room has ventilation – windows and door open whilst the room is occupied.</li> <li>Sanitiser in room</li> <li>Tissues in room and lidded bin emptied after each session.</li> <li>Disinfecting kit in room – insert local details e.g. trigger bottle of disinfectant, cloths, wipes</li> </ul>	2X2=4	

		<ul style="list-style-type: none"> <li>• All hard surfaces wiped down before and after each separate appointment /meeting with pupils.</li> </ul>		
<b>Staff visiting families in their own homes</b>	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>• School may need to send a member of staff to make face to face visits. Decided on a case by case basis.</li> <li>• A separate risk assessment must be undertaken each time.</li> <li>• An initial assessment by telephone if possible, is carried out.</li> <li>• If staff have to visit households being required to self-isolate due to a case, or suspected case, of coronavirus (COVID-19), or contact with someone who has tested positive for coronavirus (COVID-19) they follow the <a href="#">children's social care services guidance</a> and make a judgement about visiting which balances considerations of the: <ul style="list-style-type: none"> <li>○ risks to children and young people</li> <li>○ risks to families</li> <li>○ risks to the workforce</li> <li>○ national guidance on social distancing and hygiene</li> <li>○ statutory responsibilities, including safeguarding</li> </ul> </li> <li>• If households report no coronavirus (COVID-19) symptoms, no PPE is required, but 2 metres should be maintained where possible and staff are advised to remain on the doorstep wherever possible rather than entering the household</li> <li>• Good basic hygiene should be followed, such as handwashing or use of sanitiser before and after the visit, and not touching the face during the visit.</li> <li>• If households are reporting coronavirus (COVID-19) symptoms, PPE should be worn if a distance of 2 metres cannot be maintained. Anyone displaying symptoms should be encouraged to <a href="#">book a test</a>.</li> <li>• If unable to find out whether any member of the household is suffering from symptoms of coronavirus (COVID-19) before face to face contact, steps will be</li> </ul>	3X2=6	

		<p>taken where practical to mitigate risk. These steps include but are not restricted to:</p> <ul style="list-style-type: none"> <li>○ knocking on the front door or ringing the doorbell and then stepping back to 2 metres to speak to occupants.</li> <li>• taking PPE &amp; sanitiser as a precautionary measure</li> <li>• all staff must follow the home visit procedure in addition to the COVID19 March RA</li> </ul>		
<b>Safeguarding – risk of breach</b>	Staff, pupils , parents, volunteers- experience harm or abuse, eg emotional harm	<ul style="list-style-type: none"> <li>• Ahead of full opening, the school’s Child Protection and Safeguarding Policy is reviewed to reflect the return of more pupils.</li> <li>• School ensures training is up to date</li> <li>• School follows statutory safeguarding guidance, <a href="#">keeping children safe in education</a> and the <a href="#">coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance</a>.</li> </ul>	3X2=6	
<b>Challenging behaviour – risk of verbal or physical assault, risk of transmission of Coronavirus (Covid19)</b>	Staff, pupils, parents, visitors – physical or verbal abuse, injury or stress	<ul style="list-style-type: none"> <li>• The school’s Behavioural Policy sets out behaviour expectations for pupils and is updated in line with new rules and measures.</li> <li>• Expectations are communicated clearly to staff, pupils and parents.</li> <li>• Pupils who are struggling to reengage with school are supported appropriately.</li> <li>• A Challenging Behaviour risk assessment is carried out for identified pupils</li> <li>• Pupils who present a risk to themselves or others during unstructured times will have individual playtime arrangements in place</li> </ul>	2X2=4	
<b>Recruitment – risk of transmission of Coronavirus (COVID 19))</b>	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus	<ul style="list-style-type: none"> <li>• The school continues its recruitment processes, but offers alternatives to face-to-face interviews where possible such as using video conferencing.</li> <li>• Where face-to-face meetings are arranged, school will make clear to candidates that they must adhere to the ‘<a href="#">system of controls</a>’ that are in place.</li> <li>• School will send out details in advance of the controls that will be in place and the requirement face coverings</li> </ul>	3X2=6	



		<p>for candidates where social distancing cannot be safely managed</p> <ul style="list-style-type: none"> <li>School will write a risk assessment for any recruitment activities</li> </ul>		
<b>Educational visits</b>	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus	<p>Educational day visits In line with the roadmap, schools were able to resume educational day visits from 12<sup>th</sup> April.</p> <p>☑ School will ensure all day visits are conducted in line RA with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time.</p> <p>☑ Trips will adhere to the system of controls, pupils are kept within their consistent groups and will follow the COVID-secure measures in place at the destination.</p> <p>☑ A full and thorough risk assessment in relation to all educational visits is carried out to ensure they can be undertaken safely. EVOLVE system for risk assessments in use</p> <p>☑ As part of this risk assessment, staff will consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues.</p> <p>☑ School will consult the health and safety guidance on educational visits when considering visits.</p> <p>We will not yet engage in residential activities</p>	2X2=4	
<b>Extra- curricular activities - Breakfast clubs &amp; wraparound care</b>	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>The school works to resume all before- and after-school educational activities and wraparound childcare for all pupils, where this provision is necessary to support parents to work, attend education and access medical care, and to support pupils' wider education and training.</li> <li>From 17 May, wraparound and other extra-curricular</li> <li>activities for children will be able to take place in groups of any number. However, it remains important to continue to minimise mixing between children, where possible by continuing to keep children in consistent groups every time they attend the setting.</li> <li>Pupils will be grouped in Infant and KS2 bubbles and consistent registers will be kept</li> </ul>	3X2=6	

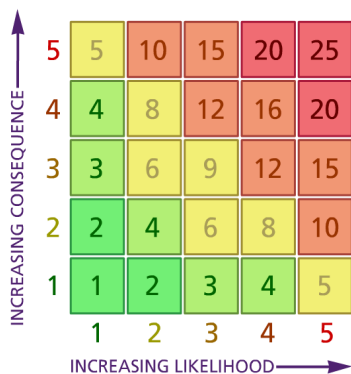
		<ul style="list-style-type: none"> <li>Group sizes depend on recommended occupancy levels of the premises and levels of ventilation. eg. guidance recommends that the maximum occupancy of an indoor facility should be limited by providing a minimum of 100sqft per person.</li> <li>Premises are well ventilated and both doors should be kept open at all times</li> </ul> <p><b>Outdoor provision</b></p> <ul style="list-style-type: none"> <li>If provision is taking place outdoors, this can continue to take place in groups of any number but to continue to minimise mixing between children. By keeping children in consistent groups and keeping these separate.</li> <li>☑ We will keep up-to-date records of the children attending our setting for at least 21 days.</li> </ul> <p><b>Parental Attendance</b></p> <ul style="list-style-type: none"> <li>Parents and carers should not routinely be present during sessions in out-of-school settings or wraparound childcare provision and will remain at the gate to drop off and collect.</li> <li>Where parents do access the site, they must maintain social distancing in line with the current guidance on (COVID-19) Coronavirus restrictions</li> <li>The school will not have third party users on site during this period</li> <li>Schools will consult the guidance produced for providers who run, <a href="#">after-school clubs, tuition and other out-of-school provision for children</a>,</li> </ul>		
<b>Lettings - increased risk of contracting COVID 19</b>	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>School will not let or hire facilities during this period</li> </ul>	0x0=0	
<b>Transitional, taster and open days</b>	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>School will complete thorough risk assessments before running transitional, taster and open days to ensure that they are run in line with our system of controls and align with DfE &amp; Gov.uk advice &amp; guidance for the roadmap out of lockdown.</li> </ul>	2X2=4	

		<ul style="list-style-type: none"> <li>Groups will be reduced for new F2 starters into 15 accessing at any one time and wherever possible outdoors</li> <li>Lists of pupils in bubbles transitioning will be kept for contact tracing.</li> </ul>		
<b>Curriculum – Music, Drama, performing arts &amp; PE</b>	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>The Headteacher ensures staff and pupils are aware that there is evidence to suggest that singing and playing wind and brass instruments increases the risk of coronavirus transmission due to the cumulative aerosol transmission.</li> <li>The Music Subject Leader will conduct a Music Lesson Risk Assessment and ensures the relevant protective measures are in place to minimise the risk of coronavirus transmission, e.g. cleaning musical instruments after use. <b>(See RA 023 Music -COVID 19 )</b></li> <li>The PE leader ensures a Dance Risk Assessment is conducted that ensures protective measures are in place to minimise the risk of coronavirus transmission, e.g. not allowing contact dancing.</li> <li>The school only permits team sports on the list in the Department for Digital, Culture, Media &amp; Sport's (DCMS) return to recreational team sport <a href="#">framework</a>.</li> <li>Additional measures are implemented for sports provision as appropriate, e.g. no physical contact, appropriate social distancing, smaller groups.</li> <li>Pupils are kept in consistent groups and sports equipment is thoroughly cleaned between each use by different groups.</li> <li>School swimming and water safety lessons are conducted in line with Swim England's <a href="#">guidance</a>.</li> <li>Outdoor sports are prioritised where possible.</li> <li>IF the weather is wet, the canteen will be used for PE as it is a large indoor space with natural ventilation; doors and windows will be opened should this need arise.</li> <li>Indoor sports maximise distance between pupils and pay scrupulous attention to cleaning and hygiene and</li> </ul>	3 x 2 = 6	

		<p>the canteen will be empty from 11am until after the lunch period and from 3pm to enable set aside ventilation for other users.</p> <ul style="list-style-type: none"> <li>• Competition between different schools does not take place.</li> </ul>		
<b>Contractors on site -risk of transmission of Coronavirus (COVID 19)</b>	Staff, pupils, parents, visitors everyone. contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>• Where visits can happen outside of school hours, this will be arranged.</li> <li>• A record is kept of all visitors.</li> <li>• Request risk assessments from contractors which include their social distancing protocols.</li> <li>• Zero tolerance with contractors found to be not following PHE social distancing guidelines.</li> <li>• Assess the risks associated with managing contractors, visitors, catering staff and deliveries, as well as cleaning staff <b>on site who may be working throughout the school and across different groups</b></li> </ul>	3X2=6	Request risk assessments from contractors which include their social distancing protocols.
<b>Remote Learning</b>	Staff, pupils, parents – experience harm or abuse, eg emotional harm	<ul style="list-style-type: none"> <li>• School follows <a href="#">Safeguarding and remote education during coronavirus (COVID-19)</a>, , as well as statutory guidance on online safety in Annex C of <a href="#">keeping children safe in education</a>.</li> <li>• While attendance is mandatory, remote learning is provided for pupils who are following clinical or government guidance to stay at home, e.g. where they are self-isolating. All such pupils not physically unwell are given access to remote education as soon as reasonably practicable.</li> </ul>	2x2=4	
<b>Uniform</b>	Pupils – thermal discomfort due to increased ventilation	<ul style="list-style-type: none"> <li>• Pupils are expected to return to school wearing full school uniform.</li> <li>• On days when pupils have PE or Forest schools they will be advised to wear joggers and sweatshirts with their PE T-shirts or suitable warm outdoor clothing</li> <li>• Expectations of uniform are communicated to pupils and parents.</li> <li>• To mitigate thermal discomfort caused by increased ventilation, pupils are able to wear additional, suitable indoor items of clothing in addition to their usual</li> </ul>	2X2=4	

		uniform – where this occurs, no additional financial pressure is placed on parents.		
<b>Display screen self-assessment – risk of injury due to adopting awkward postures for long periods</b>	Staff, pupils, parents, visitors – risk of musculoskeletal injuries , RSI etc	<ul style="list-style-type: none"> <li>Any staff who have not been in school for some time should carry out the Display Screen Self-Assessment on return to school.</li> <li>Make sure their workstation is set up correctly. Adjust chairs, monitor heights all to suit the individual.</li> <li>If some staff are still home-working check with them that there are no issues with their set-up at home. <b>(See RA 028 Home working RA COVID 19 )</b></li> </ul>	2x2=4	LR to update DS RA
<b>Kitchens - risk of transmission of Coronavirus (COVID 19)</b>	Staff, pupils, parents, visitors everyone - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>Kitchen follows: <a href="#">guidance for food businesses on coronavirus (COVID-19)</a></li> <li>The school's kitchen is fully open and all servicing and maintenance of equipment up-to-date.</li> <li>Advice for zones and safe working practice has been sought from the school's catering consultants RPJ3</li> </ul>	2x2=4	
<b>Emergency plan</b>	Staff, pupils, parents, visitors – unable to respond to an emergency on site - possible injuries, panic, stress	<ul style="list-style-type: none"> <li>The school emergency plan has been revised to cover COVID 19 issues.</li> <li>Contingency plans for an outbreak are in place.</li> <li>The school has a contingency plan that can be implemented if restrictions need to be implemented due to coronavirus.</li> <li>Shared with staff and relevant parties e.g. Governors</li> <li>Remote education plans are in place for individuals or groups of self-isolating pupils. See <a href="#">remote education support</a>.</li> </ul>	2x2=4	
<b>Additional protective measures for early years</b>	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> <li>Social distancing between groups of children and staff is implemented as far as possible.</li> <li>The use of communal spaces is managed to limit the level of mixing between groups.</li> <li>The use of private outdoor space is maximised to ensure social distancing measures can be adhered to.</li> <li>Children are supervised when washing their hands or using hand sanitiser and are taught how to do so effectively.</li> </ul>	3X2=6	

		<ul style="list-style-type: none"> <li>• A good supply of disposable tissues is available throughout the premises and 'catch it, bin it, kill it' is encouraged through signage and prompting.</li> <li>• An enhanced cleaning schedule is put in place.</li> <li>• Surfaces, toys, books, doors, sinks, toilets and light switches are cleaned more regularly, using disinfectant, in line with the COSHH Policy.</li> <li>• Activities that involve malleable materials for messy play, e.g. sand, mud and water, are risk assessed.</li> <li>• Frequently touched surfaces, equipment, tools and resources for messy play are thoroughly cleaned and dried before they are used by a different group.</li> <li>• All items that are laundered are washed in line with <a href="#">government guidance</a> ('COVID-19: cleaning in non-healthcare settings outside the home') and are not shared by pupils between washes.</li> <li>• Clear procedures are put in place to ensure stringent cleaning processes are followed for food preparation areas, dining areas and table coverings.</li> </ul>		
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**Likelihood:**  
 5 – Very likely  
 4 – Likely  
 3 – Fairly likely  
 2 – Unlikely  
 1 – Very unlikely

**Consequence:**  
 5 – Catastrophic  
 4 – Major  
 3 – Moderate  
 2 – Minor  
 1 – Insignificant

Risk Rating	Action Required
17 - 25	Unacceptable – stop activity and make immediate improvements
10 – 16	Tolerable – but look to improve within specified timescale
5 – 9	Adequate – but look to improve at review
1 – 4	Acceptable – no further action but ensure controls are maintained

- (1) List hazards **something with the potential to cause harm** here
- (2) List groups of people who are especially at risk from the significant hazards which you have identified
- (3) List existing controls here or note where the information may be found. Then try to quantify the level of risk **the likelihood of harm arising** that remains when the existing controls are in place based on the number of persons affected, how often they are exposed to the hazard and the severity of any consequence. Use this column to list the controls that you might take and develop all or some of that list into a workable action plan. Have regard for the level of risk, the cost of any action and the benefit you expect to gain. Agree the action plan with your team leader and make a note of it overleaf. If it is agreed that no further action is to be taken this too should be noted.

## (5) ACTION PLAN

Action required:	Responsible person	Completion date
All school staff requested to notify SLT / SBM if they are CV and an individual RA should be completed	SLT / SBM	ongoing
RA 029 New & Expectant mother risk assessment to be completed as required	SBM	As required
Working from home & DS RA to be completed	LR	Check completed
Check CO2 monitors & locations	Site manager	ongoing
Ask teachers for copies of seating plans	AHT	14/06/21

<p>Check if Site manager Routine Inspectors Course still in date and re-book if not</p> <p>Request risk assessments from contractors which include their social distancing protocols.</p>	<p>GJ</p> <p>GJ</p>	<p>14/06/21</p> <p>as contractors attend site</p>
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