




**South Gosforth First School**  
**COVID-19 Risk Assessment**  
**(To be used alongside the SGFS COVID-19 RAG Checklist)**

<b>RISK ASSESSMENT</b>	 <b>South Gosforth First School</b> <i>'Roots to grow and wings to fly'</i>
<b>Activity:</b> COVID-19 Risk Assessment – Return to National Lockdown January 2021	<b>Location:</b> All areas of school
<b>Assessment conducted by:</b> Rob Adams (Head Teacher)	<b>Date Completed:</b> 7 <sup>th</sup> January 2021 (Version 10)

**Supporting Documentation:** *SGFS COVID-19 RAG Checklist*

*Revised first aid procedure*  
*Revised fire evacuation procedure*  
*Staff conduct information*  
*Parent conduct information*  
*Pupil conduct information*  
*SGFS Organisation Plan*  
*Cleaning schedule*  
*Health & Safety info for staff*  
*PPE Guidance*

**Version Control**

Version 1 – June 2020: Text is black with control measure headings in red.

Version 2 – September 2020 Amendments / New section: Text is blue.

Additions after further consultation (27<sup>th</sup> September): Text is green.

Version 8 – 13<sup>th</sup> October 2020 Amendments: Text is purple.

Version 9 – 18<sup>th</sup> November 2020 Amendments: Text is orange.

Version 10 – 7<sup>th</sup> January 2021 Amendments: Text is pink.

Consideration should be given to Public Health England and LA guidance regarding local transmission rates (R) rather than the national transmission rates, in addition to the number of new cases in the local area.

Although measures to reduce risk can be implemented it is difficult to calculate actual levels of risk using the current transmission data.

## Introduction

On 2nd July 2020, the government published 'Guidance for full opening – schools', confirming their plan for all pupils, in all year groups, to return to school full-time from the beginning of the autumn term. The guidance applies to all schools, including first schools.

Schools have been advised to minimise the number of contacts a pupil has with other staff and pupils as much as possible during the school day as part of implementing a safe system of controls. This is intended to reduce the risk of transmission of COVID-19 and to help school to manage risk effectively and efficiently. It must be made clear that schools cannot completely eliminate the risks of COVID-19, but they can take reasonably practicable steps to reduce the risks.

The Government accepts that there cannot be a 'one-size-fits-all' approach. The system of controls provides a set of nine principles to substantially reduce the risk of transmission of COVID-19, whilst school leaders are required to make judgements about how to balance delivery of a broad and balanced curriculum for students, whilst also implementing the measures required to mitigate risk.

As was the case with our previous risk assessments, our 'COVID-19 – September 2020 School Reopening' risk assessment will be considered and ratified by the Full Governing Body, shared with trade unions and employees for consultation and shared with parents, students and visitors to the school. This will ensure that school has identified and accounted for the foreseeable risks, but also that expectations are clearly communicated to those to whom they apply to, ensuring individuals are aware and understand why measures have been put in place and the importance of adhering to them.

This risk assessment will be reviewed weekly, alongside our 'COVID-19 RAG Checklist' unless circumstances require an earlier revision (e.g. a change in Government guidance, the need to add or adapt safety measures when observed in practice, or in the event of a local / national lockdown etc).

'The Management of Health and Safety at Work Regulations 1999' places a duty upon all employers to make a suitable and sufficient assessment of the risks to the health and safety of their employees, whilst they are at work, and to others who may be affected by the employer's undertakings.

In education settings, preventing the spread of coronavirus (COVID-19) involves preventing: Direct transmission, for instance, when in close contact with those sneezing and coughing and Indirect transmission, for instance, touching contaminated surfaces.

Government guidance provides the following 'hierarchy of controls' to prevent the spread of COVID-19. Maximising use of these controls will create an inherently safer system, where the risk of transmission is substantially reduced. They are an adapted and extended form of the system of protective measures that were introduced during the summer term for partial re-opening of schools. The controls are split in to 'Prevention' and 'Response to Infection'.

**Prevention:**

1. Minimise contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms, or who have someone in their household who does, do not attend school
2. Where recommended, use of face coverings in school
3. Clean hands thoroughly, more often than usual
4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
5. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products, such as detergents, broad spectrum sanitisers and bleach
6. Minimise contact between individuals and maintain social distancing wherever possible
7. Where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place at all times. Number 5 must be adequately considered and schools must put in place measures that fit their particular circumstances. Number 6 applies in specific circumstances.

**Response to Infection:**

8. Engage with the NHS Test and Trace process
9. Manage confirmed cases of COVID-19 amongst the school community
10. Contain any outbreak by following local health protection team advice

Numbers 8 to 10 must be followed in every case where they are relevant.

**South Gosforth First School**  
**COVID-19 September 2020 School Reopening**

**PREVENTION**

**Control 1:** Minimise contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms, or who have someone in their household who does, do not attend school

*Increased risk of infection and transmission of COVID-19.*

*Direct transmission includes when in close contact with those sneezing and coughing.*

*Indirect transmission is from touching contaminated surfaces.*

Hazard	Who is at risk of harm?	Level of Risk (Low Medium High)			Actions to Minimise Risk
Pupils, staff or visitors display symptoms of COVID-19.	Pupils, staff, visitors, families	3	4	12 M	<p>Pupils, staff and visitors are instructed not to attend school site if they are displaying symptoms of COVID-19 or have tested positive in the last 10 days.</p> <p>Use existing communication systems (i.e. website, letter, email and text) and signage to reinforce the message not to attend site if individuals are displaying symptoms of COVID-19 and to follow Government advice.</p> <p>Children will mainly stay with their own classes, however bubble groups are in year groups. Children will not mix between bubbles - each class will have an allocated classroom to work in and each bubble / year group will have their own playground space.</p> <p>Following a confirmed diagnosis, all staff and pupils within a bubble will isolate for 14 days <b>or</b> until they have had a negative test result. The child with symptoms only needs to isolate for 10 days.</p> <p>Testing is available for all staff and pupils in the event of confirmed or suspected cases.</p> <p>Areas and equipment allocated to that bubble would be 'deep cleaned' by cleaning and caretaking staff and additionally by Newcastle City Council cleaning staff prior to the children's return of or the use of the space.</p>

					<p>A thorough clean of all areas used by the symptomatic individual to be arranged with Newcastle City Council. Areas should be locked and taken out of use until this is completed.</p> <p>Staff and parents will have information on how to access a test circulated to them in advance of school starting on Tuesday September 8<sup>th</sup>.</p>
Pupils, staff or visitors display symptoms of COVID-19 when they are on the school site.	Pupils, staff, visitors, families	3	4	9 M	<p>All staff to have a 'Flow Chart' of actions of what to do in this scenario up and clearly visible in classrooms to refer to.</p> <p>Mr Adams or a member of senior staff wearing PPE will take the child to the parents' room. Sign is then to be placed on door to ensure that others refrain from entering. Any place that the child has been must be thoroughly cleaned by staff or cleaners if in school as soon as possible (take the children outside whilst seat, table and equipment etc has been sprayed and thoroughly cleaned)</p> <p>Comfort child and check temperature using electronic thermometer. If the child needs the toilet, they must use the accessible disabled toilet next to the parents' room – this is to then be deep cleaned after use prior to being used by anyone else.</p> <p>Parent (or other emergency contact) to be telephoned to collect child immediately. The child will be handed over to their parent / carer through the front of school door – ensure this area is empty prior to collection (and that office staff are away from the area when this takes place.)</p> <p>Parents are informed of all procedures via email of key documentation and risk assessment. PHE Guidance states: If an individual (staff or student) becomes unwell with a new, continuous cough, a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), whilst they are on the school site, they are sent home and advised to follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. (<a href="https://www.gov.uk/government/publications/covid19-stay-at-home-guidance/stay-at-home-guidancefor-households-with-possible-coronavirus-covid-19infection">https://www.gov.uk/government/publications/covid19-stay-at-home-guidance/stay-at-home-guidancefor-households-with-possible-coronavirus-covid-19infection</a>)</p> <p>Parents will be contacted by office staff or a senior leader to advise that their child is unwell and to await collection. Additional emergency contacts are utilised if parents are not available when contacted. This reduces time spent in the parents' room and enables access to testing and treatment for symptoms.</p>

					<p>Staff are sent home immediately as soon as symptoms become evident.</p> <p>If an individual becomes seriously ill, injured or their life is at risk, emergency services are contacted by calling 999.</p> <p>Non COVID related first aid is carried out in the appropriate classroom space for the bubble group.</p> <p>The individual must self-isolate for at least 10 days and should arrange to have a test via the following link <a href="https://www.gov.uk/guidance/coronavirus-covid-19-gettingtested">https://www.gov.uk/guidance/coronavirus-covid-19-gettingtested</a> or via NHS 119 for those without access to the internet. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>If a student becomes unwell with symptoms consistent with COVID-19, the teacher will contact the main office either by using an internal telephone or by sending a TA to inform SLT, who will then act accordingly. Either Mr Adams or another member of SLT will go to the classroom to collect the student and accompany them to the medical room. Both the student and first aider will wear a disposable face mask (provided by the school) as they move from the classroom to the medical room, as this will involve moving through communal spaces and halls. Additional items of PPE (e.g. gloves) are also available, if required.</p> <p>If a student is displaying symptoms of COVID-19 and is waiting to be collected by a parent, they will be located in the parents' room, designated for COVID-19 where they can be safely isolated behind a closed door and with a window for ventilation. Mr Adams / a member of SLT will talk to and comfort the child through the window. The room will be cleaned and disinfected by the cleaning team, using disinfectant cleaning products, prior to use by anyone else.</p> <p>PPE will be worn by staff attending to a student with COVID-19 symptoms if a distance of 2 metres cannot be maintained or a student needs direct assistance (e.g. for a student with complex additional needs).</p> <p>A member of staff who has helped a student or staff member displaying symptoms of COVID-19 must wash their hands thoroughly for at least 20 seconds with soap and running water or use hand sanitiser after any contact with the individual. They do not need to isolate unless they develop symptoms themselves, or if the student subsequently tests positive or they have been requested to do so by NHS Test &amp; Trace.</p>
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					<p>If more than one student needs to use the parents' room, students will be socially distanced as far apart as possible. Additional rooms will be brought into use, if required (Mr Adams' office.)</p> <p>If a member of staff displays symptoms of COVID-19 during a lesson, the teacher will inform the main office, using an internal phone or sending a TA to inform SLT. A member of SLT will be informed and will go directly to the teaching room. The member of staff will be sent home and cover for the lesson facilitated by SLT. The children will be taken outside until the room can be cleaned. If the lesson can be moved to another classroom within the bubble, it will be. Thorough cleaning will be undertaken thereafter. The member of staff will be requested to access a COVID-19 test.</p>
Local Authorities advise all schools within their locality that it is not safe to reopen, as they have a safeguarding responsibility for all schools.	Pupils, staff and families	3	4	12 M	<p>RA to check local authority daily for information relating to each geographical location via email.</p> <p>Local Authority advice and local 'R rate' is factored into the risk assessments as a dynamic document. If the school is advised to close by the LA, parents will be immediately informed by text and email.</p>
<b>PREVENTION</b> <b>Control 2: Where recommended, use of face coverings in school</b> <i>Increased risk of infection and transmission of COV-19.</i> <i>Direct transmission includes when in close contact with those sneezing and coughing.</i> <i>Indirect transmission is from touching contaminated surfaces.</i>					
Hazard	Who is at risk of harm?	Level of Risk (Low Medium High)			Actions to Minimise Risk
COVID-19 is transmitted in school due to lack of face coverings being used to prevent airborne particles spreading.	Pupils, staff and families	2	4	8 M	<p>DfE and Public Health England guidance specifies that children who are at Primary and First School age do not need to wear protective face coverings or masks, therefore we do not feel that it is appropriate for our children to do so, as this would inhibit their learning and school experience.</p> <p>Any member of staff who may choose to wear a face mask or protective visor is permitted to and the expectation is that full PPE must be worn to carry out intimate care duties for specific children.</p> <p>Parents and carers must wear face coverings at drop off and collection times every day from 21.09.20, unless they have a specific medical reason not to.</p>

					All members of staff <b>must</b> wear face masks in all areas when walking around school or at break / lunch times when in communal spaces like the Parents' Room or Entrance Lobby.
<b>PREVENTION</b>  <b>Control 3: Clean hands thoroughly, more often than usual</b>  <i>Increased risk of infection and transmission of COV-19.</i> <i>Direct transmission includes when in close contact with those sneezing and coughing.</i> <i>Indirect transmission is from touching contaminated surfaces.</i>					
Hazard	Who is at risk of harm?	Level of Risk (Low Medium High)			Actions to Minimise Risk
COVID-19 is transmitted through inadequate hand hygiene.	Pupils, staff and families	2	4	8 M	<p>Handwashing facilities are available on site with hand sanitiser made available in every classroom and most communal spaces. Pupils also have access to antibacterial soap and running water in the toilets and wet areas. Pupils are instructed to clean their hands upon arrival and exit using hand sanitiser at their classroom door on their way in and out of school. A sanitising station is also available at main reception for visitors and in other designated areas including workspaces. Pupils will also sanitise their hands before and after play times, before and after they go to the toilet (sanitise then wash hands with soap and water) and after they have used equipment. This practice will be required for the foreseeable future and will become part of the school's culture and behaviour expectations. Hand hygiene protocols will be explained to students during inductions days.</p> <p>Sanitiser is above the minimum level of 60% alcohol. Skin cleaning wipes or milder soap and water are available as an alternative to sanitiser, if required (i.e. due to additional complex needs or skin concerns such as dermatitis or eczema).</p> <p>Signage is in place within staff and student toilets to encourage frequent and thorough handwashing. All pupils and staff <b>MUST</b> sanitise their hands before they enter the toilet and wash their hands when they are finished.</p> <p>Hands should be washed for at least 20 seconds with running water and soap or using alcohol hand sanitiser, ensuring that all parts of the hands are covered, including in between fingers and thumbs. Teachers will demonstrate and emphasise this in their teaching.</p>



					<p>Hands must be dried thoroughly after washing/sanitising with paper towels and disposed of in appropriate bins.</p> <p>Current displays outlining effective hand cleaning will be extended throughout the school site.</p> <p>All adults and children will continue to be encouraged to avoid touching their mouth, eyes and nose – this again will be specifically taught and emphasised by staff during teaching sessions.</p>
<b>PREVENTION</b>  <b>Control 4:</b> Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach  <i>Increased risk of infection and transmission of COV19.</i> <i>Direct transmission includes when in close contact with those sneezing and coughing.</i> <i>Indirect transmission is from touching contaminated surfaces</i>					
Hazard	Who is at risk of harm?	Level of Risk (Low Medium High)			Actions to Minimise Risk
COVID-19 is transmitted through inadequate respiratory hygiene practises and disposal of waste.	Pupils, staff and families	3	4	12 M	<p>Swing lid bins have been placed in all occupied rooms for disposal of tissues. A supply of tissues has also been made available in each occupied room. Waste is disposed of in the normal way (i.e. bagged, tied and taken to the external bins) at least daily, by the cleaning and caretaking team. Paper towels used to wipe hands after washing do not need to be placed in lidded bins, however, tissues used for staff or pupils to blow their noses or catch a sneeze must be placed in a lidded bin. This will be communicated to all staff and pupils.</p> <p>All adults and children will continue to be advised to use a tissue or elbow to cough or sneeze and use bins for tissue waste. This is in line with Government advice to ‘catch it, bin it, kill it’.</p> <p>Additional swing lid bins have been purchased to provide one in each classroom in anticipation of full re-opening. Bins in the toilets will be provided but do not need to be lidded as these will be used for tissues to dry hands after washing. Tissues continue to be provided where hand sanitiser is in each classroom and communal space, with additional stock purchased for full re-opening. Sanitiser is available in all rooms to clean hands after using a tissue.</p>

**PREVENTION**

**Control 5:** Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products, such as detergents and bleach

*Increased risk of infection and transmission of COVID-19.*

*Direct transmission includes when in close contact with those sneezing and coughing.*

*Indirect transmission is from touching contaminated surfaces*

Hazard	Who is at risk of harm?	Level of Risk (Low Medium High)			Actions to Minimise Risk
COVID-19 is transmitted through inadequate cleaning of the school environment	Pupils and staff	3	4	12 M	<p>School continues to follow the 'COVID19: cleaning in non-healthcare settings outside the home' guidance produced by Public Health England.</p> <p>Daily cleaning is carried out throughout the school day by both cleaners, caretaker and staff with tasks focussed upon maintaining cleanliness of high traffic areas and facilities. Whilst cleaning will not be able to take place as frequently as it was during lockdown, the expectation is that cleaners will clean the toilets on a morning, after school and staff (Mr Adams or other SLT) will clean toilets at lunch times. Staff will be encouraged to clean classroom spaces as much as possible during the school day, wiping main touch points and surfaces where appropriate. Cleaning staff will also clean each classroom space thoroughly daily.</p> <p>Frequently touched surfaces are cleaned at greater intervals than normal by staff and the cleaning team.</p>
COVID-19 is transmitted through the sharing of equipment	Pupils and staff	2	4	8 M	<p>For shared use of equipment and resources, the Government's position has changed for the autumn term: For individual and very frequently used equipment, such as pencils and pens, it is expected that staff and pupils are allocated their own items and that they are not shared. These pieces of equipment must be stored on the child's table that they are working on and must not move from there. Resources absolutely must not be shared and this will be communicated very clearly with the children.</p> <p>Classroom resources, such as ipads or text books, can be used and shared within a single year group bubble and should be cleaned between transferring between classes using the disinfectant wipes provided.</p> <p>Clear Desk Policy - Staff continue to plan lessons with resources minimised as much as possible. Surplus resources must be disposed of after each lesson using the recycling or general waste bins in classrooms and not piled on desks.</p>

					<p>If resources are required for a future lesson, they must be placed in the plastic storage boxes available in each room.</p> <p>Resources that are shared between classes and bubbles, such as play, sports, art and science equipment, will be cleaned more frequently and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>EYFS and Year 1 – Equipment to be used during ‘Busy Play’ periods will be minimised and chosen by the teachers on that specific day and put out for the children to use. The children must not self-select any additional equipment. Resources which can be sprayed will be cleaned with broad spectrum sanitiser at the end of each teaching day as a minimum. For resources which cannot be as easily cleaned, these will be quarantined and not used for at least 72 hours between uses.</p> <p>Pupils may take reading books and some other resources home (eg phonics cards), although unnecessary sharing must always be avoided and limited to only those resources that contribute to student education and development/progression. Hand hygiene protocols and cleaning of resources apply in this situation also.</p> <p>Homework set from Year 1 upwards will be a ‘Homework Timetable’ where the pupils are set a series of short key tasks which will consolidate work completed in school. This will involve pupils not handing in sheets etc, but sharing their learning via ‘Tapestry’ or using the ‘Seesaw’ application, which will minimise too many tangible resources being transferred between home and school and will also minimise risk for teachers marking sheets which have been in other environments apart from school.</p> <p>Pupils must limit the items they bring into school each day to essentials only. Bags are permitted. A bottle of drinking water is recommended with water coolers available onsite to refill – Once brought in to school, these water bottles must stay on site and staff will clean them regularly. In addition, pupils should bring book bags (with reading books and reading journal), packed lunches and coats. No other equipment will be permitted to be transferred between home and school.</p> <p>Individual water bottles are now permitted to go between home and school in order to ensure they are thoroughly washed each day and refilled with fresh drinking water.</p>
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Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	Pupils and staff				<p>A return-to-work plan for cleaning and caretaking staff (including any deep cleans) is agreed with contracting agencies / caretaker / contract cleaners prior to opening.</p> <p>RA to meet with Paul Bolam regularly to discuss cleaning requirements and assess how things are running in school to gauge if additional cleaners are needed.</p> <p>An enhanced cleaning plan is agreed and implemented which minimises the spread of infection.</p> <p>Procured appropriate cleaning materials and PPE</p> <p>At any point that the Head Teacher deems that cleaning of areas is insufficient due to cleaning staff absence/availability, <a href="#">additional cleaners will be sought from the council.</a></p>
Building contamination following student occupancy: Preparing for the following day	Pupils and staff	2	4	8 M	<p>Provision of tissue and sanitisation supplies to be checked and restocked as required.</p> <p>Bins to be emptied immediately and disposed of in the nappy store (for medical grade waste).</p> <p>Cleaning to give special consideration to hard surfaces and touch points, such as table tops, push plates, door handles, light switches etc.</p> <p>Caretaking, cleaning and school staff are to clean spaces which pupils are in regularly throughout the day with specified cleaning products (broad spectrum sanitiser in classroom space, disinfectant aerosol sprays for resources, Sani-cloth wipes for paper based resources and broad spectrum sanitiser spray for toilets and sinks).</p>
Shortages of essential supplies due to mass buying following Government announcement	Pupils and staff	2	4	8 M	<p>Purchase orders for replacement items to be placed earlier than normal to allow for delayed deliveries.</p> <p>Use regular local supplier who is reliable and delivers within 2 working days.</p> <p>Staff, SLT and caretaking staff to regularly assess stock supplies and anticipate when more needs to be ordered well in advance.</p>

Virus lives on surfaces and transmits between groups.	Pupils and staff	2	4	8 M	<p>Ensure tables, door handles, chairs etc are cleaned regularly throughout day Tissues available in each room to 'catch it, bin it and kill it'</p> <p>For classrooms, cleaning will take place by caretaking and cleaning staff every morning before the children enter the building and every evening once the children have left. Members of school staff will also clean regularly at integral times throughout the school day (eg lunch times).</p> <p>Remove loose soft furnishings and toys from settings which cannot easily be cleaned.</p> <p>Distribute ipads to each bubble's space to be used only by one group of pupils and cleaned thoroughly after use.</p> <p>Children to not bring objects in from home (other than water bottle, book bag, coat and packed lunch.) Children to eat their lunch in their own classroom bubble space.</p> <p>Lunch is now eaten at an allocated time in the Hall or Dining Hall with children seated in class bubbles. The kitchen staff clean all tables and seats between sittings and ensure all cutlery and crockery is removed from the previous sitting.</p> <p>Water bottles are to be taken home and thoroughly washed by parents and carers each day and brought back to school the following day. This is to prevent the risk of mould and bacteria growing in bottles which have not been adequately cleaned. These bottles must be put on the tables where the children are working and must only be used by that child.</p> <p>Fruit and milk to be introduced again with thorough hand washing / sanitising before and after the children eat and drink. This will be at set times and not accessed independently as was done previously.</p> <p>Packed lunches from home are to be wiped with antibacterial wipes as the children come in to school on a morning. These can then either be stored under the pupils' chairs or at the side of the classroom but not touching. We will also recommend in parent correspondence that packed lunches and items within it are disposable where possible (eg brown paper bags).</p> <p>Book bags from home are to be stored under chairs or in pupils' trays.</p>
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					<p>Where it is not possible to store books bags from home under chairs or in pupils' trays due to limited space these will be sprayed with an anti-bacterial spray on entering school before being stored on pegs. <b>The peg areas will be sprayed at the end of each school day with antibacterial aerosol spray.</b></p> <p><b>There will be no written marking in books until further notice. This is to ensure that the risk of cross contamination is minimised through staff touching surfaces where the pupils have been working. Feedback will be given to as many pupils as possible within a lesson verbally for the time being.</b></p>
<b>PREVENTION</b>  <b>Control 6: Minimise contact between individuals and maintain social distancing wherever possible</b>  <i>Increased risk of infection and transmission of COV19 as the number of staff and students attending school increases.</i> <i>Direct transmission includes when in close contact with those sneezing and coughing.</i> <i>Indirect transmission is from touching contaminated surfaces.</i>					
Hazard	Who is at risk of harm?	Level of Risk (Low Medium High)			Actions to Minimise Risk
General: Risk of viral cross contamination. (Spread of virus due to airborne particles and residues of bodily fluids on surfaces).	Pupils and staff	3	4	12 M	<p>RAG Risk Assessment Checklist carried out once per week by members of SLT</p> <p>All building users are to wash hands once in the building, frequently throughout the day, especially before eating, and again before leaving the building. Appropriate signage to be visible in bathrooms and key areas. All toilets and sinks used must be sprayed with alcohol spray after use.</p> <p>Pupils in KS1 classrooms to use the KS1 toilets. Pupils in KS2 classrooms to use the KS2 toilets. Staff are to use the staff toilets in the Y4 corridor and the toilets in the staff room. RA and ED to use the disabled toilets in the entrance lobby.</p> <p>Pupils should enter the classroom directly via the external door so as to avoid the use of corridors. All entrances should have a staff presence during student entry.</p> <p>On entering the building pupils should go directly to the teaching area, after sanitising their hands.</p> <p>Clear signage displayed in classrooms promoting social distancing and the importance of hygiene. Staff will also regularly remind pupils of these measures and refer to them consistently.</p>

					<p>There will be no 'carpet time' where pupils are sat closely together during lessons, apart from in Reception and Year 1 where this is an integral part of learning for these pupils. Other classes will listen to teacher input from their seats. Lessons will be kept short and pacy and the children will be encouraged to take regular rest breaks as often as needed in their specified outdoor space for that day. Teachers are also encouraged to use the outdoor space as much as possible when delivering lessons in order to keep the children actively involved and focussed on their learning.</p> <p>Assemblies – Either Mr Adams or Mrs Whitehouse will carry out a live assembly virtually through the 'Zoom' application which will be watched by pupils at home and at school. There will also be a weekly pre-recorded assembly for pupils in Year 1 to Year 4 which will be shared on Seesaw.</p> <p>Students to be briefed regularly throughout the day about social distancing and the importance of hand washing. Soap and paper towels to be available next to all sinks. Alcohol hand sanitizers to be made available in all teaching areas. Signage to be displayed around the building advising of hand cleaning procedures and correct hand washing techniques.</p> <p>At least one member of SLT, a DSL, a First Aider &amp; a member of Admin staff will always be on site. If this is not possible due to staff absence or illness and we had no available cover, <a href="#">we would look to other schools within our trust to see if they could help us with staffing.</a></p> <p>Internal doors should remain open wherever possible so as to avoid the use of push plates and door handles. Classroom doors and windows to remain open when possible - this will also assist with ventilation.</p> <p>Frequently touched surfaces to be sanitised periodically with a suitable cleaner such as Clinell Universal Wipes, Clinell Universal Spray, Vita Anti-Viral Wet Wipes, Dettol disinfectant aerosol spray, broad spectrum sanitizer or other suitable products as available. (Computer keyboards, remote controls, photocopier buttons etc.)</p> <p>Multiple boxes of tissues to be made available in all areas to limit potential student movement.</p> <p>Additional waste bins fitted with lids to be made available in teaching areas so that pupils who use tissues to blow their noses etc can dispose of their tissues safely. These have been allocated to teaching spaces.</p>
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					<p>Staff to advise Admin team when additional tissues/sanitising products are required via Reception,</p> <p>Use of drinks fountains to be suspended.</p> <p>Students are to wash hands/sanitise when entering the building, entering the classroom, before break, after break and before lunch, as well as any other times when this is suitable.</p> <p>When in the classroom, all students are to have a dedicated consistent workstation and their own equipment which is to be stored only on their tables and not shared with any other child (Pens, pencils etc.). If using school equipment, this should be retained by the pupil and not put back into the general stock.</p> <p>Sanitisation wipes to be available for pupil /staff keyboard cleaning. Wipes should be safe to use on hands. For any pupils who have sensitive skin or eczema, these children will have their keyboards / equipment cleaned by a member of staff. These pupils will also have sensitive soap which they can use to wash their hands regularly with warm water, in place of the high alcohol-based hand sanitiser.</p> <p>Classroom windows to be partially open to allow natural ventilation. Ventilation systems which recirculate internal air are to be turned off.</p> <p>Social distancing to be adhered to by students and staff. Areas to consider: Classrooms, Lunch Hall, Breaks. Tables/Chairs to be positioned accordingly. Staff room use to be minimised to 3 people at once. Hall space to be set up for staff to sit in during their staggered lunch break and socially distance. Only 2 people to be permitted to enter Mrs Dixon's office, Mr Adams' office and Mrs Whitehouse / Mrs Fields' office at any one time.</p> <p>Staff Room space has been re-configured to allow 5 people to enter at any one time with social distancing maintained. The Parents Room and Foyer have also been assigned to space for staff to sit in during their lunch breaks. The Hall continues to be used for staff training sessions with tables located to maintain social distancing and doors left open to provide adequate ventilation.</p> <p>Parents will not be permitted to enter the school building, apart from in an emergency or for an organised event (Reception new starters). Where this is the case, they must wear face masks or visors. Grandparents and other members of the family's support bubble may drop off and collect the children from school where this has been arranged with families and communicated to</p>
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					<p>school. Pupils must still not go to other pupil's houses on play dates after school or on weekends until further notice.</p> <p>All physical activities to be non-contact where possible (see non-contact playground games document). For activities where physical resources need to be used by the children, these resources would be cleaned / sprayed after each use.</p> <p>Students becoming ill to be held in the designated isolation area (parents room) whilst arrangements for collection are being made with the Parent/Carer. Isolation areas should have natural ventilation. Soft furnishings should not be present in these areas. Staff/students showing signs of infection should leave the school premises immediately. If they test positive for COVID-19, the whole bubble / year group must self-isolate for 14 days.</p> <p>Evacuation procedures to be reviewed to take into account social distancing and changes in building usage (see policy addendums as shared before the summer holidays).</p> <p>New fire assembly points on the field have been shared with all staff.</p> <p>Drills involving the use of alarms should be avoided for the time being.</p> <p>Staff are permitted to have their mobile phones with them to aid ease of communication between staff across school and to report to HT or DHT in the case of an emergency. Please note that these mobile phones are to be used strictly for this purpose only and not for communications with anyone outside of school during lesson times (please refer to staff code of conduct)</p> <p>Staff must return to wearing smart clothing for work (as in the code of conduct) and pupils must wear uniform. There is no longer an expectation that staff / pupils must wash their clothing each day.</p> <p>PPE to be made available for all staff and staff are permitted to wear this if they choose to. This will be communicated with all parents and carers so that pupils and families are aware.</p> <p>Staff trained in how to use PPE properly and which order to put this on and take it off safely – this training took place before the 6 weeks holidays</p> <p>Staff using the fridge, food preparation area and photocopier in the staffroom to clean this area thoroughly after each use with disinfectant spray.</p>
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					<p>Parents and staff have been sent a Parent Conduct sheet outlining expectations. A Pupil Conduct sheet has also been shared with pupils during ‘Together Time’ sessions in school – this has also been shared with parents.</p> <p>During full lockdown (Spring 1) all year groups only have critical worker / vulnerable pupils in school. The children are split in to 2 groups to enable adequate social distancing in each classroom space and teaching assistants take groups of learners out of the classroom to enable this to happen.</p> <p>In Year 1, pupils are now sat in socially distanced rows and ‘COOL Time’ has been stopped until further notice. Children stay in one classroom space for the duration of the day and use their own set of resources.</p>												
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Dining Hall: Risk of viral cross contamination	Pupils and catering / lunch supervisor staff	2	4	8 M	<p>Different year groups will sit in different spaces to eat their school lunch. Each year group will have an allocated slot to go and collect their lunch then different year groups will eat their lunch in either the main school hall or the dining hall. <b>Please note new lunch timetable: Reception – Dining Hall (11.15-11.50), Y1 – Main Hall (11.50 – 12.25), Y2 – Dining Hall (12.00-12.30), Y3 – Main Hall (12.30-1.00), Y4 – Dining Hall (12.35-1.05).</b></p> <p>Pupils and school staff wash and sanitise their hands thoroughly before and after lunch service. Cutlery at lunch to be put on trays by kitchen staff who have washed and sanitised their hands for collection by students. This will eradicate the need for children <b>in Reception</b> to choose their own cutlery and put their hands in to cutlery pots.</p> <p>Cutlery at lunch time is now placed on the child’s place setting. These are all cleared away between sittings and replaced with clean cutlery. This prevents the need for children to carry cutlery and for staff to handle this between serving the children.</p> <p>Masks will be worn by kitchen staff when preparing food items to minimise the risk of cross contamination, <b>however masks will not be worn by staff when food is served</b>. Kitchen and school staff wash and sanitise their hands frequently throughout lunch time provision. <b>Kitchen staff will also stand a minimum of 2 metres apart – this has been marked out on the floor of the kitchen by staff at the local authority.</b></p> <p><b>Kitchen staff will wear face masks at all times when in the hall or dining hall. They will also maintain social distancing when cleaning and moving between areas.</b></p> <p>Kitchen staff to use ‘Milton’ cleaning fluid at the end of lunch service to clean</p>				

					<p>services thoroughly. Floor in the dining hall to be marked with coloured circle markers to highlight standing positions for queuing pupils.</p> <p>Lunches to be staggered to avoid too many pupils being in the lunch hall at once and breaking bubble groups.</p> <p>Seating, tables and floors should be thoroughly cleaned and mopped with disinfectant at the end of lunch break by kitchen staff.</p> <p>Pupils will go out to play after lunch directly from their own group space so will not need to enter the dining hall again once they have eaten.</p>
Dining Hall: Risk of children carrying plates with hot food to and from the dining room and classroom once they have chosen their lunch	Pupils	1	2	2 L	<p>Different year groups will sit in different spaces to eat their school lunch. Each year group will have an allocated slot to go and collect their lunch then different year groups will eat their lunch in either the main school hall or the dining hall. <b>Please note new lunch timetable: Reception – Dining Hall (11.15-11.50), Y1 – Main Hall (11.50 – 12.25), Y2 – Dining Hall (12.00-12.30), Y3 – Main Hall (12.30-1.00), Y4 – Dining Hall (12.35-1.05).</b></p> <p>Children will eat their lunch in class bubbles, with both the Hall and Dining Hall split in half as denoted by the tables in the middle and taped lines on the floor.</p>
School Kitchen: Risk of viral cross contamination	Catering staff	2	4	8 M	<p>RA to meet regularly with kitchen staff alongside Angela Currie to ensure that appropriate cleaning procedures and protocols are in place.</p> <p>Social distancing measures are in place in the school kitchen (2m apart) – <b>this has been clearly marked out with tape on the kitchen floor by facility operations staff.</b> Cleaning and caretaking staff are to use mechanical scrubbing tool to wash floors thoroughly <b>regularly.</b></p> <p>Kitchen staff wash their hands regularly throughout their shift in school (gloves are not to be worn as wearing these is deemed to be higher risk.) Masks are to be worn by kitchen staff when preparing food for lunches. Plastic aprons are not to be worn as these are deemed to be a health and safety risk in the kitchen. Aprons and tabards worn by kitchen staff to be washed regularly and clean ones worn as frequently as possible.</p> <p>Clear markings (coloured spots) are placed on the hall floor to mark out where pupils need to stand – <b>2 metres apart.</b></p> <p>Milton cleaning products to be used by kitchen staff to clean all kitchen appliances and worktops thoroughly each day.</p> <p>No member of staff is to use the kitchen as a thoroughfare to the office. Signage to be placed on kitchen door to specify this.</p>

					<p>Caretaker not to use office space at the same time as Christine Rowan in order to maintain social distancing measures. This space to be sprayed and cleaned after each use.</p> <p>Cutlery and trays to be given to <a href="#">reception</a> pupils by the kitchen staff to avoid pupils putting their hands in cutlery pots.</p> <p>Cutlery at lunch time is now placed on the child's place setting. These are all cleared away between sittings and replaced with clean cutlery. This prevents the need for children to carry cutlery and for staff to handle this between serving the children.</p> <p>Kitchen staff will go in to the dining hall and clean tables and chairs in between sittings, provided that they are wearing a mask.</p>
Physical activities: Risk of viral cross contamination	Pupils and staff	1	4	4 L	<p>Any physical activities (P.E and games etc) to be carried out outside, unless the weather is torrential rain and this is not possible, in which case, PE would take place in the large hall and children would not do activities which caused them to be too out of breath – <a href="#">Parents and carers to be made aware of this so that they can provide adequate clothing.</a></p> <p>Any physical activities carried out, must be strictly non-contact games.</p> <p>Any resources or equipment used must be thoroughly cleaned after each use. Each pupil will have their own equipment allocated to them and this must not be shared between children during one session (lesson / play / lunch time).</p> <p>Pupils are encouraged to remain 2 metres apart when playing games where this is possible – <a href="#">this is to be monitored by school staff who are on duty outside.</a></p>
Toilets: Risk of viral cross contamination	Pupils	3	4	12 M	<p>Each 'bubble group' to be allocated specific toilets to use.</p> <p>Toilets to be cleaned on a morning and after school <a href="#">by cleaning and caretaking staff. They are also to be cleaned on a lunch time by a member of the senior leadership team.</a></p> <p><a href="#">Pupils are to be taught not to enter the toilet room if it is full and to wait outside until someone leaves the toilets. The toilets are to be regularly monitored by staff members as much as possible.</a></p>

					<p>All pupils are to sanitise their hands before they enter the toilet and wash their hands thoroughly after they have used the toilet. Hand sanitiser for pupils to use will be left outside each toilet block.</p> <p>Pupils are to be told to ask clearly who is in the toilet before they go in to the toilets. If the toilets are full, they are to wait quietly outside. Urinals can now be used by the boys but only by 2 boys at a time and they must stand at opposite ends of the trough – Teachers to explain this clearly to all children as part of their regular ‘check ins’. Pupils are reminded that they must ALWAYS flush the toilet after they have used it.</p> <p>The use of hand dryers is not permitted – these will all be turned off at the mains in all appropriate toilets in order to prevent particles from being dispersed in to the air.</p>
Classrooms: Risk of viral cross contamination	Pupils and staff	2	4	8 M	<p>Classrooms to be allocated to each ‘bubble group’ – Pupils and staff do not go between different classrooms. Children are to have a specific seat and table where they will be based at in the classroom. These spaces will be cleaned at regular intervals throughout the day.</p> <p>Each classroom is to have large furniture removed and tables reorganised with seats facing forward to enable social distancing as much as possible.</p> <p>Sanitisation facilities and tissues are to be available in all classroom areas. Students should remain in the same room for all of their lessons, <a href="#">with the exception of P.E.</a></p> <p>Pupils to have their own resources to use. These are not to be shared.</p> <p>Soft furnishings such as cloth chairs and bean bags to be removed.</p> <p><a href="#">From Year 2 upwards</a>, where rooms have desks designed to sit two students, so as to maintain social distancing, the pupils will be encouraged to stay in their seat and not move to the other side of their table (<a href="#">please note that this is not the case for Reception and Year 1 classes</a>). Students are to remain seated and to be discouraged from ‘wandering’ in the classroom.</p> <p>Additional classroom bins to be provided – bins with lids. A ‘clear desk policy’ should be adopted for staff desks – Clutter and unnecessary objects to be put away <a href="#">in order to ease effective cleaning procedures</a>. Classrooms to be left neat and tidy at the end of each day to enable easy cleaning.</p>

					<p>Staff PPE to be available in each classroom space. Specific items of PPE (eg, visor and white mask are allocated to each member of staff.)</p> <p>Work is to be marked by teachers using the specified marking policy. Focus on verbal feedback and 'in the moment marking'. Once staff have marked books, they must be sure to wash / sanitise their hands thoroughly.</p> <p>When teachers give verbal feedback, they must do so from a suitable distance to enable social distancing, ideally this would be from a standing position to the side of the pupil, NOT directly in front of them.</p> <p>Resources used across bubble groups (eg iPads which will be given to each bubble group one day per week) to be cleaned thoroughly after use.</p> <p>Reading books and reading records will go between home and school. Teachers and teaching assistants who handle these books are encouraged to wash and sanitise their hands thoroughly after handling them.</p> <p>Homework is to be given via a homework timetable of activities and shared by children via 'Seesaw' or 'Tapestry' where appropriate.</p> <p>RA and JW to check classrooms for cleaning and PPE box every 2 weeks during the fortnightly RAG risk assessment walk around school to check that they don't need replenishing. Staff should regularly check these and replenish them from stock kept in the Office.</p> <p>Teaching staff and teaching assistants must minimise their movement away from the front or back of the classroom during lesson times unless this is absolutely necessary to support a learner who cannot complete a task and needs additional help. The majority of teaching time must be spent either at the front or the back of the classroom with adequate space away from pupils.</p>
Communal Areas & Corridors: Risk of viral cross contamination	Pupils and staff	3	4	12 M	<p>Pupils only leave their classroom space to go to the toilet and to collect their lunches. In these circumstances, each bubble group will have a specific route and allocated time to access the internal school corridor in order to minimise children mixing with pupils from other bubble groups.</p> <p>Pupils will have their P.E sessions outside or in the large hall where this is not possible due to weather (no activities which involve pupils being too out of breath if in the hall).</p>

Playground: Risk of viral cross contamination	Pupils and staff	2	4	8 M	<p>Playtimes have been staggered and each bubble / year group has been allocated a specific time slot for their play time to avoid children mixing with different bubbles.</p> <p>Lunch times have also been staggered and set spaces of the playground and school field will be allocated to each bubble group to avoid pupils mixing with children from other bubble groups.</p> <p>The playground is to be further split in to sections for each individual class to play in from 28.09.20. This is to keep bubble groups as classes rather than year groups, so if there is a positive case, only one class needs to go home rather than the full year group. This is based upon advice administered by Public Health England on 25.09.20.</p>
Use of I.T Equipment: Risk of viral cross contamination	Pupils	2	4	8 M	<p>A booking system for iPads will be in place for class teachers to utilise. iPads will be taken at the start of the day to the classroom of the specified bubble group. The iPads must only be given to another class to use after they have been thoroughly cleaned using cleaning wipes.</p> <p>Staff will have access to wipes to use to wipe their keyboards at the end of each day and communal computers (eg the PPA room computers) must be cleaned after each use using sani-wipes.</p> <p>A dry aerosol spray has been purchased for use on laptops.</p> <p>IT Technical support ('Omnicom') must also ensure that any computers which they have used are thoroughly cleaned with wipes after use.</p> <p>Pupils must not come to the interactive whiteboard to touch the screen and they must not use the teachers computer either.</p>
Staff Room: Risk of viral cross contamination	Staff	2	4	8 M	<p>Only 5 members of staff can be present in the staff room at any one time. If staff need to get in to the staff room to access the fridge, sink or cooking area, they must wait until there are only a maximum of 4 other staff in the space. The new areas for staff to sit at break times are the Parent's Room (maximum 4 people) and Entrance Lobby seating area (maximum 4 people).</p> <p>The photocopier controls in the staff room must be thoroughly wiped with sani-wipes after each use.</p> <p>Staff must sanitise their hands before they go in to the toilets in the staff room and wash their hands with soap and water after use.</p> <p>Use of the staff room was changed to include a maximum of 5 people sitting at a suitable distance apart at play times and lunch times. However, after</p>



					<p>monitoring this situation over the last week, SLT established that this space was simply too busy at key times of the day when staff needed to use the photocopier, get drinks and use the toilet. Therefore, the staff room is now not to be used to congregate in during break / lunch times. The Parent's Room may still seat up to 4 people, the entrance lobby can seat up to 4 people, Mrs Whitehouse's office can seat up to 4 people. Once these areas are at capacity, remaining staff must go and eat their lunches in their classroom bubble spaces. Staff will ensure that this is done fairly and that all staff have the opportunity to eat their lunch and chat to their colleagues at least a couple of times per week.</p>
Educational Visits: Risk of viral cross contamination	Pupils and staff	1	4	4 L	<p>Even though the latest guidance indicates that non-residential educational visits are permitted to resume, in the interests of safety, school trips have been cancelled until further notice.</p>
Visitor Management – Parents, Deliveries & Contractors: Risk of viral cross contamination	Pupils, staff and visitors	2	4	8 M	<p>Increased risk of infection and transmission of COV19 as the number of visitors to site may increase due to full reopening and gradual easing of lockdown measures nationally.</p> <p>The main school office oversees visitors who are permitted to go in and out of school.</p> <p>Parents and carers will not be permitted to enter the school building, unless this is absolutely essential and has been sanctioned by the Head Teacher until further notice.</p> <p>Any parents, carers, contractors or other visitors (apart from regular supply teaching or external teaching staff) who do need to come in to school will be asked to wear a mask for the duration of time that they are in the building.</p> <p>No outside visitors will be permitted to come in to the school building until further unless they are contractors who need to perform essential building maintenance work and this has been agreed with the Head Teacher, or Wesley Byrne from Omnicom to support with IT systems.</p> <p>All visitors are required to report to main reception upon arrival and leaving site to complete signing in and out procedures – this must not be done electronically but must be carried out on paper record.</p>

					<p>Signage is displayed at main reception detailing expectations regarding social distancing, not entering site if symptomatic and hand and respiratory hygiene protocols.</p> <p>Visitors are not permitted to sit on chairs in the entrance lobby but are encouraged to wait outside to minimise the risk of cross contamination.</p> <p>In the case of emergency, visitors are directed to use accessible toilets in the main foyer to minimise contact with staff in the main building.</p> <p>For deliveries of goods, delivery people are encouraged to wait in the first vestibule of school and not walk inside the school building.</p> <p>Delivery drivers are not permitted to use the school's lifting/handling equipment. No documentation is signed to accept the delivery (as is common practice now with safe systems of working for deliveries).</p> <p>Contractors are permitted entry to site for essential work including statutory compliance checks. Work is scheduled for periods of low occupation, as far as possible. Contractors are required to submit a risk assessment, identifying COVID-19 safe systems of work, prior to work commencing.</p> <p>Access to the school site continues to be restricted therefore visitors (including parents) should come into school only when absolutely essential, by appointment, and ideally only one (unless for example, an interpreter or other support is required). Any such meetings should take place at a safe distance of 2m (so the use of small offices will not be suitable).</p> <p>Where visits are essential, school will use alternative methods of working as often as possible, including:</p> <ul style="list-style-type: none"> <li>- Eliminate the need for a visit by replacing physical attendance with a virtual meeting such as Zoom or Teams.</li> <li>- If physical attendance is essential, arrange meetings after the school day in order to reduce the number of potential contacts. Avoid break and lunchtime meetings.</li> <li>- Minimise the time on site by using agendas and agreed meeting times/durations.</li> <li>- Meeting rooms will have occupancy levels established and furniture removed/rearranged to ensure capacity is not exceeded.</li> <li>- Refreshments will not routinely be provided.</li> </ul> <p>Letters/guidance to parents will be issued prior to full re-opening regarding expectations and procedures for coming onto the school site.</p>
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					<p>The visitor protocol / expectations have been updated to reflect controls within the COVID-19 risk assessment and will be provided prior to appointments/meetings whenever possible.</p> <p>In cases where visits are essential, a record will be securely maintained, including name, direct contact details, arrival and departure times. This will assist with the Track and Trace programme in the event of a confirmed infection.</p> <p>A sticky badge will be produced for the visitor to wear, as lanyards will not be used. A bin is available in reception to dispose of badges when leaving site.</p> <p>Staff will be notified immediately that a visitor has arrived, in order to ensure they are collected swiftly and to reduce the number of individuals waiting at reception. Visitors should be accompanied, socially distanced, at all times to ensure bubble integrity is maintained and the most direct route to the destination is taken.</p> <p>Grass Roots will no longer be running curriculum provision or after school sports clubs (during full lockdown).</p>
Pupil Drop off and Collection: Risk of viral cross contamination	Pupils and families	3	4	12 M	<p>Pupil arrival times and dismissal will be staggered so as to avoid congestion in corridors and groups forming off site.</p> <p>Parent/carers collecting who are collecting students should be deterred from congregating closely together at reception areas or outside by RA / JW.</p> <p>Parents to use the one-way system in and out of the playground to avoid congregation of adults before and after drop off and collection times. This will be chaperoned closely by Mr Adams and Mrs Whitehouse who will closely monitor social distancing measures and enforce the one-way system.</p> <p>Only one adult to accompany each child at drop off and pick up. Where possible, siblings who are not attending school to stay at home.</p> <p>No adults to enter school premises unless this is absolutely essential – all enquiries to take place via telephone or email where possible.</p> <p>Teachers to remain inside the premises (in doorway of their teaching space) when children are dropped off. HT to write to parents telling them they should not approach staff for face to face communication, this needs to be done via a telephone call to the school office or email.</p>

					Grandparents and other members of the family's support bubble may drop off and collect the children from school where this has been arranged with families and communicated to school. Pupils must still not go to other pupil's houses on play dates after school or on weekends until further notice.
The use of small rooms and confined spaces: Risk of viral cross contamination	Pupils and staff	1	4	4 L	<p>The use of smaller rooms such as the small intervention room (now Mrs Fields' office), the sensory room and those with inadequate ventilation will be suspended until further notice.</p> <p>The sensory room has been adapted so that it can be adequately cleaned between children and may now be used by one adult and one child with doors left open to support ventilation of the space.</p> <p>Mrs Whitehouse's office and the KS2 wet area are to be used for any group intervention work for pupils from one class a time. The seats and tables are to be cleaned between groups.</p>
School community could spread virus due to difficulty in young children (Reception and Year 1) socially distancing	Pupils and staff	3	4	12 M	<p>We acknowledge that due to the nature of the provision and age of the children, pupils in Reception and Year 1 will not be able to stay socially distanced throughout a teaching day. We will mitigate the risks for these pupils through good levels of hygiene and cleaning of resources. This echoes what the guidance from PHE says around social distancing of young children and the fact that the risks are very minimal for this particular group.</p> <p>Staff who are at a higher risk or previously classed as clinically vulnerable will not be placed in these year groups until further notice.</p>
Increased risk to staff who work one to one with children with SEND or children who require intimate care or first aid: Risk of viral cross contamination	Pupils and staff	3	4	12 M	<p>Ensure the following PPE equipment is available at locations clearly marked throughout school: Face masks, eye protection, disposable gloves and disposable aprons, hand sanitiser, cleaning products.</p> <p>If staff use reusable equipment this is to be clearly labelled and then only used by them</p> <p>Any staff who are working one to one with a child must not be classed as clinically vulnerable, due to the heightened risk of working in close proximity with a child and lack of social distancing which can be enforced in this role.</p> <p>For pupils who require intimate care (changing, first aid) – this is to be carried out by staff who are comfortable with this role and there will always be 2 members of staff present when this takes place. No member of staff to feel they have to provide this level of care – ensure staff understand it is optional.</p>

					<p>Staff must wear PPE in the event that this needs to take place.</p> <p>Head Teacher or senior leaders to be on site at all times, with PPE equipment in the event of emergency.</p> <p>Staff to be vigilant for symptoms of COVID-19 when working alongside a child one to one.</p> <p>Parents and carers to contact school with any concerns or issues before pupils attend school so that staff can put any appropriate measures in place.</p> <p>First aid resources available in KS1 wet area, KS2 wet area and main school office. First aid to be administered in classroom space, NOT wet area as normal.</p> <p>First aid staff should wash hands prior to and after administering first aid. Where social distancing cannot be maintained the use of PPE should be employed. Available PPE: Disposable gloves, Plastic Aprons, Goggles, Face visors</p> <p>Any waste generated, including disposable PPE, whilst administering first aid should be double bagged and binned in the nappy bin for clinical waste / blood disposal.</p> <p>None disposable PPE should be specific to the user. Equipment will be identified with the person's name using a permanent marker.</p> <p>These same principles are to be followed for the administration of medicines. First aid box stocks to be maintained by Liz Dixon.</p> <p>Any first aid to be completed in classroom space or just outside the classroom door – Priority will be given to pupils doing this for themselves if possible.</p> <p>Intimate care will be carried out in private space and thoroughly cleaned after use.</p>
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Movement around the school risks breaching social distancing guidelines	Pupils and staff	2	4	8 M	<p>Circulation plans and routes <a href="#">and times for each bubble group</a> have been reviewed and revised.</p> <p>One-way systems are in place for parents and carers (including the playground at drop off and collection time). <a href="#">Parents to enter through the main gate or Hillcrest Avenue gate, then exit through the side gate next to the Year 4 classrooms at their specified staggered time to avoid parents and carers crossing paths.</a></p> <p>Movement of pupils around school is minimised as much as possible, <a href="#">with pupils only using allocated toilets and using the corridors to get their lunches from the hall.</a></p> <p>Staggered Timetables are in place for each bubble group. Each bubble group has an allocated lunch slot and play time slot. <a href="#">Spaces are allocated for bubble groups at lunch times when there is more than one group outside.</a></p> <p><a href="#">All bubble groups will enter and exit their classroom via their own classroom door at their allocated time and not use communal entrances or exits.</a></p> <p>Standardised signage is in place around school to remind children and staff about social distancing and hygiene. Pupils are briefed regularly regarding observing social distancing guidance.</p>
Behaviour of pupils: Risk of viral cross contamination	Pupils and staff	3	4	12 M	<p>Curriculum adapted to include information about social distancing</p> <p>Behaviour expectations made very clear to pupils through teaching and assemblies etc</p> <p>Known traits and considerations for specific pupils to be identified and discussed with staff members before the child's attendance <a href="#">so that appropriate arrangements can be put in place.</a></p> <p>Staff are made aware to talk to SLT (in particular SENCO and the child's class teacher) to get advice on the best ways to manage any potential challenging behaviour and discuss appropriate strategies to use with particular children.</p> <p>Where physical intervention has had to take place in order to keep a child safe, all parties should wash hands and any areas touched thoroughly after this event.</p>

					Follow restorative approach to positive behaviour and addendum linked to COVID-19.
Children, parents, staff or other adults could transmit infection between home / outside and school environments: Risk of viral cross contamination	Pupils, staff, families and visitors	3	4	12 M	<p>Children and staff to remain in their bubble with clearly allocated internal and external spaces across school.</p> <p>Only one adult to accompany each child at drop off and pick up. Where possible, siblings who are not attending school to stay at home.</p> <p>All pupils and staff are to sanitise hands on arrival into school.</p> <p>No adults to enter school premises, unless this is an essential meeting which has been sanctioned by the Head Teacher – all enquiries to take place via telephone and email.</p> <p>Teachers to remain inside the premises in their own teaching space when children are dropped off. HT to write to parents telling them they should not approach staff for face to face communication, this needs to be done via a telephone call or email to the school office.</p> <p>Children to not bring toys or equipment in from home (with the exception of clearly labelled water bottle, book bag and coat)</p> <p>No outside visitors will be permitted to come in to the school building until further unless they are contractors who need to perform essential building maintenance work and this has been agreed with the Head Teacher, or Wesley Byrne from Omnicom to support with IT systems.</p> <p>All pupils to enter school via their group's classroom door which leads out directly on to the playground.</p> <p>Parents and carers are to use the one-way system for dropping off and collection of pupils.</p> <p>RA to send correspondence to parents which reminds them to enter and leave the school site promptly with no congregation before or after school</p>

					<p>permitted. This correspondence will also emphasise the importance of everyone playing their part in adhering to social distancing and self-isolation measures outside of school to ensure that school remains as safe as possible and the level of risk is minimised for children and staff in school. Parents and carers are told that they must enter and collect their children at the exact time which is specified for their child's group.</p> <p>Head Teacher and Deputy to monitor drop off and collection outside and stand by gates as parents and carers enter and leave the premises.</p> <p>Deliveries are to be left in the inner door area by delivery drivers. Delivery drivers should not enter the building beyond the electric doors. Deliveries are not to be signed for.</p> <p>Kitchen deliveries to be delivered directly through the kitchen entrance. Gloves should be employed when handling deliveries, packaging disposed of and hands washed immediately after the activity.</p> <p>Pupils are to use equipment provided by school rather than bringing personal equipment on site. Pupils are not to bring any toys, bikes or equipment from home at all and water bottles must be left in school and cleaned at the end of every day.</p> <p>Individual water bottles are now permitted to go between home and school in order to ensure they are thoroughly washed each day and refilled with fresh drinking water. Bikes and scooters may also be brought into school and left in the designated storage areas to support families walking/ biking/ scooting to school.</p> <p>Removable soft fabrics are removed from classroom spaces.</p> <p>Recommend that staff leave ID badges in school, rather than take home. The wearing of these is not compulsory for staff who feel that they would prefer not to wear them.</p> <p>Communications from the LA are regularly shared with SLT by RA and communicated with staff team if appropriate.</p>
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Homework and Home Reading Books: Risk of viral cross contamination	Pupils, staff and families	2	4	8 M	<p>'Homework Timetable' implemented from Year 1 upwards. This will involve the children being set 5 short activities throughout the week which do not involve the children writing on sheets and moving these between home and school. Children are encouraged to share their home learning through 'Seesaw' or 'Tapestry'.</p> <p>Reading books which are allocated to pupils are now to be done using e-books ('Book Life' phonics texts for EYFS and Y1 and 'Bug Club' texts for Y2 to Y4).</p>
School community exposed to potential risk while travelling to or from school	Pupils, staff and families	2	4	8 M	<p>Encourage all families to walk to school or use their own personal car.</p> <p>For those families who rely on public transport (very few SGFS families) speak to them individually about what can be done to minimise any risk.</p> <p>Advise parents about current guidance regarding mask use on public transport so that an informed decision can be made by parents/carers as to whether they use this mode of transport.</p>
<p><b>PREVENTION</b></p> <p><b>Control 7:</b> Where necessary, wear appropriate personal protective equipment (PPE)</p> <p><i>Increased risk of infection and transmission of COV19.</i></p> <p><i>Direct transmission includes when in close contact with those sneezing and coughing.</i></p> <p><i>Indirect transmission is from touching contaminated surfaces.</i></p>					
Hazard	Who is at risk of harm?	Level of Risk (Low Medium High)		Actions to Minimise Risk	

The use of PPE is required to manage some situations in school appropriately and minimise the risk of cross contamination	Pupils and staff	4	4	16 H	<p>Reference to PPE in relation to COVID19 includes the following:</p> <ul style="list-style-type: none"> <li>- fluid-resistant surgical face masks</li> <li>- disposable gloves</li> <li>- disposable plastic aprons</li> <li>- eye protection (for example a face visor or goggles)</li> </ul> <p>School has stock of all PPE items listed above. These are available at the school office and regularly restocked when necessary.</p> <p>When caring for an individual with symptoms of Covid-19, a face mask will be worn. In the unlikely event contact is necessary, then gloves, an apron and a face mask will be worn.</p> <p>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. Advice and guidance regarding the use of PPE has been provided by the Director of Public Health. This includes a summary of activities and the recommended precautions for each. PPE stock has been gathered in anticipation of full reopening.</p> <p>Whilst we continue to follow PHE advice regarding face masks and coverings, staff may choose to wear a mask or face covering if this would support their safety and wellbeing. This is optional for all staff. Non-surgical 3-ply masks are available within school, if required. These single use face masks should be disposed of after use. We have also provided each member of staff with a white mask which is to be used a maximum of 3 times.</p> <p>Public Health England does not (based on current evidence) recommend the use of face coverings in first and primary schools. This position was confirmed on 3rd August 2020 with the local health protection team and will be kept under review.</p> <p>Reminder Staff Meeting – All staff must wear appropriate PPE when carrying out any intimate care tasks or first aid until further notice.</p>
<p><b>RESPONSE TO INFECTION</b></p> <p><b>Control 8: Engage with the NHS Test and Trace process</b></p> <p><i>Increased risk of infection and transmission of COV19.</i></p> <p><i>Direct transmission includes when in close contact with those sneezing and coughing.</i></p> <p><i>Indirect transmission is from touching contaminated surfaces.</i></p>					

Hazard	Who is at risk of harm?	Level of Risk (Low Medium High)			Actions to Minimise Risk
<p>NHS 'Track &amp; Trace' programme is not used efficiently to manage the level of risk and take appropriate action if necessary</p>	<p>Pupils, staff and families</p>	<p>3</p>	<p>4</p>	<p>12 M</p>	<p>Students, staff and other adults are instructed not to attend school site if they are displaying symptoms of COVID-19 or have tested positive in the last 10 days.</p> <p>Information regarding the symptoms of COVID-19 and action to take is clearly shared with staff, parents and students.</p> <p>COVID-19 specific posters are also displayed throughout the site to reinforce key messages.</p> <p>School previously followed advice outlined by Government for partial re-opening of school. Control measure 8 is an additional control measure identified for full reopening of schools.</p> <p>Anyone displaying symptoms of COVID-19 are required to access a test. Tests can be booked online using the following link: <a href="https://www.gov.uk/guidance/coronavirus-covid-19-gettingtested">https://www.gov.uk/guidance/coronavirus-covid-19-gettingtested</a> or calling NHS 119 for those without access to the internet. Key workers, including those in education, have priority access to testing.</p> <p>Staff and students are required to access a test as a matter of urgency. This will allow school to swiftly identify close contacts and minimise further contacts, in the event of a positive test result.</p> <p>Government guidance states all schools will be provided with a small number of home testing kits during the autumn term, which can be given to parents/carers collecting a child who has developed symptoms at school or staff who have developed symptoms at school, if they are unlikely to request a test via the testing website or NHS helpline.</p> <p>If the individual tests negative, if they feel well and no longer have symptoms similar to COVID-19 they no longer need to isolate and should return to school.</p> <p>If someone tests positive, they must self-isolate for 10 days from the onset of symptoms and only return when they do not have symptoms other than a cough or loss of taste/smell (this is because both a cough and anosmia can last for several weeks once the infection has gone). Individuals must not return to school whilst they continue to have a high temperature. School will</p>

					<p>temperature check students who are recommencing school following a positive test result and 10 day isolation period.</p> <p>School will engage with the NHS Test and Trace process and has confirmed contact details for the local Public Health England health protection team for the North East (see control measure 9).</p> <p>Staff, parents/carers and students are required to engage with the NHS Test and Trace process by providing details of anyone they have been in close contact with if they test positive for COVID-19 or if requested by NHS Test and Trace.</p> <p>The local health protection team will contact school directly if they become aware that someone who has tested positive for COVID-19 attended school.</p> <p>Records will be maintained via SIMS of students and staff within each bubble to assist with contact tracing.</p>
<b>RESPONSE TO INFECTION</b>  <b>Control 9: Manage confirmed cases of COVID-19 amongst the school community</b>  <i>Increased risk of infection and transmission of COV19.</i> <i>Direct transmission includes when in close contact with those sneezing and coughing.</i> <i>Indirect transmission is from touching contaminated surfaces.</i>					
Hazard	Who is at risk of harm?	Level of Risk (Low Medium High)			Actions to Minimise Risk
Confirmed cases of COVID-19 are not managed in a way which manages the level of risk effectively	Pupils, staff and families	2	4	12 M	<p>School previously followed advice outlined by Government for partial reopening of school.</p> <p>Control measure 9 is an additional control measure identified for full reopening of schools.</p> <p>If school is notified that a student or member of staff has tested positive for COVID-19, school will take swift action and contact the local health protection team at PHE on 0300 303 8596 option 1, to get advice and support, prior to taking wider school action.</p> <p>The local health protection team will conduct a rapid risk assessment to confirm who has been in close contact with the person during the period they were infectious and ensure that they are asked to self-isolate for 14 days.</p>

					<p>Close contact means:</p> <ul style="list-style-type: none"> <li>- Direct close contacts <ul style="list-style-type: none"> <li>– face-to-face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face-to-face conversation, or unprotected skin-to-skin/physical contact.</li> </ul> </li> <li>- Proximity contacts <ul style="list-style-type: none"> <li>– extended close contact (within 1 to 2m for more than 15mins) with an infected individual.</li> </ul> </li> <li>- Travelling in a car with an infected person.</li> </ul> <p>A template letter will be provided to school, on the advice of the health protection team, to send to parents and staff, if needed.</p> <p>Household members of those asked to self-isolate due to close contact, do not need to self-isolate themselves unless the individual they live with subsequently develops symptoms.</p> <p>If an individual, who has been asked to self-isolate due to close contact, subsequently develops symptoms within their 14-day self-isolation period, they must follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’.  <a href="https://www.gov.uk/government/publications/covid-19-stay-at-homeguidance/stay-at-home-guidance-for-households-with-possiblecoronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-homeguidance/stay-at-home-guidance-for-households-with-possiblecoronavirus-covid-19-infection</a></p> <p>The individual, who has developed symptoms during self-isolation due to close contact, should request a test via the following link  <a href="https://www.gov.uk/guidance/coronavirus-covid-19getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19getting-tested</a> to determine if they have COVID-19. Where the student or staff member tests negative, they must remain in isolation for the remainder of the 14-day self-isolation period due to close contact, as they could still develop COVID-19. If the test result is positive, the individual must inform school immediately, and isolate for at least 10 days from the onset of symptoms. Members of the household should then self-isolate for 14 days from when the symptomatic person first had symptoms.</p>
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**RESPONSE TO INFECTION**

**Control 10:** Contain any outbreak by following local health protection team advice

*Increased risk of infection and transmission of COV19.*

*Direct transmission includes when in close contact with those sneezing and coughing.*

*Indirect transmission is from touching contaminated surfaces.*

Hazard	Who is at risk of harm?	Level of Risk (Low Medium High)			Actions to Minimise Risk
Outbreak of COVID-19 is not contained due to not following local health protection team advice	Pupils, staff and families	3	4	12 M	<p>School previously followed advice outlined by Government for partial reopening of school.</p> <p>Control measure 10 is an additional control measure identified for full reopening of schools.</p> <p>If school has two or more confirmed cases of COVID-19 with 14 days, or an overall rise in sickness absence where COVID-19 is suspected, school will continue to work with the local health protection team who will advise if additional action is required.</p> <p>In some instances, the health protection team may recommend a larger number of people self-isolate at home as a precautionary measure. This could also be extended to the year group or whole site.</p> <p>In the event an outbreak within school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will focus initially upon the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p>

**OTHER RISKS FOR OUR SCHOOL SETTING**

#### **Pupils identified as clinically extremely vulnerable (shielding) or clinically vulnerable**

Specialists in paediatric medicine have reviewed the evidence on the level of risk posed to children and young people from COVID-19. The latest evidence indicates that the risk of serious illness for most young people is low.

Current guidance suggests young people who are under the medical support of just their GP are very unlikely to need to continue to shield in the future. This includes children with conditions such as asthma, diabetes, epilepsy and kidney disease. A small group of children who receive specialist care in hospitals may still be considered clinically extremely vulnerable following a consultation with their doctor. This includes those receiving cancer care or those at risk of severe infection due to an immunodeficiency.

All young people identified as Clinically Extremely Vulnerable were advised to shield until 31st July, after which date the government paused shielding for everyone. This position will remain subject to a continued decline in the community transmission rate for COVID-19

Decisions on whether young people should be removed from the shielded patient list (and therefore will not be advised to shield again in future if transmission starts to increase significantly) should be based on a consultation with the child's paediatric specialist or GP, who will be best placed to determine the most appropriate care. Where a student is unable to attend school because they are complying with clinical and/or public health advice, we will offer access to remote learning.

School will continue to monitor Government guidelines relating to clinically extremely vulnerable and clinically vulnerable groups and any changes to local measures.

If parents or students with particular conditions or significant risk factors are concerned, school will discuss this, explain the measures that are in place to reduce risks and ascertain whether anything additional can be done to support these areas further.

#### **Working safely during the COVID-19 outbreak**

South Gosforth First School is committed to taking all reasonable steps to manage risk and protect staff and others from transmission and infection of COVID-19.

The following control measures have been identified to protect those individuals with potentially increased vulnerability to infection or adverse outcomes from COVID-19. Where applicable they should be viewed as supplementary to the hierarchy of controls outlined in the previous sections of this risk assessment.

If staff are concerned, including those who were identified as clinically vulnerable, clinically extremely vulnerable or at increased comparative risk from coronavirus, we advise staff to discuss their particular circumstances with Mr Adams or another member of SLT. This will enable us to review the measures which are in place to reduce risks and ascertain whether anything additional can be done to support these areas further.

#### **Staff identified as clinically extremely vulnerable (shielding) and clinically vulnerable**

Shielding measures paused from the 1st August 2020, with the exception of areas where local lockdown meant that shielding had to continue. Therefore, those who are clinically extremely vulnerable and clinically vulnerable can return to school in September, as school will have implemented the system of controls outlined within this risk assessment.

Both groups must pay particular care to stringently follow the documented controls, practising frequent, thorough hand washing, cleaning of frequently touched areas and maintaining social distancing. Modifications to work areas may be required, where social distancing cannot be maintained, particularly for desk-based roles within higher traffic areas.

School will keep up to date and follow government guidelines relating to clinically extremely vulnerable and clinically vulnerable groups going forward to ensure that we are managing the risks as safely as we possibly can through following government and PHE advice.

### Living with a shielded or clinically vulnerable person

If a student or a member of staff lives with someone who is clinically extremely vulnerable or clinically vulnerable, including those who are pregnant, they can attend school. As with all staff, students and visitors, individuals are advised to follow the control measures within this risk assessment to minimise the risks of transmission.

### Staff who may otherwise be at increased risk from COVID-19

The Public Health England report 'Disparities in the risk and outcomes of COVID-19' shows that some groups of people may be at more risk of being infected and/or an adverse outcome if infected. The higher-risk groups include those who:

- are older males
- have a high body mass index (BMI)
- have health conditions such as diabetes
- are from some black, Asian or minority ethnicity (BAME) backgrounds

There are currently no expectations of additional controls for these groups, however school will monitor the controls outlined within this risk assessment i.e. social distancing, good hygiene and cleaning, ventilation, supervision etc, to ensure they remain effective.

Hazard	Who is at risk of harm?	Level of Risk (Low Medium High)			Actions to Minimise Risk
<p><u>Pregnancy</u></p> <p>Pregnant women were included in the list of people at moderate risk (clinically vulnerable) as a precaution. This is because pregnancy, in a small proportion of women, can alter how the body handles severe viral infections and some viral infections, such as flu, are worse in pregnant women.</p>	<p>Pregnant mother</p> <p>Unborn child</p> <p>The majority of women who have become severely ill from coronavirus were in their third trimester of pregnancy (28 weeks +).</p> <p>Pregnant women from Black, Asian and minority ethnic (BAME) backgrounds are more likely than other</p>	2	4	8 M	<p>We currently have no members of staff who are pregnant. However, if a member of staff did fall pregnant, it is advised that they would let Mr Adams know as soon as possible and an individual risk assessment will be carried out.</p> <p>Reasonable adjustments are discussed with RA on an individual basis and appropriate action is taken to reduce the risk to pregnant workers. This is reviewed regularly during pregnancy terms.</p> <p>Pregnant women in the first or second trimester (less than 28 weeks' pregnant), with no underlying health conditions, should practise good hand and respiratory hygiene, social distancing and any other precautionary measures identified within the individualised risk assessment.</p> <p>Pregnant women in the third trimester (more than 28 weeks' pregnant), or with an underlying health condition – such as heart or lung disease – should work from home where possible, avoid contact with anyone with symptoms of coronavirus and significantly reduce unnecessary social contact.</p>



	<p>pregnant women to be admitted to hospital for coronavirus.</p> <p>Pregnant women over the age of 35, those who are overweight or obese, and those women who have pre-existing medical problems, such as high blood pressure and diabetes, also appear to be at higher risk of developing severe illness.</p>				Members of the Senior Leadership Team will continue to monitor arrangements, on an individual basis.
<p><a href="#">Supply teachers and other temporary or peripatetic teachers will be going to many different schools and raising the risk of transmission</a></p> <p>Increased risk of infection and transmission of COVID-19 due to movement between school communities.</p> <p>Direct transmission includes when in close contact with those sneezing and coughing. Indirect transmission is from touching contaminated surfaces.</p> <p>Indirect transmission is from touching contaminated surfaces.</p>	Supply teachers and other temporary or peripatetic teachers, staff, students, parents and visitors attending school.	2	4	8 M	<p>Periodic daily cover from multiple supply agencies is kept to a minimum as school has secured long term supply for a teaching assistant to work in school 5 mornings per week and a long term supply teacher to work 2 days a week from October to December.</p> <p>Due to staff not being permitted to move between class bubbles supply agency staff now includes one long term supply teaching assistant to work in school 5 days a week, one teaching assistant to work 2 days and 3 mornings per week, one teaching assistant to work 3 afternoons per week, one long term supply teacher to work 2 days per week and one supply teacher to work one day per week. These arrangements have been put in place until the end of Autumn 2 to facilitate class bubbles and to ensure we are using staff who are familiar with the routines and procedures in school.</p> <p>Peripatetic teachers (music) have been temporarily postponed until further notice. Peripatetic teacher for Spanish will only be working with classes in KS2 where social distancing is more easily achievable as the children will be sat in rows clearly facing the front.</p> <p>Cover supervisors have been appointed on temporary promotions to cover PPA in Reception and Year 1 who are already working in these bubble groups to minimise pupils and staff being exposed to additional supply staff.</p>

					<p>Should a situation arise where temporary/agency staffing is required, contact will be made via the agency to confirm the individual is not displaying symptoms of COVID-19 prior to attending site, a copy of the school's visitor protocol and risk assessment will be provided and confirmation received that the individual will comply with the school's arrangements and expectations for managing and minimising risk, including taking particular care to maintain distancing from other staff and students.</p> <p>Movement around the site will be minimised, as far as possible, with instructions provided regarding the most direct route to each classroom. Although not mandatory, individuals can wear a face mask or covering to move around the school. This can be provided by the school, if required. Single use face masks should be disposed of after use.</p>
<p><u>Mental Health &amp; Wellbeing of Staff</u></p> <p>Staff, with or without an underlying health condition, may have concerns or anxieties about their health, the health of others, or regarding necessary changes within the workplace.</p> <p>Some staff may also have experienced bereavement and may require additional support with this.</p>	Staff	4	3	12 M	<p>Feedback from staff following the period of partial re-opening has contributed to planning and evaluation processes and has been balanced in approach (through RAG checklist).</p> <p>Members of the Senior Leadership Team are available to confidentially discuss concerns or anxieties. This support is available to all staff, on a continuous basis.</p> <p>Referrals are made to Occupational Health where it is apparent that specialist advice and support is required.</p> <p>School will access fully funded counselling through with remote/virtual sessions available for those who may be apprehensive about a face-to-face appointment.</p> <p>The Local Authority HR staff are also available to provide advice and support where necessary as well as union representatives.</p> <p>Governors request feedback from SLT regarding staff mental health during COVID-19 committee meetings.</p> <p>Information has been shared regularly and consultation undertaken with staff throughout the period of partial opening and in anticipation of full re-opening. This will be maintained for as long as required. This may involve direct communication with staff or indirect communication via Staff Consultative Committees, Line Managers and Trade Union Representatives.</p>

					<p>Information gathering will take place to identify staff who will need additional support in school.</p> <p>Teacher Training day on 7<sup>th</sup> September will include training in large, socially distanced space (main hall) and staff will have the opportunity to ask any questions about this risk assessment and procedures and protocols within it. All staff will have regular 'check ins' with members of SLT to ensure that all staff are adequately equipped to perform their role in school.</p> <p>The school day has been structured to provide time for routines and tasks that may be more difficult to complete during the school day due to revised working arrangements. Staff are encouraged to mark and give feedback using streamlined approach in new feedback policy in order to positively impact on staff wellbeing and work life balance.</p> <p>Sensitive and confidential discussions will continue to be undertaken with staff expressing concerns with RA (or another specified member of SLT). Support will be ongoing, for as long as it is required and anxieties regarding their mental health. Support mechanisms will be discussed as part of this dialogue. Advice and recommendations from Occupational Health and/or other specialists will be discussed and agreed as supportive actions.</p> <p>Remind staff to contact Rob Adams or another member of SLT at any time if they are feeling anxious or worried and offer support service through Signpost document (which was previously sent out to all staff).</p> <p>Governing Body and Senior Leaders consider the mental health and wellbeing of staff (including school leaders themselves) and strive to ensure that workload and working practice promotes a good work-life balance for all staff.</p> <p>In addition to maintaining an ongoing dialogue with staff, Seniors Leaders will continue to review upcoming calendared tasks/activities/events and work with governors to adapt, defer, cancel or modify, where it is appropriate to do so, in line with Government advice and the school's COVID19 risk assessment.</p> <p>Staff briefings and other commitments postponed until further notice. Staff meetings and SLT meetings only to take place when absolutely necessary. If these meetings do need to take place they are to be carried out on 'Zoom'.</p>
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<p><a href="#">Mental health and wellbeing of Pupils</a></p> <p>The COVID-19 outbreak may have caused mental health or wellbeing difficulties for some children.</p> <p>For example:</p> <ul style="list-style-type: none"> <li>- Individual students may have found the lockdown period at home difficult to manage.</li> <li>- Some students may have enjoyed being at home and are reluctant to return - Others may have developed severe depression or anxiety.</li> <li>- There may be safeguarding concerns for some students including vulnerable groups.</li> <li>- Some students may make safeguarding disclosures once they return to school.</li> <li>- Some students may have experienced bereavement in their immediate family or wider family and friends or increased caring responsibilities</li> </ul>	Pupils	4	3	12 M	<p>Information has been shared regularly with parents throughout lockdown to ensure families have confidence in the steps school are taking to keep students safe.</p> <p>Regular emails, tweets and facebook posts have been sent by the Head Teacher and school staff to ensure that families are kept involved in what is going on in school.</p> <p>Mr Adams arranged a school summer sports club for families who needed it to try and get some pupils back in to the school environment before they started back in September.</p> <p>School has an established leadership team with the necessary pastoral knowledge, skills and experience to support mental health and wellbeing.</p> <p>Staff will carry out regular 'emotional check ins' at the beginning of each teaching session and deliver regular 'together time' sessions to give pupils the opportunity to air their concerns and anxieties and for staff to offer advice and support.</p> <p>School has appointed 2 student psychotherapist students who are going to start placements in school and offer therapy opportunities to specific pupils. Additionally, we have 2 members of staff who are trained as 'Thrive' practitioners.</p> <p>We have a well-established CPOMS system where all incidents are recorded so that staff can clearly keep a record of any incidents which need to be followed up.</p> <p>Members of SLT have kept in regular contact with any pupils and families over the lockdown period and staff have lead regular phone calls and ZOOM meetings with groups from their classes to enable the children to keep in touch with their teachers and peers.</p>

					<p>Communication and engagement with families to support transition back to school will be maintained for as long as it is required and staff will use their professional judgements and excellent relationships to prioritise mental health and wellbeing before any academic recovery is started.</p> <p>Staff will facilitate opportunities for students to talk about their experiences and will be briefed as to the procedure for referring concerns to SLT.</p> <p>One-to-one conversations with members of the pastoral team will be available on a continuous basis. School will support the needs of particular groups already highlighted as in need and also those individuals and/or groups identified as newly vulnerable.</p> <p>A continued focus on mental wellbeing, staying safe and healthy and other relevant topics, will be provided within teaching and PSHE curriculum. Tutorials will include signposting information for pupils to so that they know what to do if they feel anxious or worried.</p> <p>Reopening to all pupils will provide an opportunity for children to re-engage with peers and to develop and renew friendships.</p> <p>Consideration will be given as to how best to balance reintegration and re-engaging students with their learning, in a manner which supports their mental wellbeing and also provides an opportunity for those with individual concerns or needs, to be identified.</p> <p>Designated Safeguarding Leads (and Deputies) will be available to support staff and students throughout the re-opening period and ongoing, managing referrals to other relevant agencies, where this is appropriate.</p> <p>SLT will continue to access training (including remote/virtual sessions) regarding supporting pupil wellbeing and recovery techniques, including trauma and bereavement.</p> <p>Family Consultation Evening conducted via telephone on Monday 12<sup>th</sup> and Wednesday 14<sup>th</sup> October where staff checked with parents/ carers on the mental health and well-being of pupils. Any concerns raised have been placed on to CPOMS and discussed with the relevant members of staff. The Head</p>
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					Teacher and SENCo have followed-up on these and signposted to further information or made referrals as necessary.
<u>Pupil Health – Administration of Medication</u>  Receipt of medication is delayed due to revised arrangements onsite.  Mixing between year group bubbles if collecting medication from a central location.	Pupils	2	4	8 M	Protocols are held for students within the main office by the senior admin officer. They are regularly reviewed and updated with records maintained.  More than one member of staff is trained/approved to provide medication to students.  Medication stores and inventories are maintained for easy identification of items. This includes school stock of epipens and inhalers.  A defibrillator is onsite with staff trained in their use.  In the event of a serious illness or injury, the emergency services are contacted by calling 999.  New or adapted information regarding administration of medication will be collected and agreed with parents of pupils and any other students who are new to the school or newly prescribed medication.  For those students requiring scheduled administration of prescribed medication, members of the office team will deliver medication to the student just out of their bubble classroom space wearing a face visor in order to mitigate risk to admin offer.  Medication will be dispensed by the first aider wearing gloves and placed into a disposable cup to ensure a contactless process.  In the event a student requires an inhaler or Jext AAI (adrenaline auto injector / epi-pen), a member of staff must call the main office (100) and a first aider will attend.  The local immunisation programme will continue, ensuring this is delivered in keeping with the school's control measures.

<p><a href="#">Wellbeing and reducing anxiety – New Staff and Pupils</a></p> <p>Staff and student stress and/or anxiety due to lack of confidence or uncertainty with new year group bubble arrangements when moving around site.</p>	Pupils and staff	3	4	12 M	<p>New reception pupils are provided with a welcome booklet and pack and have been contacted during the holiday period. They have also had numerous videos shared with them and a ZOOM meeting with EYFS staff. They are going to come in to school for an informal 'stay and play' in the first week of term so that they are used to the staff and the classroom environment.</p> <p>New members of staff have had a meeting with Mr Adams to go over basic policy information (behaviour policy, code of conduct, safeguarding, CPOMS, etc)</p> <p>New staff have also been supported by other experienced members of staff (Mrs Burnett and Mrs Dixon) to aid their transition in to school.</p> <p>New staff members have also started attending school before term time started in order to alleviate their uncertainty around starting school arrangements.</p> <p>New staff member (NQT) being supported by an experienced NQT mentor (Jill Whitehouse).</p>
<p><a href="#">Students with Additional Needs</a></p> <p>Students may exhibit challenging behaviours or social or emotional challenges as a response to lockdown or COVID19 experiences.</p>	Pupils	4	4	16 H	<p>A network of knowledgeable, experienced and professional staff are available within school to support students with a wide variety of needs.</p> <p>A risk assessment has been carried out for students with an Education Health and Care Plan detailing how school has supported students during the lockdown period (whether home learning or attending school). This will provide a useful reference point for full reopening.</p> <p>Students with additional needs / EHCPs have been supported by attending school during the lockdown period to keep them in touch with school staff and school procedures. Staff have also regularly liaised with families of these children regularly, either through welfare checks via telephone or face to face.</p> <p>Some students with additional needs will need specific help and preparation for changes to normal routines. The SENCO, SLT and teaching staff will plan how best to meet these needs as part of transition and induction planning. Preparatory work has been undertaken in anticipation of new reception students joining in September.</p>

					<p>The specific needs of students (including those with sensory impairments) will be considered to ensure measures are explained to students utilising the most effective method of communication for their need.</p> <p>External agencies will be engaged should specialist support be required. Therapists and other professionals can provide appropriate support where needed.</p> <p>Temporary legal changes to the facilitation of EHCPs will cease and revert to normal practise in the autumn term.</p>
<p><u>Pupil Clothing</u></p> <p>Ambiguity regarding expectations and clothing cleaning procedures.</p>	Pupils	2	4	8 M	<p>Guidance regarding school uniform is available on the school website: <a href="http://www.southgosforth.newcastle.sch.uk/web/our_school_uniform/503063">http://www.southgosforth.newcastle.sch.uk/web/our_school_uniform/503063</a></p> <p>Uniform information has been issued to parents of new reception pupils.</p> <p>Students will be reminded of uniform expectations during induction days and first days of term and this will be monitored on an ongoing basis.</p> <p>According to new guidance from Public Health England, uniforms do not need to be cleaned any more than usual, nor do they need to be cleaned using methods which are different from normal.</p>
<p><u>Staff Clothing</u></p> <p>Ambiguity regarding expectations and clothing cleaning procedures.</p> <p>Slips, trips and falls due to footwear.</p>	Staff	2	4	8 M	<p>From the start of the autumn term, staff will need to attend school in appropriate, smart clothing, as outlined in the code of conduct. Casual clothing as staff were permitted to wear during lockdown is no longer appropriate.</p> <p>Ties should not be worn as in most instances they cannot be washed. For this reason, we also advise against wearing clothing that requires dry cleaning.</p> <p>Low heel footwear is recommended in order to facilitate social distancing and ease of movement around the classroom.</p>
<p><u>Managing school premises – Cleaning areas after a suspected or confirmed case of CV19</u></p> <p>Increased risk of infection and transmission of COV-19 as the number of staff and students attending school increases.</p>	Pupils, staff and families	3	4	12 M	<p>Disinfectant cleaning products, effective against viruses, are available in a range of application methods, e.g. wipes, spray bottles and concentrated solutions for dilution.</p> <p>COSHH assessments have been accessed for all cleaning products and suitability has been established.</p>



<p>Indirect transmission is from touching contaminated surfaces.</p> <p>The risk of infection depends on a number of factors, including: - The type of surfaces contaminated - The amount of virus shed from the individual. - The time the individual spent in the setting. - The time since the individual was last in the setting.</p> <p>The infection risk from COVID-19 following contamination of a setting decreases over time. It is not yet clear at what point there is no risk. However, studies of other viruses in the same family suggest that, in most circumstances, the risk is likely to be reduced significantly after 72 hours.</p>					<p>Additional stock of cleaning products has been ordered in anticipation of full reopening.</p> <p>Arrangements for cleaning an area after an individual with suspected or confirmed COVID-19 has left the building will be as follows –</p> <ul style="list-style-type: none"> <li>- Cleaning with a regular/stock disinfectant product will reduce the risk of indirect infection transmission.</li> <li>- Cleaning staff will wear disposable gloves and aprons.</li> <li>- All surfaces that a symptomatic individual has come into contact with will be washed using warm soapy water and a disposable cloth, followed by disinfecting the surfaces with stock disinfectant cleaner.</li> <li>- Particular attention will be paid to frequently touched surfaces such as door handles, banisters, chairs, keyboard, telephone, sanitary fittings in toilet areas etc. Disposable cloths or paper roll and disposable mop heads will be used to clean all hard surfaces.</li> <li>- Care will be taken to avoid splashes and spray when cleaning.</li> <li>- Communal areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids, can be cleaned thoroughly as normal.</li> <li>- If an area or object has been contaminated with visible bodily fluids, PPE will be used to cover the eyes, mouth and nose, in addition to wearing gloves and an apron. Cleaning staff will be trained to apply a face mask correctly. Any items that are heavily contaminated with body fluids and cannot be cleaned by washing will be disposed of.</li> <li>- Cleaning staff will wash their hands with soap and water for at least 20 seconds once the area is cleaned, after removing PPE.</li> </ul>
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<p><a href="#">Managing school premises – Waste management</a></p> <p>Increased risk of infection and transmission of COVID-19.</p> <p>Indirect transmission from touching contaminated surfaces.</p> <p>The risk of infection depends on a number of factors, including: - The type of surfaces contaminated - The amount of virus shed from the individual. - The time the individual spent in the setting. - The time since the individual was last in the setting.</p> <p>The infection risk from COVID-19 following contamination of a setting decreases over time. It is not yet clear at what point there is no risk. However, studies of other viruses in the same family suggest that, in most circumstances, the risk is likely to be reduced significantly after 72 hours.</p>	Pupils and staff	3	4	12 M	<p>Bins are provided in all classrooms and key circulation areas. Cleaning and caretaking are aware of and follow waste management procedures.</p> <p>Arrangements have been put in place for disposal of waste from individuals with symptoms of Covid-19. (including cleaning cloths, face coverings and tissues) as follows</p> <ul style="list-style-type: none"> <li>– All waste will be put into a designated orange plastic bag and tied when full. The plastic bag will then be placed in a second orange plastic bag and tied. It will then be put in the boiler room away from all staff and pupils until a negative test result has been established.</li> </ul> <p>Waste is stored safely, away from students. It will not be put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.</p> <p>If the individual tests negative, it will be put in with the normal waste. If the individual tests positive, then it will be stored for at least 72 hours and then put in with the normal waste.</p> <p>Used PPE and any disposable face coverings that individuals arrive wearing must be placed in a bin and will be disposed of as normal domestic waste unless the wearer has symptoms of coronavirus (COVID-19). Used PPE and face coverings should not be put in a recycling bin or dropped as litter.</p> <p>Any homemade non-disposable face coverings that staff or students are wearing when they arrive or move around site will be removed by the wearer and put into a plastic bag that the wearer has brought with them in order to take it home. The wearer will then clean their hands using soap and water or alcohol rub/sanitiser provided.</p>
<p><a href="#">Managing school premises – Re-opening buildings following a period of closure (including partial)</a></p> <p>Serious illness or injury caused by defective services, systems or equipment following period of reduced occupancy.</p>	Pupils and staff	2	4	8 M	<p>All statutory compliance and health and safety checks were undertaken, as scheduled (note: site was never closed during lockdown as school remained open for keyworker and vulnerable pupils). This has continued in anticipation of full reopening and will be ongoing. Records of regular RAG checklists are maintained for inspection purposes.</p> <p>All services/systems were fully recommissioned prior to reopening. This included gas, heating and water supply.</p>

					<p>The cleaning team have carried out a thorough deep clean of all classrooms, work spaces and communal areas during the summer holiday period.</p> <p>Catering Services undertake a deep clean of catering facilities during the summer holiday period.</p>
<p><u>Cash Handling Arrangements</u></p> <p>Increased risk of infection and transmission of COV-19.</p> <p>Direct transmission includes when in close contact with those sneezing and coughing.</p> <p>Indirect transmission is from touching contaminated surfaces.</p>	Staff	1	4	4 L	<p>School has an online payment facility 'Parentpay' for parents/carers to make electronic payments for school lunches and any other resource which requires payment.</p> <p>Information regarding registration for 'Parentpay' has been provided to new Reception parents.</p> <p>Families are encouraged to utilise 'Parentpay' for online payments to reduce the requirement to exchange cash between parties.</p> <p>Where online payments cannot be made, cheque payments are preferable. Where cash is essential, this should be placed in a sealed envelope or money bag.</p> <p>Staff are discouraged from using petty cash whenever possible. Orders should be raised with the Finance Team using the standard requisition process for either a purchase order or credit card payment.</p>
<p><u>Managing school premises – Catering</u></p> <p>The limitation and location of existing onsite catering provisions leading to year group bubbles mixing.</p>	Catering staff	2	4	8 M	<p>School has an established SLA with NCC Catering Services. All existing catering facilities will be fully open from the autumn term with statutory compliance and health and safety checks undertaken for services and equipment.</p> <p>Meetings with NCC Catering Services took place in June and July to agree extension of existing catering facilities to designated areas for each bubble group. From September, it has been established that Reception pupils will eat their lunch in the dining hall and they will receive a hot meal. Because of the fact that it will take too long to get through lunch service to have all pupils eating lunch in the hall, the rest of the year groups must eat their lunch in their classroom bubble space. Representatives from NCC stipulated that because many pupils will be walking back to their classrooms with lunches, we must provide school packed lunches as this is deemed to be safer than carrying hot food over long distances. EYFS staff will chaperone the Reception pupils to have their lunch early (from 11.45am) and lunch time supervisors and teaching staff will chaperone the rest of the pupils in their classrooms.</p>

					<p>From Week 3 of Autumn Term 1 each year group has an allocated time to collect their lunch and be seated in the Dining Hall or Hall in class bubbles.</p> <p>Staff are unable to congregate in the staffroom during break times and should take their break in the Parents Room or Foyer, sat socially distanced on the tables. These tables should be cleaned thoroughly after use.</p> <p>Hot water and access to fridges will continue to be available to staff. Hand sanitiser and wipes are located in these areas to clean hands and surfaces prior to and after use. Staff can bring a flask or cold water bottle if preferred.</p>
<p><u>Managing school premises – Use of public transport and dedicated transport including statutory provision</u></p> <p>Increased risk of infection and transmission of COV-19.</p> <p>Direct transmission includes when in close contact with those sneezing and coughing.</p> <p>Indirect transmission is from touching contaminated surfaces</p> <p>Public transport capacity is likely to continue to be constrained in the autumn term due to social distancing.</p>	Families	2	4	8 M	<p>Staff and students onsite during partial re-opening of the school were encouraged to walk or cycle to school whenever possible.</p> <p>Bicycle racks are located in various locations onsite to secure cycles.</p> <p>School will continue to encourage students to walk, scoot or cycle to school if at all possible.</p> <p>Bicycles and scooters can be stored in communal bike stores in the playground but staff on duty will monitor these closely to ensure that different pupils do not touch these during play times and lunch times.</p> <p>Students will be reminded to maintain social distancing, especially between bubbles, as they come to school and go home.</p> <p>Staff and families should refer to the safer travel guidance for passengers for further information on public transport  <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travelguidance-for-passengers#safer-travel-information-sheet">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travelguidance-for-passengers#safer-travel-information-sheet</a></p> <p>Wearing a face mask or covering is now mandatory on public transport for both staff and students, except for those with a medical exemption.</p> <p>Staff arriving by vehicle should take care when accessing /egressing their vehicle, to ensure social distancing is maintained.</p>

<p><a href="#">Resumption of Extra Curricular provision and Wraparound Care</a></p> <p>Increased risk of infection and transmission of COV-19.</p> <p>Direct transmission includes when in close contact with those sneezing and coughing.</p> <p>Indirect transmission is from touching contaminated surfaces.</p>	Pupils and staff	1	4	4 L	<p>Extra-curricular activities were halted as school entered lockdown in March 2020 and have not recommenced during the period of partial re-opening.</p> <p>The latest guidance from Public Health England does state that extra-curricular clubs can resume again from Autumn term. However, due to the fact that this would mean that the children would have to mix their bubble groups, senior leaders in school have made the decision to continue to postpone any extra-curricular clubs until further notice.</p> <p>This does not impact upon school wraparound care facilities which will resume from the autumn term and organise the pupils in consistent, year group bubbles.</p> <p>Extra curricular activities have once again been stopped, along with peripatetic music tuition etc until further notice.</p>
<p><a href="#">Contingency planning for outbreaks</a></p> <p>Increased risk of infection and transmission of COV-19.</p> <p>Direct transmission includes when in close contact with those sneezing and coughing.</p> <p>Indirect transmission is from touching contaminated surfaces</p>	Pupils, staff and families	3	4	12 M	<p>If a local area sees a spike in infection rates leading to localised community spread, the appropriate authorities will decide which measures to implement to contain the spread.</p> <p>The DfE will be involved in decisions at a local and national level and will support authorities and schools to follow health advice.</p> <p>A plan to return to remote learning is in place to ensure continuity of education in the event of a local or national lockdown, leading to whole school closure.</p> <p>Where a class, group or small number of students need to self-isolate or shield, school has the capacity to offer remote education in the form of lessons and resources via our online learning platform 'Seesaw'.</p> <p>In the case of school closure, staff would set weekly timetables and allocate resources on the Seesaw application. In addition to this, teaching staff would also share video sessions of themselves delivering specific teaching content, relating to the work which had been set for that week. This would enable the teacher to clearly explain the task and model clear teaching so that the pupils were best placed to complete it to their best ability. The teachers would then offer marking and feedback to as many pupils as possible to enable them to move their learning on at an appropriate pace.</p>

					<p>Remote education will be high quality and linked to curriculum expectations. Interaction, assessment and feedback will be provided to students by class teachers. Staff and students will be supported in the use of IT by the school's IT technical support team.</p> <p>Staff workload and the requirement to deliver learning in alternative formats will be considered and supported by SLT when planning staff deployment for partial or full closing.</p> <p>A rota will be put in place for Site Team to ensure the site is regularly checked including statutory checks for fire safety, water hygiene, asbestos and site perimeter checks for signs of trespassing.</p> <p>Re-opening school will depend upon specific guidance pertaining to a local outbreak, for example this may involve re-opening only for vulnerable students and children of keyworkers and providing remote education to other students, or partial re-opening for some year groups. School may also again be required to act as a free school meal hub. A risk assessment will be undertaken and consulted upon in these circumstances.</p>
Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened	Pupils	4	3	12 M	<p>Gaps in learning are assessed and addressed in teachers' planning, along with subject content for what has been missed during lockdown.</p> <p>Home and remote learning is continuing and is calibrated to complement in-school learning and address gaps identified.</p> <p>Recovery plans are in place to address social and emotional needs, to address learning gaps and to assess pupil progress so that subsequent teaching is informed appropriately. Information from classroom assessments has supported the formulation of a catch-up programme to be delivered by T.A's twice per week for Y1-Y4 in Autumn 2 for children requiring this support.</p> <p>Catch Up teaching sessions are now being delivered.</p>
Staff who are delivering PPA cover support will be crossing 'bubble groups'	Pupils and staff	2	4	8	<p>No staff will be crossing bubble groups and additional staffing has been sought to avoid this. Staff are working on a rota so can take their PPA / NQT time during their weeks of working from home.</p> <p>Staff are working on a rota with one week in school delivering teaching and learning and one week working from home leading on home learning. This will eradicate the need to cover PPA sessions as staff can take this during their week working from home.</p>

Staff shortage / risking impact of staff : child ratios due to staff absence	Pupils and staff	3	4	12 M	<p>The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned, including BAME groups of staff.</p> <p>Flexible and responsive use of SLT and supply staff to supervise classes is in place if required.</p> <p>RAG staffing capacity spreadsheet to be updated at least weekly by the HT &amp; DHT.</p> <p>Using government advice from document 'implementing protective measures in a school' teaching assistants can be used to lead a group of children working under the direction of a teacher.</p>
Shortage of leadership in school following staff absence due to illness	Pupils, staff and families	1	4	4 L	<p>Mr Adams (HT) is not allocated to a bubble group, therefore shortage of all SLT staff due to bubble group absence is unlikely.</p> <p>All SLT members are split amongst different year group bubbles.</p> <p>DHT is due to be off work for a period of time from the end of autumn term 1. Long term supply has been booked for the teaching cover which DHT currently provides.</p> <p>Maintain social distancing and hygiene between all staff / SLT members (SLT meetings from a distance)</p> <p>Access HT support within the Trust if needed (virtually to prevent bubbles being contaminated)</p> <p>SLT members to use PPE, as with all staff, if providing intimate care / having close contact with children.</p>
Children or staff are clinically vulnerable or extremely clinically vulnerable	Pupils and staff	3	4	12 M	<p>Shielding measures paused from the 1st August 2020, with the exception of areas where local lockdown meant that shielding had to continue. Therefore, those who are clinically extremely vulnerable and clinically vulnerable can return to school in September, as school will have implemented the system of controls outlined within this risk assessment.</p> <p>Both groups must pay particular care to stringently follow the documented controls, practising frequent, thorough hand washing, cleaning of frequently touched areas and maintaining social distancing. Modifications to work areas</p>

					<p>may be required, where social distancing cannot be maintained, particularly for desk-based roles within higher traffic areas.</p> <p>School will keep up to date and follow government guidelines relating to clinically extremely vulnerable and clinically vulnerable groups going forward to ensure that we are managing the risks as safely as we possibly can through following government and PHE advice.</p> <p>The Head Teacher has met with the appropriate members of staff and parents and individual risk assessments have been carried out which indicate the specific measures which have been taken to mitigate the risks as much as possible for these staff and pupils in school. These risk assessments will be regularly evaluated and adapted as necessary.</p> <p>Staff who are classed as clinically extremely vulnerable are working from home until further notice. One member of staff who is deemed to be clinically vulnerable has secured a fit note from her doctor for the duration of this half term which specifies that she needs to work from home. The remaining member of staff who is deemed to be clinically vulnerable is working alongside the oldest children in school and is keeping distance as much as possible.</p>
Children or staff live with someone who is clinically vulnerable	Pupils, staff and families	3	4	12 M	<p>If a student or a member of staff lives with someone who is clinically extremely vulnerable or clinically vulnerable, including those who are pregnant, they can attend school. As with all staff, students and visitors, individuals are advised to follow the control measures within this risk assessment to minimise the risks of transmission.</p> <p>The Head Teacher has met with the appropriate members of staff and parents and individual risk assessments have been carried out which indicate the specific measures which have been taken to mitigate the risks as much as possible for these staff and pupils in school. These risk assessments will be regularly evaluated and adapted as necessary.</p>
Staff, pupils' and parents' wellbeing has been impacted as a result of COVID-19	Pupils, staff and families	4	4	16 H	<p>Correspond with all staff via email and virtual conferencing throughout plans to outline details of any partial reopening</p> <p>Remind staff to contact Rob Adams or another member of SLT at any time if they are feeling anxious or worried.</p> <p>Offer support service through Signpost document.</p>



					<p>Ensure that all pupils who are due to come back to school are aware of what will be the same and what will be different in school so that they know what to expect. This can be communicated through phone calls by SLT and teaching staff and through information shared via letter and email.</p> <p>Jo Fields to collate anxiety texts to use with children for 'Together Time' and PSHE sessions.</p> <p>Increased focus on PSHE and 'Together Time' in lessons initially <a href="#">and for however long that this is required</a> – Give this priority over other curriculum subjects initially to ensure that pupils feel safe and settled before academic recovery begins.</p> <p><a href="#">Classes to be kept the same as the previous year – no mixing of classes this year. This will ensure that this keeps changes to a minimum for pupils and families to get used to.</a></p> <p><a href="#">Lessons will be shorter and pupils will be given regular breaks in order to build up their learning stamina gradually after many pupils have not been in school for such a long time.</a></p> <p><a href="#">All families will be contacted by school before pupils return and parents and carers will be given the opportunity to share any key issues or concerns with school so that staff can put appropriate measures in place.</a></p> <p><a href="#">'ZOOM' meetings were set up and delivered once per week during lockdown with small groups of children and their teacher from each class to discuss worried and anxieties and to catch up with each other.</a></p> <p><a href="#">Parent and Carer questionnaire sent out before the 6 weeks holidays to gather feedback and give parents the opportunity to share their concerns. This information has been collated and will be given out to staff, so that they are aware of any potential issues for when pupils return to school.</a></p>
Vulnerable pupils could have become more vulnerable during closure	Pupils	3	4	12 M	<p>List of vulnerable children and families formed – these families have been contacted regularly by SLT during lockdown.</p> <p><a href="#">Staff to monitor pupils classed as 'vulnerable' very closely on return to school and share any concerns with SLT and record any issues on CPOMS.</a></p>

High levels of staff anxiety	Staff	3	4	12 M	<p>Staff to have individual 'check in' meetings with RA / JW soon after starting back in September to discuss anxieties and any reasonable adjustments which may need to be made.</p> <p>These meetings are to be followed up with a 'check in' another member of SLT subsequently.</p> <p>Any staff who require it are to be given the opportunity for additional meetings with SLT as required.</p> <p>Signpost support document to be shared with staff</p> <p>Staff survey to be carried out and points from it used to inform risk assessment and provision.</p> <p>PPE to be provided for any staff who would like to use it.</p> <p>RAG Checklist to be carried out <b>fortnightly</b> by SLT – This includes staff wellbeing.</p> <p>Staff to be given socially distanced space in the <b>Parents Room or Foyer</b> to enable them to check in with each other safely each day.</p> <p>Communications with parents and the wider community to be passed on to members of SLT if this is an issue which cannot be managed quickly and easily by teaching staff.</p> <p>Staff are encouraged to speak regularly with colleagues and SLT and take a lunch break each day and talk to each other in shared lunch space in the hall.</p> <p><b>Further counselling support is offered for staff who require it and / or referrals to occupational health.</b></p>
School Development Plan priorities for academic year 2020-2021 will need to take in to account the legacy of COVID-19	Pupils and staff	2	3	6 L	<p>School calendar for the summer term is rationalised.</p> <p>Senior Leadership Team (SLT) and staff work plans to include short- and medium-term planning.</p> <p>Staff recruitment for September 2020 completed.</p> <p>Curriculum and timetable for September 2020 mainly completed.</p>

					<p>COVID-19 impact is factored in to the new school development plan for September 2020 – Wellbeing of pupils and staff and recovery planning will be a primary focus of the new SDP.</p> <p>School Development Plan priorities shared with Governing Body on Tuesday 13<sup>th</sup> October and this was set alongside the Recovery Plan and plans for how to spend the Catch-Up premium.</p> <p>COVID-19 Committee set up for Spring 1 to share new approaches to SDP in light of additional national lockdown.</p>
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	Pupils and staff	2	4	8 M	<p>All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school</p> <p>Policies are adapted and reflective of practice in school.</p> <p>Policy addendums have been shared with staff and opened up for consultation.</p> <p>Parents, carers and families have been informed of policy addendums and these are available on the school website.</p> <p>Handbooks for parents and staff regarding reopening have been created (adapted new starters handbook)</p> <p>Fire evacuation model and procedures amended</p> <p>First aid policy amended</p> <p>Restorative approach to positive behaviour amended</p> <p>Safeguarding and child protection policy amended</p>
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	Pupils and key stakeholders	2	4	8 M	<p>Communications strategies for the following groups are in place:</p> <p>Staff</p> <p>Pupils</p> <p>Parents</p> <p>Governors</p> <p>Local authority</p> <p>Trade Unions</p> <p>Chronology of actions regularly updated and circulated to governors and the whole school community and trust.</p>

					<p>Regular Head Teacher letters to parents/carers/pupils and staff</p> <p>Risk assessment sent to appropriate unions</p> <p>Promise Board rep in regular contact with LA re DfE regarding government guidelines</p>
Governors are not fully aware of school practices and procedures relating to COVID-19	Governors	2	3	6 L	<p>School COVID Committee formed (ZH, KG, AH &amp; JB)</p> <p>RA and SLT to be in regular contact with the COVID Committee (at the very least once per week)</p> <p>Full governing body meetings to take place over ZOOM for updates re school provision and risk assessments etc until further notice</p> <p>All governors are CC'd in to all email correspondences to staff and parents / carers.</p> <p>Governors are given the opportunity to raise questions and be part of the decision making process regarding reopening to additional pupils.</p> <p>COVID committee to minute key meetings to demonstrate their understanding of procedures and safety measures in school.</p> <p>Governing body to adopt the revised Governance structure and emergency delegations</p> <p>HT to communicate with chair at the very least once per week</p> <p>Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place.</p>
Fire Safety Procedures	Pupils and staff	3	4	12 M	<p>Fire procedures have been reviewed and revised where required and policy addendums in place due to:</p> <p>Possible absence of fire marshals</p> <p>Social distancing rules during evacuation and at new congregation points (top end of the school field, furthest point away from school)</p> <p>Staff and pupils have been briefed on any new evacuation procedures.</p> <p>Incident controller and fire marshals have been trained appropriately (RA in February)</p> <p>Fire alarms are checked weekly (Monday mornings)</p> <p>An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.</p>

					Fire drill in Autumn 1 raised that staff were unsure of fire congregation points. It also highlighted that back gate key must be taken outside during fire drills / in the event of a fire.
Finance and potential cost of providing safe provision during COVID-19	Pupils and staff	4	2	8 M	<p>Additional costs for cleaning products and resources have all been taken from office expenses to enable this to be tracked clearly in the budget.</p> <p>Additional costings to be shared with finance and resources committee – This to be taken in to account when approving budget for 2020-2021 financial year in order to ensure that we have a balanced budget going forward (less spending elsewhere)</p> <p>Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in will be produced.</p> <p>Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review.</p> <p>The school's projected financial position has been shared with governors and Trust.</p> <p>Savings from expenditure during reduced opening should cover additional costs incurred</p>
Reputational Risk	Pupils, staff and families	2	3	6 L	<p>Head Teacher to regularly check the latest government and LA advice for schools and to ensure the advice is shared and followed.</p> <p>Head Teacher continues to work with LA, other HTs and Director of Public health to ensure we are following best practice and in line with other local schools.</p> <p>HT and DHT to respond to all parent/carers complaints and enquiries during lockdown.</p> <p>HT to stay in close communication with FGB and CoG re actions.</p> <p>Health and safety of pupils and staff to determine all key decisions.</p>

Classroom spaces are not adequately ventilated leading to increased risk of transmission	Pupils and staff	3	4	12 M	<p>Where possible, occupied internal areas will be well ventilated using natural ventilation – Windows will be left open and internal doors will be left open. The external fire doors can also be opened if staff would like (weather permitting). Other internal doors may be propped open during the school day but caretaking staff must close these at the end of each day. Caretaking team and Mr Adams are undertaking checks to windows and doors during the summer holiday period, to ensure maximum ventilation can be provided. This is communicated to staff so that they are aware that this is good practice where possible. If this is not possible due to weather conditions, at least some windows will remain open in each classroom.</p> <p>Internal doors will be propped open during the school day where it is practicable to do so, to aid ventilation and limit the use of door handles and touch points.</p> <p>Pupils will be reminded to wear a jumper to school so that on cooler days, windows in classrooms can still be opened for ventilation without the children getting cold.</p> <p>At least one window must be open at all times, as well as all internal doors, even when the weather is cold. Staff and pupils may wear additional layers in the classroom if they need to.</p> <p>Because the weather is extremely cold outside at the moment due to the season, staff must open windows at least once per hour for 3 minutes in order to facilitate good air ventilation.</p>
Free school meal children will not have access to food if they are self-isolating.	Pupils	2	3	6 M	All free school meal pupil families are contacted by the admin team if they are self-isolating. Families may request for food hampers to be dropped off at their home and left outside, or another family member / family friend may come to school to collect food hamper. RA is to source the food hampers as and when necessary.
Staff who have to break bubbles to cover PPA etc pose a risk to more than one class having the self-isolate if they test positive for COVID-19.	Pupils, staff and families.	4	4	16 H	<p><u>New Staffing Allocation from 04.01.21</u></p> <ul style="list-style-type: none"> <li>Reception – Catherine Burnett, Samantha Wate, Jill Stone, Jane Milnes</li> <li>Year 1 – Jo Fields, Kate Parker, Aminah Anwar, Jess Walmsley</li> <li>Year 2 – Amanda Logan with Denise McArdle, Alex Mullick with Zoe Shaw (now full time)</li> <li>Year 3 – Nicola Renwick, Lorna McNally, Janet Ramsey, Susan Steadman, Richard Corbishley, Jill Pensom</li> <li>Year 4 – Paul Crown, Amy Bell, Alison Topel, Kate Overton / Joanna Dornan</li> </ul>

					There will be no staff breaking bubbles at the moment due to the fact that PPA time and NQT time can be taken on weeks where staff are working from home until further notice.
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### Risk rating calculator

Likelihood that the hazardous event will occur:	
1	Very unlikely
2	Unlikely
3	Fairly likely
4	Likely
5	Very likely

Consequence of the hazardous event should it occur:	
1	Insignificant – no injury, no reputational damage
2	Minor – Minor injuries requiring first aid, some individual parents/staff upset
3	Moderate – Up to three days absence, many parents/staff/stakeholders upset with school
4	Major – More than seven days absence, Local negative headlines
5	Catastrophic – Death, significant national negative headlines

### Risk Matrix

Likelihood	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	Consequence					

### Action level table

Risk rating:	Action:
20-25	STOP – Stop activity and take immediate action
10-16	ACTION – Improve within specified timescales
4-9	MONITOR – Look to improve at the next review or if there is a significant change
1-3	NO ACTION – No further action but ensure controls are maintained and reviewed



## **Sources:**

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<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

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<https://www.hse.gov.uk/news/assets/docs/working-safely-guide.pdf>

Summary guidance for the use of PPE in school settings

<https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/#covid>

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#clinically-extremely-vulnerable-children-and-young-people-0-to-18>

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<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

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<https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm>

<https://www.afpe.org.uk/coronavirus-guidance-support/>

<https://www.musiciansunion.org.uk/Home/Advice/covid-19/music-teaching>