

Coronavirus (COVID-19) Whole School Risk Assessment – Spring Term 2022		<u>ST PAUL'S CATHOLIC PRIMARY SCHOOL</u>			Ref No	C19/001		
					Date	04/01/2022		
Task Description	Whole School Risk Assessment – Spring Term 2022	Location	All Areas		Date of Review			
Persons Affected Individuals or Groups	Employees, children, contractors, visitors, members of the public and family members/carers		Risk Assessment					Revised Risk Assessment with Further Control Measures
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Spring Term 2022	<p>4th January 2022 – Whole school returns.</p> <p>Following further advice from the Local Authority and Public Health England regarding the rise in Covid cases within the area. A number of additional control measures will be re-introduced.</p> <p>The school will continue to act on any Government, Public Health England and any Local Health Protection guidance/advice and will increase control measures where necessary.</p>	3	4	M	<p>The further measures may include:</p> <ul style="list-style-type: none"> - Face masks (or visor if a face mask cannot be worn for medical reasons) to be worn by ALL staff and visitors in all corridors and general communal areas including staff rooms. - Staffing will be monitored on a school by school basis and in line with DFE guidance additional controls introduced where necessary - Additional attention will be given to ventilation, cleaning and respiratory and hand hygiene. - Staff and governor meetings, 	2	4	M
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						<p>where feasible to be carried out virtually, rather than face to face.</p> <ul style="list-style-type: none"> - Limit visitors to the school and consider carefully whether events that bring parents into the school can be managed safely or should return to online. - Careful consideration will be given to the risk assessment of all events to maximise the use of control measures which reduce the risk of transmission. - From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a 			
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					contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result.			
Volunteers, CTPP, those wanting to gain experience for ITT etc?	<p>All volunteers, student placements etc. must complete a full health and safety induction including Covid.</p> <p>All volunteers etc will be encouraged to obtain LFD home test kits and swab themselves twice weekly at home.</p> <p>Volunteers will be encouraged to take part in the national COVID 19 vaccination programme.</p>	3	4	M	The Trusts Volunteer Policy is available on Teams/BishopHogarthAllStaff/Files/AllTrust Policies & Documentation	2	4	M

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Visitors to premises: Including Contractors and Parents	<p>All visitors to be directed to wash their hands/apply alcohol gel on their arrival to the school site.</p> <p>A visitor's risk assessment is in place and is communicated with visitors prior to attending school.</p>	3	4	M	<p>Face masks (or visor if a face mask cannot be worn for medical reasons) to be worn by ALL staff and visitors in all corridors and general communal areas including staff rooms.</p> <p>Staff and pupils will be discouraged from congregating in corridors.</p>	2	4	M
Before/After School Entry/Exit Procedures.	<p>See Organisational plan for specific group arrangements.</p> <p>Each year group will continue to have a dedicated entrance and outside space.</p>	2	4	M	<p>All parents/guardians will be encouraged (where possible) to continue to wear face coverings when dropping off and picking up their children from school (on the school site).</p>	2	4	M

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Hands/Face/Space		2	4	M	<p>Hands - Washing your hands with soap and water for at least 20 seconds, or using hand sanitiser, regularly throughout the day will reduce the risk of catching or passing on the virus.</p> <p>Face - Coronavirus is carried in the air by tiny respiratory droplets that carry the virus. Face coverings reduce the spread of these droplets, meaning if you're carrying the virus you're less likely to pass it on when you exhale. <u>Find out how to make your own face covering on the gov.uk website.</u></p> <p>Space - Transmission of the</p>			

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					virus is most likely to happen within 2 metres. While keeping this exact distance isn't always possible, remaining mindful of surroundings and continuing to make space has a powerful impact when it comes to containing the spread.			
Handwashing	<p>Pupils taught how to wash their hands by staff members. Pupils that need support to wash their hands are supported by a member of staff.</p> <p>Where need identified, alcohol gel be made available to staff and pupils.</p> <p>Pupils are supervised throughout the school day to wash their hands for 20 seconds by staff members. Staff follow the guidance provided.</p> <p>Handwashing posters located in pupil and</p>	2	4	M	<p>All persons including staff, parents/carers and visitors are advised to sanitise hands on arrival (sanitising station in reception).</p> <p>Pupils and staff are advised to wash hands and/or sanitise throughout the day i.e. on arrival, breaktimes, lunchtime (before and after eating) and when changing rooms etc.</p>	2	4	M

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	<p>staff toilet areas and in the classroom areas.</p> <p>Pupils and staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school.</p> <p>Catch it, bin it, kill it posters located in pupil, staff toilet areas and around the school site.</p> <p>Pupils taught to cough and sneeze into their elbow and away from the direction of other pupils and staff.</p> <p>Staff and Pupils are directed to wash their hands before and at the end of the school day, before and after eating and following coughing and sneezing and where additional need identified.</p>				<p>Provisions and time have been allocated to facilitate all necessary hand washing and/or sanitising.</p> <p>Disposal facilities for wipes available.</p> <p>Ongoing Monitoring</p>			
Catering/Lunchtimes/ Playtimes	See organisational plan for specific timings.	2	4	M	School kitchens are fully operational but must comply	2	4	M

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	<p>Cleaning will take place between year groups.</p> <p>Each year group will continue to have a dedicated outside space.</p> <p>All windows in the hall will be open to ensure ventilation.</p>				<p>with the “Guidance for food businesses on Coronavirus (COVID 19)”.</p> <p>Catering staff may choose to wear a visor when preparing food or working in the kitchen.</p>			
Classrooms	<p>See Organisational plan for specific group arrangements.</p> <p>To prevent infection spread on handles and for air flow, where possible, classroom doors and windows should be kept open.</p> <p>Soap, hand wash, tissues and other related products will be available in all teaching areas. Lidded bins with hazards bags will be provided in all classrooms for disposal of tissues and paper towels. Other bins will be</p>	2	4	M	<p>Face masks (or visor if a face mask cannot be worn for medical reasons) to be worn by ALL staff and visitors in all corridors and general communal areas including staff rooms.</p> <p>Staff and children will be actively sanitising their areas throughout the day and predominantly at the beginning and end of the day.</p>	2	4	M

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	provided in all classrooms for any other waste				Provisions for regular spot cleaning are located in each classroom.			
Resources/Pupil Supplies	Individual children's equipment will be minimal and kept where possible at their table. Pupils will be encouraged not to share resources	2	4	M	Children encouraged to wash hands / use hand gel before lessons and after each lesson.	1	4	L
Facilities and Premises	See re-opening checklist (attached). Complete all usual pre-term opening checks.	1	4	L	Site Team to ensure all PPM (planned preventative maintenance) is scheduled and carried out.	1	4	L
Ventilation	Good ventilation with fresh air is essential at all times in classrooms and particularly during this period. Refer to the system of controls for	3	4	M	All the school's mechanical ventilation systems are serviced and maintained in accordance	1	4	L

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	<p>guidance on keeping occupied spaces well ventilated.</p> <p>The school now have access to ?? Co2 monitors. They will be used in areas of the school where ventilation is most restricted. Monitoring will be carried out and recorded daily so decisions can be made regarding ventilation i.e., windows open/closed.</p> <p>Where there are positive Covid cases or an outbreak, Co2 monitors can be monitored to track air quality.</p>				<p>with the manufacturers recommendations.</p> <p>All areas of the school must be kept well ventilated. It is the individual's responsibility to ensure that the windows and doors (where appropriate) are fully opened within their office, classroom etc.</p> <p>Results from Co2 monitors will be used as the basis of SLT discussions regarding increased ventilation and ways to improve air quality if required.</p>			
Extra-curricular Activities	All extra-curricular activities can resume from the 1 st of September 2021.	3	4	M	A review of all extra-curricular activities (other than essential wrap around care) will be undertaken in line with	2	4	M

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					Government Guidelines and PH advice.			
Educational Visits	From the 1 st of September 2021 all educational visits including international visits can resume. You should be aware that the travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit and you must comply with international travel legislation and should have contingency plans in place to account for these changes.	2	4	M	The school will consider whether to go ahead with planned international educational visits in line with Government Guidelines.	2	4	M
Lettings	From the 1 st of September 2021 all lettings, includes sporting fixtures can resume. Due diligence is carried out to ensure the necessary insurance and risk assessments are in place for all letting hirers.	3	4	M	A review of all lettings will be undertaken in line with Government Guidelines and PH advice.	2	4	M

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Home Visits	A home visits risk assessment is in place and is communicated with all parties prior to attending the visit.	2	4	M	Where possible face to face visits should be replaced with video conferencing.	2	4	M
Deliveries	Advise all delivery drivers that no goods or food should be physically handed over. Decide on a location as a set drop-off point agreed in advance.	1	4	L	Only essential items are ordered for delivery. Any member of staff accepting any deliveries to must wash or sanitise their hands before and after. Items wiped down before being stored or passed on	1	4	L
Offices/Meetings rooms/Staff Room	Encourage increased natural ventilation in smaller offices. Staff should leave their desks as clear as possible so that it can be easily cleaned. Waste bins to have lids on for any discarded	2	4	M	Clean down tables after you have finished and remove all uneaten food and drink and dispose of in bin or rubbish bag. Hand gel is available throughout the building for staff use.	2	4	M

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	tissues etc, should be lined with a bag for easy removal and should be operated by foot.							
Cleaning	<p>PPE will be worn by all cleaning staff (disposable gloves and aprons).</p> <p>Where possible cleaners will have own set of cleaning resources (with the exception of large equipment i.e. Floor buffers) to reduce the risk of indirect transmission.</p> <p>Cleaning schedule in place.</p>	2	4	M	<p>NTH NHS will carry out termly cleaning audits and training where necessary.</p> <p>All areas within school will be cleaned thoroughly on a daily basis.</p>	2	4	M
Handling Cash	<p>Reduce the amount of cash payments from parents/carers.</p> <p>Disposable gloves are available for any member of staff handling cash.</p> <p>Hand sanitiser is available in the school office.</p>	1	4	L	Encouraging parents/carers to use the schools' online payments systems where possible i.e. Parent Pay	1	4	L

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Emergency Procedures	<p>Fire Emergency procedures are reviewed regularly to ensure that arrangements remain valid for Fire Safety including the numbers and locations of trained fire wardens and the validity of Personal Emergency Evacuation Plans consider social distancing measures where possible.</p> <p>Staff must maintain 2 metre separation as far as possible during evacuation and at assembly points.</p> <p>Emergency lockdown procedures are reviewed regularly to ensure that arrangements remain valid.</p>	2	4	M	<p>A fire drill will be carried out during the Spring Term TBA.</p> <p>Termly fire drill in place</p> <p>The school's caretaker will carry out weekly testing of the fire alarm to ensure legal requirements are met.</p>	2	4	M
First Aid/Possible COVID-19 Symptoms	<p>First aid equipment will be available in each classroom. Where possible, bubble staff should provide minor first aid to any child who requires it. Protective equipment, such as disposable gloves, aprons and a mask,</p>	2	4	M	<p>PPE is in place.</p> <p>Personal protective equipment must be worn when administering first aid.</p>	2	4	M

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	<p>should be worn when first aid is administered.</p> <p>First Aid trained/responsible person/s in place.</p> <p>Disposable gloves and aprons available.</p> <p>Children showing signs of Covid-19 will be isolated until parents can collect them.</p>				<p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster_.pdf</p> <p>There is a protocol in place for managing individuals who present with symptoms of Covid-19. Individuals who fall within the moderate or high risk category will not be expected to assist any individual who presents with possible symptoms of Covid-19.</p> <p>See PPE Matrix.</p>			
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Contact due to personal / intimate care	Staff must wear the normal personal protective equipment they need for giving intimate/personal care. Disposable gloves and aprons available.	2	4	M	PPE Is in place and staff have been given instruction on how to use, store, clean and dispose. See PPE Matrix.	2	4	M
Staff/Pupil Wellbeing	Staff have been provided with Public Health England Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19). https://www.gov.uk/government/collections/public-mental-health#improving-the-lives-of-people-with-mental-health-problems Staff receive sufficient breaks during the school day. Staff encouraged to leave the school site shortly after the end of the school day.	2	4	M	Ongoing monitoring Staff are made aware of: healthy child programme Parents and carers to be made aware of the following agencies; - MindEd - a free educational resource from Health Education England on children and young people's mental health. - Rise Above is a website co-created and produced by young	2	4	M

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	<p>Mental Health First Aiders available and programmes will be developed.</p> <p>Staff informed of 24 hour free counselling service.</p>				<p>people.</p> <ul style="list-style-type: none"> - Every Mind Matters includes an online tool and email journey which aims to support everyone to feel more confident in taking action to look after their mental health and wellbeing. - Barnardo's See, Hear, Respond programme, focusing on finding and reaching out to vulnerable children around the country who are experiencing negative impacts on their health and wellbeing, as well as those at risk of harm; and are not being seen by statutory agencies. - Bereavement UK and the Childhood Bereavement Network provide information 			
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					and resources to support bereaved pupils, schools and staff.			
Sensory Seeking Behaviours displayed (SEND issues)	<p>Pupils with sensory seeking behaviours identified.</p> <p>Risk assessments are in place for pupils who demonstrate sensory seeking behaviours.</p> <p>Relevant staff are involved in the risk assessment and follow action set out via risk assessment.</p> <p>Staff and pupils to wash their hands regularly.</p> <p>Behaviour Policy amended.</p>	2	4	M	Review whether PPE is required when managing sensory seeking behaviours e.g. gloves to be worn, access to cleaning equipment / anti-bacterial wipes.	2	4	M
Potential Symptoms (General) High Temperature Coughing and	<p>General precautions as advised by the Government to be strictly observed:</p> <ul style="list-style-type: none"> Cover your mouth and nose with a tissue or your sleeve (not your hands) 	2	4	M	Any member of staff presenting with symptoms whilst in school will inform the Head Teacher or SLT on rota. Advice will be	2	4	M

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sneezing Loss of taste and smell	<ul style="list-style-type: none"> when you cough or sneeze Put used tissues in the bin immediately Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available Try to avoid close contact with people who are unwell Don't touch your eyes, nose or mouth if your hands are not clean <p>Each person in school, staff, student or visitor will where possible maintain a practical distance away from each other and not get into close proximity with each other if it can be avoided.</p>				sought from Public Health England. To arrange a test call 119 or visit www.gov.uk/coronavirus			
Clinically Extremely Vulnerable / Clinically Vulnerable Staff (Including BAME,	Shielding is currently paused. Although the advice to shield has ended, clinically extremely vulnerable people must continue to follow the rules that are in place for everyone. We are also advising clinically extremely	3	4	M	A risk assessment review will be carried out with all pregnant staff approaching 28+ weeks, so that additional control measure can be considered (if required).	2	4	M

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pregnancy etc.)	vulnerable people to continue to take extra precautions to protect themselves. https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19							
Tracing close contacts and isolation	Close contacts in schools are now identified by NHS Test and Trace and education settings will no longer be expected to undertake contact tracing. From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. Daily testing of	3	4	M	All travellers arriving into the UK will need to isolate and get a PCR test by 'day two' after arrival. They may end their isolation once they receive a negative result. If the result is positive, they should continue to isolate and follow rules on isolation following a positive test. Unvaccinated arrivals aged over 18 will follow the existing, more onerous, testing and isolation regime. All Red list	2	4	M

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Hazards / Consequences	Existing Control Measures		L	S	R	Further Control Measures Whole School		Modified
								L

	<p>close contacts applies to all contacts who are:</p> <ul style="list-style-type: none"> fully vaccinated adults – people who have had 2 doses of an approved vaccine. all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status. people who are not able to get vaccinated for medical reasons. people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine. <p>Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts.</p> <p>Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no</p>				arrivals will enter quarantine.			
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Coronavirus (COVID-19) Whole School Risk Assessment – Spring Term 2022	<u>ST PAUL'S CATHOLIC PRIMARY SCHOOL</u>	Ref No	C19/001
		Date	04/01/2022

Task Description	Whole School Risk Assessment – Spring Term 2022	Location	All Areas	Date of Review				
Persons Affected Individuals or Groups	Employees, children, contractors, visitors, members of the public and family members/carers	Risk Assessment			Revised Risk Assessment with Further Control Measures			
Hazards / Consequences	Existing Control Measures	L	S	R	Further Control Measures Whole School	Modified		
						L	S	R

	longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under 5, with LFD testing at parental or guardian discretion. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to your education or childcare setting from day 7. Report your LFD test results after taking each test,							
Asymptomatic testing of staff	From 11 January 2022 any member of staff or student who receives a positive lateral flow device (LFD) test result for coronavirus (COVID-19) will be required to self-isolate immediately and won't be required to take a confirmatory PCR test.	2	4	M	All staff have been provided with LFD home test kits to swab themselves twice a week at home. Households of children attending Education can now	2	4	M

Coronavirus (COVID-19) Whole School Risk Assessment – Spring Term 2022		<u>ST PAUL'S CATHOLIC PRIMARY SCHOOL</u>			Ref No	C19/001		
					Date	04/01/2022		
Task Description	Whole School Risk Assessment – Spring Term 2022	Location	All Areas		Date of Review			
Persons Affected Individuals or Groups	Employees, children, contractors, visitors, members of the public and family members/carers		Risk Assessment					Revised Risk Assessment with Further Control Measures
Hazards / Consequences	Existing Control Measures		L	S	R	Further Control Measures Whole School		Modified
								L

	This is a temporary measure while COVID-19 rates remain high across the UK.				access lateral flow tests as per Government Guidance. https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff			
Impact on individuals who may be more vulnerable to COVID-19 due to their vaccination status	The Trust encourage all employees to take part in both LFD testing twice a week and where medical conditions allow the National Vaccination Programme.	3	4	M	Ongoing Monitoring Unvaccinated, employees who are identified by Track & Trace as a close contact should self-isolate as instructed, and where possible work from home.	3	4	M

Coronavirus (COVID-19) Whole School Risk Assessment – Spring Term 2022	<u>ST PAUL'S CATHOLIC PRIMARY SCHOOL</u>	Ref No	C19/001
		Date	04/01/2022

Task Description	Whole School Risk Assessment – Spring Term 2022	Location	All Areas	Date of Review	
Persons Affected Individuals or Groups	Employees, children, contractors, visitors, members of the public and family members/carers		Risk Assessment		Revised Risk Assessment with Further Control Measures
Hazards / Consequences	Existing Control Measures	L	S	R	Further Control Measures Whole School
					Modified
					L S R

Risk Assessment Notes:

Government Guidance

[Managing COVID 19 in Educational and Childcare Settings](#)

[Actions for school during the COVID 19 outbreak](#)

[Guidance on protecting Clinically Extremely Vulnerable from COVID 19](#)

[When to Self-isolate and what to do](#)



****Throughout the re-opening process there will be incidents that require a dynamic risk assessment – an assessment of unforeseen or emergency hazards. The risk will be assessed by the staff at the time of the event.***

The normal duties of consultation on health and safety matters still apply during the pandemic. Section 2(6) HSWA states:

“It shall be the duty of every employer to consult any such representatives with a view to the making and maintenance of arrangements which will enable him and his employees to co- operate effectively in promoting and developing measures to ensure the health and safety at work of the employees, and in checking the effectiveness of such measures.”

Coronavirus (COVID-19) Whole School Risk Assessment – Spring Term 2022	<u>ST PAUL'S CATHOLIC PRIMARY SCHOOL</u>	Ref No	C19/001
		Date	04/01/2022

Task Description	Whole School Risk Assessment – Spring Term 2022	Location	All Areas	Date of Review	
Persons Affected Individuals or Groups	Employees, children, contractors, visitors, members of the public and family members/carers		Risk Assessment		Revised Risk Assessment with Further Control Measures
Hazards / Consequences	Existing Control Measures	L	S	R	Further Control Measures Whole School
					Modified
					L S R

Declaration of Competent Person	Print Name: Tracy Metcalfe	Head Teacher	Print Name: Sheena Sinclair
	Signed: 		Signed: 
	<i>I am satisfied that the controls within this risk assessment are sufficient to mitigate identified risks.</i>		<i>I undertake to implement the control measures identified in this risk assessment and to review the assessment on a dynamic basis</i>

Rating: Low = 1 – 6, Medium = 8 – 15, High = over 15

Risk Assessment Matrix (Probability and Likelihood Scales)							
		Likelihood Rating					
Severity Rating	Description	1	2	3	4	5	6
		Very Unlikely	Unlikely	May happen	Likely	Very likely	Certain or imminent
1	Delay only	<p>The matrix grid consists of 6 rows and 6 columns of cells. The cells are colored as follows: Row 1 (Severity 1) is entirely green. Row 2 (Severity 2) has the first two columns green and the last four yellow. Row 3 (Severity 3) has the first column green, the next two yellow, and the last three red. Row 4 (Severity 4) has the first column green, the next two yellow, and the last three red. Row 5 (Severity 5) has the first column green, the next two yellow, and the last three red. Row 6 (Severity 6) has the first column green, the next two yellow, and the last three red. The labels 'LOW', 'MEDIUM', and 'HIGH' are placed in the center of the grid: 'LOW' is in the center of the green area (rows 1-2, columns 1-2), 'MEDIUM' is in the center of the yellow area (rows 2-3, columns 3-4), and 'HIGH' is in the center of the red area (rows 3-6, columns 5-6).</p>					
2	Minor injury, minor damage						
3	Lost time injury, illness, major damage						
4	Major injury, disabling illness, major damage						
5	Single fatality, or permanent total disability						
6	Multiple fatalities						

COVID-19 Wider Opening Organisational Plan January 2022 – Whole School

Managing the organisation of the school day... (things to consider)				
<p>Who is returning? All children <i>All children will return to school on Tuesday 7th September</i></p> <p>All staff <i>All staff have now returned to school. All staff have opted in to using Lateral Flow Tests every Monday and Thursday morning. Any additional adults in school who are not employees of the school (cleaning team, Future Steps consultant, Sports' coach & teacher) are provided with Lateral Flow tests to be used twice weekly</i></p>	Early Years	Key Stage One Maximum group size 30	Lower Key Stage 2 Maximum group size 30	Upper Key Stage 2 Maximum group size 30
<p>Entrance/Exit to school <i>Children to be grouped in 3 alphabetical cohorts. Surnames between A-G/H -Q/ R-Z Start/finish times staggered by 15 mins to reduce numbers of children</i></p>	<p>Access school using main gate on Thames Road. Come into the Nursery/Reception Garden where a member</p>	<p>Access school using main gate on Thames Road. Class 1 and KS1 door as entrance.</p>	<p>Access school using main gate on Thames Road. Children to come into school on their own – member of staff will be visible to children/parents</p>	<p>Access school using main gate on Thames Road. Children to come into school on their own – member of staff will be visible to children/parents</p>

<p><i>arriving/leaving together. We request that only one adult per family accompanies the children on school premises but do not enforce this as a rule.</i></p> <p><i>Staggered starts for the first week only, From 13th September, children will 'free flow' into their classes between 8.40 - 8.50am.</i></p> <p><i>Home time will be free-flow from 3.05 - 3.15pm</i></p> <p><i>One way system will continue</i></p>	<p>of staff will bring children into school.</p> <p>No parents/carers to come into school</p> <p>Arrival time: Surnames A-G – 8:30am Surnames H-Q – 8:45am Surnames R-Z – 9:00am</p> <p>Finish time: Surnames A-G – 2:45pm Surname H-Q – 3:00pm Surname R-Z – 3:15pm</p>	<p>Parents/carers to use a one-way system around school.</p> <p>Arrival time: Surnames A-G – 8:30am Surnames H-Q – 8:45am Surnames R-Z – 9:00am</p> <p>Finish time: Surnames A-G – 2:45pm Surname H-Q – 3:00pm Surname R-Z – 3:15pm</p> <p>Leave using Class 1 and KS1 door</p>	<p>as they enter school</p> <p>Y3 children come in through the main door Y4 children come in through the Y4 classroom door</p> <p>Arrival time: Surnames A-G – 8:30am Surnames H-Q – 8:45am Surnames R-Z – 9:00am</p> <p>Finish time: Surnames A-G – 2:45pm Surname H-Q – 3:00pm Surname R-Z – 3:15pm</p> <p>Leave using Y4 door</p> <p>Member of staff to walk the Y4 and Y3 children into the playground for collection</p>	<p>as they enter school</p> <p>KS2 door as entrance for Y5 and Y6.</p> <p>Arrival time: Surnames A-G – 8:30am Surnames H-Q – 8:45am Surnames R-Z – 9:00am</p> <p>Finish time: Surnames A-G – 2:45pm Surname H-Q – 3:00pm Surname R-Z – 3:15pm</p> <p>Leave and KS2 door for Y5 and Y6.</p> <p>Member of staff to walk the Y5 and Y6 children into the playground for collection.</p>
<p>Movement around school, including toilets.</p>	<p>All EYFS children to use the Nursery toilet block</p> <p>Toilets to be cleaned twice daily</p>	<p>KS1 toilets to be used.</p> <p>Toilets to be cleaned twice daily.</p>	<p>Y3 to use KS1 toilets. Y4 to use KS2 toilets – access them via courtyard</p> <p>Toilets to be cleaned twice daily.</p>	<p>Y5 and Y6 to use KS2 toilets.</p> <p>Toilets to be cleaned twice daily.</p>

<p>Organisation of learning activities including Collective Worship</p> <p><i>Collective Worship will begin in smaller gatherings Y1/2 Y3/4 Y5/6 This will gradually increase to larger gatherings later in the term.</i></p> <p><i>Music will continue in class groups. Singing is permitted Blown instruments may be played</i></p>	<p>EYFS learning environment planned effectively for learning. Remote learning activities and resources shared on the online system when necessary</p> <p>All classrooms, hall and dining area to have clear "Catch-it, bin-it, kill-it" areas with bins and tissues.</p>	<p>Remote Education planned and delivered for use when needed. Curriculum in school will mirror that which is offered on the remote learning platform. Build on previous learning experiences and ensure tasks help to develop independence, resilience and recall of prior learning</p> <p>All classrooms, hall and dining area to have clear "Catch-it, bin-it, kill-it" areas with bins and tissues.</p>	<p>Remote Education planned and delivered for use when needed. Curriculum in school will mirror that which is offered on the remote learning platform</p> <p>Build on previous learning experiences and ensure tasks help to re-establish independence, resilience and recall of prior learning</p> <p>All classrooms, hall and dining area to have clear "Catch-it, bin-it, kill-it" areas with bins and tissues.</p>	<p>Remote Education planned and delivered for use when needed. Curriculum in school will mirror that which is offered on the remote learning platform</p> <p>Build on previous learning experiences and ensure tasks help to re-establish independence, resilience and recall of prior learning</p> <p>All classrooms, hall and dining area to have clear "Catch-it, bin-it, kill-it" areas with bins and tissues.</p>
<p>Lunch and break arrangements.</p> <p><i>Staggered breaks and lunchtimes.</i></p> <p><i>EY and KS 1 to eat in the hall/dining room for the first sitting</i></p> <p><i>KS2 will have the second sitting</i></p> <p><i>Classes will sit separately from each other but social distancing will not be enforced. Break times will be at a time of teacher's discretion based on the learning needs of the day</i></p>	<p>11.40-12.40 – lunch time followed by outdoor play in EY Garden</p>	<p>11.50-12.50 – lunch time followed by outdoor play</p> <p>2 x 15-minute playtimes (am/pm)</p> <p>Y1 and Y2 will occupy one playground.</p>	<p>11.55-12.55 – outdoor play followed by lunchtime</p> <p>1 x 15minute break (am)</p> <p>Y3 and Y4 will occupy one playground.</p>	<p>11.55-12.55 – outdoor play followed by lunchtime</p> <p>1 x 15minute break (am)</p> <p>Y5 and Y6 will occupy one playground.</p>

<p>Staffing requirement</p> <p><i>Each class will have their own teacher/teachers (full time equivalent) PPA to be allocated using staff within bubbles or Emma Hawthorne/Rosie Sonley (SCOUTED/LINGOTOTS)</i></p> <p><i>Staff to be aware of the need to provide remote learning from the 2nd day of absence in the event of pupil self-isolation or class self-isolation</i></p> <p><i>Staff well-being to be held in the highest regard. Regular checking in with staff, open door policy, monitoring workload. Staff must feel supported and confident in the return to school plan.</i></p> <p><i>Staff to use the childcare facility for lunch breaks.</i></p> <p><i>Staff continue to be provided with PPE in classrooms</i></p>	<p>Seesaw to be used as a learning platform for remote learning when needed.</p> <p>Trust Remote learning policy to adhered to.</p> <p>Staff to be aware of the Contingency Plan regarding remote learning when needed if children are self-isolating or a bubble is closed.</p>	<p>Seesaw to be used as a learning platform for remote learning when needed.</p> <p>Trust Remote learning policy to be adhered to.</p> <p>Staff to be aware of the Contingency Plan regarding remote learning when needed if children are self-isolating or a bubble is closed.</p>	<p>Seesaw to be used as a learning platform for remote learning when needed.</p> <p>Trust Remote learning policy to be adhered to.</p> <p>Staff to be aware of the Contingency Plan regarding remote learning when needed if children are self-isolating or a bubble is closed.</p>	<p>Seesaw to be used as a learning platform for remote learning when needed.</p> <p>Trust Remote learning policy to be adhered to.</p> <p>Staff to be aware of the Contingency Plan regarding remote learning when needed if children are self-isolating or a bubble is closed.</p>
<p>Classrooms</p> <p><i>All classrooms will be needed. The dining room will be free and can be timetabled for small group work.</i></p> <p><i>The school hall has been timetabled for 2 hourly PE sessions for each class.</i></p> <p><i>School library may now be used and timetabled</i></p> <p><i>All areas in school will be well ventilated</i></p>	<p>Nursery and Reception Classroom</p>	<p>Year 1 and Year 2</p>	<p>Year 3 and Y4</p>	<p>Year 5 and Year 6</p>

<p><i>with open windows throughout the day and open doors during break times.</i></p>				
<p>After-school sport clubs</p> <p><i>After school clubs will begin w/c 13.9.21</i></p> <p><i>Numbers will be limited and groups will be largely consistent.</i></p> <p><i>Registers of attendance will be kept.</i></p> <p><i>Different year groups can mix and equipment may be shared.</i></p>	<p>TBC</p>			
<p>Wraparound Care</p> <p><i>Wraparound care is to be offered from 7.30am -8.40am and from 3.15pm – 6pm</i></p> <p><i>Registers will be kept. All pupils attending will be from St Paul's. Year</i></p>	<p>Not available to Nursery children</p>			

<i>groups will mix</i>				
<p>Cleaning Arrangements</p> <p><i>Classrooms will have sanitiser for cleaning, anti-bac wipes, hand sanitiser, liquid soap and disposable paper towels</i></p> <p><i>All toilets including floors to be cleaned, sinks, class sinks, tabletops, touch points – all cleaned twice daily.</i></p> <p><i>Classrooms to be kept clutter free for easy cleaning.</i></p> <p><i>Continue to work with NHS Cleaning Solutions</i></p>	<p>Staff will ensure that regular cleaning of resources/working areas takes place throughout the day if needed.</p> <p>Staff monitor pupil use of toilets to ensure they are kept clean</p>	<p>Staff will ensure that regular cleaning of resources/working areas takes place throughout the day if needed.</p> <p>Staff to monitor pupil use of toilets to ensure they are kept clean</p>	<p>Staff will ensure that regular cleaning of resources/working areas takes place throughout the day if needed.</p> <p>Staff to monitor pupil use of toilets to ensure they are kept clean</p>	<p>Staff will ensure that regular cleaning of resources/working areas takes place throughout the day if needed.</p> <p>Staff to monitor pupil use of toilets to ensure they are kept clean</p>
<p>Communication with Parents</p> <p><i>Ensure that parents are clear about the</i></p>	<p>Class teachers will communicate with parents through class newsletters and the</p>	<p>Class teachers will communicate with parents through class newsletters and the</p>	<p>Class teachers will communicate with parents through class newsletters and the Seesaw platform.</p>	<p>Class teachers will communicate with parents through class newsletters and the Seesaw platform.</p>

<p><i>arrangements and the rationale behind them. (Headteacher)</i></p> <p><i>Clear guidance about what children should/shouldn't bring to school</i></p> <p><i>Continue to encourage parents to communicate via phone call/email</i></p> <p><i>Consideration given to face-to-face meetings with parents in the Autumn Term.</i></p> <p><i>Uniform guidance including PE uniform</i></p> <p><i>Risk assessments for individual pupil where needed (Health care plans)</i></p> <p><i>Parents to be aware of the LA Public Health COVID-19 CONTROL PLAN</i></p>	<p>Seesaw platform.</p> <p>Individual phone calls will be made if teachers are concerned about lack of engagement with learning or if parents request to speak to the teacher</p>	<p>Seesaw platform.</p> <p>Individual phone calls will be made if teachers are concerned about lack of engagement with learning or if parents request to speak to the teacher.</p>	<p>Individual phone calls will be made if teachers are concerned about the lack of engagement with learning or if parents request to speak to the teacher.</p>	<p>Individual phone calls will be made if teachers are concerned about lack of engagement with learning or if parents request to speak to the teacher.</p>
<p>Outbreak Management Plan</p> <p><i>We make it our priority to continue to operate as normally as possible during the COVID-19 pandemic; however, the following measures will be taken recommended for our setting at either a local or national level.</i></p>	<p>Prioritising Education Keep any measures to a minimum number of groups possible and for the shortest time possible. Keep all measures under regular review and lift as soon as evidence supports this. Attendance restrictions only considered as a last resort; follow DfE advise on priority groups.</p> <p>Collaboration Follow DfE, Public Health, BHCET and LA guidance and recommendations.</p> <p>Testing Continue to follow advice about Lateral Flow Testing for all staff</p> <p>Face Coverings Offer the option for adults to wear face coverings/visors in communal spaces</p>			

	<p>Follow local or national guidance in the event of a breakout/increased infection rate</p> <p>Shielding Shielding is currently paused, however if it was reintroduced by national government, we would ensure that a ‘work from home’ option was supported. It may be necessary to reorganise staffing in light of safeguarding, health and safety and educational provision.</p> <p>Other measures Always consider a ‘Plan B’ for any residential visits, open days, transition days, parental attendance events and school performances – take into account local and national circumstances when planning events.</p> <p>Attendance restrictions Only ever considered as a last resort. If we are advised to limit attendance, we will follow government guidance. High quality remote education will be provided for any children unable to attend school (see remote education policy). Placement priority will be given to vulnerable children and children of critical workers. As well as placement priority places, children in Reception, Year 1 and Year 2 should still be allowed to attend unless there are exceptional circumstances.</p> <p>Wraparound Care: If attendance restrictions are needed, parents should only access the provision for a limited set of purposes. Restrictions on attendance may be needed of local or national guidance recommends. We will follow the protective measures for out of school settings during a covid outbreak.</p> <p>Education Workforce: Consider the on-site workforce requirements and if it is appropriate to allow staff to work remotely. Have regard to clinically extremely vulnerable staff Ensure that staff are well informed about the measure of controls and workplace risk assessment.</p> <p>Safeguarding: Be vigilant and responsive to all safeguarding needs with the aim of keeping vulnerable</p>
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	<p>children safe, especially if having to isolate and undertake remote learning. Follow all statutory safeguarding guidance – KCSIE, Working Together to Safeguard Children, Early Years Foundation Stage framework Ensure DSL or deputy is always on site when children are in attendance. Ensure DSL or deputy is always available by phone out-of-hours</p> <p>Vulnerable children: If vulnerable children are absent, we will follow up with parents or carers/social worker in line with our attendance procedures. We will encourage all vulnerable children to attend school We will ensure children are able to access remote learning, if necessary, by providing a device or appropriate learning materials We will maintain contact with children and families and ensure that remote learning is happening</p> <p>Transport: Transport will continue to be provided as normal; we will follow the government recommendations for transport to school</p> <p>Free School Meals: Meal options will be provided to those children in school. Universal free school meals will be offered to eligible children. Those eligible for free school meals will be provided with supermarket vouchers if they are self-isolating for reasons relating to COVID-19.</p> <p>Educational Visits: The Headteacher will consider whether educational visits are appropriate and safe. Only children attending school should go on an educational visit. Health and Safety guidance for educational visits must be considered carefully. All risk assessments must be completed in advance.</p>
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Outbreak Management Plan

Date Adopted	July 2021
Date Reviewed	
Next Review Date	July 2022
Version	1.0
Review Cycle	Annual
Publication Scheme	Trust Website Local Schools' Websites

This Outbreak Management Plan is based on the contingency framework for managing local outbreaks of COVID 19 and the school's/college's operational guidance from step 4, published by the Department for Education (DfE).

We will only implement some, or all, of the measures in this plan in response to recommendations provided by our local authority (LA), director of public health (DsPH), Public Health England (PHE) health protection team or the national government.

It may be necessary to implement these measures in the following circumstances:

- To help manage a COVID-19 outbreak within the school/college
- If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission
- As part of a package of measures responding to a 'variant of concern' (VoC)

The Trust will have an up-to-date risk assessment in place, it will be communicated to the whole staff team; appropriate information will be shared with students, parents/carers, visitors, and any other people impacted by the school/college activities.

The Senior Leadership Team will review the risk assessment each month to make sure the measures included are providing the best level of protection available, whilst allowing the school/college to run in a way which will prioritise student's education and growth.

The Trust will have arrangements in place so it can re-introduce measures, up to and in line with the Summer 2021 COVID-19 risk assessment. This may include:

- Reintroduction of face coverings in communal areas
- Adhering to national guidance on the reintroduction of shielding which would apply to those on the shielded patient list (SPL). We will speak to individuals required to shield about additional protective measures in school/college or arrangements for home working or learning
- If recommended to reduce mixing between groups, we would:
 - Reintroduce bubbles
 - Have separate entrances/exits for bubbles
 - Deliver lunches to classrooms
 - Separate rota for breaks and lunches
 - Timetabled use of specialist rooms
 - Reintroduce 'maximum capacity' notices for all communal areas
- If recommended, we would limit:
 - Residential educational visits
 - Transition days
 - Parents coming into school/college
 - Non-essential visitors coming into school/college
 - Live performances

As well as increasing the level of controls, the measures will include providing high quality remote education where students are not able to attend. The school will continue to provide meals or lunch parcels for students eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines.

LFD Testing kits will be available on site and supplies will allow for a scaling up of testing if required to allow students and staff to attend. LFD testing is not appropriate for people with symptoms, and they should not attend school/college whilst they have symptoms.

PCR Testing kits will be available for any individual who is symptomatic and may not be able to access a PCR test by other means. Individuals (and where appropriate their parents/carers) should be encouraged to use PCR testing centres where they are likely to get a rapid result. Individuals (and where appropriate their parents/carers) should be strongly encouraged to share the results with the school/college at the earliest opportunity.

- Where a suspected case occurs, the individual will be asked to self-isolate and take a PCR test.
- It is possible when there are confirmed cases the school/college will be asked to provide a list of close contacts, this could lead to the need to take advice from PHE or the Local Health Protection team.
- Where there are multiple cases within a year group, further measures in line with the summer term risk assessment may be re-introduced. Public Health England will be consulted (08000468687 (1)) and any changes in their immediate or publicised guidance will be acted upon. In line with guidance released in August, if the school/college hits the outbreak threshold (General education 5 individuals or 10% of people test positive in a group), advice will be taken, and significant measures introduced.






Where an individual is asked to self-isolate, they will be provided with an isolation number. The number will allow the individual and the school/college to track how long the isolation must be in place.

Individuals who have been informed by Test and Trace to isolate, or have symptoms, must not attend the school/college. The school/college retains the authority to refuse entry to individuals who have symptoms or where the school/college feels their attendance may lead to an outbreak.

Personal Protective Equipment Matrix

The matrix below details the type (not make) of Personal Protective Equipment which may be suitable for a specific task. Government advice specifically states:

The majority of staff in education settings will not require PPE beyond what they would normally need for work, even if they are not always able to maintain a distance of 2 metres from others. PPE will only be required in a very small number of cases.

	(Not PPE) Sanitiser	Face Mask	Disposable Gloves	Disposable Apron	Full Face Shield
					
Teaching or Assisting Teaching	When hand washing facilities are not available	X	X	X	X
Cleaning / Site responsibilities	When hand washing facilities are not available	When specific protection is needed due to chemicals being used, or cleaning a potentially infected area.	When specific protection is needed due to chemicals being used, or cleaning a potentially infected area.	When specific protection is needed due to chemicals being used, or cleaning a potentially infected area.	X
Kitchen/Dining roles	When hand washing facilities are not available	X	In line with normal guidance and while clearing used crockery/cutlery	X	X
First Aid	When hand washing facilities are not available	When close contact is needed whilst administering First Aid	In line with normal guidance	In line with normal guidance	X
Required close contact (within 2 metres) with an actual or suspected COVID 19 case	When hand washing facilities are not available	When close contact is required whilst supporting an individual before they are transported off site, and until area is cleaned.	When close contact is required whilst supporting an individual before they are transported off site, and until area is cleaned.	When close contact is required whilst supporting an individual before they are transported off site, and until area is cleaned.	When close contact is required whilst supporting an individual before they are transported off site.
Cleaning an area after a suspected COVID 19 case	When hand washing facilities are not available	Used when cleaning an area where a significant chance of infection exists (room where individual has waited for attention or toilet used)	Used when cleaning an area where a significant chance of infection exists (room where individual has waited for attention or toilet used)	Used when cleaning an area where a significant chance of infection exists (room where individual has waited for attention or toilet used)	X
Transporting in vehicles	Required along with disposable wipes	Available and provided for employees. Students encouraged to use their own	X	X	X