

## Full opening of schools

### St. Nicholas Primary School

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| Assessment conducted by: Lisa Staines and Sarah Leaf | Job title: Executive Headteacher<br>Head of School | Covered by this assessment: <b>staff, governors, parents, volunteers and visitors.</b> |
| Date of assessment: 9/7/2020                         | Review interval: Weekly                            | Date of review: 4.9.2020   |

#### Related documents

Health & Safety Policy (inc Infection Prevention and Control, COSHH, Fire and Site Security), First Aid Policy, Business Continuity Plan, Medical Policy (inc supporting pupils with Medical Conditions and Administering Medication), Intimate Care Policy, Data Protection Policy, Behaviour Policy.

| Risk rating          |   | Likelihood of occurrence |          |            |
|----------------------|---|--------------------------|----------|------------|
|                      |   | Probable                 | Possible | Remote     |
| <b>Likely impact</b> | <b>Major</b><br>Causes major physical injury, harm or ill-health.       | High (H)                 | H        | Medium (M) |
|                      | <b>Severe</b><br>Causes physical injury or illness requiring first aid. | H                        | M        | Low (L)    |
|                      | <b>Minor</b><br>Causes physical or emotional discomfort.                | M                        | L        | L          |

| Final checklist  | Staff    | Pupils  | Contractors & suppliers                       | Other known visitors                          |
|--|----------|---------|---|---|
| The following site users have been informed about agreed control measures (appropriate to each group, that have been designed to: <ul style="list-style-type: none"> <li>• Isolate the ill, ensure effective handwashing, provide effective cleaning, maintain social distancing.</li> </ul> | 16.07.20 | 8.09.20 | Visitors protocols emailed prior to the visit | Visitors protocols emailed prior to the visit |

## The system of controls: protective measures

For all pupils and to return safely to school from September 2020, a number of protective measures will be implemented. These measures have been planned order to mitigate identified risks whilst allowing the delivery of a broad and balanced curriculum; including full educational and care support for those pupils who have SEND.

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the risk assessment below.

### Prevent

- 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
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

### Respond

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

*Numbers 7 to 9 **must** be followed in every case where they are relevant.*

*Numbers 1 to 4 **must** be in place, all the time.*

*Number 5 **must** be properly considered and schools **must** put in place measures that suit their particular circumstances.*

*Number 6 applies in specific circumstances.*

| Area for concern  | Risk rating prior to action<br>H/M/L | Controls  | In place?<br>Yes/<br>No | By whom?                              | Deadline | Risk rating following action<br>H/M/L |
|---|--------------------------------------|---|-------------------------|---------------------------------------|----------|---------------------------------------|
| <p><b>Failure to <u>prevent</u> potential spread of infection</b><br/><i>individual displaying coronavirus (COVID-19) symptoms, or who have someone in their household who does, attends school</i></p> | <p>H</p>                             | <p><b>Before</b></p> <ul style="list-style-type: none"> <li>• Pupils, staff and other adults <b>must</b> not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home.</li> <li>• Staff, parents, contractors and visitors <b>must</b> be informed of the symptoms of possible coronavirus infection, i.e. continuous cough, loss or change to their sense of smell or taste, fever (high temperature) or difficulty in breathing, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</li> <li>• Staff, parents, contractors and visitors <b>must</b> be informed of the requirement and protocol to report cases of confirmed/suspected Covid-19 in their household as a matter of urgency.</li> <li>• Staff and parents <b>must</b> be informed how they can be tested for Covid-19 if they are symptomatic.</li> <li>• All staff, parents, contractors and visitors <b>must</b> be instructed to remain vigilant to potential Covid-19 symptoms at all times (themselves, within their household and within the school environment).</li> <li>• Staff answering telephone calls from parents/staff <b>must</b> be trained in Covid-19 symptoms to help inform decision making about whether an individual should attend school or not. CB, LS and SS</li> <li>• PPE equipment <b>must</b> be available within the dedicated isolation room at all times.</li> <li>• In accordance with Public Health England recommendations, routinely taking the temperature of pupils <b>should</b> not be actioned as this is an unreliable method for identifying coronavirus (COVID-19).</li> </ul> <p><b>During</b></p> <ul style="list-style-type: none"> <li>• Any pupil or member of staff who displays signs of being unwell, such as having a continuous cough, loss or change to your sense of smell or taste, fever (high temperature) or difficulty in breathing <b>must</b> immediately be sent home. <b>They should self-isolate for 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).</b> Members of their same household <b>should</b> self-</li> </ul> | <p>Y</p> <p>Y</p>       | <p>LS &amp; SL</p> <p>LS &amp; SL</p> |          | <p>L</p>                              |

isolate for 14 days (from when the symptomatic person first had symptoms).

- **Therefore, if a member of staff or a parent of a child reports that a member of their household has symptoms, the whole household should self-isolate until the outcome of the test is known.**
- In a small number of cases, home testing kits **could** be provided directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. The Executive Head Teacher and Head of School **will** authorise all allocations.
- If only one pupil/staff member displays Covid-19 symptoms in the bubble, pupils and staff in the same pod as the person with symptoms **must** remain at school as normal (unless PHE advise otherwise). If the test return is negative, the person with 'symptoms' **should** return if they feel well enough. If the test return is positive the whole pod / class **must** self-isolate for 14 days.
- If the Executive Head, Head of School or CEO has concerns that the number of staff/pupils displaying Covid-19 symptoms appears more widespread, they **must** contact the Public Health England (PHE) in order to seek further guidance and establish whether a bubble or several bubbles **should** self-isolate before a test result has been established.
- Where pupils feel unwell but do not display Covid-19 symptoms, staff **must** act in line with the Infection Control Policy and ensure that any unwell pupils are moved to a quieter area of the school, away from others, and are supervised at all times. This area will be the area outside the admin office.
- Pupils and staff who are unwell **must** not be permitted to enter public areas.
- In an emergency, schools **must** call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms **must** be advised to not visit the GP, pharmacy, urgent care centre or a hospital.
- The parents of unwell pupils **must** be informed as soon as possible of the situation by the admin officer – Sam Sterrett.
- Where contact with a pupil's parents cannot be made, appropriate procedures **should** be followed in accordance with those outlined in governmental guidance and the Infection Control Policy. Admin staff will use a pupils second and third emergency contacts. Failing that a home visit will be done to inform parents.
- Unwell pupils who are displaying Covid-19 symptoms and who are waiting to go home **must** be isolated in a dedicated room., with adult supervision, where, if possible, they can be at least two metres away from others. Full PPE (Fluid resistant, surgical masks) **must** be worn by staff caring for the child while they await collection (such as for a very young child or a child with complex needs Our dedicated isolation room is the music room. It is possible to maintain 2 metre distance in this room. Full PPE is available in this room at all times. If PPE is used it is disposed of safely and replenished by the member who has used the PPE. Spare PPE is available from the site facilities officer or his room. To

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|   |  | <p>dispose of PPE – place in a plastic bag and tie the handles securely and place in a lidded bin.</p> <ul style="list-style-type: none"> <li>If unwell pupils and staff are waiting to go home, and need to go to the toilet while waiting to be collected, they <b>must</b> only use the dedicated toilet facility. This is the disabled toilet next to the music room. This room will be cleaned thoroughly after use for this purpose. If it can't be cleaned, it will be closed until the end of the day when the school cleaners will clean it. If closed the no entry sign <b>must</b> be taken from the room and placed on the door.</li> <li>Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, <b>must</b> be administered in accordance with the Administering Medications Policy.</li> </ul> <p><b>After</b></p> <ul style="list-style-type: none"> <li>Areas used by unwell staff and pupils who need to go home <b>must</b> be appropriately cleaned once vacated – isolation rooms, toilets etc.</li> <li>PPE equipment <b>must</b> immediately be disposed of and replaced in the isolation room following use. Placed in a plastic bag and the handles tied and put in a lidded bin.</li> <li>Parents who are collecting a child displaying Covid-19 symptoms <b>must</b> be advised to: <ul style="list-style-type: none"> <li>call 999 if their child becomes seriously ill or their life is at risk.</li> <li>not to bring their children to school or on the school premises until an appropriate return date has been established.</li> </ul> </li> <li>Any members of staff who display signs of infection <b>must</b> be advised to call 999 if they become seriously ill or their life is at risk.</li> <li>The Executive Headteacher or Head of School in partnership with trust leaders and the local PHE professionals, <b>must</b> determine and confirm the return date for staff and pupils affected by Covid-19.</li> </ul> <p><b>Ongoing</b></p> <ul style="list-style-type: none"> <li>Staff <b>must</b> remain vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Executive Headteacher, Head of School or SLT member (or appropriate person).</li> <li>The school <b>must</b> remain consistent in its approach to the management of suspected and confirmed cases of coronavirus.</li> <li>Senior leaders <b>must</b> monitor these arrangements throughout the day. The school has a proforma for recording all monitoring arrangements and any necessary actions and these are saved in COVID file on the school system. All ways forward are actioned immediately.</li> </ul> | Y | LS & SL |  |  |
| <p><b>Failure to <u>respond</u> quickly and effectively to Covid-19</b></p> |  | <ul style="list-style-type: none"> <li>The Executive Headteacher, Head of School and senior leaders <b>must</b> familiarise themselves with the NHS Track and Trace process (<a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a>) and ensure they have immediate access to PHE health protection team contact details. This</li> </ul>  | Y | LS & SL |  |  |

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| <p><b>infection</b><br/><i>Lack of engagement with NHS Track and Trace process.</i></p>   |  | <p>information is displayed on the COVID – 19 notice board in the main entrance, in the admin office staff areas.</p> <ul style="list-style-type: none"> <li>• The Executive Headteacher, Head of School and senior leaders <b>must</b> ensure that staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> <li>○ <a href="#">book a test</a> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. Information on how to get tested is displayed on the COVID – 19 board and around the school.</li> <li>○ provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test &amp; Trace</li> <li>○ <a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19).</li> </ul> </li> <li>• The Executive Headteacher, Head of School <b>must</b> ask parents and staff to inform them immediately of the results of a test: <ul style="list-style-type: none"> <li>○ if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.</li> <li>○ if someone tests positive, they should follow the '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia (loss of smell) can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</li> </ul> </li> </ul> |   |         |  |  |
| <p><b>Failure to <u>respond quickly and effectively to Covid-19 infection</u></b><br/><i>Poor management of confirmed cases of Covid-19</i></p> |  | <ul style="list-style-type: none"> <li>• The Executive Headteacher, Head of School (or designated senior leader) <b>must</b> inform local health protection team if a member of the school community tests positive for Covid-19.</li> <li>• The Executive Headteacher, Head of School (or designated senior leader) <b>must</b> support the health protection team to carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</li> <li>• The Executive Headteacher, Head of School (or designated senior leader) <b>must</b> follow the guidance of the health protection team and ensure all required measures are actioned.</li> <li>• Based on the advice from the health protection team, the Executive Headteacher, Head of School (or designated senior leader) <b>must</b> send home those people who</li> </ul>  | Y | LS & SL |  |  |

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|  |  | <p>have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> <li>○ direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>○ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>○ travelling in a small vehicle, like a car, with an infected person</li> </ul> <ul style="list-style-type: none"> <li>● The Executive Headteacher, Head of School (or designated senior leader) <b>must</b> ensure that a written record of pupils and staff in each group, plus details of visitors/contractors contact with others in school, is maintained in an accurate yet proportionate method. Class registers are taken daily, all visitors/ contractors will be signed in by a member of the admin staff and so a record is kept of who has been in school and when. No contractors can come in site unless the school business manager has agreed this with the site facilities officers, so protective measures can be in place. Where possible contractors will come on site before or after pupils and staff arrive and must be signed in.</li> <li>● The Executive Headteacher, Head of School (or designated senior leader) <b>must</b> use the template letter (which will be provided to schools), on the advice of the health protection team, to send to parents and staff if needed.</li> <li>● School staff <b>must</b> not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</li> <li>● The Executive Headteacher, Head of School (or designated senior leader) <b>should</b> not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</li> </ul> |   |               |  |  |
| <p><b>Failure to <u>respond</u> quickly and effectively to Covid-19 infection</b><br/><i>Failure to contain any outbreak following local health protection team advice</i></p> |  | <ul style="list-style-type: none"> <li>● The Executive Headteacher, Head of School (or designated senior leader) <b>must</b> continue to work with their local health protection team if they have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected – a potential outbreak. For example, in some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group.</li> </ul>  | Y | LS & SL       |  |  |
| <p><b>Failure to <u>prevent</u> potential spread of infection</b><br/><i>Poor hand washing</i></p>   |  | <p><b>Hand cleaning</b></p> <ul style="list-style-type: none"> <li>● Posters <b>must</b> be displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. Staff <b>should</b> provide pupils with frequent demonstrations in relation to handwashing. Pupils must be supervised when washing hands to ensure that this is done in line with government guidance.</li> <li>● Hand sanitisers and/or handwashing facilities <b>must</b> be available and used upon</li> </ul>   | Y | LS, SL and PJ |  |  |



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|  |  | <p>arrival for staff, pupils, visitors and contractors. Hand sanitiser is available at the main door and outside the admin office.</p> <ul style="list-style-type: none"> <li>• Staff <b>must</b> supervise pupils' use of hand sanitiser in order to mitigate risk of potential ingestion. If used, wipes <b>must</b> be disposed of into a disposable rubbish bag and staff <b>must</b> immediately clean their hands with soap and water or use a hand sanitiser. Double bag the rubbish and tie tightly.</li> <li>• Pupils, staff and visitors <b>must</b> be encouraged to clean their hands more often than usual, particularly after arriving at school, touching their face, blowing their nose, sneezing or coughing, and before eating or handling food. Staff <b>must</b> not routinely wear gloves, unless they are completing specific tasks (e.g. supervising the isolation room, first aid, intimate care).</li> <li>• Staff and pupils <b>must</b> continually be reminded of the requirement to wash their hands thoroughly for 20 seconds with running water and soap and dry them thoroughly, or use alcohol hand rub/sanitiser (that contains no less than 60% alcohol) ensuring that all parts of the hands are covered.</li> <li>• Leaders <b>must</b> provide/display (toilets, staffrooms, classrooms etc) guidance on effective handwashing to staff, visitors, contractors and pupils using PHE <a href="#">guidance</a>.</li> <li>• Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels <b>must</b> be supplied in all toilets, classrooms and kitchen areas. The TAs in each phase will check this at morning playtime, lunchtime and in the afternoon. The school cleaners refill soap and paper towel dispensers every night. The admin officer will check the staff toilets at these times.</li> <li>• Liquid soap dispensers <b>must</b> be used instead of bar soap.</li> <li>• Pupils who find it difficult to wash their hands independently <b>must</b> receive help from staff in their classrooms. This <b>could</b> include modelling handwashing simultaneously. However, maintaining a two-metre distance <b>should</b> remain a priority.</li> <li>• Hand driers and/or paper towels can be used by pupils and staff in order to dry hands. Paper towels <b>should</b> be disposed in a lidded bin. <ul style="list-style-type: none"> <li>○ <a href="https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf?utm_source=govdelivery&amp;utm_medium=email&amp;utm_campaign=coronavirus&amp;utm_term=working-safely-4&amp;utm_content=construction-14-may-20">https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf?utm_source=govdelivery&amp;utm_medium=email&amp;utm_campaign=coronavirus&amp;utm_term=working-safely-4&amp;utm_content=construction-14-may-20</a></li> </ul> </li> <li>• Drinking fountains in the staffroom is taped off and not to be used by staff.</li> </ul> |   |         |  |  |
| <p><b>Failure to prevent potential spread of infection</b><br/><i>Poor respiratory hygiene</i></p> |  | <p><b>Respiratory hygiene (catch it, bin it, kill it)</b></p> <ul style="list-style-type: none"> <li>• Staff and pupils <b>must</b> be encouraged to: <ul style="list-style-type: none"> <li>○ avoid touching their mouth, eyes and nose.</li> <li>○ cover over their mouth and nose with disposable tissues when they cough or sneeze. If one is not available, sneeze into the crook of their elbow, not into their hand.</li> <li>○ dispose of tissues into a disposable rubbish bag and immediately clean their hands with soap and water or use a hand sanitiser. Double bag the rubbish and tie tightly.</li> </ul> </li> <li>• Lidded bins <b>must</b> be provided in key locations (classrooms, toilets etc.). These</li> </ul>  | Y | LS & SL |  |  |



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|  |  | <p>bins <b>must</b> be emptied at the end of each day by the site facilities officer and cleaners.</p> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Where possible, all spaces <b>should</b> be well ventilated using natural ventilation (opening windows) or ventilation units.</li> <li>• Executive Head Teacher must consider Health and Safety Executive guidance when considering whether to use air conditioning systems. (<a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a>)</li> <li>• Doors <b>should</b> be propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. All fire doors are linked to the fire system and will close automatically if there is a fire. The security door between the entrance area and the school will be open to reduce the touching of the keypad.</li> <li>• Pupils <b>should</b> continue to wear their normal school uniform.</li> <li>• Senior leaders <b>must</b> monitor these arrangements throughout the day. The teaching assistants <b>must</b> ensure all classrooms have an adequate supply of tissues and cleaning resources available at all times. The admin staff will check that all offices are adequately supplied.</li> <li>• The Executive Headteacher, Head of School <b>must</b> consider pupils who struggle to maintain as good respiratory hygiene as their peers, for example those who spit <u>uncontrollably</u> or use saliva as a sensory stimulant. The Executive Headteacher, Head of School <b>must</b> ensure that individual risk assessments are designed/implemented in order to support these pupils and the staff working with them. Face to face education <b>must</b> be provided to these pupils.</li> <li>• In accordance with Public Health England recommendations, face coverings: <ul style="list-style-type: none"> <li>○ <b>should</b> not be worn routinely in school unless for a specific purpose (i.e. intimate care, supervising a pupil who displays symptoms). <b>However, staff could wear a face covering in communal areas but they must not be worn in classrooms.</b></li> <li>○ worn by staff/pupils on their way to school <b>must</b> be removed and disposed of (if temporary) in lidded bins provided near entrances or placed in a sealed plastic bag that can be taken home (if reusable). Staff <b>must</b> instruct pupils not to touch the front of their face covering during use or when removing them.</li> </ul> </li> </ul> |  |  |  |  |
| <p><b>Failure to <u>prevent</u> potential spread of infection</b><br/><i>Poor standard of cleaning</i></p> |  | <p><b>Equipment</b></p> <ul style="list-style-type: none"> <li>• Each bubble/office <b>must</b> have additional cleaning resources (disinfectant spray, gloves) available at all times.</li> <li>• Frequently-touched surfaces (eg. door handles, handrails, table tops, play equipment, plastic toys, electronic devices) <b>must</b> be cleaned regularly using 'usual products', like detergent, as recommended by the government. This will be done by the teaching assistants and office staff. The offices will be cleaned by SS/LS – 10.00am, 11.00-am</li> </ul>   |  |  |  |  |

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|  |  | <p>and 1.30am. Classroom handles, corridors handles and toilet handles are cleaned by the TAs – after play and lunch times and at 2pm. Desk and classroom areas are cleaned by teachers and TAs.</p> <ul style="list-style-type: none"> <li>• Individual and very frequently used equipment, such as pencils and pens, <b>must</b> be allocated so staff and pupils have their own items. By not sharing these items, additional cleaning arrangements <b>should</b> not be required. Children will have their own pencil pot with a pencil, glue stick, scissor and a ruler.</li> <li>• Classroom based resources, such as plastic toys, books and games, <b>should</b> be used and shared within the bubble. They <b>should</b> be cleaned regularly by teachers and teaching assistants, immediately after use.</li> <li>• Resources that are shared between classes or bubbles, such as sports, art and science equipment <b>should</b> be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</li> <li>• Furniture (eg. fabric) and resources (eg. soft toys) which are important for the delivery of education <b>should</b> be used. Non-essential items which cannot be wiped clean <b>must</b> be removed from designated rooms.</li> <li>• All cutlery and cups <b>must</b> be thoroughly cleaned before and after use. Cups and cutlery <b>should</b> be cleaned in accordance with normal cleaning arrangements. Staff are responsible for their own lidded cup for hot drinks or water bottle for cold drinks and cutlery. Cutlery must be placed in the dishwasher immediately after use.</li> <li>• Outdoor playground equipment <b>should</b> be allocated to individual bubbles if possible and more frequently cleaned. This will not be shared with other bubbles</li> <li>• Pupils <b>must</b> limit the amount of equipment they bring into school each day, to essentials. Pupils will only be allowed to bring in a PE kit, lunch boxes, hats, coats, books and mobile phones (Y6 box in classroom).</li> <li>• Pupils and teachers <b>can</b> take books and other shared resources home, although unnecessary sharing <b>should</b> be avoided, especially where this does not contribute to pupil education and development. This will include pupils' work and reading books. Homework <b>should</b> be set via online resources where possible. For families who cannot access class dojo a paper copy of homework will be sent home.</li> <li>• Home reading books must be sent home on a Monday and returned to school on Thursday. They must be left over 3 days (at least 72-hour period) in order to avoid the need for excessive cleaning.</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Spillages of bodily fluids, e.g. respiratory and nasal discharges, <b>must</b> be cleaned up immediately in line with the Infection Control Policy, using PPE at all times. Normal PPE equipment <b>must</b> be provided to staff – see Infection Control section in H&amp;S policy.</li> <li>• Cleaners <b>must</b> carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. 6.40am – 8.40am, 3.45pm – 5.45pm</li> </ul> | Y | LS & SL |  |  |
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|   |  | <ul style="list-style-type: none"> <li>• The site facilities officer <b>must</b> arrange for enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the trust who will defer to the PHE team.</li> <li>• The Site Facilities Officer <b>must</b> monitor the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</li> <li>• Anti-bacterial spray and cloths (available in all rooms) <b>must</b> be used to wipe photocopiers, key boards etc.</li> <li>• Photocopier – this must be wiped down after every use. Social distancing must be applied - only 1 person at a time in the photocopying area.</li> <li>• Pupils and staff <b>must</b> be allocated toilets to use. Shared toilet facilities <b>must</b> be cleaned frequently. FS2 – FS2 toilets, Y1 and Y2 use KS1 toilets, Y3 and Y4 use Y3/4 toilets and Y5 and Y6 use Y5/6 toilets. These will be cleaned, by phase TAs after arrival, after playtime and after lunchtime. Male staff to use the disabled toilet near the staffroom, and female staff to use the female toilets and the medical room toilet. Cleaning equipment for staff toilets is located in the staffroom. These will be cleaned at 9.30am, 11.30am and 1.30pm, by the admin team</li> <li>• In the dining hall, additional cleaning of surfaces and equipment must be undertaken by lunchtime staff between staggered sittings. FS 2 will eat in the hall at 11.45, Year 1 at 12.05pm and Year 2 at 12.30pm. TAs will clean the tables and chairs between each sitting. Children will sit on one side of the table. There will be no face to face interaction.</li> <li>• Children will get changed for PE in their classrooms. In Years 5 and 6 the boys will get changed in the shared areas. This happens on different day, so the shared areas will be cleaned by the cleaners on the night after PE.</li> <li>• The main staff room will be used by KS 2 staff. There will be a staff room in the music room for FS and Key Stage 1 staff. Admin, Executive Head and Head of School will use the Head's office as staff room. There are cleaning materials in all these areas.</li> </ul> |   |         |  |  |
| <p><b>Failure to prevent potential spread of infection</b><br/> <i>Unnecessary contact between people and failure to promote/maintain social distancing wherever possible</i></p> |  | <p><b>Grouping pupils</b></p> <ul style="list-style-type: none"> <li>• Pupils <b>must</b> be allocated to a bubble, which is their normal teaching class group (approximately 30 pupils). This is the case for all classes – FS2 – Y6. For the teaching of phonics the children will remain in the class bubble, FS2, Y1 and Y2 but staff will move between the groups to enable phonics teaching to meet the needs of the children. These phonics groups will be carried under social distancing guidance. In KS2 children will remain in their bubbles for most lessons. In an afternoon TAs will take small intervention groups under social distancing guidance.</li> <li>• Limited interaction, sharing of rooms and social spaces between bubbles <b>must</b> be achieved as much as possible. There will be no assemblies. When shared areas are used by different groups they will be cleaned after each group.</li> <li>• Staff <b>must</b> take account of the age and development of pupils in their care and accept that younger age children in particular will not be able to maintain social distancing. Continuous provision will occur in FS 2. Continuous provision will occur in Year 1 in the Autumn term.</li> </ul>  | Y | LS & SL |  |  |

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|  | <p><b>Measures within a classroom</b></p> <ul style="list-style-type: none"> <li>• Staff <b>should</b> maintain 2 metre distance from each other and from pupils where possible. In circumstances when this is not possible (i.e. when working with younger children), staff <b>should</b> avoid close face to face contact and minimise the time spent within 1 metre of anyone.</li> <li>• Staff can move around the classroom and support children working from behind and not face to face.</li> <li>• For children old enough, they <b>should</b> also be supported to maintain distance and not touch staff and their peers where possible.</li> <li>• Pupils <b>must</b> be seated side by side and facing forwards, unless there is a clear educational reason not to (e.g. EYFS and Y1 continuous provision). Unnecessary furniture <b>should</b> be removed in order to make more space.</li> <li>• PPA will be carried out by TAs maintaining social distancing.</li> </ul> <p><b>Measures elsewhere</b></p> <ul style="list-style-type: none"> <li>• Bubbles <b>should</b> be kept apart in order to avoid large gatherings such as collective worship or assemblies. These will not happen.</li> <li>• Pupils' movement around school <b>should</b> be kept to a minimum. Pupils will remain in their classes and only use one door for entrance and exits. If they are moving to a small intervention group they will always be accompanied by a TA to ensure social distancing and cleaning procedures are implemented.</li> <li>• A one-way circulation/divider down the middle, with clear signage/tape must remain in place down corridors and other communal areas.</li> <li>• Pupils and staff <b>should</b> access rooms directly from outside where possible. Y5 and Y6 will share toilets and an entrance and exit. Y3/4 will share toilets, entrances and exits. Y1 and Y2 will share toilets and the Y2 classroom door to entrance and exit. FS2 have their own entrance and exit door and toilets.</li> <li>• Arrival/collection times <b>are</b> staggered but <b>must</b> not reduce the overall teaching time. FS1, Y1, Y4 and Y6 arrive at 8.45am – through different gates. Y2, Y3 and Y5 arrive at 8.55am through different gates. Y2, Y4 and Y6 – leave at 2.55pm through different gates. FS2, Y1, Y3 and Y5 – leave at 3.00pm through different gates.</li> <li>• Staff arrival/departure times are staggered – admin staff arrive at 8.00am and teaching staff have been told to avoid this time. TAs arrive between 8.30am – 8.45am.</li> <li>• Parents <b>must</b> be notified of their allocated drop off and collection times and the process for doing so (eg. which entrance to use). Designated leaders and staff <b>must</b> monitor drop off/collection. Latecomers <b>must</b> report to the school office and then admin staff take the children round through their door. Head of School <b>should</b> speak to parents who persistently bring their child late to school.</li> <li>• Parents <b>should</b> be notified that only one parent is allowed to accompany their child onto the school site – parental protocols have been sent to all parents.</li> <li>• Parents <b>must</b> be informed that they cannot gather at entrance gates or doors, or enter the building (unless they have a pre-arranged appointment, which should be</li> </ul> | Y | LS & SL |  |  |
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|  |  | <p>conducted safely).</p> <ul style="list-style-type: none"> <li>• Three staffrooms will be used. Admin staff, Executive Head and Head of School to use office. KS2 to use the staffroom. KS1 and FS2 to use the music room. All staff will observe social distancing when using these communal areas.</li> <li>• The number of children or young people who use the toilet facilities at one time <b>should</b> be restricted to avoid over-crowding. Limits on each toilet set <b>should</b> be in place dependent on size and accessibility. Toilets will be supervised when groups of children are using them and cleaned after.</li> <li>• Pupils, parents and staff <b>should</b> be encouraged to walk or cycle to the school site if possible – parent protocols.</li> </ul> <p><b>Breaktimes/Lunchtimes</b></p> <ul style="list-style-type: none"> <li>• See cleaning control measures.</li> <li>• Breaks and lunchtimes <b>must</b> be staggered to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time. There is a timetable for each year group detailing where and when they are eating and where and when they are playing. Only FS2, Y1 and Y2 are eating in the dining hall, one group after another. Cleaning will take place between groups. Other year groups are eating in their classrooms. The outdoor spaces are timetabled to ensure that bubbles can stay separate to each other.</li> <li>• FS2, Y1 and Y2 pupils <b>will</b> eat their lunch in the dining hall and the layout (including not sitting face-to-face) and timings <b>must</b> ensure they maintain social distancing from pupils in other bubbles.</li> <li>• Pupils <b>must</b> be discouraged from sharing cutlery, cups or food.</li> <li>• Parents <b>should</b> be encouraged to provide packed lunches containing items which can be opened independently by the pupils – parent protocols.</li> </ul> <p><b>Physical Education</b></p> <ul style="list-style-type: none"> <li>• Pupils <b>will</b> get changed for PE. Maintaining social distancing <b>should</b> be promoted but not always practicable. Leaders <b>should</b> consider making adaptations to the normal school PE curriculum. Y5/6 girls will get changed in the classroom and the boys in the shared area. Pupils are supervised at all times to ensure social distancing. Other year groups will get changed in their classrooms.</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Whenever possible, children <b>should</b> apply their own sun cream. If adults need to support a young child applying cream, this <b>must</b> not be done not face to face.</li> <li>• Sitting pupils together on the carpet <b>should</b> not be avoided if it is essential to supporting pupil education and/or development. However, sitting face-to-face <b>should</b> be avoided. Pupils will only sit on the carpet during small group intervention.</li> <li>• Senior leaders <b>must</b> monitor these arrangements – there is a proforma that senior leaders use to record the monitoring and any areas for development area actioned</li> </ul> | <p>Y</p> <p>Y</p> | <p>LS &amp; SL</p> <p>LS &amp; SL</p> |  |  |
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|  |  | immediately.  |   |         |  |  |
| <b>Failure to prevent potential spread of infection</b><br><i>PPE not available/worn/utilised safely.</i>                        |  | <ul style="list-style-type: none"> <li>• Full PPE equipment (gloves, masks, goggles/visors, aprons) <b>must</b> be available in the isolation room at all times. It <b>must</b> be worn by staff who are supervising a person with Covid-19 symptoms and where a 2 metre distance cannot be maintained.</li> <li>• Normal, appropriate PPE equipment <b>must</b> be available and worn by all staff undertaking first aid and intimate care duties, as stated in relevant policies, at all times.</li> <li>• Donning/doffing training <b>must</b> be provided to all staff prior to them using PPE. Written guidance <b>must</b> be displayed in key locations (isolation rooms, intimate care facilities, first aid rooms etc).</li> <li>• An individual risk assessment for one child with an EHCP.</li> </ul>  | Y | LS & SL |  |  |
| <b>Failure to prevent potential spread of infection</b><br><i>Poor management of site visitors, inc parents and contractors.</i> |  | <ul style="list-style-type: none"> <li>• <i>Visitor protocol</i> guidance <b>must</b> be reviewed to reflect the above control measures – July 2020</li> <li>• Visitors to the school (beyond the secure line) will continue to be appointment only. Authorised visitors <b>should</b> be provided with the <i>visitor protocol</i> guidance in advance their visit. Where this is not possible, this information <b>must</b> be shared with them upon arrival to the school.</li> <li>• No contractors are allowed on site unless this has been agreed between the site facilities officer and the school business manager. Contractors <b>must</b> report to the school office and be supervised at all times. They will receive the visitor protocols before arriving and be asked set questions which are displayed in the admin office upon arrival. The designated member of staff (Sam Sterrett, site facilities officer) who is supervising the contractor will ensure a written record is kept to confirm who the contractors has come into contact with during their visit.</li> <li>• Social workers <b>must</b> report to the school office and should be supervised where possible. They will meet pupils in the designated room – library. Child protection officer will ensure a written record is kept to confirm who the social worker has come into contact with during their visit.</li> <li>• Health workers <b>must</b> report to the school office and be supervised at all times (unless they request to speak to a pupil confidentially). Admin staff will ensure a written record is kept to confirm who the health worker has come into contact with during their visit.</li> <li>• Member of the Trust Central Team <b>must</b> report to the school office and be supervised at all times. The admin staff will ensure a written record is kept to confirm who the Trust employee has come into contact with during their visit.</li> <li>• Trust Central Team staff <b>must</b> follow the school's visitor protocols.</li> </ul> <p><b>Parents</b></p> <ul style="list-style-type: none"> <li>• In order to limit parental visits to the main office, the following arrangements will be implemented and communicated: <ul style="list-style-type: none"> <li>○ Parents <b>must</b> be pay for school lunches, trips etc. on school money.</li> <li>○ All parental enquiries <b>must</b> be made via telephone/school's contact email.</li> </ul> </li> </ul> | Y | LS & SL |  |  |
| <b>Failure to provide</b>  |  | • Supply teachers, peripatetic teachers and other agency staff <b>must</b> be utilised in order   | Y | LS & SL |  |  |



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| <p><b>continued education for all pupils.</b><br/><i>Staff shortages due to Covid-19 and/or other reasons</i></p>                  |  | <p>to support the continued education and development needs of pupils. However, these staff <b>should</b> minimise contact and maintain social distancing as much as possible with other staff.</p> <ul style="list-style-type: none"> <li>• Tigers trust will come into school to do PE with different year groups but will ensure social distancing with the children.</li> <li>• The days they are coming in are – Monday and Tuesday pm.</li> <li>• Peripatetic music teachers will come into school to deliver music lessons with Y4 and small groups of KS2 children, but will ensure social distancing with the children.</li> </ul>   |   |         |  |  |
| <p><b>Failure to provide continued education for all pupils.</b><br/><i>Bubble and/or whole school closure due to Covid-19</i></p> |  | <ul style="list-style-type: none"> <li>• In the event of a temporary bubble closure, the following arrangements will be implemented in order to educate pupils: <ul style="list-style-type: none"> <li>○ Physical work packs</li> <li>○ Online learning via purple mash and class dojo.</li> </ul> </li> <li>• In the events of a temporary whole school closure, the following arrangements will be implemented in order to educate pupils: <ul style="list-style-type: none"> <li>○ Physical work packs</li> <li>○ Online learning via purple mash and class dojo.</li> </ul> </li> </ul>   | Y | LS & SL |  |  |
| <p><b>Lack of awareness of policies and procedures</b></p>   |  | <ul style="list-style-type: none"> <li>• The Headteacher <b>must</b> all staff complete a ‘full reopening of schools’ induction prior to starting normal duties. Zoom meetings on Thursday 16<sup>th</sup> July 2020 and recap on Monday 7<sup>th</sup> September. The Head of School has met with the site facilities officer and cleaners on Thursday 16<sup>th</sup> July.</li> <li>• The Head of School <b>must</b> ensure they maintain a staff signing record enabling staff to confirm they have read and understand their role in implementation the risk assessment, safer working guidance and amended behaviour policy documents. This <b>must</b> be completed prior to staff commencing their normal duties in school. If staff refuse to sign, this <b>must</b> be recorded as ‘refused to sign’.</li> <li>• The Head of School <b>should</b> maintain a written record of staff attendance at any full reopening of schools training/consultation events.</li> <li>• All staff, pupils, parents, governors, visitors and volunteers <b>should</b> be aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> <li>○ Health and Safety Policy</li> <li>○ Infection Control Policy</li> <li>○ First Aid Policy</li> </ul> </li> <li>• All staff <b>must</b> have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> <li>○ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>○ The Health Protection (Notification) Regulations 2010</li> <li>○ Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’</li> <li>○ DfE and PHE (2020) ‘Guidance for full opening: schools’</li> </ul> </li> </ul> | Y | LS & SL |  |  |



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|   |  | <ul style="list-style-type: none"> <li>• The school <b>must</b> keep up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> <li>○ DfE</li> <li>○ NHS</li> <li>○ Department for Health and Social Care</li> <li>○ PHE</li> <li>○ The school's local health protection team (HPT)</li> </ul> </li> <li>• Staff are made aware of the school's infection control procedures in relation to coronavirus via email and they must contact the school as soon as possible if they are showing symptoms of coronavirus.</li> <li>• Parents <b>must</b> be made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they <b>must</b> be informed that they must contact the school as soon as possible if they believe their child is showing symptoms of coronavirus.</li> <li>• Pupils where possible <b>should</b> be made aware of the school's infection control procedures in relation to coronavirus and are informed that they <b>must</b> tell a member of staff if they feel unwell.</li> <li>• The Data Protection Policy is followed at all times (Both covered under the academy's GDPR policy) – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.</li> </ul>  |   |         |  |  |
| <p><b>Staff lack trust and confidence</b></p> |  | <ul style="list-style-type: none"> <li>• Designated leaders <b>must</b> be present at school and available to staff.</li> <li>• Expert advice (PHE, DfE, legal) <b>should</b> be shared with staff on an ongoing basis.</li> <li>• Staff have been consulted (and had the opportunity to share concerns) about arrangements for September 2020.</li> <li>• Staff <b>must</b> be trained in any new processes or procedures so that they understand what to do and why. Thursday 16<sup>th</sup> July and Monday 7<sup>th</sup> September.</li> <li>• All staff <b>should</b> continue to have access to 'regular 1-to-1s' with leaders to support staff.</li> <li>• Successes <b>should</b> be shared with staff on a regular basis.</li> <li>• Individual staff <b>must</b> be able to request that an adapted risk assessment, specific to their role and circumstances, be carried out by the school business manager (if required). Effective communication and a clear audit trail will be maintained.</li> <li>• Staff who have been absent from school due to shielding or long term illness, have had an individual risk assessment conducted by the school business manager.</li> <li>• Trade unions will be consulted on a regular basis.</li> <li>• Senior leaders <b>should</b> monitor staff trust and confidence throughout the day through regular dialogue with staff.</li> </ul> | Y | LS & SL |  |  |
| <p><b>Emergencies</b></p>                     |  | <ul style="list-style-type: none"> <li>• A designated senior leader <b>must</b> always be on-site to lead responses to emergency situations.</li> <li>• All staff and pupils' emergency contact details <b>must</b> be kept up-to-date, including alternate emergency contact details, where required.</li> <li>• Pupils' parents <b>must</b> contacted as soon as practicable in the event of an emergency.</li> </ul>   | Y | LS & SL |  |  |

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|   |  | <ul style="list-style-type: none"> <li>• Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. If parents cannot be contacted a home visit will be made.</li> <li>• The school <b>must</b> have an up-to-date First Aid Policy in place that outlines the management of medical emergencies – medical emergencies are managed in line with this policy.</li> <li>• The Executive Head Teacher <b>must</b> ensure that a fire drill is completed as a matter of urgency. Additional drills are likely to be required as additional staff and pupils return.</li> <li>• Senior leaders <b>must</b> monitor these arrangements throughout the day.</li> </ul>   |   |         |  |  |
| Refreshments in Classrooms causing risk of scalding/ spillage                   |  | <ul style="list-style-type: none"> <li>• Hot drinks taken in the pod classroom <b>must</b> be consumed in a lidded beaker to avoid spillage and scalding.</li> <li>• Senior leaders <b>must</b> monitor these arrangements throughout the day.</li> </ul>  | Y | LS & SL |  |  |
| Poor pupil conduct leads to a potential risk of the infection spreading.        |  | <ul style="list-style-type: none"> <li>• An appendix to the school's existing behaviour policy must <b>outline</b> the key expectations of our pupils.</li> <li>• The key expectations outlined in the amended behaviour policy <b>must</b> be shared with all staff, parents and pupils.</li> <li>• If a pupil refuses to comply with the key expectations contained within the amended behaviour policy and are of an age/capacity to be able to reasonably understand (eg. older pupils) the requirements, then existing sanctions as outlined within normal behaviour policy <b>should</b> be applied.</li> <li>• Senior leaders will monitor these arrangements throughout the day.</li> <li>• Pupils who struggle to conform to revised behaviour policy <b>must</b> have an individual risk assessment in addition to their PSP. This will detail any known triggers, the expectations of staff (e.g. physical handling), details/location of any bespoke provision and availability of PPE if required.</li> </ul> | Y | LS & SL |  |  |
| Safeguarding concerns relating to a potential increase in number of disclosures |  | <ul style="list-style-type: none"> <li>• DSLs <b>must</b> ensure essential safeguarding training for all staff is complete, including use of training days in September 2020.</li> <li>• Child Protection Officer <b>must</b> ensure all staff have read, signed and had the opportunity to discuss KCSiE (September 2020), particularly the most recent changes.</li> <li>• Child Protection Officer <b>must</b> ensure all staff have opportunities to review arrangements to ensure high vigilance and agreed procedures.</li> </ul>  | Y | SL & HJ |  |  |
| Emotional well-being of pupils  |  | <ul style="list-style-type: none"> <li>• Additional PSHE curriculum time <b>should</b> be allocated to support pupils. There will be a weekly circle time for all classes and the school follows the Jigsaw Programme. The school has an emotional ell being TA to support pupils as necessary.</li> <li>• Additional staff, inc leaders, <b>should</b> be present on the playground to support pupils who are anxious about leaving parents and entering the school building. Staff are permitted to support pupils through appropriate physical contact (e.g. hand holding) but <b>should</b> avoid facing pupils directly. They <b>should</b> also wash their hands afterwards.</li> </ul>  | Y | LS & SL |  |  |

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| <p><b>Parents/pupils refuse to return to school</b></p> |  | <ul style="list-style-type: none"> <li>• The Head of School <b>must</b> contact the parent in the first instance to discuss any concerns and offer additional support.</li> <li>• The Head of School <b>must</b> consider the individual circumstances of pupils, particularly any medical conditions, and complete an individual pupil risk assessment if required. The Head of School <b>must</b> work in partnership with the trust, medical professionals and/or the LA SEND team before authorising an adapted home-based curriculum offer.</li> <li>• The Head of School <b>must</b> manage pupil absence from school by referring to and implementing the school's Attendance Policy.</li> </ul>  | <p>Y</p> | <p>SL</p>         |  |  |
| <p><b>Well-being of staff</b></p>                       |  | <ul style="list-style-type: none"> <li>• The School Business Manager <b>has</b> completed an individual risk assessment for staff who are returning to work from shielding or home working due clinically vulnerable. This was completed before the member of staff starts their normal duties (using the agreed Trust format).</li> <li>• Pregnant staff (first &amp; second trimester – up to 28 weeks): <ul style="list-style-type: none"> <li>○ The Executive Head Teacher <b>must</b> complete an individual risk assessment (using the agreed Trust format) in addition to the normal Maternity RA for expectant mothers (MAT B1 – 20 weeks). The use of PPE and how to maintain social distancing <b>must</b> be considered.</li> <li>○ The Executive Head Teacher <b>must</b> consider additional precautions if the member of staff also has underlying health conditions.</li> <li>○ The Trust HR Specialist <b>must</b> be informed and consulted with.</li> </ul> </li> <li>• Pregnant staff (third trimester – more than 28 weeks): <ul style="list-style-type: none"> <li>○ The Executive Head Teacher <b>must</b> ensure that pregnant staff work from home in the third trimester.</li> <li>○ The Trust HR Specialist <b>must</b> be informed and consulted with.</li> </ul> </li> <li>• The Head of School School Business Manager <b>must</b> continue making regular contact with staff unable to work/working from home.</li> <li>• The Executive Head Teacher <b>must</b> consult with staff on plans initial plans for September 2020. To be reviewed on a regular basis. 16<sup>th</sup> July and the 7<sup>th</sup> September 2020.</li> <li>• The Executive Head Teacher <b>should</b> consulted/liaised with school-based Trade Union representatives.</li> <li>• All staff <b>must</b> be made aware that they can discuss concerns with the Head of School who will check on them on a regular basis. The Executive Head Teacher has been allocated a senior from the Trust to support them.</li> <li>• The Executive Head Teacher and Head of School <b>must</b> maintain regular briefings (eg. remote, emails, bulletins) with staff to keep them informed.</li> <li>• All staff <b>must</b> receive contact details for counselling service. If staff wish to access the Occupational Health emotional wellbeing telephone support service please either phone 01482 613333 or email occupationalhealth@hullcc.gov.uk to request a call.</li> <li>• The CEO <b>should</b> liaise with local Trade Union officials on a regular basis.</li> </ul> | <p>Y</p> | <p>LS, SL, CB</p> |  |  |