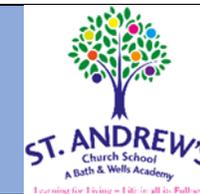


St Andrew's Church School COVID-19 Risk Assessment – January 2021



This is a generic assessment to cover anyone including employees, pupils, volunteers, stakeholders and contractors who engage or are in contact with any Trust offices, schools or external working areas during the pandemic. Risk of infection from and to others in line with government advice and guidance.

In response to the current COVID-19 measures, the following risk assessment has been designed to consider different situations and environments that you as individuals or teams may encounter during this period of alternative working. It is the school's responsibility to ensure that this assessment is adapted to be specific to the premises.

The following control measures have been considered when completing this document:

- **Eliminate** – can the task or situation be avoided or how can we eliminate the risk to the best of our ability?
- **Substitute** – where a face to face meeting is arranged, can this be substituted with a 'teams' meeting?
- **Engineered** – The use of screens, barriers or other floor markings to ensure that social distancing is maintained
- **Administration** – controls will include social distancing measures, regular hand washing procedures, isolating as much as possible, with information and training in place as required.
- **PPE** – PPE garments such as aprons and face masks could be considered.

The following essential measures are assessed using the DFE Guidance below:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak#soc>

All elements of the system of controls are essential. All schools must cover all key elements, but the way different schools implement some of the requirements will differ based on their individual circumstances.

Essential proportionate control measures include:

- A requirement that people stay at home if they:
 1. are ill with virus symptoms
 2. have tested positive, even if asymptomatic
 3. have been advised by NHS Test and Trace to do so
 4. are household members of a positive case, even if that case is asymptomatic
 5. are required to self-isolate for travel-related reasons
 6. someone in your support bubble has symptoms and you have been in close contact or they have tested(see guidance)

- robust hand and respiratory hygiene
- enhanced cleaning and ventilation arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible
- minimise the potential for contamination so far as is reasonably practicable

System of controls This is the set of actions schools must take. They are grouped into ‘prevention’ and ‘response to any infection’ and are outlined in more detail in the following sections.

Prevention

- 1) Minimise contact with individuals who are unwell by ensuring that those who are required to stay at home do not attend school.
 - 2) Where recommended, the use of face coverings in schools.
 - 3) Clean hands thoroughly more often than usual.
 - 4) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.
 - 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
 - 6) Minimise contact between individuals and maintain social distancing wherever possible.
 - 7) Where necessary, wear appropriate personal protective equipment (PPE).
 - 8) Always keeping occupied spaces well ventilated.
- Numbers 1 to 5, and number 8, must be in place in all schools, all the time.
Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.
Number 7 applies in specific circumstances.

Response to any infection

- 9) Engage with the NHS Test and Trace process.
 - 10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
 - 11) Contain any outbreak by following local health protection team advice.
- Numbers 9 to 11 must be followed in every case where they are relevant.

Completed by:	Jayne Rochford-Smith, Headteacher
Date:	January 15 th 2021

What is the hazard/concern?	What are you already doing?	What further action is necessary?	Action by Whom ?	Date action due?	Date action in place ?
<p>1.Social Distancing <i>We promote behaviours and establish processes and approaches which work towards maintaining a social distance of 2 metres. Where a 2-metre distance is not achievable, we have taken reasonable and proportionate steps to mitigate risk.</i></p>					
<p>Staff and children to be reminded daily on the importance of social distancing in the workplace and outside.</p> <p>Schools should minimise contact between individuals and maintain social distancing wherever possible while delivering a broad and balanced curriculum.</p> <p>It is recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.</p>	<p>Social distancing guidelines in place using Government recommendations and additional expectations for staff sent to all staff</p> <p>Set script used by all staff and children</p> <p>Redistribute social distancing guidance and staff to sign that they have read and understand the risk assessment 2/9/20</p> <p>Simple signage in place in corridors '2 metre bubble' (1/6) Script and posters on display in classrooms 'Remember the 2m Bubble'</p> <p>Children are reminded daily about social distancing – creation of cultural shift.</p> <p>Mobile floor signs in place at entrances to the school building to remind adults and children.</p> <p>Social distancing guidance and behaviour policy updated to provide more detail on: how to deal with specific situations that make social distancing with children challenging. e.g. dealing with intimate care issues, children who 'run away' / enter other bubbles, children whose behaviour causes them to break the social distance rules in their own bubble, any challenging behaviours that might have involved physical</p>	<p>Staff to read and sign updated Risk assessment (RA)</p> <p>Contractors including Cleaning staff and ASC sent new RA MDSA staff refresher training on RA</p> <p>Teachers to remind children of social distancing rules and non-contact (Yrs. 3-6)</p>	<p>SLT All teachers</p> <p>Teachers</p> <p>All Staff</p> <p>All staff SLT</p>	<p>15/1/21</p> <p>15/1/21</p>	

	<p>contact to help restrain or calm a child in pre-covid environment. Guidance on dealing with very anxious or extremely upset children. (link with 'scripts') actioned 30/5</p> <p>Staff to remind each other of rules and to speak to line manager of any concerns. Line manager to follow up with member of staff and repeat training and log on Risk assessment</p>				
<p>How have you organised the pupils to maintain consistent groups/bubbles during Lockdown?</p>	<p>Groups who are in school maintained in class bubbles and the school will be split into 4 quadrants: Q1- Foundation Stage (Nursery and Reception) Q2- KS1(Year 1&2) Q3 - Lower KS2(Year 3&4) Q4 - Upper KS2(Year 5&6)</p> <p>Classes will remain in their classrooms and children will spend most of the time in their own class bubble. Quadrants will share the same:</p> <ul style="list-style-type: none"> • break times and lunchtimes • Playground • intervention space • toilet block • staff room and break time • entrance/exit place and mostly same timings • Interventions for short sessions when needed • Staff can work across the quadrant to increase flexibility and collaboration <p>Thrive spaces Little Room – FS and mobile Thrive Trolleys Thrive Room – Yrs 1&2 Inclusion room -Years 3, 4, 5 and 6. Space and resources to be used for Thrive only The room is set up so that there are separate resources for each Quadrant, so we are not crossing over and having to clean resources between quadrants. Each key child will have their own basket to keep their work in.</p>	<p>Intervention work (except for Thrive) outside of the classroom should be minimised where possible.</p> <p>Rota for the Thrive rooms to be set up to minimise crossover of use</p> <p>Children should remain in their classroom for Teaching time to minimise contact with other children and spaces</p>	<p>CB/ LB</p>	<p>5/1/21</p>	

	<p>PPE /cleaning box in the room and any communal items will need to be cleaned after use</p> <p>Break out spaces/ intervention</p> <p>Where possible use classroom spaces – children may need to work out of the classroom for interventions on their personalised SEND plan</p> <p>Q1- Foundation Stage (Nursery and Reception) - Little room Q2- KS1 (Year 1&2) Sanctuary Q3 - Lower KS2 (Year 3&4) Resources Room Q4 - Upper KS2 (Year 5&6) ICT Suite</p>				
<p>Reducing the number of persons in any work area to comply with social distancing guidance Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children.</p> <p>DFE Guidance- means that PPA teachers/HLTAs can teach across different groups and TAs can support in different groups. Headteachers should consider how to support these staff in distancing within classes/groups or when with individuals.</p>	<p>Furniture minimised to support distancing where possible</p> <p>ICT Suite will be used for photocopying and Intervention space for Year 5 and 6 max 5 children and 2 adults <u>Staff from other Quads are not to use the ICT suite to work.</u> The iPad trolley can be booked out but needs to be cleaned after use. All I pads are to be returned to the trolley and must not be individually kept in classrooms Staff should follow the social distancing rules and avoid close face to face contact and minimise time spent within 2 metre of anyone so that it is less than 15 minutes at most. Aim to stand side by side or with adult – child behind to reduce face to face and reduce risk of airborne transmission.</p>	.	Rota: KS/ TH		1/9/20
<p>Staff Toilets</p>	<p><i>Cleaning staff will attend 12:30 – 1-30pm in Term 3& 4 and</i> give all toilets additional clean and empty bins - arranged with cleaning company – increased hours 5 per week x 1</p>		Imperial	4/1/21	

	<p>All staff to wipe area after use - toilet seat/ handle, taps using disinfectant wipes and put waste in lidded bin</p> <p>Where possible – open windows in toilets and leave 2 minutes between use.</p> <p>To reduce persons in areas staff are to use the following toilets:</p> <p>Office based staff - Staff toilets Years 3/4/5/6 – First Aid Toilet Foundation &KS1(after 2pm) Staff, SLT and Office use staff toilets KS1 Staff – Disabled toilet until 2pm MDSA to use toilet allocated to their bubble group</p>		All staff	11/1/21	
Control the number of staff onsite at any one time where possible. Consider how further use of Teams/IT can facilitate communication with staff and parents, and remote working?	<p>Remote working in place for SBM PPA time can be taken out of school. Timetable of home working in place for teachers to plan and prep remote learning Teams will continue to be used for meetings and communication with staff and parents SBM and SLT opportunities to work from home on a rota basis</p>	All Staff/ TA meetings to be held remotely where possible	Timetable SLT	11/1/21	
Consider using barriers or screens to help maintain social distancing in customer facing positions i.e. offices	<p>Main gate always locked including drop off and pick-up times - so no access to slope without use of intercom. Office staff to ensure no one enters the gate unless essential visitors. No flyers or promotional material to be accepted. Barrier placed 2m from main door to minimise contact with 'Stop Here' sign- actioned</p>	No staff to enter office spaces without permission Bottom half of office door must be locked when occupied.	SLT Office staff		1/9/20
Teams to be used to replace face to face meetings where possible	<p>All meetings currently using Teams: TA meetings, Staff meetings, SLT meetings, Governor meetings Teams to be used for parent meetings where possible.</p>		Timetable in place for		ongoing

	Email/ phone/Teams to be used for communication wherever appropriate.		meetings: SLT		
Ensuring sufficient rest breaks for staff	MDSA/TAs covering lunches to ensure staff have full lunch breaks Sufficient level of staffing to enable rest breaks		Rota: SLT	6/1/21	
Social distancing also to be adhered to in staffroom areas Use of staff rooms should be minimised whilst ensuring sufficient rest breaks for staff.	Central courtyard used for lunchtimes as outdoor space for staff Chairs and furniture separated between the two staff rooms to adhere to social distancing Where possible staff to bring in own cups/water bottles to minimise sharing of resources Staff to ensure they are social distancing and not exceeding allocated numbers in staff rooms. Staff to ensure they are washing hands before entry to staff shared spaces and wiping down space after use. Signage in shared spaces to remind staff of social distancing rules.	Staff rooms created for each Quad: Quad 1 – Staffroom Quad 2 – Sanctuary (use staff room microwave/ fridge) Quad 3 – Resources room (use little kitchen microwave/ fridge) Quad 4 Library and little kitchen No children are to be allowed in these spaces Kettles/ water flasks need to be out of reach and on a safe surface.	Rota: SLT	6/1/21	

<p><u>Start and end of day</u> Northampton St: Nursery: 9-3pm Reception: 8:50- 2:50pm Julian Rd Yr. 1&2: 9 – 3pm Northampton Buildings Yrs. 3& 4: 9- 3pm Yrs. 5& 6: 9 – 3pm</p> <p>Gates open at 8:55am</p>	<p>Parents drop off at separate entrances and staggered times – see timetable ‘Stop wait here’ signs on main entrances Posters on railings at 2m distance to remind parents/children to stay 2 metres apart where possible. Additional ‘social distancing’ banners on the fence at the main entrances on Julian Road and Northampton Buildings Parents encouraged to wear face coverings at drop off and pick-up times. Email sent to Parents 4/1/21 Staff required to wear face coverings when welcoming and dismiss children. No parents are allowed in the playground; children are dropped off at the gate.</p>	<p>Staff will open gate at 8:55am to ensure flow of drop off</p>	<p>HT, DHT and SENCo</p>	<p>5/1/21</p>	
<p><u>Bikes and Scooters</u></p>	<p>Scooters and bikes allowed if child wheels in.</p>		<p>HT</p>	<p>1/9/20</p>	
<p>Discouraging parents from gathering at the school gates</p> <p>Entrances supervised by SLT</p>	<p>Entrances will be supervised by a member of staff, wearing a high vis jacket to oversee safe access to school premises.</p> <p>Only one parent of children with an EHCP to be allowed onto the playground if needed Teachers to inform SLT of any children needing support and request SLT to attend entrance</p> <p>Social Distancing barriers now in place and being set up at start of day and end of day at main entrance and back gate</p>	<p>RA for individual children updated</p> <p>Teachers to ensure gates are opened couple of minutes before start time to ensure prompt drop off and collection</p> <p>Parents requested to wear face coverings a drop off and collection. All staff requested to wear face coverings when seeing children in and out</p>	<p>SLT/St aff</p>	<p>1/9/20</p>	

<p><u>Breaktime</u> Staggered breaks to reduce children together at any one time</p>	<p>Children in KS1 use KS1 playground Children in KS2 use KS2 playground EYFS children use the EYFS garden Children will only play with their class group. This break time may include some structured exercise. One class to use the playground equipment (monkey bars, trim trail etc.) per Week (rolling rota). All children to use hand sanitiser before going on the equipment. Each class container of play equipment must be cleaned and stored safely in-between use daily</p>	<p>Break times will be staggered by Quadrant</p>	<p>Teachers</p>	<p>11/1/21</p>	
<p><u>Toilet Use</u> Only one or two children can use the toilet space at a time</p>	<p>Toilet block allocated for use by each 'Quad' group Children will be told to only use the cubicles and wait outside for the person before them to leave. For younger children adults to supervise where possible. Children to ask permission before going to the toilet. With younger children adults can make a judgement call to avoid accidents. Staff to talk through rules for toilet use with children on first day back Year 1-6 to use hand sanitiser at beginning of the day to ease congestion- supervised by adults Note sent to parents to inform them (3/9/20) Signage to show how many children allowed in toilet block FS to use their own toilets Yr. 1 & 2 KS1 toilets Yrs. 3&4 Hall toilets Yrs.5/ 6 KS2 toilets</p>	<p>Staff to remind children of rules for toilet use with children</p>	<p>All Staff</p>	<p>11/1/21</p>	
<p><u>Lining Up</u> Reduce contact during lining up times.</p>	<p>Lessons on social distancing Avoid lining up where possible especially for younger children If needed: Use rubber floor spots to space in a line along floor from door to window to show spacing for lining up for lunch/ home time etc All staff to remind children throughout day Daily reminders Training for all children returning on 3/9/20 Training for all staff WB 1/9/20</p>		<p>All Staff</p>	<p>4/1/21</p>	

	Staff to supervise children when lining up to go into class – children not to touch outdoor play equipment while waiting to enter school.				
<u>Classroom</u> Encouraging outside learning to reduce numbers in the classroom	Timetables include time for every learning group to be outside Free flow to outside spaces where possible Outside classrooms set up for every quadrant. Space partitioned where needed.	Conservation area will be timetabled	Timetable: SLT/teachers	11/1/21	
Re-arranging desks to increase space if possible	Classroom layouts support maximum space between seats Spacing and clear routes to the doors. For Nursery, Reception and Year 1 we will ask staff to minimise time spent sitting at tables and avoid gathering children around a table. Seating children side by side and forward facing, rather than face to face or side on where possible and age appropriate (<i>Y3 upwards</i>). Classes where forward-facing desks limits social distancing for the adults and impacts on the safety and learning behaviours of the children will be adapted in consultation with all adults in the classroom and SLT. Timetable planned to allow children movement breaks. Children's movements are carefully orchestrated. Move unnecessary furniture out of classrooms to make more space.	Where social distancing is compromised due to the physical space – staff may choose to wear visors in classrooms when teaching	All staff	4/1/21	

<p>Cancelling classes/activities with a high level of mixing/contact i.e. sporting activities, choir etc</p>	<p>All activities are cancelled until further notice.</p>		<p>SLT Class teacher s All staff</p>	<p>4/1/21</p>	
<p>Collective Worship</p>	<p>Assemblies or collective worship will be in class/ Remotely. Live/ pre-recorded assemblies to take place by SLT</p> <p>St Swithin's Video assemblies will be available on STREAM or media drive(sent through by Tuesday starting week beginning 25th January)</p>		<p>SLT St Swithin' s</p>	<p>11/1/21</p>	

Toilets
DfE guidance states 'different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet' **EACH QUADRANT ALLOCATED A TOILET BLOCK** and additional lunchtime cleaning.

<p>Nursery Use Nursery toilets</p>	<p>Changing children- encourage independence where possible PPE to be used when changing children. Each class bubble has 2 sets of single use PPE in a sealed bag – the adult is responsible to replace once used. Extra stocks are held in the First Aid room Training given to staff by 5/6/20 Reminder letter needed for parents to provide bag with plenty of spare clothes to be stored in class and put away between attendance.</p>	<p>Reminder letter needed for parents to provide bag with plenty of spare clothes to be stored in class and put away between attendance.</p>	<p>SLT</p>	<p>11/1/21</p>	
<p>Reception Use Reception Toilets</p>	<p>2 child max at a time Spots to queue outside if needed</p>				<p>3/9/20</p>
<p>Year 1/2 use KS1 toilets</p>	<p>2 children max at a time 1 toilet in each block to be assigned to each group 2 sinks for each year group can be used for hand washing</p>				<p>3/9/20</p>

	Spots to queue outside if needed Year 1-6 to use hand sanitiser at beginning of the day to ease congestion- supervised by adults				
Years 3/4 Use hall toilets	No more than one child in each toilet block at once 1 toilet in each block to be assigned to the group Signage to be placed on door Year 1-6 to use hand sanitiser at beginning of the day to ease congestion- supervised by adults				3/9/20
Year 5/6 Use KS2 toilets	Urinal not to be used- signage in place Signage to be placed on door No more than one child in each toilet block at once Year 1-6 to use hand sanitiser at beginning of the day to ease congestion- supervised by adults				3/9/20
Supporting intimate care	Changing children- encourage independence where possible PPE must be used when changing children. Each class bubble has 2 sets of single use PPE in a sealed bag – the adult is responsible to replace once used. Extra stocks are held in the First Aid room and cupboards in hall by Yr 5 Training given to staff by 5/6/20	Reminder letter- Parents to provide bag with plenty of spare clothes to be stored in class and put away between attendance. PPE must be used when changing children Train new staff on risk assessments and use of PPE	SLT office SLT	11/1/21	
2.Hygiene					
The measures that are in place to maintain hygiene not only for staff working and children but for all visitors to the school. This is mandatory as a part of the ‘system for control’ section of the document. Everyone must: clean hands thoroughly more often than usual; and ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.					
Building these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them Some pupils with complex needs will struggle to maintain	Separate Individual risk assessments for children with complex needs Social Stories/books to support clear understanding of hygiene As with hand cleaning, schools must ensure younger children and those with complex needs are helped to get	All Individual Risk assessments reviewed and shared with staff Paper copies printed and held in RA folders in SLT room and main staff room	SENCo / HT		10/1/21 1

<p>as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in risk assessments in order to support these pupils and the staff working with them and is not a reason to deny these pupils face to face education.</p>	<p>this right, and all pupils understand that this is now part of how school operates</p>				
<p>Face coverings: Schools and colleges will have the discretion to require face coverings in indoor communal areas where social distancing cannot be safely managed if they believe that it is right in their particular circumstances.</p> <p>Some individuals are exempt from wearing face coverings. For example people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability, or if you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expression to communicate. The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs.</p>	<p>The government issued guidance on the 26th August 2020 https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</p> <p><i>'In primary schools where social distancing is not possible in indoor areas <u>outside of classrooms</u> between members of staff or visitors (for example, in staffrooms), head teachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances. But children in primary school do not need to wear a face covering.'</i></p> <p>At St Andrew's we are requesting the following: Children who choose to wear a face covering when travelling to school will be requested to place it in their bag until the end of the day and wash hands after doing so.</p> <p>Face coverings to be worn during face-to-face meetings with outside agencies and parents Where possible – Meeting room to be used for all face-to-face meetings</p>	<p>Face coverings to be worn in communal areas (e.g. staff rooms and corridors Where social distancing is compromised (less than 2 metres) due to the physical space –</p> <p>Staff may choose to wear visors when teaching and social distancing is compromised</p> <p>It will not usually be necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and they may inhibit teaching and learning.</p>	<p>HT All Staff</p>	<p>4/1/21</p>	

<p>Handwashing Ensuring that adequate facilities for hand hygiene are available and are stocked</p>	<p>Increased stock of cleaning supplies ordered through centralised source and through cleaning contractor (Imperial) Office to check weekly/liaise with cleaning staff and reorder where needed.</p>	<p>Cleaning materials list On inside of cupboard – staff to complete when taking resources.</p>	<p>Office SBM</p>	<p>7/1/21 Ongoing</p>	
<p>Have you considered turning off hand dryers? Paper towels used for the drying of hands</p>	<p>Soap dispensers to be fitted in all washrooms. Paper towel holders in all toilets Additional supplies ordered Hand dryers to be turned off- 29/5 Paper towel holder in each classroom and communal area Spare paper towel supplies to be stored in each quad</p>		<p>HT SW</p>		<p>1/9/20</p>
<p>Gel sanitisers in any area where hand washing facilities are not readily available Employees and children to be reminded on a regular basis of hand hygiene</p>	<p>Gel sanitisers available in all communal areas, classrooms and entrances Supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Checklists for cleaning and checking cleanliness of toilets to be used. SLT to do weekly checks of cleaning and checklists Hand cream is available for children and adults (E45) Signage to remind of use and product placement Daily reminders for all adults and children Signage and posters on hand washing in all washrooms and classrooms- 29/5 Staff Toilets- All staff to wipe area after use- toilet seat, taps using disinfectant wipes and put waste in lined lidded bin. Waste to be collected by cleaning staff.</p>	<p>With smaller numbers of children in school. Where possible hand wash as the preferred option minimise the use of Hand gel</p>	<p>Office SBM HT Office SBM All staff</p>		<p>1/9/20</p>
<p>Equipment Staff instructed not to share equipment, where practical All equipment is wiped down at the start, end and at regular intervals during the working day</p>	<p>Teachers have own laptops Equipment will stay within classroom. Where a job-share is needed, staff should maintain own set of equipment for use. Routine cleaning of children's personal equipment to be instigated by teacher/TA and carried out by the child, using wipes, if the child can. All equipment is wiped down at the start, end and at regular intervals during the working day</p>		<p>All staff</p>	<p>ongoing</p>	<p>1/6/20</p>

	<p>Laptop/PC available for TAs in the classroom (teachers to ensure this is setup)</p> <p>Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different classes</p> <p>Routine daily cleaning</p> <p>Checklists and signage to remind</p>				
<p>Tissues will be available throughout the workplace</p> <p>Have you considered bins for contaminated waste eg tissues, hand wipes etc?</p>	<p>Tissues in each classroom and office</p> <p>2 boxes made available in every room and replenished when required.</p> <p>Office to ensure adequate supplies in stock</p> <p>Every classroom/office has a bin clearly labelled with a lid for safe disposal of tissues/wipes/gloves etc- 29/5</p> <p>Daily clean of bins and replace liner</p>		<p>Office</p> <p>Group teachers/</p> <p>cleaners</p>		1/6/20
<p>Ventilation</p> <p>It is important to ensure it is well ventilated and a comfortable teaching environment is maintained.</p> <p>Natural ventilation – if necessary external opening doors may also be used (as long as they are not</p>	<p>Windows and skylights opened regularly</p> <p>Cleaning team / teachers open windows prior to children arriving</p> <p>Staff to close prior to leaving classroom at the end of day</p> <p>Key holder to routinely check all windows are closed prior to lock up.</p> <p>Open windows to ensure good ventilation in the classrooms,</p> <p>Open windows (in cooler weather windows should be</p>	<p>Further information on Ventilation is available here</p> <p>https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</p>	<p>group teacher /</p> <p>Keyholders</p>		1/6/20
				11/1/21	

<p>fire doors and where safe to do so)</p>	<p>opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air.</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <ol style="list-style-type: none"> 1. Open high-level windows and sky lights 2. Increase the ventilation while spaces are unoccupied (e.g., between classes, during break and lunch, when a room is unused) 3. Flexibility to allow additional, suitable indoor clothing. 4. Rearranging furniture where possible to avoid direct drafts 5. Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. 6. Regularly ventilate rooms, especially when unoccupied. 7. Keeping windows partially open when the room is occupied will ensure ventilation. 	<p>Thermometers provided in each classroom to monitor temperatures and humidity</p> <p>Letter sent to parents to remind about additional Layers of clothing</p>			
<p>Air conditioning/ fans</p> <p>Have you considered turning off fans and air conditioning units?</p>	<p>Turned off and signage to say not to use Staff to be instructed not use fans in the classrooms.</p> <p>Staff are to inform SLT if room temperature becomes uncomfortable and safe outside space will be found.</p>		<p>HT</p>		<p>1/6/20</p>

<p>Drinking Water Have you considered turning off water fountains?</p>	<p>Water fountains turned off.</p> <p>All children to bring own water from home, and water bottles to be kept at their space on the desk or in designated area.</p> <p>Staff to ensure these are sent home daily</p> <p>Supply of paper cups in each class for children without water bottle. Cup named at beginning of day and replaced daily.</p>		<p>TA/ teacher Workin g with group</p>		
<p>Site Do site staff working hours need to be reviewed? Longer opening hours?</p> <p>SLT to liaise with site staff to ensure the safety of the site</p> <p>Checks to be carried out by leadership teams to ensure procedures are being followed</p> <p>Are additional key holders required?</p>	<p>KS (grounds) increase of hrs to prepare site</p> <p>Set of keys allocated to SLT</p> <p>HT/SLT/Office will monitor effectiveness of new routines, receive feedback from staff and adapt as necessary</p> <p>SLT and office to do daily walk round and spot checks to check cleaning and site risk assessment being followed</p>		<p>Office/ SLT</p>	<p>11/1/21</p>	<p>1/6/20</p>

3.Cleaning

Social distancing, washing your hands regularly, good respiratory hygiene (using and disposing of tissues), cleaning surfaces and keeping indoor spaces well ventilated are the most important ways to reduce the spread of COVID-19. Increased frequency of cleaning of general room surfaces reduces the presence of the virus and the risk of contact.

<p>Social distancing, washing your hands regularly, good respiratory hygiene (using and disposing of tissues), cleaning surfaces and keeping indoor spaces well ventilated are the most important ways to reduce the spread of COVID-19. Increased frequency of cleaning of general room surfaces reduces the presence of the virus and the risk of contact.</p> <p>Further Guidance:</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>	<p>Deep Clean A deep clean has been carried out to all areas of the school (24/3/20 to 1/6/20)</p> <p>Any areas not in use by staff or children after deep clean have been closed off</p> <p>WB 25/5/20 further deep clean of areas in use and carpet cleaning of whole school Deep clean on high use areas over holiday periods 31.8.20 30/12/20 Additional carpet clean of traffic areas</p>		Imperial		
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<p>Have you considered what products are used? If additional products are used are COSHH files up to date?</p> <p>Have suitable and sufficient cleaning products been purchased?</p> <p>Have you considered using disposable cloths for cleaning surfaces?</p>	<p>All products ordered are Covid-19 compliant</p> <p>Online file of all COSHH sheets set up</p> <p>All up to date Disposable clothes are used HF/SW check COSHH sheets up to date for Sept</p> <p>Checklist set up for monitoring of stock of cleaning materials to ensure continual supply in place</p>	<p>Staff to complete checklist on inside of hall cupboard when taking materials from stock</p>	<p>MC /SBM</p> <p>All Staff</p>	<p>11/1/21</p>	
<p>Have you considered if PPE is required for cleaning staff?</p>	<p>Cleaning staff are employed by contracted company who will make decisions about PPE for their employees.</p>		<p>Imperial Cleaning</p>		<p>1/6/21</p>
<p>Outdoor playground equipment can be used but should be cleaned frequently.</p> <p>Consider procedures for additional cleaning of outside play equipment?</p>	<p>One class per playground session to use the playground equipment (monkey bars, trim trail etc.) each week (rolling rota)*.</p> <p>All children to use hand sanitiser before going on the equipment.</p> <p>*Q3 & Q4 to alternate court and top area of KS2 playground weekly</p> <p>*Yrs 1& 2 to alternate tarmac area and equipment area of KS1 playground weekly</p>	<p>Each class has a container of play equipment this must be cleaned and stored safely in-between use daily</p> <p>Review and reorder</p> <p>Children to also wash hands when back in classroom</p> <p>Fixed Play equipment to be sprayed with diluted Milton solution by staff after children have finished on play area.</p> <p>Staff recommended to wear face covering when spraying. Labelled spray bottles to be stored safely in classrooms and away from reach of children at all times</p>	<p>LD and class teachers</p>	<p>15/1/21</p>	
<p>Daily Cleaning</p>	<p>Daily clean by Imperial cleaning company to include all high-risk areas (4-8am) Cleaners to attend 12:30-1:30pm</p>	<p>At St Andrew's we take a collective responsibility for the environment and</p>	<p>Imperial cleaning</p>		<p>Ongoing</p>

<p>How will you manage cleaning of high-risk areas throughout the day?</p> <ul style="list-style-type: none"> • High contact door areas & handles • Bannisters • Printers/ photocopier • Taps • Communal area switches • Kettles • Switches • Phones • Staff IT equipment • Children IT equipment 	<p>daily to give additional clean to communal areas and toilets from 8/6/20</p> <p>Wipes and cleaning materials available to clean areas throughout the day Staff to ensure all work surfaces are kept clutter free and clear of resources especially around high touch areas.</p> <p>Cleaning routine established to cover communal areas. MDSA/ TA will clean classroom/hall at the end of lunch.</p> <p>Signage up 'clean up - stay safe' and cleaning checklists in classrooms / communal areas and washrooms</p> <p>Each area provided with labelled cleaning box with wipes, disinfectant spray, cloths, blue paper roll and gloves to enable frequent cleaning throughout day within own working space. Shared spaces also have cleaning kit At St Andrew's we take a collective responsibility for the environment and for maintaining a meticulous cleaning routine.</p> <p>Teachers to ensure cleaning is done as part of the daily routine and staff are given adequate time to do so. Teachers are responsible ensuring cleaning is done as per the checklist.</p> <p>Teacher to assign member of staff in their group to manage cleaning checklists in the classrooms and ensure cleaning boxes all well-equipped. Office One person to be in charge of the signing in book in the office (as below) Staff to wash hands/ anti bac once signed in Mon & Tuesday MC Wednesday, Thursday & Fri SW</p>	<p>for maintaining a meticulous cleaning routine.</p> <p>A rota system will be put in place by teachers to ensure classroom cleaning is done</p>	<p>All Staff</p> <p>JRS/MC</p> <p>All Staff Office</p> <p>Teachers All staff</p>		<p>In place by 1/6/20 then Ongoing</p> <p>In place by 1/6/20 then Ongoing</p>
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	Office (MC/SW) to maintain regular cleaning schedule and spot checks MC Monday/Tues SW- Weds-Fri				
<i>Are cleaning materials safely stored?</i>	All cleaning materials must be stored in the lidded box provided to each class and shared space. All cleaning products including washing up liquid and hand gel MUST be kept out of the reach of children at all times during the school day		All staff		1/11/20
Ensure that all rubbish is removed daily and disposed of correctly	Cleaners remove rubbish daily and dispose of correctly Process managed by member of cleaning staff to avoid contact. Classes to ensure rubbish is sorted and put in the correct bin for disposal				ongoing
4.First Aid The first aid provision and procedures that are in place.					
Have you considered any revised first aid requirements in view of the changing working patterns?	Sufficient qualified first aiders are available for on-site work, including paediatric. Many staff have now completed the Educare First Aid Training. Classes should ensure they have sufficient stock and PPE where required. PPE well stocked and additional supplies ordered (4/1/21) 3 additional PFA training completed by staff Tier 1: Each lead adult to support children to administer plasters, wipes etc Tier 2: Urgent or head injuries to be referred to group's designated first aider, first aid to be administered in first aid space by Yr. 3 or 'Front Meeting room' Tier 3: Suspected symptoms of Covid-19, sickness, significant blood injuries to be treated by group's designated first aider in 'Front Meeting room'. Full PPE for Tier 2 & 3	All support staff to complete Educare First Aid Training by end of January	SLT/ Staff 1 st Aid trained staff 1 st Aid trained staff CW/MC	1 st Feb 21	1.6.20

Where it is not possible to maintain a 2 metre or more distance away from an individual, disposable gloves and a disposable plastic apron are recommended. Disposable gloves should be worn if physical contact is likely to be made with potentially contaminated areas or items.

Qualified first aiders will supervise lunchtimes and administer first aid.
First Aid packs in each classroom for non-urgent scrapes and bumps (not head injuries)

Front Meeting room' allocated as base for children who are displaying COVID- 19 symptoms

<p>Staff to be trained in the correct removal of disposable apron and gloves</p> <p>More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance. https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p>	<p>If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should.</p> <p>If a child is awaiting collection, they should be moved, if possible, to the Front Meeting room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required.</p> <p>A window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>Any member of staff who has provided close contact care to someone with symptoms, even while wearing PPE, and all other members of staff or pupils who have been in close contact with that person with symptoms, even if wearing a face covering, do not need to go home to self-isolate unless:</p> <ul style="list-style-type: none"> • the symptomatic person subsequently tests positive • they develop symptoms themselves (in which case, they should arrange to have a test) • they are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated) <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned after they have left to reduce the risk of passing the infection on to other</p>	<p>Train new staff on PPE and make aware who First Aid trained staff are.</p> <p>Ensure PPE available in all classes and intervention rooms</p>	<p>SLT</p> <p>First Aid staff</p> <p>SLT All staff</p>	<p>11/1/21</p>	
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	<p>people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>Use the Disabled Toilet If they need to go to the bathroom while waiting to be collected. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>'Front Meeting room' to be kept well-ventilated and stocked with cleaning materials and PPE*. Room will also be cleaned as part of daily cleaning routine.</p> <p>The child will leave, with the parent/carer via the external door of the medical room and will be let out of the side gate to avoid walking back through the school to leave.</p> <p>*PPE are single use and should be bagged up and disposed of in a lidded bin immediately after use. Hands should be thoroughly washed immediately. Staff made aware of PPE and trained how to use by 5/6/20</p> <p>New staff to be trained as part of induction</p>	<p>Alert staff in KS1 not to use disabled toilet and revert back to using staff toilet.</p>			
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<p>Ensuring first aiders are aware of the latest government guidance and requirements https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</p>	<p>Government guidance for first responders</p> <p>High number of staff have completed basic First Aid through Educare (Dec 20)</p>		<p>HT</p> <p>SW / SBM</p>		<p>1/9/20</p>
<p>1st Aid Who are the designated first aiders for each group?</p>	<p>Foundation Stage: AS, SL KS, MJ, AC, SC, SO Yr. 1/2: JRS , KS, CW, PS KS2: TM, LD, LB, ES(as of 1/9/20)</p>	<p>SW to update list and send and display in office. All support staff to complete Educare First Aid Training by end of January</p>	<p>SW</p> <p>SW</p>	<p>15/1/21</p> <p>1/2/21</p>	
<p>5.Premises Management</p>					
<p>Compliance checks must be up to date before children return – is this in place?</p> <p>Have you ensured that site staff have continued with their daily, weekly and monthly checks where possible?</p>	<p>Checks have been ongoing where possible.</p>	<p>SW to update IAMs ensure monitoring checks updated and recorded and liaise with AH</p> <p>AH in fortnightly Water checks in monthly</p>		<p>Ongoing</p>	

<p>Please also take note of the guidance updates outlined by the DfE https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</p> <p>Do you have sufficient site staff to ensure the site is safe before children return?</p>	<p>yes</p>				
<p>Is all servicing up to date eg, fire extinguishers, boilers etc?</p> <p>Have checks been completed on the fire alarm?</p> <p>Are all fire doors operational?</p> <p>Are all fire escape routes clear?</p>	<p>All servicing is up to date. 5 year electric checks WB 25/5/20 and PAT testing (completed 29/5)</p> <p>JRS/HF/SW to check compliancy over half term</p> <p>Yes All fire doors are functional, and all escape routes are clear.</p>		<p>SBM / HT/ SW</p>		<p>31/8/20</p>
<p>Do any changes need to be made to your fire evacuation procedures?</p> <p>Do any changes need to be made to your lock down procedures?</p>	<p>There are no PEEPs within school Fire drill has reverted back to original plan Fire drill for all in week beginning Sept 20 & Dec 20 Review and retrain staff on Lock down procedures and practice with children in first 2 weeks Term 2</p>	<p>Lockdown run through with staff Term 3</p>	<p>SLT/ Staff All Staff</p>		
<p>6. Visitors and contractors on Site - Contractors will be required to attend the school site to undertake certain repairs or compliance tasks – how will these be managed? Normal operating of the school requires external visitors from time to time – plan to ensure normal activities can resume.</p>					

<p>Normal business tasks to be completed during the school day. Schools should plan for routine visits from the Central team and external visitors who assist in the running of the school and provide pupils with support.</p> <p>Ensure social distancing guidance is followed for onsite meetings. Social distancing guidance should describe how visitors/contractors to the school site can work.</p> <p>Site staff to monitor the completion of work - possible changes to working hours may be required</p> <p>Working areas to be wiped down as necessary</p>	<p>Signage reinforces guidance before and after entry to building.HT/office to monitor. All visitors are required to ring the buzzer and wait to be let through the gate. Only one visitor to enter the slope at one time. Visitors to wait in the porch/ outside until registered. Visitors will wait at sign and maintain social distance in queue. The Electronic Diary will form our record for Track and Trace, All Staff with access must be vigilant in recording visitors. All visitors/contractors must be put into the electronic diary in advance. Where an 'emergency' meeting has occurred, this must be recorded in the diary after including all names of attendees involved and timings etc (to support Track and Trace)</p> <p>All visitors to the school must sign in and out and complete the Visitor information record (It is important to know, with the implementation of Test and Trace, who has visited and which staff or pupil groups they have had contact with) Allocation of visitor sticker:</p> <ol style="list-style-type: none"> 1. Blue if their DBS enables them to be in school without being accompanied 2. Red sticker if they need to be accompanied by a member of staff. 3. Office to write out stickers in advance. They can be left on the table in reception. <p>A coronavirus QR code for display in school. Visitors with the NHS Covid-19 app should scan the QR code when they arrive and all visitors requested to wear face coverings</p> <p>All visitors or contractors will be provided with an overview of the site controls/rules related to Covid-19. This will include social distancing guidance describes how visitors/contractors to the school site can work.</p> <p>Central team risk assessment in place for visits.</p>	<p>Only essential visits will take place during lockdown</p> <p>All visitors will be asked to agree that their mobile phone will be switched off and not visible during their time in school.</p>	<p>HF/SW</p> <p>HT/SB M/ SW</p>	<p>11/1/21</p> <p>Ongoing</p>	
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	<p>HT/office to oversee work and ensure cleaning completed after completion of work Intercom used to make contact Safe distance always kept No Volunteers till further notice unless approved by SLT</p>				
7.Office Spaces					
<i>Procedures to ensure the safe running of the main school office.</i>					
<p>Staff and pupil access</p> <p>Restricting staff and pupil access to the office area - knock and wait system?</p>	<p>Only essential staff communications will go via the office.</p> <p>Bottom half of door closed – staff nearest door to answer queries. Social distancing enforced and reminded by office staff.</p> <p>No other staff to enter the office without permission</p> <p>If confidential, staff will knock and wait.</p> <p>No children to deliver messages to the office</p>		SBM/ SLT/ Office		1.6.20
<p>Ventilation & Heating</p>	<p>Keep windows open and doors to courtyard to encourage airflow</p> <p>Open office window on arrival. Wash hands after. Last person out to close window & wash hands after</p> <p><u>No fan heaters to be used- Oil filled radiator provided to ensure adequate heating in office</u></p>	<p>Thermometers ordered to help monitor temperature in classrooms</p>			Oct 20

<p>Social distancing within office</p> <p>Staff to adhere to social distancing guidelines – working from home if possible?</p> <p>Could the office team work on a rota basis?</p>	<p>See social distancing guidance above / all staff to follow guidance and remind each other</p> <p>Only 1 person to access the safe/safe key holder per day.</p> <p>Opening stationery cupboard – 1 person per day to open stationery cupboard in the office.</p> <p>Limit printing & photocopying. Other person in the office will need to leave the area when printing is picked up Maximum of 2 office staff in space – separate phones/ computers always used where possible</p> <ol style="list-style-type: none"> 1. MC -use HF workstation 2. NA – own station 3. SW own station 4. HF work in SLT room Weds <p>Where possible, staff will be rota'd, and alternative workspaces could be made available if needed</p>		<p>All office / SLT</p>	<p>11/1/21</p>	
<p>SLT room</p> <p>TS CB HF</p> <p>HT office and SLT room</p>	<p>Only 2 members of staff allowed. For workspaces used on a rota basis area must be cleaned thoroughly before leaving. No visitors to use space or other staff to use space without prior arrangement. No staff to enter the SMT, office or Headteacher office without prior planning. Face coverings to be worn if 2 metre distancing not possible</p> <p>TEAMS to be used for meetings where possible.</p>	<p>Where possible If meetings over 15 mins are needed these are to take place in the meeting room and masks need to be worn or via Teams</p>	<p>SLT</p>	<p>5/1/21</p>	
<p>Calling Parents by phone</p>	<p>Staff to use the phone in the staff room where possible and thoroughly clean afterwards.</p> <p>Office staff to make the calls where possible unless parent/agency needs to speak specifically to the teacher.</p>		<p>All staff</p>		<p>2.11.20</p>

Regular cleaning of high touch areas i.e. phone, printer, copier, PCs etc	<p>See cleaning schedule above. Cleaning equipment provided to enable ongoing cleaning by staff.</p> <p>Agree who will clean high-frequency touch areas on which days and frequency – as per monitoring sheet</p> <p>No sharing of stationery- Only use pens from your own pen pot.</p> <p>Staff to remind each other to clean up Signage in office and check list</p> <p>Clean desk & keyboard & buzzer under the desk at the start & end of the day.</p> <p>Clean front of small stationery cupboard in the office.</p>		All office-based staff		ongoing
Post and collection of paper copies	<p>Post - Ask postman to leave it outside. Open & wash hands.</p> <p>Markings/signage on slope to maintain 2m distance from doors when managing visitors. Paper communication from parents to be placed into box with designated member of staff on duty at start/end of the day</p> <p>Envelopes and pen available in the box to minimise staff needing to handle paperwork. Staff to wash hands after handling.</p> <p>Video conferencing with outside agencies where appropriate</p>		Office to allocate member of staff daily All Staff with access	Ongoing	20/7/20

	<p>Parents instructed to phone or email rather than face to face discussion.</p> <p>Brief face to face conversations with one parent/carer just outside the front of the school permitted at a socially safe distance at quiet times.</p>				
Is the school office cashless?	<p>School office aims to be cashless – who don't have access to online payment</p> <p>Any cash will need to be in a named envelope and handed to staff member at drop off.</p> <p>Office staff to wash hands after handling</p> <p>Gloves are available if needed</p>		Office staff Staff on Duty		8/6/20
<p>Have you considered how you will manage late arrivals?</p> <p>Have you considered how you will manage parents bring in items late ie, lunchboxes etc? 1/6/20 Will this still be allowed?</p>	<p>Timings on the gate are changed so access is only through the intercom Letter to parents sent out 10/7/20 and follow up reminders by text and email</p> <p>Reminder emails sent 4/1/21</p> <p>Parents will be expected to bring their children in on time. Parents will not be permitted to enter the building.</p> <p>If a child is brought in late, the parent will buzz at the front door and the child will be allowed in through the gate. The door will be opened by the office staff and the child will make their way to their classroom independently. Reception children may be accompanied by SLT or office staff</p> <p>Box for late lunchboxes to be left on slope and staff will anti bac before bringing into school</p>	Monitor and send out reminders if needed	Office HT Office Office /SLT		In place

Will there be procedures for wiping access gates, keypads etc?	High-contact keypads/ door handles/gate/buttons etc will be wiped regularly by staff in office according to checklist		office		1/6/20
8.Deliveries					
<i>The controls in place for deliveries to the school ie, consumables, equipment, kitchen food deliveries.</i>					
Consider how orders are placed to reduce the need for frequent deliveries Consider how the deliveries are received and what access drivers will have to the school site Ensure hand washing/hand gel facilities are available	Essential orders only. All delivery drivers are leaving items at the door without signatures required. A push top gel dispenser will be available in the entrance foyer and outside the front door for all visitors.	Catering company to be told to drop food at kitchen gate. Ringing office first to let them know they have arrived. Office to let them in.	Office / SLT	11/1/21	
Who will be responsible for the checking/storing the items once delivered? How they are stored, unpacked, and PPE requirements etc. If packages are left before touching/opening, consider how long they need to be stored before they are deemed safe to use – typically 48-72 hours.	Office will check off deliveries and any staff checking deliveries need to wash hands immediately after.		office		
9. IT Equipment					
<i>The management of IT equipment throughout the school.</i>					
Are children able to use the same piece of IT equipment during the day to avoid the spread of germs?	Each group to follow IT cleaning checklist created by MC Teacher use only for IWB		Teacher of each class to train	From 3.9.20 ongoing	

<ul style="list-style-type: none"> • Ensure laptops/tablets are wiped down after each use • Whiteboards to be cleaned twice a day as a minimum <p>Extra demand on IT such as printers – schools should consider if existing procedures can be scaled up.</p> <p>Are printers located in easily accessible locations? Are there procedures for printers, copiers and remote controls to be cleaned regularly during the day?</p>	<p>Any laptops or Ipad used by staff children need to be cleaned before and after each use with wipes provided.</p> <p>Children Year 4 upwards will be trained and be expected to clean the iPads with the provided specialist wipes</p> <p>ICT Suite will be used for photocopying and Intervention space for Year 5 and 6 max 6 children and 2 adults</p> <p>Signage and cleaning materials available in ICT Suite. All staff to clean before and after use. Teacher to assign member of staff in their group to manage cleaning checklists Only adults to use and collect printing from copiers Staff to minimise printing where possible children work directly in their books Use of Teams for Home learning to limit the need for printing</p> <p>Copier to be cleaned after use using wipes</p>		<p>children and monitor</p> <p>All staff</p> <p>All staff</p>		
10. Classroom equipment and teaching resources - How will you manage items/equipment in the classroom?					
<p>Materials that are retained within the bubble should be cleaned regularly according to the frequency of use.</p>	<p>Toys minimised to ease cleaning Plastic, easily washable equipment (eg Duplo/ counters)</p> <p>A limited number of resources available each day. Keep resources stored in units/ shelving where possible and keep work surfaces clear. Plan in a rota for the cleaning of resources</p>		<p>All staff</p>	<p>3/9/20</p>	

	Resources room used for storage of stationery and excess books – all staff to keep this area tidy and ensure good hygiene measures when using the space				
Materials that are transferred between bubbles should be cleaned meticulously before transfer (or left for 48 hours – 72 for plastics).	Resources can be shared as long as they are cleaned meticulously before transfer (or left for 48 hours – 72 for plastics). Plastics can be soaked in the sink with Milton, left to drain overnight.		All staff		4/9/20
Nursery - have all planned activities been risk assessed	All planned activities will be risk assessed by EYFS team according to guidance – RA written by planning to verify		EYFS team		8/6/20
Malleable materials	Individual pots of playdough bought and will be named for finger gym and individual supervised use. Malleable materials such as sand and water can be used as long as they remain within the classroom bubble and are changes regularly		HT EYFS Team		1/9/20
Have you considered removing hard to clean items such as soft furnishings and soft toys?	Soft furnishings are kept to a minimum and not shared across quads Where safe space/tent needed these are washed/ wiped clean regularly and are not shared between children PE mats to be used for floor play such as construction and wiped clean after use		All staff		Oct 20
Children and staff should have their own set of frequently used materials (pencils etc) and should bring only a minimum set of items with them each day, included named drinks containers.	Each child has an individual set of equipment in a clear zip plastic wallet to include: Writing pencil, sharpener, ruler, rubber coloured pencils, scissors, glue stick Where needed, pots will be on the tables to hold sharpening. These will be kept in their drawers Drawer units ordered so all children will have own drawer Remind children to take responsibility for keeping items in wallets. Teachers to have a small stock of spare equipment in case of loss. Each Learning Journal will be covered in a plastic wallet.		TAs HT		1/9/20

Children to bring in their own named drinks containers for the day	See above 'drinking water section' Letter sent out to parents 17/7/20/ 28/8/20 Some classes have an allocated space to keep water bottles during the day Reminders to be sent in Newsletter	Reminder letter to Parents	HT office Teachers	11/1/21	10/7/20
Children's personal resources	Children are not permitted to bring in items from home including toys, books, stationery. Except if transition object agreed by SENCo or SLT -*See Guidance on 'Transition objects/ toys' for specific children Parents are informed by letter Only water bottles and lunch boxes – all items need to fit into one bag to be stored on their peg	Reminder Letter for Parents		11/1/21	28/8/20
Children bringing in mobile phones Yr 5& 6 only who are walking home	Phones must be turned off on arrival at school and handed in to the safe box which will be kept in the school office during the day		KS TH Office		October 20
Clothing / Uniform	Children to wear full uniform We will allow additional, suitable indoor items of clothing to be worn under uniform during the winter period in addition to the school's current uniform, particularly where increased ventilation creates colder temperatures PE kits to be worn to school on PE days. Reminders are sent out on home learning. Children will remain in school clothes if PE kit not worn and just change footwear if available.	Reminder Letter for Parents	HT / Office	11/1/21	3/9/20
Consider how you will manage how books and other materials can be taken home and returned to use within the bubble. <ul style="list-style-type: none"> o Use of e-books o Weekly book bag/tray so the children exchange books less frequently 	Limited range of books in FS/KS1 Children will have an allocated reading book to keep in their drawer for individuals reading Parents encouraged to use online eBooks. Reading Books: children will be able to take stage books home. Books will be brought back into school on Monday -	During Lockdown – Agreement for reading books to be established Children at home signposted to Oxford Owl	TS KS Teachers	15/1/21	

	<p>Thursday by placing them in a 'quarantine box'. On Monday, these books can be back in circulation.</p> <p>Reading Records will mainly be completed by parent/carer at home or teachers/TAs may guide the child to write a comment/page number or place a sticker comment in the space.</p>	<p>free login for e-books. These have the all stages of e-books and some in audio-book format too. This is equivalent to what they would be reading in-school (just not the hard copies). All teachers to add this to their weekly learning menu as a reminder (if they haven't already).</p> <p>K Sandey shared a 'Reading at Home Links' sheet with all teachers. This includes a compilation of links and websites that parents and children can access reading materials linked to the primary curriculum. Teachers to share this on their Teams page.</p> <p>Children attending school to follow the normal guidelines, quarantining any books they take home when they return.</p>			
<p>Agree arrangements for providing feedback, including marking children's books and responding to home learning?</p>	<p>No marking policy - Feedback will be verbal, within the bubble groups</p>	<p>During the Lockdown Period - No written marking policy - Feedback will be</p>	<p>TS/ KS / Staff</p>	<p>5/1/21</p>	

	<p>Staff will have notebook system for comments on children's progress to aid planning</p> <p>Children will be provided with a school exercise book which will stay in school.</p>	<p>verbal, within the bubble groups</p> <p>Agreed to use whole class approach to marking, i.e. address misconceptions that occur across the 'In school 'cohort during next day teaching. Keep a notebook/record of marking/assessment points.</p> <p>Home learning / see Remote Learning Plan.</p>	<p>SLT / Teachers</p>	<p>15/1/21</p>	
<p>Lunches/Lunchtime</p> <p><i>The management of lunch service across the school.</i></p>					
<p>Reducing the menu options to one main meal and a packed lunch option to simplify lunch service</p> <p>The use of disposable containers/cutlery for hot meals</p>		<p>Warm food is being offered from week 2 (term 3) which will be served in cardboard containers with disposable cutlery</p>	<p>Edwards and Ward</p> <p>Group teacher / TA</p>		<p>3.9.20</p>
<p>How will lunch service work with extended bubbles in place? School kitchens can continue to operate, but must comply with the guidance for food businesses on coronavirus (COVID-19).'</p>	<p>Lunchtimes will be staggered in order to stagger the play times as per timetable below. Afternoon break times to be arranged internally if needed.</p>	<p>Enough tables are set up in the hall so no classes share chairs or tables during the lunch serving</p>	<p>SLT</p>	<p>11/1/21</p>	

Year group	Time allocated in hall	Location	Play times allocated	Location	Thrive / Relax Kids in classrooms
Nursery	To be decided	Classroom		EYFS garden	As per Nursery timetable
Reception	11.30 – 12.00pm	Classroom	11.50 – 12.15pm	KS1 playground	12:15 – 12:30pm
Year 1 and Year 2	12.00 – 12.30pm	classrooms	12.20 – 12:45pm	KS1 playground	12:45- 1pm
Year 3 and Year 4	11:45 – 12:15pm	Hall	12.15– 12:45pm	KS2 playground (12:30 hand washing)	12:30 – 12:45pm
Year 5/6	12:15- 12-45pm	Hall	11:45 - 12:10pm	KS2 classrooms (12:40 hand washing ready for afternoon session) KS2 playground (12:10 hand washing)	1pm - 1:15 pm

Delivering meals to the tables to reduce the need for children to queue	Packed lunches/ food boxes will be handed to children when they are seated	Children eating lunches in classrooms / TA to collect hot lunchboxes from hall kitchen Lunch staff to wear disposable aprons in lunch hall	Lunch staff	11/1/21	
Have you agreed procedures for hand washing before lunch?	Preparation for lunchtime will include tables being wiped and all children thoroughly washing hands. Sufficient time will be allowed on the timetable to enable this.		Group teacher / TA		1/9/20
Have you agreed procedures for cleaning surfaces after lunch service?	Staff or children in the room will wipe affected surfaces before going out to play. All lunch rubbish to be collected / and disposed of. Ensure as much waste is recycled as possible to minimise residual waste	Hall area cleaned after sittings Time allocated for MDSA to complete cleaning of hall including floor: Floor to be swept and mopped	Lunch staff Cleaning staff at lunchtime	11/1/21	
How will snack times be managed in EYFS?	Staff to prepare snacks gloves and apron. Milk - cups placed in dishwasher after use.				

	<p>Bread sticks/oatcakes will replace sandwiches Children will have set snack time sat at tables or on mats outside</p> <p>Office to order supplies – set up excel for reorder for FS (Alex C to liaise with MC)</p>	Parents to send in fruit/ snack during lockdown as fruit supply stopped	AC/MC	11.1/21	
Nurture breaks for KS1/2 identified children	<p>Bread sticks and rice cakes to replace toast for nurture snacks. These supplies will be stored in plastic box in classrooms <u>Nurture list for snack break</u> FS - managed in class Y1 and Y2 - use of small table by Sanctuary or back of classroom Y3 and 4 – Hall space allocated or outside Y5 and 6 - Hall space allocated or outside</p>	Lockdown - CB to review list of children / Office to order supplies – set up excel for reorder for FS and Nurture	MC /CB	11/1/21	
<p>Shared Staff Areas How will you ensure good hygiene and social distancing in staff areas? It is essential, with the return of all staff and pupils, that social distancing is in place as a mitigation.</p>					
<p>Minimising the movement of staff between areas</p> <p>Headteachers should also plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.</p>	Revised Rota to be put in place for breaks to reduce numbers in staff rooms set up by 12/1/21	<p>Staff rooms created for each Quad: Quad 1 – Staffroom Quad 2 – Sanctuary (use staff room microwave/ fridge) Quad 3 – Resources room (use little kitchen microwave/ fridge) Quad 4 Library and little kitchen No children are to be allowed in these spaces Kettles/ water flasks need to be out of reach and on a safe surface.</p> <p>Face coverings to be worn in the staffrooms and</p>	Staff from both groups	7.1.21	

		communal areas such as corridors for those who are able to wear them			
<p>Cleaning</p> <p>Dishwasher to be used where possible</p> <p>Paper towels to be used instead of tea towels for drying up</p> <p>Effective cleaning of work areas throughout the day</p>	<p>Staff can bring own lidded cups etc. from home. Staff can bring in own water bottle</p> <p>All staff to clean and tidy after use following cleaning checklist and 'Clean up - Stay Safe' rules</p> <p>Cleaning pack in Staffroom areas</p> <p>Where applicable, paper towels used.</p> <p>Dishwasher should be used whenever possible.</p>	<p>All staff to take a collective responsibility in putting own cups etc in dishwasher and tidying.</p> <p>/ other staff spaces to be Used cups etc from Little kitchen returned and placed in the dishwasher at the end of each day. Rota to be put in place</p> <p>Staff are encouraged to use their own lidded cup throughout the day</p>	<p>All Staff</p> <p>All Staff</p> <p>class teacher TS to collate</p>	11/1/21	
<p>11. Before and after school clubs - Do you have procedures in place for breakfast and after school clubs? The DfE states “Schools can keep pupils in class groups for the majority of the time in school, but allow mixing into wider groups for specialist teaching, wraparound care or transport.” Siblings may be in different class groups but can be in the same wraparound care group. Headteachers and/or wraparound care managers should consider whether they can use additional space, partial separation of groups (eg class groups or KS1/KS2 groups) or limiting numbers and aiming for consistency over time.</p>					
Breakfast Club	<p>Priority will be given to children of working parents and to Vulnerable children as identified by the SENCo and HT.</p> <p>Bookings must be made at least 48 hours in advance and children must arrive before 8.15am to ensure safety at the start of the day.</p>	No quadrants are mixed during breakfast club	TM leading Breakfast Club		

	<p>Children will be split into 4 groups, broadly in line with their Quadrants. Consistent staff will be used across the week and outside space will be used whenever possible to aid social distancing.</p> <p>EYFS/KS1 member of staff to collect children from Breakfast Club each morning.</p> <p>HT met with TM Breakfast Club consult/Planning 13/7/20</p>				
<p>After school clubs should resume in the autumn but with some adjustments.</p> <p>During Lockdown Percy Club running till 4:30 pm</p>	<ul style="list-style-type: none"> • Numbers will be capped at 12 per session • Priority will be given to working parents. • Booking needs to be made directly to Percy Centre – minimum 48hrs in advance <p>Groups will be partitioned into quads: Front room used if needed</p> <p><u>Room – Sanctuary</u></p> <ol style="list-style-type: none"> 1. Quad 1 - Nursery Reception 2. Quad 2 - KS1 (Years 1&2) 3. Quad 3 –Year 3&4 4. Quad 4 Year 5&6 <p>Toilets will be allocated to each group</p> <ul style="list-style-type: none"> • Quad 1 –Disabled toilet • Quad 2 Toilets in KS1 • Quad 3 – hall toilets • Quad 4 – kS2 toilets <p>School staff who work in Percy to work with same Quad where possible or ensure they are maintaining social distancing</p>	<p>HT met with Percy Centre After School Consult/ Planning (5/1/21) & Lockdown Risk assessment shared. 11/1/21</p> <p>Percy have their own Risk assessment but comply with school RA</p>	<p>Percy Centre Office</p>	<p>11/1/21</p>	
<p>How will you provide food and drinks during breakfast club/ After School Club ?</p> <p>You could consider separate tables for each bubble/year group/key stage, with</p>	<p>After School Club Packed lunch style snack pre-prepared Drinks will be provided and monitored by staff</p> <p>Each group will eat in their own room</p> <p>Equipment will be cleaned in the dishwasher</p>		<p>TM leading Breakfast Club</p>		

associated resources available for play before/after eating, table service etc.	Breakfast Club Children in each quadrant will have separate tables for eating and drinking at. Age appropriate boxes of resources will be created and will not be shared across the two groups.				
Parents drop off/collect - will there be staggered arrangements, or social distancing guidelines for parents and carers?	After School Club Parents will collect from Julian Rd and ring buzzer and wait. No parents will enter the building. Any confidential conversations can be held in the 'Front Room' and room to be cleaned after. Breakfast Club Small numbers. Drop off main door before 8.15am. Social distancing guidance in place. Office to walk children round		Office		1.9.20
Do you have procedures in place for cleaning high risk touch points and materials? Cleaning should be more rigorous for materials used in wraparound care. Equipment could be specific to the day of the week so that quarantine was automatic (i.e. a Monday box of equipment/games).	After School Club All materials will be cleaned and disinfected after each session Work surfaces and high touch areas including bell, door handles and tables etc to be cleaned regularly throughout session Breakfast Club All equipment cleaned at the end of each session. Cutlery/crockery cleaned through the dishwasher daily. Hall floor cleaned after lunch and hall free from 2:30 pm to set up PE mats used for floor play instead of rugs		TM leading Breakfast Club		1.9.20
Transportation: The DfE has stated that social distancing measures of one metre plus on dedicated school transport will not apply where it is not possible to carry them out. Public and other forms of transport.	Schools should manage dedicated school transport applying the principles that underline the rest of the provision, including using bubbles, hygiene measures, careful queueing arrangements and additional cleaning. Schools should encourage pupils to walk or cycle to school where possible. If parents and/or pupils use public transport then headteachers should refer them to the appropriate guidance. See - https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers				3/9/20
12.Pupil Behaviour					

The process for ensuring children's behaviour contributes positively to staff and pupil safety.

<p>Behaviour. Adverse experiences, lack of routines, and access to/support with home learning may have had a considerable effect on pupils when they return to school and routines and expectations will be very different.</p> <p>Does the behaviour policy support the staff in ensuring safe behaviour? Schools will need to support pupils to adjust to the new situation in school and to provide emotional support as pupils return to school. They should establish very clear expectations about pupil conduct and adjust their behaviour policies to take account of these changes. Behaviour which threatens the integrity of the system of controls should always be addressed through the policy.</p> <p>Schools should ensure that pupils are supported with anxiety, loss, social, emotional and mental health concerns through whole class activities, small group support and referral where appropriate, particularly for those pupils with additional needs.</p>	<p>Pen portraits and risk assessments are in place children for children with individual needs in Key group</p> <p>Expectation around social distancing in place for children already in school</p> <p>Additional appendix for policy to include:</p> <p>specific reference to new guidelines on social distancing measures esp. with challenging behaviour, high need children and any child with emotional / mental wellbeing issues.</p> <p>Guidance on 'Transition objects/ toys' for specific children.</p> <p>Guidance on the use/provision of 'safe spaces'</p> <p>Social distancing guidance to address specific/ individual situations. Including challenging behaviour, physical or very anxious or extremely upset children. (link with 'scripts')</p> <ul style="list-style-type: none"> • Our Behaviour for Learning policy is adapted to ensure that behavioural concerns can be escalated to SLT and clear guidance is in place to ensure child or staff safety in relation to Covid-19 • Expectations and revised Policy sent home to parents • Parents to talk to children about policy • Transition video shared on Teams and website to show children new environment setup prior to starting and expectations <p>Staff to be trained on policy prior to increased opening 5/6/20</p>	<p>Policies and Risk Assessment reviewed</p>	<p>Staff/ Children</p>	<p>11/1/21</p>	
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<p>Expectations around social distancing will be made clear to the children</p>	<p>Expectations around social distancing will be made clear to the children on the first morning by:</p> <ul style="list-style-type: none"> • Class session to explain expectations • Walk through of expectations around the school • Signage and markers to support and remind • Social stories and visuals • Daily talks at beginning of the day and reminders throughout • Use of scripts to ensure unified approach • All staff to follow policy and consistent approach <p>Revisit with all children expectations around social distancing will be made clear to the children by:</p> <ul style="list-style-type: none"> • Class session to explain expectations • Walk through of expectations around the school • Signage and markers to support and remind • Social stories and visuals • Daily talks at beginning of the day and reminders throughout • Use of scripts to ensure unified approach • All staff to follow policy and consistent approach 	<p>Expectations around social distancing will be made clear to the children to be revisited regularly</p>	<p>All staff</p>	<p>Term 3</p>	<p>1/9/21</p>
<p>SEND Provision</p>					
<p>Risk assessments to be completed for pupils with EHCP, SEN, SEMH needs</p>	<p>Pen portraits and planning from teachers. Identifying strategies and scripts Review and ensure Risk assessments in place for EHCP children and children with SEMH needs in collaboration with parents and outside agencies</p>	<p>Will there be new children requiring risk assessments in Lockdown ? Yes</p>	<p>CB/JR S</p>	<p>10/1/21</p>	

	<p>Best endeavours will be used to provide consistent adult support to children with High Needs Funding as set out in EHCPs (where applicable). See individual risk assessments.</p> <p>Where needed, individual risk assessment will include specific reference to new guidelines on social distancing measures esp. with challenging behaviour, high need children and any child with emotional / mental wellbeing issues.</p> <p>Guidance on 'Transition objects/ toys' for specific children.</p> <p>Guidance on the use/provision of 'safe spaces'</p> <p>Social distancing guidance to address specific/ individual situations. Including challenging behaviour, physical or very anxious or extremely upset children. (link with 'scripts')</p> <p>As per Government guidance, in light of current circumstance it may not be possible to provide the full range of provision as set out in individual EHCPs/ funding documentation.</p> <p>Regular review and communication with parents and carers and outside agencies will take place where appropriate.</p> <p>If the changes to the social and physical environment/external factors impact wellbeing/behaviours of individual children returning to school a risk assessment will be completed.</p>	<p>RAs already in place have been checked and updated and shared with staff</p> <p>New RAs for new starters and those that have not been in during lockdown</p>			
Safeguarding					
<p>Will all staff be updated with KCSIE (September 2020), and the Safeguarding and Child Protection Policy 2020?</p>	<p>All staff, volunteers and governors have read and sign to say they understand.</p> <p>Time in Inset day assigned to read KCSIE Sept 20</p> <p>Sarah Mellor has updated the Safeguarding Policy and provide some training materials for the start of the school term</p> <p>Updated Safeguarding Policy on Website Sept 20</p>				

	The coronavirus (COVID 19) safeguarding in schools, colleges and other provider's guidance and the addendums to the Policy should be referred to.	Addendum update on Website and sent to staff	DSL	15/1/20	
Assess/provide support to children returning in January?	DSLs and DDSLs should initially be provided with more time to support staff and children with any safeguarding and welfare concerns. There should also be more time to handle referrals to CSC and other agencies.		DSL/ DDSL		1/9/20
Continue to support and monitor the safety and wellbeing of children who have not returned to school?	Sarah Mellor will continue to monitor and support the processes in each school DSLs and DDSLs will support with any safeguarding and welfare concerns through telephone calls and virtual meetings with agencies and families Safeguarding specific school email address given to parents to enable concerns to be raised. Additional information and links available on the school website .		DSL/ DDSL		1/9/20
Restricting attendance during the national lockdown					
Attendance monitoring during Lockdown	During the period of national lockdown school will remain open to vulnerable children and young people and the children of critical workers only as set out in the DFE Guidance Nursery remains fully open All other pupils should receive remote education. Pupils who are self-isolating should not attend school. Clinically extremely vulnerable pupils are also advised not to attend school. Schools should continue to record attendance in the register. Office staff follow up on absences of the pupils who are expected to be in school but where a parent wishes for their child to be absent, we expect schools to authorise the absence during this national lockdown period.	Registers of those attending school during Lockdown are in place. Teachers to monitor attendance and inform SLT of any concerns or unusual patterns. Teachers to ensure children are accessing Remote learning and inform SLT of any concerns with attendance online	CB/TS/ JRS/KS Office	5/1/21	

<p>If vulnerable children and young people do not attend,</p>	<p>If vulnerable children and young people do not attend, schools should:</p> <ol style="list-style-type: none"> 1 work together with the local authority and social worker (where applicable) to follow up with the parent or carer to explore the reason for absence, discussing their concerns using supporting guidance considering the child's circumstances and their best interests 2 work together with the local authority and social worker (where applicable) and other relevant partners to encourage the child or young person to attend educational provision, particularly where the social worker agrees that the child or young person's attendance would be appropriate 3 Where schools grant a leave of absence to a vulnerable child or young person they should still speak to parents and carers, and social workers (where applicable) to explore the reasons for this and any concerns raised. The discussions should focus on the welfare of the child or young person and ensuring that the child or young person is able to access appropriate education and support while they are at home 	<p>Teachers to monitor attendance and inform SLT of any concerns or unusual patterns.</p>	<p>SLT Teachers</p>	<p>5/1/21</p>	
<p>Workforce</p>					
<p>Ensure that all staff are consulted/updated on the updated risk assessment</p> <p>Once agreed, how will you communicate this to them and ensure that a timely process is</p>	<p>All staff consulted/updated on risk assessment</p> <p>Staff emailed with risk assessment and given time to consult with SLT</p> <p>Staff representatives from different Unions consulted.</p>	<p>All staff consulted on the Risk assessment review and to comment by 15/1/21 on the amendments</p>	<p>HT</p>	<p>15/1/21</p>	

<p>in place to update/train them on any new procedures</p> <p>Ensure that trade unions representatives and representatives of employee safety are consulted on the updated risk assessment.</p>					
<p>Clinically vulnerable staff</p>	<p>Clinically vulnerable staff can continue to attend school where it is not possible to work from home. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission. This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in the 'prevention' section of the DFE guidance.</p> <p>This provides that ideally, adults should:</p> <ul style="list-style-type: none"> • maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. • While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children 			<p>11/1/21</p>	
<p>Pregnant staff</p>	<p>If home working is not possible, pregnant staff and their employers should follow the advice in the Coronavirus (COVID-19): advice for pregnant employees. Pregnant women are in the 'clinically vulnerable' category and are generally advised to follow the same advice, which applies to all staff in schools.</p> <p>All pregnant women should take particular care to practise frequent thorough hand washing, and cleaning of frequently touched areas in their home or workspace, and follow the measures set out in the system of controls section of this guidance to minimise the risks of transmission.</p>			<p>11/1/21</p>	

	<p>Pregnant women are not advised to be vaccinated against COVID-19.</p> <p>An employer's workplace risk assessment should already consider any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers (for example, from working conditions, or the use of physical, chemical or biological agents).</p> <p>Any risks identified must be included and managed as part of the general workplace risk assessment. As part of their risk assessment, employers should consider whether adapting duties and/or facilitating home working may be appropriate to mitigate risks.</p>				
Clinically extremely vulnerable staff	<p>Following the reintroduction of shielding, clinically extremely vulnerable staff are advised that they should not attend the workplace. Clinically extremely vulnerable individuals are those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list). Staff who are identified as clinically extremely vulnerable should follow the published guidance.</p>			11/1/21	
Staff who are otherwise at risk from Coronavirus	<p>Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19). Where it is not possible to work from home, these staff can attend school as long as the system of controls set out in this guidance are in place.</p> <p>The reasons for the disparities are complex and there is ongoing research to understand and translate these findings for individuals in the future. Further information is available at :</p> <p>https://www.gov.uk/government/publications/drivers-of-the-higher-covid-19-incidence-morbidity-and-mortality-among-minority-ethnic-groups-23-september-2020</p>		11/1/21	11/1/21	

<p>Anxious staff *https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/</p>	<p>A supported approach should be taken and Head teachers should ensure that they discuss concerns from any staff who are anxious about a return to work and share the risk assessment and reassure staff about the measures and mitigations that are in place. Continued home working should not be considered as an option if the person is required to be in school.</p> <p>We recommend that schools follow the same principles for pregnant staff, in line with their wider health and safety obligations. *Read more guidance and advice on coronavirus (COVID-19) and pregnancy from the Royal College of Gynaecologists.</p>			11/1/21	
<p>Staff who live with extremely clinically vulnerable family members or clinically vulnerable family members</p>	<p>Staff do not need to shield and can continue to return to work People who live with those who are clinically vulnerable or clinically extremely vulnerable can attend the workplace but should ensure they maintain good prevention practice in the workplace and home settings.</p>			11/1/21	
<p>School-based staff who are not required to work in school</p>	<p>The guidance is still that anyone who does not need to be in school should work from home. Head teachers should consider this for admin staff.</p>				
<p>Staff Wellbeing Do staff know how to access staff wellbeing support?</p> <p>Review working practices for next term to ensure that they do not place unnecessary administrative burdens onto staff</p>	<p>Supporting staff wellbeing remains a central part of our strategy. Head teachers are reminded of the significant support package already in place by the Trust.</p> <p>The Care First package remains open to all staff.</p> <p>Employee Assistance Programme support that you have e.g. Care First. Care first 24/7 Tel: 0800 174319 Online: www.carefirst-lifestyle.co.uk</p> <p>The Department for Education is providing additional support for both pupil and staff wellbeing in the current</p>	<p>Staff reminded of Care First Package in email with risk assessment.</p>	<p>HT/DH T</p>		13/7/20

	<p>situation. Information about the extra mental health support for pupils and teachers is available.</p> <p>The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.</p>				
<p>Students and Trainee Teachers What processes will you put in place to ensure that these groups are fully conversant with the risk assessment processes?</p>	<p>Initial teacher training (ITT) trainees are critical workers. This means they can continue to go into their placement school throughout the national lockdown to support the teaching of vulnerable children and young people and the children of critical workers. Trainees who continue to go into their host school should be offered coronavirus (COVID-19) testing in the same way as wider school staff. Trainees can also support the provision of remote education.</p> <p>Training on Risk Assessment will be put in place before they attend classrooms Students will begin placements from Bath Spa and Norland College</p> <p>Trainees could take responsibility, with the usual mentor oversight, for groups of pupils in school across or within years, adapting resources for such groups, creating online education materials, re-planning sequences of lessons or delivering catch-up lessons</p>		SLT / Teachers		1/9/20
<p>Supply Teachers What mechanism have you in place to ensure that your supply staff are minimising moving between schools?</p>	<p>This would need to be fully risk assessed, taking into account the number of school or bubbles the staff member would have contact with. It is important to keep contacts to a minimum and it is recommended to explore all other options if the staff member works across more than one school.</p>		SLT / Teachers	11/1/21	
<p>Deploying support staff and accommodating visiting specialists</p>	<p>Schools should ensure that appropriate support is made available for pupils with SEND, for example by deploying teaching assistants and enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups.</p>				

	Teaching assistants may also be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher.				
Music, dance and drama in school	<p>Schools should take particular care in music, dance and drama lessons to observe social distancing where possible.</p> <p>This may limit group activity in these subjects in terms of numbers in each group. It will also prevent physical correction by teachers and contact between pupils in dance and drama.</p> <p>Additionally, schools should keep any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. If possible, use microphones to reduce the need for shouting or prolonged periods of loud speaking or singing. If possible, do not share microphones. If they are shared, follow the guidance on handling equipment.</p> <p>Performances Schools should not host any performances with an audience. For music lessons please see additional information Page 43 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf</p>		MF All staff	11/1/21	
Educational Visits	No Educational visits during Lockdown		HT	11/1/21	
Physical Education	<p>Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups.</p> <p>Schools can hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within their own system of controls. However, outdoor activities and sports should be prioritised where possible For PE lessons please see additional information Page 45</p>		LD / All staff	11/1/21	

	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf				
Remote Learning During Lockdown					
Remote Learning During Lockdown	<p>The remote education provided should be equivalent in length to the core teaching pupils would receive in school and will include both recorded or live direct teaching time, and time for pupils to complete tasks and assignments independently.</p> <p>The amount of remote education provided should be, as a minimum:</p> <ul style="list-style-type: none"> • Key Stage 1: 3 hours a day on average across the cohort, with less for younger children • Key Stage 2: 4 hours a day 	See additional Remote Learning Plan	SLT	5/1/21	
Delivering remote education safely	https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19	See Safeguarding section	DSL DDSL	15/1/21	

The first draft of this document has been shared with the following staff groups:

Teaching Staff	Date: 13.7.20 Lockdown full Risk assessment January 21 sent to staff / Governors 10/1/21
Support Staff	Date: 13.7.20 Lockdown full Risk assessment January 21 sent to staff / Governors 10/1/21
Admin Staff	Date: 13.7.20 Lockdown full Risk assessment January 21 sent to staff / Governors 10/1/21
Lunchtime Staff	Date: 13.7.20
Kitchen Staff	Date: [To be shared on return. Employed by contractor] Emailed to contractor 8/8/20

Name: Jayne Rochford-Smith	Signature: J Rochford-Smith	Date: 13.7.20 Lockdown full Risk assessment 10th January 21
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Action:	School response:
<p>Please highlight any section in yellow within the risk assessment where you consider your controls are not resulting in a low risk e.g. is there anything which you consider still to be a risk which you cannot reduce satisfactorily.</p> <p>Please summarise these issues in the response box on the right.</p>	
<p>Have you consulted with all staff about the contents of the risk assessment and taken into consideration any views/changes?</p>	<p>13.7.20 All staff received Risk Assessment 15.7.20 RA amended to include feedback. Additional meeting with TAs 20/7/20 Reviewed 4/1/21 and sent to staff and Governors Lockdown full Risk assessment January 21 sent to staff / Governors 10/1/21 - Final Document 15/1/21 includes feedback amends from all staff (emailed to staff and Governors with feedback amends in Yellow . Monday 18th January – Uploaded to Website and link sent to Parents .</p>
<p>Have you consulted with any union appointed safety representatives or representatives of employee safety about the contents of the risk assessment and taken into consideration any views/changes?</p>	<p>16/7/20 Staff spokesperson (Angela Brown) from NEU has met with HT and gone through the RA in detail following taking feedback from other support staff. These comments have been added into the RA. Lockdown full Risk assessment January 21 sent to staff / Governors 10/1/21</p>
<p>Have Governors been involved in the risk assessment process, or will be walking through the risk assessment with you?</p>	<p>15/7/20 LGB meeting Emailed to Governors 4/1/21 Lockdown full Risk assessment January 21 sent to staff / Governors 10/1/21</p>
<p>Please confirm when and how staff are being trained in the arrangements being put in place to return.</p>	<p>2 sessions organised for the Inset day 1/9/20 Lockdown full Risk assessment January 21 sent to staff / Governors 10/1/21 Staff meeting to review 12/1/21 and take feedback TA meetings to review Week beginning 11/1/21 and take feedback</p>

Response to infection

Engage with the NHS Test and Trace process

Schools must ensure they understand the NHS Test and Trace process. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- [book a test](#) if they or their child are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit
- provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- [self-isolate](#) if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus](#) website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. We will release more details on new testing avenues as and when they become available and will work with schools so they understand the quickest and easiest way to get a test.

All schools have been sent an initial supply of 10 home test kits and information about how to order to replenish this supply when they are running out. Schools should call the Test and Trace helpdesk on 119 if these have not arrived.

Having a test at a testing site will deliver the fastest results. The test kits sent to schools are provided to be used in the exceptional circumstance that an individual becomes symptomatic and schools believe they may have barriers to accessing testing elsewhere. It is for schools to determine how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their pupils.

These kits can be given directly to staff or parents and carers collecting a child who has developed symptoms at school. In particular, these tests kits will also help ensure that symptomatic staff can also get a test and if they test negative, can return to work as soon as they no longer have symptoms of coronavirus (COVID-19). Further information is provided in our guidance [Coronavirus \(COVID-19\): test kits for schools and FE providers](#).

	<p>Schools should ask parents and staff to inform them immediately of the results of a test and follow this guidance.</p> <p>If someone with symptoms tests negative for coronavirus (COVID-19), then they should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 10 days from the date of that contact.</p> <p>If someone with symptoms tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 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 10-day period starts from the day when they first became ill. If they still have a high temperature, they should continue to self-isolate until their temperature returns to normal. Other members of their household should all self-isolate for the full 10 days from the day after the individual tested positive.</p>
<p>NHS COVID-19 app</p>	<p>NHS COVID-19 app</p> <p>The app is available to anyone aged 16 or over to download if they choose.</p> <p>Staff members will be able to use the app. The guidance for schools and further education colleges in England is intended to provide information to senior leaders in education settings about the app and how it works, and to set out guidance for its use within schools in England.</p>
<p>Manage confirmed cases of Coronavirus amongst the school community</p>	<p>Manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools can contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. Schools will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice</p>

The advice service 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. If, following triage, further expert advice is required the adviser will escalate the school's call to the PHE local health protection team.

The advice service (or PHE local health protection team if escalated) will work with schools to guide them through the actions they need to take. Based on their advice, 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 10 days from the day after contact with the individual tested positive. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, 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 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

The advice service (or PHE local health protection team if escalated) 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 place between children and staff in different groups (see [section 6 of the system of control](#) for more on grouping pupils). 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.

Where individuals who are self-isolating and are within our definition of vulnerable, it is important that schools put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support.

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.

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 the 10-days from the day after contact with the individual tested positive should follow [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). They should get a test, and:

- if someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days.

	<ul style="list-style-type: none"> • if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following guidance for households with possible or confirmed coronavirus (COVID-19) infection <p>Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p> <p>In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice.</p> <p>The PHE local health protection 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>Further guidance is available on testing and tracing for coronavirus (COVID-19).</p>
<p>Contain any outbreak by following local health protection team advice</p>	<p>If schools have two or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and must continue to work with their local health protection team who will be able to advise if additional action is required.</p> <p>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.</p> <p>In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person’s class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p>