



Meadowbank Primary School

School Wider Opening Covid-19 Risk Assessment

Version 9 (23.01.21)

Review dates below

Meadowbank Primary School Strategic Recovery Plan/Risk Assessment

Action:- Spring term 2021 opening of school - Staying COVID Secure & Partial Closure with remote learning from 6.1.21

DFE information 4th January 2021

Government announcement that schools and only remain open for children of Critical Workers and vulnerable children until after the February half term break. This is due to the rise Coronavirus cases.

Our Commitment

- We recognise the risk posed by Coronavirus (COVID-19) to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
- We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and children.
- We will share this Risk Assessment and its findings with school teams and consult on its contents.
- We will continue to comply with all relevant Health and Safety Legislation.
- This risk assessment will be reviewed and updated periodically in line with the Government's position OR when local* rate of infection deems it necessary to be reviewed. *(local* this will include Stockport and other bordering and surrounding areas)*
- That all school age pupils will return to school fulltime in the Autumn Term
- We will minimise the number of 'contacts' pupils have in a day through implementing a system of control measure.
- Will keep momentum with educational provision in the event where remote provision maybe required

This risk assessment document has been created using the following Department Of Education documents:

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>

Also: Section 7 of the H&S at Work Act and Section 44 & 100 of the Employment Rights Act

This risk assessment will be reviewed half termly OR when there is a governmental update that is relevant or local rate of infection deem it necessary to review. This review will be reported back to schools Academy Governing Board.(local* this will include Stockport and other bordering local areas)

There is a risk that not all risks and mitigation may have been identified within this risk assessment and its processes. All employees are welcome and encouraged to raise health and safety issues with the Site Manager or School leaders and then communicate back to see if the risk has been acted upon.

Initial RA completed March 20. Reopening RA completed – 16.7.20. End of consultation period and adaptations 24.7.20 – follow on reviews dated below

Review dates:

16.09.20 - Additions made following initial opening observations. Includes plan include one way systems for pick up from after school clubs & 4th staff room area added to ensure that adult in bubbles do not sit in the same areas together during their breaks.

18.9.20 - Review held as R rate rose above 1 nationally. No additional changes made as plan still intact and no confirmed cases in school.

22.9.20 – Risk assessment review with Stockport Health and Safety lead Danny Brazil following leaders' requested audit of school's Covid-19 response. Systems reported to be robust. Advice sought on the safe reopening of school's Breakfast Club. Following this plans made to reopen the Breakfast Club on 12.10.20 with a booking in system (as school's afterschool club) rather than a drop to enable children to be seated in year group bubbles.

23.11.20 – No significant additions. As R rate above 1 no relaxation of systems in place.

31.12.20 – RA review following rise in infections nationally due to winter, new Covid-19 strain and in anticipation of an expected post-Christmas spike. No changes to RA required. However all stakeholders to be reminded or renewed efforts during the spring term as we progress through winter and await offers of injections. We need to have heightened awareness of complacency during the coming months. To date there have been 3 staff members who have had confirmed positive outcomes of the virus and 2 children. No bubbles have closed so far. On 31.12.20 Greater Manchester moved into Tier 4 and so one Extremely Clinically Vulnerable teacher will teach their class remotely as they did during the November lockdown. For the start of the spring term explanation videos for staff and parents to support remote learning are in place and ready to use in the event of a Bubble or school closure and staff training has taken place. This will improve the quality and impact of provision for remote learning in this instance. From January 21 any child who is self-isolating but is not unwell will dial into their class learning and learn alongside their peers where possible. Smaller KS2 classes will be asked to utilise the bay area's more and larger display areas in classes reduced further to give more space.

4.1.21 & 6.1.21– upon the return to school and then the partial closure of schools on the 5.1.21 a full risk assessment review was held with all staff groups (4.1.21) due to the rise in Coronavirus cases nationally. The number of cases in MB catchment area is currently below those of Stockport as a whole however the rate is rising. Key outcome from the review that have been added to the RA are: mask to be worn in all communal areas and a school closure area of the RA was added.

23.1.21 – Upon the government's announcement that twice weekly tests would be available to all school staff from 25.1.21 a staff testing section was added to the RA. All 71 members of our school community agreed to volunteer beginning on 25.1.21

Six Area Risk Assessment

Area 1 – Prevention

Area 2 – Responding to infection or possible infection

Area 3 – School Staff Safety and Wellbeing

Area 4 – School Operations

Area 5 – Curriculum and Pastoral Support Including Safeguarding

Area 6 – Health and Safety

Area 7 – National School Closure (added 6.1.21)

Area 8 – School Staff twice weekly Covid testing (added 23.1.21)

AREA 1 - PREVENTION					
Area of risk	Considerations	Actions	Who will action?	Date to be completed	RAG
1.1 Hygiene/ Infection control and social distancing Risk level - HIGH	-Poor respiratory hygiene may lead to increased risk of Covid-19 spreading.	a)-Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. Staff refresher training on 3.9.20	JA & Site Team	3.9.20	
		b)-PPE equipment is available and stored in the medical room to use if child is physically sick.	SLT	16.7.20	
	-Training for staff in infection prevention by sharing contents of guidelines.	c)-Where necessary, school transport is restricted to essential use only by SEN Base. Teachers asked to walk where possible & walking request to parents. Where practicable, infection control and social distancing measures are put in place on school transport – SENDCO liaise with SEN taxis company	JA & SENDCO	16.7.20	
	- Clear classroom systems for hand washing.	d)-Educational visits must have detailed risk assessments agreed by HT & Educational Visits leader and must not be overnight. When using coaches to transport children school will seek companies risk assessments in vetting their clearing routines to ensure satisfaction in using the service.	SLT	16.7.20	
	-Effective plan for cleaning.	-staff seeking to plan an educational visit must first consider if they can offer Bubbles and refer to: http://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 .			
	-Ample supplies of soap and paper towels at all handwashing stations and in bathrooms.	e)-Visual aids are used to display social distancing measures, e.g. signage to remind of two-metre spacing & tape where necessary.	SLT	16.7.20	
	-Hand sanitiser for all adults and that the sanitising foam dispensers are fully stocked.	f)-Infection control resources are located in each classroom & communal areas, where necessary, to include tissues, bins with lids for human waste, alcohol-based hand sanitiser and table cleaner with clean clothes. All to be regularly checked during the day. If anyone sneezes or coughs they put their tissue in the bin and wash their hands. The bags from the bins to be removed and double bagged daily. -Children regularly reminded of 'Catch it, Kill it, Bin it'.	Site Team	16.7.20	
	-Children aware of handwashing routines and coughing hygiene.	g) Handwashing & Sanitising -Hand sanitiser available at all entrances and exits & checked throughout the day. Most important wash of the day is when the children enter school in the morning. Unless they are having a snack children don't need to wash hands on the way out to play but it is vital that they do on the way back in. sanitiser is available outside for when using equipment.	Site Team	16.7.20	
	-Display posters about handwashing and cough hygiene routines.				
	-Sufficient supply of PPE accessible in case of child sickness. (Jan 21 all staff have				

	visors and there is sufficient other PPE in school)	Wash before and after lunch. Wash before going home Wash after activities as teacher deems appropriate Washing is better than sanitising as too much sanitiser just builds up a layer on the hands and doesn't clean them.			
		h)-Start of year phased reopening plans are in line with the relevant national advice and aimed at ensuring health and safety induction of all.	JA	16.7.20	
		l)-School Leaders identify areas of the school subject to high people traffic when all children are in the building and puts a plan in place to maximise infection control during busy periods, e.g. staggered break times.	SLT/Phase Leaders	16.7.20	
		j)-Bubbles will be organised in year groups with older children working in smaller class sized Bubbles within the year group Bubble. There will be safe and suitable staff-to-pupil ratios and adults can work across a year group bubble and across phases where needed, but no further than one phase. All adults to have awareness of social distancing measures and try to remain 1 metre distance from children where possible and appropriate. FS – Year 2 children will learn in Year Group Learning Bubbles (Due to the open plan design of the environment & way in which Meadowbank's children learn) limiting the opportunities for them to come into contact with the wider population and will be routinely reminded about hand washing & hygiene measures. Regular handwashing will be built into each bubbles daily routine and will include each time they enter and leave the building. Each of the two year group classes will work within an overarching year group Bubble allowing adults to move across the Bubble (and phase where supporting children dictates) but not across Bubbles in the wider school. -Year 3 – 6 children will learn in Class Learning Bubbles within their year group Learning Bubble limiting the opportunities for them to come into contact with the wider population and will be routinely reminded about hand washing & hygiene measures. Regular handwashing will be built into each bubbles daily routine and will include each time they enter and leave the building. Each of the two year group classes will work within an overarching year group Bubble allowing adults to move across the Bubble (and phase where supporting children dictates) but not across Bubbles in the wider school.	SLT/Phase Leaders	16.7.20	
		k)-All staff to sanitise as they enter and leave each room including staffrooms	All staff	16.7.20	
		l)-Learning environments to reflect school's curriculum intent however to be kept tidy and uncluttered to enable cleaning to take place with ease	Phase Leaders	16.7.20	

	m)-Where required, school leaders works with teaching staff to retain plans to maximise infection control during transition times, e.g. staggered lesson times, use of different exit doors to playgrounds.	SLT/Phase Leaders	16.7.20	
	n)-The use of communal areas, e.g. the staff room, is limited to avoid unnecessary group gatherings – alternative spaces, staggered times or rotas are implemented where required. Staff recommended to use outside areas for breaks where possible. 14.9.20 – each year group allocated one of 4 staff spaces & times to prevent close contact across bubbles.	SLT/Phase Leaders	16.7.20 14.9.20 yr group staffrooms introduced	
	o)-Where pupils, staff cannot follow social distancing arrangements for a particular activity, the headteacher assesses whether the activity needs to continue & mitigating actions are put in place if continuing the activity is essential e.g. staff meetings and assemblies held remotely or managed via alternative school systems	SLT	16.7.20	
	P)-Parents to continue to be asked to use Parentpay for all payments. Where cash is unavoidable staff should wear disposable gloves and use hand sanitiser.	Admin team	16.7.20	
	q)-School business card to be used on request to place orders or ask the admin team to place online orders.	Admin team	16.7.20	
	R)-Meadowbank tuck shop continue to be suspended and children to bring their own healthy snacks from home.	SLT	16.7.20	
	s)-Water fountains will continue to be closed and all children will be asked to bring their own water bottle. Adults will refill water bottles when requested.	Class teacher	16.7.20	
	t)-Staff tea & coffee money to be payed via Parentmail. Staff to have their own covered cup.	Admin team	16.7.20	
	u) Doors - During break times toilet external doors will be opened allowing access to sinks to wash hands and hand washing equipment will be placed by external taps. – To reduce touch points KS2 corridor fire doors to be wedged open to reduced hand contact & SLT close if the fire alarm sounds. (action confirmed appropriate by Stockport H&S 22.9.20)	Phase Leaders	16.7.20	
	v) Bay areas and working in corridors Children can use their bay areas for break out learning areas. However tables in corridors may not be used as there is not enough passing distance to ensure safety.	Class teachers	9.9.20	
	w)-Only one person can be in the photocopier room at a time and the copier must be sanitised after each use.	All staff	16.7.20	

		x)-Cleaning products will be in each learning bubble in a locked area. Site team will train all staff groups prior to working with children.	Site team	16.7.20	
		y)-Doors to be left opened and windows open to increase ventilation and to reduce the number of contacts made that can transmit the virus.	Site Team	16.7.20	
		z)-Encourage staff and pupils to use face coverings if they use public transport.	SLT	16.7.20	
		aa) – Visitors to school – visitors will be kept to a minimum. Visitors who do attend must sign a declaration that they have no symptoms & have not been in close contact with anyone showing symptoms in last 14 days and that they agree to follow school's Risk Assessment. Where a visit is known in advance the declaration will be emailed in advance.	SLT / Admin	1.9.20	
1.2 Toileting and First Aid Risk level - HIGH	<ul style="list-style-type: none"> - Children with medical needs supported -Toilet seats and sinks to be wiped regularly during the day. -- Children with continence difficulties supported. PPE to be worn when changing nappies and dealing with toileting incidents. -First Aid resources available in all phases. 	a)-FS team wipe toilet seats regularly during the day using wipes & gloves. Additional cleaner to clean toilets during each day. Nappy bin to be located in FS1.	Site team / Phase Leaders	16.7.20	
		b)-A maximum of 2 children per Bubble to go to their phase's toilet at a time. Children trained on the maximum number of children allowed in the toilets at one time (2). Signage visible to support this. If additional children arrive they wait outside or return to class and return later.	Site team/SLT	16.7.20	
		c)-Disposable cleaning wipes to be placed in adult toilets and staff asked to wipe handles and toilet seats when they have used the toilet.	Site Team	16.7.20	
		d)-On occasions where bodily fluids need to be cleaned, staff to encourage independence in getting changed. Staff to wear PPE if they need to support the child. Soiled/wet clothing to be placed into a sealed bag straight away and sent home with the child. Toilet area will need to be sanitised before being used by another person	Phase leaders	16.7.20	
		e)-Children with medical conditions or incontinence needs where possible to be placed in classrooms where staff are trained in the condition and management of. Staff to familiarise themselves with Health Care Plans and individual risk assessments where appropriate.	SLT	16.7.20	
		f)-PPE resources to be located in FS children's changing area.	JA	16.7.20	
		g)-PPE resources to be stored in coronavirus isolation room (Medical Room).	JA	16.7.20	
		h)-Phase leaders to be made aware of whom first aiders are in their area of school and pass this information to staff members.	RCG / PLs	16.7.20	
		i)-Children's medication to be available in their new class bubble location e.g. Inhalers / sharps boxes. Children encouraged to be as independent as possible in managing their medication with adult supervision.	Class teacher	16.7.20	

		j)-Medical leader to gather all first aid boxes and ensure that they are replenished including PPE equipment in the medical room.	RCG	16.07.20	
		k)-Children, particularly younger children to be encouraged, and trained, to use hand towels rather than hand dryers as the noise prevents them from drying effectively. Adequate supplies of hand towels to be available. Hand dryers to be removed during August toilet refurbishments.	Site team, class teacher	17.7.20	
1.3 Cleaning Risk level - HIGH	-If regular cleaning, particularly of frequently touched surfaces, is not maintained the risk of the virus spreading is increased. -Maintain a cleaning plan that describes frequency and methods. Plan to include toilets, sinks, frequently touched objects including light switches, door handles etc...	a)-The SLT arranges enhanced cleaning to be undertaken where required. Reviewed cleaning plan with new Site Manager, Site Team and additional temporary staff redeployed from Breakfast Club in school. -Touch points to be priority – phones, keyboards	SLT	16.7.20	
		b)-The school to be deep cleaned before reopening in September, with suitable cleaning agents and in line with the <u>COSHH Policy</u> .	SLT & Site Team	1.9.20	
		c)-All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed.	Site Manager	1.9.20	
		d)-Adequate amounts of suitable cleaning agents are available.	Site Manager	16.7.20	
		e)-To reduce contact between adults school's cleaning team to work separately and responsible for cleaning set areas around school in agreement with the SLT – DHT to plan cleaning programme with Site Team	SLT & Site Team	16.7.20	
		f)-All school staff to have COSHH refresher training on cleaning routines and products used across school.	SLT & Site Team	3.9.20	
		g)-Maintain a plan for cleaning of toys, sports equipment, iPads etc...Toys and objects which cannot be washed to be stored away.	Phase Leaders	16.7.20	

AREA 2 - RESPONDING TO INFECTION OR POSSIBLE INFECTION					
Area of risk	Considerations	Actions	Who will action?	Date to be completed	RAG
2.1 Responding to a suspected case Risk level - HIGH	<p>-If pupils or staff present as unwell with Covid-19 symptoms the risk of infection will be high.</p> <p>-Pupils, families or staff maybe unaware of the symptoms of Covid-19 and may present at school.</p> <p>-School maybe unable to contact parents if a child is unwell in school with Covid-19 symptoms.</p> <p>-Poor hand hygiene may lead to increased risk of the virus spreading.</p>	<p>a)-In the event of a child/adult developing suspected coronavirus symptoms whilst at school, they will be isolated from others, travelling outside of the building as much as possible & sit outside on a bench in the fresh air or in the Oak Room (Medical Room) is poor weather until they are collected as soon as possible and isolate at home in line with the NHS guidance (see appendix 1 – suspected case flow chart). Supporting adults will ensure that there is at least 2 meters distance between them.</p> <p>-They will then be sent the link- http://www.gov/government/publications/covid-19-stay-at-home-guidance</p> <p>b)-School will Follow the government's most up to date advice. At the time of writing, the current guidance dated 17/07/2020 can be found using the following link: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Government advice is in response to any infection:</p> <ul style="list-style-type: none"> • engage with the NHS Test and Trace process • manage confirmed cases of coronavirus (COVID19) amongst the school community • contain any outbreak by following local health protection team advice <p>See Appendix 4 – procedure to implement if Covid19 is suspected. See Appendix 5 - Letter to go home with Staff member or Parent of Child with Covid19 Symptoms</p> <p>Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p>	SLT	16.7.20	

		<p>The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 meter, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • proximity contacts - extended close contact (within 1 to 2 meters for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person <p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups. This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p> <p>A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’.</p> <p>They should get a test, and:</p>			
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		<ul style="list-style-type: none"> • If the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. • If the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ 			
		c)-Open windows in class and Medical room for ventilation where practical and feasible.	SLT	16.7.20	
		d)-The staff member responsible for the child during this time should be a staff member from who has been teaching that group of children whenever possible. This person does not need to isolate unless requested by Test and Trace or they become symptomatic.	SLT	16.7.20	
		e)-If anyone is in contact with an infected person handwashing is essential.			
		f)-The area that the child/adult has worked in will be thoroughly cleaned, immediately & then deep cleaned at the end of the day. The area will be closed to and children moved to learn outdoors or in the school hall.	Site Team/Class teacher	16.7.20	
		g)- In the event of a staff member developing suspected coronavirus symptoms whilst working at school, they should return home immediately and isolate working from home in line with the NHS guidance. They should not return until a negative test result is received or NHS guidance has been followed and they are well again. If school is provided with tests these will be given to the staff member.	SLT	16.7.20	
		h)-Children and staff who show symptoms of Covid-19 should remain at home and have a Coronavirus test. They should not return until a negative test result is received or NHS guidance has been followed and they are well again. Guidance shared will be updated as changes occur.	SLT	16.7.20	
		i)-Children and staff will be made aware of the symptoms of Covid-19. These will be communicated and displayed in entrance and exit points including communal areas.	SLT	16.7.20	
		j)-Information regarding symptoms will be added to the Covid-19 section of the school’s website.	Admin	16.7.20	

2.2 Responding to a confirmed case Risk level - HIGH	-If there is a confirmed case of Covid-19 in school the risk of the virus spreading may be high. -There may be more than one confirmed case leading to an increased risk of an 'outbreak' in school.	As in responding to a suspected case information and: a)-Confirmation of test results for all affected parties will be requested prior to returning to school. Evidence of test outcomes will be requested but cannot be insisted upon.	Admin	16.7.20	
		b)-The area that the child/adult has worked in will be left for 72 hours when possible before being used again. A temporary learning environment will be set up for the period and all resources used will be sanitised.	Teaching teams	16.7.20	
		c)-Those responsible for cleaning the area should wear appropriate PPE.	SLT	16.7.20	
		d)-If staff or child within a bubble present symptoms of Coronavirus (Covid-19) they should self-isolate for at least 7 days -Any child or adult presenting symptoms must take a test and the bubble will continue as normal -If a child or adult tests positive the entire bubble will close for 14 days -If a child or teacher tests negative they can return to school when well -If a child becomes unwell at school they will be taken to the medical room to await collection and return following a negative test or when well -Parents must inform school if a child tests positive -Pupils and staff must self-isolate for 14 days if member of their household is symptomatic or tests positive	SLT	16.7.20	
		e)-All positive cases should be reported to local public health body who may do their own risk assessment. If more than 2 cases occurs within 14 days support from the local PHE team will be sought whose advice may be to send home larger groups of pupils and staff or engagement with a mobile testing unit. If tests have been provided to school, these will be used. At this time school will follow the procedures of a critical incident.	SLT	16.7.20	
		f)-Based upon current advice pupils and staff who have been in close contact (those who have had face to face contact for a length of time under 1 metre, those with contact within 1-2 metres for over 15 minutes, those who have travelled with the infected person) with the infected person will be sent home to self-isolate for 14 days. (appendix flow chart)	SLT	16.7.20	
		g)-Template letters to parents reporting a confirmed case and for children/staff showing symptoms to be stored in the shared area.	SLT	16.7.20	

		<p>An outbreak is where two or more cases of Covid-19 within the same setting inside of 14 days.</p> <p>At the time of writing, the latest government framework setting out how national and local partners will work with the public, at a local level to prevent, contain and manage outbreaks can be found using this link; https://www.gov.uk/government/publications/containing-and-managing-local-coronavirus-covid-19-outbreaks/covid-19-contain-framework-a-guide-for-local-decision-makers</p> <p>If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. Every unitary metropolitan council and county council (referred to as 'upper tier local authorities' (UTLA) has a local outbreak plan developed in line with the Association of Directors of Public Health (ADPH) guiding principles setting out how partners should work together to implement the plans and take a preventative approach. For the Greater Manchester area, the Covid19 Management Plan Executive Summary can be found using this link; https://www.greatermanchester-ca.gov.uk/coronavirus/covid-19-management-plan/</p> <p>Appendix 7 shows the escalation between agencies for two or more cases of Covid-19 within the same setting inside of 14 days and further details can found using this link; https://www.greatermanchester-ca.gov.uk/news/local-covid-19-cases-in-greater-manchester-published-for-first-time/</p> <p>Contingency plans for outbreaks</p> <p>In the event of a local outbreak, schools may be advised to close temporarily to help control transmission. A contingency plan for this eventuality and it may involve a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other pupils. School Leaders must urgently review the Trust's Contingency Coronavirus Action Plan taking into account any new or further guidance from the government or agencies involved in the local outbreak management plan. As before, the plan should be shared with Trustees, AGBs, staff and parents/carers. SEE CLOSURE RA SECTION 7</p>			
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AREA 3 – SCHOOL STAFF SAFETY AND WELLBEING					
Area of risk	Considerations	Actions	Who will action?	Date to be completed	RAG
3.1 Staff Safety Risk level - HIGH	-Unwell staff should only attend school if they are symptom free, have completed the required isolation period or achieved a negative test result.	a) Be clear with employees that they must not attend work if they have been told to self-isolate. They must follow governmental instructions or medical advice (with written notification from doctors). Risk assessments will be completed for those with significant medical conditions and reviewed every 3 months.	SLT	3.9.20	
	-staff should not attend school if they are required to self-isolate	b)-If the R rises above 1 an automatic review of this risk assessment will be triggered however, a range of evidence will be taken into consideration alongside the R figure during the review e.g. LA/governmental guidance and information, ELT considerations, school progress within the risk assessment.	SLT/AGB.E LT	16.7.20	
	-Staff may feel unsafe to return to school and may exercise their right to not work in a safe environment.	c) All staff to be reminded of systems for sharing health and safety concerns with the Site Manager and Senior Leaders. Remind that thoughts, ideas and concerns are welcome and a positive actions to ensure the safety of all. Concerns will be listen to and responded to as much as practicable and possible within the daily running of the school.	Phase Leaders	1.9.20	
	-Staff members should avoid physical contact with each other including handshakes, hugs etc.	d) Regular reminders and a culture of compliance to be established and committed to be all staff teams. An expectation that non-compliance will be challenged and if necessary result in disciplinary action. This includes when out of school to reduce the risk of bringing the virus into school if governmental guidance is not followed.	All Staff	4.1.21	
	-Staff should ensure social distancing of at least 2 meters from each other.	e)-Staff to keep school leaders informed of any medical conditions or changes to medical conditions that they may have.	SLT	16.7.20	
	-Entry into the school building should be restricted to children and staff as far as practically possible and visitors should not be permitted unless essential.	f)-Leaders hold discussions with staff who are deemed more vulnerable to infection and put any alternative arrangements possible in place. Discuss how and where someone in an identified vulnerable categories will work in line with current government guidance.	SLT	16.7.20	
	-Limit physical meetings and consider use of video conferencing.	g)-The SLT considers requests made by any more vulnerable staff who wish to make changes to their working environment in the interest of health and safety.	SLT	16.7.20	
	-Keep distance during breaks/lunchtime.	h)-Clinically vulnerable & pregnant staff will have a risk assessment before working in a classroom environment.	SLT	16.7.20	
	-Establish routines for cleaning of shared resources.	i)-Staff to be aware of social distancing when interacting with each other and moving around school. Avoid complacency and always be role models for children.	SLT	16.7.20	
	-Risk that staff might not be compliant in following measures outlined in RA – either in school our out of school (risking bring virus into school from outside)	j)-The HT ensures that the school can be adequately/safely staffed when it reopens & reviews this as staffing levels change due to Covid-19.	SLT	16.7.20	
		k)-Staff briefings will cease until at least Spring 1 and information sharing will continue via the weekly emailed briefing notes	HT	16.7.20	

	<p>-Discourage use of public transport to and from work.</p> <p>-staff may be unaware of channels for reporting health and safety concerns.</p>	l)-Staff meetings will continue if cannot be rearranged by video conferencing. This will be reviewed for Spring 1.	SLT	16.7.20	
		m)Staff model social distancing at all times around school. Timetabling will limit movement around the school site.	All	16.7.20	
		n)-Health & wellbeing support for BAME groups will include priority testing and remote working if required and appropriate.	SLT	16.7.20	
		o)-Staff will wear fresh clothes each day and wash hands regularly throughout the day and upon entering and leaving the building.	All staff	16.7.20	
		p) Class teaching – where possible teaching should be done from 2 meters distance. Where this is not possible adults should work from the furthest distance manageable.	All staff	16.7.20	
		q) Group work - The safest recommended position for group work is the teacher standing behind the children working at a table. They are not face on to the children and do not stay in the same place for long. Adults need to consider the wider implications if they were to catch Covid and evaluate their own personal circumstances beyond school. All staff must carry out a self-risk assessment about how they choose to work with children.	All staff	16.7.20	
		r) Following Jan 21 RA review with all staff teams – PPE will be work in all communal areas and when working within a classroom, with groups and individuals. When working individually masks can be optional.	All staff	4.1.21	
3.2 Staff Wellbeing	<p>-Staff may feel anxious about being in school.</p> <p>-Staff may feel unsafe in school and may exercise their right to not work in an unsafe working environment.</p> <p>Further Information to support Health, Safety & Wellbeing</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	a)-All staff consulted on this Risk Assessment and Phase Leaders will share outcomes of its reviews in a timely way. Staff will co-construct the RA with leaders.	SLT	14.7.20 4.1.21	
		b)-This Risk Assessment will be shared with Trade Unions by union representatives during its consultation and feedback reflected upon.	SLT	17.7.20	
		c)-Individual Risk Assessments will be offered to staff members who are more vulnerable.	SLT	16.7.20	
		d)-July staff survey sent out to assess how staff feel about the school being in school and returning again in September and enable the SLT to act on any concerns staff have and offer support. This will be repeated before the October half term break	SLT	16.7.20	
		e)-The HT and DSL ensure provision is in place to help protect wellbeing and mental health, and ensure all staff and pupils have access to support when the school reopens.	SLT & DSL	16.7.20	
		f)-Where possible flexibility will be afforded to staff with children from other settings without extended hours and no other arrangements can be made.	Phase Leaders	16.7.20	

		g)-Breaks and lunchtime for staff will be staggered so that they can maintain social distances. Staff will access a greater number of smaller spaces to access rest space	Phase Leaders	16.7.20	
		h)-Staff wellbeing systems to be maintained and retain high status across school – Reflecting with Rachel, School leader accessibility, counselling upon request. Occupational health referral if personal stress and anxiety issues are identified	SLT	16.7.20	
		i)-Employee entitlement Programme designed with staff team during schools wellbeing policy review in the Autumn term e.g. flu jabs. This will be shared with ELT to develop an overarching approach with individual school based contexts.	Phase leaders	1.9.20	
		j)-Share current guidance on travelling abroad via staff briefing with the expectation that all will be in school to work from 1 st September. Ask staff to share if will be abroad from 17 th August and the implications if there is a need to self-isolate upon their return. Evidence of when the holiday was booked may be requested.	SLT	10.7.20	
		k) Staff should aim to make time during the day to take a breather and do something relaxing. Staff are often very limited when it comes to time, but there are plenty of five-minute relaxation techniques that can be done quickly and often to reduce anxiety including: meditation, mindfulness, stretches, breathing exercises. A good example of this is Nicola Harvey's STAR breathing model. Teachers can use this model to support their own wellbeing, and then demonstrate this in front of their class so that everyone can practice together.	SLT	1.9.20	
		l) Have regular keep in touch meetings/calls with people working at home to talk about any work issues. Have regular keep in touch meetings/calls with people working at home to talk about any work issues. Taking care of your mental health <ul style="list-style-type: none"> • Eat well and stay hydrated • Stay connected • Exercise • Be creative • Be mindful about the information you're consuming • If you're starting to feel overwhelmed, stay away from social media. Instead, ask someone you trust to share updates with you. 	SLT	1.9.20	

		m) School may need to alter the way in which we deploy staff, and use existing staff more flexibly, to welcome back all pupils at the start of the autumn term. Leaders should discuss and agree any changes to staff roles with individuals. It is important that planning builds in the need to avoid increases in unnecessary and unmanageable workload burdens. This could include a review of existing practices in this respect and schools may wish to draw on DfE's <u>workload reduction toolkit</u>	SLT	1.9.20	
		n) There is no increased risk for people working at home temporarily but if this arrangement becomes long term the risks should be assessed. Further information on how to set up a workstation for short duration home working and also what to do for long term home working can be found on HSE's Protect homeworker's page. For all people working at home using display screen equipment (DSE) put in place information and training on how to protect themselves, e.g. take regular breaks, stretching exercises, set the equipment up properly.	SLT	1.9.20	

AREA 4 - SCHOOL OPERATIONS					
Area of risk	Considerations	Actions	Who will action?	Date to be completed	RAG
4.1 Reduced contact between individuals Risk level - HIGH	-Increased contact during the day may increase the risk of the virus spreading.	a)-The Lodge after school club will reopen in September by creating year group Bubbles and utilising additional space across school. Children will be collected from their Bubbles to move into their Lodge Bubbles. The Lodge closing time will be reduced from 5.55 pm to 5.30 pm to allow staff time to sanitise the area for the next day. A one way system in front of the building will be created for parents to collect children.	SLT	13.7.20 Parent 1 way system added 14.7.20 Update 11.1.21	
	-Extend opening hours where can be done safely. (Before and after school club)	Jan 21 – During new lockdown and 2 nd school partial closure if a parent with a child in school accesses the Lodge they will pay the fee, if they do not access the club their fee will be waived and they will re-join the club when the lockdown ends. Parents will be asked by Parentmail to say if they would like the place or not, they cannot change their minds until the lockdown ends as staffing will be changed to reduce the number of adults in the building. Children who are not in school will not be charged for their place.			
	-Increased contact at busy send of the day may increase the risk of the virus spreading, Hence there will be a staggered start and end of the day.				
	-Use more entrances and exits to avoid crowding.	b)-The Breakfast club will remain closed, with a review at October half term. This is due to the large number who attend on an drop in basis, the space available and number of staff. Staff will identify children at risk due to not having a breakfast at home. Breakfast bars will be stored in the school office for these children to eat in class or close to their bubble. Following Risk Assessment review with Stockport H&S 22.9.20 the Club will reopen on 12.10.20. All children will enter via the front office and be seated in year group bubbles that do not mix. They will be served breakfast and numbers will be capped at 12 per cohort, numbers to fit 1 table. Tables will be in dining room and IT suite. Staff to ensure distancing.	SLT	13.7.20 Reviewed 22.9.20	
	-Markings to set up orderly lanes for the parents as they wait to drop their children off.				
	-The same group of children staying in the same room with the same adults who usually teach them.	c)-Sports coaches and the Study Club will begin again in Autumn 1 as can create bubbles with year groups / phases attending. However, contact sports may not be played and leaders will have regular communication with coaches to ensure understanding of this risk assessment. Parents will collect children from the office gate rather than door to prevent passing each other.	Sports Coaches	24.7.20 Gate collection added 16.9.20	
	-The use of communal internal spaces should be restricted as much as possible.	d)-Staff briefings will continue via briefing notes until at least Spring 1 and information sharing will be the responsibility of phase leaders	HT	16.7.20	
	-Recognise that young children will not be able to maintain two metre distance.	e)-Children's phased return over 4 days in September – 2 transition days, then 2 induction into new Learning Bubble days. Parents informed of this on 9.7.20.	HT	9.7.20	
		f)-During the phased induction of all children across school at the beginning of September parents will be allowed in school for short periods of time to meet	Phase Leaders/C	16.7.20	

	-Plan learning outside during the day for different groups.	their child's teacher and see their new learning space. All induction visits will take place before the wider opening of the school (phase for FS1 2), parents will enter school via doors close to their classroom, will not access the wider school and tables sat at will be sanitized before the next parent arrives.	lass Teachers		
	-Avoid large gatherings of children.	g)-Staff meetings will continue in phases if cannot be rearranged by video conferencing. This will be reviewed for Spring 1. Following Risk Assessment Review with Stockport H&S 22.9.20 staff meetings will resume face to face in the school hall where staff can sit in bubbles and there is 2m+ between bubbles.	SLT	16.7.20 Reviewed 22.9.20	
	-Ensure that there is enough equipment for activities to avoid sharing.	h)-Governing Board & Trust Board meetings will be held remotely until the Pandemic eases further and the risk of infection reduces. Governor visits may continue following social distancing rules and not crossing into bubbles.	SLT/ LGB	16.7.20	
	Have a staggered lunchtime and reorganise where children eat. (Outside sandwiches if weather permits or in classrooms) -Consider timetabling to reduce crowding around lockers. -Visitors and contractors may be unaware of school procedures related to this risk assessment.	i)-Staggered start and end of day routines for children will continue to reduce the number of children and parents on the school grounds but will try to reduce to 5 minute intervals if parents can maintain a steady flow of arrival with social distancing along the one way system introduced in summer 20. -Only one parent to attend school at any time. This is essential during high risk periods at the start and end of the day. -Only one adult to line up and travel along the parent pathway to keep numbers on the school site as possible. -Parents not to walk Meadow Room and Year 3 children along the side field path as there is not an exit path and two way traffic cannot pass. Parents can observe their children and wave to them from the parent path. -Messages to teachers from parents can be put into provided post boxes or shared by phone or email. Parents must not approach school staff at doors. -Parents leaflet to be produced and signs show which door to enter and exit from; and marked areas arranged in the playground with adults to support as changes embed. Class signs will be made and SLT visible at the gate initially. -Parents asked not to arrive early as this adds to the number at the gate and parents need to walk past them to enter school at their time slot preventing social distancing. -Families asked to stand on the distancing lines close to the fence so that other pedestrians can pass by safely. -Parents asked not to send children to stand in the line early to wait for their time to enter. This heightens risks in terms of safeguarding and limits social distancing as other children and families must pass them to enter school.	SLT	10.7.20	

	j)-School's direct students will maintain their work within their assigned Learning Bubble, restricting social contact with others. Meadowbank's School's Direct Lead will ensure students have a clear induction	SD Lead	16.7.20	
	k)-School will again use supply teachers when necessary. Long term supply teachers will remain with the staff team within their bubble and restrict movement around school. Short term supply teachers will remain solely within their bubble and will not access the staffroom. Supply information leaflet will be undated to include Covid-19. Admin will brief supply when they arrive.	SLT/Admin	16.7.20	
	l)-Limited items to be brought into school from home e.g. water bottle, coat and packed lunches. All will be kept in lockers with managed movement to and from them. Children will be able to bring a small bag to carry essential items.	SLT/Phase Leaders	16.7.20	
	m)-Breaks and lunchtime for staff will be staggered so that they can maintain social distances. -Phase staff have been allocated one of 4 staffroom areas across school to limit contact across bubbles and be encouraged to take breaks outside.	Phase Leaders	16.7.20 Staffrooms in phases 14.9.20	
	n)-Each Learning Bubble will have its own defined area of the outdoor space with washable resources.	Phase Leaders	16.7.20	
	o)-Assemblies will be classroom based or held remotely until restrictions by the government ease. 22.10.20 Following Stockport H&S visit requested by school phase assemblies may be held with 2+meters between Bubbles.	SLT	10.7.20 22.9.20 review	
	p)-Due to the collaborative learning approach outlined in Meadowbank's curriculum intent we are reluctant to organise learning environments into rows. Classrooms will be organised to reduce face to face contact however, children will be allowed to learn together with risk mitigated by the wider use of the whole classroom space, bay areas and the outdoors to reduce the numbers within the class learning space.	SLT/Phase Leaders	10.7.20	
	q)-Adults will remain aware of the need to keep the classroom door open and to have some windows open to provide good ventilation to each room.	Class teachers	1.9.20	
	r)-If parents of FS new starters need to show proof of birth or address they will need to adhere to social distancing as will any new staff members. Admin team to wear gloves when handling documents.	Admin team	16.7.20	
	s)-Admin team, Safeguarding Officer and SENDCO socially distance and continue to work in alternative office space across school.	HT	16.7.20	
	t)-Children will wear their school uniform and bring a PE kit to school. Governmental guidance (July 20) states that children's uniform does not need to	Phase Leaders	16.7.20	

		be washed more often than other clothes. However, children/adults will be encouraged to wear clean clothes daily where able & PE kits be washed weekly.			
		u)-FS – Year 2 children will learn in Year Group Learning Bubbles (Due to the open plan design of the environment & way in which Meadowbank's children learn) limiting the opportunities for them to come into contact with the wider population and will be routinely reminded about hand washing & hygiene measures. Regular handwashing will be built into each bubbles daily routine and will include each time they enter and leave the building. Each of the two year group classes will work within an overarching year group Bubble allowing adults to move across the Bubble (and phase where supporting children dictates) but not across Bubbles in the wider school.	CT/Phase Leaders	16.7.20	
		v)-Year 3 – 6 children will learn in class sized Learning Bubbles within their year group Bubble, limiting the opportunities for them to come into contact with the wider population and will be routinely reminded about hand washing & hygiene measures. Regular handwashing will be built into each bubbles daily routine and will include each time they enter and leave the building. Each of the two year group classes will work within an overarching year group Bubble allowing adults to move across the Bubble (and phase where supporting children dictates) but not across Bubbles in the wider school.	CT/Phase Leaders	16.7.20	
		w)-All Physical Activity lessons must follow the Stockport guidance found at the end of this risk assessment.	PE Leader	3.9.20	
		x)-PE leader to collaborate with Elite Sports coaches to reduce the number of year groups each coach works with – linking them to designated learning bubbles.	PE Lead	16.7.20	
		y)-PE leader to ensure that all teachers understand the new safety procedures for children attending Stockport swimming lessons. Meadow Room children will be allocated own block of lessons to prevent mixing bubbles.	PE Lead	14.9.20	
		Z)-KS1 & KS2 pupils will be allocated their own resources (pencil case), to reduce movement, which will remain in school. However, moving around the room is allowed as children learn collaboratively.	Phase leaders	16.7.20	
		aa)-FS2 & KS1 children will eat lunch either in the dining hall or their classroom on a rota basis. To reduce the amount of classroom cleaning that needs to take place at lunchtime. This will be reviewed for Autumn 2. 14.9.20 – 1 yr group to trial the hall, still with food bags	Phase leaders	16.7.20 14.9.20 – trial hall 1yr gp	

	ab)-KS 2 children will continue to eat lunch at their desks or outdoors during a staggered lunch break. Learning bubbles will be given an assigned play space. This will be reviewed for Autumn 2. 14.9.20 – 1 yr gp to trial eating in the hall, still with food bags 22.9.20 – all children trialling eating in the hall in bubbles with staggered timings. Plans in place to resume hot meals WB 12.10.20	Phase leaders	16.7.20 14.9.20- review 22.10 review	
	ac)-Covid-19 risk assessment will be published by school's catering provider	Admin	16.7.20	
	ad)-Midday assistants will continue to be assigned to Bubbles and will not move across them. The senior mid-day assistant will continue to work across school but will observe social distancing.	Senior Mid Day	16.7.20	
	ae)-Children in Foundation Stage will be supervised in the cloakroom to ensure that social distancing will be adhered to as much as possible. KS1 & KS2 children will be supervised at lockers. Children across school will alert an adult when the toilet is needed to limit numbers.	Phase leaders	16.7.20	
	af)-Signs indicating the number of people able to access communal spaces will be visible – e.g. staffrooms, toilets.	SLT/Site Team	16.7.20	
	ag)-Visitors to school will be kept to a minimum. Visitors will sign confirmation that they are symptom free & agreement to Track & Trace upon arrival. Conversations with parents will be by phone or email and only essential contractors will be allowed into school, e.g. PAT testing, fish maintenance.	SLT	16.7.20	
	ah)-External agencies e.g. Speech & Language / Behaviour Support will be welcomed into school from September 20 and may use the Meeting Room accessed by the Lodge door after registering at the school office. They will not have access to the main areas of the school. If the work allows for it communication with school can be done remotely. If an agency's work with a child or family needs to take place remotely this will be done at home in parent's presence using a secure online system. If a family does not have IT access, school will loan them a lap top to enable the contact to take place.	Inclusion Team	16.7.20	
	ai)-It is the ELT's policy that during the pandemic recruitment of new staff to school will be conducted either remotely or be deferred until deemed safe for wider visitors into school. Therefore, Meadowbank will defer external recruitment until restrictions reduce. 22.9.20 – Trust decision to resume face to face interviewing where social distancing is possible, but without lesson observations.	SLT	16.7.20	
	aj)-Consider if possible, staff to take PPA at home and use remote platforms to assist collaboration- Following staff consultation (July 20) on this RA feedback evidenced that home PPA for Meadowbank is not viewed as a viable option as timetabling makes this impossible to be managed consistently across all teaching	Phase Leaders	16.7.20	

		staff and primarily as PPA is structured to enable colleagues to collaborate in research and planning together this is not effective if working remotely. Therefore PPA will continue to be school based and in Bubbles with social distancing.			
		ak)-Access to children's lockers will be staggered and lockers arranged to that children can space (surname initials to be spaced).	Phase leaders	16.7.20	
		al)-RA overview will be presented to all visitors and contractors who will be asked to sign to state that they agree to the measures identified. -Overview to be added to school's inventory system.	SLT/ Admin	1.9.20	
		am) Music lessons will resume with music service teacher, this will be in the hall and with reduced classes exposed per visit. Social distancing will be observed	Music leader	1.9.20	
		an) Fixed large playground equipment will can be used from 5.10.20 on a rota of bubbles use. One bubble per day. Sanitiser stations to be in the playground, hand held areas to be sanitised with wipes at the end of play session and all children to wash hands as they return to the building.	Phase Leaders	5.10.20	
		ao) Taxis brining Meadow Room children to school. All children/adults will wear masks in the taxi. Driver/support will stand well back from Meadow Room entrance during hand over. Receiving school staff will stand within the door. Children will wash their hands upon arrival.	Meadow Room team	1.9.20	
4.2 Parents Risk level - HIGH	<p>-Risk that pupils may not return to school as a result of concerns or anxieties linked to rising infection rates.</p> <p>-Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.</p> <p>-Aim to limit drop off and pick up to 1 parent per family and stagger the timings.</p> <p>-Arrange drop off and pick up at set points to avoid parents</p>	a)-Survey parents to gain an understanding of possible anxieties about children returning to school in September and intention around their child's attendance	SLT	13.7.20	
		b) RCG to compare attendance rates to local rates.	RCG	4.1.21	
		c) children's absence to have a 3 staged approach 1) Teacher makes contact to reassure and share positives of being in school 2) Teacher signposts to Oak Academy for learning until feel able to return. 3) Child follows school attendance policy and EWO referral made when appropriate.	Class teachers & RCG	4.1.21	
		b)-Continue staggered start and end of day routines for children to reduce the number of children and parents on the school grounds. Parents leaflet to be produced and marked areas arranged in the playground with adults to support as changes embed. Class signs will be made and SLT visible initially.	SLT	16.7.20	
		c)-Continue to ask parents to communicate with school by email or to ask for a phone call to avoid too much physical contact with school staff.	SLT	16.7.20	
		d)-One in one out system at the school admin office and a 2 meter line to wait to come in. Parents to sanitize when they come into the office. Retain screen at the front desk and tape on floor outside school to set 2 meter distance.	Admin	16.7.20	

	<p>gathering at limited door with physical distancing maintained</p> <p>-Parents should receive clear communication regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children and themselves.</p> <p>-Information to parents shared about routines.</p>	e)-Parents reminded that when possible, they leave other children at home when bringing siblings and only one adult to come to school.	SLT	16.7.20	
		f)-Parents asked not to gather and talk at the school gates and to leave the area as soon as practicable. School staff visible at gates to support this initially then parents asked to self-manage.	SLT	16.7.20	
		g)-One way system to move around the school grounds when dropping off and picking up communicated to parents.	SLT	16.7.20	
		h)-ParentMail message asking parent to update contact details at the beginning of September. Phones may change over the summer break.	Admin	1.9.20	
		i)-Childminders may continue to drop off and collect from school following the one way system, keeping children close and leaving the school grounds expeditiously.	SLT	16.7.20	
		j)-Meadowbank's Home school agreement to have a temporary update with reference to Covid-19.	SLT	16.7.20	
		k)-Share outcomes of risk assessment with parents via document placed on the school website in an additional tab for returning to school and a parent friendly leaflet shared via ParentMail. Parent friendly leaflet to support sent out	SLT	24.7.20	
		l) Autumn term open evenings – prospective parents. To reduce the number of people attending the building this will be via school's website	SLT, FS & IT leader	1.10.20	
		m) Parents evenings – autumn term –to reduce the number of people attending the building this event will be via a short report and phone conversation with families.	Phase leaders	1.10.20	
		n) New families joining school – tours of school are not possible at the moment so phone contact will be made with new families and a 1 follow up phone call by the class teacher after one week in school.	SLT	1.9.20	
4.3 Communication Risk level - HIGH	<p>Clear communication to ensure that all stakeholders are fully informed with clear information.</p> <p>-Information to parents shared about routines.</p>	a)-The HT liaises with the LA/ELT about reopening the school and includes any local guidance into the reopening action plan, where required.	SLT	16.7.20	
		b)-The school's website is kept up-to-date with any information regarding reopening, e.g. dates, local arrangements and new pupil starters for September.	SLT / admin	16.7.20	
		c)-Parents are informed via letter about the relevant information regarding reopening the school, including any pick-up and drop-off arrangements. Parent friendly leaflet created and shared.	SLT	16.7.20	
		d)-Staff are informed via email and phase meetings about the relevant information regarding reopening, including any changes to the workday, e.g. staggered lunchtimes and social distancing.	SLT	16.7.20	

		e)-Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. phase leader, other senior staff or colleagues.	SLT	16.7.20	
		f)-All staff and children are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms.	SLT	16.7.20	
		g)-The HT & CoG liaises with the governing board about possible arrangements for reopening the school, where necessary. The HT informs staff and the governing board about the arrangements for meetings that would ordinarily take place in person, e.g. interviews, and how these will be carried out in line with social distancing guidance when the school reopens.	SLT	13.7.20	
		h)-Children are informed about relevant information regarding reopening, e.g. social distancing measures & how lessons will be delivered during induction days.	SLT	3.9.20	
		i)-The Admin team communicates with suppliers regarding reopening the school and reinstating or suspending the supply of any required goods. E.g. fruit delivery	Admin	16.7.20	

AREA 5 – CURRICULUM AND PASTORAL SUPPORT INCLUDING SAFEGUARDING					
Area of risk	Considerations	Actions	Who will action?	Date to be completed	RAG
5.1 Curriculum Risk level - MEDIUM	-Risk that school may need to close to all but Critical Workers and Vulnerable children.	a) -school & Local rate compared to national –trust decision- kept under weekly review. - Update home learning protocols for teachers, parents & children - Follow PHE & Government Directive - Identify those who are critical workers – survey - device and technology survey - school identify vulnerable children ink audit of engagement during past closure - Utilise live lesson delivery as part of day to day functioning in school e.g. those self-isolating, join lesson inputs, focus/directed tasks shared virtually across classrooms.	SLT / Leaders	4.1.21	
	- The limitations of Covid-19 and the protective measures may limit the offer of a broad and balanced curriculum.				
	-The curriculum should ensure foremost that it supports children's wellbeing and to enable them to feel safe and secure.	b)-At the start of September plan schools Reconnect and Re-engage curriculum which will develop learning in line with school's values sensitive to the time and children's experiences. This will continue to have a clear focus upon wellbeing and address elements of essential learning behaviours. Catch up funding will support this.	Phase Leaders	1.9.20	
	-Learning will be effected by children self-isolating.				
	-Pupils may have missed parts of their educational provision whilst not being in school.	c)-Schools Positive Relationship policy will be reviewed during the Autumn term to incorporate covid-19 response, wellbeing systems and school's coaching approach (SFC)	All school teams	1.9.20	
	-The quality of education may be compromised if remote learning has to take place if a Bubble is closed or there is a local lockdown.	d)-School's usual assessment systems will establish priorities for learning and core subject delivery. Some learning will be in-depth and other areas of the curriculum will be conducted via consolidate or light touch learning and a concept mapping approach. This will include consultation with previous teachers to identify areas of need for the cohort, alongside using feedback from standards review meetings.	Phase Leaders/ assessment leader	16.7.20	
	-Lack of opportunity to engage with external quality assurance	e)-Timetable modifications will be used to enable adults to work with children on filling any learning gaps identified from progression grids in all core subjects. Catch up funding will be used to develop strategy using EEF as a basis. f)- Signpost vulnerable children to the National Tutoring Programme	Phase leaders ' assessment leader Phase Leaders / assess leader	16.7.20 16.6.20	

	may not help school verify self-evaluation	g)-The SLT supports the Computing Leader to ensure enough ICT devices, e.g. computers and laptops, are available to all children when the school opens, where required.	SLT/Computing Lead	1.9.20	
		h)-Leaders ensure adequate provision is in place for all pupils to be able to work effectively in school, e.g. learning support.	SLT, Inc team	16.7.20	
		i)-Leaders work with teaching staff to ensure a plan is in place to provide adequate learning materials.	Phase Leaders	16.7.20	
		j)-Remote learning opportunities will continue to be provided for children at home due to the closure of a Learning Bubble or self-isolating. Teachers will continue to communicate by Class Dojo with children learning at home to support wellbeing and give feedback to move learning forward.	Phase Leaders	16.7.20	
		k)-Well Being Autumn planning identifies the programmes, strategies and techniques that are already part of best practice and are embedded in the curriculum that we provide for the children.	All staff	1.9.20	
		l)-Phase leaders and teams have worked together and have chosen a key text to support children's emotional literacy and will be used to plan cross curricular opportunities with a heavy focus on children's well-being and supporting them to feel safe and secure.	Phase Leaders	16.7.20	
		m)-Children that have lost a family member may need something more than the majority of the children and time will be planned for them to initially access counselling, play therapy or Solutions Focused Coaching with a member of the school team.	SFC team, inc team, phase Leaders	16.7.20	
		n)-Resources shared within or between will be cleaned in between use. If used across a phase or wider school 72 hours will be left between uses.	Phase Leaders	16.7.20	
		o)-Children will have a school reading book which they may move between school and home. When the book is finished it will be left for 72 hours before being sanitised and returned to the book box.	Phase Leaders	16.7.20	
		p)-As part of children's reintroduction to school adults will speak to them about not playing contact games and work with them to decide upon games that they can play in their learning bubbles.	Phase Leaders	16.7.20	
		q)-Singing lessons and singing together will not be allowed until governmental guidance changes. Woodwind musical instruments may not be played. Music teachers may teach wider opportunities programme but with reduced classes & observing social distancing.	Phase Leaders/ Music Leader	16.7.20	

		r)-Continue to give feedback will be done verbally with the children and actions followed up during learning. Post it notes can also be used to provide feedback.	All staff	16.7.20	
		s)-Outdoor sports and learning will be prioritized during the Autumn term, however no contact sports can be played, including football. This will be increased in the timetable.	All staff	16.7.20	
		t)-One day Educational visits may resume in September along with rigorous risk assessments. When using coaches to transport children school will seek companies risk assessments in vetting their clearing routines to ensure satisfaction in using the service. -staff seeking to plan an educational visit must first consider if they can offer Bubbles and refer to: http://www.gov/governmental/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 .	Admin / Ed visits leader	16.7.20	
		u)-If a Bubble closes or there is a local lockdown school will again use the Class Dojo system for addressing remote learning and will sign post wider DFE resources. Brochure is shared with parents & on website to explain approach.	Phase Leaders	16.7.30	
		v)-School's self-evaluation schedule and ELT self-evaluation schedule to will ensure quality assurance. -Consider ways in which to promote SSE in alternative forms, teams, book looks -Consider systems to capture progress that has been made whilst children have learned at home. -Parental survey to capture view on school response. -Capture pupil voice on their experience and learning. -Continue to capture internal assessment and collate across school to give indication of rising data priorities.	Phase Leaders/ assessment leader	16.7.20	
		w) Laptop & IT loan agreements will be signed by parents who use school or DFE laptops. Parents will understand that IT is returned to school when the child returns	Pastoral manager	16.7.20 11.1.21	

5.2 Pastoral Children Risk level - HIGH	-Attendance of children, some children may not return having a detrimental impact on their education and wellbeing.	a)-Leaders and the SENCO to identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available. Inclusion team to meet with teachers to do a risk assessment / plan for vulnerable children. My plans already in place to be reviewed for children who may find social distancing difficult.	SLT/ Inc. Team	16.7.20	
	-Parents may be concerns about risks of attending school and not send them.	b)-If a child is in crisis and spits, PPE can be used to improve the safety of all. Following incidents where bodily fluids may have been transferred staff will be enabled to shower and change clothes. All efforts much be made to prevent vulnerable children from reaching crisis through dynamic risk assessments – e.g. removing all challenge and expectation, social stories, visual timetables, remote advice, access to school if essential. The safety of the child and then adult is paramount and will supersede social distancing rules in some cases. Only staff Team Teach trained should support a child in crisis.	Inclusion Team / all teams	16.7.20	
	-Only children who are symptom free or have completed the required isolation period should attend school.	C-Class teacher to highlight to Pastoral Leader any children they feel may require support to ensure a comprehensive list is put together of what support can be made available and when.	RCG	1.9.20	
	-Individual plans for vulnerable children who may need additional support which involves close physical contact.	d)-Children who were undergoing Playtherapy and SFC programme to continue with children who are present along with any additional newly vulnerable children who are identified upon return.	RCG, AM, SFC team	16.7.20	
		e)-Nothing to be brought into school from home except P.E. Kits, a water bottle, coat and packed lunches to be stored in lockers. FS children will be supported to hang up coats. All children will be given their own pencil case with essential equipment that will stay on their desk/in their bubble.	SLT	16.7.20	
		f)-Safeguarding & Pastoral Leader to share new bereavement policy. A bank of bereavement resources have been collated by RCG and will continue to be supplemented. Staff can access texts to support emotional literacy.	RCG	1.9.20	
		g)-Meadowbank will continue to implement all aspects of its wellbeing approaches (see school wellbeing diagram)	All staff	16.7.20	
		h)-Admissions of families wishing to join school during the pandemic – tours of school and introduction meetings with families is not possible. New children joining during pandemic is not encouraged due to transferring from schools. If unavoidable the child must join without pre-meetings or introductions and join their bubble via the one way path system on their first day. Induction meetings with the Headteacher will be conducted by phone.	SLT	16.7.20	

		i)-Socially distancing measures will be reinforced with all children as they return to school as part of their induction.	Phase Leaders	16.7.20	
		j)-Children who depend upon the staff room 'café' to enable a settled start to the day continue to be offered a breakfast in school. RCG to identify. Tables to be cleaned afterwards.	RCG/ Phase Leaders	16.7.20	
		k)-The DSL ensures the relevant staff have the support in reintroducing children and staff who require pastoral care.	RCG	16.7.20	
		l)-Staff to be made aware of what to do in the event of fire/evacuation or similar in the new set up. – follow signs on wall as before.	SLT/Phase leaders	16.7.20	
		m)-TACs and PEP/LAC reviews to continue as they have in lockdown, remotely where necessary.	RCG	16.7.20	
		n)-All staff to be reminded of child disclosure processes so that staff can respond skilfully and not probe.	HT	16.7.20	
		o)- Allocate registration codes to each child depending on feedback from families as to attending / non attending	RCG / SLT	16.7.20	
		p)-If continue to be required DFE reporting forms completed daily by DSO. New attendance recording codes used as children return to school.	RCG / SLT	16.7.20	
		q)-Children who are absent from school will follow school's attendance policy. Attendance will be closely monitored and individual worried addressed. -Non-attendance will be authorised if following medical advice. Pastoral manager will work with families with concerns.	RCG	16.7.20	
		r)-Fire evacuation practises will be held with socially distancing measures.	All teams	16.7.20	
5.3 Safeguarding Risk level - HIGH	- Staff need to be clear of procedures and practices for safeguarding remain consistent.	a)-There will always be a member of the SLT and or Designated Safeguarding Officer in school. If all members of the leadership team are away from school due to Covid-19 additional support may be sourced from across the ELT. - ELT Safeguarding Policy will gain a Covid-19 addendum.	SLT	16.7.20	
		b)-As vulnerable children return the DSL ensures that adequate pastoral care is in place to support children and staff who require it. -Pastoral care to take place inside the bubble where possible or via a walk around school external grounds in the fresh air. -Handwashing and sanitiser to be used when moving between bubbles -1-2-1 work to be carried out outside were appropriate.	RCG/SFC team/ AM	16.7.20	
		c)-The DSL ensures the relevant staff have the support in reintroducing children and staff who require pastoral care.	RCG	16.7.20	
		d)-TACs and PEP/LAC reviews to continue as they have in lockdown, remotely if necessary.	RCG	16.7.20	

		e)-All staff to be reminded of child disclosure processes so that staff can respond skilfully and not probe.	HT	1.9.20	
		f)- Allocate registration codes to each child depending on feedback from families as to attending / non attending	RCG / SLT	16.7.20	
		g)-if still necessary DFE reporting forms completed daily by DSO. New attendance recording codes used as children return to school.	RCG	16.7.20	
		h)- Daily calls to remain in place locating non attendees when we have not had a response from the families.	RCG	1.9.20	

AREA – 6 - HEALTH AND SAFETY					
Area of risk	Considerations	Actions	Who will action?	Date to be completed	RAG
Buildings Risk level - HIGH	-Any non-compliance with Health and Safety legislation may put staff and children at risk. -Premises are safe and are in good condition and working order for return of children and staff. -A culture of vigilance and compliance is essential	a)-In accordance with all health and safety legislation, all know risks have been identified in this risk assessment.	SLT	16.7.20	
		b)-Stockport's Health and Safety team (Danny Brazil) to conduct a Covid-19 focused review. – date arranged for 22.9.20 10.00 am	SLT	15.7.20	
		c)-A culture of vigilance and compliance is essential so that all are responsible for ensuring the measures in this RA are active and leaders, governors and Trust Board are accountable for monitoring this.	SLT	17.7.20	
		d)-Site Manager to conduct weekly monitoring under each section of this risk assessment (except educational aspects) and report back to SLT.	Site Manager	20.7.20	
		e) -Checks to all exterior windows, doors, locks, and other access points to ascertain security and integrity, including any signs of water ingress.	Site Team	16.7.20	
		f)-Identify any signs of unauthorised access, arson, vandalism or anti-social behaviour on the premises. External signage is visible to show that access to the school premises is restricted.	Site Team	16.7.20	
		g)-Checks to all areas of the school grounds, including car parks and walkways, for any potential hazards.	Site Team	16.7.20	
		h)-Checks to all trees and shrubbery to ensure they do not pose a risk, e.g. there are no broken or overhanging branches.	Gardeners	16.7.20	
		i)-Checks to all security systems for integrity and that they are in working order.	Alarm company	16.7.20	
		j)-The ELT's business Manager ensures that the insurer's risk mitigation requirements are enacted and observed.	ELT BM	16.7.20	
		k)-All key holder information is updated in accordance with the insurer's instructions, where required.	Admin team	16.7.20	
		l)-Checks for any signs of pests, and any damage or loss of supplies as a result of pest activity. Check for wasps nests.	Site Team	16.7.20	
		m)-Health and safety posters to be visible around school from Public Health England	Site team / SLT	16.7.20	
		n) Continue one way & distancing systems within school building, grounds and pathways to limit contact if not completely mitigate it. Use routes that do not cross other bubbles where possible.	SLT	16.7.20	
		o)-The headteacher ensures the school opens only when it is safe and advisable to do so, in line with local and national advice.	HT	16.7.20	

		p)-Leaders identify which areas of the school may be used for school activity and communicates this to staff and children accordingly.	SLT	16.7.20	
		q) – Fire drills and evacuation practices continue as diarized to ensure that all are confident in leaving the building safely. Lining up to ensure Bubbles are maintain distancing.	Phase leaders	10.9.20	
	Gas supply, systems and equipment have been check and are safe.	q)-A suitably qualified technician checks the gas mains supply and any gas systems for integrity, leaks and safety. (part of annual checks)	Site team	1.9.20	
		-r)A suitably trained technician checks that all gas detection systems, including carbon monoxide detectors, are in working order.	Site Team	1.9.20	
		s)-Check that all mandatory inspections of gas equipment are up-to-date, and arranges any required inspections as soon as possible.	Site team	1.9.20	
	Electrical supply, systems and equipment have been checked and are safe.	a)-A suitably qualified technician checks the electrical mains supply and any electrical systems for integrity and safety. (part of annual checks)	Site team	1.9.20	
		b)-A suitably trained technician checks that the main and emergency lights are in working order. (part of annual checks)	Site team	1.9.20	
		c)-The relevant staff perform visual checks on all electrical equipment, e.g. computers and plug sockets. (annual checks)	Site team	1.9.20	
		d)-Checks are made to ensure that any mandatory inspections of electrical equipment are up-to-date and arranges any required inspections as soon as possible. (annual checks)	Site team	1.9.20	
	Heating and Ventilation	a)-The relevant staff adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is reached before the school reopens.	Site team	1.9.20	
		b)-Check that all ventilation systems, including fume extraction systems, are in working order and that there are no blockages present in external or internal vents. (programmed checks)	Site team	1.9.20	
	Fire safety and evacuation routes	a)-A suitably trained individual checks that all fire detection, alarm systems, fire extinguishers and sprinklers are in working order. (programmed checks)	Site team	1.9.20	
		b)-A suitably trained individual checks all hot and cold water systems, including air conditioning units, for legionella or other harmful build-ups.	Site Team	1.9.20	
	Water storage, drainage systems and sanitary appliances	a)-All water systems are thoroughly flushed, e.g. toilets and taps, and the site manager commissions a water treatment specialist to chlorinate water systems where required.	Site Team	1.9.20	
Policies	-School policies to support this risk assessment and adapted measures.	a)-All pupils and staff are aware of all relevant policies and procedures including, but not limited to, the following: - <u>Health and Safety Policy</u>	SLT	1.9.20	

Risk level - HIGH	-Staff are aware of relevant policies so there is shared understanding of legislation, and procedures are in place and are followed consistently by all stakeholders.	<ul style="list-style-type: none"> - <u>Infection Control Policy</u> - <u>First Aid Policy</u> - <u>Safeguarding Policy</u> - <u>Positive Relationships Policy</u> Policies adapted to have a Covid-19 addendum where necessary			
		All staff have regard to all relevant guidance and legislation including, but not limited to, the following: -Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 -The Health Protection (Notification) Regulations 2010 -Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' -DfE and PHE (2020) 'COVID-19: guidance for educational settings'	SLT	1.9.20	
		b)-The relevant staff receive any necessary training that helps ensure there is a happy and safe school environment. Meetings on 8&9.6.20 then virtual training	SLT	1.9.20	
		c)-All staff are made aware of any infection control procedures and social distancing arrangements for when the school reopens via email and team meetings.	SLT	1.9.20	
		d)-All children and parents are made aware of any infection control procedures and social distancing arrangements for when the school reopens via <u>letter</u> .	SLT	1.9.20	
		e)-The Admin Team conducts a review of all supplier arrangements to ensure they are appropriate for the school opening e.g. fruit deliveries	Admin	1.9.20	

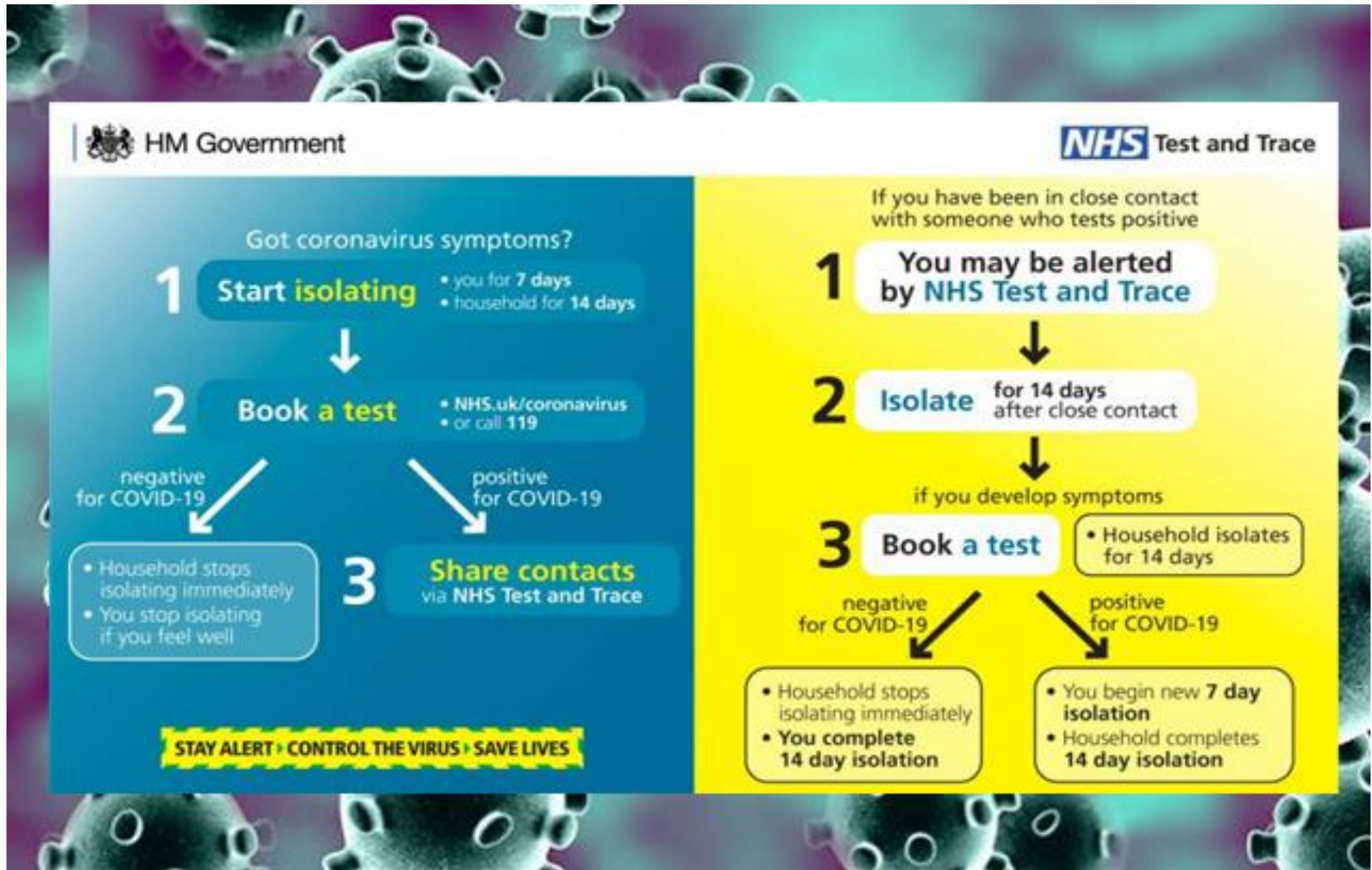
AREA – 7- National School Closure- Jan 21 (for all but Critical Worker children and Vulnerable)					
Area of risk	Considerations	Actions	Who will action?	Date to be completed	RAG
Transmission across school from in school learning Risk level - HIGH	<p>The high rate of transmissibility in the new strain of the virus may lead to rapid spread if on school site.</p> <p>There may be too many children on school site to slow the spread of the virus in the local community.</p>	a) All systems already included in the risk assessment will continue to be live with regular reminders via staff briefings and other school communications	All school staff	6.1.21	
		b) Parents of critical Workers and vulnerable children asked not to send children into school if they show symptoms of Covid-19. Temperatures taken if unwell in school and if showing symptoms, parents called and children taken home.	SLT	6.1.21	
		c) All nursery families to be offered their allocated hours where this is needed.	FS Leader	8.1.21	
		d) Due to the large number of children remaining in school critical worker children to remain in classrooms and will not be mixed or grouped together across classes or year groups.	SLT	8.1.21	
		e) Children in school will continue to eat in the dinning provision as per autumn 20 term. They will not mix bubbles.	SLT	8.1.21	
		f) Prioritise vulnerable children in the allocation of school places.	Inc Team	6.1.21	
		g) Readdress communications to reinforce the DFE message that it is the school who must make decisions around pupil place allocation and the Stay at Home message.	SLT/Pastoral Lead	8.1.21	
		h) Consult with staff regarding their safety and manageability of remote learning if attendance rises. – RA review	SLT	5.1.21	
		i) If a Bubble Closes or there is a spike in positive cases in school, numbers may need to be reduced, school will prioritise Critical worker places to those who have both parents/ or 1 parent if single parent household, who identified as critical workers in the Jan 4 th survey.	SLT / CoG	As needed	
		j) Monitor the local areas weekly virus rate and share to parents to keep them informed.	SLT	Ongoing	
	Vulnerable children - Vulnerable children may not return to school and their vulnerabilities may increase during school closures.	a) Inclusion team to identify children who are vulnerable –send out invites to return to school.	Inc Team	6.1.21	
		b) Families may have an IT vulnerability – Parental need surveyed via Parentmail - Safeguarding & Pastoral lead to contact all families to talk through need – e.g. gaming IT can be used. Live lessons timetabled so that children can share devices. 26 Governmental laptops gained and provided to those in greatest need. Engagement monitored of children	Inc Team	6.1.21	

		with poor or limited engagement during 1 st lockdown, teachers phone daily if children do not join learning.			
		c) Use statutory register codes in order to record attendance.	Pastoral Lead	Ongoing	
		d) Parents of critical Workers and vulnerable children asked not to send children into school if they show symptoms of Covid-19. Temperatures taken if unwell in school and if showing symptoms, parents called and children taken home.	SLT	6.1.21	
		e) Sample monitoring of vulnerable groups through school self-evaluation.	SLT/Phase Leaders	½ termly	
		f) Pupils who did not fully engage during last lockdown but have no other vulnerabilities monitored by class teacher for engagement and learning. Phone calls home by teacher if do not attend live lessons or return learning for one day.	Phase Leaders	6.1.21	
	Remote learning Pupils who are working from home may become disadvantaged academically by not engaging with remote learning.	a) All pupils to be offered remote learning provision in line with DFE expectations.	STL/Phase Leaders	6.1.21	
		b) Parents asked to update their contact information if they have recently changed their details.	Admin	6.1.21	
		c) All pupils to be offered elements of live learning provision to enable the register to be taken and monitor engagement. If no live attendance recorded for expected session contact families via dojo message or phone call and offer support.	Phase Leaders/Class teachers	6.1.21	
		d) Use statutory register codes in order to record attendance.	Pastoral Lead	6.1.21	
		e) If concerns raised regarding engagement following class teachers attempts to resolve school's safeguarding and Pastoral lead will contact the family and refer to external agencies if necessary.	Class teachers /Pastoral lead	6.1.21	
		f) Learning will be provided via Class Dojo prior to lessons beginning. Children will return their learning but uploading to class dojo.	Class teachers	6.1.21	
		g) Feedback will be provided on remote learning via the Class Dojo system and children will be expected to act on and respond to this feedback.	Class teachers	6.1.21	
		h) Assessments on learning will continue as per school's assessment processes. Assessments on learning will continue as per school's assessment processes.	Phase leaders/class teachers	1/ termly	
		i) Sample monitoring of learning through school self-evaluation.	Phase Leaders	½ termly	

	Buildings -Any non-compliance with Health and Safety legislation may put staff and children at risk. -Premises are safe and are in good condition and working order for return of children and staff. -A culture of vigilance and compliance is essential	a) Children in school will continue to eat in the dinning provision as per autumn 20 term. They will not mix bubbles.	SLT	6.1.21	
		b) Due the high number of Critical worker children and vulnerable learners in school children will remaining their own classes and Bubbles will not be mixed.	SLT	6.1.21	
		c) Site team to review cleaning areas to ensure that school's high standard of cleanliness is maintained	SLT / Site team	5.1.21	
		d) Site Manager to ensure that cleaning products are available in all areas.	Site Manager	5.1.21	
		e) PPE to be available to all school staff.	SLT	6.1.21	

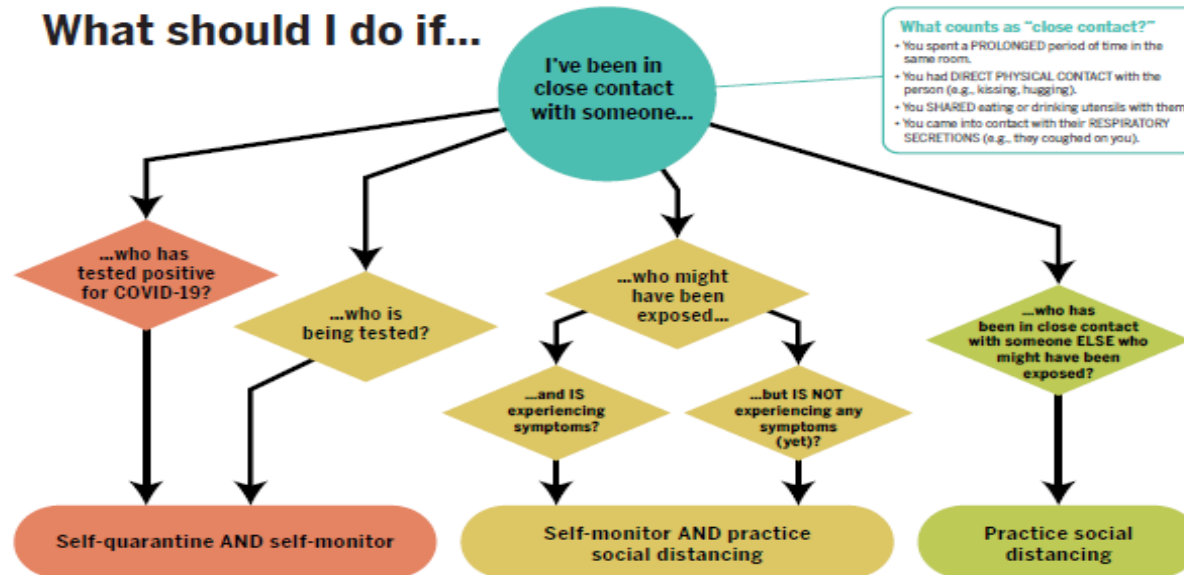
AREA – 8- School Staff Twice Weekly Testing					
Area of risk	Considerations	Actions	Who will action?	Date to be completed	RAG
Testing is not effective and positive cases increase across school staff caused within school Risk level - Medium	Recruiting volunteers to the twice weekly testing programme	a) SLT to survey all school staff, regular agencies (Elite, catering) to recruit volunteers (all 71 members of school community agreed)			
	Safe distribution of tests to all volunteers	b) Delivery of tests to be received by HT and maintained securely and spare testing kits will be stored safely, at room temperature until needed.			
	Training of all volunteers to the testing programme	c) Collection will be arranged in school teams on 23.1.21, following Covid protection systems, SLT to manage process, PPE and 2 meter distancing. Laptop to complete agreement form sanitised after each use.			
	Recording of results	d) Testing to begin from the 25.1.21 following the completion of training which is a blend of reading of DFE documentation, training video, step by step instruction leaflets, privacy statement, letter from school and school based information leaflet.			
	Tests gain a positive results or multiply positive results.	e) All volunteers agree to reporting results to both school and the government reporting link.			
		f) The Headteacher is to be contacted immediately following any positive result so that arrangement can be made in school and Public Health England / Stockport Council can be contacted.			
		g) Upon a positive result it may be necessary to close a Learning Bubble around them whilst a trace of close contacts is completed and the positive test is checked by a PCR test. Following this groups will be asked to return to school or continue to self-isolate.			
		h) Testing will continue until Easter unless advised otherwise by the government.			
		i) School's Medical lead will monitor the testing results, alongside SLT, and will act as the testing lead in school. She will ensure that reorders of tests are timely.			

Appendix 1: Test and Trace Flow Chart



Appendix 2: Close Contact Flow Chart

What should I do if...



How do I...

...self-quarantine?	...self-monitor?	...practice social distancing?
<p>STAY HOME for 14 days.</p> <p>AVOID CONTACT with other people.</p> <p>DON'T SHARE household items.</p> <p>Learn more at medical.mit.edu/HowTo#self-quarantine</p>	<p>BE ALERT for symptoms of COVID-19, especially a dry cough or shortness of breath.</p> <p>TAKE YOUR TEMPERATURE every morning and night, and write it down.</p> <p>CALL your doctor if you have trouble breathing or a fever (temperature of 100.4°F or 38°C).</p> <p>DON'T seek medical treatment without calling first!</p> <p>Learn more at medical.mit.edu/HowTo#self-monitor</p>	<p>STAY HOME as much as possible.</p> <p>DON'T physically get close to people; try to stay at least 6 feet away.</p> <p>DON'T hug or shake hands.</p> <p>AVOID groups of people and frequently touched surfaces.</p> <p>Learn more at medical.mit.edu/HowTo#distance</p>
<p>And practice great hygiene!</p> <p>WASH your hands frequently • AVOID TOUCHING your face • WIPE DOWN frequently touched surfaces regularly</p> <p>Learn more at medical.mit.edu/HowTo#hand-hygiene</p>		

What if I have symptoms?

If you experience symptoms, such as fever, dry cough, or difficulty breathing, call MIT Medical's COVID-19 hotline: 617-253-4865.

Appendix 3: Physical Education Advice

STOCKPORT GUIDANCE FOR PHYSICAL EDUCATION, SCHOOL SPORT AND PHYSICAL ACTIVITY (PESSPA) SEPTEMBER 2020

(The following is in line with the Government and the Association for Physical Education guidance)

EDUCATION SECRETARY, GAVIN WILLIAMSON, SAID:

"During these challenging times, it has become clearer to me than ever the importance of keeping active and how it benefits not just our physical health but also our ability to pay attention, our mood and our mental health too." (July 2020)

Although some clarity around what the new term will look like is slowly emerging, the exact picture is obviously dependent on Covid community transmission rates continuing to fall over the summer period.

For now, we are issuing the following guidance for PE, physical activity and school sport to all Stockport schools from September. This will be continually reviewed and revised guidance will be issued should there be any amendments to current Government advice.

PE LESSONS

- Ø Changing and changing rooms may cause unnecessary hygiene/social distancing issues as well as time consuming extra cleaning. Being able to attend school in PE kit for PE days will alleviate the need to use changing rooms in secondary schools and classrooms in primary schools. Where changing rooms have to be used, they should be cleaned after every lesson, making sure all surfaces are wiped. Standard cleaning equipment should be available in all changing areas.
- Ø Ensure that all lesson activity adheres to the social distancing rules in place at the time of delivery. This means team games involving contact are currently not possible. Try to focus learning through individual activities eg. athletics.
- Ø Class sizes should adhere to government guidance and be reduced to a level where social distancing rules can be applied.
- Ø Equipment will need to be thoroughly cleaned between each use by different groups. Any necessary modifications to the management and use of equipment should be included in the risk assessment. This should align with whole school protocols for all subjects.
- Ø Outdoor delivery is better/safer than indoor where possible. Therefore outdoor activity should be prioritised where possible, and large indoor spaces used where it is not. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.
- Ø Pupils should be kept in consistent groups
- Ø Curriculum delivery will need to be modified but, where possible, Physical Education lessons should maintain the focus on pupil learning rather than simply revert to physical activity. Consider revising the curriculum to take account of a) the weather b) being outdoors c) catching up on learning missed in the summer term.
- Ø Hand washing routines will mean more equipment is available to pupils, however discouraging the sharing of equipment at the moment will reduce the chance of virus transmission
- Ø Handwashing before and after the lesson should be incorporated.
- Ø External providers, clubs and organisations can be used to support curricular lessons where schools are satisfied that this is safe to do so. Schools need to consider how such arrangements can operate within their wider protective measures. They must also inform any external providers of their school's protocols prior to their first visit.

STOCKPORT GUIDANCE FOR PHYSICAL EDUCATION, SCHOOL SPORT AND PHYSICAL ACTIVITY (PESSPA) SEPTEMBER 2020

PHYSICAL ACTIVITY

Ø It is important to continue to create opportunities for children to be physically active during the school day outside of the curricular remit. This will help reconnect them socially, physically and mentally with their peers and enable them to access their learning more efficiently. Activities such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing.

SCHOOL SPORT

Ø Extra-curricular provision can resume from September. This may be logistically challenging depending on a) staggered starts and finishes to the school day b) keeping children within their year groups or bubbles used during the school day. Schools need to plan how they can make this provision work alongside their wider protective measures. If it is not possible to maintain bubbles used during the school day then schools should use small, consistent groups.

Ø External providers, clubs and organisations can be used to support extra-curricular activities where schools are satisfied that this is safe to do so. Schools need to consider how such arrangements can operate within their wider protective measures. They must also inform any external provider of the school's protocols prior to their first visit.

Ø Inter school competition cannot take place in the physical sense until further advice is issued, in order to limit cross transmission between different schools and the logistics around transporting groups of children to other school/sporting sites. In the short term level 2 (inter school) competition will need to become virtual.

PRIMARY SWIMMING PROGRAMME

Ø Although plans are in place for a September restart to the school swimming programme, this is ultimately governed by the re-opening of swimming pools nationally & an ability to work within any specific restrictions that may or may not be applied. Any changes in the current restrictions for swimming pools will be relayed to schools as soon as they are known.

QUESTIONS TO ASK YOURSELF BEFORE RESUMING PESSPA IN SEPTEMBER

1. Have we reviewed our risk assessments?
2. Does our teaching activity meet the Government requirements? www.gov.uk/coronavirus
3. Are our teaching plans consistent with the requirement of whole school expectations and policy developed in response to the national guidance?

Key principles for supporting safe PESSPA:

- Clean frequently touched surfaces
- Wash hands frequently as part of a clear hygiene regime
- Minimise contact
- Ensure good respiratory hygiene

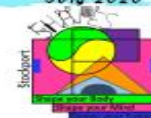
Ongoing support and guidance to schools will continue to be given via Stockport SHAPES Alliance, including resources for safe practice lesson ideas, active playtimes and virtual competitions as pupils return to school.

Russ Bealer - Consultant for PESSPA & Public Health Strategic Lead - Physical Activity & Healthy Weight
Jude Riddings - Stockport SHAPES Alliance Development Manager

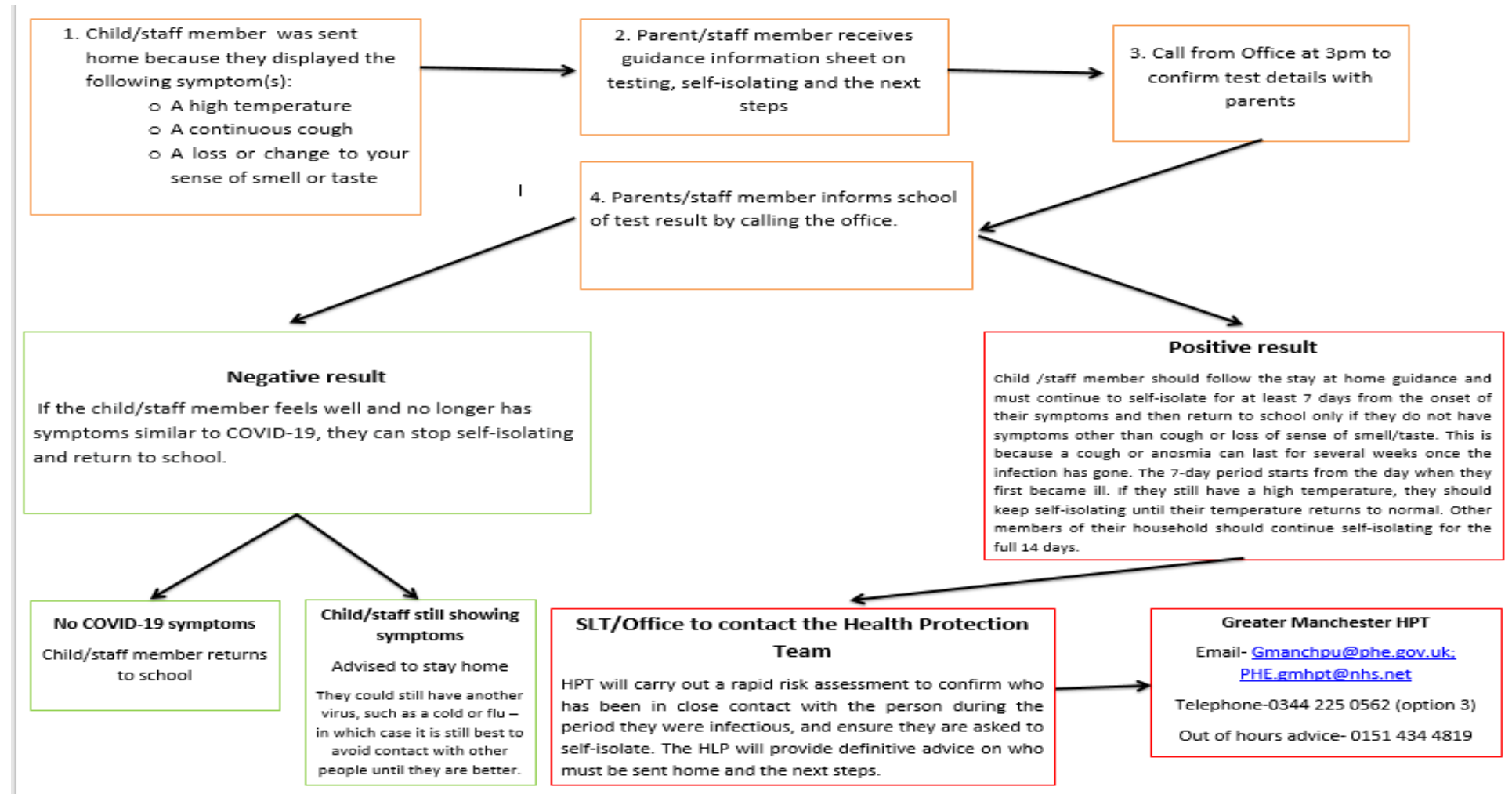
July 2020



STOCKPORT
METROPOLITAN BOROUGH COUNCIL



Appendix 4 - Covid19 Flow Chart – Action Plan for Staff/Child with Symptoms (Management and Containment)



Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive, or they have been requested to do so by NHS Test and Trace.

Appendix 5 - Letter to go home with Staff member or Parent of Child with Covid19 Symptoms

SCHOOL LOGO

Date dd.mm.yy

Today, your child was sent home because they displayed the following symptom(s):

- A high temperature
- A continuous cough
- A loss or change to your sense of smell or taste

Please now adhere to the following procedure:

1. Anyone who displays symptoms of coronavirus (COVID-19) should get a test. Tests can be booked online through the NHS <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/> , or by calling the NHS on 119.
2. Follow the stay at home guidance which can be found at
3. <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Your child must stay at home for 7 days and other members of the household must isolate for 14 days or until a negative test result is received.

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Once you receive confirmation of your child's result, please call the school to let us know the outcome.

4. If your child's test is **negative** and if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating and return to school. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
5. If your child tests **positive**, Please inform school by telephone immediately. Your child should follow the stay at home guidance and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

COVID-19 Declaration Form

Safety Protocols for Visitors and Contractors

In response to the risk posed by COVID-19, the school have a number of control measures in place to minimise the risk of infection and transmission of the virus in line with our Risk Assessment.

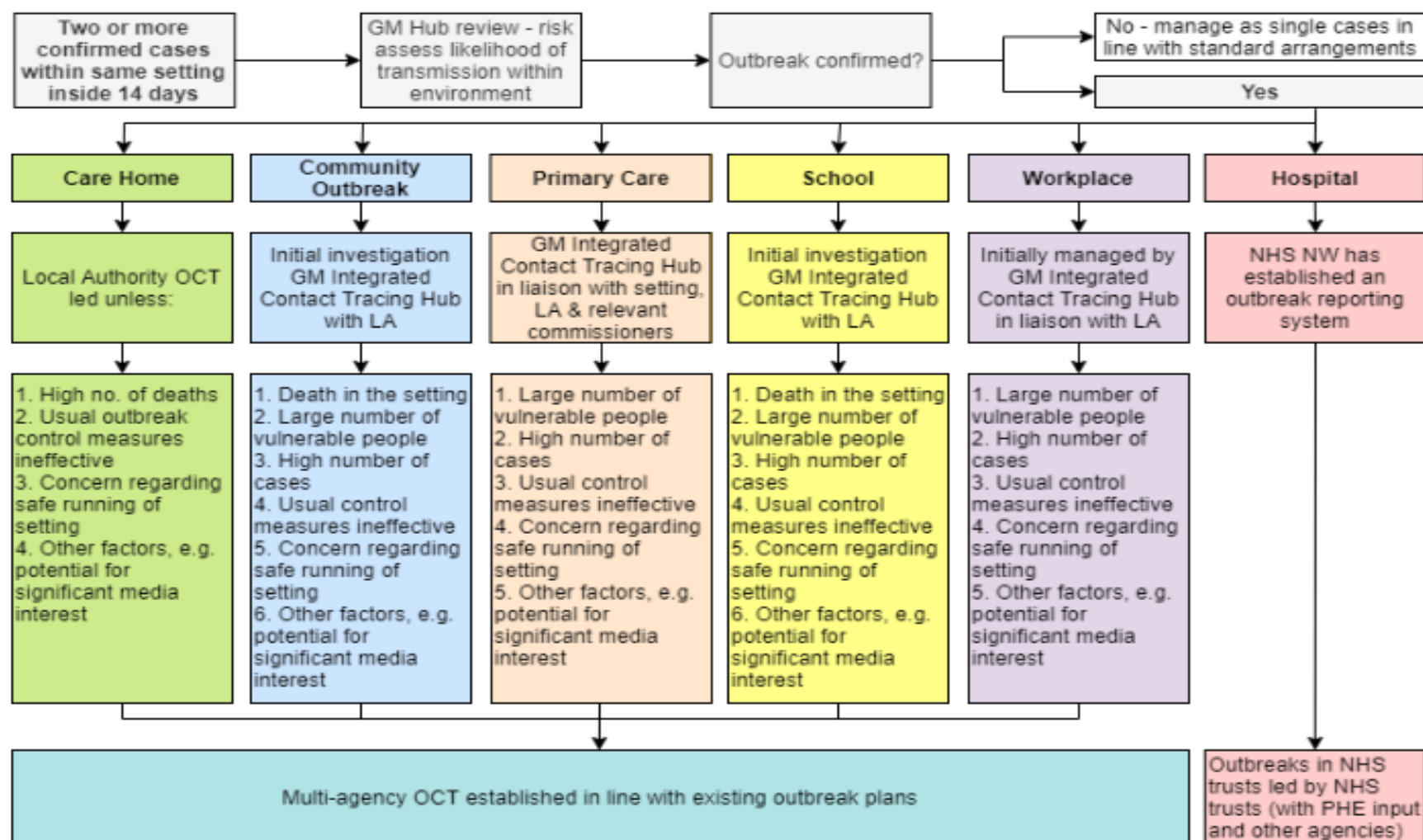
Please find attached our visitor health declaration form which will need to be completed and emailed to admin@meadowbankprimary.com before your visit to the school premises takes place. If you are unable to scan and email back, then please acknowledge this email agreeing to terms of the health declaration.

Your participation is critical to ensure the ongoing health and safety of our children and staff as well as people in your own home.

Declaration by visitor/contractor		
Name: Date of visit: Arranged with/to see:		
COVID-19 Health Declaration	YES	NO
Do you, or anyone in your household, have any of the following symptoms currently or in the past 14 days: <ul style="list-style-type: none"> • A high temperature (of 38°C or above) • A new persistent cough • Loss of smell and taste 		
Have you been in close contact with anyone who has experienced the above COVID-19 symptoms within the last 14 days?		
Have you, or anyone in your household, visited a high-risk location as given in latest UK Government advice (https://www.gov.uk/guidance/travel-advice-novel-coronavirus).		
By entering the premises, do you agree to:		
<ul style="list-style-type: none"> • Clean hands on entry and on exiting the building, and regularly throughout the visit, using soap and water or the hand sanitizer provided • Avoid touching surfaces in school unless absolutely necessary • Adhere to the one-way system in place when moving around the school • Maintain a distance of 2 metres at all times, but if this is not possible, 1 metre for a maximum time of 20 minutes • Not enter rooms where children are present, unless this is agreed prior to, or is essential to, your visit 		
Track and Trace		
In order to comply with Track & Trace requirements we are required to request your immediate contact details in the event that anyone at the school tests positive for Covid-19 within the next 21 days. In this instance we may be asked for the information you have provided to us by Public Health England such as NHS Track & Trace for the purposes of locating and advising those who may be at risk or may be required to self-isolate. We would be sharing this information for such purposes under the legitimate interest basis, and we would therefore not require your consent. This information will be disposed of after 21 days. Alternatively, you may scan at the Track & Trace QR code upon arrival. Email address: _____ or Immediate contact number: _____		

Visitor signature: _____ Date _____

Appendix 7 – Greater Manchester Covid19 Local Management Plan (22/07/20)



<https://www.greatermanchester-ca.gov.uk/news/local-covid-19-cases-in-greater-manchester-published-for-first-time/>