



Midsomer Norton
Schools Partnership

RISK ASSESSMENT FOR REOPENING 1ST JUNE

Date of Risk Assessment: 30.05.20

Signed: AM MAGGS

Covid-19 is an illness that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal. Staff who are unable to work at home or who are supervising pupils can continue in their work place provided it is safe to do so and this means taking precautions against the transmission of Covid-19 and following the Government's "Social Distancing" guidelines and *Coronavirus (COVID-19): Implementing protective measures in education and childcare settings*. This risk assessment is for teaching and support staff and should be adapted by each of MNSP schools. Specialist staff, eg site and cleaning staff, will have a separate risk assessment. The document must be adapted to reflect the unique circumstances in your school. You need to add any additional controls and indicate who is responsible, by when and indicate when in place (ie you must complete the last 3 columns) There is an expectation that staff will work at a distance from each other. If staff are working totally alone in the school, please ensure that a lone-working assessment has been undertaken and safeguards put in place for that person. You will need to review other risk assessments you have in place, for example use of outdoor play equipment and practical lessons.

HAZARD: Spread of Covid-19 Coronavirus

Who Might be harmed:

- Staff
- Pupils
- Visitors to your premises
- Contractors
- Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions
- Anyone else who physically comes in contact with another person

Risk topics	Additional Controls <i>[School please add anything unique to you and provide some detail of what it means for your school. Due to your unique circumstances there may be additional controls you need to consider]</i>	Action by whom? <i>[name]</i>	Action by when? <i>[insert date]</i>	Done <i>[initial and date]</i>
<p><u>Building safety</u></p> <ul style="list-style-type: none"> • The site team (or mobile team) will continue with all compliance checks (fire safety etc). • Competent Contractors will continue to carry out specialist testing • Site team (or mobile team) will carry out and record flushing for water outlets not having normal use. • Where practicable, competent contractor inspections and any associated remedial works will continue to maintain the school. 	<p>Headteachers or delegated senior leader will inspect health and safety records to confirm that compliance checks have been carried out.</p> <p>Where the school has not been able to organise external competent contractor inspections, the Trust's Estates Manager will be notified and a further risk assessment will be put in place if required.</p> <p>We will review our arrangements for fire evacuation to determine if any changes are required regarding exits, assembly points, methods of assembly and so on. If required we will undertake a drill of new arrangements as soon as possible. <i>[We will continue to operate existing fire drill arrangements. Children will line up 2m apart in designated place - at the top of the RBL carpark.]</i></p>	<p>AMM/CH</p> <p>AMM/CH</p> <p>AMM/CH</p>	<p>1.6.20</p> <p>1.6.20</p> <p>1.6.20</p>	<p>Action complete by MNSP site staff</p>
First Aid				

<p>The Headteacher or senior leader will issue a revised First Aider list and ensure that all staff are aware of the nominated person each day</p>	<p>First aider list will be prominently displayed [Reprographics room- opposite the office]</p> <p>First aiders will be briefed on handling suspected Covid19 illness that occurs in school.</p> <p>PPE will be available for first aiders including face masks, gloves and aprons [Facemasks, gloves and aprons stored in First Aid cupboard in reprographics room – opposite the office. Additional gloves and facemasks to be added to playground kits and classroom first aid boxes]</p> <p>The cleaning team will be briefed on cleaning arrangements following first Aid and suspected Covid 19 illness (Daily cleaning list to be given to Churchill cleaning staff)</p>	<p>BD</p> <p>BD</p> <p>BD</p> <p>AMM/CH</p>	<p>1.6.20</p> <p>1.6.20</p> <p>1.6.20</p> <p>1.6.20</p>	<p></p> <p></p> <p></p> <p>AMM 30.05.20</p>
<p><u>Staff working</u></p> <p>Staff who are in vulnerable groups (extremely clinically vulnerable) will not be expected to work in school during the current period. Staff who are clinically vulnerable will only work if sufficient safeguards are in place. Schools will follow the government guidelines.</p>	<p>Headteacher/appropriate leader will be aware of members of staff in these vulnerable groups and will keep in touch regarding appropriate work at home or in school where safeguards are in place.</p>	<p>AMM</p>	<p>Ongoing</p>	<p></p>
<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> ● Hand washing facilities with soap and water will be in place. ● Stringent hand washing will be taking place. ● See hand washing guidance. 	<p>Staff and pupils will be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. They will also be reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid</p>	<p>All staff</p>	<p>Ongoing</p>	<p></p>

<ul style="list-style-type: none"> ● https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ ● Drying of hands will be with disposable paper towels rather than dryers [Place additional paper towels in toilets/turn off hand dryers] ● https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ ● Gel (alcohol-based) sanitisers will be available in any area where washing facilities are not readily available including in classrooms, reception, staff rooms 	<p>touching face, eyes, nose or mouth with unclean hands.</p> <ul style="list-style-type: none"> ● Posters (appropriate to setting) are displayed throughout the school reminding pupils to wash their hands for 20 seconds ● Pupils must wash their hands on arrival, before and after break and having lunch, after sneezing/using tissue. ● There will be support for pupils who have trouble washing their hands independently [Focus on EYFS/Y1 pupils] ● We will encourage young children to learn and practise these habits through games, songs and repetition. [NHS handwashing song https://www.youtube.com/watch?reload=9&v=S9VjeIWLnEg KS1 BBCbitesize clips DT https://www.bbc.co.uk/bitesize/clips/zq4ygk7 Raise awareness of how germs spread https://www.twinkl.co.uk/resource/us-a-192-how-germs-are-spread-activity] 	<p>CH/HP</p> <p>All staff</p> <p>All staff/group leaders</p>	<p>1.6.20</p> <p>Ongoing</p> <p>Ongoing</p>	
<p><u>Cleaning</u></p> <p>We will follow the COVID-19: cleaning of non-healthcare settings guidance COVID-19: cleaning of non-healthcare settings guidance</p> <p>There will be frequent cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. Also</p>	<p>Headteacher/senior leader to check that cleaners are aware of guidance and have an appropriate regime</p> <p>Where possible, Headteachers will organise cleaning through the school day so that regularly touched surfaces can be wiped down regularly and bins emptied more frequently. [All classes/work areas to have cleaning kit to include</p>	<p>AMM/CH</p> <p>AMM/Team leaders</p>	<p>1.6.20</p> <p>Ongoing</p> <p>1.6.20</p> <p>Ongoing daily</p>	

<p>requiring more regular cleaning will be toys, books, desks, sinks, toilets and handrails. Doors can be left open to prevent the more frequent use of handles provided these are not fire doors.</p>	<p>anti-bacterial spray, gloves, cleaning cloths, bin bags. Surfaces to be wiped regularly at set intervals across the day e.g start of the day, break time, lunch time, after school. A daily cleaning list will be given to cleaner from Churchill cleaning services.</p> <p>Cleaning cloths will be disposable in line with cleaning video guidance issued by Chris Hobbs- Cloth colours Blue- classrooms and general areas Red- Toilets Yellow- Kitchen Cleaning cloths/ Waste in bins in toilets/classrooms - paper towels and tissues will be double bagged]</p> <p>Each school will prepare a checklist which can be ticked and monitored by the senior leader responsible. [AMM to create checklists for classroom, hall, kitchen and toilets to be printed daily. All group leaders to be provided with printed checklist. Write time and initials to indicate when cleaned. Lists to be handed to CH at the end of each day.]</p>	<p>AMM to create checklist of areas to be cleaned.</p>	<p>Ongoing daily</p>	<p>AMM 28.05.20</p>
<p><u>Social Distancing for staff</u></p> <p>Social Distancing: We will reduce the number of persons in any area to comply with the 2-metre (6.5 foot) gap recommended by Public Health England the Public Health Agency https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p>	<p>To help reduce the spread of coronavirus (COVID-19) we will be reminding everyone of the public health advice - https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance</p>	<p>AMM</p>	<p>Whole staff briefing 18.05.20</p>	

<p>We will ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days.</p>	<p>Posters, leaflets and other materials will be displayed prominently https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Checks need to be carried out by site managers, Business Managers or other senior leader [A visual check of the premises will be made daily.]</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. [Staff to maintain 2m distance guidance where possible and practical, PPE to be worn if you feel it is necessary or are vulnerable e.g. asthmatic, diabetic. Staff will work in teams and will not socialise/mix in or out of the workplace]</p>	<p>CH/BD/TP</p> <p>AMM/CH visual check</p> <p>AMM/SW</p>	<p>1.6.20</p> <p>Daily</p> <p>Ongoing</p>	
<p>We will take steps to review work schedules including start and finish times where this is possible for teaching staff.</p>	<p>Management checks will take place to ensure this is adhered to. [Staff will sign in and out each day – register will be stored in reprographics room. They will use their own pen. Staff should not be on site before 8.00 and should leave by 4.00pm each day]</p>	<p>AMM/SW/ CH</p>	<p>1.6.20</p>	
<p>Staff who are able to fulfil their duties from home will be encouraged to do so.</p>				
<p>We will take steps to review work schedules including start & finish times where this is possible for support staff. As far as possible, desks, telephones and computers will not be shared. Where offices are shared and the necessary distances are not possible then we will provide</p>	<p>[CH to be in school minimum of 2 hours each day and may work from home. Support staff may be required to work contracted hours across a week rather than contracted days on a rota to support number of groups and to cover staff sickness]</p>	<p>To be agreed with SLT Reviewed weekly</p>	<p>1.6.20</p>	

<p>separation of these areas, with physical barriers or find alternatives space to relocate the work</p>	<p>If desks and computers must be shared due to reception rota, for example, these should be wiped between users with alcohol based wipe or other appropriate cleaner.</p>	<p>Team leaders to ensure cleaned daily</p>	<p>Ongoing</p>	
<p>Support staff may be asked to undertake tasks which may be different from normal day to day routine but which are commensurate with their job role or processes may need to change to incorporate social distancing.</p>	<p>[The staff room and upstairs part of the school site will be out of bounds. Staff will not use the staffroom or upstairs kitchen. Tea/Coffee facilities will be available in the kitchen opposite the hall.)</p>	<p>SW</p>	<p>1.6.20</p>	
<p>Social distancing also to be adhered to in canteen area and staff room and during any rest breaks.</p>	<p>Lunch and break times will be staggered [Staff will eat lunch and have their breaks in team groups Play areas: Oak Class- Dundry Den- Breaktime-10.15-10.30am Lunchtime play- 12.00-12.30pm Sycamore Class- Top section of playground see marked area - Break time - 10.30-10.45am Lunchtime play - 12.30-1.00pm Conifer Class- EYFS area - Break time- 10.45-11.00am Lunchtime play - 12.30-1.00pm Keyworkers – Bottom section of playground see marked area - Break Time - 10.15-10.30am Lunchtime play - 12.30-1.00pm</p>	<p>AMM/CH</p>	<p>Deliveries to site strictly by prior arrangement</p>	
<p>Staff are often required to meet parents and representatives from other organisations as part of day to day essential work. Staff must continue to follow social distancing during meetings, using larger</p>	<p>There will be no visitors to school sites except emergency services, social services or MAT personnel.</p>			

<p>airy spaces when possible. Non-essential meetings will not take place or may be held over the telephone or using Google Meet. If documents need to change hands during any essential meeting, care should be taken to wash hands afterwards.</p> <p>Face-to-face meetings, if they must happen, should only include “absolutely essential” participants, who should remain two metres apart.</p> <p>Staff at reception areas should be able to rearrange their work space to enable them to maintain a distance from visitors. Hand gel will be available on reception and should be used by all visitors to the school. Pens for signing in will not be shared.</p>	<p>[Parents will not be allowed on the premises. Essential deliveries will be strictly by prior arrangement and will be reminded ahead of their visit that social distancing arrangements will be in place.]</p> <p>Where possible (and appropriate), the school will have erected a Perspex barrier at the reception area. [No children to be admitted to the office area. Other than office manager all other staff to avoid entering the office where possible. Work areas will have hand gel sanitiser]</p>	<p>CH</p>	<p>1.6.20</p>	
<p><u>Social Distancing and reduction of mixing – pupils</u></p> <p>We will follow the guidance set out in <i>Coronavirus (Covid-19): implementing protective measures in education and childcare settings</i>.</p> <p>Social distancing of 2 metres will be encouraged and expected. Where it is not possible, mitigating steps will be taken.</p>	<p>Social distancing for settings with very young children will be harder to maintain. Staff should implement the recommended measures as far as they are able, whilst ensuring children are kept safe and well cared for. When a child is upset, hurt or struggling with their work staff must make a judgement call as to how much social distancing can be maintained whilst also providing some comfort or support to the child.</p> <p>[In the event of first aid treatment being required staff <u>must</u> wear PPE. The child will be removed to the reprographics room; treatment will be given with close contact being kept to the minimum. In</p>	<p>All staff</p> <p>All first Aid Staff</p>	<p>1.6.20 Ongoing</p> <p>1.6.20</p>	

<p>There will be no more than 15 pupils per small group and one teacher (and/or teaching assistant). If the room size dictates, we will reduce the size of the class further. Desks will be placed as far apart as possible.</p> <p>We will ensure that pupils only mix in a small, consistent group and that small groups will stay away from other people and groups. As far as</p>	<p>YR children will be encouraged to remain at least 2 metres apart, but it is understood that this may not be possible. Staff working with this age group will maintain the 2m guidance as far as possible and practical.]</p> <p>Teachers and other staff will use age appropriate ways to encourage children to follow social distancing, hand-washing and other guidance. They should encourage parents/carers to reinforce these messages at home, by asking them to remind their children. [A short video will be uploaded to the website and See-Saw to explain measures in place, a letter detailing return to school measures and plan will be sent to parents 18.5.20. There will be also be a link to NHS handwashing video]</p> <p>[Desks/tables will be arranged 2m apart. Additional furniture will be stored in the library. Children will be in the following groups of 6/8 – (and no more than 15): EYFS – Conifer Class- Miss Roberts/Mrs Taylor Y1 – Sycamore Class- Mrs Maggs/Mrs Warren/Mrs Price Y6- Oak Class – Mr Wyatt/Mrs Perrett Key worker/Vulnerable groups – Hall – Mrs Densley/Mrs Chaplin/Mrs Ware/Mrs Clement/Mr Lucyon a rota basis] We will cap numbers and introduce a rota of attendance if absolutely necessary. Based on current parent replies we are not expecting full attendance from any cohort.</p>	<p>AMM/SW</p> <p>AMM/NWy</p>	<p>1.6.20</p> <p>1.6.20</p>	<p>AMM 19.05.20</p> <p>AMM 18.05.20</p>
---	---	------------------------------	-----------------------------	---

<p>possible the group will remain in the same area and avoid using areas already used by other groups.</p> <p>The Headteacher/senior leader will plan how each class will be used and create a seating/layout plan. If possible children will use the same desks each day.</p> <p>As much as possible we will prevent the sharing of food, drink, utensils, equipment and toys.</p> <p>Soft toys and items that are difficult to clean will be removed from classrooms.</p> <p>We will consider the best place and timings for lunch. If it is not possible to provide sufficient distance and in order to prevent mixing of groups, lunch may be brought into the classroom.</p> <p>Practical lessons will have the risk assessment reviewed to identify if necessary cleaning of equipment can be managed.</p>	<p>[Cloakroom areas will not be used. Each group will have a home base -see above.</p> <p>Children will have set places at tables, they will have their own tray with named resources. Book bags will not be needed, lunchboxes will be placed in a bag under their table. Seating layouts will be displayed in each classroom.]</p> <p>Equipment, toys and surfaces should be cleaned and disinfected more frequently. [2 x Resource packs will be made for each group. These will be swapped over on Mon/Wednesday and all will be cleaned on Friday]</p> <p>[Children will bring a packed lunch and these will be stored under their tables in a bag. FSM pupils will have a packed lunch provided. Team leaders will collect and distribute these from the kitchen. Children will remain in their class groups for break/lunch and play times. Staff will organise breaks within their teams]</p> <p>[School to insert risk assessments to be reviewed and identify if practical lessons will take place and relevant steps to manage.</p> <p>Hot weather - If lessons take place outside children will wear sunblock, and a hat. Children will work in the shade where possible. Time in the sun will be limited- children will have their own drinks bottles outside]</p>	<p>AMM/SW</p> <p>Team Leaders</p>	<p>1.6.20</p> <p>1.6.20 Ongoing</p>	
--	--	-----------------------------------	-------------------------------------	--

We will not hold assemblies.				
<p><u>Arrival at school</u> To support social distancing and to avoid gatherings we will stagger the arrival of pupils (and staff) at school).</p> <p>We will review entrances and exits to identify where a class has its own discrete entrance/exit that avoids contact with other groups.</p> <p>We will review entrances and exits and nominate who should use each one in order to restrict the numbers at any one time.</p>	<p>[Staff will arrive at school from 8.00-8.15am. They must wash their hands on entry to the site. They should sign in/out on arrival using own pen-see sheet in reprographics room. Children will arrive and leave in staged intervals Key worker children and Y6 – 8.45– 8.55am/ 3.15-3.25pm Y1 – 8.55-9.05am/3.00-3.10pm YR 9.05-9.15am/2.50-3.00pm</p> <p>[All staff and children will enter /leave by the main gate. Only 1 parent/carer will be asked to bring children to school. Parents will not be allowed to enter the premises. They will be asked to remain in their cars in the car park until a member of staff opens the gate at the allotted time. Parents will be asked to queue 2 meters apart to drop off their children who will be met at the gate. Children will be escorted to the gate at home time where parents will follow the same protocol.</p> <p>[Y6 will use main portacabin door to enter and exit classroom. Y1 will use main portacabin door to enter and exit classroom. YR will use EYFS play area door to enter and exit classroom. Key worker group will use Conifer class door to main playground.</p>	<p>AMM/ All Staff</p> <p>All Staff</p> <p>All staff</p>	<p>1.6.20 Ongoing</p> <p>1.6.20 Ongoing</p> <p>1.6.20</p>	

<p>Consideration will be given as to whether any different arrangements are necessary for the arrival of contractors to site.</p>	<p>In the event of an emergency/fire please use the nearest fire exit. Staff and children will follow normal fire procedures and will line up in the car park as normal]</p> <p>[Contractor visits and deliveries to the site will be arranged for before school 8.00-8.30 or after school 3.15-4.00 if possible. Where this is not possible all visits to the site will be strictly by prior arrangement only.]</p>	<p>AMM/CH</p>	<p>1.6.20 Strictly by prior arrangement only</p>	
<p><u>Movement around the school</u></p> <p>Lessons will be planned to reduce the movement around the school.</p> <p>If possible we will design a one-way system around the school.</p> <p>We will avoid queues (eg outside of classrooms)</p>	<p>[Lesson will operate in groups in classrooms. PE lessons will be timetabled for outside)</p> <p>[One way signage will be used to indicate movement up and down the steps to and from the playground. Tape will be placed to mark direction of movement]</p> <p>Where we cannot eliminate the need to queue we will put up signage or mark the floor to delineate distance to be maintained.</p>	<p>NWy/HP</p>	<p>1.6.20</p>	
<p><u>Use of toilets</u></p> <p>Toilet use will be staggered and restricted to one group/one set of toilets at a time. Toilet use will be monitored to ensure social distancing insofar as it is possible. All children will be required to wash hands for 20 seconds after using the toilet.</p>	<p>Staff should pay particular attention to handwashing before and after supporting children who need help with toileting (or eating),</p>			

	<p>as well as avoiding touching their own face whilst at work.</p> <p>[The girls toilets will be allocated for staff use. Children will go to the toilet as far as possible at allocated break and lunchtimes with an adult] Conifer- use their classroom toilets Oak – Boys - KS2 toilets Girls - KS1 Toilets Sycamore - KS1 toilets</p>			
<p><u>Use of outdoor space</u></p> <p>When possible, we will use outdoor space as this can limit transmission and allow distance between children</p> <p>Outdoor equipment should not be used unless the school can clean appropriately between groups of children and multiple groups do not use it simultaneously.</p> <p>Play time will take place in discrete groups. Where necessary the playground will be marked out into designated areas</p>	<p>[The playground will be zoned for use (tape will mark each zone) Y6 – Dundry Den Y1- Top section pf playground YR- EYFS outside area Key workers - Bottom section of playground</p> <p>[Each group will have a bag of outdoor equipment that can be wiped down- stored in classrooms)</p> <p>[A timetable will be operated for play time and lunchtime]- see rota in shared drive YR Conifer class - Break time - 10.45-11.00am Lunchtime play - 12.30-1.00pm Y1 Sycamore Class - Break time - 10.30-10.45am lunchtime play - 12.30-1.00pm</p>	<p>AMM/NWa/ LT</p> <p>NWa/LT</p> <p>SW</p>	<p>1.6.20</p> <p>1.6.20</p> <p>1.6.20</p>	<p>SW 30.05.20</p>

	<p>Y6- Oak Class - Break Time 10.15-10.30am Lunch time play - 12.00-12.30</p> <p>Hall- Key workers - Break time -10.15-10.30 am Lunch time play - 12.00-12.30am</p>			
<p><u>PPE: gloves</u></p> <p>When possible, spillages etc. should be cleared by the cleaning staff. If these staff are not available, then disposable gloves must be worn. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p>Gloves will be worn for the administration of all First Aid and for support children with toileting, nappy changing etc</p> <p><u>PPE: Face masks</u></p> <p>In non-health care settings there is currently no requirement or guidance for face masks. However, the schools will have disposable masks available for use should the guidance change and for situations where an urgent requirement to break the social distancing guidelines is required (in early years or primary setting or during first aid need for example). Those staff who wish to wear a face mask may request one.</p> <p>Staff should remember that current guidance emphasises good distancing and handwashing behaviours above all else.</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing and that gloves can also spread the virus.</p> <p>[Face masks are available for use to all staff who require them. They are stored in the First Aid cupboard in the reprographics room. Additionally face masks and gloves will be available in sealable bags in classroom cleaning kits]</p>	<p>AMM/SW</p> <p>AMM/SW</p>	<p>1.6.20 Ongoing</p> <p>1.6.20 Ongoing</p>	
<u>Symptoms of Covid-19 – staff</u>				

<p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Staff who work in our schools are eligible for testing and this should take place when appropriate. Here is the guidance to access testing https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>Line managers will maintain regular contact with staff members during this time. Government guidelines will be followed in relation to return to work.</p>	<p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. [A member of the SLT will be available to discuss with concerns with individual members of staff. Staff should follow government and MAT guidance for reporting illness.]</p> <p>The person who has shown symptoms will need to self-isolate for 7 days.</p> <p>Where Covid-19 is confirmed, the rest of the class or group will be sent home and advised to self-isolate for 14 days</p>	<p>AMM/SLT</p>	<p>1.6.20</p>	
<p><u>Symptoms of Covid-19 – pupils</u></p> <ul style="list-style-type: none"> • The school will designate (if possible) a specific identified room (or area) to isolate someone who shows symptoms of Covid-19 • Any pupil who displays signs of being unwell will be moved to the isolation room whilst awaiting collection (whilst still ensuring pupil is safe). • Areas used by unwell pupils who need to go home will be thoroughly cleaned once vacated. • Unwell pupils waiting to go home, should use different toilets (if possible) to the rest of the school to minimise the spread of infection. These facilities should then be cleaned prior to use by others 	<p>[If a child appears to be unwell they should be removed to the reprographics room. Staff will need to remain at a 2m distance where possible. PPE must be worn. The parent will be contacted and asked to collect the child at the earliest possible opportunity]</p> <p>'Children showing symptoms will be isolated immediately, and required to take a test for Covid 19 before returning to school. Their siblings living in the same home will also be sent home. If the child tests positive, they and their family members must be isolated for 14 days. The members of the child's learning bubbles' parents must also be informed, and must all isolate for 14 days.</p>	<p>Team Leader</p>	<p>1.6.20 Ongoing</p>	

	Separate toilets are not available however any toilet used by an unwell child will be cleaned after use.			
<p><u>Confirmed Covid-19 and Riddor reporting</u></p> <p>There may be a requirement for RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) if:</p> <ul style="list-style-type: none"> • An incident at work as led to possible or actual exposure to Covid-19 • A member of staff has Covid-19 caused by exposure at work 	<p>Headteachers or senior leaders will seek advice prior to making Riddor reports. This will be through Services Director. If reports are needed these will be made on our behalf through B&NES</p>	AMM/CH	1.6.20 Ongoing	
<p><u>Transport arrangements</u></p> <p>We will encourage parents and children to talk or cycle where possible and will signpost to government guidance.</p> <p>We will make any necessary arrangements and communications in relation to start and finish times</p> <p>The MAT senior leadership will engage with transport providers in relation to the appropriate steps they will take to mitigate risk. <i>(We await the issuing of Government guidance on this topic).</i></p>	<p>This will be done in communications from Trust CEO to parents.</p> <p>Trust CEO and senior leaders will liaise with local authority regarding transport arrangements.</p> <p>[The school mini-bus will not be used at this time as there is no requirement, This will be reviewed if children needing this service return to school]</p>	AW/AMM	Ongoing	

<p><u>Communications</u></p> <p>The Trust will communicate with staff and parents to make it clear that those who have coronavirus symptoms or who have someone in their household who does, do not attend school.</p> <p>The school will effectively communicate local arrangements for school regarding arrival/departure times and arrangements for transport.</p> <p>The school will communicate with parents regarding the arrangements for drop off and collection in order to avoid gatherings outside of school.</p> <p>We will tell parents that only one parent should attend if their child needs to be accompanied.</p> <p>We will communicate with contractors coming to site so they are aware of appropriate arrival times, entrances/exits to use and procedures that are in place.</p>	<p>Trust CEO communicates regularly with parents and staff</p> <p>[See parent letter sent out 19.05.20]</p> <p>[See video on school website for arrangements communicated to parents based on letter 19.05.20]</p> <p>[Contractors/visitors must visit the site at strictly agreed times. Staff will not sign electronic/paper copies of delivery notes.]</p>	<p>AW</p> <p>AMM</p> <p>AMM/CH</p>	<p>Ongoing</p> <p>19.05.20 Ongoing</p> <p>1.6.20</p>	
<p><u>Environmental issues</u></p> <p>Schools with air conditioning will keep this turned off as much as possible to avoid the recirculation of air.</p> <p>Natural ventilation is encouraged and windows should be opened where it is safe and appropriate.</p> <p>Where lights need to be turned on, these should be left on (frequent touching of switches to be avoided)</p>	<p>[Applied to Library only - to be switched off]</p> <p>All classes to ventilate throughout the day with open windows and doors</p> <p>Light switches to be wiped at key points in the day</p>	<p>NWY</p>	<p>1.6.20</p>	<p>NYw 18.05.20</p>

<p><u>Mental Health</u></p> <p>Management will promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Staff can call the Employee Assistance Helpline at any time (0800 030 5182)</p> <p>Other guidance: https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p>	<p>Leaders, as relevant to your school setting will be required to oversee this. [If staff require mental health and well-being support they should in the first instance speak to AMM/SLT. Advice will be sort from the MAT. CH will circulate well-being guidance and updates.]</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Regular communication of mental health information and open door policy for those who need additional support. Also senior leader will refer to MAT Central HR team when in doubt.</p>	<p>SW Mental wellbeing Champion</p>	<p>1.6.20 As required</p>	
<p>Risk of virus spread resulting from issues at Great Western Hospital</p> <p>Notification received on Friday at 6:00pm (approx.) about the suggestion from North Somerset LA that schools should consider delaying opening for more children until 8th June as the PH investigation into COVID19 outbreak at WSM hospital was not complete.</p> <p><u>Recent news reports suggest the outbreak originated on hospital grounds however.</u></p> <p>Email sent was clear that whilst the advice from Public Health in North Somerset was that schools</p>	<p>Points that support continued opening on 1st June:</p> <ol style="list-style-type: none"> 1) The email was sent very late on Friday and pupils, parents and staff are ready for Monday. Some parents may have no alternative provision for child care and children will be upset. 2) Dundry is less than a mile in distance from the Bristol Borough boundary and as such, is a similar distance away from WSM hospital (19 miles from WSM) as other primary schools that are planning to remain open outside North Somerset, including Clutton in MNSP Trust (22 miles 	<p>AWI</p>	<p>All by 31st May</p>	<p>AWI</p>

<p>should delay opening for additional children until 8th June, governors and trustees should make final decision</p> <p>Original email</p> <p>Dear Colleagues,</p> <p>Further to my letter on Wednesday and in light of the continued national focus on the outbreak at Weston General Hospital, I need to advise you all of discussions that have taken place today within the local authority and across the broader health system.</p> <p>Regrettably our Public Health colleagues have not yet received the data in relation to the staff testing within the hospital which means that we are unable to determine if there is a relationship between hospital and community cases of Covid-19. Having considered advice from Public Health colleagues our Executive Members have taken the decision to encourage you and your governors to await the outcome of the Public Health England investigations before opening your schools to wider groups of pupils. Initially they are suggesting that you remain closed to the wider group until June 8th. I am aware that many of you have already decided to delay your wider reopening until June 8/15th but equally I know that others have put robust plans in place for next week. Obviously the decision is yours and your governors, based on your individual, updated risk assessments and I reiterate my continued support for your judgements as to what is best for your</p>	<p>away for WSM hospital). Somerset schools outside of the North Somerset jurisdiction are also planning to open on Monday 1st June in many cases.</p> <ol style="list-style-type: none"> 3) Very few children will be attending Dundry In addition to the 8 already there as KWC. A further 15 will be in attendance representing approximately 18% of the school. We will not take any more than this for the first week to keep numbers low. 4) The vast majority of children that attend Dundry live in the Borough of Bristol not North Somerset. Staff also tend to live to the south and East of Dundry away from the Hospital and therefore risk of contact with WSM hospital is low. 5) Local Dundry people do not use the WSM hospital as Bristol hospitals are closer. <p>Trustees, AMA, MPA and AWI discussed the additional risk of COVID being transferred from WSM hospital to anyone associated with the Dundry School and consider it extremely low on top of current risks identified</p> <p>As such we will notify staff and parents that we will continue with reopening as planned as a result of the points above.</p> <p>To mitigate further any issues we will:</p> <ol style="list-style-type: none"> 1) Assess if staff or pupils have had contact with anyone from WSM hospital and if so 	<p>AMA</p> <p>AWI</p> <p>AMA/AWI</p>		<p>AWI</p>
--	---	--------------------------------------	--	------------

<p>children, staff and setting.</p> <p>I will continue to keep you updated on this difficult situation and I intend to set up another Teams meeting with you all next week - I have asked Matt Lenny, our Director of Public Health, to join us so that you have the opportunity to talk and listen to him in order to inform your future thinking.</p> <p>Regards,</p> <p>Sheila</p> <p>Sheila Smith Director, People and Communities, North Somerset Council</p>	<p>request they do not attend school in the first week.</p> <ol style="list-style-type: none"> 2) Further monitor advice from North Somerset. 3) Notify parents on 31st of May that we will continue to open and therefore they can chose to not attend now if they wish. 4) Notify staff on 30th May for their views. 	<p>AWI/AMA</p> <p>AMA</p> <p>AMA</p>		
--	---	--------------------------------------	--	--