

Date Specific Assessment of Risk was Carried out: 7th July 2020 - to be updated regularly until full reopening and on reopening. Revised 1st September. Revised 1st October. REVISED 9th November 2020. REVISED 10TH DECEMBER 2020 FOR JANUARY 2021 REVISED 4TH JANUARY 2021 REVISED 5TH JANUARY REVISED 25TH FEBRUARY 2021

The CONTEXT:

The aim of our COVID 19 risk assessment is to continue to provide a safe learning environment for all members of Cranwell Primary School and its community. Some people may have suffered abuse, witnessed domestic violence, seen harmful images online, or faced bullying by their peers with increased use of social media. Throughout lockdown and following the re-establishment of lessons for all pupils the school has continually followed the advice laid out in the DfE Guidance for Full Opening: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>. This risk assessment is continually monitored by the Governors and SLT and representatives (Covid 19 group) from all aspects of the running of the school have been consulted. All staff are encouraged to make suggestions in relation to the risk assessment at any point.



AS OF 5TH JANUARY, THIS RISK ASSESSMENT APPLIES TO HOME LEARNING AND TO THOSE CHILDREN STILL PHYSICALLY ATTENDING SCHOOL AS KEY WORKER CHILDREN/VULNERABLE CHILDREN - PARTICULAR ATTENTION IS DRAWN TO THE REMOTE LEARNING POLICY.

As of 8th March, this risk assessment applies to the full re-opening of school together with remote learning being provided as needed.

In our setting and within this document, the term 'younger child' refers to any primary-aged child.

SECTION 1 - Hazard - Lack of social distancing in the classroom resulting in direct transmission of the virus

Control Measures -

1. Staff who need to move between class/group teaching groups should be particularly mindful of the need to keep their distance from pupils and other staff as much as they can, ideally 2m from other adults. However, the government does recognise that this is likely to not be possible with younger children and so teachers in primary schools can still work across groups if that is needed to enable a full educational offer.
2. When possible, teachers should teach from the front. However, the government appreciates that this is not always possible, particularly when working with younger children, but if teachers can do this when circumstances allow, this will help. In particular, teachers should avoid close face-to-face contact and minimise time spent within 1m of someone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.
3. Pupils to be seated side-by-side and facing forwards, rather than face-to-face or side on.
4. No collective assemblies or collective worship will take place
5. Children to remain within their own 'class bubble' as much as possible, with only limited exceptions to this, e.g. BASC, travel to/from school, intervention groups, music lessons, etc.
6. **We encourage pupils to keep their distance within groups.**
7. Supply teachers, peripatetic teachers and/or temporary staff can move between schools. They should ensure that they minimise contact and maintain as much distance as possible from other staff. They should also follow our School's Covid Visitor Protocol - [see APPENDIX](#).
8. Specialists, clinicians and other support staff for pupils with SEND should provide interventions as usual.
9. Due consideration should be given to good ventilation in all shared spaces. We will provide local heating or cooling (i.e. making best use of fans, opening windows, using radiators, portable heaters) where a comfortable temperature cannot be maintained throughout each workroom.
10. Heaters and fans may be used in classrooms, as is felt appropriate.
11. Wherever possible we ensure that the same teacher and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days.
12. **Where staff need to move between groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.**
13. Thorough cleaning of every room used at the end of each day.

14. Remove excess furniture to increase space if space to do so
15. Children have a specified desk space each. Tables may be shared between two children, sitting **next** to each other. We do, however, still expect children to be able to move around the classroom as part of their daily routine/learning. However, they must return to their own specific desk for any written activities.
16. Social distancing & Covid 19 rules charter created for and with the children -
(Include instructions on how to line up, use of toilet, moving around the classroom etc.)
17. Charter re-visited and modelled many times a day and linked to school behaviour system - lots of praise for adherence and sanctions for non-compliance
18. Social distancing & Covid19 rules charter created for and with the staff - encouraging a high level of compliance with failure to comply strongly frowned upon.
19. Social distancing & Covid19 rules charter created for visitors, displayed in Office and at key points throughout the school. Visitors clearly made aware of this on entry to the school.
20. Key word 'bubble' used consistently to quickly remind staff and pupils if they are not maintaining an appropriate social distance, i.e. 'remember to keep your own personal bubble'. Pupils reminded to, wherever possible, keep 2m away from staff.
21. Children may be isolated and parents contacted if they consistently cannot adhere to social distancing
22. Lessons continue to use outdoor spaces as much as possible. This may need clearly defined sections for each bubble.
23. Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts
24. Feedback - using large whiteboard and visualizer and interactive whiteboard - not close interaction wherever reasonably possible.
25. Bags (with lunchboxes inside) & coats are hung on pegs in cloakrooms - use the whole cloakroom space to spread out the bags and coats. Numbers of children strictly limited in cloakroom area to promote physical safety in confined spaces.
26. Water bottles - all children should have a water bottle in school, to be kept underneath their desk (Not on it as there will be increased airflow at desk level). Parents should be strongly advised to provide a water bottle with a flip top lid covering the mouth piece, in order to minimise the risk of ingesting germs. Water bottles must go home every night and be washed thoroughly in hot water.
27. Display posters in rooms around school and at entrances and exits to emphasise messages about social distancing, handwashing, helplines for staff, families, and pupils.
28. Ask staff to go over routines with children for good health and hygiene such as handwashing and social distancing. This may need to be practised and repeated for some time
29. Mindful to minimise the number of resources in order to make sure they can be wiped clean.
30. Arranging for assemblies to take place with individual groups in their allocated classroom spaces rather than bringing children from different classes together into one hall or large space

SECTION 2 - Hazard - Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus

Control Measures -

1. Try to promote only one child allowed to go to the toilet at any one time. However, for example, if a toilet block has three cubicles, three children may enter.
2. Children must wash hands after going to the toilet.
3. Hand drying facilities - either paper towels or electrical driers - will be provided/in use.
4. Allocated toilets for different groups of children.
5. Hand gel inside classroom for use as necessary. Children reminded to not put handgel in mouth/eyes, etc.
6. Extra signs in toilet re. washing hands
7. Wedges to keep doors open for the external toilet doors if not fire doors.
8. Extra soap and hand gel ordered to ensure we do not run out
9. Noting that some children and young people will need additional support to follow these measures (for example, social stories to support them in understanding how to follow rules) - individual risk assessments in place for these pupils.

SECTION 3 - Hazard - Lack of social distancing waiting to enter classroom in morning resulting in direct transmission of the virus

Control Measures -

1. Parents to hand over their children at the silver gates - parents with their children to queue socially distanced down the school driveway, waiting their turn to enter the silver gates. SLT to stand socially distanced at the silver gates in a central 'safe zone' guiding children to appropriate blue gate for their KS. TAs on blue gates and between the blue and silver gates directing children straight to their classroom. Staff to greet children outside, direct to hang up belongings in cloakroom, wash hands and then enter the classroom - strictly monitored to ensure adherence and to maintain social distancing.
2. Whilst it is not mandatory to wear a face mask or a face covering outside, parents may choose to wear a face mask if they wish.
3. All classrooms to be entered via external doors/fire doors wherever possible.
4. Parents and children made aware of these arrangements in advance of visiting the school site.

5. Parents encouraged to self-distance near parent waiting area and limit themselves, wherever possible, to one adult per family only in the waiting area.
6. Signage for parents and children displayed.
7. Staggered drop off and pick up times for different year groups - When dropping off, no parents allowed past the silver gates. At the end of the day, KS1 and KS2 classes to use both playground exits. Window of dropping off children is 8.40-8.55. Children to enter classrooms immediately after/for hand washing. At the end of the day, children will leave following staggered patterns as seen on End of Day document.

SECTION 4 - Hazard - Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus

Control Measures -

1. Staggered playtimes and allocated play areas dependent upon bubbles in the first instance, with children encouraged to maintain a social distance.
2. Reduced playtime equipment - hard surfaces and can be easily cleaned. A session box for each playground group.
3. Games discussed which encourage social distancing - football passing with feet but no handling of the ball, catch etc.
4. Staff supervision throughout - actively encouraging and insisting on social distancing
5. Key word 'bubble' used consistently to quickly remind staff and pupils if they are not maintaining an appropriate social distance.
6. Children practise talking 2 metres apart when talking to adults.
7. The KS2 Trim Trail will be used. Children MUST eat their snack before using it. Before going on the trim trail, they must hand sanitise and then do the same when they leave it. Hand sanitiser will be kept next to it at each play time.

SECTION 5 - Hazard - Lack of social distancing when eating lunch resulting in direct transmission of the virus

Control Measures -

1. FS/KS1 eat in the hall at staggered times
2. KS2 eat in classrooms - tables cleaned before use and immediately after use. One adult per bubble for supervision.
3. Wherever possible, children will eat outside and can therefore sit apart, within their own group, or at a social distance from children within another bubble.
4. Pack-ups kept in bags in cloakroom - before going to the hall, children wash hands, then collect lunchbox, then go to hall, before sitting down, use hand gel specifically for their group.
5. Hot dinner children - before going to the hall, children wash hands, then queue up in their classes at allocated times, keeping 2m apart from anyone else from a different bubble, for hot dinners, return to table with hot dinner, before sitting down, use hand gel specifically for their group.
6. 2metre mark (from kitchen staff to child) on floor for children to stand behind when being served by kitchen staff - children will be encouraged to stand behind this mark BUT they will have to move over it to choose their meal and then to collect their tray of food.
7. All children to remain in the hall/classroom until their group is finished. Return lunchboxes to bags, wash hands and go out to play - strictly monitored to maintain adherence and social distancing.
8. Each table, all chairs/seats and the floor will be thoroughly cleaned after use.
9. If adults are in close proximity to a child in the dining hall, for example, helping with cutting up food, the wearing of a face covering is recommended.

SECTION 6 - Hazard - Lack of social distancing in the corridors resulting in direct transmission of the virus

Control Measures -

1. Children staying in their classroom as much as possible
2. No children to be 'running errands'
3. To minimise use of corridor and handling of boxes, staff to collect registers on their way into school in the mornings. Admin staff to collect registers and letter boxes from outside classrooms (Teachers must ensure that they are ready for collection by 9.30). Staff to collect registers and boxes at lunch. Admin Team will collect registers by 1.30. Admin Team will deliver the RED by 2.30 all classrooms with any amendments for that day.
4. Any letters should be placed by Parents in the letter box outside or if it is drop off/pick up time, in the labelled plastic box, placed beyond the silver gates - they should be informed of this prior to starting back.
5. One child from each bubble only going to toilet at one time during lessons. Please try to promote children going at break times rather than in lesson times.
6. Agree instructions with children concerning going and returning to toilet
7. Messages to office via email. In an emergency, a child may be sent as a 'runner'.
8. Staff use alcoves to maximise the distance between each other when moving down the corridor.
9. We request that Staff wear face coverings in the corridors to afford extra protection to those around them outside the classroom and whilst still in the school building bearing in mind that face coverings will need to be removed whilst eating and drinking
10. Current Government guidance now states - Face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible.

11. No more than three people to be queued up at the photocopier and to maintain social distancing.
12. If any adult needs to enter another 'bubble', they should offer to wear a face covering..
13. We will teach all staff, children, visitors and contractors to 'keep left' in corridors. They must not pass at narrow/pinch points in corridor - instead waiting in wider, more open spaces, alcoves, to maintain the social distancing until that person has passed.
14. When moving class around the school including outside - a social distance between children - one adult at back (if possible) insisting the distance is maintained - regularly practise this in the first few days and reinforce continually.
15. Doors propped open in corridor to avoid unnecessary shared touching of surfaces. All doors to be closed in the event of a fire alarm/evacuation. Fire doors in classroom to be closed at the end of each day. Fire doors in corridor automatically set to close when alarm goes off or a fire is detected.

SECTION 7 - Hazard - Contact of shared resources resulting in indirect transmission of the virus

Control Measures -

1. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly. Resources that are shared between bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles or rotated to allow them to be left unused and out of reach for 72hours between use by different bubbles.
2. Children asked to bring in own stationery - (KS2) or have packs of stationery labelled with their name on - (KS1)
3. KS2 stationery brought in from home must stay in school and not go home each night. They should be placed each night in trays in tray banks so that the tables and floors can be cleaned thoroughly.
4. Tubs of resources for individuals if needed - maths cubes etc
5. Resources washed in disinfectant each night and left to dry if not same person using them the next day
6. Tables, door handles and other surfaces cleaned with disinfectant every break time and at night
7. Lessons planned so, wherever possible, resources are individual and not shared. Good practice uses the IWB. Unnecessary photocopying should be avoided.
8. Resources on tables ready for lesson and not distributed within the lesson wherever possible.
9. Plastic packets (zippy) bags may be used for individual resources
10. Children encouraged to wash hands in toilets/classrooms before and after each lesson and then to also use hand gel when starting a lesson.
11. No sand to be used.
12. Lost property that is found should be placed in a clear sealed bag and put in central agreed location. Any named items should be placed in a clear sealed bag and returned to appropriate classroom. It should be given to child's parents at end of day for them to safely clean and decontaminate.
13. Staff to be mindful of marking work - practising meticulous hygiene. Staff strongly recommended to avoid eating and drinking while marking.
14. Reading books in KS1 & FS - books to be sent home on timetabled days. KS2 children to use ORT book boxes and those in classroom as normal.
15. When any books are returned, books should be placed in an empty box. The adults in a classroom will need to monitor this and after the books from each day have been in the box untouched for 72 hours, then they can be returned to the shelf/central resource location for the next child to use.
16. Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities should be washed before and after use.
17. Malleable resources, such as play dough, should not be shared and consideration should be given to their safe use, depending on circumstances.
18. Children should be taught to wash their hands frequently, but particularly after using wheeled bikes, trikes and other large, movable toys.
19. If pupils have sensory toys, these will be minimised to one or two each and must be washed after each session.
20. If pupils are using the sensory tent, then this needs to be washed down at the end of each day or as required.
21. No cooking/baking in school. To be reviewed at October half-term. To be reviewed at Easter.

SECTION 8 - Hazard - Emotional distress of the children

Control Measures -

1. Children to have class teacher/TA wherever possible
2. ELSA provision available for children who are distressed - SENCO will provide a pack.
3. Teaching teams will have a list of available resources to support.
4. Steps of support will be planned and resources shared.
5. 30minutes minimum daily PSHE with reinforcement throughout the school day.
6. Our curriculum will be suspended until further notice, instead a new 'Covid RECOVERY Curriculum' will be in place, including slowly increasing the cognitive load.
7. Ask parents/carers to inform us if the family have lost someone close/job/pet, which may affect the family and the child.

8. Worry box in every classroom – issues arising addressed daily as appropriate.
9. Explore options for some staff to take online training to support children after school opens, dealing with grief, loss and anxiety.
10. In light of the need for children to behave differently when they return to school, and the new systems we have put in place to support that, the behaviour policy has been amended. Behaviour policy changes will also need to be communicated to pupils, parents and staff.

SECTION 9 - Hazard - Emotional distress of the staff – including anxiety

Control Measures –

1. Inclusion in risk assessment process – input into hazard identification and control measures
2. Staff meeting –Friday 17th July – to discuss concerns and shared control measures
3. Sharing of support helplines – HCC and others – Posters made and displayed for staff support/helplines.
4. At least one SLT member of staff available every day for staff to share concerns with
5. Every staff meeting and Comms will specifically reinforce staff wellbeing, reiterating the support available both from within school and externally.
6. Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible.
7. Designated "staff areas" areas for different groups of staff – office staff to have refreshments and tea making facilities in office (Please be mindful of kettle and children possibly being in the same area). Use of staff room – linked to staggered breaktimes. Staff to social distance – use seating area rather than tables where possible as this makes it easier to socially distance.
8. Only two chairs at each of the two dining tables in the staffroom. Only one in every three 'comfy' chairs in the staffroom to be available for use.
9. PPA will return to normal format from the week beginning 7th September. As usual, please ensure that for the first full two weeks, you remain in school for PPA.
10. Continued use of School Whatsapp OUTSIDE SCHOOL HOURS for communication and to maintain staff morale.
11. Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield can return to work as long as they maintain social distancing – specific risk assessments in place for these individuals.
12. All staff are expected to return to school from September 1st, working in a classroom environment where applicable.
13. Wherever possible, staff should adhere to 2 metre distancing measures in place for all adults.
14. Ask staff to inform SLT if the family have lost someone close/job/pet, which may affect the family.
15. Staff desks/work areas, which are shared, must be regularly cleaned by their users.
16. The next School newsletter should re visit Social Media – if a parent has an issue they should be encouraged to contact the School, not abuse procedures or individual staff members all over media. If they do not want to contact school, they could be pointed towards a Governor. Whilst doing this, parents should be reminded that this is a very stressful situation for everyone including staff and that using social media in such a derogatory way is far from constructive and can be very upsetting when staff read such posts and comments.
17. Whilst the following is recognised – 'On the basis of current evidence, in light of the mitigating measures education settings are taking, and the negative impact on communication, face coverings will not generally be necessary in the classroom even where social distancing is not possible. There is greater use of the system of controls for minimising risk, including through keeping in small and consistent groups or bubbles, and greater scope for physical distancing by staff within classrooms. Face coverings can have a negative impact on learning and teaching and so their use in the classroom should be avoided'. Any member of staff can choose to wear a face covering, some or all of the time, including while teaching.
18. Staff encouraged to take their temperature daily, either using the school thermometers or their own.

SECTION 10 - Hazard - Emotional distress of the parents/carers – including anxiety

Control Measures –

1. It is vital for all children to return to school to minimise as far as possible the longer term impact of the pandemic on children's education, wellbeing and wider development.
2. School attendance will be mandatory from the beginning of the Autumn term.
3. Parents have a duty to ensure that their child attends regularly at school where the child is registered.
4. Schools are responsible for recording attendance and following up absence.
5. Schools may issue sanctions including fixed penalty notices in line with the LA's code of conduct.
6. Where a child is unable to attend school because they are complying with clinical or Public Health Advice, we will immediately provide remote education via the downloads section of the School website.
7. Pupils of a school age must attend school unless a statutory reason applies.
8. Monitor attendance. Contact families with concerns about the safety of returning to school and who need reassurance.
9. Display contact details for helplines and information leaflets or slips to take away and online. It may need to cover FSM eligibility, entitlement to benefits, local foodbanks and charities, support for domestic abuse, Childline, online safety advice and reporting concerns etc.

10. Parent meetings with SENCO/staff via planned telephoned calls or Teams Meetings as appropriate or at a social distance.
11. For any child who is isolating, parents are to request home learning to be sent home and this will be provided in a timely fashion by the teacher concerned.
12. Every newsletter and on a general ParentMail regularly, parents will be signposted to the SEN and Pastoral support available to ensure that everyone is aware.

SECTION 11 - Hazard - Risk of spreading virus due to close contact with children - 1:1 and restraint resulting in direct transmission of the virus

Control Measures -

1. Seek expert guidance from special schools re support for children with behaviour difficulties that might need restraint and display spitting, biting etc.
2. Specific individual risk assessments in place for these SEN children.
3. Additional individualised risk assessments may be needed for: pupils who have not previously been risk assessed but in the new circumstances may pose a risk; pupils who need specific care, which cannot be delivered whilst ensuring social distancing; potentially violent pupils, especially those with a known risk of spitting and/or requiring physical restraint.
4. Parents of children who are particularly likely to need Team Teaching contacted by SENCO - and made aware that if we have to team teach, school procedures will be followed.
5. Staff who support with Team Teach to carry and use PPE as required.
6. School will be able to sanction, up to and including exclusion, pupils who wilfully refuse to adhere to arrangements of social distancing and deliberately cough or spit at pupils or staff, putting them at risk.
7. Masks purchased - including some N95 grade and instructions from PHE re cleaning
8. Extra disposable aprons ordered
9. Extra gloves ordered
10. Some visors also ordered if needed
11. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way that means staff and/or children are put at risk
12. Intimate Care Policy will continue to be followed - but in these instances, staff must wear full PPE - apron, face mask & gloves (& eye protection if deemed necessary).

Please note the Government guidance states, "Wearing face coverings or face masks is not recommended." However, if TeamTeach is needed, where practicable, full PPE will be worn.

SECTION 12 - Hazard - Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus

Control Measures -

1. Hand gel dispenser just inside all classrooms
2. Automatic moveable dispensers purchased to be used at entry to school and wherever the need arises
3. Hand gel order in large quantities
4. Extra soap dispensers and re-fills in each classroom & paper towels
5. Children handwash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze
6. Washing hands posters replaced in all washing areas
7. Reminders how to wash hands properly - videos and posters
8. Procedure agreed for children to wash hands so thorough hand washing - classroom sinks and toilet blocks may be used. Children with washed hands then sit at desks/go out to play.
9. Respiratory hygiene (catch it, bin it, kill it) - Avoid touching your mouth, eyes and nose. Cover your mouth and nose with disposable tissues when you cough or sneeze. If one is not available, sneeze into the crook of your elbow, not into your hand. Dispose of tissues into a disposable rubbish bag and immediately clean your hands with soap and water or use a hand sanitiser.
10. Ensure we have a good supply of disposable tissues to implement the 'catch it, bin it, kill it' approach in each classroom and enough to top up regularly
11. Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units
12. Prop doors open, where safe to do so (bearing in mind fire safety, temperature and safeguarding), to limit use of door handles and aid ventilation
13. Our School Uniform Policy will be adhered to. Uniforms do not need to be cleaned any more often than usual.

SECTION 13 - Hazard - Risk of infection due to lack of cleaning resulting in indirect transmission of the virus

Control Measures -

1. All surfaces, handles, toilets and shared equipment will be cleaned each day using disinfectant every break time and at night.
2. PPE will be worn by all cleaning staff when actively engaged in cleaning.
3. Each room being used will have cleaning product and cloths to wipe down immediately before and after each lesson and as necessary. If staff wish to wear PPE for this, they may.
4. Some resources (e.g. science equipment & musical instrument) will be rotated and left to de-contaminate for 72hours after cleaning to reduce the risk of indirect transmission
5. Soft furnishings and soft / cloth toys will be removed from use in classrooms

6. Deep cleaning of all classrooms and shared spaces that have been used by the Keyworker children before re-opening.
7. LIDDED bins in classrooms and in other key locations around the site for the disposal of tissues and any other waste.
8. Bins to be emptied at least daily, including tying each classroom's bin liner up and replacing with a new bin liner. This rubbish must be immediately taken to bins outside - NOT left standing in corridors, etc. All bins must be left ready to use again by cleaners, i.e. paper bins put back together so that other staff or children do not have to touch the bin.
9. New cleaning rota/regime in relation to Covid19.

SECTION 14 - Hazard - Risk of infection due to any illness arising while at school

Control Measures -

1. Sending home any child who 'feels unwell and is behaving out of character'. Children will also be sent home if they have any of the four symptoms of covid - raised temperature, persistent cough, loss of taste or smell.
2. Any child who is feeling ill must be immediately removed from the classroom environment and taken to the 'First Aid' pod. (Tiny Pod) The class-based member of staff is to call for help immediately. The supervising adult for the child feeling ill must take their mobile phone to allow contact with office to ask them to phone home - and to provide further support and contact if needed. The adult looking after the child should immediately/as soon as is practicably possible, put on PPE.
3. If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home, disposable gloves, a disposable apron, eye protection and a face mask (PPE) should be worn by the supervising adults.

Reference to PPE in the following situations means:

fluid-resistant surgical face masks

disposable gloves

disposable plastic aprons

eye protection (for example a face visor or goggles)

Where PPE is recommended, this means that:

a facemask should be worn if a distance of 2 metres cannot be maintained from someone with symptoms of coronavirus

if contact is necessary, then gloves, an apron and a facemask should be worn

if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting, then eye protection should also be worn

When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination.

PPE will be kept in the School First Aid pod & in the Office First Aid Room. & in all classrooms and main work areas.

Face masks must:

cover both nose and mouth

not be allowed to dangle around the neck

not be touched once put on, except when carefully removed before disposal

be changed when they become moist or damaged

be worn once and then discarded - hands must be cleaned after disposal

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door (SMALLEST POD), with appropriate adult supervision if required depending on the age of the child. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible (OLD LIBRARY TOILETS). The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE should be worn by staff caring for the child while they await collection if direct personal care is needed and a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.

Used PPE and any disposable face coverings that staff, children, young people or other learners arrive wearing should be placed in a refuse bag and can be disposed of as normal domestic waste unless the wearer has symptoms of coronavirus, in line with the guidance on cleaning for non-healthcare settings.

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

1. Should be put in a plastic rubbish bag and tied when full.
2. The plastic bag should then be placed in a second bin bag and tied.
3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known.

Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.

- if the individual tests negative, this can be put in with the normal waste
- if the individual tests positive, then store it for at least 72 hours and put in with the normal waste

Access to testing is already available to all essential workers. This includes anyone involved in education and their families. Education settings as employers can book tests through an online digital portal. There is also an option for employees to book tests directly on the portal.

First aid kits given to each class for minor injuries with a book to record accidents etc...admin can complete the first aid book at the end of each day. Staff dealing with minor ailments may choose to wear PPE if they wish.

SECTION 15 - Active Engagement with NHS Test & Trace

Control Measures -

1. Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to: book a test if they are displaying symptoms; Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school; All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit; provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace; self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)
2. By the Autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.
3. If needed, as a school, we would be able to provide a record of pupils and staff in each bubble and any lose contact that takes place between children and staff in different groups.
4. We will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of isolation.
5. Staff will be made aware of the NHS Track and Trace App.
6. School has its own NHS Track & Trace QR code, which visitors will be asked to scan, as well as being logged through our own school system - the office staff will complete our own handwritten record, not the visitors themselves. If the visitor does not have the APP, the office staff will complete the Track & Trace Form - see Appendix.

SECTION 16 - Hazard - Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus

Control Measures - please follow guidance in 'School Workforce' Section of Full-School Reopening.

1. We expect that all our staff attend school. Wider government policy advises that those that can work from home do so, however, the government recognises that this will not be applicable to most school staff. Therefore, having reviewed all employees roles, we expect all our staff to be in school.
2. Government guidance now states - *You should be aware that pregnant women from 28 weeks' gestation, or with underlying health conditions at any point of gestation, may be at greater risk of severe illness if they catch coronavirus (COVID-19). This is also the case for pregnant women with underlying health*

conditions that place them at greater risk of severe illness if they catch coronavirus (COVID-19). Therefore, staff are requested to make the SLT aware if they are pregnant as soon as possible.

SECTION 17 - Hazard - PE & Physiotherapy

Control Measures -

1. Risk assessments in place for individual pupils identified at a greater risk, including users of wheelchairs and other physical aids.
2. Children to come into school in PE kit on the days that they have PE - from the start of Term 2/1st Nov.

Please see appendix for separate, additional PE risk assessment.

SECTION 17 A - Hazard - Music, Drama & Singing

Control Measures -

1. Singing outside is a preferred option for the school to allow for increased social distancing.
2. Singing may take place in classrooms, with children remaining in their allocated spaces.
3. The music will be set low to ensure the children to listen and not shout.
4. Singing should be limited to a maximum of 10minutes in well-ventilated areas.
5. By considering and adopting these cumulative risk mitigation measures the overall risk will be reduced.

SECTION 18 - Hazard - Shared use of ICT SUITE

Control Measures -

1. The ICT Suite will be used at full capacity
2. All keyboards, mice and work stations and seats to be cleaned before use and afterwards, with a cleaning spray and cloth by the supervising adult.
3. The Suite will additionally be thoroughly cleaned at the end of each day.

SECTION 19 - Hazard - Visitors to School

Control Measures -

1. No unnecessary visitors in school, i.e. no parent helpers. This will be continually reviewed and amended in line with Government policy and guidance. If/when this is allowed, mixing of volunteers across groups should be kept to a minimum.
2. Governors are allowed in school in connection with their Governor role.
3. Parents are encouraged wherever possible not to come into school - If they wish to talk, options can be telephone, email and talking outside of school at a sensible social distancing, also being mindful of confidentiality and the sensitivity of some matters which may need to be discussed. Meetings can be held in school if deemed necessary. All visitors must wear a face covering to move room the school - once seated, if the member of staff leading the meeting is happy that there is good social distancing and ventilation, they may suggest to visitors that they can remove their masks if they wish. However, these must be replaced before leaving the room and to exit the school.
4. Meeting room limits to ensure social distancing - conference room and SEN room - both a maximum of four individuals.
5. External agencies, e.g. SEN related, will, wherever possible, meet virtually. If they do have to enter school, they must follow our 'Covid19 Rules For Visitors'.
6. Contractors must follow our 'Covid19 Rules For Visitors'.
7. Where visits to the school site can happen outside school hours, they should.
8. A record should be kept of all visitors - Visitors will be logged in as usual, plus all visitor names recorded in a separate diary.
9. Visitors must be pre-booked wherever possible.
10. Regarding recruitment, any interviews are conducted socially distanced and candidates have no contact with children and only limited staff who undertake the interview.
11. We will continue to allow trainee students to take up placements within our school.

SECTION 20 - Hazard - Incorrect handling of Protective Equipment

Control Measures -

1. Any homemade non-disposable face coverings that children, young people or other learners are wearing when they arrive at their setting must be removed by the wearer and placed into a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands. This must be communicated to parents.
2. Face coverings should not be used by children under the age of 2 or those who may find it difficult to manage them correctly. For example, primary age children unassisted, or those with respiratory conditions.

3. The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. Staff may choose to wear their own face coverings if they wish.

Best practice for use of face masks (WHO):

- Before putting on a mask, clean hands with alcohol-based hand rub or soap and water.
- Cover mouth and nose with mask and make sure there are no gaps between your face and the mask.
- Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water.
- Replace the mask with a new one as soon as it is damp and do not re-use single-use masks.
- To remove the mask: remove it from behind (do not touch the front of mask); discard immediately in a closed bin; clean hands with alcohol-based hand rub or soap and water

SECTION 21 - Hazard - Office

1. No entry to the office other than admin/SLT unless in an emergency.
2. Staff to clean shared resources, e.g. telephones, after use. Staff may feel more comfortable sanitising before using the equipment too.
3. Door to be kept open with a barrier in place.
4. To prevent contamination of phones / emergency contact box, admin will make all calls if possible.
5. Any requests for equipment to be emailed to admin and this will be left outside the classrooms.
6. First aid kits given to each class for minor injuries with a book to record accidents etc...admin can complete the first aid book at the end of each day.
7. Any serious injury, admin will contact parents.
8. Parents encouraged to email in rather than send in paper letters, as well as making appointments/telephoning ahead to come into school/the office to collect items, etc.
9. Where possible, letters will be ParentMailed out rather than paper copies sent.
10. Teachers to have contact details for all children in their class to avoid unnecessary trips to office.
11. Parents to ensure children have coats, water bottles and lunches to minimise contact of these items in the office.

SECTION 22 - Hazard - Servery

1. Dinner staff will wear their lunchtime aprons. (If they have been in a cleaning role earlier in the day, they must make sure that they have changed their aprons and meticulously washed hands).
2. Serving staff will continue to stand behind two different serving hot trays - if they stand at the extremities of each of these they should be 2 m apart. They will be reminded to be mindful of keeping their social distance between each other.
3. 2metre mark (from kitchen staff to child) on floor for children to stand behind when being served by kitchen staff - children will be encouraged to stand behind this mark BUT they will have to move over it to choose their meal and then to collect their tray of food.
4. If a child requires food cutting up/yoghurts/bottles opening or fruit peeling, they will be encouraged to do so independently first off. If they still cannot do this, then, if the adult is happy, they can assist (spending as little time as possible in proximity to the child and hand sanitising their hands immediately afterwards). Parents will be asked, prior to opening, to consider carefully what they pack for their child to enable them to be as independent as possible. If adults are in close proximity to a child in the dining hall, for example, helping with cutting up food, the wearing of a face covering is recommended.
5. When outside provider delivers hot meals, they will observe social distancing at all times.

SECTION 23 - Hazard - Shared Staff Spaces

1. Clear signage in shared staff spaces to encourage the 2m social distancing.
2. Only two chairs at each of the two dining tables in the staffroom. Only one in every three 'comfy' chairs in the staffroom to be available for use.
3. Signs to remind staff about social distancing and the cleaning of the equipment in the photocopier/guillotine area.
4. STAFF ROOM - Staff to wear gloves to stock up and they do not touch unless they have to, i.e. tipping in biscuits. Hand gels placed next to biscuit tins for staff to sanitise their hands before using the biscuit tin.
Everyone has to use hand gel before they enter.
No tea towels in use, paper towels used.
Staff to wash up after themselves.
Staff to only make drinks for themselves.

SECTION 24 - Hazard - Staff Meetings/Communications

1. These will be kept to a minimum and for full staff meetings, held, either in the school hall at a social distance or via Microsoft Teams, etc.

SECTION 25 - Hazard - External Visits by Pupils

1. No external visits will be allowed.

This will be continually reviewed and amended in line with Government policy and guidance.

SECTION 26 - Hazard - BASC

PLEASE SEE SEPARATE DOCUMENT.

SECTION 27 - Hazard - Early Years Provision

1. Children will not be sitting at tables but on the carpet as a whole class and in small groups.
2. Children will be allowed to access (under strict controls) all resources except some soft furnishings.
3. Sand is now permitted to be used - one class will use it Monday through to Thursday. It will then be left Friday through to Sunday, ready for the other class to use on the following Monday to Thursday.
4. FS will be as one bubble - due to shared outside areas, etc.
5. Use of outside space as much as possible.
6. Staff to have individual pens/pencils but children will have shared resources. Where possible, these will be cleaned at the end of every day.
7. Catch it, bin it, kill it - mirrors, tissues and bins within the classroom - so children can learn to see if they are clean.
8. Collection and drop-off - on first few days, if a child is struggling with leaving their parents. parents will be asked, where possible, to place their child on the floor and remain standing whilst child is encouraged to come into the classroom by school adults - to avoid close-to-contact between parents and staff.
- 9.

OTHER POINTS TO NOTE:

- Fire drill to be practised whilst still maintaining social distancing - both when leaving the school premises and when lining up in the Bus Park.
 - Our school policy of 5 year DBS will be suspended at this time - we will allow 6months grace on all DBS that have expired. We will recommence in September. Staff will be notified in September if DBS is due to expire.
 - School could lapse/fail to follow the newest national and/or LCC guidelines and advice on COVID-19 - SO daily checks will be made with:-
 - Government websites (Gov.uk) or [LCC website](#)
 - Local/National news providers
 - Local school networks/partnerships (if applicable)
- Any changes in national/LCC advice and guidance to be shared with the Head, Board of Governors etc. for appropriate action.
- Staff, Parents and students to be updated in a timely manner, using ParentMail etc. as necessary.
- All clubs (sports or otherwise, within the school day or after school) are cancelled. This will be reviewed at October half-term. *This will be reviewed at Easter..*
 - *We have a Remote Learning Policy in place. We are using Tapestry, Eschools and TEAMS to meet the expectation set out in the policy for Remote Learning.*
 - *Support for staff wellbeing and pupil wellbeing is available on the school website and further support is available through the School SENCO.*
 - *Staff are continuing to test with Lateral Flow tests twice a week at home - see separate risk assessment for this.*

IN THE EVENT OF AN OUTBREAK WITHIN SCHOOL, the safety of all children and staff will continue to be of paramount importance and with this in mind, it may be that due to reduced staffing we have to close the school to specific classes, year groups or as a whole.

Appendices are available to view for anyone who requests it.

Please see Appendix A - Staff Guidance/Rules relating to Covid19

Please see Appendix B - Visitors/Contractors Guidance/Rules relating to Covid19 - UPDATED

Please see Appendix C - Children's Rules relating to Covid19

Please see Appendix D - Covid 19 Cleaning Regime

Please see Appendix E - Covid19 Health & Hygiene Awareness Posters

Please see Appendix F - Amended Behaviour Policy - June 2020

Please see Appendix G - School Rotas for play times and shared areas used

Please see Appendix H - Covid-19 Curriculum

Please see Appendix I - Information for Parents - Reopening

Please see Appendix J - Site Maintenance Schedule

Please see Appendix K - NHS Track & Trace Form

Please see Appendix L - PE

Please see Appendix M - Risk assessment overview for staff based on their own personal and family circumstances - Availability to work.

Please see Appendix N - Remote Learning Policy