

<b>Educational Setting</b>	<u>Great Wilbraham C of E Primary School</u>
<b>Activity / Task</b>	COVID-19 Risk Management Assessment (Educational Settings) for September opening
<b>Completed by &amp; Date</b>	<u>Richard Brown, Great Wilbraham C of E Primary School, 5<sup>th</sup> January 2021</u>
<b>Review Date</b>	1 <sup>st</sup> September, 15 <sup>th</sup> September, 1 <sup>st</sup> October, 19 <sup>th</sup> December 5 <sup>th</sup> January 2021

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	By when?	Done
<b>Latest County Council advice and DfE guidance</b>						
<a href="#">Prevention</a>	All stakeholders and families on school premises at risk of contracting COVID19	<p>1. <i>minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</i></p> <p>2 staff rooms to be used as isolation rooms if needed, each has own stock of PPE</p>	Families to be informed of processes	to monitor PPE stock	Ongoing	
		<p>2. <i>clean hands thoroughly more often than usual</i> Hand sanitiser units in every classroom, topped up by cleaners. Two wash basins per class in the classroom and in toilets.</p>	KS2 pod area basins to be split – one per class not two	Staff to inform when low	Ongoing	
		<p>3. <i>ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</i> New bins which are lidded are in every class and emptied every day</p>	Ensure stock of tissues is in stock	Staff to inform when low	Ongoing	
		<p>4. <i>introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</i> This is monitored by the cleaners who have stringent measures for cleaning – we have a copy of their risk assessment</p>	Need to have the carpets and the rugs cleaned thoroughly over the summer holiday Frequently touched surfaces should be cleaned more than other areas.	teachers, cleaners Teachers	01/08/20  Ongoing	
		<p>5. <i>minimise contact between individuals and maintain social distancing wherever possible</i> All staff to be provided a copy of the risk assessment</p>	Induction to take place on Friday 4 <sup>th</sup> September		01/09/20	
		<p>6. <i>where necessary, wear appropriate personal protective equipment (PPE)</i> Staff are given the opportunity to wear masks if appropriate. Stocks are given to each adult, there are additional stocks in each staff room</p>	Additional pupil who could be a risk with hygiene is risk assessed and PPE to be available nearby.	to monitor PPE stock Complete risk assessment for EY child	Ongoing  01/09/20	

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	By when?	Done
<a href="#">Response to any infection</a>	Ensuring that all stakeholders are aware of the processes	<p>7. engage with the NHS Test and Trace process Ensure test and trace flowcharts are sent out to parents and staff. Put up posters in every classroom and in the office. QR code developed for the school for visitors to use with the NHS app</p> <p>8. manage confirmed cases of coronavirus (COVID-19) amongst the school community Contact county and PHE with any suspected cases and follow advice. Send letter out to parents of the affected bubble.</p> <p>9. contain any outbreak by following local health protection team advice Follow advice provided by PHE or County if the case of a wider lockdown</p>				
Contingency planning for a further outbreak		<ul style="list-style-type: none"> <li>In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will need a contingency plan for this eventuality.</li> </ul>	<p>Develop clear strategy for home learning if necessary Write a home learning action plan and policy</p>		01/09/20	
Infection Control	Staff Pupils	<ul style="list-style-type: none"> <li>Staff and pupils have access at all times to water and soap for hand washing.</li> </ul>	<p>Review critical incident policy over the summer Create steps to complete in case of closure</p>		01/09/20	
Equality Impact Assessment	Staff & Pupils	<ul style="list-style-type: none"> <li>An equality impact assessment has been completed and can be found in the HeadShare under coronavirus protocols</li> </ul>				
Lack of staff	Pupils	<ul style="list-style-type: none"> <li>Assessment of availability of staff for all activities during the school day, including break and lunchtimes</li> <li>The extent to which existing planning, schemes of work will need to be adapted</li> <li>Staffing has been reviewed and additional funds have been put in place for the first half term to develop interventions and to ensure integrity of the bubbles.</li> <li>Oct review: more staff working across bubbles – (wearing mask and keeping distant), working as supply but keeping distant. Additional funding put in for to work within HH from Oct-Feb</li> <li>Staff to stay in one bubble – to not be on dinner duty</li> <li>Staff to cover their own breaks and lunchtimes</li> </ul>	<p>Protocols for staff who are ill need to be thought through and clear processes put in place – reviewing the current protocols and utilising staff already in school where possible</p>			
Increased risk of transmission	Staff and Pupils social distancing	<ul style="list-style-type: none"> <li>Ensure availability of staff is adequate</li> <li>Ensure that social distancing measures can be maintained at all times</li> <li>Review activities that can be carried out</li> <li>The behaviour policy is reviewed to take into account COVID-19, to include exclusion for pupils who deliberately put others at risk (e.g.</li> </ul>	<p>These may include:</p> <ul style="list-style-type: none"> <li>grouping children together</li> <li>avoiding contact between groups</li> <li>arranging classrooms with</li> </ul>	Teachers to implement		

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	By when?	Done
		<p>coughing, or spitting at others) and pupils who will not (as opposed to cannot) comply with social distancing.</p> <ul style="list-style-type: none"> <li>Pupils are prohibited from bringing any equipment into the school. They should be provided with all necessary equipment in school for the activities they are undertaking, with arrangements included in the planning for it to be sanitised daily. No equipment should be taken home.</li> </ul>	<p>forward facing desks</p> <ul style="list-style-type: none"> <li>staff maintaining distance from pupils and other staff as much as possible</li> </ul>			
Dedicated school transport, including statutory provision	3 families – four children	<p>It is important to consider:</p> <ul style="list-style-type: none"> <li>how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school</li> <li>use of hand sanitiser upon boarding and/or disembarking</li> <li>additional cleaning of vehicles</li> <li>organised queuing and boarding where possible</li> <li>distancing within vehicles wherever possible</li> <li>the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet</li> <li>no pupils coming in using transport</li> </ul>	<p>Await guidance from county as to how this will be take place.</p> <p>Ask taxi to be park ready to leave without reversing and to be aware of families walking passed – can they come earlier at 3?</p>	County  to ask	01/09/20  01/09/20	
Learning outside the classroom (day trips, etc.)		<ul style="list-style-type: none"> <li>keeping children within their consistent group, and the COVID-secure measures in place at the destination</li> <li>Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum.</li> </ul> <p>School has no plans for trips off the school site for the first half term including Church services. We have purchased books for bringing learning across the curriculum outside.</p> <p>Alymerton residential is highly likely to be cancelled. Cancelled and refunds given – potential trip to Burwell or another location in the summer? No trips or visitors to be organised this term Cancel music lessons</p>	<p>Teachers to develop learning outdoors lessons For more information contact <a href="#">Stephen Brown (Outdoor Education Adviser )</a></p>	Teachers	Ongoing	
Extra-curricular activities		<ul style="list-style-type: none"> <li>Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate.</li> </ul> <p>We have decided to close Discovery Club from July and consider opening in October Mon-Thurs – survey from parents show that there is not the demand to facilitate the after school provision but we are going to try to have after school sports – sports coach to produce risk assessment, each day to be multi sports for a different bubble – Tues BD, Weds SQ Thurs HH when they have PE anyway and are in their PE kit Still not viable to run discovery club in Jan After school clubs to be cancelled until further notice</p>	<p>Sports coaches will work only with one class to reduce cross contamination Music lessons will still happen but must be in the hall</p>	to liaise with sports coaches and music teachers		

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	By when?	Done
Physical activity		<ul style="list-style-type: none"> <li>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene</li> <li>Pupils should be kept in consistent groups</li> <li>Sports equipment thoroughly cleaned between each use by different individual groups</li> <li>Contact sports to be avoided</li> </ul> <p>If inside, yoga can be done in the hall but not to encourage heavy breathing</p> <p>Hall can be used first thing in the morning or last thing in the afternoon KL to draw up timetable</p>	<p>Teachers to be advised of the regulations.</p> <p>For more information contact <a href="#">lan Roberts (Specialist Adviser - Physical Education and School Sport)</a></p>	Teachers taking PE	01/09/20	
Signage		<ul style="list-style-type: none"> <li>What signage is provide to inform staff and pupils regarding social distancing, hand cleaning etc.</li> </ul> <p>Signage has already been placed around the school and has been successful</p>	<p>Further signage and procedures for the playground markings and picking up procedures will need to be implemented throughout the summer holiday</p> <ul style="list-style-type: none"> <li>- Spray waiting zones</li> <li>- Paint 2m lines</li> </ul>			
Social Distancing in school	<p>Families through cross infection</p> <p>Staff through infection</p>	<ul style="list-style-type: none"> <li>Schools should review the total space available for teaching activities beyond classrooms.</li> <li>Classrooms should accommodate max 30 pupils, 1 teacher and 1 TA, Ensure that fire exit routes are not compromised.</li> <li>Class furniture will need to be moved or placed in a position to reduce pinch points, ensuring that free movement is possible. Consider the Manual Handling implications of this activity and how this will be achieved.</li> <li>Secure any rooms / facilities not required and / or not in use - clean and "mothball" any areas identified as not being needed for extended periods of time. This will reduce potential contamination.</li> <li>Storage of furniture is an issue as we will scale back what is in the classroom</li> <li>Staff to be social distant from other staff and pupils</li> <li>Pupils to be socially distant in the classroom and where possible at break and lunchtimes</li> </ul>	<p>Class teachers to set up rooms with teacher/TA zones using tape</p> <p>Move unnecessary furniture into the hall/EY shed</p>	<p>Teachers</p> <p>Any staff available</p>	<p>01/09/20</p> <p>01/09/20</p>	
Cleaning	<p>Families through cross infection</p> <p>Staff through infection</p>	<ul style="list-style-type: none"> <li>The school should consult with their cleaning contractor or their in-house cleaning team to arrange a deep clean over the summer.</li> <li>More frequent cleaning procedures should be in place across the site, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> <li>o Taps and washing facilities,</li> <li>o Toilet flush and seats,</li> <li>o Door handles and push plates,</li> <li>o Handrails on staircases and corridors,</li> </ul> </li> </ul>	<p>We are unaware of anyone testing positive with covid-19 but any area/room they have accessed should be secured for 72 hours then undergo a thorough clean.</p> <p>Ensure the COSHH risk assessment</p>	<p>to liaise</p> <p>to check</p>	01/09/20	

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	By when?	Done
		<ul style="list-style-type: none"> <li>o Liff and hoist controls,</li> <li>o Machinery and equipment controls,</li> <li>o All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles, vending machines and payment devices,</li> <li>o Telephone equipment,</li> <li>o Keyboards, photocopiers and other office equipment, classroom desks and chairs.</li> </ul> <p>We have copies of the ACS cleaning risk assessments Staff to let KC know if classrooms are not clean enough – new cleaner needs to ensure high standards are kept</p>	<p>for cleaning/caretaker activities has identified the correct process and PPE to be worn.</p> <p>Outdoor play equipment can be used if pupils wash their hands afterwards. RB to decide later on.</p>	<p>with ACS about updated measures</p> <p>RB to tell teachers</p>		
Lunchtime Catering facilities	Hygiene and health  Ensuring children are catered for	<ul style="list-style-type: none"> <li>• Lunchtime UK to provide cold lunches for any child wishing to have them – hot lunches now served</li> <li>• Packed lunches brought in are placed on a lunch trolley – KS2 have one for BD clas, HH to pace above pegs, SQ under pegs side each, it is placed outside in the morning and then kept in the pod</li> <li>• During lunchtime one adult will go to a bubble to deliver their food and monitor them eating for 15 minutes in their classroom</li> </ul> <p>Desks to be cleaned before and after lunch Hot meals now being served – 2 days for a week, 3 the next and full time after half term SQ and FM classes in the hall at separate times and at different tables SQ class to be sat at tables eating lunch in same groups Big space between FM and SQ classes SQ, HH and BD classes in classrooms with TA/Teacher covering, FM in hall Lunches brought to classrooms by , variety of cold lunches again Morning fruit will start next week to be completed by</p>			20/07/20  01/09/20  01/09/20	
Fire Safety	Emergency procedures do not need updating	<ul style="list-style-type: none"> <li>• Personal Emergency Evacuation Plans (PEEPs) must continue to be in place for those staff that continue to work in the school and any pupils that access the school site.</li> <li>• Ensure all emergency escape routes / doors are fully operational and kept clear.</li> <li>• Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point.</li> <li>• Evacuation procedures need to be practiced at some point – in this event 2m social distancing may not be possible</li> </ul> <p>No invacuation procedure practice to be held but fire practice after half term – if the whole school is back and it is safe to do so</p>	There are no changes necessary for this.			
Access to school building: drop off	Social distancing between families	<ul style="list-style-type: none"> <li>• One way system to be implemented for all families – enter through main gateway, exit through car park gate</li> <li>• Y1-Y6 children will be dropped off by the front entrance and go through the playground into their classes</li> </ul>	<p>Clear expectations sent out to parents</p> <p>Parental drop off and taxi drop</p>		22/07/20  01/09/20	

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	By when?	Done
procedures	needs to be ensured	<ul style="list-style-type: none"> <li>There will be a drop off window of 8.45-9.00am, after half term 8.40-8.50</li> <li>Children in YR will be dropped off at 9.00 8.50-9.00 in the Fieldmice playground – parents can drop older siblings first whilst maintaining the one way system</li> <li>Reception families will take a socially distant spot when waiting to drop off their child and then ensure it is safe to leave</li> <li>Traffic in the car park must at a minimum and staff will be asked to be in by 8.30 at the latest when will lock the front door</li> <li>Taxis and parental drop off should be completed by 8.40 at the latest</li> <li>No parents to enter the school building</li> <li>Only one parent/carer is to arrive with their child.</li> <li>Priority must be given to disabled users and those identified as having health related issues.</li> <li>There are four entrances to the building – one per bubble</li> <li>Children will be asked if they have a headache/cough etc and then go in to wash their hands after hanging their belongings and lunches</li> <li>Parents will be asked to park further away from school in order to be safe for pedestrians and a plea to the Parish Council to use car park</li> <li>Taxi driver must knock on the door to say children have arrived and have been sent through the playground</li> <li>FM class to open up gate at 8.45</li> <li>Similar times as proposed</li> <li>Start time 8.50 for SQ, HH, BD</li> <li>Start time 9.00 for FM</li> <li>Adults bringing children in must wear a face covering unless there is a medical need not to</li> </ul>	<p>off should be informed of 8.40 timing</p> <p>Contact parish council about parking</p> <p>Inform parents about one way system and to park further away</p>		01/09/20  01/09/20	
Access/Egress of school building: visitors	Social distancing between families needs to be ensured	<ul style="list-style-type: none"> <li>Contractors must be arranged in advance</li> <li>Contractors may only enter the building outside of school hours when children are out of the building</li> <li>One way traffic through external doors to avoid face to face passing to be clearly marked, consider use of markings.</li> <li>Where possible, these can be propped open to reduce the need for touch (fire protection measures must be adhered to).</li> <li>Wipes and sanitiser available at both sides of doors.</li> <li>Increased cleaning of handles and touch plates.</li> <li>Avoid this where possible unless there are health and safety checks – no building work expected</li> </ul>	Staff to wear visors when receiving children			
Egress of school building: pick up procedures	Social distancing between families needs to be ensured	<ul style="list-style-type: none"> <li>One way system to be implemented for all families – enter through main gateway, exit through car park gate</li> <li>Reception families will make their way to the Fieldmice playground and wait on a spot.</li> <li>Children will be brought to the families from the Fieldmice canopy entrance</li> <li>Older siblings will brought to the families through the hall</li> </ul>	<p>Bushes and hedges must be cut back so the path can be used</p> <p>Additional stepping stones need to complete the path to the field gate</p> <p>Inform parents of the timings of the day</p>		01/09/20  20/07/20	

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	By when?	Done
		<ul style="list-style-type: none"> <li>All other families will go through the main playground and wait on one of the spots</li> <li>Squirrel class collection time is 3.10 until 3.20</li> <li>Hedgehog and Badger classes will have a pick up window of 3.10-3.20 but we will ask those with older children and no younger siblings to arrive later</li> <li>Only one parent/carer is to pick up their child. They will stand on a spot on the playground. The class teacher will then observe who is there and send the child to the parent</li> <li>Once families of children in Y1-Y6 have their children, they will continue out of school through the field, out of the field gate and through the car park, following the path to the car park gate</li> <li>Taxi children to wait in the hall until called through to the taxi by</li> <li>Member of FM staff to open field gate at 3pm</li> </ul> <p>Staggered pick up            FM 3pm – gate opened at 2.50            Y1 3.05 – gate opened at 3pm            Y2 3.10            HH 3.15            BD 3.20</p> <ul style="list-style-type: none"> <li>End time 3.00 for FM</li> <li>End time 3.05 SQ, 3.10 HH and BD</li> </ul> <p>Adults bringing children in must wear a face covering unless there is a medical need not to</p>	<p>Inform parents of the actual procedures and provide a video            Staff to wear visors when sending children home</p>		01/09/20	
First Aid	Children through injury and adults through infection	<ul style="list-style-type: none"> <li>Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid or paediatric first aid provided. Access to first aid facilities is maintained and the school suitably stocked with first aid sundries.</li> <li>Staff or pupils with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required.</li> <li>Review of the First Aid policy to include consideration of the risk of infection of covid-19. However majority of actions and procedures will remain the same</li> <li>Medication policy also to be reviewed – we cannot be expected to administer medication and keep social distancing – parents will have to complete this instead</li> <li>All qualifications must now be in date as the extensions have lapsed</li> <li>First aid kit required in every room</li> <li>Medication stored in every room in a high cupboard</li> <li>PPE to be worn</li> <li>Medications to be administered by parents due to SL being off site</li> </ul>	<p>There will be two possibly three paediatric first aiders in EY and this is fully covered.</p> <p>Teachers are also going to be trained in first aid so they will be able to administer first aid to their bubble if needed – completed, 30/09</p> <p>to be Squirrel class first aider if required until EF completes his first aid certificate            Every teacher is a first aider now and can administer</p>		01/09/20	

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	By when?	Done
Waste	Lidded bins needed to catch, kill it, bin it	<ul style="list-style-type: none"> <li>Guidance suggest that new lidded bins are necessary</li> <li>Relocate waste bins to key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely</li> <li>Bins should be emptied daily.</li> <li>Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity.</li> <li>New bins purchased that are lidded and colour coded for waste and paper waste</li> </ul>				
Staff/Pupils within the shielded group	Staff and pupils who are vulnerable	<ul style="list-style-type: none"> <li>All staff are due to be back in work as shielding stops on August 1<sup>st</sup></li> <li>Any member of staff or pupil that is within the <a href="#">Clinically extremely vulnerable group</a> or meet the criteria as <a href="#">moderate risk of infection</a> should have a risk assessment completed to identify suitable control measures that must be in place before returning to work/school.</li> <li>All individual risk assessments have been collated for the Nov lockdown and adhered to.</li> <li>Only one member of staff is to shield and can work from home</li> <li>Clinically vulnerable group all have an individual risk assessment</li> </ul>	Risk assessments must be made for the following - Additional but not essential updates of risk assessments for Risk assessments part of the mitigating risks document completed during induction		01/09/20	
Contractors	Visitors to the building, children and staff if contractors come in	<ul style="list-style-type: none"> <li>All <a href="#">contractors</a> must provide a suitable and sufficient risk assessment for the activities they carry out which must <a href="#">include covid-19</a>.</li> <li>All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency.</li> <li>No contractors to be allowed on site during the school day</li> </ul>	Monitor contractors		Ongoing	
Property Compliance	Relevant H&S checks carried out	<ul style="list-style-type: none"> <li>The school has ensured that relevant property statutory compliance checks have been completed and records updated.</li> <li>Daily and weekly checks have been reinstated and pre-opening checklist completed.</li> <li>All serious property concerns have been raised with the schools Property Management Adviser and appropriate steps are in place to ensure the safety of all building occupants.</li> </ul>	Ask Strictly if there are any additional guidelines we should be following		01/09/20	
Break times	Avoiding bubble contact	<ul style="list-style-type: none"> <li>The school will stagger breaks to keep bubbles isolated</li> <li>Set up a clear timetable for all year groups for the whole day</li> <li>TA staff will cover breaks and then have a break during teaching input</li> <li>FM – continuous provision and no break necessary</li> <li>SQ – 10.25 10min outside, 5min inside 15 minutes (afternoon break)</li> <li>HH – 10.35 10min outside, 5min inside 20 minutes due to long morning</li> <li>BD – 10.45 10min outside, 5min inside 20 minutes due to long morning</li> <li>Classes to arrange times that are convenient to their teaching and with TAs</li> <li>BH to draw two lines to separate classes on the playground</li> <li>Playground split into three areas</li> </ul>	Establish timetable and cover	Teachers	01/09/20	
Lunch times	Avoiding	<ul style="list-style-type: none"> <li>The school will stagger lunchtimes to keep bubbles isolated</li> </ul>	Establish timetable and ensure		01/09/20	

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	By when?	Done
	bubble contact	<ul style="list-style-type: none"> <li>Lunchtimes are reduced to 45mins</li> <li>FM – 11.45am eat lunch in the hall with then when finished to go through the fire exit to the Fieldmice playground from 12.00-12.30pm with</li> <li>SQ – 12.00pm eat lunch in the classroom hall with then out on the field/playground from 12.15-12.45pm with</li> <li>HH – 12.15pm eat lunch in the classroom with then out on the field/playground from 12.30-1.00pm with</li> <li>BD – 12.30pm eat lunch in the classroom with then out on the field/playground from 12.45-1.15pm with</li> <li>Doors closed to hall to prevent YR leaving</li> <li>Eat outside when possible</li> <li>Children to be staggered and not facing each other on a table</li> <li>Lunchtimes to be extended to an hour – ½ hour TA, ½ hour teacher and organised in the relevant classes</li> </ul>	<p>adequate cover</p> <p>Consider activities to entertain children for each supervisor</p>		01/09/20	
Hygiene	Promotion of hygiene to kills bacteria and infection	<ul style="list-style-type: none"> <li>The school has a suitable supply of soap and access to warm water for washing hands (although cold water is perfectly adequate according to recent guidelines)</li> <li>Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets.</li> <li>Importance of washing hands established with families</li> <li>New hand sanitiser units to be purchased for wall mounting</li> <li>EY hygiene to include soapy water for equipment – see EY section</li> <li>Every bubble to clean key surfaces at lunchtime – switches, door handles – using wipes or spray and cloths</li> <li>Still vital, particularly in January</li> </ul>	Further new hand sanitiser unit to be added over the summer		01/09/20	
Accident reporting Covid-19 incidents	Ensure we are covered by insurance	<ul style="list-style-type: none"> <li>The Health &amp; Safety Executive have recently updated <a href="#">the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR)</a> to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity.</li> <li>For further advice and guidance you should contact your competent Health &amp; Safety Adviser.</li> </ul>				
Administrative Staff	Needed to communicate with families	<ul style="list-style-type: none"> <li>admin@ to be the key communication email</li> <li>both admin staff to be in but kept separate</li> <li>twitter account and website and parentmail all to be used</li> <li>Teams accounts can have videos posted to children and families</li> <li>to monitor admin@ from home and admin@ to be monitored during holidays for Covid-19 cases</li> </ul>				
Personal Protective Equipment	Availability of PPE if needed	<ul style="list-style-type: none"> <li>Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution.</li> <li>Where close proximity working (school Site Team) is required for longer than 15 minutes, assess the need to issue employees with appropriate</li> </ul>	One individual child in EY poses risks and staff may need PPE. Risk assessment to be updated by county and school		01/09/20	

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	By when?	Done
		<ul style="list-style-type: none"> <li>Personal Protective Equipment.</li> <li>Re-usable PPE should be thoroughly cleaned after use and not shared between staff.</li> <li>A set of PPE should be available in the medical room as a county grab bag</li> <li>Gloves and PPE to be placed into the staff emergency bag</li> <li>KC to source new visors and masks that will aid teaching – haven't seen anything that is appropriate, staff have not requested anything</li> </ul>				
Behaviour	Staff and pupils in danger of individuals who are not going to be safe	<ul style="list-style-type: none"> <li>Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls.</li> <li>Behaviour that breaks social distancing and puts staff or pupils at risk will not be tolerated</li> <li>Consequences if pupils cannot adhere to this – zero tolerance</li> <li>Inform staff about government plans for contact tracing.</li> <li>Inductions to inform staff and pupils of the changes – every class will have a briefing at the start and the importance of being clean and not going near staff or other children</li> <li>Each class to have a housepoint and ladder monitor (FM to have adults)</li> <li>Staff to complete the ladder and house points</li> <li>Reemphasise issues in taxi – no taxi children coming now</li> </ul>	<p>Update behaviour policy</p> <p>Complete induction before opening – part of the PD day Friday 5<sup>th</sup>, staggered start for each bubble</p>		01/09/20  05/09/20	
<b>Additional concerns and risk assessments</b>						
Individual pupil risk assessment	Pupils could demonstrate risk to peers and staff	<ul style="list-style-type: none"> <li>Complete the risk assessment to ensure inclusion and balance to risk</li> </ul>	Speak to county SEND team about EY pupil risk		01/09/20	
SEND	Ensuring SEND provision	<ul style="list-style-type: none"> <li>Teachers to ensure everything is ready for their SEND pupils</li> <li>SENCo to use a new laptop and work off site or in the hall</li> <li>SENCo working off site</li> <li>SENDCo to ensure that parental engagement and liaison with teachers about provision for those with SEND is completed on a regular basis</li> </ul>	Review all ILP's in the first half term after assessment Complete provision map		01/10/20 01/09/20	
Disadvantaged pupils	PPG EAL	<ul style="list-style-type: none"> <li>Send out FSM letter (family circumstances may have changed)</li> <li>Complete PPG strategy document and ensure COVID19 considerations are mentioned</li> <li>New EAL child in Y2 – EF to prepare</li> </ul>	PPG document		01/10/20	
Sports coach	Cross bubble contamination	<ul style="list-style-type: none"> <li>We have decided that will remain in Fieldmice bubble and not teach elsewhere for the first half term and then revise for the Autumn Term 2</li> <li>However will be completing a risk assessment to deliver after school sports and keeping his distance</li> <li>Risk assessment approved – bubbles have separate sessions</li> <li>No further after school sports until further notice</li> </ul>	Devise a plan and review in October			



What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	By when?	Done
		<p>cater for the emotional needs of upset children physically but consider how to verbally</p> <ul style="list-style-type: none"> <li>- Ch will be expected to be contained in different areas and use desks to complete tasks</li> <li>- Separation anxiety; staff cannot provide physical care or comfort and we will expect children to come in of their own accord; parents CANNOT bring them in and staff cannot physically bring them in</li> <li>• Behaviour               <ul style="list-style-type: none"> <li>- Children must be able to adhere to instructions and keeping apart from adults and other bubbles</li> <li>- Separate risk assessment for individual pupil</li> </ul> </li> <li>• Individual risk assessments               <ul style="list-style-type: none"> <li>- For ch who are too risk averse and risk assessments will be in place</li> </ul> </li> </ul> <p>Staffing to change slightly as joins the team in the afternoon as money has been used up and her expertise is needed in two rooms – update, this was not necessary as we put in additional funds to keep her in HH class and employ in the class</p> <p>Children going to first steps and us will not be on the same day – we will be in communication with them</p> <p>New nursery children will be very tricky – letter to go home today to new parents</p> <p>Back to routines and guidance during lockdown regarding soft toys etc</p> <p>Not having to isolate children at desks however</p> <p>Lots of adult support in this class regarding the EHCP</p> <p>Maximum of 10 places are possible given size of provision, needs and staff available.</p>				
Year 1/2 'bubble'	Staff, children, families Cross infection	<ul style="list-style-type: none"> <li>• Staggered start (half a class for each of the first two days before joining together)               <ul style="list-style-type: none"> <li>- plan of staggering start of the year reviewed and implemented and communicated with parents</li> <li>- aim to support children with their integration to school but also to set up routines, expectations and ensure emotional wellbeing</li> <li>- staff to set up home learning activity when not in school</li> </ul> </li> <li>• Staffing               <ul style="list-style-type: none"> <li>- Teacher is now a first aider</li> <li>- One teacher and one part time TA self contained in this bubble</li> <li>- PPA usually taught by headteacher who is not attached to other bubbles but not during lockdown</li> </ul> </li> <li>• Social distancing               <ul style="list-style-type: none"> <li>- Very challenging but the children will be sat at desks in rows and taught</li> <li>- Adults to remain socially distant from children</li> </ul> </li> <li>• Resources</li> </ul>	<p>Set up room</p> <p>Remove all unwanted furniture</p> <p>Establish clearly separated desks</p> <p>Prepare individual resources</p> <p>Consider how to teach in this environment and adapt accordingly</p> <p>Create a home learning provision for when children are not in</p>		01/09/20  01/09/20	

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	By when?	Done
		<ul style="list-style-type: none"> <li>- Individual trays of equipment placed in a drawer unit</li> <li>- Shared resources can be used but not across bubbles</li> <li>• Cleaning               <ul style="list-style-type: none"> <li>- Cleaning as and when but main clean at 3.30</li> <li>- Reduce spaces used</li> </ul> </li> <li>• Intimate care               <ul style="list-style-type: none"> <li>- As YR but much less likely to be an issue, no one with these issues</li> </ul> </li> <li>• Emotional impact and anxiety               <ul style="list-style-type: none"> <li>- First few days are about establishing routines and ensuring safety of children and their wellbeing</li> </ul> </li> <li>• Behaviour               <ul style="list-style-type: none"> <li>- Zero tolerance</li> </ul> </li> <li>• Individual risk assessments               <ul style="list-style-type: none"> <li>- None needed for this year group but key systems and routines need to be set up, including a staff zone designated by tape</li> </ul> </li> <li>• maximum of 12 places are possible given size of provision and staff available.</li> </ul>				
Year 3/4 'bubble'	Staff, children, families Cross infection	<ul style="list-style-type: none"> <li>• Staggered start (half a class for each of the first two days before joining together)               <ul style="list-style-type: none"> <li>- plan of staggering start of the year reviewed and implemented and communicated with parents</li> <li>- aim to support children with their integration to school but also to set up routines, expectations and ensure emotional wellbeing</li> <li>- staff to set up home learning activity when not in school</li> </ul> </li> <li>• Staffing               <ul style="list-style-type: none"> <li>- One staff member is not currently a first aider so teacher is going on a course</li> <li>- One teacher and one part time TA all week, all self contained and not working elsewhere</li> <li>- PPA taught by part time Y5/6 teacher who must keep their distance as possible contamination but not during lockdown</li> </ul> </li> <li>• Social distancing               <ul style="list-style-type: none"> <li>- Children will be sat at desks in rows and taught</li> <li>- Adults to remain socially distant from children</li> </ul> </li> <li>• Resources               <ul style="list-style-type: none"> <li>- Individual trays of equipment placed in a drawer unit</li> <li>- Shared resources can be used but not across bubbles</li> </ul> </li> <li>• Cleaning               <ul style="list-style-type: none"> <li>- Cleaning as and when but main clean at 3.30</li> <li>- Reduce spaces used</li> </ul> </li> <li>• Intimate care               <ul style="list-style-type: none"> <li>- As YR but much less likely to be an issue, one potential child with these issues in Y3 (risk assessment to be updated)</li> </ul> </li> <li>• Emotional impact and anxiety</li> </ul>	<p>Set up room Remove all unwanted furniture Establish clearly separated desks Prepare individual resources Consider how to teach in this environment and adapt accordingly</p> <p>Create a home learning provision for when children are not in</p> <p>PPA teacher to keep distant</p> <p>Complete and review risk assessment for child with possible intimate care issues</p>		01/09/20  01/09/20  01/09/20  01/09/20	



What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	By when?	Done
		<ul style="list-style-type: none"> <li>- None needed for this year group but key systems and routines need to be set up, including a staff zone designated by tape</li> <li>• Morning activities – to be in the hall and at a distance</li> <li>• Maximum of 10 places available given size of provision and staff available</li> </ul>				
PPA	Additional adults coming into the bubble	<ul style="list-style-type: none"> <li>• FM: continuous provision Weds pm with TAs</li> <li>• SQ: Thus pm</li> <li>• HH: Weds pm to keep distance as much as possible</li> <li>• BD: Tues and Thurs pm</li> <li>• All of the above is at additional cost to the school but separates the bubbles and reduces crossing bubbles as much as possible, this can be facilitated for the first half term and reviewed for Autumn 2</li> <li>• PPA to be taken at home</li> <li>• There is no demand for essential critical worker provision on certain afternoons in specific classes, this time will be used for PPA,</li> <li>• However, where there is a need this provision in reception will be a full time offer</li> </ul>	Review effectiveness and cost		01/10/20	
Classroom layout and furniture	Ensuring where possible a 2m distancing	<ul style="list-style-type: none"> <li>• Layout of materials and desks needs to be considered</li> <li>• Excessive furniture to be removed and placed in EY shed/PE shed</li> <li>• Tape to be placed onto the floor to show adult designated zones where children do not go</li> </ul>	Remove excessive furniture Provide a plan for BH to put down the tape	Teachers BH	01/09/20 01/09/20	
Pupil equipment	Ensure no cross use of equipment or contamination	<ul style="list-style-type: none"> <li>• Pupils will have their own equipment and will not share equipment frequently used</li> <li>• Bubble equipment can be shared but not between bubbles</li> <li>• All equipment must be cleaned regularly</li> <li>• Bags are allowed but not encouraged</li> <li>• No bags or equipment to be brought in</li> </ul>	Adults to set this up  Nothing to be brought from home, families to be informed in a welcome pack		01/09/20 01/09/20	
interventions	Supporting children to catch up on work missed	<ul style="list-style-type: none"> <li>• Interventions being planned in summer term in preparation for September</li> <li>• Staffing accounted for and placed in key year groups to develop learning</li> <li>• HH/BD interventions to be in hall on a designated table with TA away from children and from each bubble – colour coded tables</li> <li>• PPE to be used by staff 2m distancing to be statutory</li> <li>• Interventions not completed unless in open space or hall but in discussion with support staff</li> <li>• No interventions unless necessary – possible splitting of year groups</li> </ul>	Teachers to ensure tables are out ready and TAs have the equipment they need	Teachers TAs	Ongoing	
Attendance	Attendance needs to be clear	<ul style="list-style-type: none"> <li>• SIMS Studybugs registers to be completed as normal</li> <li>• Investigate use of study bugs for register (potentially also SIMs primary)</li> <li>• Develop expectations of good attendance</li> <li>• For the month of January the school will not fine those remote education</li> <li>• New attendance codes and all attendance is voluntary</li> </ul>	Let parents know expectations Review policy Consider how to persuade reluctant ch to come in		01/09/20	

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	By when?	Done
		<ul style="list-style-type: none"> <li>We ask that pupils stay for the whole day but flexibility which days</li> </ul>				
Safeguarding		<ul style="list-style-type: none"> <li>Always have a DSL/deputy on site</li> <li>SCR will be updated regularly</li> </ul>			01/09/20 Asap	
Assemblies and collective worship	Emotional wellbeing of children	<ul style="list-style-type: none"> <li>No assemblies or collective worship in the hall</li> <li>Circle times every day for the first two weeks</li> <li>Online recorded collective worship Monday, live assembly Friday 2.35</li> <li>Monday celebration assembly, Tuesday, Wednesday, Thursday class and Friday RB.</li> </ul>	Develop plan of assemblies from week three – use online Oak Academy, DEMAT and Christian Values document Online celebration assembly		16/09/20	
Communication between classes	Emergency calls and queries	<ul style="list-style-type: none"> <li>All classrooms to have walkie talkie communication with the office</li> <li>Each bubble must check everyday the walkie talkie is charged ready for the following day</li> <li>Walkie talkie must be cleaned every day</li> <li>Have one person in charge of the walkie talkie to reduce issues</li> <li>Walkie talkies monitored</li> <li>Registers and lunches completed through studybugs</li> <li>to have a phone used only by them, staff room phone to be cleaned after use</li> </ul>	Ensure all new staff are familiar with use of the walkie talkie and the 'number' they have		01/09/20	
Expectations for home learning	Teacher wellbeing	<ul style="list-style-type: none"> <li>Should the school close down or a bubble is compromised then home learning is reinstated</li> <li>Oak Academy and White Rose Maths are still in effect and we have paid for the subscriptions</li> <li>More face to face contact will be expected – daily online lesson or Teams call</li> <li>Teams assignments to be completed</li> <li>Resources for home learning to be uploaded to Teams – even when teaching happening</li> <li>Remote education policy created and approved by county</li> <li>One live lesson input, one recorded and other recorded lessons from Oak Academy and White Rose per day</li> <li>We will make additional steers towards online resources such as Oak Academy, White Rose, Sumdog, ActivLearn, TTRockstars and Numbots</li> </ul>	Action plan and policy to be in effect for the autumn term taking in account the DfE guidelines and expectations of home learning		01/09/20	
Guide for parents	Anxiety of systems – parents and children	<ul style="list-style-type: none"> <li>Guide for the systems for picking up and going home will be provided to parents</li> <li>Other information such as how we will keep children safe, lunchtimes, equipment needed and routines will also be provided</li> <li>Reiterating behaviour policy updates will also be mentioned – potential consequences for poor behaviour</li> <li>Staggered start – first two days one year group at a time</li> <li>Videos sent to parents and families to show what to do</li> <li>New guide sent out 5<sup>th</sup> January</li> </ul>	Pack to be completed and sent out to parents before opening, ideally before 1 <sup>st</sup> September		01/08/20	
Marking and	Staff well	<ul style="list-style-type: none"> <li>Observations in EY using iPads and tapestry to continue as normal</li> </ul>				

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	By when?	Done
feedback	being	<ul style="list-style-type: none"> <li>Maths work – children to self mark</li> <li>Other work – children open work, go out to break/lunch and teacher marks briefly without touching the books – possibly with gloves on and/or sanitise hands before/after</li> <li>NO BOOKS TO GO HOME other than reading records and reading books (which much have a 72 quarantine)</li> <li>This needs reemphasising – look for online alternatives</li> <li>Homework policy has been revised and more online use of teams and online subscriptions</li> <li>Prioritise marking to essential only and staff to wear gloves, self-marking to be promoted. Consider what needs to be done in January</li> <li>Assessment will be ongoing in the classroom and pupils are asked to upload a collection of work through MSTeams assignments and specific assignments</li> <li>End of unit MSForms will be promoted to demonstrate learning</li> </ul>				
Staff breaks	Staff well being	<ul style="list-style-type: none"> <li>Organised within the bubble between the two adults (or 3 in YR) so that everyone gets a break</li> <li>Breaks have changed to be longer for KS2 as the morning will be longer – 20 minutes but TAs to have 15 minutes as they will finish at 12 still</li> <li>Staff room to have no more than 3 people</li> <li>Teachers and TAs to organise breaks to record lessons and provide live lessons</li> </ul>	Adults to work this out between them	Adults	01/09/20	
Emotional support	Staff and child well being	<ul style="list-style-type: none"> <li>Ensure all staff know about the support systems available</li> <li>ELSA time to be provided for – must be in the hall or outside however due to distancing and ventilation</li> <li>ELSA time dedicated to providing advice rather than working with children until a later date</li> <li>ELSA has been working with some children at a distance and with PPE</li> <li>ELSA won't be happening</li> <li>Teachers to ensure they consider this with safe and well checks and with children in their care</li> </ul>	Communicate mental health channels to all staff Look into training for emotional support for pupils Update bereavement policy		22/07/20 01/09/20 01/09/20	
In school time	Staff well being	<ul style="list-style-type: none"> <li>Staff are expected to leave as soon as the following day is set up and marking has been completed</li> <li>Minimum time on site means minimum risk</li> <li>When staff return home they are expected to change clothes and shower – as per previous advice</li> </ul>	Staff code of conduct to reflect COVID19 considerations and staff to sign		01/09/20	
Induction of staff	New staff	<ul style="list-style-type: none"> <li>Ensure processes take place which discuss COVID19</li> <li>Ensure all checks are made and relevant paperwork is filed for JF</li> </ul>	New file for JF in personnel file		01/09/20	
Staff meetings	Staff wellbeing and crossing bubbles	<ul style="list-style-type: none"> <li>No staff meetings at school face to face</li> <li>Weekly jobs to complete and Teams calls when necessary</li> <li>Staff meetings to take place on alternate Tuesdays and Thursdays after parent consultations in November – these will be in the hall and socially</li> </ul>	Set up roles and jobs for staff to complete		01/09/20	

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	By when?	Done
		<ul style="list-style-type: none"> <li>distant</li> <li>Staff meetings to be business only in January unless rates reduce</li> <li>No face to face staff meetings in Spring 1 term</li> </ul>				
Staff equipment pack	Staff well being	<ul style="list-style-type: none"> <li>Every staff member to be provided with a pack of equipment</li> <li>Wet wipes, pens, whiteboard and runner, water bottle, flask</li> <li>Laptops can be brought in but are not to be used by different people</li> </ul>	Staff room crockery not to be used, staff to bring their own mugs and avoid making drinks in school when possible	purchase		
Staff room (old)	Staff well being	<ul style="list-style-type: none"> <li>This room can be used as a medical room to isolate individual suspected of having COVID19</li> <li>This room will be used by office staff and BD class bubble as a second staff room</li> <li>Staff to have specific mugs no one else uses</li> <li>Chairs must be plastic and able to be cleaned, they must be spread out 2m distances</li> <li>Lunchtime and breaks are staggered</li> </ul>				
Staff room (new)	Staff well being	<ul style="list-style-type: none"> <li>This room can be used as a medical room to isolate individual suspected of having COVID19</li> <li>This room will be used by FM, SQ and HH class bubbles as a staff room</li> <li>Staff to have specific mugs no one else uses</li> <li>Chairs must be plastic and able to be cleaned, they must be spread out 2m distances</li> <li>Lunchtime and breaks are staggered</li> </ul>	<p>Need to move furniture</p> <p>Need to change displays and make safeguarding forms available in both rooms</p>	All staff in September and/or TAs		
Toilets and sinks and drinking water	Children and using hygiene facilities	<ul style="list-style-type: none"> <li>FM: have their own set of toilets with two sinks and a sink in their classroom</li> <li>SQ: have their own set of toilets with two sinks and two sinks in the classroom – two children at a time to use them</li> <li>HH/BD: currently have shared boys/girls toilets each with two sinks – we are planning to renovate the boys toilets by removing the urinals, replacing with a cubicle and both toilet blocks will be gender neutral. One pupil from each class to use them</li> <li>HH/BD: currently share the learning pod which has two sinks – one will be designated to each class one sink</li> <li>Facilities will be cleaned every day</li> <li>Hand dryers are now fine to use</li> <li>Staff toilets to be separated into the staff room groups – staff MUST wash hands afterwards and use gloves or paper towels to open the doors afterwards</li> <li>Staff to reiterate importance of hygiene and washing hands</li> </ul>	<p>Need to come up with a plan for access to drinking water as HH/BD share a water fountain and water dispenser</p> <p>HH – water dispenser?</p> <p>BD – water fountain?</p> <p>Parents need to know there will NOT be cups available and children need a water bottle</p> <p>HH/BD share water dispenser but need to clean hands afterwards and ensure no one else is using it – adult directed</p> <p>Water fountains are NOT to be used</p> <p>Spare water bottles available if necessary</p>		01/09/20 online	
Field and lunchtimes	Segregation	<ul style="list-style-type: none"> <li>The field will have two designated zones – one adult in each as determined by the plan.</li> <li>Bubbles can go out at the same time but remain separate</li> <li>In the event of bad weather and field out of action, the same process</li> </ul>	Adults on duty to lead provision			

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	By when?	Done
		<ul style="list-style-type: none"> <li>happens in the playground by splitting it into two</li> <li>Playground split into 3</li> </ul>				
Doors, windows ventilation Air con	Mitigates stuffy rooms and risks of bacteria	<ul style="list-style-type: none"> <li>Doors and windows open as much as possible</li> <li>Air conditioning is now allowed to be on if needed</li> <li>If classrooms are very hot then go outside</li> <li>Doors now have door hooks to keep them open</li> <li>Reduce number of doors children can use</li> <li>Close door to hall at lunchtime due to MG running risk</li> <li>Doors and windows to be open at least every hour</li> </ul>	Board up one door in HH class to create a new wall and display board			
H and s check	Ensure building has the relevant checks completed	<ul style="list-style-type: none"> <li>Site officer to complete site check as well as ensuring all checks take place for water etc.</li> <li>Check for signs of damage, rodent evidence outside and inside</li> <li>Inspection with virus control expert</li> <li>Use NEU tick list</li> </ul>	Health and safety check		01/09/20	
Changes in bubble structure	Cross bubble contamination	<ul style="list-style-type: none"> <li>In order for quarantine to be effective there needs to be a gap of 7 days if staff are asked to move from one bubble to another</li> <li>The emphasis is on maintaining bubble integrity as much as possible</li> </ul>				
Symptoms presented out of school	Spread of infection to all	<ul style="list-style-type: none"> <li>Children do not come in</li> <li>If staff, they do not come in and the bubble is quarantined</li> <li>Updates upon symptoms regularly reviewed</li> <li>High vigilance by all staff</li> </ul>	Clear guidelines to be presented in poster form and sent to parents		01/08/20	Done
Symptoms presented in school	Spread of infection to all	<ul style="list-style-type: none"> <li>Children sent to 'old' staff room or outside if possible to sit in medical area with a member of staff wearing PPE whilst the office call parents to take them home</li> <li>Use plastic chairs which are then wiped down and the room can no longer be used</li> <li>Updates upon symptoms regularly reviewed</li> <li>High vigilance by all staff</li> </ul>	Clear guidelines to be presented in poster form		01/09/20	Done
Intimate care	Spread of infection to all	<ul style="list-style-type: none"> <li>Normal procedures apply according to health and safety briefing by county on 19/05/20</li> <li>Gloves to be worn and should it be needed masks</li> <li>Promotion of child supporting their own needs from a distance</li> <li>Spare clothes available if needed</li> </ul>	Intimate Care Plan to be devised for individual pupil and communicated to adults General intimate care procedures to be followed		01/09/20	
Masks and gloves	Protection of others	<ul style="list-style-type: none"> <li>Up to individual staff, if they wish to wear them for themselves that is fine and their personal choice, visors and gloves can also be worn by staff</li> <li>For T4W activities, teachers to hold these outside where possible and wear visor, definitely visor for inside - Refrain from these activities</li> </ul>				

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	By when?	Done
Fruit delivery	Spread of infection to all	<ul style="list-style-type: none"> <li>Considering that fruit is usually kept in the group room (now staff room) alternative provision will be made in the old staff room or the current provision if there is room</li> <li>to organise fruit with gloves on, one adult per class will hand out fruit to their bubble</li> </ul>	to inform fruit providers we will require fruit from 7 <sup>th</sup> September,		01/09/20	
Hand washing	Spread of infection to all	<ul style="list-style-type: none"> <li>Children will wash their hands/sanitise after an hours worth of activity.</li> <li>This process may take 2-3 minutes per child and time needs to be allowed to do this 1 or 2 children at a time</li> <li>Younger children may need support and guidance but adults to remain 2m away</li> <li>Posters placed throughout the school</li> <li>Hand sanitisers placed in every bubble on the wall</li> </ul>	Teachers to consider how to complete handwashing with increased class sizes	Teachers	01/09/20	
Pupil anxiety	Children emotionally	<ul style="list-style-type: none"> <li>Teachers to be aware of the issue</li> <li>Teachers to provide time for their classes to talk to children about how they feel and watch out for key individuals</li> <li>Children have been brilliant and this is not necessarily an issue but we will be vigilant</li> <li>Might need to watch out for this again</li> <li>Really worth considering this by teachers – highlight concerns and contact if issues to signpost to family workers</li> </ul>	Daily circle time first two weeks and then slowly reduce Small group integration first two days ELSA will only be used if a real need arises. Teachers to email for advice first – however, SL will be unavailable	Teachers	Ongoing	
Upset children	Children emotionally	<ul style="list-style-type: none"> <li>Adults to remove child, to an outside area preferably, to talk 1-2-1 about their issue but retaining a distance away</li> <li>Potential involvement of parents to help support</li> </ul>				
School refusers	Children emotionally	<ul style="list-style-type: none"> <li>Adult responsibility to get children into the school but they are NOT to enter the school</li> <li>If needed they will need to take the child home and try again later</li> </ul>				
Clothing	Cross contamination from home - school	<ul style="list-style-type: none"> <li>Both pupils and adults to have clean clothing every day</li> <li>Spare clothing available for intimate care</li> <li>Uniform is expected other than on PE days – nursery exception</li> </ul>	Lead adults to check equipment is there		01/09/20	
Pupil belongings	Cross contamination from home - school	<ul style="list-style-type: none"> <li>Pupils need to bring very little and this should be encouraged</li> <li>Water bottle and coat is all that is needed</li> <li>No PE kit as yet, PE kit worn on PE days for the whole day</li> <li>PE designated once a week in class and then PPA to second lesson using Ebony Rule's online workout</li> </ul>	Need to communicate this with parents – within the pack of information			
Walk through process	Staff awareness of procedures	<ul style="list-style-type: none"> <li>Induction to all bubbles separately</li> <li>Discuss this risk assessment and provide everyone with a copy</li> <li>Walk through beginning and end of day procedures</li> <li>Talk through daily procedures and how to keep safe and 2m physical distancing</li> </ul>	RB to deliver induction to individual bubbles		01/09/20	

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	By when?	Done
Reading	Cross contamination from home - school	<ul style="list-style-type: none"> <li>Book boxes – Monday and Thursday use by SQ and HH respectively</li> <li>TA to collect and disseminate book bags</li> <li>Old bags brought back to be isolated in a box and placed back into circulation before TA hands out next sets</li> <li>TA to wear gloves</li> <li>Reading for pleasure – no sharing of resources</li> <li>Children to read standing up to adult</li> <li>Reading records to be stamped NOT written in by staff (no home/school contamination)</li> <li>Book swap to start again Monday 11<sup>th</sup> January but very different and more socially distant – parents to email in request which will be left outside at a certain time. School to be emailed Friday before.</li> </ul>				
Stock cupboard	Cross contamination between staff	<ul style="list-style-type: none"> <li>Teachers to ensure they have enough stock and do not need to enter the stock cupboard</li> <li>During the morning, staff to email SL to have stock delivered</li> <li>In the afternoon, staff to sanitise hands/wear gloves beforehand</li> </ul>				
Photocopier, laminator, trimmers etc	Staff Cross contamination	<ul style="list-style-type: none"> <li>Sanitise hands before use</li> <li>Wear gloves</li> <li>Clean key buttons and areas</li> </ul>				
Resources	Cross contamination with pupils	<ul style="list-style-type: none"> <li>Text books – if using then number them so the same ones go to the same pupils</li> <li>Handing out resources should be avoided but a monitor who washes their hands before and after where not possible</li> <li>Pupils to have their own equipment and tray to keep their belongings</li> <li>Systems in each class different, use gloves, sanitise hands</li> <li>Resources to be sent home that children would have had – book, pencil, plus CGP book and laptop if necessary</li> </ul>				
School dinners	Keeping bubbles separate	<ul style="list-style-type: none"> <li>Hot food to be started full time after October half term</li> <li>Fieldmice and Y1/2 to be served food in the hall but kept separate and at separate times</li> <li>Y3-6 to eat in the classrooms</li> <li>Reduced menu delivered to classrooms aside from FM who come into the hall, hot dinners to come into play week 3</li> </ul>				
After school sports	Keeping bubble separate	<ul style="list-style-type: none"> <li>will find out if there are children keen to take part in multi sports activities</li> <li>Clubs will be in bubbles – Tues BD, Weds SQ, Thurs HH and all led by who will be socially distant</li> <li>One member of staff will be in school to support</li> <li>is emergency first aid trained but we are putting him on a paediatric first aid course too</li> <li>Equipment used will be different for each group and quarantined</li> <li>No after school activities</li> </ul>	Risk assessment compiled by in discussion with		Nov 1 <sup>st</sup>	

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	By when?	Done
Temperature	Possible infection	<ul style="list-style-type: none"> <li>Every child will have their temperature taken before entering the classroom as well as washing their hands</li> <li>Children with high (or low) temperatures will be sent home and kept outside where possible before being picked up</li> </ul>				
Ventilation	Possible infection	<ul style="list-style-type: none"> <li>Given the increase in rate for January, ventilation must be increased within the classrooms, regardless of the weather outside</li> <li>Families must be informed to bring in additional clothing</li> <li>Each class must be cleared with fresh air once an hour</li> </ul>				
Trainee teachers		<ul style="list-style-type: none"> <li>Trainees will be tested before coming into school</li> <li>Here for only four weeks</li> <li>Vacate pod from 1.15-1.30 so BD class can refill water bottles</li> <li>Use of the hall for interventions</li> <li>to be in corner when they are teaching</li> <li>Still potential for them to be in – 2 weeks each or one in hall and one in class – negotiating with Faculty over expectations</li> </ul>				
Safe and well checks	safeguarding	<ul style="list-style-type: none"> <li>Children who engage will be recorded</li> <li>Any who are not engaging will be contacted by using admin@</li> <li>This will be followed up by a phone call from if disengagement continues</li> <li>Although there are no social care cases we have some families whom we will be in regular contact with as they have had previous involvement</li> </ul>	Safe and well checks - Rotation of office, classteacher and head Notes recorded on spreadsheet			
Testing for staff		<ul style="list-style-type: none"> <li>Details to follow soon</li> <li>Staff to take home test on their last day of the week and take the evening before coming in</li> <li>If negative then to come in – if positive then alternative arrangements and bubble to close</li> </ul>				

No longer necessary

Educational visits and visitors	Curriculum enhancement	<ul style="list-style-type: none"> <li>No educational visits or visitors for the first half term</li> <li>This continues into second half term as cases have increased</li> <li>And again in the spring term</li> </ul>	Review this in October	RB-KC	10/10/20	
Residential trip	Curriculum enhancement	<ul style="list-style-type: none"> <li>At this moment it is still going ahead but there will be concerns</li> <li>Still early to cancel but this has to be considered – decision by half term but now looking very unlikely</li> <li>Cancelled</li> </ul>	Liaise with Aylmerton over their expectations Communicate with parents in September our plan	KC KN/JF	16/09/20	
Volunteers and visitors	Interventions and support of the school	<ul style="list-style-type: none"> <li>PTFA to remain off site for the moment – perhaps virtually Zoom meeting have been organised</li> <li>All volunteers will need a new DBS as the 3 month window has passed – no volunteers on site</li> </ul>	Find out about governors ad PTFA DBS – they have still been meeting virtually	SL	01/09/20	
Back to school recovery plan	Ensure all ch are safe and happy to be in school	<ul style="list-style-type: none"> <li>Learning programme to be initiated as soon as ch are settled and ready</li> <li>Considerations for the plan – behaviour expectations, disadvantaged pupils, well being, curriculum intent, positive attitudes, assessment, class expectations, catch up plan for those who need it</li> </ul>	Policy and action plan to be developed by-	KN	01/09/20	
Summer learning	Ensure families know expectations	<ul style="list-style-type: none"> <li>Send out summer learning programmes for each class – complete CGP books, online activities, summer challenges (cereal box, piece of cake run, writing, reading)</li> <li>Send out school readiness document?</li> </ul>	Subject leaders to send out a summer challenge Teachers to send out suggested weekly timetable	Teachers Teachers	22/07/20 22/07/20	

## Conclusions and Action Plan from the risk assessment:

- **Closure of our NON-STATUTORY Discovery Club until October 2020 at the earliest**  
Staff and children are likely to cross bubbles at this provision and so it is wise to introduce this at a later date.
- **Staggered start for YR to get all children in sooner than before**  
By taking advantage of the closure of nursery provision we can facilitate this and get the children in full time quicker than previous years. We hope to repeat this next year (but hopefully having Nursery too).
- **Staggered start for Y1-Y6**  
Teachers will be able to fully grasp how children are and meet emotional needs in small groups for one day each.
- **Altered drop off/pick up**  
Drop off is simple but younger children may find this hard to start with. Teachers will have to be there at the gate to meet them. Individual children may find this difficult and will need discussions with family.  
Pick up is more complicated and circuitous but is very safe and can be adapted later.  
Windows of drop off/pick up, much like rainy days, should be successful in spreading out the influx of children.  
Reception drop off and pick up is much more personable but separate to the rest of the school.
- **Lunchtime arrangements – cold lunches until October half term at the earliest**  
Cold lunches will mean no bubbles coming together. This will be reviewed so hopefully after October half term we can provide hot lunches again.
- **Potential cross bubble contamination in KS2**  
Water and sinks: sharing water fountain can be a problem but with suggested actions this shouldn't be a problem. Splitting the sinks up too will help.  
Sharing toilet blocks: fine within the DfE guidelines but potentially makes both classes into one bubble, we are trying hard to invest in renovating the toilet blocks so there is one per class.  
JF teaching in BD class and then PPA in HH: this is unavoidable as we do not have staff left and she will stringently remain 2m distant.  
Within the DfE guidelines this is also allowed but we have tried to mitigate this as much as possible across the school and this is the only instant of staff working in two bubbles and is only for one afternoon.

This proposal has been taken to our Full Governing Body meeting on 17<sup>th</sup> July 2020 and was unanimously agreed as the best for the children in our school.

Richard Brown  
17<sup>th</sup> July 2020

## Useful Guidance

The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)

The NASUWT has also produced a useful checklist for reopening of schools which can be found [here](#).

CLEAPSS [Guide to doing practical work in a partially reopened school Science](#)

CLEAPSS [Guidance for science departments returning to school after an extended period of closure](#)

Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)

COVID-19: guidance on supporting children and young people's mental health and wellbeing can be found [here](#)

## **General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting**

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

Handwashing techniques advice can be found [here](#)