

**GROVE HEALTH & SAFETY**

**JUNE / JULY COVID RE-OPENING Risk Assessment**

|                             |  |
|-----------------------------|--|
| <b>Location / Site</b>      | GROVE ACADEMY  |
| <b>Activity / Procedure</b> | PHASE 1 RE-OPENING FOR A MAXIMUM OF 32 CHILDREN IN 4 BUBBLES<br>All staff will receive a copy of this risk assessment, a staff handbook and receive training on this on the inset days 1.6.2020 & 2.6.2020.  |
| <b>Assessment date</b>      | <p>22.5.2020 Risk assessment will be evaluated continually with Trustees, leaders and staff</p> <p>11.06.20 review 1 – PHASE 2 EXTENDING PROVISION TO AN EXTRA 46 PUPILS IN AN EXTRA 5 BUBBLES (more vulnerable, CKW and Y6). Y6 will attend for 2 days only per week, meaning that 2 classrooms can be used for 4 bubbles – this means an increase of only 23 pupils on any given day. The aim would be to offer some provision at BHA if possible – meeting 10.06.20</p> <p>23 pupils Mon, Tuesday<br/>23 pupils Wed, Thurs</p> <p>Total capacity in phase 2 = 87 pupils</p> <p>Review 2 – 25.06.20 all additional text highlighted yellow.<br/>Total capacity in phase 3 = 117 pupils</p> <p>Review 2 – 25.06.20 moving 53 Y6 pupils to provision at BHA - to access BHA, in 2 groups – half Monday and Tuesday 10 – 2pm, half Wednesday and Thursday 10 – 2pm. Grove staff to accompany these pupils at BHA. Moving GA BASC into 1 group in a new room (this will release staff to operate another 3 bubbles in phase 4). Filling remaining spaces in Y3, Y4, Y5 bubbles. Welcoming back further Y6 pupils at Grove (pupils not transitioning to BHA).</p> |

| <b>Identify people at risk and how they are consulted</b> |  |
|---|--|
| <b>Employees</b>  | <b>YES – via survey monkey and explicit consultation sessions and access to risk assessment. All comments captured through document, highlighted yellow and in red font.</b> |
| <b>Children</b>   | <b>YES – via bubble leaders - comments captured below in box.</b>  |
| <b>Visitors</b>   | <b>YES – risk assessment made available on website and any feedback considered</b>   |
| <b>Contractors</b>  | <b>YES – risk assessment made available on website and any feedback considered</b>   |

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|-----------------------|--|
| <b>School Context</b> | Grove is landlocked and surrounded by busy roads on all 4 sides, with no parking available for parents or staff. The classrooms are all of varied sizes with some being very small. With current social distancing we can accommodate 7 pupils in most classrooms, and 9 pupils in 3 classrooms. 2 of our classrooms are upstairs but we cannot use these classrooms as without the use of fans, they are too hot to be used in the summer (teachers need 4 fans in these to cope, we have many times asked for LA estates support to address the issues to no avail). There are limited pupil toilets – only 1 block in the main building, therefore we will need to make use of staff toilets to ensure social distancing. Outdoor space for pupils to access is extremely limited – we can only safely have 3 pupil bubbles outside at any one time. There are no grass areas at all. There is EXTREMELY limited space for staff to take a break outside. There are 4 possible entrances to facilitate social distancing, however, they all need to be observed by a member of SLT. If limited SLT then more staggering of entrance times are needed. No classrooms have direct access to the outdoors so travel to the outdoor space will need careful timetabling. Storage of furniture remains a huge challenge. |
|-----------------------|--|

**School will be open to pupils on Monday to Thursday's only. This decision has been based on a thorough risk assessment of available staff, meeting our statutory requirements for teachers and safety requirements and will ensure:**

- The Government recommended 'bubble' approach is maintained to ensure pupil and staff safety
- As per Government advice, rotas are avoided
- All teachers receive 10% PPA as per statutory entitlement
- All NQTs will receive 20% PPA as per statutory entitlement
- All Teachers are able to plan online learning for pupils who remain at home
- All areas of the school can be deep cleaned over one day
- All staff will receive emotional wellbeing checks weekly
- All staff to complete Survey Monkey survey at every review
- Full staff briefings to take place every Friday
- Year group team meetings for teachers and support staff take place weekly

### **Esprit Central Team**

- 2 staff will continue to work from home – this to be reviewed
- EP will work from home when not undertaking leadership duties for Northwood Broom Academy
- EP will undertake additional onsite monitoring visits when necessary and by prior organisation

**Review 1 – valuable to meet with all bubble staff end of day Thursday to review the week and plan in essential training; also to reinstate weekly staff briefing to aid communication – try via Teams every Friday at 09:00**

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Review 1 led to adjusted timings of sessions so that pupils can be managed on and off site speedily. Also review has established too many leaders on site, risk would be that if one tested positive all would need to self isolate. Staff rota adjusted to ensure maximum of 2 leaders on site, 2 office / pastoral staff at one time. Review of staff bases considered where staff feel especially vulnerable in order to guarantee 2m social distancing (e.g. staff rooms)

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| Grove Academy                      |        |     |    |
|------------------------------------|--------|-----|----|
|                                    | Meters |     |    |
|                                    | 2      | 1.5 | 1  |
| Room Number/Name Accomodation Size |        |     |    |
| G35 - Y6 Downstairs                | 11     | 15  | 20 |
| G31a - Large classroom by bungalow | 11     | 15  | 20 |
| G58(Kiln)                          | 5      | 7   | 9  |
| G59                                | 8      | 12  | 16 |
| G65                                | 7      | 9   | 14 |
| G66                                | 7      | 9   | 14 |
| G67                                | 7      | 9   | 14 |
| G72                                | 7      | 9   | 14 |
| G73                                | 7      | 9   | 14 |
| G74                                | 7      | 9   | 14 |
| G78                                | 7      | 9   | 14 |
| G79                                | 7      | 9   | 14 |
| G80 - Jwyn                         | 7      | 9   | 14 |
| F83 Y6 larger room                 | 12     | 16  | 21 |
| F88 - Y6 smaller room              | 7      | 9   | 14 |
| G101 - Y5 Old staff room           | 8      | 11  | 15 |
| G109 - Y5 Old ICT room             | 7      | 9   | 14 |
| G110 Y5 (old meeting room)         | 7      | 9   | 14 |
| Main Hall                          | 35     | 46  | 57 |
| AP's Office                        | 0      |     |    |
| Main Office                        | 0      |     |    |
| Gym                                | 12     | 16  | 24 |
| Dining Hall                        | 25     | 33  | 50 |
| Bungalow                           | 25     | 33  | 50 |
| G47 Boys Toilets                   | 4      | 5   | 6  |
| G50 Girls Toilets                  | 4      | 5   | 6  |
| G45 Staff Toilets                  | 2      | 3   | 4  |
| G09 Staff Toilets                  | 1      | 2   | 2  |
| G45 Staff Toilets                  | 1      | 2   | 2  |
| G70 Staff Toilets                  | 1      | 2   | 2  |

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|                           | Location in school  | pupils                        | Days                | Number of pupils       | Staff (T and TSA) first aid | Toilets to be used by pupils | entrance                                   | SLT to supervise gate entry | Time of entry  | Time of exit   |
|---------------------------|---------------------|-------------------------------|---------------------|------------------------|-----------------------------|------------------------------|--|-----------------------------|----------------|----------------|
| Bubble BHA1               | BHA Maths 3         | Y6                            | Monday, Tuesday     | Max 12<br>Currently 10 | AW - YS                     | BHA pupil toilets            | From the front yard                        | See rota                    | 9.50           | 1.50           |
| Bubble BHA2               | BHA Maths 3         | Y6                            | Wednesday, Thursday | Max 12<br>Currently 12 | JBP –JD                     | BHA pupil toilets            | From the front yard                        | See rota                    | 9.50           | 1.50           |
| Bubble BHA3               | BHA Maths 2         | Y6                            | Monday, Tuesday     | Max 12<br>Currently 11 | CB – VW                     | BHA pupil toilets            | From the front yard                        | See rota                    | 10.00          | 2.00           |
| Bubble BHA4               | BHA Maths 2         | Y6                            | Wednesday, Thursday | Max 12<br>Currently 11 | HC - ZW                     | BHA pupil toilets            | From the front yard                        | See rota                    | 10.00          | 2.00           |
| Bubble BHA5               | BHA Maths 1         | Y6                            | Monday, Tuesday     | Max 12<br>Currently 10 | DC - JHil                   | BHA pupil toilets            | From the front yard                        | See rota                    | 9.50           | 1.50           |
| Touchpoint cleaner at BHA |                     |                               |                     |                        | LPr                         |                              |  |                             |                |                |
| Bubble AB1                | AB classroom (G35)  | Y6 (not going to BHA)         | Monday, Tuesday     | Max 14<br>Currently 12 | JS – SJ                     | Red staff toilets            | Myatt Street                               | See rota                    | 9.30           | 2.00           |
| Bubble AB2                | AB classroom (G35)  | Y6 (not going to BHA)         | Wednesday, Thursday | Max 14<br>Currently 12 | LD - DL                     | Red staff toilets            | Myatt Street                               | See rota                    | 9.30           | 2.00           |
| Bubble CB                 | CB classroom (G31a) | Mixed age CKW + vul inc. BASC | M, T, W, Th         | Max 11<br>Currently 7  | HW-CP<br><br>GS/PE-BASC     | Red staff toilets            | Myatt Street                               | See rota                    | 08:00<br>09:05 | 15:00<br>17:00 |
| Bubble HC                 | HC classroom        | Y5 CKW + vul                  | M, T, W, Th         | Max 9<br>Currently 8   | KE, SE                      | Pupil toilets (girls)        | Turner Street, then Y5 entrance            | See rota                    | 9.05           | 3.00           |
| Bubble JS                 | JS classroom        | Y4 CKW + vul                  | M,T,W,Th            | Max 9<br>Currently 9   | CC –DH                      | Pupil toilets (girls)        | Turner Street Black gate, then Y5 entrance | See rota                    | 9.15           | 3.15           |
| Bubble AF                 | AF classroom        | Y3 CKW + vul                  | M,T,W,Th            | Max 9<br>Currently 8   | AF - AH                     | Pupils toilets (girls)       | Keelings road gate, then SC door           | See rota                    | 9.15           | 3.15           |

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|                     |                     |                              |          |                      |                           |             |                         |          |               |                |
|---------------------|---------------------|------------------------------|----------|----------------------|---------------------------|-------------|-------------------------|----------|---------------|----------------|
| Bubble KE           | KE classroom (G110) | Mixed age CKW+ vul inc. BASC | M,T,W,Th | Max 7<br>Currently 7 | LP- EG<br>DW / LR<br>BASC | KE toilets. | Turner Street blue gate | See rota | 8.00<br>09:05 | 15:00<br>17:00 |
| Touch point cleaner |                     |                              |          |                      | JHi<br>WH                 |             |                         |          |               |                |

Government guidance for schools states:

“The safety of children and staff is our utmost priority.”

“The advice seeks to support staff working in schools, colleges and childcare settings, to deliver this approach in the safest way possible, focussing on measures they can put in place to help limit the risk of the virus spreading within education and childcare settings.”

“In education, childcare and social care settings, preventing the spread of the coronavirus involves dealing with direct transmissions (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces.) A range of approaches and actions should be employed to do this.”

Government guidance for parents concerning re-opening of schools states:

“We have provided guidance and support to schools, colleges and child care settings on implementing protective measures in education and childcare settings to help them **reduce the risk of transmission as more children and young people return.**”

“Whilst such changes are likely to look different in each setting, as they will depend upon individual circumstances, they are all designed to minimise risks to children, staff and their families.

Schools and colleges continue to be best placed to make decisions about how to support and educate their pupils during this period. This will include: Consideration of the pupils’ mental health and well being

|   |  |               |            |                   |
|---|--|---------------|------------|-------------------|
| <b>Risk</b>   | <b>1. PARENTS AND SCHOOL STAFF SHARE COMMON UNDERSTANDING OF SAFETY MEASURES TO PREVENT</b> direct transmission of the virus |               |            |                   |
| <b>Existing level of risk</b>   | <b>HIGH</b>  | <b>MEDIUM</b> | <b>LOW</b> | <b>NEGLIGIBLE</b> |
| <b>Control measures</b>   | Control measures required to reduce risk – add appropriate detail about the type and location of controls                    |               |            |                   |
| <b>WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT UNDERSTAND SAFETY MEASURES SO WILL RELY ON PARENTS/ CARERS TO SUPPORT AND RE INFORCE THIS</b> |  |               |            |                   |
| 1. Child will be allocated an entrance, which will be either:   |  |               |            |                   |

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- Turner Street black gate (Phase 2)
  - Turner Street blue gate (Phase 1)
  - Keelings Road (Phase 2)
  - Myatt Street (Phase 1)
2. Strictly one parent only MUST accompany their child to and from school, no siblings unless absolutely necessary (if siblings accompany they must remain alongside the adult). NO PUPIL, REGARDLESS OF AGE SHOULD WALK TO OR FROM SCHOOL ON THEIR OWN.
  3. 1 member of staff must supervise each entrance until satisfied that all control measures are being applied consistently,
  4. Parents / carers to socially distance whilst they wait on the pavement outside school – spots on the pavement show where to stand
  5. Follow the arrows on the pavement which show the one-way system
  6. A member of SLT will indicate when your child can enter through the gate
  7. Staff from each bubble will guide pupils to stand on a waiting spot on the playground, when all pupils for that group have arrived (or after 5 minutes if not all arrived), then the pupils will be lead in to their classroom. SLT to take a register out to the gate to check which pupils have arrived.
  8. Pupils will enter school and sit on designated seats
  9. Pupils will be in a small bubble and stay in that bubble group for the whole day, not mixing with any other bubble
  10. It may occasionally be necessary to reorganise bubbles, e.g. when moving to BHA, to ensure year group teaching. Parents will be informed and it is their choice whether their child continues to attend. Mitigating measures such as hand-washing and social distancing are expected to limit the risk of infection.
  11. Each bubble will have 2 staff
  12. Lunches and snacks to be eaten in classrooms – no tuck will be provided or on offer from the academy, kitchen staff will put meals into designated areas for bubble collection – in dining room / kitchen staff / bubble staff to deliver meals dinner timetables to be amended
  13. Pupils will not be permitted to share any food, snacks brought from home with other pupils, this includes treats brought in for birthdays
  14. Pupils to wear sports/casual clothes and trainers
  15. Clothes to be clean on every day We will challenge any parents where this is not the case and children will not be admitted into school. If a child does enter school in the same clothes as the previous day, parents will be contacted and asked to come and take children home to wash and change. The same two members of staff are on duty each day to monitor this and alert the SLT member to challenge before child is left.
  16. Times will be allocated, they will be 9:05 / 9:15 arrival and 3.00 or 3:15 PM collection. Year 6 times will be reduced to 9.30 – 2.00 / 9.40 – 2.10 to enable us to utilise staff with less contracted hours
  17. If children arrive late they WILL NOT be admitted.
  18. All bookings to be completed via Parent Pay before the specified deadline for BASC
  19. BASC limited to Critical Key workers, if this can be accommodated, there will be a charge - £3 for the morning session, £6 for the afternoon session
  20. All visits to the toilets supervised by an adult
  21. Regular handwashing modelled and observed by staff
  22. Enhanced cleaning of resources and environment, deep clean on a Friday Kitchen will be deep cleaned on a Thursday
  23. Parents and carers to communicate via email or phone calls, the academy office is not open
  24. By sending their children, parents agree to adhere to guidance provided.

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|--|--|---------------|------------|-------------------|
| <b>25.</b> If a child becomes ill at school, they must be collected immediately and school will agree next steps   |  |               |            |                   |
| <b>Review 1</b><br><b>Arrival and leaving times of new bubbles staggered to ensure 2 SLT can monitor arrival and dismissal of 7 bubbles. Non-FSM will not access school dinners until Phase 3.</b> |  |               |            |                   |
| <b>Review 2</b><br><b>Some reorganisation of Year 6 and BASC bubbles to facilitate transition to BHA and parent request for BASC.</b>  |  |               |            |                   |
| <b>Remaining level of risk</b>   | <b>HIGH - Leadership Team and Trustees recognise that this is dependent on parents/children following the points above</b> | <b>MEDIUM</b> | <b>LOW</b> | <b>NEGLIGIBLE</b> |

|                               |   |               |            |                   |
|-------------------------------|---|---------------|------------|-------------------|
| <b>Risk</b>                   | <b>2. LACK OF CLEAR ORGANISATION CAUSES INCREASED TRANSMISSION</b>  |               |            |                   |
| <b>Existing level of risk</b> | <b>HIGH</b>   | <b>MEDIUM</b> | <b>LOW</b> | <b>NEGLIGIBLE</b> |
| <b>Control measures</b>       | Control measures required to reduce risk – add appropriate detail about the type and location of controls |               |            |                   |

**WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT UNDERSTAND SAFETY MEASURES SO WILL RELY ON PARENTS/ CARERS TO SUPPORT AND RE INFORCE THIS**

- 1. TIMETABLE & ARRANGEMENTS**
2. Children will be split into bubbles and will be allocated a specific entrance/exit, classroom and members of staff.
3. CKW children will be offered places Monday to Thursday. Bubbles will be allocated staggered times for drop off and collection between 9:05am - 3:15pm to ensure safe social distancing (see timetable below). Y6 children will be offered 2 days to allow more to attend.
4. Before and After school provision (BASC) can be pre-booked at a cost for 'critical' key worker children **ONLY** from the hours of 8am until 5pm. These will be offered on a first come first served basis as numbers are capped at 14.
5. Strict social distancing protocols will be in place. Parents must follow the clearly marked entrances and adhere to the identified markers on the pavements. Parents should also follow the one-way system on arrival and dismissal
6. Intense cleaning routines will be in place and staff on duty will ensure that equipment is cleaned regularly.
7. Children will use designated toilets. Staff will be vigilant at all times and will supervise children in the toilets to ensure social distancing and hygiene expectations are adhered too. SIGNS
8. 'Catch it, bin it, kill it' will be taught, modelled and encouraged. The bins will be emptied regularly throughout the day. Each child has a box of tissues in their tray.
9. Children will not mix with other staff or children outside of their allocated bubble.
10. For phase 3 it has become necessary to reassign bubbles due to expansion of pupil numbers, the main mitigating measures of 2m social distancing and increased and supervised handwashing are expected to mitigate any possible risk
11. If a child falls ill, they will be placed in isolation (and supervised from a safe distance). As a result of a child displaying symptoms their household should self-isolate for 14 days and the child for 7 days.



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12. If a child or staff member within the group is tested positive to Covid-19, the whole group (including the members of staff) will be asked to follow the government guidance and be sent home to isolate for 14 days. The household does not need to isolate however if symptoms arise then government guidance on self-isolation should be followed.

**13. Children will access outdoor provision as much as possible.**

14. Learning activities will consist of wellbeing, access to the set online and home learning tasks and PSHE (including hygiene, fire drill)

15. Staff MUST teach the children in their bubble the arrangements for a fire drill from their classroom.

- Bubble AB to leave via Avoca street fire door entrance (padlock to be removed during the day), turn left onto Avoca street, then left into Myatt street (allow for Bubble CB to lead), follow the road down to the end and turn left onto Keelings road, enter the school ground via Keelings road entrance, pupils and staff to assemble in the outside classroom to the right of the gate, Pupils and staff to stand on the yellow spots 2 metres apart.
- Bubble CB to leave via Myatt street entrance, turn left on to Myatt Street, follow the road to the end, turn left in to Keelings Road and enter the school grounds via Keelings road entrance, pupils to assemble in the outdoor equipment area to the left. Pupils and staff to stand on the yellow spots 2 metres apart.
- Bubble HW to leave via HW entrance and to lead the way to arrival entrance area and to assemble pupils on the yellow spots where they stand when arriving.
- Bubble KE to leave via KE entrance turn left and lead the way to arrival entrance and to assemble pupils on the yellow squares where they stand when arriving.
- Bubbles JS to leave via Y5 cloakroom doors down the ramp, and assemble on the spots outside the office area, gate to remain unlocked throughout the day
- Bubble HC to leave via Y3 cloakroom doors, and assemble in the adventure play area,
- Bubble AF to leave via the Y3 cloakroom doors and assemble on the spots on the MUGA
- SLT will ensure that effective arrangements are in place in the event of a fire evacuation – with 7 bubbles we can ensure social distancing in the event of an evacuation, however, once we increase beyond this number of bubbles it is recognised (due the constraints of the Grove site) that social distancing cannot be maintained in the event of an evacuation. See below from Michelle Garside (LA Health and Safety support officer):
  - Government guidance in the event of a fire alarm, explicitly states that social distancing does not need to be observed when there is a risk to life, however consideration should be given to maintaining social distancing during evacuation if it does not impede evacuation. Government guidelines also make reference to maintaining hygiene at the Assembly Points, e.g. hand sanitiser, washing hands when able to, etc. Emergency procedures and Fire Marshall provision should reflect the number of occupants and will need to be reviewed accordingly.
  - I know that you will already have this in place, but drills or desktop exercises are really important, particularly during this challenging period to ensure all staff know what to do and where to go in an evacuation. You should try & social distance as far as possible at the assembly points but if contact is made, the guidance makes reference to 'sanitation measures', which would be

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the control measures highlighted in your risk assessment, so for example, hand sanitiser, washing hands, change of clothes etc.  
Isolation is not necessary as they would not be infected

- Staff to display head count on IWB in classroom.
  - Staff to count their children and raise their hand when all their bubble is present
  - Office staff will bring out the manual register and hand sanitiser.
  - Pupils who have inhalers will bring out their inhalers with them, which will be stored in their own personal trays in the classroom.
  - Inclusion staff member will bring out their grab bag, which contains an emergency inhaler. This will be kept in the main office where the person for inclusion will be working.
  - Bubble staff will bring out blue Bubble folders which contain 221 keys for all gates.
16. Children will not share resources. They will have access to their own name labelled tray of resources which will aid them in the classroom.
17. A designated first aider will be available at all times. Each bubble will have access to their own first aid provision and treatment will be given within the classroom location. Children will be encouraged to provide their own supervised care for minor injuries, such as cleaning a graze. Similarly, any pupils requiring personal care will follow the same procedure. Parents/carers will be informed of any first aid following usual school procedures.
18. A designated safeguarding officer will be available at all times.
19. Lunch & snacks provided by either home or CITY CATERING. Lunch and snacks will be eaten in the classroom. In the first instance ALL pupils must bring a packed lunch.
20. Children must bring a water bottle to school each day clearly labelled with their name. This must be a sports bottle with a spout or straw, which has a removable lid for filling.
21. When the forecast is for good weather, suncream must be applied prior to entering school. They should also bring a sunhat and sun cream.
22. If child has an inhaler, they should keep this with them in their bag at all times.

### Review 1

**Evacuation routes to be walked through with all staff Monday 15<sup>th</sup> June. Fire drill to be scheduled w/b 15.06.20.**

### Review 2

**2 Fire drills have been carried out successfully.**

### **Children's feedback regarding their understanding of safety at this time:**

#### **BASC:**

'I feel happy'; 'teachers are helping us social distance'

'Happy'; 'nothing I don't like'; 'So my dad is a key worker and he can go to work to get money'

'fine'; 'don't like not being with friends'; 'teachers make us social distance'

'feel good'; 'teachers tell us to social distance'

'it's good'; 'Teachers stop us from not social distancing and not touching other people's things'

'It's good'; 'Telling us to social distance if we get too close to someone'

#### **Year 3**

'I feel protected in school because everyone supports each other.'

'Teachers are here to protect us.'

'I am glad because if we didn't have these instructions we wouldn't be able to be in school.'

'The rules are a bit hard because I worry I might forget them.'

'I feel safe because of all the cleaning the teachers are doing.'

'The tape everywhere just feels normal to us now.'

'I like the tables like this because you get your own space.'

'Lucky because I am one of the children who get to come back to school. The teachers and my family are helping us.'

'Happy because of my teachers.'

'I am glad to be in school because I get time for me and not my sisters and I get to see the teachers.'

'I am happy because I am here and I don't want to sit on my sofa all day.'

'I feel happy and lucky because I get to be taught by the teachers.'

#### **Year 4**

"By keeping 2 m distance and washing my hands"

-"I feel safe because everyone is keeping up with the 2 m distance"

"We play games where we can still keep distance outside"

"I feel safe because the teachers protect us by putting clear markings on the floor so we know where to go"

"We keep our own equipment so that we don't spread any germs"

"We clean all of the equipment after we have touched it so that germs don't spread"

"I feel safe because the teachers remind us to do the right thing"

"Even the teachers stay 2 m away from each other so it reminds me"

"I feel safe because every day the teachers always come around with a bucket and clean everywhere. Like the railings"

"I feel safe outside because they put spots on the ground by the gate"

"The teacher makes sure we are cleaning properly with the wipes. Even in the toilets by the sinks"

#### **Year 5**

How are we keeping you safe?

By reminding us to keep our distance.

By using lines to guide us so that we keep our distance.

By having less children in class

How safe do you feel?

Scale 1-10 with 1 being not at all and 10 being Extremely safe

9-I think the school is doing everything they can. I will feel safer when there is no virus or when there is a vaccine for it.

10-I feel safe because I know that it is older people who are more vulnerable.

10- I feel safe because of all the rules we have in school.

**Year 6**

School are doing pretty well to keep us safe. We have been taught how to socially distance and the teachers make sure no one goes into someone else's bubble. They will tell us if they think we need to keep our distance."

"I like how we all have our own stuff so we don't have to borrow and touch anyone elses."

"We are keeping our distance from other people and the toilets are always clean when we go".

"I like how we can still do PE whilst we are keeping our distance from others."

"Even though we only touch the tap for a few seconds, the staff ensure that they are clean every time someone uses it."

"The teachers are making sure the whole of the school is clean so that we can be safe."

"I like how the teachers stay 2 metres away from each other too."

"I like how the doors are open because it reduces the chances of germs being trapped in with us."

"It is good to be reminded of the rules in school so that we are kept safe."

We all work as a team to protect each other by social distancing and washing our hands.

I feel safe because we are washing our hands all day so I know that I won't catch anything.

I feel safe because we are washing our hands a lot more than normal.

I feel safe because I already know everyone in my bubble including my teacher.

I feel safe because our hands are always clean and there are less people here in school.

The meet and greets in the morning always make me happy and comfortable and make me smile.

I like doing the meet and greets at the start of the day to boost my mood.

I feel safe because we are in our own small community together.

I know everyone in my bubble and we work together to keep everyone safe.

Having the same teacher as normal makes me feel safe and comfortable.

I feel happy because I get to see some of my friends and my teacher.

I feel tired because I have to get out of bed earlier -

I felt excited to be back at school as I can see some of my friends, but not all of them.

I think this is normal now.

We can't catch Corona as the school is clean.

We have our own equipment to use that no-one else touches.

**Parent Feedback:**

- *Hi all, I just wanted to send a quick email to say thank you so much for helping and supporting my children on their return to school. In these uncertain times it's been very hard to allow them to come back and both of my children were anxious and worried but after just one day they*

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*both have really enjoyed being back at school and they feel very happy and can't wait to return tomorrow. So thank you for everything. Yours sincerely*

- *Freddy has had a wonderful week thank you.*

|                                |             |               |            |                   |
|--------------------------------|-------------|---------------|------------|-------------------|
| <b>Remaining level of risk</b> | <b>HIGH</b> | <b>MEDIUM</b> | <b>LOW</b> | <b>NEGLIGIBLE</b> |
|--------------------------------|-------------|---------------|------------|-------------------|

|                                |   |               |            |                   |
|--------------------------------|---|---------------|------------|-------------------|
| <b><u>Risk</u></b>             | <b>3. Lack of social distancing in the classroom</b> resulting in direct transmission of the virus                  |               |            |                   |
| <b>Existing level of risk</b>  | <b>HIGH</b>   | <b>MEDIUM</b> | <b>LOW</b> | <b>NEGLIGIBLE</b> |
| <b><u>Control measures</u></b> | List your control measures required to reduce risk – add appropriate detail about the type and location of controls |               |            |                   |

**GROVE HEALTH & SAFETY**

**YOUNG CHILDREN WILL NEED CONSTANT SUPPORT TO ADHERE TO SOCIAL DISTANCING** These control measures are to encourage space between children where possible.

1. Reduce the number of children in the classroom to enable social distancing (no more than 15) school estimate 7 children in the first phase
2. Cloakrooms not to be used – coats on back of chairs or under desk
3. Remove excess furniture and resources to increase space where space is available – to LIBRARY/ HALL
4. Social distancing charter created for and with the children – including number of children permitted to access resources safely and how
5. Routines are clearly detailed, instructions how to line up, physical contact, use of toilet, moving around spaces (see revised behaviour policy)
6. Where groups share toilets, agree access times and cleaning arrangements
7. Water bottle refill to be built into routine of day, supervised and cleaned
8. Charter re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence and sanctions for non-compliance (see revised behaviour policy)
9. Resources and activities planned to reduce shared contact and individual learning
10. Use of outdoor space – same charter for outdoors
11. Staff allowed to stay at adult height – no requirement for getting to child level for interactions
12. Interactions carried out where possible from a distance
13. Children to use same desk if returning next day
14. Children stay in their bubble in classroom and in designated outdoor space for majority of the day and not mix with other groups
15. Children keep to their named desks when in the room
16. Children isolated if cannot adhere to charter and spoken to re the need for social distancing – PARENTS SPOKEN TO AND PLACE REVIEWED IF IT PERSISTS (see revised behaviour policy)
17. Lessons planned for individual work (not pairings or group work)
18. Feedback – using large whiteboard and visualizer and interactive whiteboard not close interaction
19. ONLY verbal feedback to be given, NO marking in pupil books, teachers can make own notes in own notebook about next steps
20. Mark out an area for the teacher – 2m distancing at front of room
21. Teacher and TSA are assigned to these children and stay with these children throughout the day (*and on subsequent days*)
22. Bags and lunchboxes kept under children’s tables. Coats to be stored on backs of chairs (long coats to be folded and under the desk to avoid a trip hazard).
23. Windows to be open wherever possible to aid ventilation, blinds to be drawn/open
24. Doors to be held open with door wedges where rooms are in use.

**Review 1**

**We have increased the number of pupils to be accommodated in 5 classrooms so will monitor the impact of this carefully (none of these bubbles are yet at full capacity).**

**Review 2**

**Increased capacity in 1 classroom, no other changes.**

|                         |   |        |     |            |
|-------------------------|---|--------|-----|------------|
| Remaining level of risk | HIGH - Leadership Teams and Trustees believe this | MEDIUM | LOW | NEGLIGIBLE |
|-------------------------|---|--------|-----|------------|

GROVE HEALTH & SAFETY

|  |   |  |  |  |
|--|---|--|--|--|
|  | <b>is dependent on<br/>staff/children following<br/>steps</b> |  |  |  |
|--|---|--|--|--|

GROVE HEALTH & SAFETY

|  |   |               |            |                   |
|--|---|---------------|------------|-------------------|
| <b>Identify hazard</b>   | <b>4. Lack of social distancing using toilets and poor hygiene</b> resulting in direct and indirect transmission of the virus |               |            |                   |
| <b>Existing level of risk</b>  | <b>HIGH</b>   | <b>MEDIUM</b> | <b>LOW</b> | <b>NEGLIGIBLE</b> |
| <b>Control measures</b>  | List your control measures required to reduce risk – add appropriate detail about the type and location of controls           |               |            |                   |
| <p>WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS. These control measures are to encourage space between children where possible.</p> <ol style="list-style-type: none"> <li>1. Toilet routines ensure children are escorted to toilet and supervised – only one child allowed to go to toilet at a time – taken to the toilet by an adult, only 1 child in the toilet at a time – 1 in, 1 out. Any pupil going to the toilet washes their hands again when they return to class – under adult supervision. Bubble CB after using the toilet are taken to the Y4 cloakrooms to wash their hands.</li> <li>2. New bubbles will use GIRLS toilets only (all pupils to use these to lessen the cleaning) – not a problem as pupils only access the toilets 1 at a time.</li> <li>3. Extra soap ordered to ensure we do not run out</li> <li>4. Allocated toilets for different bubbles of children</li> <li>5. Soap dispensers topped up throughout day and hand washing supervised</li> <li>6. Extra Signs in toilet re washing hands</li> <li>7. Wedges for the toilet external toilet doors and classroom doors if not fire doors.</li> <li>8. Staff to use allocated toilets only (see staff schedule). Staff to wash hands with soap and water, dry with a paper towel (placed in lidded bin), use an anti-bacterial wipe to wipe the taps, flush, light switch and then use to open the door. Place wipe in the lidded pedal bin outside the door.</li> <li>9. Order more lidded pedal bins</li> </ol> |   |               |            |                   |
| <p><b>Review 1 see point 2</b><br/> <b>Review 2</b><br/> <b>Girls toilets now being used – staff have created effective routines for this. Y6 handwashing queueing amended to account for bigger numbers of pupils than previously.</b></p>  |   |               |            |                   |
| <b>Remaining level of risk</b>   | <b>HIGH</b>   | <b>MEDIUM</b> | <b>LOW</b> | <b>NEGLIGIBLE</b> |



**GROVE HEALTH & SAFETY**

|   |   |               |            |                   |
|---|---|---------------|------------|-------------------|
| <b>Identify hazard</b>  | <b>5. Lack of social distancing during playtimes and lunchtimes</b> resulting in direct transmission of the virus   |               |            |                   |
| <b>Existing level of risk</b>   | <b>HIGH</b>   | <b>MEDIUM</b> | <b>LOW</b> | <b>NEGLIGIBLE</b> |
| <b>Control measures</b>   | List your control measures required to reduce risk – add appropriate detail about the type and location of controls |               |            |                   |
| WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS<br>These control measures are to encourage space between children where possible.   |   |               |            |                   |
| <ol style="list-style-type: none"> <li>1. Staggered playtimes and allocated play area for each bubble – see timetable</li> <li>2. Reduced playtime equipment – use only equipment that can be easily cleaned, and only equipment with hard surfaces (e.g. no beanbags or skipping ropes)</li> <li>3. Games discussed which encourage social distancing – football passing, hula hooping, eye-spy</li> <li>4. Staff supervision throughout – actively encouraging and insisting on social distancing</li> <li>5. Children practice talking 2 metres apart – modelled by staff</li> </ol> |   |               |            |                   |
| <b>Review 1 new timetable created for 3 new bubbles, allowing 5 bubbles 2 outdoor sessions per day and 2 bubbles 1 outdoor session per day (these bubbles only attend 9.30 – 2). Sports Coach is sourcing and planning social distancing outdoor activities</b><br><b>Review 2</b><br><b>New timetable created for BHA bubbles</b>  |   |               |            |                   |
| <b>Remaining level of risk</b>  | <b>HIGH</b>   | <b>MEDIUM</b> | <b>LOW</b> | <b>NEGLIGIBLE</b> |

|   |   |               |            |                   |
|---|---|---------------|------------|-------------------|
| <b>Identify hazard</b>  | <b>6. Lack of social distancing when eating lunch</b> resulting in direct transmission of the virus                 |               |            |                   |
| <b>Existing level of risk</b>   | <b>HIGH</b>   | <b>MEDIUM</b> | <b>LOW</b> | <b>NEGLIGIBLE</b> |
| <b>Control measures</b>   | List your control measures required to reduce risk – add appropriate detail about the type and location of controls |               |            |                   |
| WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS<br>These control measures are to encourage space between children where possible.   |   |               |            |                   |
| <ol style="list-style-type: none"> <li>1. Children eat in their classrooms</li> <li>2. Children sit at a table to eat their lunch – 2 metres apart. Hot meals brought to their classroom by bubble staff daily– Packed lunch children store lunches under their desk.</li> <li>3. Children asked to bring packed lunch in first instance – packed lunches kept under children’s tables with bags</li> <li>4. Meals brought to their classroom via bubble assistant adhering to social distancing from kitchen staff when collecting at all times – when we have meals cooked on site w/c 15.06.2020 for FSM children.</li> <li>5. Disposable lunch containers to be collected by bubble assistant and any rubbish to be placed into bin bag and sealed within bubble and brought back to the main kitchen these will be externally disposed of via City Catering staff.</li> <li>6. Blue trays will be returned at the end of each lunch session by bubble assistant and these will be cleaned by City Catering staff daily.</li> </ol> |   |               |            |                   |

GROVE HEALTH & SAFETY

|   |             |               |            |                   |
|---|-------------|---------------|------------|-------------------|
| 7. City Catering Supervisor to inspect deep cleaning of the kitchen and regular monitoring of daily cleaning.           |             |               |            |                   |
| <b>Review 1</b><br><b>New lunch arrangements to be monitored by SLT</b>   |             |               |            |                   |
| <b>Review 2</b><br><b>New lunch arrangements working well. Moving to paid meals for all requesting them in phase 4.</b> |             |               |            |                   |
| <b>Remaining level of risk</b>  | <b>HIGH</b> | <b>MEDIUM</b> | <b>LOW</b> | <b>NEGLIGIBLE</b> |

**GROVE HEALTH & SAFETY**

|  |   |               |            |                   |
|--|---|---------------|------------|-------------------|
| <b>Identify hazard</b>   | <b>7. Lack of social distancing in the corridors</b> resulting in direct transmission of the virus                  |               |            |                   |
| <b>Existing level of risk</b>  | <b>HIGH</b>   | <b>MEDIUM</b> | <b>LOW</b> | <b>NEGLIGIBLE</b> |
| <b>Control measures</b>  | List your control measures required to reduce risk – add appropriate detail about the type and location of controls |               |            |                   |
| <p>WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS<br/>                 These control measures are to encourage space between children where possible.</p> <ol style="list-style-type: none"> <li>1. Children staying in their classroom and accessing outside from classroom door</li> <li>2. One child going to toilet at one time – supervised by adults</li> <li>3. Messages from office to staff, and from staff to office will be delivered by email</li> <li>4. Staff use available space to maximise the distance between each other – only 1 person in the corridor / confined space at any time – wait for the other person to pass.</li> <li>5. One-way system around the hall and hall corridor implemented due to 3 more bubbles in school – pupils to be taught relentlessly to adhere to this</li> <li>6. When moving class around the school – 2 metres between children – one adult at back insisting the distance is maintained – regular practice of this in the first few days</li> <li>7. Alcove areas cleared and used for passing areas – COVID LAYBYS!</li> <li>8. Fire evacuation to be practiced in the first week and reviewed in light of any risks identified</li> <li>9. Limit adults on site to avoid breaching 2m social distancing</li> </ol> |   |               |            |                   |
| <p><b>Review 1</b><br/> <b>See point 5</b><br/> <b>Review 2</b><br/> <b>Revised organisation of handwashing queueing for Y6 pupils due to increased numbers.</b></p>   |   |               |            |                   |
| <b>Remaining level of risk</b>   | <b>HIGH - Leadership Teams and Trustees believe this is dependent on staff/children following steps</b>             | <b>MEDIUM</b> | <b>LOW</b> | <b>NEGLIGIBLE</b> |

|  |   |               |            |                   |
|--|---|---------------|------------|-------------------|
| <b>Identify hazard</b>   | <b>8.Contact of shared resources</b> resulting in indirect transmission of the virus                                |               |            |                   |
| <b>Existing level of risk</b>  | <b>HIGH</b>   | <b>MEDIUM</b> | <b>LOW</b> | <b>NEGLIGIBLE</b> |
| <b>Control measures</b>  | List your control measures required to reduce risk – add appropriate detail about the type and location of controls |               |            |                   |
| <ol style="list-style-type: none"> <li>1. Shared resources to be washed in detergent each night and left to dry</li> <li>2. Resources from each tray to be wiped down by the child at end of each day using an anti-bacterial wipe. (pack of wipes to be kept in each tray)</li> <li>3. Tables, door handles and other surfaces cleaned with detergent every night and throughout the day with touch point cleaning.</li> <li>4. Resources on tables ready for lesson and children have restricted choice of resources</li> <li>5. Children supervised to wash hands before lessons and after each lesson</li> </ol> |   |               |            |                   |

## GROVE HEALTH & SAFETY

6. Outdoor resources restricted each day and outdoor area separated between bubbles (physical barrier so no mixing) – playground areas will be timetabled so that only one bubble accesses each area at a time.
7. Soft toys and furnishes including bean bags removed from the classroom before opening – put tidily on back of classroom and covered with a dust sheet.
8. Outdoor playground equipment allocated to the bubble of children and cleaned after each use.
9. Children wipe down own resources and tables at end of each day using anti-bacterial wipes.
10. Y6 staff will clean the tables, chairs and touchpoints on Tuesday after school in preparation for the second bubble entering
11. Deep clean of all areas on a Friday
12. Children to have pack of stationery labelled with their name on, in a tray on their allocated desk
13. Avoid use of small resources such as counters – check with SLT before using these
14. ONLY verbal feedback to be given, NO marking in pupil books, teachers can make own notes in own notebook about next steps
15. Lessons planned so resources are individual and not shared – or on white board
16. Resources on tables ready for lesson and not distributed within the lesson
17. Regular handwashing by both staff and children. On arrival, before eating snack, before lunch, after lunch, before leaving – Bubble AB to use sinks in the staff toilets next to AB, CB to use sinks in year 4 cloaks and Bubbles HW and KE to use sinks in their classrooms. AF to use Y3 cloakroom sinks, JS to use classroom sink, HC to use sink in classroom.

**Review 1**

**See points 10 and 17**

**Review 2**

**Nothing to add**

|                                |             |               |            |                   |
|--------------------------------|-------------|---------------|------------|-------------------|
| <b>Remaining level of risk</b> | <b>HIGH</b> | <b>MEDIUM</b> | <b>LOW</b> | <b>NEGLIGIBLE</b> |
|--------------------------------|-------------|---------------|------------|-------------------|

GROVE HEALTH & SAFETY

|   |   |               |            |                   |
|---|---|---------------|------------|-------------------|
| <b>Identify hazard</b>  | <b>9. Emotional distress of the children</b>  |               |            |                   |
| <b>Existing level of risk</b>   | <b>HIGH</b>   | <b>MEDIUM</b> | <b>LOW</b> | <b>NEGLIGIBLE</b> |
| <b>Control measures</b>   | List your control measures required to reduce risk – add appropriate detail about the type and location of controls |               |            |                   |
| <ol style="list-style-type: none"> <li>1. Meet and greet smile and hello by every member of staff on the gate and their classroom door they enter – added as appendix of behaviour policy</li> <li>2. PSHE lead to create induction pack for new pupils to support emotional wellbeing</li> <li>3. Children to have class teacher and TSA (if possible under vulnerable staff guidance) in the first instance</li> <li>4. Where children are displaying signs of anxiety or requesting 1-1 conversations, support for this must be from the staff within their own Bubble</li> <li>5. Emotional health curriculum to be delivered for first two weeks to support children’s well-being – slowly increasing the cognitive load</li> <li>6. Comfort given from a distance – at adult height and hand gel used after if needed</li> <li>7. Small numbers of children in each bubble to support their emotional need</li> <li>8. 2 metre social distancing emotion coaching for children who are distressed, NO PHYSICAL CONTACT UNDER ANY CIRCUMSTANCES (e.g. hug, hand holding)</li> <li>9. Meetings with BHA to arrange for Y6 pupils to attend there as soon as possible to support transition</li> <li>10. Reorganisation of bubbles to enable 7 of the 9 bubbles to be year-group bubbles taught by a teacher from their year group (remaining 2 bubbles are pupils who use BASC and remain mixed age due to their low numbers).</li> </ol> |   |               |            |                   |
| <b>Review 1</b><br><b>Monitor wellbeing as academic expectations are raised once pupils have settled in.</b>  |   |               |            |                   |
| <b>Review 2</b><br><b>Need to monitor carefully a pupil who is displaying some challenging behaviour due to anxiety over home circumstances.</b>  |   |               |            |                   |
| <b>Remaining level of risk</b>  | <b>HIGH - under the circumstances there is probably no comprehensive actions that can be taken</b>                  | <b>MEDIUM</b> | <b>LOW</b> | <b>NEGLIGIBLE</b> |

|                               |   |               |            |                   |
|-------------------------------|---|---------------|------------|-------------------|
| <b>Identify hazard</b>        | <b>10. Well being of the staff – including anxiety</b>  |               |            |                   |
| <b>Existing level of risk</b> | <b>HIGH</b>   | <b>MEDIUM</b> | <b>LOW</b> | <b>NEGLIGIBLE</b> |
| <b>Control measures</b>       | List your control measures required to reduce risk – add appropriate detail about the type and location of controls |               |            |                   |
|                               |   |               |            |                   |

## GROVE HEALTH & SAFETY

1. Team meeting – virtually – to discuss concerns and shared control measures
2. Sharing of support websites, via COVID-19 website page, staff wellbeing links
3. At least one SLT member of staff on site every day for staff to share concerns with
4. Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible
5. Separate risk assessment for the office area below
6. Staff use wipes, handwashing and social distancing when using designated lunch areas (childcare to use library area, other staff to use staffroom on rota, hall staff to use inclusion office) clean kettle, dishwasher, microwave after use – supervision / checking of this???
7. Extremely vulnerable staff (Shielding) work from home
8. Vulnerable staff – those suggested to strict social distancing – working at home or in school with strict 2 metre distancing measures in place
9. Staff to contribute to risk assessment process – input into hazard identification and control measures
10. Online coaching and support from SLT
11. Designated “staff areas” (2 chairs in quad area) to gain fresh air for different groups of staff – maybe rota for same area if needed
12. Preparation time prior to opening
13. PPE masks / face coverings / visors offered to staff working with children needing personal care
14. PPA time on a Friday to allow staff to plan for home learning and school provision
15. Fortnightly surveys to be completed on staff well being at every formal review
16. Tea towels to be disposed of and staff to use paper towels, to be briefed

### Review 1

If any staff member starts to show signs of Coronavirus, High Temperature, a new or continuous cough, change in taste or ability to smell they will need to:

1. Inform SLT on site immediately
2. Access a Covid 19 Test
3. Self-Isolate and follow NHS advice regarding household isolation until results are known.
4. The SLT member of staff will decide on the following depending of staff availability
  - a. Is there a staff member who can cover the bubble – who has not worked in another bubble for past 14 days?
  - b. If Yes – allocate that staff member to the bubble (Teachers can only be replaced with Senior TSA or other teacher.
  - c. If No – Is the bubble a KEY WORKER bubble?
  - d. If Yes – seek support from MAT or LA for alternative available staff / arrange supply staff cover (MUST not have worked at any other school setting for 14 days)
  - e. If No – Close bubble until staff available (Up to 7 days).

The SLT member must also follow the Local outbreak control plan

[..\..\SOT Outbreak overview and process for educational settings \(shorter version\).pptx](#)

GROVE HEALTH & SAFETY

Informing Stoke on Trent Council's Covid Response team on 01782 231222 or via email address [Tracecovid19@stoke.gov.uk](mailto:Tracecovid19@stoke.gov.uk)

**Review 2**

**Working group have met to discuss staff survey**

|                         |   |        |     |            |
|-------------------------|---|--------|-----|------------|
| Remaining level of risk | HIGH - this may change once staff have returned to school | MEDIUM | LOW | NEGLIGIBLE |
|-------------------------|---|--------|-----|------------|

|  |   |               |            |                   |
|--|---|---------------|------------|-------------------|
| <b><u>Identify hazard</u></b>  | <b>11. Increased risk of spreading virus due to close contact with children – 1:1 and restraint</b> resulting in direct transmission of the virus |               |            |                   |
| <b><u>Existing level of risk</u></b>   | <b>HIGH</b>   | <b>MEDIUM</b> | <b>LOW</b> | <b>NEGLIGIBLE</b> |
| <b><u>Control measures</u></b>   | List your control measures required to reduce risk – add appropriate detail about the type and location of controls                               |               |            |                   |
| <ol style="list-style-type: none"> <li>1. Seek expert guidance re support for children with behaviour difficulties that might need restraint and display spitting, biting etc. leading to individual risk assessments – SLT make decision on attendance if safety can be guaranteed</li> <li>2. Conduct vulnerable child risk assessments</li> <li>3. PPE purchased for every bubble, to be worn for intimate care</li> <li>4. Some visors also ordered if needed - some for each bubble</li> <li>5. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way where staff are put at risk , contact parents and send home immediately</li> <li>6. Staff to wear PPE if attending to any first aid incidents. PPE to be disposed of in black bin bag, then taken to outside bin.</li> <li>7. Extra disposable aprons ordered</li> <li>8. Extra gloves ordered</li> <li>9. Some visors also ordered if needed</li> <li>10. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk</li> <li>11. PPE offered to staff for those working close with children</li> <li>12. Masks purchased if needed – N95 grade and instructions from PHE re cleaning – so issued to individuals</li> <li>13. Weekly stock check of PPE equipment to be undertaken and re-ordered where needed</li> </ol> <p>Please note the Government guidance states “Wearing face coverings or face masks is not recommended”</p> <p>The minimum <b>PPE</b> to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.</p> |   |               |            |                   |

**GROVE HEALTH & SAFETY**

If a risk assessment of the setting indicates that a higher level of virus may be present (for example, where unwell individuals have slept such as a hotel room or boarding school dormitory) or there is visible contamination with body fluids, then the need for additional PPE to protect the cleaner’s eyes, mouth and nose might be necessary. The local Public Health England (PHE) Health Protection Team (HPT) can advise on this.

Non-healthcare workers should be trained in the correct use of a surgical mask, to protect them against other people’s potentially infectious respiratory droplets when within 2 metres, and the mask use and supply of masks would need to be equivalent to that in healthcare environments . All staff to watch video training of correct PPE use as directed by Senior Leadership teams.

**Review 1**

**1 EHCP pupil will attend in phase 2 who has previously absconded from classroom – to be closely monitored and sent home if this occurs. Motivation chart and risk assessment in place. It is expected that the strict routines will be beneficial for this pupil. She will need support to remember social distancing.**

**Review 2**

**Need to carefully monitor the above EHC child who is displaying some challenging behaviours due to anxiety over home circumstances.**

|                         |      |        |     |            |
|-------------------------|------|--------|-----|------------|
| Remaining level of risk | HIGH | MEDIUM | LOW | NEGLIGIBLE |
|-------------------------|------|--------|-----|------------|



|   |   |               |            |                   |
|---|---|---------------|------------|-------------------|
| <b>Identify hazard</b>  | <b>12. Risk of spreading virus due to poor daily cleaning routines</b>  |               |            |                   |
| <b>Existing level of risk</b>   | <b>HIGH</b>   | <b>MEDIUM</b> | <b>LOW</b> | <b>NEGLIGIBLE</b> |
| <b>Control measures</b>   | List your control measures required to reduce risk – add appropriate detail about the type and location of controls |               |            |                   |
| <ol style="list-style-type: none"> <li>1. Hand gel order in large quantities</li> <li>2. Soap dispensers and re-fills in each classroom (to be filled twice daily by touch point cleaners)</li> <li>3. Children hand wash on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze or any time they leave the classroom</li> <li>4. Washing hands posters in all washing areas</li> <li>5. Reminders how to wash hands properly – videos and posters</li> <li>6. Procedure agreed for children to wash hands so thorough hand washing (see handwashing guidance)</li> <li>7. Circulate hand-washing schedule and guidance – appendix to staff handbook</li> <li>8. Handwashing PHSE lessons, songs and rhymes</li> <li>9. All surfaces, handles, toilets and shared equipment will be cleaned each day using detergent</li> <li>10. PPE will be worn by all cleaning staff (including touch point cleaners)</li> <li>11. Increase environment cleaners to 2 due to 3 new bubbles</li> <li>12. Cleaners to return to work before the school re-opens</li> <li>13. Reduction of classrooms and toilets used – Year 6AB and CB classrooms and toilets, Year 5HW and KE classrooms and toilets, 5HC, 4JS, 3AF classrooms, girls toilets, offices and adult toilets (see staff schedule)</li> <li>14. Every office space to have own supply of PPE, soap, tissues and PPE equipment</li> <li>15. Soap dispenser and hand sanitiser in meeting rooms as this is being used as an office space</li> <li>16. Where offices are shared staff to have designated spaces and chairs and clean own space when departing</li> <li>17. To dispose of waste from people with symptoms of coronavirus (COVID-19), such as disposable cleaning cloths, tissues and PPE: <ul style="list-style-type: none"> <li>• put it in a plastic rubbish bag and tie it when full</li> <li>• place the plastic bag in a second bin bag and tie it</li> <li>• put it in a suitable and secure place marked for storage for 72 hours</li> </ul> </li> </ol> <p>This waste should be stored safely and securely kept away from children. You should not put your waste in communal waste areas until the waste has been stored for at least 72 hours.</p> <ul style="list-style-type: none"> <li>• COSHH risk assessments are available for hand sanitizer, Milton and bactericidal disinfectant spray (Dropbox\Coronavirus\RiskAssessments)</li> </ul> |   |               |            |                   |

GROVE HEALTH & SAFETY

Review 1

See 11 and 13

Review 2

Nothing to add

|                         |      |        |     |            |
|-------------------------|------|--------|-----|------------|
| Remaining level of risk | HIGH | MEDIUM | LOW | NEGLIGIBLE |
|-------------------------|------|--------|-----|------------|

**GROVE HEALTH & SAFETY**

|                                |   |               |            |                   |
|--------------------------------|---|---------------|------------|-------------------|
| <b>Identify hazard</b>         | <b>13. Risk of illness of vulnerable staff and family members</b> through direct and indirect transmission of the virus   |               |            |                   |
| <b>Existing level of risk</b>  | <b>HIGH</b>   | <b>MEDIUM</b> | <b>LOW</b> | <b>NEGLIGIBLE</b> |
| <b>Control measures</b>        | List your control measures required to reduce risk – add appropriate detail about the type and location of controls   |               |            |                   |
|                                | <ol style="list-style-type: none"> <li>1. Those who are clinically extremely vulnerable (those who have received a letter from Government or clinician) or living with someone who is clinically extremely vulnerable are to work from home</li> <li>2. Those who are clinically vulnerable – those strongly advised to social distance in the original guidance are to work at home or work in school adhering to strict 2 metre social distancing from colleagues and children.</li> <li>3. Those living with those that are clinically vulnerable can attend school and work with children or adults adhering to this and other re-opening risk assessments.</li> <li>4. Issuing of all relevant risk assessments to staff concerning returning to work – and allow them to comment and contribute</li> <li>5. <b>Separate risk assessment for staff who are clinically vulnerable if requesting to work on site.</b></li> <li>6. Staff only to use PPE if undertaking touch point cleaning, dealing with intimate care and/or a child is unwell.</li> <li>7. HR advice to be sought where needed and all policies to be applied as necessary</li> <li>8. If you have, or are showing symptoms of, coronavirus (a new continuous cough, or fever, or a loss of, or change in, your normal sense of taste or smell -anosmia), or have someone in your household who is, you should not be in a childcare setting, school</li> </ol> |               |            |                   |
| <b>Review 1</b>                | <b>No changes needed</b>  |               |            |                   |
| <b>Review 2</b>                | <b>No changes needed</b>  |               |            |                   |
| <b>Remaining level of risk</b> | <b>HIGH</b>   | <b>MEDIUM</b> | <b>LOW</b> | <b>NEGLIGIBLE</b> |

|                               |   |               |            |                   |
|-------------------------------|---|---------------|------------|-------------------|
| <b>Identify hazard</b>        | <b>14. Risk of illness of vulnerable children and family members</b> through direct and indirect transmission of the virus  |               |            |                   |
| <b>Existing level of risk</b> | <b>HIGH</b>   | <b>MEDIUM</b> | <b>LOW</b> | <b>NEGLIGIBLE</b> |
| <b>Control measures</b>       | List your control measures required to reduce risk – add appropriate detail about the type and location of controls   |               |            |                   |
|                               | <ol style="list-style-type: none"> <li>1. Children who are clinically extremely vulnerable – those being shielded should not attend school</li> <li>2. Children living with some who is clinically extremely vulnerable should not attend school</li> <li>3. Children who are clinically vulnerable parents should seek medical advice concerning the children returning to school</li> <li>4. Children living with someone who is clinically vulnerable can attend school – parents will be given the choice</li> <li>5. If one sibling needs to isolate, ensure that all siblings within the MAT and beyond (where reasonable or practical) are also isolating for 14 days</li> <li>6. If a child becomes ill they must be sent home immediately, all children who are sent home must then either have a coronavirus test or remain off for seven days</li> </ol> |               |            |                   |

**GROVE HEALTH & SAFETY**

7. If a child is waiting in school to be sent home, they must wait in the isolation room (large meeting room). They will be supervised from a distance (outside the door) by an adult (supervision through glass panel in door). If the child needs to use the toilet they will use the staff toilet near reception. The adult supervising them will place a sign on the toilet door to indicate that it is out of use. Staff will use the disabled toilet until the staff toilet has been cleaned.
8. If a child receives a positive result the entire bubble must then be sent home for fourteen days self isolation
9. A daily text home and weekly survey reminders about self isolation will be completed

**Review 1**

**No changes needed**

**Review 2**

**No changes needed**

|                                |             |               |            |                   |
|--------------------------------|-------------|---------------|------------|-------------------|
| <b>Remaining level of risk</b> | <b>HIGH</b> | <b>MEDIUM</b> | <b>LOW</b> | <b>NEGLIGIBLE</b> |
|--------------------------------|-------------|---------------|------------|-------------------|

|  |   |               |            |                   |
|--|---|---------------|------------|-------------------|
| <b>Identify hazard</b>   | <b>15. Risk of transmission from visitors to the site</b>   |               |            |                   |
| <b>Existing level of risk</b>  | <b>HIGH</b>   | <b>MEDIUM</b> | <b>LOW</b> | <b>NEGLIGIBLE</b> |
| <b>Control measures</b>  | List your control measures required to reduce risk – add appropriate detail about the type and location of controls |               |            |                   |
| <ol style="list-style-type: none"> <li>1. Unlocking and closing of internal gates – SLT on gate duty.</li> <li>2. Staff to arrive through the main office between 8.15 – 8.30am (BASC staff to arrive between 7.30 and 7.45)</li> <li>3. Staff will check their own temperature upon arrival in main office. BASC staff need to arrive between 7.30 and 7.45am, and check their own temperature on reception, all staff will then wipe the thermometer after use.</li> <li>4. Visitors to only come on by site by prior arrangements, office staff will not permit anybody on the grounds</li> <li>5. Visitors must take temperatures on arrival (see additional information checklist for visitors)</li> <li>6. Postman arrangements – ring intercom, leave by inventory screen, washing hands after use.</li> <li>7. Only use the allocated staff toilet.</li> <li>8. Regular handwashing by staff, on arrival, before eating, after lunch, before leaving.</li> <li>9. Access to office reception will be via arranged appointment only.</li> <li>10. 2 persons maximum in the office at any one time ensuring 2m social distancing.</li> <li>11. Parents and carers are asked to communicate via email or phone calls, the academy office is not open.</li> <li>12. Telephone to be answered when staff in office during the hours of 9.00am – 12.00pm and 12.30 – 3.00pm</li> <li>13. Windows to be opened for good ventilation and blinds to remain pulled back when the office is in use.</li> <li>14. Staff must email the office if they need to visit the office and wait to be invited to enter.</li> <li>15. Staff visiting the office must remain at the office door which will be wedged open and wait to be assisted.</li> <li>16. Anti-bacterial wipes and gel to be placed upon reception and used each time after accessing inventory system (if fob is not used) and before entering school.</li> </ol> |   |               |            |                   |

## GROVE HEALTH & SAFETY

17. Dismissal – pupils will only be dismissed daily to an adult and who confirm known password.
18. Late pupils to be returned to bubble. Inclusion to phone home to ask if parents on their way.
19. Late arrivals will be refused entry at the gate.
20. Limited access to photocopiers where possible and wiped with antibacterial after every use. Where possible any printing required by the bubble, please email the office directly and office staff will respond to say it is ready to collect from the copier. A reserved photocopier/printer has been opened at the bottom of Year 6 stairs, this can be used by staff if the Office is in use and to be wiped with antibacterial wipe after every use. Office staff to complete ALL photocopying.
21. Pupils will not be granted access back into Academy grounds if something is left behind at the end of the school day.
22. Staff lunches to be eaten within office environment/staff room. Staff must not go off site.
23. External gates and main office gate and green release button will be cleaned repetitive as part of the touch point
24. Pupils who need to leave early for anything other than illness? Leave via office to ensure pupil numbers are adjusted accordingly. Bubble teacher to ensure the child is brought to the office in time for collection. Child to wait in reception unless individual risk assessment states otherwise
25. Pupils who are ill are to be collected from main office reception – pupils will be in isolation area (meeting room). SLT member will escort the child to the parent/ carer at the gate.
26. Staff illness, staff are asked to follow the usual Supporting Attendance policy.
27. Fire alarm to leave the premises via closest escape route following normal procedures. Excel registers are collected each am/pm by Office staff from each classroom door. Morning registers are copied and shared with DSL to make first day absence calls and office copy to maintain for fire drill purposes. Office to submit to DFE daily from AM attendance registers only.

**Review 1**

**No changes needed**

**Review 2**

**No changes needed**

|                         |      |        |     |            |
|-------------------------|------|--------|-----|------------|
| Remaining level of risk | HIGH | MEDIUM | LOW | NEGLIGIBLE |
|-------------------------|------|--------|-----|------------|

|                               |  |        |     |            |
|-------------------------------|--|--------|-----|------------|
| <u>Identify hazard</u>        | <b>16. Packed lunches being inedible due to incorrect storage</b> (packed lunches to be sent home for FSM children on Thursday to be eaten on Friday)  |        |     |            |
| <u>Existing level of risk</u> | HIGH   | MEDIUM | LOW | NEGLIGIBLE |
| <u>Control measures</u>       | <b>WE HAVE TO ACCEPT THAT WE CANNOT CONTROL WHAT PARENTS DO WITH FOOD ONCE OFF PREMISES</b>  |        |     |            |
|                               | These measures are to ensure that food is kept fresh whilst on premises  |        |     |            |
|                               | <ol style="list-style-type: none"> <li>1. Catering supervisor to make up packed lunches for FSM pupils and leave in the main kitchen fridge.</li> <li>2. City Catering staff to be provided with a list of pupils requiring a lunch and any dietary requirements in order that such lunches can be clearly labelled</li> </ol> |        |     |            |

## GROVE HEALTH & SAFETY

3. Children with dietary requirements and allergies to be given a labelled lunch and kept in main kitchen fridge.
4. Bubble assistant Office member to collect from fridge at staggered times ahead of dismissal every Thursday and deliver to pupils in their bubbles.
5. Parent handbook updated to request that parents/carers store packed lunches in the fridge on return from school (Thursday pm).
6. FSM children to be asked on Monday what sandwich filling they would like and document on register.
7. City Catering RA to be shared and agreed.
8. City Catering staff are familiar with GA Action Plan and GA Risk Assessment will be shared with City Catering Supervisor to share with her team.

### Review 1

**This hazard is new for phase 2 so will be reviewed**

### Review 2

**Working well**

|                         |             |               |            |                   |
|-------------------------|-------------|---------------|------------|-------------------|
| Remaining level of risk | <b>HIGH</b> | <b>MEDIUM</b> | <b>LOW</b> | <b>NEGLIGIBLE</b> |
|-------------------------|-------------|---------------|------------|-------------------|

|                        |   |               |            |                   |
|------------------------|---|---------------|------------|-------------------|
| Identify hazard        | <b>17. Educating 53 Year 6 pupils off-site at BHA</b> |               |            |                   |
| Existing level of risk | <b>HIGH</b>   | <b>MEDIUM</b> | <b>LOW</b> | <b>NEGLIGIBLE</b> |
| Control measures       |   |               |            |                   |

1. **All other aspects above to be in place, unless adapted as specified below**
2. GA pupils to use the 'maths' classrooms, which are away from areas of the school being used by BHA students, and have their own student and staff toilets.
3. Outdoor activities and breaks to be taken outside in grassed area or in the front yard – both areas are fenced in – teachers to be aware of the hidden part behind the hill and ensure a member of staff supervises this area
4. BHA to share their fire evacuation procedure with GA staff – in the event of an evacuation, GA to assemble in the front yard and take a head count, wait for BHA member of staff. GA staff to read BHA fire evacuation procedures
5. GA staff arrival – 1 member of staff (AW on Monday and Tuesday; and HC on Wednesday and Thursday) to arrive through BHA school office and alert BHA staff to their arrival. BHA staff to take the GA member of staff to the maths rooms, where they let in the other GA staff through the fire doors. All GA staff to sign in on GA staff sheet, this to be passed to SLT member of staff in the event of fire evacuation. Do BHA office need a copy of this? On leaving the building at the end of the day, GA staff to leave via the fire doors, AW / HC to exit via BHA office and inform that all GA staff have left the building. Sign in sheet to be located in Maths 4 classroom (staffroom/SLT base)
6. GA staff to set up new classrooms with desks and chairs, allowing 2 metre social distancing
7. GA staff to mark out 2 metre space for staff at front of classroom
8. Pupils to only move down corridors under supervision of staff. Staff and pupils to walk on the left down corridors.
9. On arrival, GA pupils will enter via the fire doors. They will be given hand sanitiser on entry to classrooms. Any pupils refusing hand sanitiser for cultural reasons, will be taken to wash their hands in the pupil toilets. Hand sanitiser to be located on table nearest to classroom door each morning for pupils to use on entry. Each classroom to be provided with supply of sanitiser.

## GROVE HEALTH & SAFETY

10. Pupils to be taken to toilets in small groups to allow them to remain socially distanced whilst waiting. One way system for accessing toilets, and returning to classroom. Waiting spots for toilets marked on floor.
11. Pupils to use identified boys and girls toilets, staff to use identified staff toilet.
12. Hands washed in pupil toilets before snacks, lunch, after breaks, on arrival, before leaving school.
13. Any pupil who becomes ill will be taken to the isolation room (careers / Mrs. Bailey's office) and be supervised from outside (visible through glass) by an adult. If needed, pupils will use the disabled toilet in this area, which will then be cleaned.
14. Timetable for planned use of Front Yard to be given to BHA staff to avoid any crossover with BHA pupils (whenever possible GA pupils will use the grassed area).
15. Staff base at BHA is Maths room 4 – SLT member of staff based here, other GA may make a hot drink / warm food up / access fridge in this room.
16. Member of GA SLT on site every day at BHA during the times pupils are on site at BHA.
17. GA staff to take pupil trays of resources and outdoor play equipment to BHA
18. Create one-way entry and exit system for parents to drop-off and collect pupils, in consultation with BHA – see map in parent handbook
19. New Y6 GA / BHA parent and staff handbooks to be created and shared with site-specific information included
20. On arrival, GA pupils to be brought by an adult to the Front Yard, where they will wait with GA staff, before being taken into their classrooms. Pupils will wait on a number in the front yard to ensure social distancing
21. Any spare staff will be asked to support arrival and dismissal on the first week at BHA
22. In an emergency, GA staff to use classroom phone to call BHA office (0) or fetch GA SLT member from Maths 4 base
23. GA pupils to attend from 09:50 am to 2pm (2 days per week), to avoid any cross-over with students attending BHA
24. Children to have a sandwich lunch and eat this in the classroom
25. GA staff to take 1 first aid pack per bubble
26. PPE equipment to be provided for each class and for touchpoint environment cleaner
27. Touchpoint cleaner to be provided by GA, with cleaning schedule identified.
28. Pupil registers to be taken on arrival at BHA and communicated to GA office – staff take a photo of it and email to GA. GA teachers to retain paper copy of register and take out with them in the event of an evacuation.
29. Diabetic Child to be monitored by trained GA staff member and insulin administered as required. Medication to be stored in fridge in Maths 4 classroom.

### Review 1

**This hazard is new for phase 3 so will be reviewed once the provision has started**

### Review 2

**This hazard is new for phase 3 so will be reviewed once the provision has started**

|                         |      |        |     |            |
|-------------------------|------|--------|-----|------------|
| Remaining level of risk | HIGH | MEDIUM | LOW | NEGLIGIBLE |
|-------------------------|------|--------|-----|------------|

**GROVE HEALTH & SAFETY**

|  |          |
|--|----------|
| <b>Trust Board comments via Trust Board meeting</b>  | 22/05/20 |
| <p>The concept of safety in the current circumstances is beyond the control of Teachers, Schools, Leaders and the Trust or Trustees. As we discussed there are a wide range of behavioural and other factors beyond the control of the school that come into play. Yes we can inform and even influence behaviour outside of school but we cannot control it or assure it. Social distancing is a difficult enough concept for adults to grasp; it must be wholly alien for young children.</p> <p><i>'The School is able to operate effectively with the proposed number of children for a limited period of time. The School has adopted and followed all of the specific schools related and general guidance issued by the Government and the DfE. All reasonable measures and mitigating actions have been put in place to ensure the safety of children, staff and visitors during this period. This will remain under continuous review with staff, leadership and trustees.'</i> [<i>If during this period of operation there is an adverse change in the risks either at a local or national level then the Trust will place the safety of children and staff foremost in considering whether to close the School.'</i>]</p> <p>Next review date 11.06.20</p> |          |

| Chair of Trustees   | Signature of Chair     | Date            |
|---|------------------------|-----------------|
| <b>Jane Gaffney</b>   | <i>E. Jane Gaffney</i> | <b>22-05-20</b> |
|   |                        |                 |
| <b>Risk assessment reviews</b>  |                        |                 |
| <p>11.06.20 REVIEW COMMENTS</p> <p><b>SCHOOL</b></p> <p>The school is requesting that Trustees approve school extending offer to 46 more pupils in 5 additional bubbles and offer lunches cooked on site We are aware risk has been left as medium or high, this is because despite all mitigating actions being put into place, coronavirus remains a new and little understood virus. At our next review if we continue to have no cases we will reduce risk levels</p> |                        |                 |



## GROVE HEALTH & SAFETY

### TRUSTEES

We have reviewed risk assessment and very confident that the school has all matters in hand so that pupils, parents, carers and staff are safe. This is reviewed on an ongoing basis. We would like to see risk level reduced in future reviews but understand that coronavirus remains a little understood virus.



### 25.06.20 REVIEW COMMENTS

#### SCHOOL

The school is requesting that Trustees approve school moving approximately 53 pupils to be educated by Grove staff at Birches Head Academy. This will support their transition and free up the biggest classrooms at Grove for additional Y6 pupils. We continue to fill spaces in the Y3, Y4, Y5 and Y6 bubbles, with CKW and vulnerable pupils. There will be approximately 53 pupils on site at BHA (part-time) and capacity for 71 full and part-time pupils at Grove. (total of 124, which is 29% of NOR and 26% of PAN).

#### TRUSTEES

We have reviewed the risk assessment and are very confident that the school has all matters in hand. Very detailed assessment for transition to Birches Head Academy. This risk assessment is reviewed on an ongoing basis.

| Chair of Trustees | Signature of Chair   | Date     |
|-------------------|--|----------|
| Jane Gaffney      |  | 11.06.20 |
| Jane Gaffney      |  | 25.06.20 |
|                   |  |          |