

COVID19: Risk Assessment, Operational Guidance and Action Plan for re-opening (to children) on March 8th 2021



SCHOOL NAME: St Alban's RC Primary School - Walker

Original Date: 14.7.20 **Version** **1**

Current review: 01.03.21 **Version 10**

Next review: as and when required (covering Government guidance) or April 2021

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the phased re-opening of the school and ensure the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- CYP Response Plan
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

Steps of Re-opening Preparation:



Risk matrix

	Highly probable	5 Moderate	10 Major	15 Major	20 Severe	25 Severe
	Probable	4 Moderate	8 Moderate	12 Major	16 Major	20 Severe
	Possible	3 Minor	6 Moderate	9 Moderate	12 Major	15 Major
	Unlikely	2 Minor	4 Moderate	6 Moderate	8 Moderate	10 Major
	Rare	1 Minor	2 Minor	3 Minor	4 Moderate	5 Moderate
		Very low	Low	Medium	High	Very High
IMPACT						

* In the tables on the following pages, you will see two columns for risk rating: the first column is the risk rating before any control measures or action is taken to reduce the risk; the second column is for the residual risk rating – that is the risk rating after the control measures and actions have been implemented.

Please assess each risk using the table above, and enter the **colour and number** of the risk rating in the appropriate column. For instance, if you assess risk 1.1 to be highly probable, with a very high impact – the risk rating would be Red 25. Once you have applied the control measures and actions, the risk may then be reduced to possible, with high impact. This would reduce the risk to Amber 12.

Theme	Hazard	Risk Level Pre-Action	Preventative Measures	Action by	Further actions/comments	Risk Level Post-Action
Preparing the site for full re-opening	<u>Health and Safety Checks</u> <ul style="list-style-type: none"> The building is not compliant with health and safety regulations Some staff have not experienced the fire drill procedure. 	9	<u>Health and Safety Checks</u> <ul style="list-style-type: none"> Ensure that premises and utilities have been health and safety checked and building is compliant: <ul style="list-style-type: none"> -Water treatments -Fire alarm testing -Repairs -Grass cutting -PAT testing -Boiler/ heating servicing -Internet services -Any other statutory inspections as outlined government guidance -Insurance covers reopening arrangements Adjustments to the fire evacuation safety plan. Carry out a fire drill regularly. 	Caretaker Head teacher	<u>Health and Safety Checks</u> <ul style="list-style-type: none"> Fire drills to be carried out at different times so that all staff are involved in evacuation sometime within a term. 	3
	<u>Suspected /confirmed cases of COVID-19</u> <ul style="list-style-type: none"> Possible case Confirmed case Unknown numbers of people who have been in contact with a bubble who has had a case of the virus confirmed. 	20	<u>Possible Case of the Virus:</u> <ul style="list-style-type: none"> Staff and pupils should not attend school if they are showing symptoms and must follow NHS guidelines. Staff and pupils should not attend school if a member of their household (including someone in their support bubble or childcare bubble if they have one) has Coronavirus symptoms and is waiting for a test result Any pupil/member of staff who have travelled abroad, need to adhere to quarantine rules on arrival to the UK If a child/student or staff member develops a new continuous cough, or high temperature, or change to sense of taste and/or smell while at school they should: Go home/be collected and follow NHS guidance on self-isolation and accessing testing. All this is available at www.nhs.uk/coronavirus Child should be isolated in the medical room while awaiting collection. PPE should be 	Office Staff First Aider SLT Public Health	<u>Suspected /confirmed cases of COVID-19</u> <ul style="list-style-type: none"> For disposal of PPE equipment, see 'First aid and those with intimate care responsibilities' section. Out of hours North East Health Protection Team: 0191 269 7714 	12

			<p>worn by staff caring for symptomatic children. Staff member caring for child does not need to isolate unless they develop symptoms.</p> <ul style="list-style-type: none"> • If available, all schools will be provided with home testing kits to give directly to staff or parents/carers collecting a child who has developed symptoms at school. • Anyone who displays symptoms of coronavirus (COVID-19) can and should get a PCR test as quickly as possible. Tests for symptomatic illness can be booked online through the NHS testing and tracing for coronavirus (COVID-19) website, or ordered by telephone via NHS 119 for those without access to the internet. <p><u>Confirmed Case of the Virus:</u></p> <ul style="list-style-type: none"> • On receiving a POSITIVE test result school must inform COVID Control team at Newcastle City Council by filling in the online SPOC form. • If a child or staff member tests positive for COVID-19, they must self-isolate for at least 10 days or longer if symptoms persist. • Everyone in their household should self-isolate for 10 days in the event of a positive test. • All others in 'bubble' with confirmed case should go into self-isolation for <u>10 days</u>. Their wider households don't need to unless symptoms develop. If symptoms do develop within the 10 days a COVID test must be taken and if confirmed as positive, 10 days isolation needs to begin from this point and school must be informed. • Our school is expected to provide the health protection team with details of all children and staff who have had contact with a bubble where a case has been 		<ul style="list-style-type: none"> • As well as booking tests online, through the NHS Testing and Tracing website, tests can be ordered via telephone: NHS 119 • Schools must not share the names or details of those children/staff who have tested positive for the virus. • The health protection team will advise schools and a template letter will be provided by them informing parents/carers of a bubble closure • Those children who have to self-isolate and who are entitled to free school meals will be 	
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			<p>confirmed. Therefore each bubble will have a register of staff and children ready to share with the local HPT.</p> <ul style="list-style-type: none"> • 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 either as a one off contact or added up together over one day) with an infected individual <ul style="list-style-type: none"> • travelling in a small vehicle, like a car, with an infected person (taken from School Coronavirus Operational Guidance FEB 2021) • Where possible staff to engage with the NHS test and trace app. They must ensure that while in school their phone is with them to give an accurate close contact result Or they must turn off their phone so that inaccurate alerts are not given. • Asymptomatic testing will be offered to all staff. LFT devices will be supplied for twice a week testing at home. • Staff must report their result to NHS test and trace and share their result with the school admin. • Staff with a positive LFT will need to isolate in line with guidance and book PCR test to confirm the positive result. • If the PCR result is positive Staff and pupils must follow isolation guidance. If the PCR is negative, staff are pupils can return to school. • Staff or pupils who may have had close contact with the above will need to isolate until result of PCR is known. 		<p>contacted so that a lunch can be arranged.</p>	
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	<p><u>Staff Preparation</u></p> <ul style="list-style-type: none"> Staff are not aware of new/updated procedures, leading to risks to health 	6	<p><u>Staff Preparation</u></p> <ul style="list-style-type: none"> School risk assessment to be updated to include any new guidance from the local authority or Government. Briefing session – key points on updated risk assessment to be highlighted ALL staff to be briefed, have access to and sign to say they have read, understand and will adhere to the risk assessment measures. Staff will be made aware of any updates to the Risk Assessment and signposted to, or given a copy of, or access to, a copy of every new edited version of the Risk Assessment and asked to sign to say they have read, understand and will adhere to the risk assessment measures. Office staff to have a clear plan of how to share the school risk assessment with relevance to visitors 	SLT	<p><u>Staff Preparation</u></p> <ul style="list-style-type: none"> Ongoing updates to be shared as a result of monitoring of procedures System to be agreed for flagging up deficiencies in the risk assessment and ensuring changes are introduced and shared with all staff. SLT to monitor the effectiveness of the Risk Assessment. To monitor that the controls are ; Effective Working as planned 	2
	<p><u>Cleaning and Hygiene</u></p> <ul style="list-style-type: none"> Risk of virus transmission Lack of hand-sanitising facilities at key points in school Increased numbers of staff & children on site resulting in high chances of cross-contamination 	15	<p><u>Cleaning and Hygiene</u></p> <ul style="list-style-type: none"> Cleaning to be undertaken under the guidance of Newcastle City Council Caretaking and Cleaning Services, in line with DfE Covid-19: Cleaning in Non-Healthcare Settings Guidance School has purchased additional hand-washing equipment which will be available in all teaching rooms as well as different points on site Each classroom has been allocated toilet and handwashing facilities Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. 	<p>Cleaning services</p> <p>Caretaker</p> <p>SLT</p> <p>Admin staff</p>	<p><u>Cleaning and Hygiene</u></p> <ul style="list-style-type: none"> May have limited availability of cleaners on site Weekly stock checks carried out and ordering schedule reviewed and order made. SLT to monitor Enhanced Cleaning Plan. NCC cleaning staff to clean at the start and end of the school day. 	9

	<ul style="list-style-type: none"> Higher volumes of stock used Time for enhanced cleaning to take place Contaminated waste 		<ul style="list-style-type: none"> Hand towels and hand wash are to be checked and replaced as needed. Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush. In the case of a positive test, cleaning staff will be informed as they will need to wear PPE when carrying out a Deep Clean of the classroom. Lidded bins in classrooms. Disposable tissues in each classroom/work station to implement the 'catch it, bin it, kill it' approach 		<ul style="list-style-type: none"> School staff to clean throughout the school day as per Enhanced Cleaning Plan. 	
Modifications to Site	<p><u>Office/ Reception Area</u></p> <ul style="list-style-type: none"> Inadequate space for access to those other than office staff Face to face contact with parents, visitors/deliveries Unavailability of office staff Unknown number of staff in school 	6	<p><u>Office/Reception Area</u></p> <ul style="list-style-type: none"> Signage stating maximum number of staff able to access the office Staff asked to refrain from entering the office and that any requests for items such as stock is requested remotely Telephone calls for staff will be directed to their work areas. To limit the use of the school office. Clearly marked social distancing intervals at the entrance area and only one person permitted into the reception area of the school. Visitors will not be permitted on site unless prior appointment has been made. Due to the lack of office space, appointments for external visitors will have to be made on Monday, Tuesday, Wednesdays or after 2pm when space should be available. Office staff maintain a visitor record for those permitted on site. Details of these could be used for NHS Test and Trace. Schools are not expected to create NHS QR code posters for their entrance or their classrooms as they have registers. Deliveries accepted and left in entrance area until caretaker is free to move them to a safe area 	SLT Office Staff	<p><u>Office/Reception Area</u></p> <ul style="list-style-type: none"> Remind parents of arrangements for contacting the office via telephone/email/social media Monitor most effective ways of communicating, sharing information and requesting/distributing resources Late arrivals/departures of children to wait at the entrance to the office, until a member of staff escorts them to their bubble Notices on the entrance door, showing the need for 	3

			<ul style="list-style-type: none"> • Due to the current 'lockdown' office staff will now work in separate room near the main entrance to the school. • Staff to sign in/out remotely and office staff to record staff attendance. Any staff or pupil absence must be recorded for DfE therefore reasons for absence must be given. • School attendance will be mandatory for ALL pupils from the 8th March 2021. 		social distancing to discourage non-essential visits	
	<p><u>Corridors, Stairwells and Moving around School</u></p> <ul style="list-style-type: none"> • Multiple groups of people in possible close contact in these areas • Group use of school fixtures and fittings • Children coming into contact with other groups 	6	<p><u>Corridors, Stairwells and Moving around School</u></p> <ul style="list-style-type: none"> • Children informed of new procedures to follow signage regarding one way systems and leaving distance between their peers • Children to access cloakrooms under the supervision of staff and limit the amount of visits with the fewest number of children possible • Signage/posters displayed in corridors and stairs • Intervals for any queuing to be adhered to • Timetables staggered between groups of children to reduce possible contact. • Members of staff present with groups of children at all times and individual children will not travel within school unaccompanied • All Staff in every bubble will have access to anti-bacterial surfaces wipes for fixtures and fittings such as bannisters and door handles • All doors/windows to be kept open, where and when possible. • It is essential that staff and children clean their hands regularly including: When they arrive at school. When they return from a break. When they change rooms. Before and after eating. 		In the case of a local lockdown, visitors will be asked to wear a mask on the school site.	2

			Cleaning can be done with either soap and water or sanitizer.			
	<p><u>EYFS Classrooms</u></p> <ul style="list-style-type: none"> • Close contact with staff and peers • Contamination of resources • Being in contact with visitors 	15	<p><u>EYFS Classrooms</u></p> <ul style="list-style-type: none"> • Good ventilation reduces the concentration of the virus in the air, which reduce the risk from airborne transmission. It is important to ensure your classroom is well ventilated. • Younger children cannot be expected to maintain the same social distancing measures as older children • Regularly promote and model good hygiene measures for handwashing/respiratory hygiene at intervals throughout the day – posters in class/bathroom should be visible • Staff to distance themselves from other members of staff as much as possible • Shared toys/resources/furnishings/touched surfaces can only be used within one year group bubble and will be cleaned frequently. • Messy play –materials are handled by a consistent group of children and no one else outside this group can come into contact with it. The malleable material for messy play (for example sand/water/mud) can be used and cleaned - including being replaced. Children wash their hands thoroughly before and after messy play. Frequently touched surfaces, equipment, tools and resources for messy play are thoroughly cleaned and dried before they are used by a different group • Unnecessary items/toys from home such as comforters, not to be brought onto the school site • Resources shared between different groups of children will be cleaned frequently and meticulously, or left unused for a period of 48 hours (72 hours for plastics) p12 of guidance 	SLT All staff	<p><u>EYFS Classrooms</u></p> <ul style="list-style-type: none"> • Children are in a consistent group and there is no contact with any other group. • Staff to maintain distance from children and other staff, as much as possible. 	6

			<ul style="list-style-type: none"> • Make additional use of outdoor learning spaces and structures • Parents/carers will not be permitted onto the site. Children will be dropped off and collected at the gate. • Other visitors concerned with the health and well-being of children, will be permitted once a prior appointment has been made <p><u>For new admissions.</u> settings should consider providing virtual tours for prospective parents and carers. If parents and carers are keen to visit in person, settings should consider:</p> <ul style="list-style-type: none"> • ensuring face coverings are worn if required in line with arrangements for staff and other visitors to the setting (see the section on face coverings) • there is regular handwashing, especially before and after the visit • holding visits after hours. If this is not possible, consider limiting visits to the outside play areas during regular hours, and ensure strict social distancing is observed 			
	<p><u>KS1 Classrooms</u></p> <ul style="list-style-type: none"> • Close contact with staff and peers • Cross contamination between teaching rooms • Contamination of resources • Being in contact with visitors 	15	<p><u>KS1 Classrooms</u></p> <ul style="list-style-type: none"> • Children to work as a year group bubble. • Classrooms rearranged to allow as much space between children as per government guidance. Spare furniture removed so that they cannot be used. • ‘Bubbles’ stay together with year group staff and do not mix with other pupils from other ‘bubbles.’ • Timetable for use of any other room to be strictly adhered to so that cleaning can be undertaken between groups • Shared toys/resources/furnishings/touched surfaces can only be used within one year group bubble and will be cleaned frequently. 	SLT All staff	<p><u>KS1 Classrooms</u></p> <ul style="list-style-type: none"> • Children are in a consistent group and there is no contact with any other group. • Staff to maintain distance from children and other staff, as much as possible. 	6

			<ul style="list-style-type: none"> Resources shared between different groups of children will be cleaned frequently and meticulously, or left unused for a period of 48 hours (72 hours for plastics) p12 of guidance Staff prompts/modelling, information posters and signs displayed in the classroom/bathrooms as reminders for good handwashing/respiratory hygiene Drinking fountains around school and in classrooms not to be used by the children. Classroom doors and windows to be kept open to aid ventilation where possible. Sanitisers, tissues and cleaning equipment available in each classroom with lidded pedal bins, bagged, for disposal. Visitors concerned with the health and well-being of children, will be permitted once a prior appointment has been made 		<ul style="list-style-type: none"> Each bubble to be allocated their own toilet block 	
	<p><u>KS2 Classrooms</u></p> <ul style="list-style-type: none"> Close contact with staff and peers Cross contamination between teaching rooms Contamination of resources Being in contact with visitors 	12	<ul style="list-style-type: none"> As above Resources will be allocated to each child's workstation that will not be used by anyone else To maintain social distancing guidance, classrooms will be arranged with only two pupils per desk. 	All Staff	<p><u>KS2 Classrooms</u></p> <ul style="list-style-type: none"> Children are in a consistent group and there is no contact with any other group. Staff to maintain distance from children and other staff, as much as possible. 	6
	<p><u>Computer Suite</u></p> <ul style="list-style-type: none"> Equipment used by more than 1 child or 1 group 	12	<p><u>Computer Suite</u></p> <ul style="list-style-type: none"> Only one group to use the facilities per day with thorough cleaning after use and prior to a new group 	SLT All staff	<p><u>Computer Suite</u></p> <ul style="list-style-type: none"> 	6

	<ul style="list-style-type: none"> circulation with the potential to transmit infectious respiratory diseases 		<ul style="list-style-type: none"> Air conditioning can be used. While in use doors must be closed and the unit must be turned off when vacating the room 			
	<p><u>Dining Area/Lunch Arrangements</u></p> <ul style="list-style-type: none"> Close contact with staff and peers Contamination of equipment Pupils eligible for free school meals do not access them 	12	<p><u>Dining Area/Lunch Arrangements</u></p> <ul style="list-style-type: none"> During morning registration, children will be asked to select their choice for dinner so that staff have this ready and know which meals to serve Staggered lunch breaks between groups of children Members of staff to be allocated and remain with groups of children at all times (see lunch plan) PPE is available for all staff serving lunch. Staff serving lunch to children NOT in their bubble MUST wear PPE. No more than 6/8 pupils per dining table, with all children facing forward Tables must be cleaned by staff supervising any lunch sitting (see enhanced cleaning plan) Staff members to distribute and collect dinners from hatch Children stay at their seating area until all members of the group are ready to leave the dining area Toilets and handwashing to be accessed prior to using this room. 	SLT All staff, including kitchen and dinner staff	<p><u>Dining Area/Lunch Arrangements</u></p> <ul style="list-style-type: none"> Staggered lunch rota to be monitored, during lockdown Those children who have to self-isolate and who are entitled to free school meals will be contacted so that a lunch can be arranged. 	6
	<p><u>Outside Space</u></p> <ul style="list-style-type: none"> Close contact with staff and peers Transmission through sharing of equipment 	9	<p><u>Outside Space</u></p> <ul style="list-style-type: none"> Staggered lunch breaks between the groups of children Yard divided into zones for groups Social distancing signage in place Supervision levels have been enhanced to ensure that bubbles do not mix Member of staff to accompany child to first aider in office, if required 	SLT All staff	<p><u>Outside Space</u></p> <ul style="list-style-type: none"> Staggered playtime rota to be monitored Rota for use of fixed yard equipment to be used. 	4

<ul style="list-style-type: none"> Additional risk of injury 		<ul style="list-style-type: none"> PPE provided for first aider, if required. ALL Staff can treat children with minor first aid injuries and complete accident form. Children need to be accompanied by staff to school office, in the case of a more serious injury 			
<p>Staffroom</p> <ul style="list-style-type: none"> Close contact with colleagues from different groups Sharing of resources and equipment 	20	<p>Staffroom</p> <ul style="list-style-type: none"> Staff can only take and have lunch with the people from their bubble. The staff rota and all bubbles will be allocated at time. Staffroom can only be used to prepare food which need to be consumed in the classroom or intervention room. Staff cannot use the staff computer. PSA to use the computer in the Hall. Social distancing signage in place Staggered play and lunch breaks. Staff to use own cup and cutlery. Staff to clean areas where they have had their lunch. Use of boiler/kettle, fridge, microwave etc to be limited where possible, and staff to clean down after use Cleaning materials to be provided for areas of the staffroom for staff to use after use. 	SLT All staff	<ul style="list-style-type: none"> SLT to monitor the use of the staffroom. 	12
<p>Pupil Toilets</p> <ul style="list-style-type: none"> Overcrowding in a small area Risk of transmission circulation with the potential to transmit infectious respiratory diseases 	12	<p>Pupil Toilets</p> <ul style="list-style-type: none"> Each group to be allocated a block of toilets for use. Staff to monitor numbers using facilities Hygiene posters in place Soap and paper towels to be monitored to staff to ensure a constant supply Pupils are regularly reminded to wash hands and younger children are supervised in doing so 	SLT All staff	<p>Pupil Toilets</p> <ul style="list-style-type: none"> Staff present to ensure that children are complying with rules of using bathroom facilities 	6

	<ul style="list-style-type: none"> Non-compliance with social distancing measures 					
Staffing and Groups	<p><u>Responsibilities of all Staff</u></p> <ul style="list-style-type: none"> Number of staff available for work Close contact with colleagues from different groups Sharing of resources and equipment Risk of transmission Close contact with pupils Primary age children cannot be expected to remain 2 metres apart from each other and staff Non-compliance to new school procedures 	20	<p><u>Responsibilities of all Staff</u></p> <ul style="list-style-type: none"> Staff audit carried out regularly to check the number of staff available for work, and staff are allocated to a small, consistent group. The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned Using DfE guidance regarding vulnerable individuals, roles allocated to provide the safest way of working, including working from home Current guidance (FEB 2021) individuals who are 'Clinically Extremely Vulnerable' are advised that they should not attend the workplace. Therefore, staff should talk to SLT, if they fall into this category. A member of the SLT, a SENCO, a first aider, a designated safeguarding lead, a caretaker and sufficient cleaning staff will be on duty each day Staff to inform SLT immediately if their availability for work changes If numbers of staff fall as a result of the absence/s of staff in a group, possible redeployment of Teaching Assistants may be necessary to lead a group until a supply teacher arrives on site. If numbers of staff fall to a critical level then the Head teacher/Governing Body may have to close the school (see contingency plan). If any member of staff displays symptoms of Covid-19, they should not report to work. If they are showing symptoms at school, they will be sent home, must not 	SLT All staff	<p><u>Responsibilities of all Staff</u></p> <ul style="list-style-type: none"> Guidance allows for teaching assistants to lead groups under the direction of a teacher – this increases staffing capacity Staff capacity is reviewed, at least weekly Compliance with risk assessment to be monitored From the 8th March it is mandatory to attend school, the school office have records of children attending school during lockdown and staff allocated to each group. These records need to be kept as they will be necessary if a group needs to isolate due to a confirmed case of Covid 	9

			<p>attend school and follow the Covid-19 government guidance If temporary/external staff are required, they will receive induction upon arrival and protocols and expectations will be shared</p> <ul style="list-style-type: none"> • Staff to wash/sanitize hands regularly, no sharing of classroom resources, wash/sanitize hand prior to using equipment such as the photocopier. • Staff should only work with a small, consistent group and that small group should stay away from other pupils and groups. • Where staff need to move between groups eg PPA, they should try and keep their distance from pupils and staff as much as they can. Ideally 2m from other adults • Public health advise that staff work with no more than 2 different year groups, per day. Records of staff who have visited bubbles each day will be kept for public health • Meetings and any staff training to be done remotely, where possible, or in the school hall, with the least amount of staff required, observing social distancing measures • Consideration given to staff clothing expectations to ensure that all clothes worn are easily washable, for example, no ties. • Protective measures in place such as re-organisation of classrooms and avoiding contact with anyone with symptoms, frequency hand-cleaning and good respiratory hygiene practices, regular cleaning of settings and minimising contact and mixing • Desks and dining facilities are spaced as far apart as possible. • It is recommended that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible. Staff will be 		<ul style="list-style-type: none"> • Rota of staff allocated to each critical worker group to be updated regularly and shared with staff. 	
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			<p>made aware of the new guidance. (School Coronavirus Operational Guidance Pages 12- 13).</p> <ul style="list-style-type: none"> • Staff in school currently wearing a Face Shield, need to be aware that they are unlikely to be effective when used without a face covering. • Staff have an opportunity to consult and contribute to the risk assessment. 			
	<p><u>First Aiders and those with intimate care responsibilities</u></p> <ul style="list-style-type: none"> • Airborne contamination because social distancing cannot easily be adhered to • Lack of availability of designated first aiders puts children’s safety at risk • Medical area not adequately equipped or configured to maintain infection control • Provision of PPE for staff where required is not in line with 	20	<p><u>First Aiders and those with intimate care responsibilities</u></p> <ul style="list-style-type: none"> • PPE will be provided for staff administering first aid and intimate care (disposable gloves, disposable apron and a fluid resistant surgical face covering) • If staff are treating any child outside their bubble they MUST wear PPE. • Supplies of PPE stock to be reviewed constantly. However, ALL staff should make the office/ SLT aware of any shortages in PPE asap. PPE is available from the office staff in the family room. • Staff audit shows that availability of first aiders is sufficient • Designated medical room now in place • Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. • First aiders with responsibility for intimate care and the care of those displaying symptoms of COVID-19 will not share a bubble • In the event of a suspected case of COVID-19, PPE will be disposed of correctly 	<p>SLT</p> <p><i>First aid staff</i></p>	<p><u>First Aiders and those with intimate care responsibilities</u></p> <ul style="list-style-type: none"> • If COVID-19 is suspected, PPE will be placed in a plastic rubbish bag and tied. The plastic bag will then be placed in a second bin bag and tied. It will be put in a secure place, away from children, and marked for storage until the individual’s test results are known. It will not be put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours. 	9

government guidelines				<ul style="list-style-type: none"> If the individual tests positive, then the waste will be stored outdoors for at least 72 hours and then put in with the normal waste 	
<u>Well-being of staff</u> <ul style="list-style-type: none"> well-being and mental health affecting role within school 	12	<u>Well-being of staff</u> <ul style="list-style-type: none"> Staff audit confirms those on site are fit for work. Consideration given to workload and all teachers will be allocated PPA sessions. Daily marking carried out with the children, where appropriate, so additional marking will not be necessary. Staff will be signposted to useful websites and resources. 	SLT	<u>Well-being of staff</u> <ul style="list-style-type: none"> Continue to monitor the well-being of staff Staff to have regular contact with a member/s of the SLT 	6
<u>Well-being of children</u> <ul style="list-style-type: none"> Pupils' mental health has been adversely affected by the COVID-19 crisis in general 	12	<u>Well-being of children</u> <ul style="list-style-type: none"> There is access to at least two members of staff for all pupils who wish to talk to someone about wellbeing/mental health while at school. All children/parents have access to staff email, should they need to request resources/support PSA available to provide further support to families where required. Wellbeing/mental health is discussed regularly in lessons (stories/toy characters are used for younger pupils to help talk about feelings). All teaching staff have been trained on 'Partnership for children – Good Mental Health for Children for Life' and have the resources for their year group. PSA and SEN support teacher to provide interventions when it is safe to do so. 	SLT All staff, including SENCO and PSA	<u>Well-being of children</u> <ul style="list-style-type: none"> SENCO to update staff on further support regarding well-being, from the local authority, when it becomes available 'Partnership for children – Good Mental Health for Children for Life' Training has been completed and the scheme of work is to be implemented across the school after lockdown. 	6

School Grounds	<p><u>Arrival and Departures</u></p> <ul style="list-style-type: none"> • Unsupervised children and carers arriving/leaving at school • Different groups of children arriving/leaving at the same time • Not observing social distancing • Traffic onto the school site • Risk of transmission • Staff arriving/leaving at school at the same time 	<p>25</p>	<p><u>Arrival and Departures</u></p> <ul style="list-style-type: none"> • Parents have been informed of the arrival/leaving procedures, including the time slot in which the children should arrive at/leave school and that there will be no access to the school site before this time • Signage on school gates for entrance/exit and clearly marked intervals for queuing to observe social distancing • Supervision by SLT • Staggered starting/finishing times between groups of children. • Parents will be reminded to queue when collecting their children at the end of the school day. • Parents MUST wear a facemask on school premises. • Communication with neighbouring schools to ensure access times for traffic are altered so that gates remain closed during arrival/departure times. • Children will sanitise hands prior to entering/exiting their classroom. • Only one adult per family to drop off/collect children to minimise numbers of people congregating around the school entrance • At this time, to reduce the number of contacts between children and staff, there will be no breakfast/after school provision. 	<p>SLT All staff</p>	<p><u>Arrival and Departures</u></p> <ul style="list-style-type: none"> • Siblings may come to school at the same time – office staff to keep a record of these children and times • Parents provided with details of external wrap around care providers, on request. • Our own breakfast/after school provision will be reviewed in the summer term 	<p>9</p>
Safeguarding	<ul style="list-style-type: none"> • Previous school risk assessment does not meet some of the details of the current situation during the Covid-19 pandemic 	<p>12</p>	<ul style="list-style-type: none"> • All staff have received their annual safeguarding refresher on Monday 7th September 2020 and have familiarised themselves with the document <p>Statutory guidance Keeping children safe in education September 2020</p> <p>SLT continue to read guidance from the DFE with regard to schools during national restrictions.</p>	<p>SLT All staff</p>		<p>4</p>

	<ul style="list-style-type: none"> • Staff working with children who they are not yet familiar with • Children who are expected to attend are absent • Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of children and their parents • Use of unsuitable online material 		<ul style="list-style-type: none"> • Staff reminded that they are expected to continue to act upon any safeguarding issues immediately following regular school procedure • A DSL will be present on the school site at all times and will keep up to date with safeguarding developments with guidance from Clennal Education Solutions • Each member of staff continues to have access to CPOMs • School will follow-up any absence of children who were expected to attend following normal school procedure • School continues to provide and promote a safe online environment for those who remain at home and school • Schools will continue to ensure that appropriate filters and monitoring systems are in use • There is no legal obligation to provide separate risk assessments for individual children, over and above the school's general risk assessment. 			
Teaching, Learning and Classroom Routines	<ul style="list-style-type: none"> • Normal school timetable and organisation has been changed • Staff and children unaware of changes • Not maintaining the requirements of the National Curriculum • Gaps in learning • Unavailability of teaching 	15	<ul style="list-style-type: none"> • SLT have organised group timetables and rotas for PE sessions and ICT suite access • Staff will need to share changes with children explicitly and arrange health and hygiene measures within their group, for example, use of tissues, toilets etc. • Curriculum leaders asked to prioritise objectives for each year group and ensure that activities can be resourced. They will brief staff prior to their subject block. • Relationships and Health Education (RHE) is now a statutory requirement for primary aged pupils therefore staff will need training and we endeavour to introduce this as soon as possible 	SLT All staff	<ul style="list-style-type: none"> • RHE training to be organised and delivered • Resources to be shared • On-going curriculum meetings • Any equipment/resources brought to/taken from school requires staff or children to apply handwashing rules before/after 	9

	<p>resources due to contamination</p> <ul style="list-style-type: none"> Amount of equipment being brought into school 		<ul style="list-style-type: none"> Children may bring essential learning equipment from home to school each day. This does not include toys or comforters. Teachers may take books and shared resources home. SLT to work with class teachers to prioritise teaching time to assess the most significant gaps in pupil's knowledge. The curriculum will be adapted to meet these children needs. <p>Assessment</p> <ul style="list-style-type: none"> Teachers and early year's practitioners should use their best endeavours to still complete the EYFSP for children in the summer term, if at all possible, and to provide this important information to parents and to year 1 teachers, should the situation at the time allow. The statutory Key Stage 1 and Key Stage 2 tests and key teacher assessments planned for summer 2021, including the Key Stage 2 tests in reading and mathematics, have been cancelled. We will continue to use assessment during the summer term. This will inform teaching, enable teachers to give information to parents on their child's attainment in their annual report, and support transition to secondary school. 		<p>handling and to clean resources, where possible</p>	
SEND and Behaviour	<ul style="list-style-type: none"> Physical contact Not adhering to new school rules and social distancing measures SEND children not receiving support as highlighted in IEP 	20	<ul style="list-style-type: none"> In each bubble there will be at least two members of staff provide reminders of school rules. Where one of these members of staff are absent, then the other member of staff will be supported by the SLT. Social distancing rules shared with the children and posters displayed encouraging these measures. Rules include how to line up, use of toilet, moving around the classroom etc. This will be introduced on day one of their return and reinforced regularly. Staff model social distancing consistently. Children to keep to their desks and chairs, and within boundaries within the room. 	<p>SLT</p> <p>All staff, including SENCO</p>	<ul style="list-style-type: none"> The behaviour policy has a clear escalation route. Staff have been shown this and are implementing the policy. The amended behaviour policy is now available on the website. 	12

			<ul style="list-style-type: none"> • Lots of praise for adherence and sanctions for non-compliance. In the first instance, children will be reminded of the rules, they will then be spoken to separately. If children become unsafe to themselves or others, by not adhering to rules, parents will be asked to collect them. • SEN support to liaise with staff to provide guidance and support for SEND provision. • SEND teacher to review IEP target and adapt accordingly in response to the current situation. • Pastoral and SEND support is deployed wherever possible to support prioritised pupils. • SEND teacher to work with only 1 bubble, per week. • Break/lunch times are structured to support social distancing and are closely supervised. • Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. 			
Communication	<ul style="list-style-type: none"> • Stakeholders are not fully informed about changes to school policies and procedures • Inaccurate contact details for parents • Parents and staff unaware of any changes in response to Covid-19 updates 	16	<ul style="list-style-type: none"> • Actions updated and circulated to governors. This will continue to be updated. • Regular letters to parents and staff. Most of these are circulated by email. • Text message sent to parents to contact school if any changes have been made, or need to be amended, as an emergency contact • Signage and posters around school with information regarding virus symptoms and what to do, as per Government guidance • All relevant information for staff and parents to be shared via text/email/website/social media • Any staff meetings to take place virtually, if possible, or at a social distance 	SLT Admin staff	<ul style="list-style-type: none"> • Website to be reviewed again during spring term 	6

Remote Learning	<ul style="list-style-type: none"> Confirmed case within a bubble which requires non-attendance at school for 10 days 	12	<p><u>Contingency plans for individuals or groups of self-isolating pupils</u></p> <ul style="list-style-type: none"> Remote learning action plan has been compiled should a bubble collapse.. A letter will be sent to parents outlining our plans and explaining the different ways that children may access remote learning should their child’s bubble collapse. Remote learning has been adapted to the year group of the pupil. KS2 children all have access to their own email account and will be introduced to Teams during their ICT lessons. 	All Staff	<ul style="list-style-type: none"> Government guidance states that children in key stage 2 are eligible to apply for access to remote learning devices, when necessary. 	12
Educational Visits	<ul style="list-style-type: none"> Exposure to the coronavirus from outside the school environment 	9	<ul style="list-style-type: none"> No overnight or overseas visits will take place until government guidance changes. As normal, school should undertake full and thorough risk assessments in relation to all educational visits to ensure that they can be done safely. Visits only take place at this time where social distancing can be maintained from other people at all times. Outdoors spaces in the local area should be used to support the delivery of the curriculum. As part of risk assessments, which need to be completed two weeks prior to any visit, school needs to consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. Visits should be done in line with protective measures, such as keeping children within their consistent group, and the coronavirus secure measures in place at the destination. Public transport is not used for outings at this time. Transport providers are checked to ensure they have appropriate arrangements in place for COVID-19. COVID-19 risk assessments are requested from all venues and transport providers. 			4

			<ul style="list-style-type: none">• The School Coronavirus Operational Guidance FEB 2021 advises against all educational visits at this time. This advice will be kept under review.			
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