

# RISK ASSESSMENT

**Location:** Hindley Green Community Primary School

**Assessor:** LA and Principal

**Signed:**  Principal

**Date of Assessment:** May 2021 (Update)

**Review Date:** OPEN

**Activity:** COVID-19: Primary School – Operational Guidance Update from 10<sup>th</sup> May 2021

Hazard	Risk	Individuals at risk	Risk – L/M/H	Control Measures (Current)	Control Measures (Additional – Proposed)
<p>The purpose of this update is to reflect any changes that may have occurred following the loosening of restrictions as part of the coronavirus pandemic roadmap. Changes came in to force on Monday 17<sup>TH</sup> May. School coronavirus operational guidance has been updated accordingly.</p> <p>This risk assessment is based on the updated guidance, can be found at:</p> <p><b><u>Safe Working in Education including the use of Personal Protective Equipment</u></b>  <a href="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">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</a></p> <p><b><u>Schools coronavirus Operational Guidance</u></b>  <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf</a></p> <p><b><u>Annex A- Health and Safety Risk Assessment</u></b>  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/annex-a-health-and-safety-risk-assessment">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/annex-a-health-and-safety-risk-assessment</a></p>					
<b>Building Safety Legionella Management</b>	Compliance with HSG 274	All Building Users	L	<p><b>Domestic Hot and Cold water services</b></p> <p>The requirements for the management of your buildings water system must be completed to the requirements of HSG 274 and your Legionella maintenance schedule. This includes calorifiers/direct fired water heaters/sinks/ basins/ showers / thermostatic mixing valves. (blended hot water)</p> <ul style="list-style-type: none"> <li>• Continue hot water generation servicing in line with your legionella maintenance schedule.</li> <li>• Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems. For reference, use the <a href="#">Approved Code of Practice and HSG 274</a>.</li> </ul>	<p>Managing School Premises during the Coronavirus Outbreak 07 07 20 (guidance withdrawn on 28.8.20 <a href="https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</a>)</p> <p>Estates Team to undertake regular weekly flushing tests and ensure these are documented.</p>

				<ul style="list-style-type: none"> <li>• If the hot water system has been left operational, the hot water should be circulating as normal and regular checks, in line with guidance, should be carried out. Weekly flushing, Monthly water temperature checks, etc.</li> <li>• If the hot water system has been isolated or drained down, contact your water Hygiene Contractor to check and restart the system</li> <li>• Maintain regular weekly flushing regimes of infrequently used outlets, for all hot water services.</li> </ul> <p><b>Re-opening after a lengthy closure</b></p> <ul style="list-style-type: none"> <li>• Before resuming normal operation and where necessary, discuss with your water hygiene contractor to carryout appropriate checks and flushing of the complete system for all hot and cold water pipes (including drinking water) and certify the water system is safe before the buildings are reoccupied. Allow sufficient time for this activity, approx. 1 week before opening.</li> </ul>	Estates Manager to discuss with Water Hygiene Contractor re: Legionella Risk Assessment & Scheme of Work.
<b>Asbestos Management</b>	Compliance with Asbestos Reg 12 & HSG 264	All Building Users	L	<ul style="list-style-type: none"> <li>• No maintenance or alterations to the building have been actioned during the closure or reduced occupancy of the building.</li> <li>• Inspection of the building to be undertaken and if any damage to rooms containing or suspected asbestos material, contact your asbestos consultant for further advice.</li> </ul>	Estates Manager to be kept informed of any asbestos related concerns who will discuss with Trust's Asbestos Consultant.
<b>Statutory Requirement for Servicing of plant and Equipment. Pressure systems Passenger Lifts Lifting equipment</b>	Compliance with PSSR 00 LOLAR 98	All Building Users	L	Thorough Examination & Test is a critical component of a management process to ensure the safe operation of equipment whose failure through deterioration can create dangerous situations, physical harm and business disruption. The statutory obligations to TE&T remain in place and the HSE expects dutyholders to make all reasonable efforts to arrange for TE&T to be carried out within the statutory time limits. The HSE strongly recommend that TE&T are completed. If a failure occurs due to a safety related fault, enforcement action may be taken.	<p>HSE Guidance Note to Duty holders and Inspectors.  <a href="https://www.hse.gov.uk/news/work-equipment-coronavirus.htm">https://www.hse.gov.uk/news/work-equipment-coronavirus.htm</a></p> <p><b>Required</b> - If equipment is outside of the inspection date, the school management to contact their specialist contractor and have the TE&amp;T completed asap. Estates Manager to oversee and ensure all TE&amp;T are up to date.</p>

<p><b>Building Hygiene</b></p> <p>Deep Clean of all areas of the school</p>	<p>Compliance with current hygiene standards published by the UK Government.</p>	<p>All Building Users</p>	<p>L</p>	<p>It is important that arrangements remain in place to ensure that pupils and staff are safe.</p> <ul style="list-style-type: none"> <li>• Estates staff to undertake a thorough clean and disinfect of all areas, rooms and surfaces prior to reopening. Statutory inspections to be completed. Documentation relating to actions undertaken during school closure period to be completed, i.e. regular flushing, fire alarm checks etc.</li> <li>• The school is to be 'Thoroughly Cleaned' each morning and each evening. (This will include: cleaning all desks, chairs, window sills, trunking, other work surfaces, sink areas, all door handles, all doors, all glass partitions)</li> <li>• A thorough clean will also be completed at lunchtimes including the toilets used during the morning.</li> <li>• Cleaning equipment will be available in each classroom. This will allow any equipment used to be cleaned between sessions. This will include spray bottle and cloth allocated to each room that is occupied. Staff to routinely clean door handles, chairs, table tops, other surfaces and devices, throughout the day. Particularly at break time, before and after lunch and at the end of the school day.</li> <li>• Corridors will be mopped daily and all handles/ push plates will be cleaned before, during (lunchtime) and after school. This is a minimum requirement.</li> <li>• Anti-bacterial Hand gels or wipes to be located in the school reception foyer for a visitor to use before they are allowed into the secure area of the school. Social distancing for escorted visitors to be maintained.</li> </ul> <p>Estates staff to ensure regular reviews of procedures and utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas.</p>	<p><a href="#">Actions for educational and childcare settings to prepare for wider opening from 1 June 2020 (publication withdrawn 31/07/20)</a></p> <p>The standard to be followed will be the GOV-UK guidance <a href="#">COVID-19: cleaning of non-healthcare settings guidance (last updated 16/10/20)</a></p> <p>Spray cleaner to be provided by the estates team to ensure that sinks, toilets and surfaces are being sanitised throughout the day.</p> <p>Estates Manager to coordinate cleaning schedule for premises staff.</p> <p>Staff to provide surface wipe downs throughout the day. Staff to routinely clean door handles, chairs, table tops, other surfaces and devices, throughout the day. Particularly at break time, before and after lunch and at the end of the school day.</p>
<p><b>Building Users Ventilation</b></p>	<p>HSWA 74 W(HSW)R92 DoE BB103. Building Regulations</p>	<p>Pupils, staff and visitors.</p>	<p>L</p>	<ul style="list-style-type: none"> <li>• Ventilation of the building and classrooms is important to reduce natural pollutants, provide fresh air to enable pupils to stay alert and potentially with other hygiene measures reduce the life cycle of the coronavirus.</li> <li>• Open windows and doors in classrooms to promote through ventilation.</li> <li>• Ventilation can be achieved by mechanical or natural means. As we have a temperate climate, the majority of schools rely on natural air movement to provide fresh air within the buildings:</li> </ul>	<p>DoE BB101 Ventilation in schools and Government Guidance.</p> <p>Estates Manager to ensure wedges available in schools and staff made aware of requirements to close door if room left unoccupied or during evacuation.</p>

			<ul style="list-style-type: none"> <li>○ natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks when the room is not in use, to purge the air in the space). Opening internal doors can also assist with creating a throughput of air.</li> <li>○ During mild weather conditions, if necessary, external opening doors may also be used (as long as they are not fire doors and where it is safe to do so) to assist with air flow. This is not recommended during the winter season.</li> </ul> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <ul style="list-style-type: none"> <li>○ opening high level windows in preference to low level to reduce draughts.</li> <li>○ Open windows with a minimum gap available to support the circulation of fresh air</li> <li>○ increasing the ventilation while spaces are unoccupied (for examples, between classes, during break and lunch, when a room is unused)</li> <li>○ providing flexibility to allow additional, suitable indoor clothing. For more information see <a href="#">Class Bubbles</a></li> <li>○ rearranging furniture where possible to avoid direct drafts from windows and open doors.</li> </ul> <ul style="list-style-type: none"> <li>• If the door has to be wedged open, ensure the Building Fire Plan is amended to state that if the room is left unoccupied, that the door is closed. On evacuation the wedge must be removed.</li> <li>• Intermediate fire doors along the escape route can only be left open if they are fitted with a magnetic hold open device linked to the fire alarm, or a device such as the Dorgard.</li> <li>• Air Conditioning Units do not need to be switched off unless you have a centralised ventilation system – Seek advice from your Heating Ventilation and Air Conditioning engineer.(HVAC)</li> <li>• The use of mechanical air purifiers in classrooms to support air flow around the classroom and remove impurities in the air.</li> </ul>	<p><b>Do Not Use</b> the fire extinguishers as a door wedge. Use of a Dorgard Hold Open Door Retainer should be used, Compliant to BS7273-4 2007</p> <p>During winter months the room should continue to be ventilated. Pupils may need to wear additional clothing if the temperature gets too cold. Doors do not need to remain open all day.</p> <p>Staff to ensure that air purifiers are switched on in classrooms/communal spaces to support airflow and filter impurities in the air.</p>
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<b>Building Safety Fire Management</b>	Compliance with the RR(FS)O  BB100	All Building Users	L	<ul style="list-style-type: none"> <li>Review and if necessary, update the building fire management plan to ensure any changes to fire escape routes are clearly identified and communicated to staff and pupils</li> </ul> <p>Prior to the increased occupancy of the school:</p> <ul style="list-style-type: none"> <li>Physically test the fire alarm system and emergency lights are operational.</li> <li>Complete a planned Fire evacuation within 7 days of the start of the new term.</li> <li>Carry out weekly checks of alarms systems, call points and emergency lighting.</li> <li>Carry out regular hazard spotting to identify escape route obstructions.</li> <li>Check that all fire doors are operational.</li> <li>Fire drills should continue to be held as normal.</li> <li>Review, update and test individual named PEEP's</li> </ul>	<p>Temporary meeting points will be sign posted on the KS1 and KS2 playground so that 2 metre social distancing can be observed, even during fire drill, wherever possible.</p> <p>Review and implement PEEPs for new Reception pupils, as required, from September 2020</p> <p>Record details of maintenance and equipment tests in the building Fire Log-Book/Management file</p>
<b>Catering Service</b>	HSW 74	Pupils, Staff and Visitors		<ul style="list-style-type: none"> <li>Discuss with the catering contractor any changes in lunch sittings, method of serving lunch, etc.</li> <li>Allocate appropriate level of staff for supervision of pupils.</li> <li>Extend the lunch period to stagger bubble groups.</li> <li>Allocate tables to bubbles.</li> <li>Clean tables/seating after each bubble has left together.</li> <li>Where possible pupils with a pack lunch should stay within their class bubble.</li> <li>Large hall to be used for KS2 children to eat their sandwiches to reduce the number of children in the small hall.</li> <li>Antibacterial hand gel to be used as the children enter the hall for their lunches.</li> </ul>	<p>Arrangements around lunchtimes have been discussed with DOLCE and risk assessments have been presented.</p> <p>Principal to liaise with Dolce staff for kitchen and hall clean/wipe downs.</p> <p>Re-opening Plan for March 2021 is to be ratified and shared with staff and union organisations.</p> <p>Allocate tables on each side of the hall to classes. Signposted for children and staff. Taped indicators on hall floor to separate space in half.</p>
<b>Communication with Contractors</b>	HSWA 74	Pupils, Staff and visitors.	L	<ul style="list-style-type: none"> <li>Inform contractors and your suppliers, not to enter the school if they are displaying any symptoms of coronavirus (following the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>)</li> <li>Observe good hygiene practice.</li> <li>Contractors to sign in and out as is normal practice</li> <li>Consider times when contractors can complete work within the school day/before or after school.</li> </ul>	<p>All internal contracting should be avoided, unless essential.</p>
<b>Management Access Control to and from the building – General Principles.</b>	HSWA 74	Pupils, staff and visitors	L	<p>The social distancing 2 metre rule remains in force for all visitors attending the school building.</p> <ul style="list-style-type: none"> <li>Review your one way pedestrian system and make adjustments where necessary to consider the larger numbers of pupils and parents attending the premises using the pathway from the main gate to the building entrance as the in-route and where possible a second exit route</li> </ul>	<p>GOV.UK Guidance. Staying Alert and Safe (Social Distancing) 04 06 20  <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</a> (updated 21/05/21)</p>

				<p>separated by distance as from the building entrance to the highway.</p> <ul style="list-style-type: none"> <li>• If the car park is used <b>Prohibit</b> movement of vehicles at the start and finish of the school day.</li> <li>• Width of the footpath to allow the use of a double buggy.</li> <li>• Mark the floor with lines 2 metre apart.</li> </ul> <p>Display signage for social distancing at the gate entrance and along the route to the office including the exit to the public highway.</p>	<p>Guidance stated in Phase 1 of the generic assessment remains appropriate.</p> <p>Use signs, posters and regular reminders to raise awareness. Review and renew external signage when necessary.</p> <p>Groups to be allocated a staggered time start (and finish) and entry (and exit) points for drop off (collection) as follows:</p> <p>Pupils/Parents to enter via main KS1 gate and follow markings on playground to their set room. Parents to follow one way system off the premises.</p> <p>Staggered start times from 8.40am to 9.00am and finish times from 2.55 to 3.15pm</p> <p>Principal to be on the main entry point to support parents and children returning to school.</p>
<p><b>Test and Trace</b></p> <p><b>Maintaining records of staff and visitors to support the NHS Test and Trace</b></p>	<p>Support the management of COVID-19</p>	<p>Staff and all visitors</p>	<p>L</p>	<p>These records apply to Children's Centre's (Start Well) which may be located on the school premises. The school already operate a paper based or an electronic signing in/out system of recording visitors.</p> <p>The following information would be required by the Test and trace operators and therefore must be made available if requested by the NHS:</p> <p>Staff</p> <ul style="list-style-type: none"> <li>• the names of staff who work at the premises</li> <li>• a contact phone number for each member of staff</li> <li>• the dates and times that staff are at work</li> </ul> <p>Visitors</p> <ul style="list-style-type: none"> <li>• the name of the visitor. If there is more than one person, then you can record the name of the 'lead member' of the group and the number of people in the group</li> <li>• a contact phone number for each visitor, or for the lead member of a group.</li> <li>• date of visit, arrival time and departure time</li> </ul> <p>the name of the member of staff who they are meeting, or activity being delivered on behalf of the school.</p> <p>If any positive cases occur in school, exemplar letters should be populated and shared with children and staff who are confirmed close contacts. A letter will be sent to children and staff who are</p>	<p>Maintaining Records of staff Customers and Visitors to Support NHS Test and Trace. 02 07 20 (updated 17/5/21)</p> <p><a href="https://www.gov.uk/guidance/maintainin-g-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace?utm_source=e159c002-348d-40e9-892a-656cc5916a0f&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily">https://www.gov.uk/guidance/maintainin-g-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace?utm_source=e159c002-348d-40e9-892a-656cc5916a0f&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily</a></p> <p>Staff and pupil details are held by the school</p> <p>Recorded on the signing in system – Office Staff to collate daily visitor log and telephone numbers in case there is a need to contact for TRACK &amp; TRACE.</p>

				not close contacts and for information only. An email should be sent to: <a href="mailto:contact.tracing@wigan.gov.uk">contact.tracing@wigan.gov.uk</a> and <a href="mailto:healthprotectionandcivilcontingencies@wigan.gov.uk">healthprotectionandcivilcontingencies@wigan.gov.uk</a>	
<b>Completing LFT tests</b>	Contamination of test/ void reading.	Staff and Pupils		<p><b>(Please see additional LFT risk assessment for further details. An LFT test does not replace the necessity for a PCR test if an individual is symptomatic)</b></p> <ul style="list-style-type: none"> <li>The tests will be administered at home, twice per week, 3 to 4 days apart.</li> <li>Staff members should avoid eating, drinking or brushing their teeth 30 minutes before administering the test.</li> <li>Tests will be completed each Monday morning before 8am and Thursday evening before 7pm. If this is not convenient, then Sunday evening and Friday morning should be used and test results reported as soon as possible after completing the tests. This should be no later than 8am on Monday or Friday morning.</li> <li>Once completed staff members should share the test outcome through the NHS Track and Trace system and with the Results Administrator within school.</li> <li>The test can record a positive, negative or void outcome. Results should be reported through the NHS Track and Trace systems and within school. If a void test outcome is recorded,</li> <li>Once completed, used items should be placed within the bag provided and disposed of within the normal household waste.</li> </ul>	<p>NHS Guidance is part of the briefing and posters to be clearly displayed and shared with staff.</p> <p>Staff informed to follow testing guidance.  <a href="https://www.gov.uk/guidance/covid-19-self-test-help">https://www.gov.uk/guidance/covid-19-self-test-help</a></p> <p>Families of children attending school will also have the opportunity to receive LFT tests twice weekly.  <a href="https://www.gov.uk/government/publications/covid-19-response-spring-2021/covid-19-response-spring-2021">https://www.gov.uk/government/publications/covid-19-response-spring-2021/covid-19-response-spring-2021</a></p>
<b>Entering School Site</b>	Spread of Virus/failure to comply with social distancing rules	Staff/Visitors		<ul style="list-style-type: none"> <li>Pupils will enter the school site via their designated gate.</li> <li>Anyone entering the school site must follow the UK Government social Distancing Guidelines.</li> <li>Anyone entering the school site may have their temperature taken and be asked the following questions: <ul style="list-style-type: none"> <li>Have you had a persistent cough, high temperature or loss of taste and smell in last 14 days?</li> <li>Has anyone in your household had any of these symptoms in the last 10 days?</li> </ul> </li> <li>Anyone found to have a temperature of 37.8 or higher, will be asked to leave site and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance, and self-isolate themselves for 10 days and the rest of their household for 10 days.</li> <li>Anyone answering YES to either of the above questions will be asked to leave site and follow the COVID-19: guidance for households with possible coronavirus infection guidance,</li> </ul>	<p>GOV.UK Guidance. Staying Alert and Safe (Social Distancing) 04 06 20  <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</a> (updated 21/5/21)</p> <p>Stay at Home Guidance for Households with Possible Coronavirus Infection 18 06 20 (updated 19/5/21)  <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p> <p>Guidance for Full Opening: Schools. 07 08 20 (updated 10/5/21)  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-">https://www.gov.uk/government/publications/actions-for-schools-during-the-</a></p>

				<p>and self-isolate themselves and their household for the appropriate amount of days.</p> <ul style="list-style-type: none"> <li>Hand sanitiser stations will be positioned on the entrance to the building and must be used by all pupils and visitors.</li> <li>Pupils to exit and enter via their bubble door.</li> <li>All designated walkways will have 2m distance markers painted on.</li> <li>Pupils must arrive on site no earlier than the designated opening time for the year group.</li> <li>Once onsite pupils/visitors will be directed to their classroom.</li> <li>Parents are discouraged from gathering at school gates and will not be permitted to enter the school grounds.</li> <li>Children will wash their hands on entering the building at allocated sinks. There will be a regular routine of washing/sanitizing hands throughout the school day.</li> <li>Parents/carers are encouraged to wear face coverings when in and around the school site.</li> <li>As of Nov '20 KS2 Parents/carers are encouraged to send their Y3&amp;4 children round the one way system by themselves to reduce the number of adults on site.</li> </ul>	<p><a href="https://www.gov.uk/government/guidance/coronavirus-outbreak-guidance-for-full-opening-schools">coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p>The school SLT to include specific management details.</p> <p>PPE equipment is available within the First-Aid areas and Learning Mentor office. This will be cleaned thoroughly if a child or adult displays symptoms and is held in there.</p> <p>Medical grade PPE equipment is available from the school office, this includes individual hand sanitizers.</p>
<b>Leaving School Site</b>	Spread of Virus/failure to comply with social distancing rules	Staff/Visitors		<ul style="list-style-type: none"> <li>Pupils will leave the school site via their designated exit/gate and follow the one-way system. Staff will be present to ensure practices are followed.</li> <li>Pupils are asked to leave site straight after their activity has finished.</li> <li>Hand sanitiser station will be available on exit to the building.</li> <li>Maintain as much as possible, the 2m distance rule.</li> <li>Use marked walkways where possible</li> <li>Outdoor meeting stations will be setup in accordance to social distancing rules.</li> <li>Parents and carers are required to wear face coverings when in and around school site unless medically exempt.</li> </ul>	<p>GOV.UK Guidance. <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</a> (updated 21.5.21)</p> <p>Principal to remind anyone who is not following the Government guidelines regarding one-way and social distancing measures.</p> <p>Use signs, posters and regular reminders to raise awareness</p>
<b>Communicating with parents on changes</b>	Safety of others	Pupils, staff and parents.	L	<ul style="list-style-type: none"> <li>Phase 1 restrictions and good practice apply.</li> <li>Inform pupils and their parents/carers not to enter the school if they are displaying any symptoms of coronavirus. (following the <a href="https://www.gov.uk/government/guidance/covid-19-guidance-for-households-with-possible-coronavirus-infection">COVID-19: guidance for households with possible coronavirus infection</a>)</li> <li>Inform parents that if their child needs to be accompanied into school, only one parent should attend and speak to a member of staff.</li> <li>Inform parents the pupils of their allocated drop off and collection times and the process for doing so, including protocols for minimizing adult to adult contact. (for example, which entrance to use) see overview</li> </ul>	<p>GOV.UK Guidance – Implementing Protective Measures in Education. <a href="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">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</a> (guidance withdrawn 28/08/20)</p>



				<ul style="list-style-type: none"> <li>• Instruct parents that they must not gather at entrance gates or doors or enter the school grounds unless they have a pre-arranged appointment.</li> <li>• Display a polite notice at the entrance points to the school grounds of prohibited actions / where the office is located.</li> <li>• Appointments to meet with Teachers must be made via messaging on Class Dojo/Telephone Appointment as the preferred method of communication.</li> <li>• As of November a new email dedicated email address – <a href="mailto:HGCPnotifications@questrust.org.uk">HGCPnotifications@questrust.org.uk</a> to be circulated to parents to report any COVID related cases. Principal and Admin to regularly check email. Admin to distribute email to parents. Principal and Admin to regularly check the email address.</li> <li>• Parents to wear face coverings when accessing the site for collection/drop off.</li> <li>• Parents evening held via zoom with other remote meetings taking place.</li> </ul>	<p>Provide parents with an overview of protocol expectations for arriving and leaving school. Any updates to be shared with parents via class dojo</p> <p>Clearly mark 2 metre distances for queuing.</p> <p>No face to face office facility – all correspondence to be over the phone. Office staff to have a drop off and collection for limited paperwork that cannot be emailed at designated times.</p> <p>Signage: All signage to be displayed externally and internally and renewed over the holiday period.</p> <p>A school map with marked entry and exit points and routes to be shared with staff and parents</p> <p>Reminder regarding new notifications email address to be sent out via Class Dojo</p>
<p><b>Communication with Staff</b></p> <p>Protection against infection</p>	Personal Safety	Staff	L	<ul style="list-style-type: none"> <li>• Communication and training for staff is essential to update and carryout new procedures during this challenging situation. Inform staff about room allocations, the school plan for delivering lesson topics, safeguarding measures, timetable changes, the daily routine for staggered arrival and departure times – Briefings, documents and meetings arranged as necessary when Risk Assessment updated</li> <li>• Avoiding contact with anyone with symptoms of COVID-19</li> <li>• Continue frequent hand cleaning and good respiratory hygiene practices</li> <li>• Frequent cleaning of all room hard surfaces, furniture, toys, etc.</li> <li>• Minimizing contact and mixing with others – Class 'Bubble'</li> <li>• Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach. (Signage within classrooms)</li> <li>• Daily updates delivered to the class by the teacher.</li> <li>• Clear protective bubbles to be created to reduce and minimise contact between pupils and staff. Staff to receive copies of the timetable, highlighting specific times for lunches etc.</li> <li>• PPA Time – try to keep the same member(s) of staff providing support to the class within the same bubble groups. If this involves a member of staff mixing between</li> </ul>	<p>GOV.UK Guidance. <a href="#">Staying alert and safe (social distancing) updated 22/02/21</a></p> <p>COVID-19 Actions for Schools Guidance for Full Opening – Schools 02 07 20 Guidance updated to Schools coronavirus (COVID-19) operational guidance 22/02/21 <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p>See guidance for staff planning Annex A. Behaviour principles Annex B. Principles for staff. Review the daily GOV.UK Web Page</p> <p>Soft furnishings and excess equipment to be temporarily removed</p> <p>Increased sanitizing routines throughout the day</p>

				<p>bubbles, consider the use of a face shield to be worn and 2 metre social distancing to be adhered to at all times by PPA cover staff. Nov update – Teaching staff have been given permission to take PPA time off site and communicate with colleagues remotely. This will reduce the number of adults within the school building and to free up communal spaces</p> <ul style="list-style-type: none"> <li>The school assessment for the Full Opening of school in September 2020 to be published on the school Intranet for access to all staff and the school Union representatives. Subsequent updated risk assessments will be uploaded to the school website.</li> </ul> <p>Staff must also inform the SLT of incidents of non-compliance, suspected illness, medical support or violence by pupils, including restraint.</p> <p>Staff to wear face covering as they move around school corridors and when outside greeting the children.</p> <p>Staff to wear a face covering when leaving their two metre safe zone when supporting learning in the classrooms. If a visor is to be worn, then this <b>MUST</b> in addition to the face covering.</p> <p>Staff to access their PPA from home to reduce the number of adults in the building not working directly with the children.</p> <p>All staff learning/SOP to be carried out by TEAMS to reduce the risk of contact between staff members.</p> <p>Pregnant ladies to have a risk assessment carried out at 28, 32 and 36 weeks. Home working from 28 weeks to be actioned.</p> <p>Staff will continue with the LFD testing every Monday and Thursday, reporting results to school and the government. (See separate LFD Risk Assessment)</p>	<p>Hand sanitizer at entrance to school</p> <p>Any vulnerable groups to complete questionnaire and individual risk assessments. Mitigating factors include putting these staff members with older children able to adhere to social distancing and use of PPE if deemed necessary. Members of staff who are pregnant will have additional risk assessment reviews at 28 weeks, 32 weeks and 36 weeks and given the opportunity to work from home from 28 weeks gestation.</p> <p>In regards to violent pupils and restraint contact your TESS officer for support advice.</p> <p>Regular updates from Principal to all staff members to ensure that they are kept up to date.</p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries">https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries</a></p>
<p><b>Class Bubbles</b></p> <p><b>Staying Alert</b></p> <p><b>Staying safe</b></p>	Working environment	Pupils and staff	L	<p>Where possible within the school, the 2m distance rule applies. However, it is acknowledged that social distancing for very young children will be harder to maintain. The number of pupils is now based on a Year Group size bubble. To help minimize the risk of the virus spreading to both staff and pupils, the school will:</p> <ul style="list-style-type: none"> <li>Inform children, parents and visitors not to enter the school if they are displaying any symptoms of coronavirus. (COVID-19)</li> <li>Remind parents and pupils to be mindful and reduce any unnecessary travel on public transport.</li> <li>Pupils to stay and work within their bubble.</li> </ul>	<p>COVID-19 Actions for Schools Guidance for Full Opening – Schools 02 07 20 updated 22/02/21</p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p>Face covering are not recommended for use in schools</p> <p>The schools' behaviour policy and pupils code of conduct remains in force with amendments to reflect the safety</p>

			<ul style="list-style-type: none"> <li>Remove unnecessary furniture to open up the classroom and organize the desks to face forward.</li> <li>Where possible clearly mark out the floor area where the Teacher will deliver the lesson topic</li> <li>Stagger lunch times, break times, and the movement of pupils around the school, to reduce large groups gathering.</li> <li>A menu has been selected during lunch with pupils eating in the small hall at designated staggered times in designated locations to reduce contact with other bubbles.</li> <li>Stagger class timings for the start and finish of the school day.</li> <li>Consider if play and lunch times can be reduced to take account of the staggered start times/finish timings but provide suitable breaks periods for staff.</li> <li>Discourage parents from gathering at school gates.</li> <li>Display signage at all entrances into school and along corridors to raise awareness of social distancing.</li> <li>Introduce a one way system or divide the corridor into two lanes for walking on the left.</li> <li>Where possible – Class/Year Group bubbles to be allocated their own entry and exit point to and from the classroom/building.</li> <li>Mark off the playground floor where pupils will line up prior to reentering the building. Signs where year group bubbles line up waiting for entry onto site are in place.</li> <li>Whole school assemblies must not be undertaken, consider selected class bubble assemblies or digital delivery to maintain distancing. Assemblies to be recorded for class teachers to use in class.</li> </ul> <p>Staff should implement the above measures as far as they are able, whilst ensuring children are kept safe and well.</p> <p>Volunteers may be used to support the work in school as would normally be the case. Mixing of volunteers across groups should be minimised and they should adhere to the system of controls in place.</p> <p>ITT trainees can continue to go to their host school on placement and will be offered LFD testing alongside other school staff.</p>	<p>features required at this time. This is reinforced in our parent code of conduct.</p> <p>Risk assess the pupils with EHC plans who may find social distancing difficult and consider additional steps to ensure staff safety.</p> <p>Members of staff present on the corridors to ensure social distancing and to supervise toileting and hand washing.</p> <p>Hand sanitizer bottle in each classroom Regular sanitizing of desktops, laptops etc... during session – cleaning equipment in each room</p> <p>Off site visits are suspended.</p> <p>Parents will not be allowed into the school. This is within the new Parent code of conduct.</p> <p>Windows to be kept open for ventilation, when possible.</p> <p>Good supply of disposable tissues/nappy sacks (for disposal) in each room – sealed bins to be provided</p> <p>Regular handwashing routines, supervised in toilets so that bubbles do not mix. Briefing session for all pupils to make new arrangements clear.</p> <p>ALL pupils to bring in own water bottles – school cups must NOT be issued.</p> <p>Reading books if taken home should be returned by the child to the specific plastic box, left for 72 hours and then sanitized after each use. Where this is not possible, online reading books in bug club should be encouraged.</p>
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<p><b>Personal Protective Equipment</b></p>	<p>Personal Protection</p>	<p>Pupil and Staff</p>	<p>L</p>	<p>Wearing a face covering or face mask in primary schools is not recommended for children. Staff are not required to wear face coverings when able to keep a two metre social distance.</p> <p>See guidance for further information.</p> <p>PPE provided if working in close proximity to an adult or child who is displaying symptoms. This is available in the Learning Mentor's room</p> <p>Staff to wear a face covering as they move around school (corridors and when outside greeting the children/playground).</p> <p>Staff to wear face coverings when leaving their two metre safe zone when supporting learning in the classrooms. If choosing to wear a visor this <b>must</b> be in addition to the face covering.</p> <p>Parents to wear face coverings at drop off and collection to reduce the risk of transmission.</p> <p>Medical grade face coverings are available from the school office.</p>	<p>Government Guidance</p> <p>PPE will be available for first aid and in the event that a child presents with symptoms. This includes face visors. Face coverings and visors given out to all staff. Medical grade face coverings are available from the school office.</p> <p>PPE will also be available for any clinically vulnerable staff group who may require this. This includes face visors medical grade face masks and individual hand sanitizers</p> <p>Safe Working in Education, Childcare and Children's Social Care Settings including the Use of Personal Protective Equipment 16 06 20 updated 1/3/21  <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-include-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-include-the-use-of-personal-protective-equipment-ppe</a></p>

					Face Coverings in Education. 26 08 20 updated 10.5.21 <a href="https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education">https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</a>
<b>First Aid</b>	First Aid Support to others	Pupils, staff and Visitors	L	<ul style="list-style-type: none"> <li>The number of first aiders to be available within school for the general population has not changed.</li> <li>In regards to Nursery and Early Year classes, the need for a Paediatric first aider remains a requirement of the EYFS. If after your best endeavors a PFA is not available and you do not have any children under 24 months old, then you must ensure someone with First Aid at Work or emergency PFA is on site and carry out a written risk assessment.</li> <li>If a pupil becomes unwell with symptoms of coronavirus while in the school and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult, if a distance of 2 metres cannot be maintained.</li> <li>If contact with the pupil/person is necessary, then gloves, an apron and a fluid-resistant surgical face mask should be worn by the supervising adult.</li> <li>If the situation determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</li> <li>Staff who have helped anyone with suspected symptoms does not need to go home and self-isolate for 14 days unless they develop the symptoms themselves or the symptomatic person tests positive. Contact NHS for a test.</li> <li>Medical grade PPE is available for staff carrying out first aid duties.</li> </ul>	<p>COVID-19 Actions for Schools Guidance for Full Opening – Schools 02 07 20 updated 10.5.21 <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p>PPE and Face visor will be available for first aid and in the event that a child presents with symptoms.</p> <p>If a person becomes unwell they will be isolated to the Learning Mentor's Room</p> <p>Any staff member reporting symptoms during the day will be sent home.</p> <p>Access to a test is available for all. Notification systems for communicating advice are in place and parents will be signposted to the track and trace app.</p> <p>Note: as of the 18 05 20, the list of symptoms now includes:</p> <ul style="list-style-type: none"> <li>High Temperature 37.8°C</li> <li>Continuous Cough</li> <li>Loss of taste and smell</li> </ul> <p>Contact Public Health for further advice on a Positive COVID test result.</p>
<b>Classroom Management</b>	Staffing	Pupils and staff	L	<ul style="list-style-type: none"> <li>The class will operate as a bubble with a teacher and, if possible, a teaching assistant. If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher.</li> <li>Utilise any unused rooms as storage for unused furniture.</li> <li>Change the layout of the classroom to forward facing desks.</li> <li>If a pupil who is unwell or shows symptoms of COVID-19 they are to be removed from the group and parents informed.</li> <li>Everyone frequently their clean hands - wash hands thoroughly for 20 seconds with soap and running water then</li> </ul>	<p>COVID-19 Actions for Schools Guidance for Full Opening – Schools 02 07 20 updated 10.5.21 <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p>Staff to use PPE equipment immediately when supporting a child who is unwell. Child should be removed</p>

				<p>thoroughly dry them, ensuring that all parts of the hands are cleaned.</p> <ul style="list-style-type: none"> <li>• Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach</li> <li>• Frequently clean touched hard surfaces using standard detergents products.</li> <li>• Tables and chairs to be cleaned whenever there is a change in group use, using a bacterial spray.</li> <li>• Staff to wear face covering as they move around school (corridors and when outside greeting the children.</li> <li>• Staff to wear face coverings when leaving their two metre safe zone when supporting learning in the classrooms/intervention groups. If you chose to wear a visor this must be in addition to the face covering.</li> </ul>	<p>to the Learning Mentors room. Room to be cleaned thoroughly once child has gone home.</p> <p>Handwashing on entry and exit of classroom. Morning, break, lunch, as a minimum.</p> <p>All surface to be cleaned before the beginning of the day, at lunchtime and at the end of the day, as a minimum. Staff are assigned to teams and bubbles to ensure consistency is maintained.</p> <p>Pastoral support and well-being checks are in place for all staff and have been since March.</p> <p>Feb 21 Review of staff timetables to allocate staff to smaller groups of pupils, where appropriate.</p>
<b>Early Years Classes</b>	Nursery and Reception		L	<p>Early years groups in school should:</p> <ul style="list-style-type: none"> <li>• Stay within their class bubble throughout the day to avoid mixing with other groups.</li> <li>• Ensure play equipment that is used is appropriately cleaned after use by small groups of children.</li> <li>• Remove unnecessary furniture from classroom and resource areas to open up the floor space.</li> <li>• Consider where unused furniture will be stored and access.</li> <li>• Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)</li> <li>• Paediatric first aid cover – see first aid section above</li> <li>• Review where required the EHCP and other support plans of the named pupils.</li> <li>• Staff to wear face covering as they move around school (corridors and when outside greeting the children.</li> <li>• If staff are wearing visors in class, then face coverings must be worn when leaving their two metre safe zone when supporting learning in the classrooms/intervention groups, specifically when adult to adult social distancing cannot be upheld.</li> </ul>	<p>COVID-19 Actions for Early Years and Childcare Providers during the Coronavirus Outbreak. 02 07 20 updated 10.5.21  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures">https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures</a></p> <p>Where safety and/or management concerns remain, these should be discussed with the school management and options identified for further discussion with the local authority or trust.</p> <p><b>Safeguarding protocols remain in place during the wider re-opening of school.</b></p>

Classes	Year 1 to 6	Pupils and Staff		<p>Year classes will work and stay together as a bubble.</p> <ul style="list-style-type: none"> <li>Review where required the EHCP and other support plans of the named pupils.</li> <li>Refresh the curriculum timetable: <ul style="list-style-type: none"> <li>Identify rooms and which entry point to reduce contact between bubbles. (see map)</li> <li>Consider which topics will be delivered, how and when.</li> <li>Change the layout of the classroom furniture to face forward in rows with pupils sat facing forward. (Year 2 – Year 6) Year 1 to continue to work in small groups as EYFS.</li> <li>Seating plans to ensure pupils sit at the same desk.</li> <li>Consider which lessons or class activities could take place outdoors and when. (Subject to weather)</li> <li>Use the timetable and selection of specialist facilities to reduce movement around the building.</li> <li>Stagger class assemblies or deliver these digitally to each class.</li> <li>Stagger break times (including lunch), so that not all pupils are moving around the school at the same time. (Brief transitory contact, such as passing in a corridor is advised by the Government, as a low risk.)</li> <li>Stagger drop-off and collection times of classes.</li> <li>Plan parents' drop-off and pick-up protocols that minimize where possible adult to adult group contact.</li> </ul> </li> </ul>	<p>The schools behaviour policy and pupils code of conduct remains in force.</p> <p>Each class in from Year 2 to Year 6 to have desks facing forward.</p> <p>EYFS/Year 1- reduce the amount of equipment available within class. Consider appropriate use of equipment to allow for cleaning. Tables to be separated and facing forward wherever possible.</p> <p>Prepare timetable for sensory activities and groups to allow cleaning before occupants entering.</p> <p>Write to parents to explain the routine for entering and exiting the school. (see letters and map)</p> <p>To reduce risk of transmission by limiting bubbles to year groups. This will include break/lunchtimes and as far as possible, learning time. Review of staff timetables to allocate staff to smaller groups of pupils, where appropriate.</p> <p><b>Safeguarding protocols remain in place during the wider re-opening of school.</b></p>
Use of IT Equipment	Fit for purpose	Children and Staff		<ul style="list-style-type: none"> <li>Allocate time using the resources</li> <li>Monitor and review your risk assessment to ensure social distancing is maintained as much as possible during the activities and practicable application of tasks.</li> <li>Consider the requirements for children requiring 1:1 support, how this can be maintained.</li> <li>Wipe down desktops and computer equipment after use.</li> <li>iPads to be wiped/sanitized upon entering and leaving the school building to reduce the possibility of transmission between home and school.</li> </ul>	<p>Children to use personal devices. (Key Stage 2)</p> <p>All devices cleaned following usage during a lesson. (All phases)</p> <p><b>Safeguarding protocols remain in place during the wider re-opening of school.</b></p>
External Play areas. Playground and field	Fit for purpose	Pupils, and Staff	L	<ul style="list-style-type: none"> <li>An extended 'Daily Mile' course to be developed to support social distancing.</li> <li>Review your security access to the external hard surface, sports courts and field areas and the level of control.</li> </ul>	<p>If picnic tables and benches are used they must be surface wiped with antibacterial spray after each bubble has finished using them.</p>

			<ul style="list-style-type: none"> <li>Allocate areas for play and quiet activities to class bubbles under the supervision of a member of staff with line of sight. Ensure the fixed play equipment is safe for use and to maintain as much possible social distancing.</li> <li>None contact games only</li> <li>Allocate areas for specific/quiet social activities for small groups which can be supervised by a member of staff with line of sight. Quiet activities, such as colouring, to be available. Weather permitting.</li> </ul>	<p>MUGA to be timetabled as part of the outdoor learning provision.</p> <p>COVID-19 Guidance for Managing Playgrounds and outdoor Gyms. 26 06 20. Updated 18.5.21  <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms">https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms</a></p> <p>Outdoor equipment and resources to be cleaned between each bubble. Hand gel to be available outside for children entering and exiting the playground.</p>
<p><b>Off Site Visits.</b></p> <p><b>Day Visits Only</b></p> <p><b>Transport</b></p>	Safety	Pupils and staff	<p>In line with the coronavirus roadmap, school trips have been able to be conducted from the 12<sup>th</sup> April. All educational visits must be conducted in line with relevant COVID-secure guidelines and regulations in place at the time.</p> <p>A full and thorough risk assessment will be completed for all educational visits to ensure they are undertaken securely. This risk assessment will include what control methods are in place and the wider advice on visiting indoor and outdoor venues.</p> <p>May update – School Swimming lessons have resumed. A full COVID risk assessment taken place.</p> <p>Transport is permitted for children who attend swimming lessons. Children are within an appropriate bubble and sit accordingly on the school coach. Children and staff clean their hands before boarding and on disembarking using the clasrom hand washing facility.</p> <p>Domestic residential visits can be undertaken from the 17<sup>th</sup> May. They must be conducted in line with relevant COVID-19 guidance. Children should remain in consistent groups for the purpose of the visit. A full and thorough risk assessment will be completed for all educational visits to ensure they are undertaken securely. Systems of control are set out in within the 'School coronavirus operational guidance- annex c.'</p> <p>International visits should not take place under the current guidance.</p>	<p>Further advice from the EVA Government Guidance  <a href="https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits">https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits</a></p> <p>Safe Working in Education, Childcare and Children's Social Care Settings including the Use of Personal Protective Equipment 16 06 20 (updated 1.3.21)  <a href="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">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</a></p> <p>School coronavirus operational guidance  <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/985138/10_May_Schools_Guidance.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/985138/10_May_Schools_Guidance.pdf</a>  <b>Updated- 17/05/2021</b></p>



				Vehicles (cars) are an enclosed space with a higher risk of transmission of the virus. Use not currently permissible.	
<b>Reporting of injuries</b>	Compliance with RIDDOR 13 and LA Policy	Staff, Pupils and Visitors		Injuries to pupils, staff and visitors must be recorded as usual in compliance to the LA's Policy. Major injuries that are reportable under RIDDOR to be reported to the Safety Officer (Schools) immediately, who will support to the school with the notification to the HSE.	HSE - Employers Guidance – Incident Reporting in Schools. <a href="https://www.hse.gov.uk/pubns/edis1.pdf">https://www.hse.gov.uk/pubns/edis1.pdf</a>
<b>SEND Support</b>		Pupils and Staff		SENCO to review the EHCP/PSP/PHP/IEP/PEEP for named students and provide advice to the senior management and LA of any concerns.  (See link for government guidance for working in education and the use of PPE)	Safe Working in Education, Childcare and Children's Social Care including the use of PPE. 14 05 20 updated 1.3.21 <a href="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">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</a>
<b>Holiday and After School Clubs</b>		Pupils and Staff		Allocate a room(s) for the club use that can be controlled by them or if this is a school resource plan for an agreed access time to include a period where this room, furniture and fixtures can be cleaned prior to use by other school class bubbles. <ul style="list-style-type: none"> <li>Safe access and egress so that bubbles where possible do not mix or congestion is created at the end of the club session.</li> <li>Equipment and materials for activities to be separate from school used equipment.</li> <li>Where possible provide separate storage for club equipment from school equipment.</li> </ul> <p>List of items you should consider for supporting the club:</p> <ul style="list-style-type: none"> <li>Posters, (for example, to encourage consistency on hygiene and keeping to own group)</li> <li>Soap for sinks, and where there is no sink nearby, hand sanitiser in rooms/learning environments</li> <li>Disposable paper towels,</li> <li>cleaning products,</li> <li>Sanitising wipes for wiping some equipment</li> <li>Lidded bins,</li> <li>Tape for cordoning off areas and marking floors.</li> </ul>	COVID-19 Protective Measures for Holiday or After School Clubs and other Out-of-School Settings for Children during the Coronavirus Outbreak. 20.5.21 <a href="https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</a>  Before and After School Club to be delivered on site.  Children to use anti-bacterial hand gel on arrival at the club when signing in and again when leaving with Parent.

				<p>Staff to wear face coverings at all times in the holiday provision and out of school clubs to reduce the risk of transmission.</p> <p>January 2021 Holiday provision closed during lockdown. March 08/03/21 reopen when school reopens.</p>	
<b>BAME</b>	Vulnerable to COVID-19	Named staff and Named children		<ul style="list-style-type: none"> <li>Pupil group to remain in their bubble for all activities to minimize interaction with others.</li> <li>The teaching staff to monitor social distancing within the behaviour of the young pupils. (supervised by staff)</li> <li>To consider the government advice relating to children of families within the BAME risk group and identify where possible support needs.</li> <li>Staff - Headteacher to complete an 1:1 informal discussion with any member of staff within a BAME risk group, to offer reassurance for any concerns and/or support within the ability of the school.</li> </ul> <p>Employee Assistance Programme can help provide support, advice and information. Call them on 0800 862 0142 or visit the website <a href="http://www.aplhealth.com">www.aplhealth.com</a> and click on the client area.</p>	<p>GOV.UK Advice</p> <p>BAME individuals to complete personal risk assessment for consideration.</p>
<b>Employee Wellbeing</b>	Anxiety	School Staff and their families	L	<ul style="list-style-type: none"> <li>Employee Assistance Programme can help provide support, advice and information. Call 0800 862 0142 or visit APL website <a href="http://www.aplhealth.com">www.aplhealth.com</a> and click on the client area.</li> <li>Citizens Advice – offer free, independent, confidential and impartial advice on a range of financial issues.</li> </ul>	<p>Staff briefing session re procedures will take place before re-opening.</p> <p>Staff have been supported throughout with well being calls from the school leaders and the Trust along with relevant information posted on the staff APP. Due time and induction has taken place to ensure all staff feel confident in the routines to secure safety for all.</p> <p>Further mitigations are in place for those staff who may require it.</p> <p>Regular emails and briefings updating staff of current situation sent/held.</p>
<b>Pupil well-being and support</b>	Anxiety / behaviour issues	pupils	L	<p>Pastoral and extra-curricular activities to support the rebuilding of friendships and relationships.</p> <p>Follow Keeping children safe in education and seek help from outside agencies, where necessary/</p> <p>Staff can access support for pupils from MindEd.</p>	<p><a href="https://www.minded.org.uk/">https://www.minded.org.uk/</a></p>
<b>Transitional, taster and open days</b>	Spread of Virus	School Staff and their families	L	<p>Ensure any visits are run in line with the system of controls and align with advice contacted in May 17<sup>th</sup> guidance and the roadmap out of lockdown.</p> <p>Performances – If planning an indoor or outdoor face to face performance in front of a live audience the working safely during Covid-19 in the performing arts guidance provides details of how</p>	<p><a href="https://www.gov.uk/government/publications/covid-19-response-spring-2021/covid-19-response-spring-2021-summary#step-3--not-before-17-may">https://www.gov.uk/government/publications/covid-19-response-spring-2021/covid-19-response-spring-2021-summary#step-3--not-before-17-may</a></p> <p><a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</a></p>

				to manage audiences and should be consulted. Singing in groups should take place outdoors wherever possible.	
<b>Contingency planning to provide continuity of education in the case of a local outbreak</b>	Spike in coronavirus and Anxiety	School Staff, Pupils and Parents		Specific details will be provided to the schools affected by the local outbreak. The Local Authority will support schools based on the Government advice and scientific evidence at that time.	<p>Help contain any outbreak by following the advice of the local health protection team advice.</p> <p>Use of digital strategy initiated. Daily content to be provided by Class Teachers and TA's. This will be reviewed daily to monitor engagement.</p>

#### ADDITIONAL INFORMATION:

##### Contact points.

- School Office 01942 255406
- Police, Fire and Rescue, Ambulance 999
- Health and Wellbeing Team 01942 827857
- Tim Mooney (Principal) 07881 363511
- Quest Head Office 01942 834000
- Booking a test 119

##### Key

	This point has been considered and has been introduced. It may be that it remains to be introduced but steps have been taken and it is ready to be introduced on reopening.
	The points have been considered but action is still required. These actions can and will be completed before reopening.
	A significant risk has been identified that has not been considered and/or a solution is not immediately available. Further consideration will be given and guidance sort as to overcome this risk before school reopens.



## The following are taken from the Government Guidance for Schools published on 02<sup>nd</sup> July 2020

COVID-19 Actions for Schools Guidance for Full Opening – Schools

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

### Annex A: Behaviour principles

In light of the need for children to behave appropriately and with respect for others. The following behaviour guidance must be communicated to children, parents and staff.

Rules of good behaviour are:

- following the routines for arrival or departure
- following the club instructions on hygiene, such as handwashing and sanitising.
- following instructions and stay with your allocated bubble whilst attending the club.
- When moving around the premises follow the instructions given to you. (for example, one-way systems, out of bounds areas, queuing including where children may or may not play)
- expectations about sneezing, coughing, tissues and disposal ('**catch it, bin it, kill it**') and avoiding touching your mouth, nose and eyes with hands
- tell an adult if you are experiencing symptoms of coronavirus
- follow the rules about sharing any equipment or other items including drinking bottles
- use of toilets
- clear rules about coughing or spitting at or towards any other person.
- Any rewards and sanction system where appropriate

Identify any reasonable adjustments that need to be made for children with more challenging behaviour.

### Annex B: Principles for staff

1. Do not come to work if you have coronavirus symptoms but go home as soon as these develop (informing your Team Manager) and access a test as soon as possible.
2. Clean your hands more often than usual - with running water & soap and dry them thoroughly or use alcohol hand sanitiser ensuring that all parts of the hands are covered.
3. Use the '**catch it, bin it, kill it**' approach.
4. Avoid touching your mouth, nose and eyes.
5. Clean frequently touched surfaces often using standard products, such as detergents and bleach.
6. Think about ways to modify your activity approach to keeping a distance from children in your group as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
7. Help your group to follow the rules on hand cleaning, not touching their faces, '**catch it, bin it, kill it**' etc. including by updating your classrooms displays with posters.
8. Prevent your group from sharing equipment and resources (like stationery).
9. Keep your activity door and windows open if possible for air flow.
10. Limit the number of children from your group using the toilet at any one time.
11. Limit your contact with other staff members, and do not congregate in shared spaces, especially if they are small rooms.
12. Make sure you have read the summer clubs updated behaviour policy and know what role in it you are being asked to take.