



The Orchard Primary School

Nurture Learn Grow

**RISK ASSESSMENT
FOR**

1st January 2021 RE-OPENING

REOPENING CHECKLIST

Findings of Inspection

The level of compliance should be included in report using a Rag Rating - **Green** – Full compliance (no action required), **Amber** - breach identified (remedial action recommended), **Red** – significant breach (action required)

A: Employees – Consider what impact returning to work would have on your employees, parents and pupils and how to keep them safe.

No	Issues	Y/N/NA	Rating R/A/G	Comments
1.	Has a risk assessment been undertaken for those who have a self-declared health condition which could increase their risk profile?	Yes	Green	Having carried out an audit of staff we know the staff who have a self-declared health condition. They are currently not attending school and will be working from home where possible and appropriate. <i>Having spoken to staff who are not currently attending they are clear about the school re-opening for all children in September and all are planning to return subject to current guidance. Staff who are clinically vulnerable will be able to return and staff considered extremely vulnerable will also return and may have mitigation measures in place as deem necessary so support their return – this will be discussed and agreed on an individual basis.</i>
2.	Are you tracking people who have been identified as high risk/are shielding?	Yes	Green	We know which staff have received NHS letters and are therefore shielding. <i>This is still the case- we know which of our staff are shielding and which are currently isolating because they are living with family members who are shielding. They are all aware of the shielding guidance which ends shielding from 1st August so they will be able to return to work in September.</i>
3.	Where practicable have staff been allowed to continue to work from home/remotely?	Yes	Green	Staff are working from home and are communicating with school electronically. This will continue. <i>This will be reviewed at the end of August in light of any new government guidance but at the moment staff who are shielding can return to work as long as they maintain social distancing.</i>

4.	Can all staff maintain the government guidelines for social distancing (The latest Social Distancing Guidelines available here). These could include but are not limited to the following:	No	Amber	<p>Staff can maintain social distancing from adults but this will not be possible with children in the same way – particularly with younger children.</p> <p>We have followed the distancing guidance-</p> <ul style="list-style-type: none"> • will put up signs to remind staff, pupils, parents and visitors of social distancing guidance. • Staff will be reminded not to share work stations without cleaning before and after use. • Floor markers / tape will be used to help keep a 2m distance • One-way traffic arranged around the main building • Visitors will only be on site where absolutely necessary • We will use back to back or side to side working if it is not possible to be 2m apart • Staggered arrival and departure times for children. <p><i>This remains the case -</i></p>
	Are you able to segregate staff and pupil activities to promote 2 metres distance?	No	Amber	<p>This will be more possible with older pupils but will not be possible if dealing with first aid / illness of children.</p> <p><i>Staff in classes will be able to segregate by standing at the front of the class and minimising close contact but is not totally possible. Will need to mitigate by limiting the time spent in close contact and having side to side rather than face to face interactions.</i></p>
4b	Are you able to limit the amount of contact staff and pupils have with each other to 15 minutes or less?	No	Amber	<p>Staff need to be in class with children but can ensure that there is distance for most teaching sessions or standing / working alongside pupils. Have mitigating actions in place – distancing in classrooms, working outside where possible, regular handwashing,</p>
4c	Are you able to implement a one-way flow system and provide visual aids (e.g. distancing markers, signage, flow system markers) for maintaining two metre distance?	Yes	Green	<p>Distancing markers have been ordered and we await delivery. These will be put down during the half term break. Site inspection has taken place to plan routes.</p> <p><i>Some have been delivered and more ordered to supplement what we already have. One way markings in the corridors.</i></p> <p><i>Now established in the corridors in the main building</i></p>
5.	Have staff, parents and pupils been trained / notified before returning to work on any new procedures?	Yes	Green	<p>Staff and parents to receive information by 22nd May.</p> <p>Staff to have induction on 1st June</p> <p><i>Staff have received a staff booklet which outlines the new arrangements. Have already responded to many staff questions and more will be answered at the induction.</i></p> <p><i>Parents have been notified via School Ping and the website about the re-opening arrangements and this will be updated with further guidance prior to their return.</i></p> <p><i>All returning staff have had induction. And as staff have returned they have had an induction meeting prior to starting.</i></p> <p><i>Staff who are shielding or isolating in the Summer term will be invited in before the end to term so they are able to familiarise themselves with the new procedures and all staff will be reminded at the start of the Autumn term</i></p>

6.	Have staff, parents and pupils been instructed on how to hand wash effectively, for the suggested duration of 20 seconds and maintain good hygiene practices?	Yes	Green	Information about effective hand washing was shared prior to school closure and has continued for the staff and pupils who have been attending school. <i>A rigorous handwashing regime will be implemented in school where children and staff will wash their hands at key times of the day.</i> <i>A handwashing regime has been implemented in school and there are signs in all toilet areas reminding about how to wash hands rigorously and with the suggested duration of 20-20secs.</i>
7.	Have staff, parents and pupils been instructed on social distance where practicable while at school, including school grounds?	Yes	Green	Again this information was shared prior to school closure and for children and staff who are currently in school. This forms part of our re-opening plan. <i>Arrangements for social distancing in school have been shared with staff and they will be 'instructed' in this at the induction.</i> <i>Parents have been informed about the one way systems which will be in place on the site and staff will be acting as 'marshals' at the beginning and end of the day.</i> <i>All parents were informed of the new system prior to returning in June but will all receive updated information prior to the return in the Autumn Term</i>
8.	Have staff, parents and pupils been instructed on what to do if they are experiencing COVID-19 symptoms?	Yes	Amber	Prior to school closure – This information will be re-shared as part of our re-opening plan and induction for staff and parents. <i>Staff were reminded at the end of June 2020</i> <i>Again, everyone will be reminded about this prior to their return in September and on an ongoing basis.</i>
9.	Are daily alerts from government departments e.g. Public Health England / Devolved Agencies being sourced and shared with staff and parents?	No	Amber	Not shared with all staff but shared with leadership team. Guidance forms a basis for the plans for reopening and has formed the basis for any updates given <i>Government guidance continues to be the basis for our plans and procedures which are amended as guidance changes.</i>

B: Travel, Access & Egress – Consider how your employees and pupils will travel to school, travel for work, access and exit work safely.

No	Issues	Y/N/NA	Rating R/A/G	Comments
1.	Are you able to implement enough parking restrictions to maintain social distancing measures?	No	Amber	The majority of staff drive to school and there are not enough spaces for the number of drivers. – we will need to implement a plan for entering and leaving the site so that staff can socially distance at key times of the day. <i>Staff know about parking with care and not touching cars. They can also wipe their door handles before getting in their cars at the end of the day (or use a little hand sanitizer on a paper towel) They all arrive at different times so they can distance from each other on arrival.</i> <i>As above</i>
2.	Are staff using their own transport for work activities?	No	Green	Home visits not planned to take place so staff are only using their own transport to get to and from work. CPD activities are taking place on line so staff are not going anywhere for training. <i>As above</i>

3.	Are staff, parents and pupils avoiding public transport where applicable and using alternatives (e.g. cycling, walking to work etc)?	Yes	Amber	Some parents have not sent their children to school because they have to use public transport. Some staff live too far away to use bikes, do not own cars, do not own bikes, live too far away to walk. They are aware of the measures to take whilst travelling. <i>As above</i>
4.	Have you considered staff that are required to car share for their role and whether this could continue?	No	Green	We don't have staff who are required to car share – home visits will be cancelled at the beginning of September which would be the only time this might apply. <i>As above</i>
5.	Has the entry and exits to the building/site been limited to the minimum number of points required?	Yes	Green	This will need to be reviewed in the light of the number of children in school and the parts of the school being used giving consideration for site security. The one-way system for entering the site means that at Orchard Road only 1 gate will be used for entry and the other will be used as the exit. The path at the Cromwell Road gate will be divided so that there is a one-way system in place. The path will be divided by the Smooga panels and there will be signs reminding staff, parents pupils and visitors about social distancing requirements. <i>The current arrangements for entering / leaving the site will remain in place in September with an amended staggered entry plan for all year groups</i>
6.	Has access to the building/site by visitors and contractors etc. been restricted?	Yes	Green	This will be ongoing – we currently review on an individual basis and restrict where we can. Contractors are expected to exercise social distancing and other hygiene requirements as part of our agreement for them to be on site. Visitors are discouraged unless social distancing is possible. We have a designated room for face to face meetings if these are necessary which allows for social distancing. Some tasks have been delayed until the Summer holidays to ensure that social distancing isn't compromised when the children are in school.
7.	Is it practicable to confine visitors to strictly defined areas and avoid unnecessary movements around the building?	Yes	Green	We avoid unnecessary movement around the school by visitors and have a designated room for face to face contact if this is necessary which allows for social distancing. This room is not in the main building.
8.	Have appropriate hand sanitiser pump action containers been made available in every classroom and on main travel routes through the building including access and egress areas?	Yes	Green	These have been purchased and we await delivery. <i>These have now been delivered and will be installed by Tuesday 2nd June.</i> <i>These have been delivered and have been installed where necessary. Staff also have sanitiser in classrooms.</i>
9.	Is advisory hand washing signage displayed throughout the building, especially at entrances and exits and where people congregate.?	Yes	Green	We used signs prior to school closure and have ordered more which we are waiting to be delivered. <i>Signs are up</i>
10.	Are the signs displayed reviewed and replaced as necessary?	Yes	Green	The signs currently in place will be replaced when the delivery arrives <i>New signs have been put up around the school.</i>

C: Cleaning Regime – Consider what cleaning and hygiene measures need to be implemented to reduce the risk of individuals contracting the virus on your premises / site.

No	Issues	Y/N/NA	Rating R/A/G	Comments
1.	Have you completed a deep clean of the property / site before returning?	Yes	Green	The school has been open to children and has therefore been cleaned every day. A deep clean will be carried out over half term. Deep clean carried out over half term- any outstanding areas will be completed in week beg: 1 st June. Outstanding areas completed
2	Is the ongoing cleaning frequency enough and can cleaning be undertaken when the building is occupied?	No	Green	The school has been cleaned every day and this will continue. We will have - additional cleaners at lunchtime to support with cleaning the toilets, tables, light switches etc prior to the afternoon session. We will also be closing early on a Friday afternoon to ensure a more thorough clean takes place .
3.	Are all hand contact points cleaned on a frequent basis throughout the day including, door furniture, handrails, IT equipment, classroom equipment, desks, phones, flush plates, taps, dispensers, toilets, canteen / food preparation areas.	Yes	Green	Need to review IT equipment and classroom equipment - toilets, taps door handles are cleaned as part of current cleaning regime as are food preparation areas. (Chartwells) This forms part of our reopening plan – cleaners will have an induction meeting over the half term break with a member of SLT and the caretaker. The caretaker and cleaners have had meetings with SLT about additional cleaning requirements and follow up meetings to take place week beginning 1 st June with weekly updates Additional cleaners arranged for lunchtimes to clean toilets, door handles, tables etc. Additional cleaning time is used specifically for the cleaning of hand contact pointw in classrooms, toilets etc..
4.	Are appropriate cleaning products being used during daily preventative clean regime?	Yes	Green	Additional cleaning products purchased because of increased frequency of cleaning – delivered.
5	Have persons undertaking the cleaning been instructed with clear safe usage instructions?	Yes	Green	The school caretaker ensures that cleaning materials are used correctly by all cleaning staff.
6	Can, where practical, curtains and blinds be removed to minimise the areas where viruses can be difficult or time consuming to remove.	No	Amber	Can't be removed but can be kept open – this will be shared with staff. If closed to keep out the sun they will need to be vacuumed thoroughly.
7	Can blinds be kept opened and locked if they cannot be removed?	Yes	Amber	Staff to be instructed to keep blinds open. Staff to be reminded of this as part of the induction – 1 st June. Staff have asked for blinds to be closed when the sun is causing glare for the children – guidance has been given

8	Can rugs and mats be removed where safe to do so to make cleaning and disinfection of floors easier?	Yes	Green	Classrooms are carpeted and these cannot be moved but they are vacuumed daily. Children will be discouraged from sitting on the floor but encouraged to sit on chairs in class. Chairs can be cleaned as part of the cleaning programme on Friday afternoons – we will close early on a Friday Rugs will be removed where we can when rooms are prepared. Where we feel that the rug is a better option than the carpet underneath the rug will be thoroughly cleaned as part of the Friday clean as well as being vacuumed every day.
9	Is it practicable to introduce a daily steam cleaning procedure for washrooms/	Yes	Green	This is mitigated by additional cleaning arranged for lunchtimes which is in addition to morning / afternoon cleaning with already takes place. <i>A steam cleaner has been purchased to support this – initially used every Friday.</i> <i>Steam cleaner has arrived</i>
10	Have staff been provided with appropriate cleaning products so that they can frequently clean their workstations during the day?	Yes	Green	Cleaning products have been purchased for each classroom. We also need to provide cleaning products for admin and welfare staff <i>Cleaning product provided throughout the school</i>

D: Building Safety – Responsible Person Checks – Consider how you ensure your building remains safe for all employees, pupils and visitors.

Guidance on a suitable inspection can be [found here](#).

No	Issues	Y/N/NA	Rating R/A/G	Comments
	Has your responsible person carried out checks on your building in the following areas?			
1.	Fire Safety Systems / Emergency Lighting.	Yes	Amber	Chris Willmott MIFireE or Workplace Fire and Safety Ltd carried out a fire RA on 9 April 20 discussing his findings with the caretaker, Eric Ogundipe. A copy of the FRA was sent to the headteacher and caretaker./ Emergency Lighting tests and remedial work carried out by Bob Knockles on 6 April 20
2.	Ventilation / Humidity / Lighting & Heating.	Yes	Green	New ventilation system has been installed by Kier under one years warranty Terry Devine looks after the AirCon on maintenance contract and will look after Kier installation when warranty ends SSS via Corporate properties carry out ventilation checks on coil units. Bob Knockles – electrician looks after our electrical lighting repairs and Asset+ (with Charles Pipe from LA) are currently working to improve our lighting.
3.	Gas Installations.	Yes	Green	Gas testing and purging carried out on 23/1/20 by T Brown via Corporate properties and new gas kits were fitted to the boilers. Rating green but debris in boiler room to be cleared.
4.	Legionella Controls.	Yes	Green	HLS, Alton House, Alton Business Park, Alton Road, Ross-on-Wye, Herefordshire, HR9 5BP carried out audit on 23/4/20. Remedial work regarding temperature adjusted by the caretaker, Eric Ogundipe and emailed as done 4/5/20.

5.	Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance.	Yes	Green	AMS plumbing check Pressure Systems every summer – August 19 Sportsafe certify our playground equipment – currently awaiting cert. Strawberry7 check our IT – ongoing. Bob Nockles does our PAT testing last done Dec 19.
6	Lift Statutory Inspections.	N/A	Green	No lift – No SEN centre using using LOLER – Manual Handling RA in place

SYSTEM OF CONTROLS

These are the controls in place to address and mitigate the risks associated with coronavirus (covid-19). The measures adopted in the plan in relation to these controls allow us to deliver an appropriate, broad and balanced curriculum for all our pupils.

Prevention:

- Minimise contact between individuals and maintain social distancing wherever possible
- Clean hands thoroughly more often than usual
- Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it approach
- Introduce enhance cleaning, including cleaning frequently touched surfaces often
- Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (covid-19) symptoms or who have someone in their household who have coronavirus, do not attend school
- Where necessary and appropriate, wear appropriate personal protective equipment (PPE)

Response to any infection:

- Contain any outbreak by following local health protection team advice
- Manage confirmed cases of coronavirus (Covid-19) amongst the school community
- Engage with the NHS Test and Trace process

RE-OPENING PLAN – January 2021

Re-opening the school requires the cooperation of the entire school community. The risk assessment has 3 main underlying caveats;

- The Government have said it is safe for school to open for pupils
- Those attending the school each day are well and symptom free
- The internal class communities are contained with limited contact with others to enable contact tracing if a pupil or member of staff becomes symptomatic (obviously some will be asymptomatic but by reducing overall contact, tracing will be easier.)

RISK ASSESSMENT	CONTAGIOUS DISEASES
	Risks to be considered in line with national advice from the government and Public Health England

	RISKS	WHO IS AT RISK?	CONTROLS	LEVEL OF RISK	ACTIONED BY
1	Contamination - general	All staff, pupils and visitors to the site	<ul style="list-style-type: none"> • Pupils shown the correct way to wash hands using NHS video and other teaching resources. • Staff and pupils encouraged and prompted to clean hands more frequently with soap and water. • Whole class hand washing on arrival and before and after break times and lunchtimes. • Children and adults clean their hands on arrival, before and after eating and after sneezing or coughing. • Sanitizer used between washing with soap and water • Tissues and antibacterial wipes for laptops – between uses • Continue to promote ‘Catch it, Bin it, Kill it’ with children and staff. • Children and staff encouraged and reminded not touch their mouth, eyes and nose. • Increased and in-depth cleaning programme across the school each day and throughout the day– e.g. frequently touched surfaces, equipment and door handles. <ul style="list-style-type: none"> - Increased toilet cleaning – 2x daily checks after break and lunch - Increased touch point cleaning by lunchtime cleaners and SMSAs • Anti-bacterial/virus spray and cloths in each class – only adults to use. • Hand sanitiser at key entry points across the buildings and in classrooms • All staff to monitor signs of illness and pupils with underlying health conditions • Extra signs /posters in the toilets to remind about hand washing • Extra soap ordered to ensure we do not run out • Gloves / aprons worn by cleaning staff • Staggered start and end of the day to promote distancing for parents and pupils. • Children’s toilets have a 1-way system in the main building • Wedge internal doors open. Review evacuation procedures – staff responsible for closing doors behind them to prevent the spread of fire in the event of evacuation. • Only 3 children allowed in the toilets at any 1 time – wedge entrance doors 	High	ALL STAFF

		<ul style="list-style-type: none"> • No bags or individual belongings to be brought from home including birthday treats etc. • Pupils to come to school in PE kits on PE days. • Resource packs for all pupils with pencils, rubber, ruler, sharpener etc. • Recommend that staff take their own temperature before school if they feel unwell – forehead thermometers available for staff if needed • Recommend that parents take temperatures before children come to school if they feel unwell. • Limit visitors to site – essential personnel only. Any face to face meetings to be held in Hawthorne • Visitors will have guidance on physical distancing and hygiene explained to them on or before arrival. • Most meetings still to take place using Google Meet, Zoom etc... • Educational visits (non-residential) can take place in the same pupil groups, but only subject to a separate risk assessment that considers coronavirus measures in place at the destination • Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with the changes to how the school space is being used. • Areas in use will be well ventilated by opening windows or use of the installed ventilation system. Doors will be propped open, where fire safety and safeguarding will not be compromised. • Gates will open 9.00 – 9.15am at the start of the day / 3.15 – 3.30pm at the end of the day – there will be a member of staff at each gate and 1 in the playground at these times. 		
2	Contamination in school / classrooms	<ul style="list-style-type: none"> • Children to use the same classroom each day • Children to use the same table /desk each day. • Unnecessary items/ equipment removed from classrooms if possible • Pupils and parents/carers asked to limit the amount of equipment they bring to school to essentials – coat, lunch box, book bag. No cakes or sweet to be brought into school for birthdays. • Curriculum focuses on independent, individual learning activities – no collaboration/group work. • Contact between people is reduced by ensuring that as far as <u>reasonably possible and practical</u>, pupils and staff only mix in their pods and stay away from other pods. • Year group bubbles established with 3+ pods in KS1 where each pod does not mix • Year group bubbles established in KS2 where key staff can work <u>across the year</u> group • No gatherings of staff or pupils. – no assemblies, staff meetings. Year group meetings can still happen, maintaining the required social distancing using Holly, Hawthorne or classrooms. • Staff room reorganised/ marked to ensure distancing – no sharing of food etc... unless pre-wrapped. Use of staff rooms and offices will be staggered to limit occupancy. • Use of PPE – not necessary for general use as advised by government/ PHE, but use when dealing with children in the medical room – especially with children who have a temperature, sickness etc. • Order of sanitiser, gloves anti-virus spray, paper towels, soap etc. 	H	SLT / site team

			<ul style="list-style-type: none"> • Signs and symbols used on walls and floors to mark social distancing, circulation and good hygiene • Blinds kept open around the school but where necessary closed / opened only by class teacher ensuring that the cord is cleaned afterwards. At the end of the school day they should be rolled up. The class teacher should wash / sanitise their hands after opening or closing the blinds. • Rugs and mats removed where safe to do so – making cleaning of floors easier • Individual plastic bins with lids purchased and lined with new bag each day. • Lunch tables cleaned before each group has lunch • Ensure ventilation systems are maintained an running effectively – recirculation mode is switched off. • To manage a confirmed case of coronavirus PHE will provide definitive advice on who must be sent home. To support this we should keep a record of pupils and staff in each group, and any close contact that takes place between children and staff in different groups. <ul style="list-style-type: none"> - Direct close contact- face to face contact with an infected individual for any length of time within 2metres including being coughed on 		
3	Social distancing - movement around the site	All staff, pupils, visitors	<ul style="list-style-type: none"> • Staggered drop off and pick up times with protocols in place. • Only one parent to drop off at school and no siblings or other relatives to accompany them • Children to access classrooms directly from outside where possible. • Continue to follow the one-way system around the site • In and out gates for drop off and pick up in Orchard Road • Open both gates in Cromwell Road and split the path for entrance / exit with barriers (use Smooga panels) • Continue to use the one-way system internally • Only one class / group in the corridor at a time following 'spot markings to keep distance • Staff to accompany classes / groups at all times • Individual children can leave class on their own for toilets etc. • 2 metre distance line / spot on ground outside external doors for parents /carers to maintain distance • Parents / carers to email or phone with concerns /issues – any face to face meetings held in Holly or Hawthorne class to ensure distancing. • Limit the number of children who use the toilet facilities at one time to ensure they do not become crowded — each class to have a toilet pass and medical pass to limit the number of children around the school. • Social distancing of 2m should be maintained amongst adults 	Med.	SLT
4	Social distancing- In the classroom	Staff, pupils	<ul style="list-style-type: none"> • Limit number of pupils per classroom to 30. • Class groups, once started, will be in school every day. • Year group bubbles established with 3+ pods in KS1 where each pod does not mix 	H	Teaching staff incl TAs

			<ul style="list-style-type: none"> • Year group bubbles established in KS2 where key staff can work <u>across the year group</u> (this is to support teaching in KS2 where there are 2 TAs per year group) • Yr6 to use the Upper block – Redwood to move to current Sycamore and vice versa. • Pupils to keep own books, learning packs and equipment in trays and not sharing resources • Where possible, lessons can take place outside • Children only to use allocated laptops and cleaned between use • Change classroom layouts to ensure distancing – additional tables removed or stacked. <ul style="list-style-type: none"> - Children sitting in rows so that no pupils are facing each other - Each class to have a seating plan - Class teacher to teach from the front of the class - Each pupil to have their own basic resources in a zip-lock wallet to reduce movement around the class. - Children to line up in specific order to help ease movement into classrooms and avoid children having to pass each other once seated • Children to sit at tables and not on the carpets for stories etc. • <u>Social distancing to be maintained – 2m – in</u> 		
5	Social distancing- In the playground	Staff, pupils	<ul style="list-style-type: none"> • Each year group to have rotated play sessions using all the space available apart from the play structures which will not be used – each pod/class in a zoned area • Pupils encouraged not to touch each other during play • Pupils to play in pod/ class groups only • Each pod to have an allocated tub of play resources for break times – • Play structures will be taped off and have signs so they cannot be used – children to be reminded each day that they cannot be used 	M	Teaching staff incl. TAs
6	Social distancing – in the lunch hall	Staff, pupils	<ul style="list-style-type: none"> • <u>Reduced numbers will help mitigate against the risk</u> • Only hot meals served in the halls – 8 children per table in KS1 and 6 children per table in KS2 – • Classes to be kept separate in the halls <u>/bubbles to be kept separate</u> • Packed lunches in the classroom or on the field • Pupils to eat in pod groups – hall zoned for specific year groups • Staggered lunch breaks with lunch to start at midday. • Spot markings in hall to maintain distancing when lining up for lunch – can reduce to 1metre • <u>Staff to wear face coverings</u> 	H	SMSAs / SLT
7	Teaching in a bubble or class group / interventions	Staff pupils	<ul style="list-style-type: none"> • staffs can teach across different classes or groups but arrangements should be made to ensure that they keep their distance from pupils and other staff as much as they can (ideally 2metres apart). This won't always be possible, particularly when working with younger children, but clos face-to-face contact will be avoided, and time spent within 1 metre will be minimised. 	H	Teaching staff incl. TAs

- Staff providing interventions will work across a given year group and if, necessary, only 1 other year group to reduce potential contacts.
- If teaching a group, we will try to have groups of pupils only from the same class – particularly in KS1. Where this is not possible distancing and hygiene measures should be followed.
 - Staff wash their hands before and after working with a group
 - If a space is identified outside of the classroom for the intervention any equipment for the session needs to be ready before the start of the session.
 - Staff collecting children should stand at the entrance to collect the pupils
 - The children follow the adult (at a distance) to the identified area and return to the class in the same way.
 - Pupils should bring equipment they require with them or the teacher / TA should have named zip wallets for equipment when children are working in that group which should not be shared. (as in the classrooms)
 - The intervention is provided at a distance. Any support from the adult which cannot be given from the front at a distance should be from the side and not face to face. (If the children are sitting the adult could stand behind and to one side so they can see the child's work)
 - After the group has returned to class, the member of staff cleans the desk area and washes any equipment which needs to be used by another group.
- Any resources which need to be shared between groups or classes such as sports, art of science equipment will be either:
 - Cleaned frequently and meticulously, and always between groups using them; or
 - Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups.
- The same rules will be followed for books and other shared resources that pupils or staff take home. However unnecessary sharing will be avoided.
- Individual resources such as pens and pencils will not be shared.
- For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or the hall spaces where it is not. Distance between pupils will be maximised as much as possible.
- Lessons that involve singing, chanting, shouting should be limited to no more than 15 pupils and will take place outside or in the hall spaces. Pupils should be positioned either back-to-back or side-to-side at an appropriate distance. Instruments should not be shared. Currently singing in larger groups such as in the choir or in assemblies will not take place but this will be reviewed regularly in line with government guidance.

			<ul style="list-style-type: none"> Any pupils with complex needs or who need close contact care will have the same support as normal as distancing is not possible here. Staff will be rigorous about hand washing and respiratory hygiene – Catch it, Bin it, Kill it Specialists, therapists, clinicians and other support professionals for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene. Staff will generally teach in the same bubble each time they are in. If necessary they may be asked to teach in a different bubble / year group to ensure adequate supervision in all year groups. 		
8	Staff shortage- class cover <i>This may include staff having to self-isolate due to underlying health conditions or short term isolation/quarantine</i>	Pupils	<ul style="list-style-type: none"> Ensure at least 1 adult per class/group with teacher supervision if not in the classroom Staff who deliver interventions, PPA or cover will support where needed Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school will be kept to a minimum. <p>Staff rota in place – staff in year groups will cover for each other as far as possible</p>	H	SLT – (HT/DHTS/AHTS)
9	Staff shortage- PPA cover	Staff	<ul style="list-style-type: none"> Reduction in planning and marking expectations Reduction in taught curriculum Increased use of worksheets and laptops instead of books Increased use of self-assessment and whole class marking <p>Staff meeting virtually for PPA / year meetings</p>	H	SLT
10	Staff shortage- Staff may need to take on additional roles	Staff, pupils	<ul style="list-style-type: none"> Staff may be asked to cover more duties – including lunchtime, break times... All staff will receive a break time Staff may be asked to cover other roles – e.g. Welfare, main office, gate duty... <p>Staff may be asked to work in a different year group if necessary</p>	H	SLT
11	Pupils fall behind in learning due to lockdown and part-time attendance		<ul style="list-style-type: none"> Curriculum planning – use of online learning platform for children not attending school Daily individual reading for vulnerable pupils when in school Revision lessons and resources Intervention and catch-up arranged following assessments at the start of the Autumn term <p>Remote learning is in place for all children who are not attending school. This learning has a focus on basic skills alongside other areas of the curriculum. Staff do their utmost to ensure that the learning taking place in school is echoed in the learning taking place at home.</p> <p>Pupils who do not have access to electronic devices have printed learning packs which are collected from school at a specified time each week.</p>	Med.	AHTs / yr leads

12	Staff and pupils travelling to school	<ul style="list-style-type: none"> • Consider later start or earlier finish to enable travel at quieter times on public transport • All encouraged to walk or cycle where possible • If using public transport to travel to work, follow government guidance on safer travel <ul style="list-style-type: none"> - Allow extra time to get to work - Plan their journey to avoid busy times / stations / modes of transport - Minimise use of the underground - walk for some of the journey - Wear a face mask - maintain 1m+ social distancing - Also advise not to touch faces whilst on public transport and use hand sanitiser as soon as they exit transport as advised by government guidance - possibly arrive later: 9.15 and leave at 3,45pm. • Staff using their own cars should consider how they use the car park, not touch other cars and should wipe door handles before they get into their cars. • Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. If they are using disposable face coverings, these should be wrapped and put in a lidded bin. • Anyone wearing a face covering when arriving to school will wash their hands before going to their classroom having stored or disposed of their face covering. <p>The current rota means that staff travelling on public transport do so for 5 days in a 2 week period instead of every day.</p>	H	SLT
13	Staff and pupils have been affected by illness, bereavement or lockdown	<ul style="list-style-type: none"> • 1:1 support (ELSA if possible) • referral to play therapist for pupils or explore the possibility of virtual support. • signpost counsellor for staff – Phoenix Counselling/ LA employee assistance service. • Play therapist and behaviour support to continue to provide support in school if possible • Telephone support from SLT for vulnerable pupils not in school to continue 	H	HT & DHTs
14	Staff or pupils shows symptoms	<ul style="list-style-type: none"> • Pupils and staff must not come into school if they have symptoms and must be sent home to self- isolate immediately if they develop them at school. • A pupil waiting to be collected should remain in the medical room or Mulberry meeting room away from others. • Welfare staff must wear PPE whilst with the child – face mask, disposable gloves and disposable apron. Goggles or face shield should also be worn if there is a risk of splashing to the eyes through coughing, vomiting etc. Guidance is that: <ul style="list-style-type: none"> - PPE is only needed where an individual child or young person becomes ill with Covid-19 symptoms while at school and only then if a distance on 2metres cannot be maintained. - PPE is needed where a child already has routine intimate care needs that involve the use of PPE in which case the same PPE should be used. • If they need to go to the bathroom while waiting they should use the access toilet which should then be cleaned and disinfected before it is used by anyone else. • Staff member / parents of pupil advised of government isolation information and to obtain a test. (https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus or telephone via NHS 119) Essential workers have priority access to testing. 	H	Welfare staff / SLT

- A member of staff who has helped someone who is unwell with Covid-19 symptoms – new continuous cough, high temperature, will not need to go home to self-isolate unless they develop symptoms themselves (in which case they should arrange a test) or the child subsequently tests positive
- Children or staff with cold symptoms will be asked to remain at home – the spread of other illnesses risk lowering the immune system making people more susceptible to catching Covid-19.
- If a child or staff member has a positive test this will be reported to Public Health England who will give further guidance to the school with regards to procedures including who should be notified and sent home to self-isolate. To help with this, records will be kept of
 - The pupils and staff in each group
 - Any close contact that takes place between children and staff in different groups.
 Close contact means
 - Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including – being coughed on, face to face conversation, unprotected physical contact (skin-to skin)
 - Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes with an infected person.
 - Travelling in a small car with an infected person.
- If a child/young person or staff member tests positive, they should continue to self-isolate for 7 days from the onset of their symptoms and return to school if they do not have symptoms other than cough or loss of sense of smell/taste. (*these symptoms can last for several weeks after the infection has gone*) If they have a high temperature they should self-isolate until the temperature has gone.
- As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England’s local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take.
- It may be necessary for the whole class, year group or school to self-isolate at home as a precautionary measure but this decision will be taken following PHE advice.
- If a child or staff member tests negative, feels well and no longer has symptoms similar to Covid-19 they can stop self-isolating. They could still have another virus such as a cold or flu- in which case it is best for them to avoid contact until they feel better. When they feel better they can return to school.
- A thorough clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly – double bagged and put to one side for 48-72 hours before disposal.
- If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local public health team to decide if additional action is needed. Any advice given will be followed.

The isolation period is now 10 days for contacts.

15	Managing pupils with injuries or intimate care needs		<ul style="list-style-type: none"> • PPE must be worn when dealing with any intimate care or managing a child with an injury. • first aide waste bags should be used to contain gloves, masks, aprons • All intimate care needs to be recorded – eg nappy changing so contact tracing can happen. • All injuries continue to be recorded 	H	All staff Welfare staff
16	Correct uniform, shoes, PE kit		<ul style="list-style-type: none"> • Children are expected to wear school uniform however, no child to be disciplined for wearing incorrect uniform – items from lost property can be offered as alternatives if needed. They should be washed prior to return but can be washed in the school washing machine located in the Nursery. • Children to wear uniform but can also wear own sensible clothes. • PE kit to be worn to school on days when children have PE lessons to avoid having to change and leave clothes lying around. 	Low	All staff
17	Shielded, clinically vulnerable and pregnant members of staff.		<ul style="list-style-type: none"> • The mitigation measures we have in place will mean that staff, who have been classified as clinically vulnerable or extremely vulnerable to COVID-19, can return to work. • Those who are considered to be clinically extremely vulnerable should maintain social distancing. • Those who live with family who are clinically extremely vulnerable or clinically vulnerable can attend. • Risk assessments will be carried out for clinically extremely vulnerable and clinically vulnerable staff along with those staff who may be considered to be at increased risk from covid-19 e.g. BAME <p>This will be kept under review in line with government guidance and in line with measures in place in school</p> <ul style="list-style-type: none"> • Clinically Extremely Vulnerable members of staff have been advised to remain at home following the reintroduction of shielding. They have been identified through a letter from the NHS. These staff should follow the published guidance. • Clinically Vulnerable members of staff can attend school but should follow the mitigation measures in place to minimise the risks of transmission. <ul style="list-style-type: none"> - Good hand hygiene - Maintaining separation – stay in allocated bubble - Maintain 2m distancing from others or minimise time spent within 1 metre of others. - Avoid face to face contact • Staff who live with those who are clinically vulnerable or clinically extremely vulnerable can attend school but should ensure they maintain good prevention practice both in the work and home setting. • Staff who are pregnant are recommended to work at home where possible – if this is not possible they should rigorously follow the mitigation measures in place and follow the Coronavirus advice for pregnant employees. 	High	Identified staff / SLT

			<ul style="list-style-type: none"> Staff who are not clinically extremely vulnerable or clinically vulnerable but might be considered to be at increased risk from Covid -19 can attend work but should rigorously follow the mitigation measures in place in school. 		
18	Shielded and clinically vulnerable children	pupils	<ul style="list-style-type: none"> Most children and young people, who have been classified as clinically extremely vulnerable to COVID-19 will be able to return to school although there may still be a small number who are still unable to attend in line with public health advice. If rates of the disease rise in the local area, children or family members from that area will be advised to shield during the period when rates remain high and therefore they may be temporarily absent. Children who are no longer required to shield but who remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school. We will contact the parents of children who we know to be in this group prior to their return to school to ensure their needs have been discussed with a clinician. Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will offer them access to remote education. Children who are clinically vulnerable (but not clinically extremely vulnerable), can attend school Parents are responsible for following medical advice and communicating this advice to schools, whether it be that their child must remain at home or they can attend school and the specific preventative measures that would need to be in place. An individual risk assessment will be carried out for these pupils. 	High	Parents
19	Those living with shielded or clinically vulnerable people	Staff, pupils, parents	<ul style="list-style-type: none"> Those living with someone who is clinically extremely vulnerable or clinically vulnerable can attend school provided that all social distancing and hygiene protective measures are in place and followed. We will discuss individual concerns with parents to provide reassurance of the measures in place to reduce the risk in school. We need to be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies. 	Med.	SLT / staff
20	Cleaning protocols		<ul style="list-style-type: none"> All areas of the school are cleaned every day Appropriately experienced cleaning staff are employed to ensure the cleaning of specific high use/ frequently touched areas at lunchtime – tables, light switches, toilets. 3 additional cleaners have been employed for this purpose. Lunch tables to be thoroughly cleaned with detergent / disinfectant before each staggered lunch group. The following cleaning practices will be followed: <ul style="list-style-type: none"> Any locations they have entered will be cleaned with the school's standard detergent and disinfectant supply Cleaners and SMSAs will wear disposable or washing-up gloves and aprons for cleaning. Disposable cloths, paper towels or disposable mop heads will be used to clean. Hard surfaces will be cleaned with either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or Warm water and detergent followed by disinfection (1000 ppm av.cl.). The manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants will be adhered to Particular attention will be paid to frequently touched areas and surfaces, such as toilets, and door handles 		Site staff / welfare staff

			<ul style="list-style-type: none"> ○ Cleaners will avoid creating splashes and spray when cleaning. ○ After cleaning, disposable gloves and any cloths and mop heads used will be disposed of and put into waste bags ○ Cleaners will wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning ● If someone with suspected coronavirus (COVID-19) has been in the school, as soon as they have vacated, the above hygiene procedures will be followed and: <ul style="list-style-type: none"> ○ If an area has been heavily contaminated, such as with visible bodily fluids, from a person who is ill or showing COVID-19 symptoms, cleaners will also wear protective goggles and a fluid-resistant surgical face mask (FFP3, FFP2 or N95) ○ After cleaning, disposable gloves and any cloths and mop heads used will be disposed of and put into waste bags as outlined below. <ul style="list-style-type: none"> ○ put in a plastic rubbish bag and tied when full. ○ placed in a second bin bag and tied. ○ put in a suitable and secure place and marked for storage until the individual's test results are known. ○ Waste will be stored safely and kept away from children. ○ waste 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. ○ if the individual tests negative, waste will be put in with the normal waste ○ if the individual tests positive, then waste will be stored for at least 72 hours and then put in with the normal waste ● Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of. ● Any items the need laundering – e.g. towels, cloths etc will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between staff or children between washes. 		
21	Closure due to government / Public Health direction	All	<ul style="list-style-type: none"> ● Notify parents, staff and all external users / agencies – ● Remote working for all staff – any laptops taken home should be signed out with the Technician ● Learning to continue through use of online learning set weekly or prepared resource packs for those children who do not have internet access. ● Staff able to stay in touch with children via DB Primary and telephone parents each week ● Staff continue to work from home – planning for next term, Reports, online CPD, review policies etc.. ● SLT to contact identified vulnerable pupils each week in addition to class teachers – signpost other support if necessary. All calls recorded and shared so that all SLT are aware. ● Vulnerable pupils supported through shopping vouchers or packed lunches available for collection from school. The school absence email to be used for parents to communicate regarding vouchers and other queries. Monitored by admin staff each day ● School Ping and website to be used to send messages to parents. Text service to be used as additional communication where deemed necessary – eg emergency contact. ● 		All staff

RISK ASSESSMENT	CONTAGIOUS DISEASES
	Risks to be considered in line with national advice from the government and Public Health England

	RISKS	WHO IS AT RISK?	CONTROLS	LEVEL OF RISK	ACTIONED BY
22	Managing number of children at one activity		<ul style="list-style-type: none"> No more than 2 children at 1 indoor activity – tables can be split to have 1 child at each table if necessary Each activity set up for 2 children – consider use of bands to show which child should be at an activity. Each activity / table to have it's own colour band Ensure classroom has provision set up in many areas to provide enough choice for children. Visuals, number spots etc to help children understand how many can be at one activity A small group currently attending in both nursery and reception 	H	All staff
23	Managing hygiene of equipment / resources used		<ul style="list-style-type: none"> Each child to have their own learning pack in wallets – whiteboard, pen, pencil sound mat, number line, set of counters, cubes Using spray to clean small world object, play furniture, pencils, paintbrushes and any other resources used that day. No dressing up clothes / costumes to be out. Play dough to be changed weekly and disposed of every Friday if used. Only used for 30 children in the classroom and not shared. Used by the small group attending and disposed of each week No equipment to be shared between classes / groups Only 1 Rec group in operation at the moment using 1 classroom. 	H	All staff
24	Managing food and hygiene during snack times		<ul style="list-style-type: none"> Hand washing with adult supervision before snack time. Timetables snack time across the provision for each group to facilitate hand washing. Ring a bell every hour for everyone to wash their hands – again timetabled for the provision Water bottles spaced in water bottle spots Adults to wear gloves and children given snack rather than letting them choose Snack times split to 2 groups with up to 15 in each group or all 30 outside with distancing in place – Only 1 snack time necessary because of the number of children 	H	All staff
25	Managing social distancing during carpet times / interventions/ transitions		<ul style="list-style-type: none"> Carpet sessions held in 2 groups and kept short – no longer than 15 minutes but addressing the same learning objectives Children to line up in groups of 4-5 to wash hands, go inside, outside with distancing rule supported with spots and floor tape as markings – adult to reinforce. SMSA to take 5 children to the hall at a time – whoever is not on packed lunch duty in the classroom Floor tape and spots used to reinforce distancing rule when lining up. No more than 8 children per table in the hall 	H	All staff

26	Maintaining hygiene and provision in the outdoor area		<ul style="list-style-type: none"> • Set outside play sessions for each class • Wash hands before the children go outside / when they come in. • Ensure water trays are deep cleaned – (disinfectant and fresh water) after each session ready for the next day • Disinfectant/anti-virus spray to clean bikes, scooters, instruments, balls etc.. • Bikes and scooters to be timetabled for each pod and then cleaned prior to use by the next pod • Sand tray / mud kitchen to be closed • One child at water tray at one time – have 2 water trays outside • No use of climbing frame 	H	All staff
27	Maintaining social distancing during free flow		<ul style="list-style-type: none"> • No free flow between classes • 2 children at 1 activity • adults to monitor social distancing regularly, reminding children • writing area to be set up with a 2m distance from each end • 	H	All staff

Headteacher: Christine Haslam

Chair of governors: Clare Temple