**Christ Church C of E**

**Primary School Moreton**

August 2021

Reviewed 05/09/21



**Coronavirus Planning Grid for School Operation August 24th 2021**

Review undertaken 05/09/21 – highlighted green in RA section

**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

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| 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. Whilst it is no longer recommended to wear masks in primary schools, if children and staff feel more confident wearing face  coverings they will be supported to do so. Staff must wear face coverings if completing close contact activities.    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 wiping and washing of hands, equipment and surfaces and high contact areas before multiple use.  Any equipment used should be wiped down or washed in warm soapy water by children and classroom staff between use if they are to be shared.  Staff should 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.  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 virusidal 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**  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 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 access a PCR test and self-isolate until they receive the result. 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 who test positive 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 access a PCR test.  **Management of Wider Symptoms**  Although we have been advised to only isolate for the three main symptoms, we will revert to wider symptom testing whist the rate of infection on Wirral  is high. If anyone displays and 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 48hours. 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 must isolate for 10 days from the onset of symptoms or the date of the test if no symptoms. Members of the household and close contacts are advised to access a PCR test. Those with a positive test, will be contacted and asked to share information about any close contacts. Those with a negative test who are under 18 years of age or who are adults who have had both vaccinations do not need to isolate. The Headteacher or in her absence AHT / SBM will support NHS Track and Trace if assistance is needed contacting families. Wirral Covid advice can be accessed 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](tel://0344%20225%200562%20option%201)  Wirral offer non-symptomatic and symptomatic tests for all residents |
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| 1. **Site Management**   Access will no longer be staggered on entry and exit, but multiple gates will be used to avoid congestion. Wherever possible it is preferable for one adult to drop off children at specified times at either the green or grey gates and the driveway gate for KS2. We will for a member of staff to oversee admission at each gate. 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.  Start of day ready to learn from 8.45am – all in by 8.55am  F2 – parents to picket fence gate  Y1 – in through hall  Y2 – through main entrance  Y3 – up driveway and through CC4C pathway  Y4 class 9 – through hall  Y4 class 10 – straight into class  Y5 – up driveway and through CC4C pathway  Y6 – into annex  **Afternoons**  F2 3.15pm grey gate – teachers will bring classes onto the playground  Y1 3.15pm grey gate – teachers will bring classes onto the playground  Y2 3.15pm green gate – teachers will bring classes onto the astro  Y3 3.30pm grey gate – teachers will bring classes onto the astro  Y4 3.30pm green gate – teachers will bring classes onto the astro  Y5 3.30pm grey gate – teachers will bring classes onto the astro  Y6 3.30pm green gate – teachers will bring classes onto the astro  **Siblings**  **To make it easier for parents and avoid having to wait, siblings can be collected together at 3.30pm from the astro. The oldest children will go to stand with the youngest child in a family to wait for collection.**  Any 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 if completing close contact tasks 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.    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 10hours 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 Y3 toilets before lunchtime & at start of the day | | Y3 | Own toilets outside classrooms | | Y4 | Class 10 toilets | | Y5 | Top corridor toilets | | Y6 | Own toilets outside classrooms |   Teachers should continue to complete seating plans and keep records of any intervention groups should we be called upon to assist with track and trace. |

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| 1. **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 no longer need to be in bubbles unless in the instance of an outbreak where the contingency plan will be instigated. They will play in their year groups outdoors and work in classes indoors. F2 and Y1 pupils will work as a year group across the provision and Y2 – Y6 will work as classes in the main with the opportunity to mix for intervention groups etc.  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 support meeting children at the start of term and then encourage children to access classrooms independently. Staff will all be accessible for parents at the end of the school day.  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. Year groups and phase worship can take place in the hall with all doors open and a 2m space between the 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. |

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| 1. **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  Ensure meetings with families or school staff follow the school procedures for numbers and distancing in well ventilated rooms. Wash hands with soap and water when leaving the site |

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| 1. **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 Headteacher or Assistant Headteachers. They should take responsibility for seeking medical advice prior to meeting. 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 and are encouraged to access vaccinations.  Staff may now work across groups of children and those doing so are advised to maintain social distancing and required to wash hands and clean resources between use.  Social distancing – 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 and continue to distance from pupils and each other as much as possible.  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 | Within middle area | | Y4 | 4 – 6 pupils | Small room off class 10 with door and windows open | | Y5 | 8 - 10 pupils | Library intervention room | | Y6 | 4 – 6 pupils  8 - 10 pupils | Annex class 13 rear intervention room with door and windows open  Annex intervention room | |
| 1. **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>  Children will have meals in the hall or canteen with sufficient time in between to clean tables and chairs and service areas. 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. Year groups will sit together and not mix.  Lunchtimes will be staggered as they were before lockdown. The timings are as follows:   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **Eating time & place** | **Staffing** | **Playing time & place** | **Staffing** | | **FS2** | 11.30am – hall | Yvonne & Julie 11.15-1pm  Carole (own lunch 11.50-12.20pm) | 11.50-12.20 Front yard | Zoe (own lunch 11.20-11.50am)  Collette 11.45-1.30pm | | **Y1** | 11.45am – hall | Yvonne & Julie  Jenna | 12.05-12.35 front yard | Marie (own lunch 11.30-12pm)  Jenna (own lunch 12.35-1.05pm) | | **Y2** | 12pm – hall | Yvonne & Julie  Julie H | 12.20-12.50 back yard | Julie (own lunch 12.50-1.20pm)  Jayne Q 11.50-1.35pm write up 1st aid | | **Y3** | 11.45am – canteen | Charley 11.30-1.15pm  Jean V 11.30-1.15pm | 12.05-12.35 back yard | Bev (own lunch 11.30-12pm)  Jayne Q | | **Y4** | 12pm – canteen | Charley  Jean V | 12.20-12.50 front yard | Jane H (own lunch 11.50-12.20pm)  Collette | | **Y5** | 12.15pm – canteen | Charley  Jean V | 12.35-1.05 back yard | Janine (own lunch 12.05-12.35pm)  Jayne Q | | **Y6** | 12.30pm - canteen | Charley  Jean V | 12.50-1.20 front yard | Gill Baker (own lunch 12.15-12.45)  Collette |   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 and the weather remains warm, packed lunch children can be offered an outdoor picnic lunch to reduce numbers and those able to eat outside in shaded areas.**  **CC4C**  **Out of school clubs** and wraparound childcare providers can offer provision to all children, without restriction on the reasons for which they may attend. Wraparound childcare and other organised activities for children may take place in groups of any number. Providers caring for children under 5 years only should refer to the guidance for [early years and childcare providers during the COVID-19 pandemic](https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures). Wrap around providers should produce their own risk assessments and regularly update them in line with public health changes. |

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| 1. **Communicating Risk Assessments**   The organisational arrangements are shared with staff and opportunities for feedback have been provided. Staff 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 * Canteen * AHT room * SBM and admin offices   Updates are also be sent to Governors for approval and to CDAT.  All documentation is also available on the school website. |

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| 1. **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 in one room per year group with windows and doors continuously open. The art teacher will distance from pupils as much as possible and clean any shared equipment between use.  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, children can then access percussion instuments that do not require mouth contact or expelled air. Singing will not be possible in whole year groups  indoors, but can be undertaken following the safe guidelines outdoors or one class in the hall well distanced with doors and windows open.  Remote teaching and learning planning needs to be ready should a pupil or class need to isolate in the event of a positive case or outbreak. 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.  **Parents Accessing Site**  Parents will be gradually re-introduced onto site in small groups and individually throughout September with the aim of larger groups accessing after the Government review. Parents may wait on the astro at the end of the day and have the opportunity to talk with teachers outdoors. |
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|  | **Christ Church Primary School COVID19 Risk Assessment for September 2021**  **RA 029A School Opening COVID 19 v2 17th August 2021** | **RISK ASSESSMENT**  **RECORDING FORM** |  |

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| Location or School  Address: Christ Church Primary School Moreton | Date assessment  Undertaken 24/08/21 | Assessment undertaken by: Jeanne Fairbrother AND Amanda Donelan. |
| Activity or situation:  **School Opening COVID 19 v2 17th August 2021** | Review date: Weekly review or as appropriate for the activity  5th September 2021 | Signature: A Donelan |

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| **Background information**  **School Opening**  DfE guidance for schools during the coronavirus COVID 19 pandemic has been that schools are required to have a full school opening risk assessment which is regularly reviewed and updated, treating them as ‘living documents’, as the circumstances in your school and the public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned.  This risk assessment applies to:  • primary schools  • secondary schools (including sixth forms)  • special schools, special post-16 providers and alternative provision  • 16 to 19 academies  • infant, junior, middle, upper schools  **Please note that this risk assessment has been created in line with the current guidance. It contains sample control measures that fit with the DfE system of controls. One size does not fit all, and schools should make this model risk assessment their own and reflect any local measures, particularly local HPT’s 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 COVID-19 operational guidance’ July 2021 * **UPDATED** DfE (2021) ‘Actions for early years and childcare settings during the coronavirus (COVID-19) outbreak’ * DfE (2021) ‘Face coverings in education’ * **UPDATED** ‘Actions for out of school settings’ July 2021   **Legislation and guidance**  Health and Safety at Work Act etc. 1974  Management of H&S at Work Regulations 1999  Workplace (Health, Safety and Welfare) Regulations 1992  DfE Actions for schools plus associated COVID 19 Guidance  Public Health England Guidance | | | | |
| **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 (5), below*** |
| **Failure to assess the risks of COVID 19 transmission in school.** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | * School has assessed the reasonably foreseeable risks of transmission of COVID 19 * The risk assessment is regularly reviewed as circumstances in school and the public health advice changes. * School monitors whether the controls in place are effective. | 3X2=6 | Send summary update to all teachers to assist with room set up and inform all staff at INSET |
| **Failing to have adequate outbreak management/contingency plans to allow for stepping measures up and down.** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | * School has a Coronavirus (COVID-19) Contingency Plan risk assessment. See **RA 029B Contingency plan latest version** (*also known as an outbreak management plan*) if restrictions need to be implemented due to COVID 19. * Remote education plans are in place for pupils who are self-isolating or shielding. * School will call the DfE helpline on 0800 046 8687 selecting option 1 for advice on the action to take in response to a positive case who will escalate the issue to the local health protection team where necessary and advise if any additional action is required, such as implementing elements of the outbreak management plan. * School will follow measures recommended by the Local Authority, Director of Public Health and local protection teams (HPTs) as part of the outbreak management responsibilities.   **Cheshire & Merseyside PHE contact 0344 225 0562**  **Wirral schools contact** Wirral LA Covid helpline 0151 666 3600 Email: [covidschoolsupport@wirral.gov.uk](mailto:covidschoolsupport@wirral.gov.uk)   * School will no longer submit MDS forms and will be informed of any outbreaks via NHS T&T. | 3X2=6 | AHT to coordinate manageable remote learning plans |
| **Communication** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | * School follows latest DfE, PHE & Gov.uk, Merseyside & Cheshire PH Team and LA guidance * **RA 029A School opening COVID 19 v1 Aug 2021** published to website & shared with unions, LA & governors. * Clear communication sent to parents and pupils with a link on the school website covering all aspects of how school will function. * Regular staff briefings held to cover any changes to arrangements. Summary briefing sent to staff prior to setting up classrooms and whole staff briefing before start of term. * School has shared with all staff the measures in place and involved staff & the governing body in that process. * A record is kept of all visitors and contractors that come to the school site. * Wherever possible, regular visitors to school will participate in LFD testing | 3X2=6 |  |
| **Wellbeing - staff & pupils** | **Staff & pupils exposed to mental health issues due to COVID 19** | * Staff are vigilant in discerning pupil mental health and report any concerns to the child mentor / SENCO or SLT. * The school provides opportunities for pupils to talk about their mental health and experiences during the pandemic through weekly PSHE sessions, timetables SEMH support sessions and individual mentoring if appropriate * Pupils have access to pastoral support and activities, e.g. opportunities to renew and develop friendships, forest school sessions etc * Staff, pupil and parent surveys to be completed within first two weeks to assess how they feel about being on the school site and to enable staff to act on any concerns pupils and parents may have. * School team to agree effective communication and non contact time | 2X2=4 | AHT to seek feedback from stakeholders about protective measures in place |
| **Face coverings** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | * Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas. * School will support any staff members, pupils or students that wish to continue to wear a face covering. * School has discussed with staff & pupils – that masks should be worn for close contact of any sort, when in meetings where 2m distancing cannot be maintained or when in areas of limited ventilation * Face coverings should be worn in enclosed and crowded places - this includes on school & public transport. * Face coverings will be reintroduced if there is an outbreak in school or if the Director of Public Health advises that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff, and visitors, unless exempt). * Face visors or shields are not worn as an equivalent alternative to face coverings; however, they can be worn by those exempt from wearing face coverings. * School outbreak management plans cover the possibility of face coverings being reintroduced:   + transparent face coverings can also be worn.   + face visors or shields can be worn only after carrying out a risk assessment for the specific situation and should always be cleaned appropriately. * School will not prevent individuals from entering or attending school if they are not wearing a face covering, if exempt. * School has a supply of face coverings available * Clear instructions are provided on how to put on, remove, store, and dispose of face coverings. | 3X2=6 |  |
| **PPE** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | * Most staff in education, childcare and children’s social care settings will not require PPE in response to COVID-19 beyond what they would normally need for their work. * [Additional PPE for COVID-19](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/the-use-of-personal-protective-equipment-ppe-in-education-childcare-and-childrens-social-care-settings-including-for-aerosol-generating-procedure) is only required in a very limited number of scenarios:   + If a child, young person or student becomes ill with COVID 19 symptoms and only if close contact is necessary   + when performing aerosol generating procedures AGP’s * When working with pupils who cough, spit, vomit or require intimate care but do not have coronavirus symptoms, staff only wear PPE that would routinely be worn. * Staff are trained in correct use and disposal of PPE. | 3X2=6 |  |
| **School fails to ensure good hygiene & cleaning standards in school to reduce risk of transmission.** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | **Hand hygiene** -   * School will continue to ensure that staff & pupils maintain high standards of hand hygiene. * Suitable facilities are provided for individuals to wash/sanitise their hands regularly. Whole class to wash hands upon entering the building, before lunch and when returning to the classroom from playtime * Pupils are supervised, where appropriate, to use hand sanitizer safely if handwashing is not available   **Respiratory hygiene**   * School emphasises the ‘catch it, bin it, kill it’ approach with bins & tissues available.   **Cleaning**   * School will maintain appropriate cleaning regimes, using standard products such as detergents with a focus on frequently touched areas Appropriate cleaning schedules are in place and include regular cleaning of areas and equipment :   an additional midday clean will remain  items used by multiple pupils will be either wiped or set aside between use, both on the playground and in classrooms  cleaning kits available and replenished regularly in all rooms | 2X2=4 |  |
| **Social distancing - failing to manage mixing and ‘bubbles.’** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | * Staff and pupils are informed they no longer need to adhere to social distancing measures in school unless directed. * Pupils are informed they no longer need to be separated into bubbles in school. * In the event of a school or local outbreak, the school adheres to the advice of a director of public health, which may include returning to social distancing measures, including pupil bubbles. * School has planned carefully following the latest DfE/PHE guidance and will follow all measures at a steady pace. * Assemblies can be reintroduced again, but school will re-introduce this gradually; class assemblies will continue, year group assemblies may begin in open plan classrooms, the hall or canteen where spaces are well ventilated and there can be a distance between classes, phase assemblies (2 year groups) will begin with a 2m gap between classes and all external doors open in the hall only as this space is well ventilated – pupils to enter via the corridor and exit via the ramp*.* * Staggered starts, lunch and breaks to limit numbers do not need to take place, school will maintain multiple gates for access to minimise large numbers congregating in one space:   F2 / Y1 – grey gate to enter and leave  Y2,Y4,Y6 – green gate to drop off and enter for collection, buzzer gate to leave at end of day  Y3 / Y5 – drive way for morning drop off, grey gate for collection and buzzer gate to leave at end of day   * Staff do not need to work with only one group/bubble, staff who move across bubbles must wash hands in between groups and maintain social distancing * Staff meetings will be face to face in a larger, well-ventilated space with the following numbers:  1. Adults in one ventilated room distanced   12 adults in ventilated open plan double room distanced  30 adults in hall distanced   * Staffrooms – no more than 8 adults at any given time with windows continuously open and external door opened when occupied * Meetings with parents / professionals will be distanced and masks to be worn if a long duration:   Offices – 4 persons distanced and ventilated  Classrooms – 8 persons distanced and ventilated  Canteen -  Hall – 30 persons distanced and ventilated  Meetings should take place outdoors wherever possible   * School has **outbreak management plans** in place to reintroduce bubbles temporarily if it becomes necessary due to local outbreaks or increases in cases at the instruction of PHE Teams. See **RA 029B Contingency Plan v1 Aug 2021** | 2X2=4 |  |
| **Ventilation - failure to ensure all occupied spaces are well ventilated.** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | * When school is in operation, it is well ventilated with comfortable teaching environments. * Poorly ventilated spaces have been identified as offices and library – these rooms must regularly have all doors and windows opened to encourage air movement and ongoing CO2 monitor measurements taken * If logs indicate areas of particularly poor ventilation, school will purchase and install HEPA filters to improve air condition * When holding events where visitors are on site e.g. school plays, ventilation is managed by these activities only taking place in the hall or canteen with all doors and windows open * School opens external windows, doors & internal doors to increase ventilation. **Fire doors must be closed on exiting rooms** * During colder weather, the need for increased ventilation while maintaining a comfortable temperature is balanced; opening higher vents, arranging seating away from draughts. * Ceiling or desk fans can assist with stagnant air but should not be used if there is no ventilation (ie should be used to circulate fresh air when doors / windows are open and not used when doors / windows are closed) * In cooler weather to reduce thermal discomfort caused by increased ventilation, pupils can wear additional, suitable indoor items of clothing in addition to their usual uniform, these may include tights / thermal skins and school hoodies * Purging or airing rooms as frequently as possible to improve ventilation usually when the room is unoccupied. * Outside space will be used, where practical. | 3X2=6 | Site manager to complete rota of CO2 monitoring in smaller rooms and offices  SBM to source HEPA filters to purchase according to *The Health and Safety Executive* [*guidance on air conditioning and ventilation during the coronavirus outbreak*](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm)  *&* [*CIBSE COVID*](https://www.cibse.org/coronavirus-covid-19)  Update flyer to families to highlight procedures simply and in an eye catching, memorable way |
| **NHS Test & Trace - School failing to manage tracing close contacts** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | * School makes staff aware that it is not responsible for Test and Trace contacting. This will be taken over by the NHS Test and Trace service * NHS Test and Trace will work with the positive case and/or parent to identify close contacts. * Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. * School should be aware that they may be to help with identifying close contacts and request they attend for a PCR test * School will continue to work with the local director of Public Health & Wirral and Merseyside HP Teams in the case of a local outbreak and if the area becomes an Enhanced Support Area. * Anyone in school who displays symptoms is encouraged to get a PCR test * Staff, pupils and parents have been made aware that they are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:   + they are fully vaccinated   + they are below the age of 18 years and 6 months   + they have taken part in or are currently part of an approved COVID-19 vaccine trial   + they are not able to get vaccinated for medical reasons   + Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. * Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a [PCR test](https://www.gov.uk/get-coronavirus-test). School will encourage all individuals to take a PCR test if advised to do so.   **Whilst awaiting the result of a PCR test**   * Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, continue to attend school as normal. * They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport. | 3X2=6 |  |
| **Asymptomatic testing** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | **NB. Testing guidance is under review.**   * School makes clearthat testing is voluntary. * Staff are encouraged to test twice weekly at home until the testing guidance is **reviewed in September.** * Testing kits are stored securely in school at the correct temperature. * A test kit and result log is in use and data held is stored in line with the school’s **Data Protection Policy**.   **Confirmatory PCR tests**   * Staff and pupils with a positive LFD test result should self-isolate in line with the [stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection). * They will also need to [get a free PCR test to check if they have COVID-19](https://www.gov.uk/get-coronavirus-test) & self-isolate until they get the result. * If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the individual can return to school if they do not have COVID-19 symptoms. | 3X2=6 |  |
| **Asymptomatic testing** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19.** | * Primary age pupils (Y 6 and below) will not be expected to test over the summer period. | 3X2=6 |  |
| **School fails to follow public health advice on managing confirmed cases of COVID-19.** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | * Parents are informed via emailed letter sent on 1st September of how the school responds to confirmed cases of coronavirus * School follows local public health advice and the headteacher contacts the DFE Helpline/local HP Team advice line in the event of a positive test to carry out a rapid risk assessment and identify appropriate next steps. * 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). | 3X2=6 |  |
| **Contact with potential or confirmed coronavirus cases in school** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | * If anyone in the school develops coronavirus symptoms while at school, this is managed in line with local and national guidance. They are:   + advised to arrange a PCR test as soon as possible.   + sent home to isolate for 10 days (includes the day symptoms started).   + advised to follow the guidance for [households with possible or confirmed coronavirus infection.](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) * If a pupil is awaiting collection, they will be left in a well-ventilated room on their own if possible and, if safe to do so. * Appropriate PPE will used if close contact is necessary. * Anyone with symptoms is advised not to use public transport and, wherever possible, be collected by a member of their family or household. * Any rooms used are cleaned thoroughly after they have left. * Anyone who comes into contact with a symptomatic individual washes their hands thoroughly for 20 seconds with soap and warm running water or hand sanitiser. * Staff members or pupils who have been in close contact with someone with symptoms do not need to self-isolate unless they develop symptoms. * School can take the decision if a parent or carer insists on a pupil attending, to refuse the pupil, if in its reasonable judgement the pupil poses a risk of infection to the school community. | 3X2=6 |  |
| **Pregnant staff inadequate measures in place** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | * An individual risk assessment is carried out for pregnant staff with appropriate risk mitigation in line with the latest recommendations from DHSC, PHE & RCOG. See **RA 026 New & Expectant member of staff.** * Pregnant staff of any gestation are not required to continue working on site if this is not supported by the separate risk assessment. * Staff 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 coronavirus at any gestation, are supported to take a more precautionary approach. * The school ensures 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. * The above principles on protecting pregnant staff also apply to pregnant pupils. * Pregnant staff are encouraged to get vaccinated if possible. | 3X2=6 |  |
| **CEV staff inadequate measures in place.** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | * **Clinically extremely vulnerable (CEV)** staff are no longer advised to shield but are encouraged to take extra precautions to protect themselves, and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus. * CEV currently encouraged & supported to attend work if they cannot work from home. * An individual risk assessment is in place for all CEV staff. * Staff who live with those who are CEV attend the workplace but should ensure they follow the system of controls in place. | 3X2=6 |  |
| **CEV pupil’s school has inadequate measures in place.** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | * All CEV pupils and students attend unless they are one of the very small number of pupils under paediatric or other specialist care and their GP or clinician has advised them not to attend. * Pupils and students who live with someone who is CEV continue to attend school as normal. * School liaises with the parents of CEV pupils, if identified, an individual risk assessment is completed. * The school collaborates with the LA to ensure that alternative arrangements for CEV pupils are in place to prepare for the event that the school site is required to close. | 3X2=6 |  |
| **Educational visits** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | * Educational visits will be conducted in line with the government’s [roadmap](https://www.gov.uk/government/publications/covid-19-response-spring-2021). This includes system of controls and the COVID-19 secure measures in place at the destination. * A thorough risk benefit assessment is made via Evolve for all educational visits to ensure they can be undertaken safely including adventurous activities, local visits, day trips & sports fixtures.   + School will ensure it is prepared to carry out domestic day trips and residential trips. * Pupils are allowed on trips to outdoor public places and do not need to be restricted to limits on gatherings, provided:   + It is for the purpose of education.   + child ratios are maintained.   + A risk assessment is conducted in advance.   + Good hygiene is maintained throughout.   + Thorough handwashing happens before and after the trip.   + The trip is carried out in line with relevant local or national coronavirus guidance.   + School insurance arrangements cover the activity being planned.   + The school follows the guidelines relevant to trips to indoor spaces. Once inside:     - Staff are to remain with the pupils in the group.     - Pupils and staff should wash hands thoroughly on arrival and before leaving. | 3X2=6 |  |
| **Extracurricular activities & Out-of-school settings and wraparound provision - inadequate measures in place.** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | * School works to provide all before and after-school educational activities and wraparound childcare for all pupils * **Out-of-school settings and wraparound** childcare providers can offer provision to all children * **Out-of-school settings and wraparound** childcare and other organised activities for children may take place in groups of any number. * **Out-of-school settings and wraparound** provisions are run in line with the current government guidance & system of controls. * Parents are advised of the provision available and that they should limit the use of multiple out-of-school settings providers where appropriate. | 3X2=6 |  |
| **Curriculum - Music, drama, science & DT, and sporting activities** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | *Some activities can increase the risk of catching or passing on COVID-19. This happens where people are doing activities which generate more droplets as they breathe heavily, such as singing, dancing, exercising, or raising their voices. The risk is greatest where these factors overlap, for example in crowded indoor spaces where people are raising their voices. In situations where there is a higher risk of catching or passing on COVID-19, schools should be particularly careful to follow the general guidance on keeping safe.*  **Music**   * School & staff 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. * Having reviewed local infection rates, singing will not yet resume in large groups unless outdoors. This will be reviewed weekly throughout September   **Dance & Drama**   * School completes risk assessments for Drama & Dance and ensures the relevant protective measures are in place.   **Sports**   * The school only permits team sports on the list in the Department for Digital, Culture, Media & Sport’s (DCMS) team sport [guidance](https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events). * Sports equipment is thoroughly cleaned between each use. * School swimming and water safety lessons are conducted in line with Swim England’s [guidance](https://www.swimming.org/swimengland/pool-return-guidance-documents/). * Outdoor sports are prioritised where possible. * Large indoor spaces (hall and canteen) with maximised natural ventilation flows, e.g. through opening windows and doors, are used where outdoor sports are not possible. * Staff overseeing indoor sports follow the system of controls in this risk assessment e.g. cleaning and hygiene. * Staff are made aware that social distancing in sports is not required unless directed. * Measures are in place to minimise the risk of transmission in changing rooms, in line with DCMS [guidance](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities#section-6-4). * External facilities are used in line with government guidance, including travel to and from those facilities. * School works with external coaches, clubs and organisations for curricular and extracurricular activities and considers how such arrangements operate within the school’s wider protective measures. * Competitions between different schools, whether indoor or outdoor, can take place in line with government guidance.   **Science**   * Follows latest guidance from CLEAPSS in addition to system of controls in school. [GL343 - Guide to doing practical work during the COVID-19 Pandemic – Science (New version)](https://cleapss.us11.list-manage.com/track/click?u=a4601cd9dd7567ba7d1c8e848&id=98a5a9b2c6&e=46190762e5)   **DT**   * Follows latest guidance from CLEAPSS in addition to system of controls in school. [GL344 Guidance on practical work during the COVID-19 pandemic - D&T](https://cleapss.us11.list-manage.com/track/click?u=a4601cd9dd7567ba7d1c8e848&id=b5d6f10f3d&e=46190762e5) | 3X2=6 | Ensure all staff are updated on change to singing: if in classes, children should be spaced and forward facing. If in year groups singing may only take place outdoors |
| **Protective measures in early years settings** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | * The setting is not required to arrange children and staff in small, consistent groups. * Children are supervised when washing their hands or using hand sanitiser. * Disposable tissues are available and ‘catch it, bin it, kill it’ is encouraged through signage and prompting. * Enhanced cleaning schedule is in place * Surfaces, toys, books, doors, sinks, toilets, and light switches are cleaned more regularly, using disinfectant. * Activities that involve malleable materials for messy play, e.g. sand, mud, and water, are risk assessed. See **RA 053**   **Sand & messy play**   * Frequently touched surfaces, equipment, tools, and resources for messy play are thoroughly cleaned and dried before they are used by a different group. * All items that are laundered are washed in line with [government guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) and are not shared by pupils between washes. * If a child attends more than one setting, the settings work together with parents to address any risks identified, allowing them to jointly deliver appropriate care. | 3X2=6 |  |

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| **Risk Rating** | **Action Required** |
| **20 - 25** | **Unacceptable** – stop activity and make immediate improvements |
| **10 - 16** | **Urgent action** – take immediate action and stop activity, if necessary, maintain existing controls vigorously |
| **5 - 9** | **Action –** Improve within specific timescales |
| **3 - 4** | **Monitor** – but look to improve at review or if there is a significant change |
| **1 - 2** | **Acceptable** – no further action but ensure controls are maintained & reviewed |



**Likelihood: Consequence**:

(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

1. 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 – Very likely 5 – Catastrophic

4 – Likely 4 – Major

3 – Fairly likely 3 – Moderate

2 – Unlikely 2 – Minor

1 – Very unlikely 1 – Insignificant

(5) **ACTION PLAN**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **5. Action plan** | **Responsible** | **Completed** |
| 1 | AHT to coordinate manageable remote learning plans | LGJ | 10/09/21 |
| 2 | AHT to seek feedback from stakeholders about protective measures in place | MS | 17/09/21 |
| 3 | Site manager to complete rota of CO2 monitoring in smaller rooms and offices | GJ | 6/9/21 |
| 4 | SBM to source HEPA filters to purchase | DB / SD | 8/09/21 |
| 5 | Update flyer to families to highlight procedures simply and in an eye catching, memorable way | AD | 08/09/21 |
| 6 | Ensure all staff are updated on change to singing: if in classes, children should be spaced and forward facing. If in year groups singing may only take place outdoors | SLT | 06/09/21 |
| 7 | RA for malleable materials and messy play completed | BM | 06/09/21 |