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**Innox Lane,**

**Upper Swainswick,**

**Bath,**

**BA1 8DB,**

**enquiries@swainswick.bwmat.org**

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| **COVID-19 Risk Assessment** |
| This is a generic assessment to cover anyone including employees, pupils, volunteers, stakeholders and contractors who engage or are in contact with any Trust offices, schools or external working areas during the pandemic. Risk of infection from and to others in line with government advice and guidance.In response to the current COVID-19 measures, the following risk assessment and been designed to consider different situations and environments that you as individuals or teams may encounter during this period of alternative working. It is the school's responsibility to ensure that this assessment is adapted to be specific to the premises.When completing this document please consider the following control measures:* **Eliminate** – can the task or situation be avoided or how can we eliminate the risk to the best of our ability?
* **Substitute** – where a face to face meeting is arranged, can this be substituted with a ‘teams’ meeting?
* **Engineered** – The use of screens, barriers or other floor markings to ensure that social distancing is maintained?
* **Administration** – controls will include social distancing measures, regular hand washing procedures, isolating as much as possible, with information and training in place as required.
* **PPE** – PPE garments such as aprons and face masks could be considered.
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| Completed by: Grant Swarbrooke and Louise Didcott  | Shared with Governing Body – 03/03/2021Shared with Trust – 03/03/2021 |
| Date: Updated for reopening 8th March | Shared with teaching staff - 03/03/2021 - ongoing distribution to staff of school's risk assessment, dated below |

**BACKGROUND AND CONTEXT:**

From 8 March, all pupils should attend school. To prepare for this this risk assessment has been reviewed and updated to ensure we are following the system of controls to minimise the risk of infection, including planning for asymptomatic testing. We have a contingency plan in place for outbreaks in school or changes in restrictions. Any changes will be communicated to parents.

The following risk assessment and strategy is written to implement the government’s key controls and requirements for the management of risk of Covid-19 from the following guidance [Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf) and by:

There are important actions that children and young people, their parents and those who work with them can take during the coronavirus outbreak, to help prevent the spread of the virus.

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

* minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
* cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
* ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
* introduce enhanced cleaning, including frequently touched surfaces often using standard products, such as detergents
* minimising contact and mixing by altering, as much as possible, the environment (such as school layout) and timetables (such as staggered break times and contact between bubbles)
* reduce the hand contact surfaces touched by individuals e.g. one person one laptop, seating plans which enable the sharing of desks etc., closing off unnecessary shared spaces

The risk assessment will be reviewed in response to updates to government guidance and any examples of shared ‘best practice’ that we receive. We will adapt this risk assessment in consultation with relevant partners including trade union representatives where available.

Contents:

* Part 1: Reopening schools from 8th March 2021
* Part 2: Maintaining educational provision for pupils who are still working at home
* Part 3: Arrangements for staff working from home during the school closure period (from 23 March 2020)

Part 1: Reopening schools from 8 March 2021

The rationale for schools re-opening for more groups of pupils is based on the implementation of the following infection protection and control measures as described in the guidance *Coronavirus (COVID-19)*: implementing protective measures in education and childcare settings. The overview of scientific advice used to underpin this guidance was published on 22nd February 2021 and can be found by following this link [Evidence summary: COVID-19 - children, young people and education settings (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963639/DfE_Evidence_summary_COVID-19_-_children__young_people_and_education_settings.pdf)

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| --- | --- | --- | --- | --- | --- |
| **What is the hazard/concern?****Have you considered:** | **What are you already doing?** | **What further action is necessary?** | **Action by Whom?** | **Date action due?** | **Date action in place?** |
|  |
| Management of expectations within the school community |
| Anxiety within school community re: prevalence and effectiveness of infection control and social distancing measures | Our communication with parents and children prior to reopening has included information about: * Arrival and departure from school and arrangements for parents to access the site
* Arrangements for infection control
* Pupil groupings
* What the school day will look like
* Attendance and non-attendance
* The avoidance of travel to school via public transport at peak times and measure the school are taking to work with parents to alleviate this
* Expectations regarding any new behaviour systems that we have put in place to support our work in infection control and social distancing
* What will happen if there is a case of coronavirus at the school.
* We are using this as an opportunity to ensure that pupils’ emergency contact details are up to date.
* Government guidance for parents is available at:

[What parents and carers need to know about early years providers, schools and colleges during COVID-19 - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak) | Will continue to monitor and respond | Whole school staff to feed back to HT |  |  |
| Staff wellbeingStaff anxiety re: returning to work and potential exposure to the virus | After completing a staff survey, individual discussions have been held with staff to identify concerns/ barriers re: returning to work. (NB: recognising that some could be experiencing bereavement, mental health issues, etc.).* We have signposted to relevant counselling services – Trust Care-first
* BWMAT -HR advice is available if required.
* Staff have completed ‘Anxiety Gremlins

During the last 12 months staff have been involved in on-going discussions regarding their well-being. Concerns have been addressed and will continue to be reviewed and acted upon. 2/3/21  | Continue to listen, adapt, share information and ensure all staff are involved in RA taking control  |  |  |  |
| Staff TrainingStaff are not aware or do not understand the requirements for working safely when returning to work | Two staff training and instruction meetings have been provided re: operating procedures to all staff. This includes:* What to do if they suspect that they or a member of their household has coronavirus (including testing arrangements)
* Day to day organisations and procedures including arrangements for cleaning, staff welfare, travel to work
* The importance of keeping teaching groups separate during the day
* Arrangements for breaktimes and lunchtimes
* Safeguarding
* Procedures to follow if they suspect that a child in their group is displaying coronavirus symptoms
* Changes to school behaviour policies
* Curriculum adaptations required re: social distancing
* Site security and fire safety including evacuation and lockdown procedures.

Governors informed at RA meeting Governor holding to account meeting held Term 3 2021. |   |  |  |  |
| Staff transport to and from workPotential for increased exposure to coronavirus (and potential for introduction into the school) through use of public transport at peak times. | Although no Swainswick staff use public transport to travel to school – it is actioned to remind all staff pf the potential risks involved. This will take place on 03/03/2021  |  |  |  |  |
| Individual staff requirements - Concerns from staff in identified work groups |
| Clinically extremely vulnerable(Shielding) | N/A – at this point (correct as at 03/03/2021) |  |  |  |  |
| Clinically vulnerable including pregnant women | * A pregnant member of staff has been advised to take extra care in observing social distancing and will work from home with online learning. Member of staff is on MAT leave as from 01/11/2020.
* If clinically vulnerable staff cannot work from home, they will be offered the safest available on-site roles, staying 2m away from others etc. Individual risk assessments will carried out if this situation occurs
 | See part 3 of RA- RE- isolation |  |  |  |
| Those living in a household with a person who is extremely clinically vulnerable | N/A - at this point |  |  |  |  |
| Those living in a household with a person who is clinically vulnerable. (Including pregnant) | N/A - at this point | N/A |  |  |  |
| Staffing availability and ratios |
| Staffing ratios insufficient for pupil numbers and grouping arrangements. Need to consider safe levels of supervision and social distancing arrangements. | Daily/ weekly review of staffing to ensure that we can cover each group of children.  | On-going | GS  |  |  |
| Daily variation in staffing means that the school is unable to operate safely for all groups of pupils. | Staff have been advised that they must inform the Headteacher as soon as possible if there are any changes in their circumstances that will affect their ability to work.* The Headteacher will close parts of the provision if we have insufficient staff available to allow essential social distancing and infection control measures.
* We have prepared a contingency plan to inform affected members of the school community if full or partial closure is required at short notice i.e. via Teacher to Parents
 | GS will cover however this may mean switching bubbles - however this in line with guidelines Local supply teacher will be used to avoid mixing too many social groups  | GS  |  |  |
| Pupil Welfare |
| Pupil Welfare Pupil welfare - changing family circumstances likely to have an adverse effect of pupil’s ability to reengage with school | Contact with families is actioned by school staff to ensure that they are aware of any potential issues and that relevant support is made available.Staff responsible for pupil groups will be briefed in advance and made aware of any support plans/ risk assessments etc, for individual pupils if required. | Parent survey will be sent out w/c 15th March | GSTeachers Teachers Ongoing |  |  |
| Anxiety re: coronavirus and constraints of new learning environments | In addition to parents discussing ‘Rainbow Rules’ with the children before returning to school, teachers will explain school routines when they return - to support pupils in gaining an understanding that it is safe to be in school. This will take place with each year group returning – this will commence/continue the week beginning the 08/03/2021 |  | Teachers | On-going  |  |
| Individual pupil medical |
| Pupils (or their family members) identified | If the issue arises we will make it clear that these pupils are not expected to attend and will continue to be supported at home. | On-going in parent communication | GS |  |  |
| Clinically vulnerable pupils | Parents have been advised to follow medical advice before sending their children to school. | N/A at this point  |  |  |  |
| Pupils living in a household with a person who is extremely clinically vulnerable. | If this situation arises we will only invite these children to attend if stringent social distancing can be adhered to and the child or young person is able to understand and follow those instructions. |  |  |  |  |
| Those living in a household with a person who is clinically vulnerable. (Including pregnant) | As of 03/03/2021 we have no notification of any pupils living with a clinically vulnerable person. |  |  |  |  |
| Use of Personal Protective Equipment (PPE) |
| Incorrect use of PPE runs the the risk of further infection. | We are taking into account the most up to date Government guidance that does not recommend the use of a face covering or face masks in educational settings as follows: “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. PPE is only needed in a very small number of cases including:* children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way
* if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn”

We are complying with the above and are using our local supply chains to obtain PPE. We will ensure that, regardless of the 2m social distancing guidance staff who are likely to have to support pupils in the circumstances identified above and potentially in the administration of some first aid have access to appropriate equipment and training in its correct use and disposal.Staff are required to wear a face covering (mask) in all communal areas of the school – staff to be reminded on how to safely put on and take off ensuring that masks are placed in sealable bags and hands are sanitised immediately after putting on or taking off a mask.Staff CPD on using PPESee: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/877658/Quick\_guide\_to\_donning\_doffing\_standard\_PPE\_health\_and\_social\_care\_poster\_\_.pdf | LD to monitor stocks weekly and order when requiredCirculate updated risk assessment to all staff regarding the wearing of face coverings wef 03/03/2021 | LDLD GS  | On-going20/01/2021 |  |
| Incorrect use creates the risk of further infection | The increased likelihood that staff will be exposed to bodily fluids in the course of their work will mean that the use of PPE will be risk assessed and relevant equipment provided where applicable. The following link is used as our guidance at present:https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidanceStaff CPD recap during staff meeting on 03/03Send info to staff with updated procedures 03/03/2021 | Send info to staff with updated procedures 03/03/2021 | LD 03/03/2021 |  |  |
| Home to school transport | Actioned - We will ensure that transport providers are aware of any changes to start and finishing times.Actioned - We will liaise with transport providers and any relevant LA department if applicable to ensure that their drivers/escorts do not work if they have symptoms of the virus, hygiene rules are followed and appropriate distance kept between passengers. Contacted taxi company not required as at 03/03/2021 | N/A currently - correct as at 03/03/2021 | GS – LD  |  |  |
| Social Distancing – Management of all Year groups and Meetings  |
| Whole school Organisation Social distance controls in place are not maintained. Exposure to infection from inadequate social distancing | For a whole school return, the school has been organised into strict bubbles that will not interact with each other: * The whole school will operate in two main ‘bubbles’.
* Each ‘bubble will attend school full time
* Bubble A – Apple Reception/Y1 and Hazel Y2/Y3, Bubble B - Oak Y4,Y4,Y6
* Staggered drop off
* Separate Play Areas
* Continued one way systems
* No movement to school office
* Lunch in classrooms – in bubbles
* Assemblies on Teams
* Buddy Time on Teams
* Outside assemblies – in bubble area
 |  |  |   |  |
| Staff meetingsSocial distance controls in place are not maintained. Exposure to infection from inadequate social distancing | Actioned - Staff meetings are socially distanced through a combination of:* 2m apart
* Microsoft Teams meetings

As of 19/01/21 Staff meetings will only be held via Microsoft Teams until further notice. |  |  |  |  |
| Parent Meetings Social distance controls in place are not maintained. Exposure to infection from inadequate social distancing | Actioned - Parent meetings are through Microsoft Teams only. |   |  |  |  |
| Governor MeetingsSocial distance controls in place are not maintained. Exposure to infection from inadequate social distancing | Actioned -Governor meetings are through Microsoft Teams meetings. |  |  |  |  |
| Collective Worship and School Assemblies Social distance controls in place are not maintained. Exposure to infection from inadequate social distancing | Actioned – Assemblies and Collective Worship will be through Microsoft Teams meetings or outside – socially distanced.  |  |  |  |  |
| Social Distancing – Communication  |
| General Parent Communication Social distance controls in place are not maintained. Exposure to infection from inadequate social distancing | * Detailed guidance has been communicated to parents regarding Swainswick Covid 19 safety expectations, systems and procedures - social distancing/hygiene rules
 | Trust andSchool correspondence updates  | GS  | On - going |  |
| * Parents will be asked to discuss new rainbow rules and expectations with children before returning to school. This will take place on the 3/09/20
* Ongoing
* Reminder reissued to parents 03/03/2021
 |  |  |  |  |
| * Parents will be kept informed regarding any developments/changes in procedure/systems through email, text and/or signage. This will be on going
* Letter emailed 03/03/2021
 |  | GS – LD LD | on going |  |
| * HT and the class teacher have held Teams meeting for parents to discuss concerns and provide reassurance – this will continue
 |  |  |
| * Lengthy contact between parents and school staff (anything other than brief greetings, questions), is via telephone/email only or Teams.
 |  |  |
| * Parents have been requested to pay for school meals by electronic means to avoid the use of cash
 |  |  |
| * Parents have been informed of the procedures for morning drop off and collection
* Reminder issued 03/03/2021
 |  |  |
| * The school’s behaviour plan has been updated to reflect the Covid 19 rules and expectations and communicated to parents.
 |  |  |
| * It has been communicated that - Pupils, Teachers, Office and to operate in strict bubbles.
 |  |  |
| * It has been communicated that Staff only to be in school on the days when working within their bubble
 |  |  |
| All staff reminded of the need to maintain social distancing at all times and to limit the time spent in close proximity of others to an absolute minimum and to wear a face covering in all communal indoor areas. | Procedures to be circulated 03/03/2021 |  |
| Exposure to infection from inadequate social distancing due to poor communication and understanding  | * All of the above will be captured by ‘The Rainbow Rules’ have been shared and reminded with all children each morning and will be displayed and referred to around the school.
 |  | GS – LD |  |  |
| Social Distancing – Start and End of the Day |
| Too many people on site increases likelihood of exposure to coronavirusExposure to infection from inadequate social distancing | * Social distancing is clearly marked each morning on Innox Lane – 2m apart with metal barriers . Where parents and children will be closely supervised by HT during staggered start and End of the day.
* Actioned - Year 6/Y5/Y4 (on their rota days) have been asked to arrive at school at 8.30am. All pupils will line up at the front gate – where social distancing will be clearly marked. GS will supervise the line. Children will go straight to their classroom and sit at their individual desk.
* Actioned – Year 6/Y5/Y4 have been asked to leave the school at 3.20pm one at a time from Oak Class onto Innox Lane where GS will supervise.

It is recommended that all parents wear a face covering at drop off and pick up – reminder sent to parents 03/03/2021* Any staff outside at pick up and drop off are required to wear a face covering.
 | -  | GS & LD |  |  |
| Too many people on site increases likelihood of exposure to coronavirusExposure to infection from inadequate social distancing | * Actioned – Y2/Y3 children have been asked to arrive at school at 8:40am. All pupils will line up at the front gate – where social distancing will be clearly marked. GS will supervise the line.
* Year 2 and Y3 will be picked up at 3.10. Staggered timetable approach. Children will be supervised individually to Innox Lane – GS, JH to supervise
* Reception and year 1 children have been asked to arrive at school at 8:50am. All pupils will line up at the front gate – where social distancing will be clearly marked. GS will supervise the line.
* Reception and year 1 will be collected by SC or JB
* Reception and Year 1 will be picked up at 3.00pm. Staggered timetable approach. Children will be supervised individually to Innox Lane – GS, SC and JB to supervise

Recommended that all parents wear a face covering at drop off and pick up – reminder sent to parents 03/03/2021 |  | GS & LD |  |  |
| Community gatherings at the school gate – increases likelihood of exposure to coronavirusExposure to infection from inadequate social distancing | * Parents have been asked not to gather with other parents either on the school site, or outside of the school gates.
* All parents dropping off children will exit promptly – maintaining social distancing.
* If parents need to bring young children with them at arrival and departure times, these young children must not be allowed to run about.
* Letter sent 03/03/2021 reminding parents of the need to socially distance at drop off and pick up times and the need to leave Innox Lane promptly.

Any staff outside at pick up and drop off are required to wear a face covering. |  | GS  | On-going  |  |
| Social Distancing – Movement Around School  |
| Outside Corridors Uncontrolled movement around school will increase likelihood of exposure to coronavirus.Exposure to infection from inadequate social distancing | * Pupil movement around the school will be kept to a minimum wherever possible. There will be no entry signs on the back, side and passage ways and also on the steps outside Acorn leading up to Apple Class.
 |   | GS  |  |  |
| Staggered Playtime Uncontrolled playtimes will increase likelihood of exposure to coronavirus. Exposure to infection from inadequate social distancing. | * Playtime and lunchtime – bubbles have been allocated a segregated area outside.
* Ongoing – discussed with staff the need to ensure no mixing of bubbles during lunchtime switchover 03/03/2021
 |  | GS |  |  |
| Visiting other classrooms Uncontrolled movement around school will increase likelihood of exposure to coronavirus.Exposure to infection from inadequate social distancing | Apple ‘bubble’ will be the only pupils allowed in Apple Classroom and the Play barn. This will also be the only area of the school buildings which they use. This will be implemented on the 08/03/2021. |  |  |  |  |
| Visiting other classrooms Uncontrolled movement around school will increase likelihood of exposure to coronavirus.Exposure to infection from inadequate social distancing. | * Oak ‘bubble’ will be the only pupils allowed in Oak Classroom. This will also be the only area of the school buildings which they use. This will be implemented on the 08/03/2021.
 |  |  |  |  |
| Visiting other classrooms Uncontrolled movement around school will increase likelihood of exposure to coronavirus.Exposure to infection from inadequate social distancing. | * Hazel ‘bubble’ will be the only pupils allowed in Hazel Classroom. This will also be the only area of the school buildings which they use. This will be implemented on the 08/03/2021
 |  |  |  |  |
| Visiting other classrooms Uncontrolled movement around school will increase likelihood of exposure to coronavirus.Exposure to infection from inadequate social distancing | * Apple pupils will be accompanied or supervised when visiting the toilet. This is to help them maintain social distancing with other pupils. This will be implemented on the 08/03/2021.
 |  |  |  |  |
| Quarantine RoomLack of quarantine Room will increase exposure to coronavirus  | * Anna’s Library Classroom will be closed and used as a quarantine room if required. PPE will be stored here.
 |  |  |  |  |
| Toilet Uncontrolled movement around school will increase likelihood of exposure to coronavirus | * Oak children will be allowed to visit the toilet and hand-wash unaccompanied but will do so without their peers. This will be implemented on the 08/03/2021.
 |  |  |  |  |
| Staggered controlled movement Uncontrolled movement around school will increase likelihood of exposure to coronavirus | * Specific handwashing, toilet, play and eating times will be allocated to all groups to greatly reduce when pupils will be likely to visit the same spaces. This will be implemented on the 08/03/2021.
 |  |  |  |  |
| Water Fountain QueExposure to infection from inadequate social distancing. | * Pupils have been asked to bring in a water bottle each day. The water fountain will be switched off.
 |  |  |  |  |
| School Office Uncontrolled movement around school will increase likelihood of exposure to coronavirus | * No pupils will be sent to the office, unless it is because they require first aid and there is no Teaching Assistant with the pupil group to seek a first aider for them. This will be implemented on the 08/03/2021.

Walkie – talkies should be used to communicate or longer meetings should be held outside or through Teams. |  |  |  |  |
| Movement of Resources  |
| Resources Uncontrolled movement of resources around school will increase likelihood of exposure to coronavirus | * Parents have been informed - No resources should be brought in from home by the pupils (e.g. pencil cases, school bags).
 |  | GS – LD  |  |  |
| * Parents have been informed - Children will not bring anything into school apart from their water bottles or packed lunch into the school buildings.
 |  |  |
| * Reading books will be exchanged once a week and quarantined on their return to school.
 |  |  |
| * Parents have been informed - As children will not be expected to change for PE, they will not require a PE kit

Reminder sent in parent letter 03/03/2021 |  |  |
| Playtime Resources |
| Playtime Resources Uncontrolled movement of resources around school will increase likelihood of exposure to coronavirus | * Play equipment will be allocated to each pupil group.
* Pupils will be reminded to wash their hands before playing with equipment – hand sanitiser will be available outside and must be used before using the climbing frames.
 |  |  |  |  |
| Toilet Uncontrolled movement around school will increase likelihood of exposure to coronavirus | * Pupils needing the toilet at break and lunchtimes will be sent on their own - this will be implemented from 08/03/2021
 |   |  |  |  |
| Social Distancing - Classrooms |
| Classroom Uncontrolled positioning in the classroom and the use of resources will increase likelihood of exposure to coronavirus | * In Oak Class, all pupils tables will face forward
 |  |  |  |  |
| * It is not possible to maintain desks being 1 or 2 metres apart.
 |
|  | * Pupils have been allocated a table to learn – this will be the same place each day, and will be where they will also eat their lunch - this will commence on the 8/03/2021.
 |
| * Resources will be allocated on an individual basis to pupils. They will each have their own pack which will be labelled and only for them. Resources will include stationery and any resources used to support learning. The exterior of the packs will be cleaned as part of the clean each week. - this will commence on the 08/03/2021.
 |  |  |  |  |
| * Parents have been informed that no resources should be brought in from home by the pupils (e.g. pencil cases, school bags).
 |  |  |  |  |
| * All unnecessary furniture has been removed from rooms and stored in unused rooms - Acorn.
 |  |  |  |  |
| * Soft toys and furnishings have been removed
 |  |  |  |  |
| * Parents have been informed that home reading books are to be exchanged once a week. Covers wiped with anti-bac wipes
 |  | GS – LD |  |  |
| Touchpoints are wiped down throughout the day by teachers and pupils. |  |  |  |  |
| Exposure to infection from inadequate social distancing – choosing a reading book. | * Exchanging of books will be carefully managed. Bookcases to be turned or taped off.
 |  | GS – LD | 3/09/20 |  |
| Social Distancing – Curriculum Delivery  |
| Exposure to infection Classroom teaching - Primary | * Teaching assistants may lead a group working under the direction of a teacher when teacher is providing online home learning – or vice versa
* We will ensure pupils and staff, where possible, only mix in a small, consistent group/bubbles and that that group stays away from other people and groups.
* As far as possible, different groups will not be mixed on the same or subsequent days. We will use the same staff each day as far as possible. Groups will use the same room or area of the school. We will seek to achieve the sitting of pupils at the same desk each day – facing forward.
* Pupils from other year groups attending will also be grouped in consistent groups as described above.
* Activities for pupils will be non-contact and will not involve more than one group.
* The curriculum will be taught outdoors as much as possible
* Carefully manage resources so they are not shared
* Strict cleaning of resources at the end of each day
* Planning for outdoor curriculum

All of the above will be implemented on the week commencing – 08/03/2021 | Carefully manage resources so they are not sharedStrict cleaning of resources at the end of each day Planning for outdoor curriculum | GS – Teacchers |  |  |
| Social Distancing – Lunchtime |
| Classroom Uncontrolled positioning, movement and use of use of resources will increase likelihood of exposure to coronavirus | Hot lunches will be served from 04/01/2020. These will continue to be served in classrooms. |   |  |  |  |
|  | * Actioned – A member of staff has been allocated to each bubble at lunchtime and breaktime. Children remain in their allocated areas
 |  |  |  |  |
| * At playtimes, each pupil group will be supervised by their GS and allocated teacher or TA on rota. GS/LD are connected to Apple bubble but social distance when supervising older children
 |  |  |  |  |
| * To enable staff breaks and comfort breaks, GS/LD will cover.
 |  |  |  |  |
| * Pupils may bring in a packed lunch from home if they wish.
* Discussed Caterers RA with regards to contamination of outsourced lunches
* Lunchtime staff will be required to wear a mask or face covering whilst in the classroom but will not be required to wear one outside.
* For any visitors (including staff from WASPS delivering the lunches) masks are mandatory and any school staff accompanying them should also wear a mask or face covering.
 |  |  |  |  |
| Contamination of surfaces and cutlery will increase risk of coronavirus  | * Tables are cleaned after lunch
 |  |  |  |  |
| Contamination of surfaces and cutlery will increase risk of coronavirus | * Pedal bins have been purchased and are in every classroom.
 |  |  |  |  |
| **Social Distancing and Control of Resources - Shared Staff Areas** |
| Staffroom Uncontrolled positioning, movement and use of use of resources will increase likelihood of exposure to coronavirus | * The staffroom is available to all staff who wish to use it, but contact between staff who are working with different groups will be kept to a minimum, and social distancing must be maintained at all times.

Kettle, fridge and items to be purchased to allow for a second ‘staff area’ to prevent mixing of staff in the staff room. Tape has been placed on the floor in the staffroom to ensure social distancing takes place.All staff are required to wear a face covering whilst in communal indoor areas of school. |  |  |  |  |
|  Staff will bring in their own water supplies to minimise the use of shared resources. |  |  |  |  |
| * Staff will eat their food in the classrooms in which they are based, but must ensure that all food allergy guidance already in place in the school is followed – this includes the cleaning of surfaces after dairy products have been used or eaten in shared spaces.
 |  |  |  |  |
| Photocopier Uncontrolled positioning, movement and use of use of resources will increase likelihood of exposure to coronavirus | Some resources, such as the photocopier are unavoidably used by a number of staff. Cleaning products will be provided next to the photocopier for a wipe down after each use. This will be implemented on the 08/03/2021 |   |  |  |  |
| * Where multiple copies of an item are required, staff have been instructed to send multiple copies to be printed, rather than a single copy which is then copied in the photocopier. This greatly reduces the need to touch the copier itself.
 |  |  |  |  |
| Staff Toilets Uncontrolled positioning, movement and use of use of resources will increase likelihood of exposure to coronavirus | * All staff have been reminded that staff toilets are a shared space which must be managed carefully. All staff must wash their hands after using the toilet and minimise touch of any surfaces within the room. As a confined space, staff should be especially mindful when visiting the toilet and to maintain social distancing if the toilet is in use by another member of staff.
* All staff are required to wear a mask or face covering whilst in indoor communal areas.
 |  |   |  |  |
|  | Hygiene and Cleaning |  |  |  |  |
| **Hygiene** What measures do you have in place to maintain hygiene not only for staff working and children but for all visitors to the school? **Have you considered the following?** Ensuring that adequate facilities for hand hygiene are available and are stocked Have you considered turning off hand dryers? Paper towels used for the drying of hands Gel sanitisers in any area where hand washing facilities are not readily available Employees and children to be reminded on a regular basis of hand hygiene Staff instructed not to share equipment, where practical All equipment is wiped down at the start, end and at regular intervals during the working day Tissues will be available throughout the workplace Open windows to ensure good ventilation in the classrooms SLT to liaise with site staff to ensure the safety of the site Checks to be carried out by leadership teams to ensure procedures are being followedHave you considered turning off water fountains?Have you considered bins for contaminated waste eg tissues, hand wipes etc? Have you considered turning off fans and air conditioning units? Do site staff working hours need to be reviewed? Longer opening hours? Are additional key holders required?  **Cleaning**What cleaning processes are in place following closure?  Will there be a deep clean of the school before children return? Have you considered closing off parts of the school to reduce the cleaning required? Have you considered what products are used? If additional products are used are COSHH files up to date? Have suitable and sufficient cleaning products been purchased? Have you considered using disposable cloths for cleaning surfaces? Have you considered if PPE is required for cleaning staff? **Daily Cleaning**How will you manage cleaning of high-risk areas throughout the day? * Door handles
* Bannisters
* Kettles
* Taps
* Switches
* Phones
* Laptops/IT equipment
* Printers
* Signing in systems
* Photocopiers

 Ensure that classroom rubbish is removed daily and disposed of correctly | All of these procedures will be implemented and used daily from 08/03/2021Cleaning Products * GS and LD purchased signs relating to Hygiene and position around school

 * LD to has daily communication with cleaning company – monitoring stocks

  * LD will make weekly purchase when required with delivery date noted

 * Anyone entering the site must sanitise their hands using the sanitizer provided

 * On arrival, all staff will wash their hands with soap and water for the recommended amount of time (currently 20 seconds).

 * On arrival, all children will be asked to clean their hands with soap and water.

 * All children and staff will be required to either wash their hands, or use hand sanitizer at key points in the day – before going out to play or lunch, when returning from play or lunch, before eating, after using any resources which may have been in contact with other children

 * Handwashing will be staggered within bubbles

 * All handwashing in Apple will be supervised by staff, ensuring that social distancing remains adhered to wherever possible.

 * Hand sanitiser will be available in each room in which children are based. This will be used for other occasions where children may need to clean their hands, such as after coughing into hands etc.

 * Adults will oversee the use of hand sanitiser to ensure that it does not come into contact with eyes or mouths. In the event of this happening, first aid will be sought. School will also obtain the safety data sheet for the product, which will advise on action to follow if it is swallowed, gets into eyes or a child/ member of staff has a reaction, and will make sure that this information is known to all first aiders.

 * LD will maintain and monitor records of all COSHH

 * Staff instructed not to share equipment, where practical
* Cleaning station to be set up in each room

 Daily Cleaning All of these procedures will be implemented and used daily from 08/03/20* Areas are to be cleaned throughout the day (at key times focusing on touch points). Cleaners will receive guidance on those areas and surfaces that get the highest daily usage within the school/setting environment using the cleaning agents that are usually used in these areas.

 * All classes will be provided with cleaning equipment so that teachers and TAs can clean any equipment following possible contamination, eg. after sneezing or coughing by staff or pupils. This equipment will be kept in a safe place, such as a high shelf in the teacher’s cupboard, so that it cannot be reached by children. Kitchen roll will also be used where possible, so that it can be disposed of after use.

 * Frequently touched areas, such as door handles etc will be cleaned before the start of the day and again before the start of the afternoon session. To minimise touch, and also to promote the flow of air, doors and windows will be left open where possible unless this prevents a fire risk.
* Ventilation – consider how ventilation could be improved without impacting on security/fire/safeguarding requirements.  Some schools open windows all day which is great for ventilation but impacts on the temperature within the classrooms.  There is some good guidance from the HSE particularly around ventilating rooms when not in use e.g., opening the windows and doors fully for short periods, but at regular frequencies e.g., start of day, at breaktime, lunchtime, afternoon breaktime, and then partially closing them when the room is in use.  Please see - [Ventilation and air conditioning during the coronavirus (COVID-19) pandemic - HSE news](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm#balancing)
* Outside time – Regular time outside of the classroom can help with planning in time to ventilate rooms fully.
 |                Implement hygiene plan                            Implement                      |                    All staff                                                         | All of these procedures will be implemented and used daily from 08/06/20                                                                |  |
| **Symptomatic Pupils** |
| Symptomatic Pupils | * Up to date government guidance will be followed carefully with regards to pupils and Covid symptoms that apply to both pupils and household members.

Current CPD/semianrs have been and will continue to be attended and will continue to be as guidelines change.  | Regular government guidance will be disseminated to all stakeholders and followed carefully. | GS & LD |  |  |
|  |
| **Symptomatic Staff** |
| Symptomatic Staff | Due to changing government guidelines the following will apply:* Up to date government guidance will be followed carefully with regards to pupils and Covid symptoms that apply to both pupils and household members.
* Current CPD/seminars have been and will continue to be attended and will continue to be as guidelines change.
*
 | Ensure that all staff are aware of these procedures – staff to read and sign to confirm understanding –keep up to date with government advice and guidance | GS & LD |  |  |
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|  |  |  |
| Testing  |
| Lateral Flow Testing | * All staff will be given the option of completing twice-weekly Lateral Flow Tests (this is not mandatory and staff will have the choice to opt in).
* Other regular adults on site, such as after school club and other regular visitors and contractors will also be offered the opportunity to take part in testing.
* The purpose of the testing is to identify any staff members that are asymptomatic (not displaying any symptoms) and will assist the school in reducing the spread of Covid. The first ‘round’ of testing started on the evening of Wednesday 27th January.
* If staff do opt in, it is a requirement that they submit their result (even if it is negative) to the Test and Trace Tracking Service on https://www.gov.uk/report-covid19-result. These results are not shared with the school.
* All staff irrespective of their working pattern, will take the tests at home on a Sunday and Wednesday evening. This will give leaders the time to communicate any bubble closures to parents. Staff will submit their results to NHS Track and Trace and will inform GS or LD (by telephone) if they receive a positive result or 2 void results.
* If staff receive a positive result (or 2 void results), they will need to book a confirmatory PCR test and they and others in their household will need to isolate until they receive the result from this. In the case of a confirmed positive result, staff and their family members will need to isolate at home for 10 days in accordance with current guidance. Isolation would start from the date of the confirmatory PCR test. In the case of a negative PCR test, staff and their households do not need to isolate.
* All adults being offered the chance to ‘opt in’ will receive staff training where key videos and documents will be shared. They will also be required to read the ‘Privacy Notice’ before deciding whether to opt in, as advised by the DfE.
* All those taking part in the testing will be reminded to adhere to the guidance on social distancing and book a PCR test if they develop symptoms between tests.
* LD will be responsible for the distribution of test kits and ensuring that there is an ample supply of test kits. They will also ensure that the reference number of each kit is recorded. This information would be crucial where there were any queries over the reliability of any kits.
 |  |  |  |  |
| Testing  | Due to changing government guidelines the following will apply:* Up to date government guidance will be followed carefully with regards to pupils and Covid symptoms that apply to both pupils and household members.
* Current CPD/semianrs have been and will continue to be attended and will continue to be as guidelines change.
 | Ensure that all staff are aware of these procedures – staff to read and sign to confirm understanding –keep up to date with government advice and guidance | GS & LD |  |  |
|  |
|  |  |  |
| First Aid |
| First AidWhat first aid provision and procedures are in place?Have you considered any revised first aid requirements in view of the changing working patterns?Identify a room that poorly children can be kept in until parents come to collect them* With closing door
* Window for ventilation
* Close to toilets
* Make sure staff know to use this space
* Ensure hand washing procedures are in place

Ensuring first aiders are aware of the latest government guidance and requirementsQualifications – note that current guidelines have granted qualified first aiders a three month extension to existing certificates due to expire after 16th March 2020Government guidance for first responders<https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov> | * A paediatric trained first aider will be on site at all times.
* Arrangements for accessing first aid ensures that the opportunity for anyone needing assistance does not come into contact with others who are not in their ‘group’/opportunities are limited.
* Normal hygiene precautions (handwashing and use of gloves) are taken when administering
* Anna’s studio will be closed and used as an isolation room for children and adults who are not feeling well – A supply of PPE and first aid items to be kept in Acorn class
* EYFS requirements: A Paediatric trained first aider is present when EYFS pupils are on site. We note that Gov’t stated that from 24 April 2020 this remains the case where children aged 0-24 months are on site.
* We also note the requirement is modified where children aged 2-5 are on site (with no children under 24 months) to a ‘best endeavours duty’ to have someone with a full PFA certificate on site. If we cannot meet the steps set out in the guidance at: https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications
* We note and have actioned where necessary that the validity of certificates expiring on or after 16 March 2020 can be extended by up to three months.
 |  |  |  |  |
| Premises Management |
| **Premises Management**Compliance checks must be up to date before children return – is this in place?Have you ensured that site staff have continued with their daily, weekly and monthly checks where possible?Please also take note of the guidance updates outlined by the DfE<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>Do you have sufficient site staff to ensure the site is safe before children return?Is all servicing up to date eg, fire extinguishers, boilers etc?Have checks been completed on the fire alarm?Are all fire doors operational?Are all fire escape routes clear?Do any changes need to be made to your fire evacuation procedures?Do any changes need to be made to your lock down procedures?Do any Personal Emergency Evacuation Plans need to be updated?Have all water systems been checked and flushed through following the site closure? | All premises' checks are being monitored via iamCompliant on a cyclical basis and monitored centrally by the Trust. As the school has been open throughout the current lockdown period for children of critical workers and vulnerable children, no additional reopening checks need to be completed.* The fire drill procedure is actioned to practiced on the first week that the children are in school
* Lock down procedure is actioned to be practiced during the second week - the procedure will be updated that all children will remain in their allocated classroom minimising movement around school
* All areas and surfaces have been cleaned and disinfected prior to reopening.
 |  | GS & LD |  |  |
| **Falls from height**Ventilation (Open windows and doors are recommended as a means of improving air circulation within the building) | * Whilst taking into consideration the necessity to increase ventilation by improving air circulation within the building we have advised staff that window opening restrictors must not be removed for tall Oak Class Windows
 |  |   |  |  |
| **Air Conditioning and Use of Fans** Use of air conditioning accelerates the spread of coronavirus | * IT projectors used to a minimum – not to over heat
* Fans and air conditioning to be used minimally.
* This will be implemented the week commencing the 8/03/21
 |  |  |  |  |
| **Site Security** * Additional doors and windows are left open compromising site security/fire safety.
 | * We have reviewed our site and identified that exterior classroom doors where children will be could remain open without compromising fire safety/ and or security due to the gates being locked.
 |  |  |  |  |
| Contractors on Site  |
| **Contractors on Site**Contractors will be required to attend the school site to undertake certain repairs or compliance tasks – how will these be managed?**Have you considered the following?**Only business critical tasks to be completedGel sanitisers in any area where hand washing facilities are not readily availableEnsure social distancing guidance is followedSite staff to monitor the completion of work - possible changes to working hours may be requiredWorking areas to be wiped down as necessaryRestricting the use of site keys where possible to reduce risk | All below will be implemented from the 08/03/2021.* External suppliers and contractors will be made aware that the school/setting will be partially reopening on the designated date so that deliveries can be resumed.
* Any contractors that access the site, including catering staff, will be reminded of the Public Health England guidance prior to entering the building, especially the washing of hands upon entry. **They will be asked to provide their contact details in case they need to be contacted. They will also be asked to agree to let the school know if they develop COVID symptoms.**
* **Office staff will log the areas of the school/setting that the contractor visits so that people that they have come into contact with can be traced if they test positive for COVID-19 and the areas cleaned.**
* Regular contracted visitors, such as IT support, will support the school’s IT needs remotely where possible.
* Only business critical contractors will be allowed on site.
* Areas that contractors visit will be immediately cleaned after their departure.
* Deliveries will be deposited at the entrance gate, wiped over or sprayed as below.
* All contractors must wear a mask or face covering and any school staff accompanying them are also required to wear a mask or face covering.
 | LD to create a log to record all contractors details | LD |  |  |
| Social Distancing and Managing Resources - Office Space  |
| SBM – Office SpaceUncontrolled movement around school will increase likelihood of exposure to coronavirus.Exposure to infection from inadequate social distancing | Actioned:* Communicate through ‘Walkie-talkies'
* SBM to work from home as much as possible

Minimal appointments made for on site, phone calls and Teams calls should be first choice. |  | LD  |  |  |
| Office ResourcesUncontrolled movement and management of office resources will increase likelihood of exposure to coronavirus. | * SBM to regularly clean workspace throughout day
* Use disinfection spray for all deliveries
 |  |  |  |  |
| Late Pupil Arrivals Uncontrolled movement and management of office resources will increase likelihood of exposure to coronavirus. | * Parents have been informed that - If parents arrive late, they will need to wait off site in a waiting bay on Innox Lane
 |   | GS |  |  |
| Deliveries  |
| **Deliveries**What controls do you have in place for deliveries to the school ie, consumables, equipment, kitchen food deliveries?**Have you considered the following?**Consider how orders are placed to reduce the need for frequent deliveriesConsider how the deliveries are received and what access drivers will have to the school siteWho will be responsible for the checking/storing the items once delivered?Ensure hand washing/hand gel facilities are available | All below will be implemented from the 08/03/2021 * External suppliers and contractors will be made aware that the school/setting will be partially reopening on the designated date so that deliveries can be resumed.
* Any contractors that access the site, including catering staff, will be reminded of the Public Health England guidance prior to entering the building, especially the washing of hands upon entry**. They will be asked to provide their contact details in case they need to be contacted. They will also be asked to agree to let the school know if they develop COVID symptoms.**
* Deliveries will be deposited at the entrance gate and wiped over.
* Where it is not possible to sanitise deliveries, they will be placed in to a quarantine area and sanitised as soon as possible.
* No delivery drivers will be allowed on to site.
* We will increase the amount that we order in order to reduce the frequency of deliveries.
 |  |  |   |  |
| IT Equipment |
| **IT Equipment**How will you manage IT equipment throughout the school?Are children able to use the same piece of IT equipment during the day to avoid the spread of germs?* Ensure laptops/tablets are wiped down after each use
* Whiteboards to be cleaned twice a day as a minimum

Are there procedures for printers, copiers and remote controls to be cleaned regularly during the day? | All below will commence from the 8/03/2021* All iPads will be available on a rota basis and must be cleaned after use
* A child will keep and use the same iPad throughout the day – this will also apply to school laptops.
* Children not to touch interactive screens – just to view content. Staff to clean throughout day – see cleaning rota
* Some resources, such as the photocopier are unavoidably used by a number of staff. Cleaning products will be provided next to the photocopier for a wipe down after each use.
* Where multiple copies of an item are required, staff should send multiple copies to be printed, rather than a single copy which is then copied in the photocopier. This greatly reduces the need to touch the copier itself.
 |  |  |  |  |
| Breakfast and After School Clubs |
| **Breakfast and After School Clubs**Do you have procedures in place for breakfast and after school clubs? | N/A  | N/A | N/A |  |  |
| Risk assessments completed for pupils with EHCP, SEN, SEMH  |
| Pupils with EHCP, SEN, SEMH Uncontrolled positioning, movement and use of use of resources will increase likelihood of exposure to coronavirus | Meeting arranged on the 3/06/20 with SENCO to review and complete SEN risks assessments.In light of new lockdown, review pupils not currently attending. | Complete risk assessments for SEN pupils with SEN coordinator  | GS - AW | 3/06/20 |  |
| Visitors | * A record must be kept of all visitors to the site
* All visitors details must be taken (incl contact details and locations within the school site that they have visited) and will be kept for a period of 21 days – this will enable them to be contacted in the event of a positive test and to comply with track and trace
* It must be made clear to visitors of their responsibility not to attend if they have any of the main symptoms of Covid –19 - or a member of their household
* They must also be informed of the need to contact the school in the event of a positive test
* Visitors must be kept outside wherever possible
* Visitors should not enter the site if they are displaying any COVID symptoms
* All visitors will be asked to wear a face covering on entry and for the duration of their stay any staff member accompanying them must also wear a face covering or mask and maintain social distancing guidelines.
* Hand hygiene rules should be adhered to on entry, exit and throughout the duration of their visit
* Meeting with other professional will take place virtually where possible. Meeting that are unable to take place virtually, social worker visitors must wash their hands with soap or alcohol-based sanitiser (that contains no less than 60 percent alcohol) and follow infection control procedures in accordance with the DfE and PHE’s Guidance at regular intervals, including when they enter and exit the building

 * Supply staff, peripatetic staff, Speech and Language specialists, etc able to visit school and work with different groups of children but they must wear a mask or face covering if indoors and work outside if at all possible.
* Governors are able to visit school if they cannot fulfil their duties online.
* All visiting staff reminded to remain 1M + from other staff and children.
 |  |  |  |  |
| Music provision | * Instruments will be laid out for the children by Ms Watts before they enter.
* Children enter and sanitise hands
* Sit in your normal seat in the classroom
* When directed to play an instrument, only play the instrument you have been assigned.
* At the end of the music session wipe down your instrument with wipes, if you have been using a beater place it in the cleaning jug that Ms Watts will bring round.
* After cleaning your instrument the last group of the day will be asked one by one to carry their instrument over to teacher to be put away - they will then be sprayed before being left for the next week.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-3-curriculum-behaviour-and-pastoral-support> | Ensure that gov guidance is reviewed and updated as applicable |  |  |  |
| Bubble Closure and Remote Learning | * In the event of a positive case amongst pupils or staff, the LA defined procedure, outlined in Appendix 1b will be used.
* There is an internal operational checklist in place for the school to follow in the event of a bubble closure. This will be completed by the Headteacher (and supported remotely by the head if they are isolating at home).
* The school will principally use Microsoft Teams for remote learning, as well as continuing to use its communication streams with Teachers2Parents.
* The school’s remote learning procedures detail how isolating pupils will be safeguarded, and steps the school will take in the absence of communication with any isolating families.
* In the event of either the head and/or deputy being required to isolate, a local school Head Teacher (Joe Beamant) would be appointed as an additional member of staff as Deputy Designated Safeguarding Lead (or in the absence of both head and deputy, Designated Safeguarding Lead). This member of staff will be supported remotely by the isolating member of staff.
 |  |  |  |  |

**Part 2: Maintaining educational provision for pupils who are still working at home**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **What is the hazard/concern?****Have you considered:** | **What are you already doing?** | **What further action is necessary?** | **Action by Whom?** | **Date action due?** | **Date action in place?** |
|  |  |  |  |  |  |
| Maintaining contact with pupils staying at home |
| Safeguarding concerns are not reported; pupil/ student is placed at risk. | Concerns may become apparent during interaction in the community, online communication etcAll school staff to be aware of arrangements in place for contact school DSL/ Deputies during the closure period.Online safeguarding letter update sent out 19/01/2021. |  |   |  |  |
| Enhanced risks to pupils re: online safety resulting from increased internet exposure; working remotely without access to support from peer group and school |  We have provided information to parents and pupils re: online safety. Including encouraging parents to set up age-appropriate parental controls and internet filters as applicable. Also signposting to support available for reporting bullying and online abuse.Schools to make parents aware of sites they are asking their children to use and school staff their child will interact with.Resources have been uploaded to the schools website. |   |  |  |  |
| E-Safety. Inappropriate staff contact with pupils/ students | School E-Safety Polices continue to apply. Communication only takes place through school channels approved by the senior leadership team.Staff must not make informal arrangements to contact students using their own phones/ devices etc.Useful links page added to the school website and included in parent letter sent out 19/01/2021. | Training in place  |  |  |  |
| Injury or contamination of staff undertaking home visits.Vulnerable pupils/ students are ‘missed’ through lack of contact etc. | Staff have been instructed to follow government guidance on social distancing. Speak to families on the door step or through a window if they are self-isolating.Any home visit will be carried out by 2 members of staff subject to risk assessment associated with that home, location and family profile. School Lone Working Procedures to be followed (including the maintenance of a school contact during the visit). Where the family is self-isolating ask that the child comes to the window so that they can be seen by professionals.If phoning families we will speak to the child as well. |  |  |  |  |

**PART 3: Arrangements for staff working from home during the school closure period (from 23 March 2020)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **What is the hazard/concern?****Have you considered:** | **What are you already doing?** | **What further action is necessary?** | **Action by Whom?** | **Date action due?** | **Date action in place?** |
|  |
| Use of display screen equipment eg: laptop, desktop etc. |
| Back/neck/wrist injury from poor posture and use of equipment over a prolonged period of time. | We follow guidance from BWMAT Trust and HSE (March 2020) as follows:For those people who are working at home, the risks associated with DSE must be controlled. This includes doing home workstation assessments.However, there is no increased risk from DSE work for those working at home very temporarily. We have provided workers with advice on completing their own basic assessment at home using: www.hse.gov.uk/pubns/ck1.pdfWe advise staff that there are some simple steps to be taken to reduce the risks from display screen work:* breaking up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity
* avoiding awkward, static postures by regularly changing position
* getting up and moving or doing stretching exercises
* avoiding eye fatigue by changing focus or blinking from time to time.
 | Further CPD on 2/06  | GS  | 2/06 |  |
| Data breach exposes staff or students to risk of harm.Data breach is undetected | * All staff have received GDPR training and are aware of their responsibilities re: use and transfer of personal data.
* School Data Protection Policies and Procedures apply.
* Staff are aware of their responsibilities for reporting a data breach to relevant staff at school. Our DPO is involved if required.
 | Further CPD on 2/06 | LD | 2/06 |  |
| Workplace stress increased by social isolation.* Depression
* Anxiety and other forms of mental illness
 | * Opportunities are in place for regular contact from line managers and colleagues. Albeit remotely via online methods.
* Access to counselling services is provided by Health Assured (0800 028 0199). All staff have been provided with details of this for use at home.
 | Arrange weekly Teams meetings Weekly Teams Lessons  | GS | 4/6/20 |  |

Section 3 – Action Plan

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| --- | --- | --- | --- | --- |
| What is the **Hazard** you need to Control? (high or amber from the risk rating column above) | What **Additional Precautions** do you need to either eliminate or reduce the risk to an acceptable level. | Who is **Responsible** for implementing these controls? | **When** are these controls to be implemented (Date)? | When **Were** these controls implemented (Date)? |
| Teacher and teaching assistant working across two ‘bubbles’ and spreading the virus  | For a whole school return, the school will be organised into strict bubbles that will not interact with each other. These ‘bubbles’ will then be scaled down in order to welcome EYFS, Y1 and Y6 children initially. Staff will be attached to a bubble and not move between. Actioned:* The whole school will operate in two main ‘bubbles’.
* Each ‘bubble will attend school for two consecutive days
* The two main ‘bubbles’ will be divided by a cleaning day on a Wednesday
* Within each of the main ‘bubbles’ there will be sub-bubbles that will not interact with each other apart from the Reception bubble and the year 1 bubble – here they will have the same teacher and teaching assistant
* Temperature to be taken everyday

  | GS  | **Week commencing the 1st June****Every day**  |  |
| Those living in a household with a person who is extremely clinically vulnerable | These staff will only attend if stringent social distancing can be adhered to and if we have found this is not possible the staff member will be working from home. Meeting to agree actions and systems- TBC | GS | **2/06** |  |
| Pupil Welfare Pupil welfare - changing family circumstances likely to have an adverse effect of pupil’s ability to reengage with school | Contact with families is actioned by school staff to ensure that they are aware of any potential issues and that relevant support is made available.Staff responsible for pupil groups will be briefed in advance and made aware of any support plans/ risk assessments etc, for individual pupils if required.On- going - Aniexty Gremlins – PSHE Support to be implemented for all pupils  | GS Class teacher | **4/6** |  |
| Anxiety re: coronavirus and constraints of new learning environments | In addition to parents discussing ‘Rainbow Rules’ with the children before returning to school, teachers will explain school routines when they return - to support pupils in gaining an understanding that it is safe to be in school. | Class Teacher  | **On-going**  |  |
| Those living in a household with a person who is clinically vulnerable. (Including pregnant) | These pupils will be invited to attend school. Parents to consider and school will fully support the decision and act appropriately within guidelines.Parents not seeing pupil at this point Further discussions tbc | GS  | **7/06/20** |  |
| Community gatherings at the school gate – increases likelihood of exposure to coronavirusExposure to infection from inadequate social distancing | Parents will be asked not to gather with other parents either on the school site, or outside of the school gates. All parents dropping off children will exit promptly – maintaining social distancing. If parents need to bring young children with them at arrival and departure times, these young children must not be allowed to run about.School reopening procedures letter 28/5/20Signage and daily reminders by HT for community  | GS  | **On-going**  |  |
| Exposure to infection Classroom teaching - Primary | Classes have been halved and there are no more than 15 pupils per group with one teacher (and teaching assistant In Rec/Y1, Y4).Teaching assistants may lead a group working under the direction of a teacher when teacher is providing online home learning.We will ensure pupils and staff, where possible, only mix in a small, consistent group and that that group stays away from other people and groups. Different groups will not be mixed on the same or subsequent days. We will use the same staff each day as far as possible. Groups will use the same room or area of the school. We will seek to achieve the sitting of pupils at the same desk each day.Pupils from other year groups attending will also be grouped in consistent groups as described above.Desks are set apart where possible.Activities for pupils will be non-contact and will not involve more than one group.The curriculum will be taught outdoors as much as possible | GS –LD  | **2/06** |  |
| Data breach exposes staff or students to risk of harm.Data breach is undetected | All staff have received GDPR training and are aware of their responsibilities re: use and transfer of personal data.School Data Protection Policies and Procedures apply.Staff are aware of their responsibilities for reporting a data breach to relevant staff at school. Our DPO is involved if required.Further CPD on 2/06 |  | **2/06** |  |

**This document has been shared with the following staff groups:**

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| Teaching Staff | Date: 20/05/20  | 3/09/20 |  | 04/01/2021 | 20/01/21 | 03/03/2021 |
| Support Staff | Date: 20/05/20 | 3/09/20 |  | 04/01/2021 | 20/01/21 | 03/03/2021 |
| Admin Staff | Date: 20/05/20 | 3/09/20 |  | 04/01/2021 | 20/01/21 | 03/03/2021 |
| Lunchtime Staff | Date: 20/05/20 | 3/09/20 |  | 04/01/2021 | 20/01/21 | 03/03/2021 |
| Kitchen Staff | Date: 20/05/20 | 3/09/20 |  | 04/01/2021 | 20/01/21 | 03/03/2021 |
| Governors | Date:20/05/20 | 7/09/20 | 21/10/2020 | 04/01/2021 | 20/01/21 | 03/03/2021 |

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| Name:Grant Swarbrooke Louise Didcott  | Signature:Grant Swarbrooke Louise Didcott | Date:03/03/2021 |

**Information logging**

The information logging template can be cut and pasted and placed into the email that you send to PHE. This covers all the information they will need to know.

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| **School/Setting Name and Postcode:** |
| **Case number** | **Identifier (age/year group/bubble; staff role)** | **Date of onset of symptoms (or 'none' for asymptomatic)** | **Test Date** | **Date last in school / setting** | **Possible contacts in the 48 hours prior to onset of symptoms /test date if asymptomatic (preliminary numbers - bubble etc. children/staff)** | **Return date for case (10 days starting the day after the onset of their symptoms)** | **rReturn date for contacts (10 days from their last contact with the positive case)** |
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