|  |  |
| --- | --- |
| **Educational Setting** | **Chesterton Primary School** |
| **Activity / Task** |  Coronavirus (COVID-19) Risk Management Assessment – School Full Re-Opening September 2020 |
| **Completed by & Date** | Kate Yeoman |
| **Review Date** |  |

|  |
| --- |
| COVID-19 is a new respiratory illness. It belongs to a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). Schools have been catering for only students that fell into the categories of ‘vulnerable’ and ‘children of key workers’ for some time. Following the Minister for Education’s announcement on July 2nd 2020, and subsequent DfE guidance, all year groups, returned to school full-time from the beginning of the autumn term. Control measures were put in place, which are outlined in this document. Social distancing guidance must be adhered to, which will be an enormous challenge for all age groups, but particularly younger ones.In the government’s guidance, published on 2nd July 2020, it was advised that: *“There cannot be a ‘one-size-fits-all’ approach where the system of controls describes every scenario. School leaders will be best placed to understand the needs of their schools and communities, and to make informed judgments about how to balance delivering a broad and balanced curriculum with the measures needed to manage risk.”*A new variant of coronavirus was detected in September 2020. The virus has been identified as being able to spread more easily than the earlier virus as in November 2020 around a quarter of cases in London were the new variant and this reached nearly two-thirds of cases in mid-December 2020. The U.K. has said the variant could be up to 70% more transmissible than the original strain of the virus.School Opening from 8 March 2021Attendance will be mandatory for all pupils (except those who are clinically extremely vulnerable or need to self-isolate). Normal attendance/absence procedures and recording should be re-introduced. Essential control measures must be in place to minimise COVID-19 transmission. Whilst overall teaching time should not be reduced, schools can stagger start and finish times to keeps groups apart as they arrive and leave. Parents to be reminded not to gather outside the school entrance. Asymptomatic testing for all school staff Primary school staff will be given kits for twice weekly testing at home. There will be no testing of primary pupilsAll testing carried out in school will use lateral flow devices (LFD) which provide a result in 30 minutes. Staff with a positive LFD result will need to follow self-isolation guidance and obtain a PCR test to confirm the result. Close contacts of anyone who tests positive must not attend school for ten days. It is not necessary for close contacts of anyone who is displaying symptoms to isolate – unless a positive test is confirmed.All testing is voluntaryAfter school activities Can be resumed “the offer helps parents to attend work and/or supports pupils’ wider education”. School offer should be considered extremely carefully against the need to maintain bubbles – for pupils and staff.**MAIN ACTION REQUIRED OF SCHOOLS** Ensure that your school risk assessment prevents all cross bubble contact and that contact generally is restricted as much as possible through:1) Minimising contact with individuals who are evidencing symptoms of coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.2) Where recommended / mandated, use face coverings in schools.3) Cleaning hands thoroughly more often than usual.4) Ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.5) Introducing enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.6) Minimising contact between individuals and maintain social distancing wherever possible.7) Where necessary, wearing appropriate personal protective equipment (PPE).8) Always keeping occupied spaces well ventilated.Numbers 1 to 5, and number 8, must be in place in all schools, all the timeThis risk assessment template has been produced to assist ALT’s schools in making preparations for returning all students back to teaching and learning on the school site both in the Autumn Term and Winter Term of the academic year 2020/21. It includes many points to consider but you will need to adapt this to your own context and school including adding further prevention measures and mitigations. The risk assessment should be kept ‘live’ and should be reviewed during the first few days of opening and a copy of the completed risk assessment must be returned to Caroline Driver – caroline.driver@activelearningtrust.org. |

|  |
| --- |
| **CURRENT DfE, PHE, HSE and ACAS GUIDANCE – PLEASE ADD AS NEW GUIDANCE IS ISSUED****General Advice** List of all general Coronavirus guidance: [Link](https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance) General .GOV.UK Coronavirus guidance: [Link](https://www.gov.uk/coronavirus)Mass asymptomatic testing: schools and colleges - [Link](https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges)Mass asymptomatic testing – specialist schools - [Link](https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing-in-specialist-settings)COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable - [Link](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19)Coronavirus (COVID-19): safer travel guidance for passengers - [Link](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#exemptions-face-coverings)**DfE Advice**List of all DfE Coronavirus guidance for schools: LinkReopening of Schools in September 2020 guidance: [Link](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools)DfE advice for safe working in Education Settings, including PPE: [Link](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe):  DfE Social Distancing in Education settings guidance:[Link](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings) DfE Primary-specific guidance:[Link](https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools) DfE Second-specific guidance: [Link](https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools) DfE Scientific Advice regarding COVID-19: [Link](https://www.gov.uk/government/publications/overview-of-scientific-information-on-coronavirus-covid-19)DfE Cleaning Advice for Non-Healthcare Settings for COVID-19:[Link](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings?utm_source=14399e54-42d4-4c63-b0fe-1d907bfe9c42&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate) DfE Schools and childcare settings: Return in January 2021 [Link](https://www.gov.uk/government/publications/schools-and-childcare-settings-return-in-january-2021/schools-and-childcare-settings-return-in-january-2021)[Letter template](https://suffolk.us15.list-manage.com/track/click?u=5c2782ab1264cda5bb7f549a9&id=83981221cf&e=393bc0d99f) to explain testing to parents, pupils and staff and to ask parents, pupils and staff to register[Consent form template](https://suffolk.us15.list-manage.com/track/click?u=5c2782ab1264cda5bb7f549a9&id=8f9c36e08e&e=393bc0d99f) for parents if you will test pupils under 16, pupils and students if they are over 16 and your staff members[How to do your COVID test leaflet](https://suffolk.us15.list-manage.com/track/click?u=5c2782ab1264cda5bb7f549a9&id=0c2f4f05f4&e=393bc0d99f)  to explain testing to pupils, students, parents and staff**.****Actions for schools during the coronavirus outbreak Link****Mass testing for secondary pupils as all schools and colleges fully reopen from 8 March 2021 Link**[A leaflet](https://suffolk.us15.list-manage.com/track/click?u=5c2782ab1264cda5bb7f549a9&id=4f86e6075c&e=393bc0d99f" \t "_blank) explaining what a positive or negative test result means for a child and their household, and the support available has been adapted by local public health colleagues. It includes local contact details for the school nursing service and a link to the SCC COVID-19 webpage. It also contains links to translated versions.**HSE Advice**List of all HSE Coronavirus guidance: [Link](https://www.hse.gov.uk/news/coronavirus.htm)PlusHSE documents:[Link](https://www.hse.gov.uk/news/assets/docs/working-safely-guide.pdf)  & [Link](https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf)Making your workplace COVID- secure during the coronavirus pandemic - [Link](https://www.gov.uk/government/publications/schools-and-childcare-settings-return-in-january-2021/schools-and-childcare-settings-return-in-january-2021)**NHS Advice** Covid-19 National Testing Programme – schools and colleges handbook: [Link](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/947799/schools_and_colleges_testing_handbook.pdf)**ACAS Advice**ACAS Mental Health at Work During Coronavirus guidance: [Link](https://www.acas.org.uk/supporting-mental-health-workplace)ACAS Working safely during Coronavirus - [Link](https://www.acas.org.uk/working-safely-coronavirus)ACAS Working from home during the Coronavirus Pandemic - [Link](https://www.acas.org.uk/working-from-home)ACAS Coronavirus - Shielding and Vulnerable People -[Link](https://www.acas.org.uk/coronavirus/vulnerable-people-and-high-risk)ACAS – Sick Pay for self isolation during Coronavirus -[Link](https://www.acas.org.uk/coronavirus/self-isolation-and-sick-pay) |

|  |
| --- |
| **SCHOOL OPERATIONS**  |
| **SOCIAL DISTANCING** |
|  |  **PREVENTION MEASURES**  | **Action by Whom/ When/ Done** |
| Access/Egress of school building | * Staggered drop off and pick up times. With a gap between the two times to allow for any parents of children to leave the site.
* More entrances and exits are being used for these times, with pupils coming in different ones. The classroom doors being used, the main entrance and the gate round the side of the scout hut.
* One way system on site to encourage social distancing and discourage gathering.
* Parent protocol in place to avoid gathering. This has been communicated to parents.
* Arrows and markings painted on the ground to show one way system and to mark 2 metre distancing for if parents need to queue.
* Parents required to wear a face covering when coming onto site.
* Hand sanitiser available at main reception area. When children enter building go straight to wash their hands, all classrooms have sinks with soap.
* All doors to be propped open by door stops
* Lunch hall, no queuing to avoid bottle neck, water fountain off bounds, **toilets separate for each class bubble.**
* Pupils explicitly taught rules for no touching and avoid getting to close.
* Disposable face coverings that staff, children, young people or other learners arrive wearing should be placed in a lidded bin once they enter the classroom. Once removed the wearer must wash their hands and not touch their face.
* Any homemade non-disposable face coverings that staff or children, young people or other learners are wearing when they arrive at their setting must be removed by the wearer and put in a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands.
* All staff must avoid being within 1m of anyone, especially parents. This may not be possible with the younger children and in this case staff must work next to the children not face to face.
 | All in place and parents and staff have been reminded of actions. KY responsible for communicationAll staff responsible for ensuring these take place. 1/3/21 |
| Classrooms | * Children will be in bubbles of classes with their teacher and any other adult that works in that bubble. This will mean no more than 30 children in each bubble.
* Within the bubbles there will be no social distancing expected, especially in the younger years; KS1 and Early Years. In KS2 children will be encouraged to distance from each other where possible but the size of the classrooms do not allow children to be 2m away from each other.
* Each bubble will be kept away from other bubbles. They will have their own play area or part of the playground to play in.
* In the dining hall, there will never be more than two bubbles in there at one time. They will be at least 2m apart from each other, facing away from each other at all times. At no other time will they share an area of the school.
* Within classrooms pupils will be sat facing the front not facing each other, when at tables or on the carpet. In some incidences pupils can sit in an L shape format to allow for group work and collaborative learning.
* Only necessary furniture to be in classrooms.
* Children must sit in a seating plan, so we are aware of who have been next to each other.
* When adults are working with children, they work next to them not front facing, where this is not possible keep a distance of 1m away from the children.
* Remote education plan in place, separate document outlining the detail.
* Where possible every staff member will only be in one bubble. If a staff member is required to move a bubble they will only access a maximum of two bubbles.
* Staff moving bubbles must not be closer than 1m to any other person in a bubble and not work within 2m of anyone for longer than 15 minutes.
 | All in place already. All staff responsible for ensuring these take place. 1/3/21 |
| Corridors  | * Signs in place across school about distancing and outside the school for parents.
* Corridors do not allow for one way, but pupils encouraged to walk on the left and movement around is minimal, using alternative routes e.g. round the outside of the building.
* Radios will be used as main form of communication, staff discouraged from them or pupils walking up and down the corridors.
* Children to be sent to the toilet 1 at a time in KS2, when they need to leave the classroom.
* When collecting lunches only one class to be sent at a time and must use radios to say when children are back in class and next class can be sent.
 | All in place already. All staff responsible for ensuring these take place. 1/3/21 |
| School Reception | * Staff office set up to allow social distancing between desks.
* Working from home where possible to allow for social distancing and minimising staff.
* Staff office, no longer to be a corridor to walk through all staff use staffroom door to access staffroom and photocopier.
* All equipment to be wiped down after each person uses it.
* Staff to have their own fabric chairs and not share.
* Only Admin staff to go into the main office, any staff passing messages must stand in the door way.
* No more than 3 adults can be in the school office at one time.
* Perspex screen up across window to protect admin staff when speaking to visitors, including parents.
 |  All in place already. All staff responsible for ensuring these take place. 1/3/21 |
| Unused rooms | * All rooms not being used will be cleaned and locked, along with spare furniture.
* Sensory room to be used on a rota basis that only one class will use it in one day and then it will be cleaned after each use.
* The hall can be used by more than one class in a day but any furniture used must be cleaned after use by one class.
* The library can also be used by more than one class in a day but all furniture must be cleaned after use.
 | All in place already.1/3/21 |
| Stairs  | * One set of stairs in building only to be used by TM and AS for their offices. Meeting room only to be used if agreed with SLT, so should be no regular movement on stairs
 |  In place already.1/3/21 |
| Staff room | * Staff to use two different staff rooms, to allow for social distancing.
* Break times are staggered to allow for less staff in the staffroom.
* Chairs to be 2m apart in the staff room to allow staff to be apart.
* 6 people allowed in the staffroom at one time.
* 4 People allowed in seating area
* 1 Person allowed getting a drink.
* 1 person in the photocopy area at one time.
* Staffroom to be cleaned and surfaces wiped down regularly.
* Staff must wash hands with soap and water or anti-bacterial gel before touching any communal resources eg sink, photocopier, fridge etc.
 | In place already.1/3/21All staff responsible |
| Play Ground Areas | * Playground equipment will be able to be used but all children must wash hands before going out to break or lunch time and must wash their hands on return to the classroom.
* The equipment must be cleaned on a regular basis.
* Smaller equipment will be given to each class and have their own designated set, this will not be shared between bubbles.
 | In place already.1/3/21Staff supervising playtime  |
| Off Site Visits  | * Suspended
 | In place.1/3/21Educational visits co-ordinator. |
| Assemblies  | * Whole school assemblies cannot take place in the hall. Assemblies are a key part of school life and so will be done by SLT twice a week virtually.
 | In place.1/3/21SLT |
| Break and lunch times  | * Break times will be staged between classes and class teachers to decide times.
* Lunch times will also be staggered but we will now be offering hot meals. The hall allows enough space for two classes to be in the dining hall at one time but more than 2m apart. Children will sit in the hall in set seats and not be getting up from their seats, lunch will be brought to them. Children will not face each other at tables but just be one side of the table.
* Classes will have half an hour to each lunch then go outside to their own designated area to play in.
* Between bubbles the tables and chairs will be wiped down, the next class will also sit on the opposite side of the table to the previous class to maximise reduction of risk. They will then have half an hour to eat.
* The three classes not eating in the dining hall will eat in their classes. Those having hot dinners will walk down to the hall and get them but only one bubble will be moving around at a time and can only go down when they have been radioed for and not before. Once one class is back the next class can go.
* Each bubble to have their own area of the playground with only one bubble in at a time.
 | In place.1/3/21All staff |
| Toilets | * Bubbles can share toilet blocks and will do in KS2. However only one child can be sent from each class at a time to minimise number in there.
* Year 4 boys will have own toilet due to higher risk pupil.
* Toilets must be cleaned every lunchtime. Touch points eg doors and lock to also wiped with disinfectant at break times.
* Children must wash their hands after going to toilet.
* Pupils use hand-dryers and paper towels now removed from KS2 toilets.
 | In place.1/3/21All staff |
| Fire Exits | * All fire procedures as normal, not compromised and all possible routes being used.
* Fire drill took place during lockdown to ensure it is still effective.
* Fire drill to take place once all pupils back during week beginning 15th March.
 | In place.1/3/21Cartaker |
| CEV staff and Pupils | * Clinically extremely vulnerable children and staff will not be on the school site.
 | In place.1/3/21KY |
| Clinically vulnerable  | * A risk assessment of any child or member of staff, who are classified as vulnerable wanting to return will be undertaken as appropriate. Including any staff member who is pregnant.
 | In place.1/3/21KY |
| Isolation room | * Procedure in place for what to do if there is a suspected and or confirmed case of Covid-19 and has been shared with staff.
* Front room in school to be used. Any pupil too young to be observed from outside, the adult going in must wear PPE.
* Once pupil has left the room must be cleaned thoroughly.
 | In place.1/3/21KY |
| Ventilation  | * In all rooms there should be an effort to create natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air
* natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)
 | In place.1/3/21All staff |

|  |
| --- |
| **ATTENDANCE** |
|  |  **PREVENTION MEASURES**  | **Action by Whom/ When/ Done** |
| Attendance | Usual rules on school attendance will apply, including:* parents’ duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
* schools’ responsibilities to record attendance and follow up absence
* the availability to issue sanctions, including fixed penalty notices in line with local authorities’ codes of conduct
 | In place.1/3/21KY and administrative staff |
| Communication | * Letter going out to parents regarding opening before to allow parents to understand expectations. Parents then given the opportunity to ask questions.
* Identify pupils who are reluctant or anxious about returning or who are at risk of disengagement and develop plans for re-engaging them. This is done through the phone calls taking place to the familes through our pastoral TA.
* Teachers all now have class email accounts for them to be able to email individual parents regarding concerns or to supply work for children isolating.
 | In place.1/3/21KY |
| Safeguarding Policy | * School safeguarding policy in place.
* Staff reminded to be vigilant before pupils return. Teachers to have part of a staff meeting dedicated to reminder on safeguarding responsibilities.
 | 2/3/21KY |

|  |
| --- |
| **Catering** |
|  |  **PREVENTION MEASURES**  | **Action by Whom/ When/ Done** |
| **Catering Provision**  | * Kitchens will be fully open and normal legal requirements will apply about provision of food to all pupils who want it, including for those eligible for benefits-related free school meals or universal infant free school meals.
* School kitchens can continue to operate, but must comply with the [guidance for food businesses on coronavirus (COVID-19)](https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19).
* Four classes will have hot dinners in the dining room in set seats at intervals. The other three classes will come and collect their lunches at staggered intervals and eat in their classrooms.
 | 8/3/21Caterlink  |
|  |  |  |

|  |
| --- |
| **Cleaning** |
|  |  **PREVENTION MEASURES**  | **Action by Whom/ When/ Done** |
| Frequent cleaning | Training and cleaning checklist to be provided to all cleaning staff to ensure consistency. All staff to be aware of ongoing cleaning required during the day.Surfaces in classrooms and door handles to be cleaned at lunchtime.Surfaces, door handles and touch points in office to be cleaned at lunchtime.Toilet areas to be cleaned at lunch time. Anti-bacterial surface wipes to be used on all shared computers and telephones.Photocopy to be regularly cleaned at least at 9am, lunch time and end of the day. Covid cleaning checklist to be put in each room. Date & time to be noted against each completed task.More frequent cleaning procedures put in place across the site, particularly in communal areas and at touch points including:* + Taps and washing facilities,
	+ Toilet flush and seats,
	+ Door handles and push plates especially entrance doors,
	+ Handrails on staircases and corridors,
	+ Lift and hoist controls,
	+ Machinery and equipment controls,
	+ All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles, vending machines and payment devices,
	+ Telephone equipment
	+ Keyboards, photocopiers and other office equipment, classroom desks and chairs.
 | In PlaceAll staff but BM and Caretaker to oversee.1/3/21 |
| Emptying Bins | * Caretaker to remove lids from internal bins to ensure waste can be deposited without touching lids. These will emptied on daily basis.
* Then use hand gel. Gloves available if requested.
 | In placeCaretaker 1/3/21 |
| COVID 19 reported. | * Dedicated room for if there is a suspected case on school.
* This room must be cleaned thoroughly after use.
 | In placeCaretaker 1/3/21 |
| COSHH | * Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn.
* All chemicals ordered are under the COSHH Risk Assessment sheet.
* As Trust guidance, PPE is not being insisted upon but staff can access a visor, googles, apron, gloves and paper face mask via school if they want.
 | In placeCaretaker 1/3/21 |
| Resources  | * Reduce the use of frequently shared items
* Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, 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 bubbles.
* Pupils to limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development.
 | In placeAll staff1/3/21 |
| Uniforms | * Expectation that all pupils will be wearing uniform on return to school.
* Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal
* If there is an issue with uniform then parents speak to SLT about issue.
 | In Place SLT8/3/21 |

|  |
| --- |
| **CONTRACTORS AND PROPERTY MAINTENANCE** |
|  |  **PREVENTION MEASURES**  | **Action by Whom/ When/ Done** |
| Risk Assessment  | * Caterlink, need to provide risk assessment for being on site.
* All [contractors](https://public.huddle.com/a/rBXZwVM/index.html) must provide a suitable and sufficient risk assessment for the activities they carry out which must [include covid-19](https://bit.ly/WorkingSafelyComms.).
* School requires all contractors to comply with its Health and Safety procedures and processes. All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency.
 | In PlaceSLT and Caretaker8/3/21 |
| Maintenance  | * Caretaker to organise any maintenance to be carried out outside school hours.
 | In PlaceCaretaker1/3/21 |

|  |
| --- |
| **First Aid** |
|  |  **PREVENTION MEASURES**  | **Action by Whom/ When/ Done** |
| First Aid Cover  | All first aid is to be done by the adult within the classroom, if this is not possible SLT to be radioed for support and first aid to take place outside the building. Several staff members are paediatric first aid trained and they will always be available for support.The HSE have announced a three-month extension to the validity of the following qualifications if the first aider to requalify because of the coronavirus:* + First Aid at Work
	+ Emergency First Aid at Work
	+ Paediatric First Aid
	+ Emergency Paediatric First Aid
 | In PlaceAll first aid trained staff1/3/21 |
| First Aid Facilities | * Identified that there is adequate first aid provision in terms of equipment. Teachers to be responsible for first aid equipment in their class, checking stocks at the end of the day.
 | In PlaceAll first aid trained staff1/3/21 |
| Medical needs  | * SENDCo carrying out risk assessments for vulnerable pupils
 | SENDCO / SLT1/3/21 |
| Use of medications | * Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required.
 | SLT1/3/21 |
| Policy  | * Clear set out procedures for what to do if there is a suspected or confirmed case of Covid-19.
 | SLT1/3/21 |

|  |
| --- |
| **Hygiene**  |
|  |  **PREVENTION MEASURES**  | **Action by Whom/ When/ Done** |
| Access/Egress of school building | * Wipes and sanitiser available at both sides of doors.
* All staff, children and visitors will use hand sanitizer before and entry to the school site.
* Children and staff to follow the government advice about handwashing.
 | In placeAll staff 1/3/21 |
| Soap/Warm Water | * An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary.
* Each class is responsible for monitoring own supplies and then Caretaker is responsible for overall supplies.
* Each classroom has a sink with warm water and soap for hand washing.
* Children will be taught and reminded of good handwashing practice. Trust's comment on the last page of the risk assessment is that people should wash their hands with soap and water often – do this for at least 20 seconds. The 20 second washing rule will be applied, supervised and monitored - and posters displayed of this requirement ((children, staff and disabled and visitor toilets)
* Handwashing is to be built into the routine of the day. Children must wash hands when they enter school, before and after food and when returning from outside break.
* There is a good supply of tissues.
 | In placeAll staff 1/3/21 |
| Bins  | * All classroom and toilet bins have lids on.
* Cleaners and site team have been trained and are aware of double bagging. Until there are lidded bins, bins will be placed in corridors with open doors. Cleaners will empty more regularly
* All bins to be double lined. Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity.
* Bins must be changed twice a day.
 | In placeCaretaker1/3/21 |

|  |
| --- |
| **PPE** |
|  |  **PREVENTION MEASURES**  | **Action by Whom/ When/ Done** |
| PPE Need  | * Gloves and antibacterial wipes will be placed in every classroom and social space.
* Full PPE will be used, including visors when changing nappies or when providing intimate care.
* PPE required when there is a suspected COVID-19 case.
 | In placeAll staff1/3/21 |
| Face Coverings | * All staff to wear face coverings when coming into contact with parents, indoors and outdoors.
* Parents also requested to wear face coverings when coming onto site.
 | In placeAll staff1/3/21 |

|  |
| --- |
| **CURRICULUM, BEHAVIOUR AND PASTORAL SUPPORT**  |
| **BEHAVIOUR AND WELLBEING** |
|  |  **PREVENTION MEASURES**  | **Action by Whom/ When/ Done** |
| Prioritisation of subjects | * Ambitious and broad curriculum in all subjects, make use of existing flexibilities to create time to cover the most important missed content: Prioritisation within subjects, of the most important components for progression, is likely to be more effective than removing subjects. In particular, schools may consider how all subjects can contribute to the filling of gaps in core knowledge, for example through an emphasis on reading.
* Supporting well-being and settling back into the routines is going to be a high priority.
* Staff meeting to support planning for children to return to the curriculum
 | 2/3/21SLT and Teachers |
| Pupils Starting Points | * Plan on the basis of the educational needs of pupils: Curriculum planning should be informed by an assessment of pupils’ starting points and addressing the gaps in their knowledge and skills, in particular making effective use of regular formative assessment (for example, quizzes, observing pupils in class, talking to pupils to assess understanding, scrutiny of pupils’ work) while avoiding the introduction of unnecessary tracking systems.
* Teacher must consider the learning that has taken place over lockdown and where the pupils were at when they left at the end of the Autumn term.
 | 8/3/21SLT and Teachers |
| Music Lessons | * Music lessons can continue.
* Teachers to avoid singing, chanting, or playing instruments using breath inside in groups bigger than 15. If signing pupils must be socially distanced and preferably outdoors.
* Pupils can have individual music lessons such as piano and violin, specific risk assessments are in place to allow these adults to return to school.
 | 8/3/21Teachers |
| PE Lessons | * Pupils must be taught PE in their bubbles and not mix with other classes.
* Outdoor PE lessons should be prioritised and indoor lessons should have adequate ventilation to make them safe.
* Any equipment used should be sanitised before being passed onto another bubble to be used. This might be through quarantining or through cleaning.
 | 1/3/21Teachers |
| Remote Education | * There is a remote education policy in place, which should be followed. This should be put in place if there is a whole bubble closure or just individual pupils isolating.
* The remote education plan relies on the use of google classrooms as a sharing platform. All pupils have access to Google classrooms. If a pupils does not have the equipment at home they can be supplied with a school laptop to use whilst at home.
* Any free school meals pupils (not Universal) will be provided with a food parcel or vouchers if they are off school.
 | 1/3/21All staff |
| School Fixtures | * No fixtures are currently going ahead but we will keep this under review.
 | 1/3/21SLT |
| Behaviour | * Staff given full briefing on expectations for pupils return and what measures have been put in place to reduce the risk of transmission. Staff are required to comply with all measures.
* •Posters prepared for classrooms.
* •For pupils Teachers to give daily reminders, explaining the ‘bubbles’ and their need.
* •Staff briefed of expectations and modelling of behaviour.
* Break and lunch scheduled and arranged to minimise movement and contact.
* Behaviour policy annexe includes social distancing compliance and new plans to accommodate children who need to be moved out of group.
* Parent messages sent out from Head Teacher to reinforce expectations.
 | 1/3/21SLT |
| Pastoral Care | * Behaviour and learning TA on site not assigned to a bubble to provide support to children when they return to school, outside and at a 2m distance.
* All bubbles will have a PHSE focus to settle children back to school.
 | 8/3/21Pastoral TA and Teachers |
| Mental Health Issues | * School has a mental health lead. Focus on identifying any issues being presented when return.
* School will have focus on mental well-being when pupils return with mindfulness and growth mind-set afternoon. Also one day a week relaxed curriculum with practical learning for pupils.
* Children to have individual mindfulness books to use when needed.
* Staff available for children to talk.
 | 8/3/21All staff |
| Concerns when children not at school | * The DSL to follow up any issues that might emerge from safeguarding concerns that may have arisen for individual children whilst they have not been attending school and are not known to the school. The DSL to also follow up non-attendance of vulnerable children, including those defined as ‘vulnerable’ by the school.
 | 8/3/21HT |
| PPA | * All staff to take PPA at home to reduce staff needing to share rooms and breaking bubbles. All management time and NQT time on site and these staff have priority over the meeting room to use for this time.
 | 8/3/21All staff |
| Meetings | * All staff meetings that involve groups of staff meeting from different bubbles will now be held virtually.
* All meetings with parents, outside agencies and between staff should be virtual and not face to face.
 | 8/3/21All staff |

|  |
| --- |
| **ASSESSMENT AND ACCOUNTABILITY**  |
| **– PLANS FOR INSPECTION** |
|  |  **PREVENTION MEASURES**  | **Action by Whom/ When/ Done** |
| Governance  | * Governors meetings held online and updated when necessary. Communications with parents shared with Governors
* weekly meeting between Head and CoG
 | 1/3/21SLT |
| Primary Assessment | * Statutory assessments will not be taking place Summer 2021. All EY, KS1 and KS2 assessments will be awarded through teacher assessment.
 | 1/3/21SLT and Teachers |

|  |
| --- |
| **CONTINGENCY PLANNING – SELF ISOLATION OF MULTIPLE PUPILS /STAFF OR LOCAL OUTBREAKS** |
|  |  **PREVENTION MEASURES**  | **Action by Whom/ When/ Done** |
| Guidance – Suspected Covid  | * If A child/ staff member has suspected COVID symptoms, the school will follow H&S’s [the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR)](https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm) to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity.
* All SLT to be aware of the information
 | 1/3/21SLT |
| Contact Tracing | * Schools must ensure they follow the NHS Test and Trace process and contact their local Public Health England health protection team. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:
* Book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
* provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
* self-isolate for 10 days if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)
 | 1/3/21All staff |
| System in place for isolating children who develop symptoms during the day, while they wait to be picked up | * If a child is awaiting collection, they should be moved, to room at the front where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.
* If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.
* PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained.
* Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.
* The room must be sanitised after the person has left.
* The person with symptoms must book a test and show a negative result before returning to school.
 | 1/3/21All staff |
| Isolation | * If any member tests positive for COVID-19 they must isolate for 10 days from the start of symptoms or if asymptomatic from the positive test result.
* Any other school member who is considered a close contact must also isolate for 10 days.
* If the person isolating goes on to have symptoms they must also get a test. If that test is positive their isolation period starts again from the start of the symptoms with the first day being day 0.
 | 1/3/21All community members |
| Local Outbreak  | * In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will also need a contingency plan for this eventuality. This may involve a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other pupils
 | 1/3/21All staff |
| Staff members  | * If a teacher tests positive but is a symptomatic or recovers from symptoms. They will be expected to deliver their learning to the class remotely with a teaching assistant supporting the class in school.
* If there are not enough staff members in school to be able to run a bubble or whole school safely then closure of individual bubbles or groups of bubbles make take place.
* If SLT are not in school then the school organisation structure must be consulted for decisions to be made.
 | 1/3/21All staff |
| Testing | * All staff are given the option to take part in Lateral flow testing at home. This is to take place twice a week; Sunday evening and Wednesday evening.
* All staff must sign a consent form to take part in the testing programme.
* Staff must be issued a testing kit by a designated person and sign for their kit.
* Staff must following the provided instructions for administering the test.
* Staff must report results to Gov.uk and to Head teacher.
* If any staff member tests positive they must get a full PCR test. Only if PCR test comes back positive does contact tracing come into place for the school.
* Staff member must isolate following a positive LFT until they have a negative from a PCR.
 | 1/3/21All staff |