

## RISK ASSESSMENT for September 2020

<b>Educational Setting</b>	<b>St Matthew's Primary School</b>
<b>Activity / Task</b>	COVID-19 Risk Management Assessment (Educational Settings)
<b>Completed by &amp; Date</b>	Initial Model completed by Stuart Wood, Health, Safety & Wellbeing Business Partner 13 <sup>th</sup> May 2020 Personalised by St Matthew's by Tony Davies, Head Teacher, updated 3 <sup>rd</sup> September 2020
<b>Review Date</b>	Currently daily review in consultation with staff in preparation for opening.  This will be reviewed daily for the first week of wider-opening and thereafter on a weekly basis and/or following any events that cause a need for review.  A staff online survey may also be undertaken once school has started to ascertain how the risk assessment is working for all staff, any areas of concern and to ascertain the degree to which staff are feeling safe and secure in the working environment in relation to these measures.  Some staff, children or activities will also have individual risk assessments. As these are developed, they may well inform aspects of this risk assessment.

Note: this risk assessment is a working document under continuous review.

What are the hazards?	Who might be harmed and how?	What are you doing already?	Notes/Queries/Additional Actions	Action by whom?	Action by when?	Done
Prevention		<ol style="list-style-type: none"> <li>1. 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 does, do not attend school</li> <li>2. clean hands thoroughly more often than usual</li> <li>3. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach – this should be taught to children and its use, alongside social</li> </ol>		All staff	As necessary	Arrangements in place

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		<p>distancing, should be promoted across the school and beyond</p> <ol style="list-style-type: none"> <li>introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</li> <li>minimise contact between individuals and maintain social distancing wherever possible</li> <li>where necessary, wear appropriate personal protective equipment (PPE)</li> </ol>		<p>Led by business manager</p> <p>See below</p>		Done
Infection being spread through the marking of books	All	<ul style="list-style-type: none"> <li>Teachers should implement the school marking policy of limited/no marking of maths</li> <li>Other strategies: children encouraged to self-assess, leave books open at their tables for teacher to look at without touching.</li> <li>Where teachers are marking children's books, they should ensure they wash hands before and after - this is particularly so where staff are moving between bubbles</li> <li>Where possible, marking should be done in school rather than books being taken home</li> <li>See also homework below</li> </ul>		Led by Head Teacher	3/09/20	Arrangements in place

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Infection being spread by children sharing resources		<ul style="list-style-type: none"> <li>Resources may be shared between children within bubbles, but staff should consider if this is necessary and look to reduce this</li> <li>School libraries will not be accessible by children – staff can select books to be used in their classroom for a period of time. These should then be quarantined for 72 hours before being given to a different bubble of children</li> <li>Any equipment shared between bubbles should either be cleaned between uses or quarantined for 72 hours. This applies to laptops/chromebooks etc.</li> </ul>		Arrangements in place and communicated to staff	3/9/2020	Done
Bringing equipment from home		<ul style="list-style-type: none"> <li>The bringing of resources in from home should be minimised.</li> <li>Pupils may bring in essential equipment from home (e.g. a pencil case, reading books) as this may reduce the need for sharing equipment</li> <li>Any equipment brought from home should not be shared with children from other bubbles and only shared with other children within a bubble if absolutely necessary</li> </ul> <p>Children should be encouraged to not bring unnecessary items in from home (e.g. cuddly toy) though at times this may be an important part of a child settling – staff</p>		Arrangements in place and communicated to staff	3/9/2020	Done

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		should look to put the item somewhere "safe" that is acceptable to the child if possible				
		<ul style="list-style-type: none"> <li>Homework to focus more on activities that do not involve books paper being taken home and then brought back to school, e.g. Number bonds and times tables, phonics and spelling activities, utilising Purple Mash and other online resources, reading</li> <li>Where activities have been taken home and done on paper, children can self assess in lesson (see marking above)</li> </ul>				
Infection being spread through clothing when changing for PE		<ul style="list-style-type: none"> <li>On days when children have PE, they should come to school wearing clothes that they can use for PE rather than bringing in a separate kit to change into.</li> </ul>		Arrangements in place and communicated to staff	3/9/2020	Done
Children's resources becoming mixed up or creating trip hazards		Cloakrooms and Trays can be used can be used again as they can help separate children's equipment and also prevent other risks (e.g. trip hazards in the classroom)		Arrangements in place and communicated to staff	3/9/2020	Done

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Spread of infection through meetings in school		<ul style="list-style-type: none"> <li>Larger meetings of staff will be conducted online</li> <li>Smaller meetings may happen in person if social distancing is possible – this is dictated by number and also room availability.</li> <li>Staff may agree with colleagues in their team to work from home for PPA and attend any meeting online</li> <li>Communication to parents will encourage telephone meetings and email rather than face to face meetings; any face to face meeting should be socially distanced</li> </ul>		Communicate d to all staff and parents by HT	Sept 2020	
Response to Infection		<ol style="list-style-type: none"> <li>engage with the NHS Test and Trace process</li> <li>If symptomatic, staff /children can only return to school once they have provided evidence of a negative test, otherwise will have to not return to school for 14 days.</li> <li>manage confirmed cases of coronavirus (COVID-19) amongst the school community</li> <li>contain any outbreak by following local health protection team advice</li> </ol>		Communicate d to all staff by HT	Sept 2020	
Contingency planning for a further outbreak		<ul style="list-style-type: none"> <li>In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission.</li> </ul>		As required, led by HT		In place

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		<ul style="list-style-type: none"> <li>Emergency closure procedures as detailed in the school Critical Incidents Policy would be followed</li> <li></li> </ul>				
Social Distancing in school		<ul style="list-style-type: none"> <li>Minimise contact between individuals and maintain social distancing wherever possible</li> <li>The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals.</li> <li>Bubbles: <ul style="list-style-type: none"> <li>Most of the school day will operate in "class bubbles"</li> <li>Every effort will be taken to organise staffing so as to minimise movement of staff between class bubbles, e.g. organisation of PPA – particularly so for classes taught by staff who were previously shielding</li> <li>Where staff do move between bubbles, those staff instructed to make best endeavours to social distance from children as they work</li> </ul> </li> <li>After school club will operate consistent, year group bubbles to best maintain</li> </ul>		Senior Leadership Team	22 <sup>nd</sup> May	Done

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		<p>integrity of class bubbles – they must comply with the guidance published by the government for <a href="#">holiday, after school club or other out of school settings</a></p> <ul style="list-style-type: none"> <li>Staff will arrange furniture in classrooms to reduce pinch points, ensuring that free movement is possible.</li> <li>When doing this, staff must ensure that fire exit routes are not compromised.</li> <li>Where appropriate, seating will be organised so that children are not facing each other (usually facing forwards)</li> <li>Individual risk assessments will be in place for individuals at particular risk from covid 19 highlighting additional social distancing measures that may be appropriate (e.g. wearing of face masks)</li> </ul>		Teachers operating specific classrooms	Week prior to eventual opening,	
Cleaning		<ul style="list-style-type: none"> <li>All areas of the school will be thoroughly cleaned before re-opening.</li> <li>Emphasis on frequently touched surfaces – tables, chairs, door handles, push pads, taps, bin lids</li> <li>More frequent cleaning procedures should be in place across the site, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> <li>Taps and washing facilities,</li> <li>Toilet flush and seats,</li> <li>Door handles and push plates,</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<p>Adrian leading organisation</p> <p>Adrian leading organisation</p>	Week prior to eventual opening,	Done

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		<ul style="list-style-type: none"> <li>○ Handrails on staircases and corridors,</li> <li>○ Lift and hoist controls,</li> <li>○ Machinery and equipment controls,</li> <li>○ Telephone equipment – staff should aim to not share telephones</li> <li>○ Keyboards, photocopiers and other office equipment, classroom desks and chairs.</li> <li>● There will be additional cleaning staff in school during the school day to follow the programme outlined in “Procedures for a Wider Opening of School”</li> <li>● Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn.</li> <li>● When informed that someone has tested positive with covid-19 then any area/room they have accessed should be secured for 72 hours then undergo a thorough clean.</li> <li>● Classrooms have all got individual cleaning kits in place</li> <li>● Outdoor play equipment will not be used as these cannot be adequately cleaned on a regular basis, and certainly not between being used by different groups of</li> </ul>		SLT	As and when necessary	
				Head leading in consultation	Agreed prior to	Done



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		children.		with staff	opening	
Lunchtime Catering facilities		<ul style="list-style-type: none"> <li>Reception class bubbles will eat in the school hall. Nursery will eat in the Community Room. This will be staggered and take place at separate tables and/or tables being used will be cleaned thoroughly between sittings. Children will sit on one side of the tables so as not to face each other.</li> <li>Lunch will be in the form of packed lunches eaten in the classroom, either brought from home or made by caterers</li> <li>This should involve handwashing in the classroom</li> <li>This may happen in addition to a "lunchtime play" opportunity managed by midday supervisors</li> </ul>		Head to inform caterers Head to inform parents	Prior to opening	
Fire Safety		<ul style="list-style-type: none"> <li>Personal Emergency Evacuation Plans (PEEPs) must continue to be in place for those staff that continue to work in the school and any pupils that access the school site, which should include lifts.</li> <li>Ensure all emergency escape routes / doors are fully operational and kept clear.</li> <li>Reminders to staff and pupils that if the fire alarm is activated then we should aim to keep a distance of 2m apart from other class bubbles if possible, though this should not compromise safe evacuation</li> </ul>	•	Evacuation procedures do not need revising  Staff leading bubbles to consider	When setting up layout of classroom	Done

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		<p>from a fire.</p> <ul style="list-style-type: none"> <li>Remind staff that evacuation in case of alarm means that one way system on stairs is suspended – evacuate by nearest exist as shown on each rooms' evacuation map.</li> </ul>		Staff leading bubbles	When children start back at school	
Access/Egress of school building		<ul style="list-style-type: none"> <li>External doors into the playground will be designated for use by particular class bubbles. This will reduce the potential face to face passing as groups will tend to be moving through in one direction.</li> <li>This will be facilitated by the one way system on the stair cases (pink staircase: up; blue staircase:down; green staircase: down). This one way system will be suspended at the very start and end of the school day to facilitate rapid movement to reduce the possibility of crowding during staggered start/end</li> <li>Children will be taught to wait a distance from any door to let others pass through to avoid face to face contact.</li> <li>The above agreed by staff and communicated through the Procedures document.</li> <li>Where possible and safe, doors to be propped open to reduce the need for touch (fire protection measures must be adhered to).</li> </ul>	<ul style="list-style-type: none"> <li>Priority must be given to disabled users and those identified as having health related issues.</li> <li>Provide relevant guidance to parents on drop off and pick up arrangements.</li> </ul>	<p>Led by HT</p>        <p>Cleaning being organised by Adrian</p>        <p>Outlined in procedures documentation shared with</p>	<p>System set up prior to school opening, outlined in procedure s by 3/9/2020</p>        <p>Prior to wider opening</p>	Arrangements in place

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		<ul style="list-style-type: none"> <li>Sanitiser will be available at entrances to the school.</li> <li>Increased cleaning of handles and touch plates as outlined in our procedures document</li> <li>Allocated drop off and collection times for different "class bubbles", staggered to reduce crowding.</li> <li>Children and staff will wash hands on arrival at school and before leaving</li> <li>The lift will not be used other than exceptional circumstances (e.g. moving a heavy load, moving someone who has mobility issues)</li> <li>Corridors will have tape down the middle to support one way movement in "lanes" – all walk in the left hand lane</li> <li>Lanes for movement across playground during breaktimes (e.g. to toilets) will also be demarcated with cones</li> </ul>		<p>staff.</p> <p>Staff leading bubbles to teach procedures to children.</p>	of school	
First Aid		<ul style="list-style-type: none"> <li>Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid or paediatric first aid provided. Access to first aid facilities is maintained and the school suitably stocked with first aid sundries.</li> <li>Staff or pupils with medical needs have</li> </ul>	<ul style="list-style-type: none"> <li>The HSE have announced a three-month extension to the validity of the following qualifications if the first aider to requalify because of the coronavirus: <ul style="list-style-type: none"> <li>First Aid at Work</li> </ul> </li> </ul>	Annabelle	Prior to	Done

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		<p>been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required.</p> <ul style="list-style-type: none"> <li>Review of the First Aid procedures revised to include consideration of the risk of infection of covid-19.</li> <li>This includes sharing of updated guidance re CPR</li> <li>Touching of children to be minimised when giving first aid - for example, where appropriate, children will put on their own plasters, wash their own cuts, put rubbish in the bin, hold back items of clothing to enable staff to look at cuts and bumps. Where this is not possible, staff should wear rubber gloves to administer first aid and throw these away after each case. Staff should also wash their hands before and after administering first aid. Staff should also use their judgement as to when the risk of harm of applying the above procedures is greater than the risk posed by potential covid 19 infection.</li> <li>To prevent possible crowding at the school office, each classroom has its own first aid kit so children should only go to the office for treatment requiring a</li> </ul>	<ul style="list-style-type: none"> <li>Emergency First Aid at Work</li> <li>Paediatric First Aid</li> <li>Emergency Paediatric First Aid</li> </ul>	Annabelle	<p>these children starting school</p> <p>Prior to these children starting school</p>	

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		higher level of first aid than is possible in the classroom.				
Waste		<ul style="list-style-type: none"> <li>Relocate waste bins to key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely</li> <li>All classrooms and other areas to have lidded bins</li> <li>Bins should be emptied daily.</li> <li>Toilets to have paper towels for hand drying and lidded bins in place. Hand dryers to be turned off</li> <li>Staff should wear appropriate PPE for certain cleaning task, e.g. rubber gloves, plastic apron for cleaning up body fluids (vomit, urine, faeces)</li> <li>Where there is a suspected case of Covid 19, waste will be immediately double bagged and removed from the classroom by a member of staff wearing appropriate PPE</li> <li>Waste building up in the bin – classrooms will be provided with additional bin bags so that, if necessary, a bin can be emptied, the bin liner tied and new bin bag put into the bin.</li> </ul>	<ul style="list-style-type: none"> <li>Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity.</li> </ul>	<p>Staff leading bubbles to have in place in their rooms</p> <p>Admin staff to order any additional bins needed</p>	Prior to opening	Done
Break/Lunch times		<ul style="list-style-type: none"> <li>The school will stagger breaks/lunchtimes to achieve the social distancing.</li> </ul>		Organised by SLT	Prior to opening	Done

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		<ul style="list-style-type: none"> <li>Staff supervising playground to endeavour to maintain social distancing as best as possible. These best endeavours will enable staff to supervise different bubbles in rotation in their designated bubbles.</li> <li>Each bubble will have a box of numbered playground equipment for their exclusive use</li> </ul>		<p>Staff leading bubbles to teach routines</p> <p>Lisa Woolfe</p>	<p>First day of opening</p> <p>Prior to opening</p>	
Toilets		<p>Toilets (in terms of rooms) will be shared by a max of two classes bubbles. Toilet cubicles and sinks will be assigned to individual class bubbles. (If a child needs to use a sanitary bin, they will use the cubicle that the sanitary bin is in rather than the cubicle for their own bubble).</p> <p>Urinals will be taped off so they cannot be used to allow all toilets to be used by both boys and girls.</p> <p>Children need to be taught to knock on the door to see if anyone else is using the toilet. We aim to have only one person in a toilet at any one time.</p> <p>At break times children will use the toilets assigned to their class bubble also where their bubble toilet is accessible. For children in Years 3 to 6, encourage to go to toilet either when in</p>		Led by SLT	Set up prior to opening	Done

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		<p>class, before going out to play at lunchtime. If need to go to toilet when on the playground, they should use their bubble toilet (this will need to be monitored and may be subject to change if not working effectively).</p> <ul style="list-style-type: none"> <li>Children to be taught that only one child should be in a toilet at any one time – “knock, listen, check”</li> <li>Staff to monitor to prevent crowding</li> </ul>				
Staff/Pupils within the shielded group		<ul style="list-style-type: none"> <li>Any member of staff or pupil that is within the <a href="#">Clinically extremely vulnerable group</a> must have a risk assessment undertaken that includes how social distancing will be maintained in a Covid-19 safe workplace.</li> <li>Staff/pupils that meet the criteria as <a href="#">clinically vulnerable people</a> e.g. diabetics, those who are <a href="#">pregnant</a>, should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school.</li> </ul>		Led by HT	3/9/2020	Done
BAME Staff being at higher risk of severe illness if contract Covid 19		<p>BAME staff who have any of the conditions listed below and who were also considered clinically vulnerable should also have an individual risk assessment.</p> <ul style="list-style-type: none"> <li>Diabetes</li> <li>Chronic lung disease</li> <li>Chronic heart disease</li> <li>Cancer</li> <li>Pregnancy</li> </ul>		Led by HT	3/9/2020	Done

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		<ul style="list-style-type: none"> <li>Immunosuppression</li> <li>Pre-existing disability that impacts on respiratory morbidity</li> </ul>				
Working with children with SEND or others who may pose particular, specific risks of spreading infection	Staff who usually work in close proximity to children (e.g. teaching assistants supporting children one to one)	<p>Where appropriate, individual risk assessments will be carried out in liaison with staff to plan:</p> <ul style="list-style-type: none"> <li>Appropriate working practices</li> <li>Strategies for dealing with specific challenges (e.g. should restraint be required)</li> <li>Appropriate PPE that may be needed for certain situations</li> <li>Best endeavours will be made such that staff working one to one with a child in close proximity will not work across multiple bubbles</li> </ul>		Depending on child, typically INCO or SENCO	Before any child begins to attend school	Done
Contractors		<ul style="list-style-type: none"> <li>All <a href="#">contractors</a> must provide a suitable and sufficient risk assessment for the activities they carry out which must <a href="#">include covid-19</a>.</li> <li>All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency.</li> </ul>		Adrian	As and when required, prior to coming on site	Done
Property Compliance		<ul style="list-style-type: none"> <li>The school has ensured that relevant property statutory compliance checks have been completed and records updated.</li> <li>Daily and weekly checks have been</li> </ul>	<ul style="list-style-type: none"> <li>All serious property concerns have been raised with the schools Property Management Adviser and appropriate steps are in place to ensure the safety</li> </ul>	Adrian		Done. Ongoing compliance measures have not been suspended



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		reinstated and pre-opening checklist completed.	of all building occupants.			
Hygiene		<ul style="list-style-type: none"> <li>The school has a suitable supply of soap and access to warm water for washing hands.</li> <li>Enhanced system for monitoring stock levels in place</li> <li>Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets.</li> <li>Handwashing requirements outlined in procedures document.</li> <li>Hand sanitiser will be available next to shared equipment, e.g. photocopiers</li> </ul>		<p>Admin staff</p> <p>Admin staff</p> <p>Relevant supervising staff to remind children when appropriate.</p>	<p>Supplies in stock.</p> <p>August 2020 Prior to opening.</p> <p>Ongoing</p>	<p>Done</p> <p>Done</p>
Accident reporting Covid-19 incidents		Staff to be made aware of requirement to report possible or actual exposure to the Covid-19 virus.	<ul style="list-style-type: none"> <li>The Health &amp; Safety Executive have recently updated <a href="#">the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR)</a> to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity.</li> <li>For further advice and</li> </ul>	Requirements communicated to staff	22/7/2020	Done

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			guidance you should contact your competent Health & Safety Adviser.			
Administrative Staff		<ul style="list-style-type: none"> <li>Staff shift rota to be in place so as to keep social distances and allow school office to function.</li> </ul>		Anne and office team	Prior to opening.	Done
Personal Protective Equipment		<ul style="list-style-type: none"> <li>Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution.</li> <li>Government advice is that children and staff do not need to wear PPE during the course of the school day.</li> <li>St Matthew's will not prevent those who wish to wear face masks from doing so, be they children or staff.</li> <li>We have access to a limited supply of PPE for staff to be used in certain circumstances. These circumstances are: <ul style="list-style-type: none"> <li>Administering first aid (where rubber gloves may be worn)</li> <li>Dealing with a person who is showing symptoms of possible Covid 19.</li> <li>Cleaners should also wear rubber gloves and plastic aprons to carry out their roles.</li> <li>Staff should also wear appropriate PPE as they would normally for certain roles, particularly intimate care. <b>This includes helping children change after toileting</b></li> </ul> </li> </ul>		<p>Local Authority</p> <p>Additional PPE on order – Annabelle/adm in staff</p>	<p>PPE to be delivered by LA w/b 18/5/20</p> <p>August 2020</p>	<p>Done</p> <p>Done</p>

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		<p><b>accidents etc.</b></p> <ul style="list-style-type: none"> <li>Staff may bring in their own face-covering if they wish, but should be aware that this may not constitute PPE for the purposes above – staff should therefore put on a school facemask for those roles.</li> <li>Staff who wish to wear a face-covering during the school day should provide their own – this is to preserve stock levels of PPE in school and nationally – (note some staff members' may have an individual risk assessment that means that school will provide them with a facemask.</li> <li><b>Enhanced system for monitoring stock levels of PPE to be in place</b></li> <li>Where close proximity working (school Site Team) is required for longer than 15 minutes, assess the need to issue employees with appropriate Personal Protective Equipment.</li> <li>Re-usable PPE should be thoroughly cleaned after use and not shared between staff.</li> </ul>		Admin Team	August 2020	
Suspected/actual case of COVID 19 in school		<p>Response outlined in the procedures document, stating as follows:</p> <p><a href="#">If a Child is Displaying Symptoms of Covid 19 in school</a></p> <ol style="list-style-type: none"> <li>The child should be taken immediately to the school office</li> </ol>		HT	22/5/20	Done

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		<ol style="list-style-type: none"> <li>2. The child will then be directed to a safe area for isolation – this may be at the front of school, monitored by an adult, otherwise the closest available unoccupied room in the admin wing</li> <li>3. If no room is unoccupied, the child will go to the reprographics room and those using that room should leave immediately.</li> <li>4. The window of the room that the child is in should be opened</li> <li>5. Where possible, the child will be left on their own in the room, monitored through the window of the closed door (or partially open door if it is not appropriate for the child to be put in the room in this way)</li> <li>6. If the child needs to be closely monitored and a member of staff cannot maintain a safe distance from the child, then a member of staff will put on the PPE to do this close monitoring – this will be disposed of afterwards.</li> <li>7. Parent/carer contacts will be telephoned immediately to collect the child. (We will be writing to all parents to say that it is essential that we have up to date contact details for them and that one contact</li> </ol>				

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		<p>MUST BE CONTACTABLE AT ALL TIMES. The letter will be phrased in such a way that they can present the letter to employers who may be reluctant to allow them to have access to a mobile phone while working).</p> <p>8. The parent/carer of the child will be strongly encouraged to have a test for coronavirus</p> <p>9. The child will be in self-isolation and not able to come to school for seven day, depending on outcomes of a test for Covid 19.</p> <p>10. If family will not allow their child to be tested, or will not share evidence of the outcomes of a test, then the child will not be able to come back to school for 10 days.</p> <p>11. All other members of the household will be in self-isolation for 14 days – this includes siblings who may be in school; office staff should check re siblings whenever a child is reported as having coronavirus symptoms and inform teachers with siblings that the sibling must go home.</p> <p>12. Once the child has left, the “isolation</p>				

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		<p>room” will be cleaned thoroughly</p> <p>13. Other parents in the bubble will be informed that day that a child had been sent home displaying symptoms of coronavirus. This will act as an early warning that the bubble may need to go into self-isolation pending the outcome of a test for coronavirus.</p> <p>If a parent informs the school that their child is displaying symptoms of coronavirus</p> <ol style="list-style-type: none"> <li>1. The parent/carer of the child will be strongly encouraged to have a test for coronavirus and inform school of the result.</li> <li>2. The child will be in self-isolation and not able to come to school for seven day, depending on outcomes of a test for Covid 19.</li> <li>3. If family will not allow their child to be tested, or will not share evidence of the outcomes of a test, then the child will not be able to come back to school for 10 days.</li> <li>4. All other members of the household will be in self-isolation for 14 days – this includes siblings who may be in school;</li> </ol>				

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		<p>office staff should check re siblings whenever a child is reported as having coronavirus symptoms and inform teachers with siblings that the sibling must go home.</p> <p>5. Parents and carers of children in that bubble will be informed that a child in their group has displayed signs of coronavirus</p> <p>There is a confirmed case of coronavirus within the bubble (either staff or child)</p> <p>6. School will comply with instructions from local Health Protection Team.</p>				
Behaviour		<ul style="list-style-type: none"> <li>Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls.</li> <li>Our procedures document outlines key behaviours for staff and children that are different to those previously in place – these are largely around social distancing and key routines and logistics.</li> <li>School will carry out inductions to inform staff and pupils of the changes.</li> <li>Encourage staff to cooperate with government plans for contact tracing.</li> <li>The behaviour policy will be used if necessary and appropriate to exclude pupils who deliberately put others at risk</li> </ul>		<p>Head Teacher</p> <p>HT will send info to parents to talk to their children prior to opening</p> <p>Staff running class bubbles will induct children to</p>	<p>Documentation and procedures finalised prior to school opening, by 5/6/2020</p> <p>Week before wider opening</p>	Done

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		<p>(e.g. coughing, or spitting at others) and pupils who will not (as opposed to cannot) comply with social distancing.</p> <ul style="list-style-type: none"> <li>Risk reduction plans may need revising if they involve children being sent to other classes for a calm down period.</li> <li>If a child uses another area as a safe space (e.g. working outside/inside an office area) then that space should be cleaned once the child has left</li> </ul>		new behaviours	On first day of wider opening	
School Staffroom		<ul style="list-style-type: none"> <li>Arrangements for appropriate cleaning are outlined in our procedures document</li> <li>Staff should maintain social distancing around the school with each other – the staffroom is a key area where staff need to maintain vigilance.</li> <li>Gazebos will be put up in the courtyard area to provide additional space.</li> <li>Staffroom will be monitored to identify if it is a place where crowding means that social distancing is difficult to maintain. If so, risk assessment will be revised. This may involve restricting periods when staff can access the staffroom (e.g. no access first thing in the morning and end of day, for teachers, access for 30 mins each lunchtime when children are in the classroom)</li> </ul>		Head Teacher	September 2020	Done



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Infection Control	Staff Pupils Handwashing	<ul style="list-style-type: none"> <li>Staff and pupils have access at all times to water and soap and/or hand sanitiser for hand washing.</li> <li>Removal of shared items eg. utensils</li> </ul>		Business Manager / Caretaker	September 2020	Done
Lack of staff	Pupils	<ul style="list-style-type: none"> <li>All school activities to be carefully timetabled and rotaed to ensure there are sufficient staff for all roles during the school day, including break and lunchtimes</li> </ul>		Assistant Head Teacher/HLTA for Cover Organisation	August 2020	Done
Increased risk of transmission	Staff and Pupils social distancing	<ul style="list-style-type: none"> <li>Rotas etc are in place to ensure availability of staff is adequate – staff must endeavour to keep to timetables etc. to support all provedures working efficiently.</li> <li>Ensure that social distancing measures can be maintained at all times</li> <li>Review activities that can be carried out</li> <li>Pupils may bring equipment in from home (e.g. a pencil case) as this may reduce the need for sharing equipment – but this equipment should not be shared with other children</li> </ul>	<p>How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:</p> <ul style="list-style-type: none"> <li>grouping children together</li> <li>avoiding contact between groups</li> <li>arranging classrooms with forward facing desks</li> <li>staff maintaining distance from pupils and other staff as much as possible</li> </ul>	Arrangements in place	August 2020	Done
Dedicated school transport, including statutory		<p>It is important to consider:</p> <ul style="list-style-type: none"> <li>how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school</li> </ul>		Not applicable		

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provision		<ul style="list-style-type: none"> <li>• use of hand sanitiser upon boarding and/or disembarking</li> <li>• additional cleaning of vehicles</li> <li>• organised queuing and boarding where possible</li> <li>• distancing within vehicles wherever possible</li> <li>• the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet</li> </ul>				
Learning outside the classroom (day trips, etc.)		<ul style="list-style-type: none"> <li>• Where any day trips are organised, children will be kept within their consistent group. This must be maintained when travelling to the destination and while in place</li> <li>• Staff organising any educational visit must ensure that the destination has COVID-secure measures in place</li> <li>• Overnight visits (residential) will not take place while current precautions are deemed necessary.</li> </ul>	For more information contact <a href="#">Stephen Brown (Outdoor Education Adviser.)</a>			
Extra-curricular activities (coaches, tutors, after school)		<ul style="list-style-type: none"> <li>• Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so.</li> </ul>				

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		<ul style="list-style-type: none"> <li>Extra-curricular activities will be reviewed for the second half of the Autumn term.</li> <li>Activities should maintain class/year group bubbles (i.e. be small, consistent groupings).</li> <li>Parents/carers will be made aware that this increases the number of children that their child could be considered in "contact" with, and therefore the chances of needing to self-isolate in the event of a case of COvid 19.</li> <li>Any providers must comply with the guidance published by the government for <a href="#">holiday, after school club or other out of school settings</a></li> </ul>				
Visitors to School		<ul style="list-style-type: none"> <li>All visitors to school will be made aware of the basic health and safety measures and requirements for social distancing that are in place and be expected to follow them</li> </ul>				

### Useful Guidance

The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)

The NASUWT has also produced a useful checklist for reopening of schools which can be found [here](#).

CLEAPSS [Guide to doing practical work in a partially reopened school Science](#)

CLEAPSS [Guidance for science departments returning to school after an extended period of closure](#)

Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)

COVID-19: guidance on supporting children and young people's mental health and wellbeing can be found [here](#)

## General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

Handwashing techniques advice can be found [here](#)