

Opening of School to Vulnerable Pupils and Key Workers' Children – January 2021

St. Nicholas Primary School

Assessment conducted by: Lisa Staines and Sarah Leaf	Job title: Executive Headteacher Head of School	Covered by this assessment: <u>staff</u> , <u>governors</u> , <u>parents</u> , <u>volunteers</u> and <u>visitors</u> .
Date of assessment: 7 Jan 2021	Review interval: Weekly	Date of next review: 7 February 2021

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
Likely impact	Major Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor 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"> ● Isolate the ill, ensure effective handwashing, provide effective cleaning, maintain social distancing. 	8 Jan 2021	8 Jan 2021	Visitors protocols emailed prior to the visit	Visitors protocols emailed prior to the visit

The system of controls: protective measures

For vulnerable pupils and the children of key workers to return safely to school from January 2021, a number of protective measures will be implemented. These measures have been planned in 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.

		<p>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.</p> <ul style="list-style-type: none"> • 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 10 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 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 which is the disabled toilet, with adult supervision, where, if possible, they can be at least two metres away from others. Full PPE (mask, gloves and apron) must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). Our dedicated isolation room is the disabled toilet. 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 dispose of PPE – place in a plastic bag and tie the handles securely and place in a lidded bin. • If unwell pupils and staff are waiting to go home, and need to go to the toilet while waiting to be collected, they must 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 must be taken from the 				
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		<p>room and placed on the door.</p> <ul style="list-style-type: none"> Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, must be administered in accordance with the Administering Medications Policy. <p>After</p> <ul style="list-style-type: none"> Areas used by unwell staff and pupils who need to go home must be appropriately cleaned once vacated – isolation rooms, toilets etc. PPE equipment must 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. Parents who are collecting a child displaying Covid-19 symptoms must be advised to: <ul style="list-style-type: none"> call 999 if their child becomes seriously ill or their life is at risk. not to bring their children to school or on the school premises until an appropriate return date has been established. Any members of staff who display signs of infection must be advised to call 999 if they become seriously ill or their life is at risk. The Executive Headteacher or Head of School in partnership with trust leaders and the local PHE professionals, must determine and confirm the return date for staff and pupils affected by Covid-19. <p>Ongoing</p> <ul style="list-style-type: none"> Staff must 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). The school must remain consistent in its approach to the management of suspected and confirmed cases of coronavirus. Staff must take responsibility for their health and wellbeing. If must ensure that they are not too close to other members of staff. Staff must take responsibility for the health and well being of all in the school. If staff see anything that compromises this RA, they need to intervene asap and report to LS or SL immediately. Senior leaders must 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. 				
<p>Failure to respond quickly and effectively to Covid-19 infection Lack of engagement with NHS Track and Trace process.</p>		<ul style="list-style-type: none"> The Executive Headteacher, Head of School and senior leaders must familiarise themselves with the NHS Track and Trace process (https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works) and ensure they have immediate access to PHE health protection team contact details. This information is displayed on the COVID – 19 notice board in the main entrance, in the admin office staff areas. The Executive Headteacher, Head of School and senior leaders must ensure that staff members and parents/carers understand that they will need to be ready and 	Y	LS & SL		

		<p>willing to:</p> <ul style="list-style-type: none"> ○ book a test 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. ○ 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 & Trace ○ self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19). <ul style="list-style-type: none"> ● The Executive Headteacher, Head of School must ask parents and staff to inform them immediately of the results of a test: <ul style="list-style-type: none"> ○ 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. ○ if someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 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 10-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 10 days. 				
<p>Failure to respond quickly and effectively to Covid-19 infection <i>Poor management of confirmed cases of Covid-19</i></p>		<ul style="list-style-type: none"> ● The Executive Headteacher, Head of School (or designated senior leader) must inform local health protection team if a member of the school community tests positive for Covid-19. ● The Executive Headteacher, Head of School (or designated senior leader) must 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. ● The Executive Headteacher, Head of School (or designated senior leader) must follow the guidance of the health protection team and ensure all required measures are actioned. ● Based on the advice from the health protection team, the Executive Headteacher, Head of School (or designated senior leader) must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means: <ul style="list-style-type: none"> ○ direct close contacts - face to face contact with an infected individual for any 	Y	LS & SL		

		<p>length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</p> <ul style="list-style-type: none"> ○ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual ○ travelling in a small vehicle, like a car, with an infected person <ul style="list-style-type: none"> ● The Executive Headteacher, Head of School (or designated senior leader) must 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. ● The Executive Headteacher, Head of School (or designated senior leader) must use the template letter from the advice of the health protection team, to send to parents and staff if needed. ● School staff must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. ● The Executive Headteacher, Head of School (or designated senior leader) should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation. 				
<p>Failure to <u>respond</u> quickly and effectively to Covid-19 infection <i>Failure to contain any outbreak following local health protection team advice</i></p>		<ul style="list-style-type: none"> ● The Executive Headteacher, Head of School (or designated senior leader) must 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. 	Y	LS & SL		
<p>Failure to <u>prevent</u> potential spread of infection <i>Poor hand washing</i></p>		<p>Hand cleaning</p> <ul style="list-style-type: none"> ● Posters must be displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. Staff should 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. Support staff supervise the toilets to ensure that this happens before and after school and playtimes and the start and end of lunchtime. ● Hand sanitisers and/or handwashing facilities must be available and used upon arrival for staff, pupils, visitors and contractors. Hand sanitiser is available at the main door and outside the admin office. Hand sanitiser is also available in classrooms for staff and pupils. 	Y	LS & SL		

		<ul style="list-style-type: none"> • Staff must supervise pupils' use of hand sanitiser in order to mitigate risk of potential ingestion. Wipes are not use for cleaning hands. • Pupils, staff and visitors must 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. Pupils wash hands at set times throughout the day and more often if need. These times are: At the start of the school day Start of playtime End of playtime Before eating After eating At the end of the school day. <ul style="list-style-type: none"> • Social distancing (2m) is maintained by pupils when waiting to use the toilets and waiting to wash their hands. • Staff must not routinely wear gloves, unless they are completing specific tasks (e.g. supervising the isolation room, first aid, intimate care). • Staff must wear a face covering when moving around the school building at all times, when leaving and entering, when walking to the toilet etc. • Staff can wear a face covering and/or visor when working with small groups. • Staff and pupils must 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. • Leaders must provide/display (toilets, staffrooms, classrooms etc) guidance on effective handwashing to staff, visitors, contractors and pupils using PHE guidance. • Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels must 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. • Liquid soap dispensers must be used instead of bar soap. • Pupils who find it difficult to wash their hands independently must receive help from staff in their classrooms. This could include modelling handwashing simultaneously. However, maintaining a two-metre distance should remain a priority. • Hand driers must be disconnected and replaced with paper towels. Paper towels should be disposed in a lidded bin. • Drinking fountains must be disconnected. 				
<p>Failure to <u>prevent</u> potential spread of infection <i>Poor respiratory hygiene</i></p>		<p>Respiratory hygiene (catch it, bin it, kill it)</p> <ul style="list-style-type: none"> • Staff and pupils must be encouraged to: <ul style="list-style-type: none"> ○ avoid touching their mouth, eyes and nose. ○ 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 	Y	LS & SL		

		<p>their hand.</p> <ul style="list-style-type: none"> ○ 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. <ul style="list-style-type: none"> ● Lidded bins must be provided in key locations (classrooms, toilets etc.). These bins must be emptied at the end of each day by the site facilities officer and cleaners. <p>Other</p> <ul style="list-style-type: none"> ● Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units. ● As the weather gets colder, staff will need to balance the opening of doors and windows for ventilation with the need to stay warm enough for staff and pupils to work. Common sense and a discussion between all parties will ensure that everyone is protected. All classrooms have internal doors onto shared areas and some have additional doors onto the school hall. These must remain open at all times. ● Doors should 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. ● Pupils should continue to wear their normal school uniform. Pupils are encouraged to wear school fleeces onto of their uniform in case it gets cold with the doors and windows being open. ● Senior leaders must monitor these arrangements throughout the day. The teaching assistants must 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. ● The Executive Headteacher, Head of School must 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 must ensure that individual risk assessments are designed/implemented in order to support these pupils and the staff working with them. Face to face education must be provided to these pupils. ● In accordance with Public Health England recommendations, face coverings: <ul style="list-style-type: none"> ○ should not be worn routinely in school unless for a specific purpose (i.e. intimate care, supervising a pupil who displays symptoms and moving around the school building.). ○ worn by staff/pupils on their way to school must 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 must instruct pupils not to touch the front of their face covering during use or when removing them. 				
<p>Failure to prevent potential spread</p>		<p>Equipment</p> <ul style="list-style-type: none"> ● Each bubble/office must have additional cleaning resources (disinfectant spray, 	<p>Y</p>	<p>LS & SL</p>		

<p>of infection <i>Poor standard of cleaning</i></p>		<p>cloths and gloves) available at all times.</p> <ul style="list-style-type: none"> • Frequently-touched surfaces (eg. door handles, handrails, table tops, play equipment, plastic toys, electronic devices) must be cleaned regularly using 'usual products', like detergent, as recommended by the government. This will be done by the teaching assistants and office staff. • Individual and very frequently used equipment, such as pencils and pens, must be allocated so staff and pupils have their own items. By not sharing these items, additional cleaning arrangements should not be required. Each pupil in Years 1 – 6 has their own pencil pot with all necessary items for working in school. • Classroom based resources, such as plastic toys, books and games, should be used and shared within the bubble. They should be cleaned regularly by teachers and teaching assistants, immediately after use. • Resources that are shared between classes or bubbles, such as sports, art and science equipment should 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. • Furniture (eg. fabric) and resources (eg. soft toys) which are important for the delivery of education should be used. Non-essential items which cannot be wiped clean must be removed from designated rooms. • All cutlery and cups must be thoroughly cleaned before and after use. Cups and cutlery should 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. Staff must take home their own cups etc each day and bring them back after a thorough cleaning. Staff will not share these items. • Office staff who have their own kettle must not make drinks for other staff members. • Outdoor playground equipment should be allocated to individual bubbles and more frequently cleaned. This will not be shared with other bubbles • Pupils must limit the amount of equipment they bring into school each day, to essentials. Pupils will only be allowed to bring in lunch boxes, hats, coats, books, and mobile phones (Y6 box in classroom). • Teachers should take books home to mark or mark them in school. Teachers and TAs can must sanitise hands before and after this. Staff can also wear gloves while marking books. • Staff are teaching our planned intents. • Unnecessary sharing of books and equipment should be avoided, especially where this does not contribute to pupil education and development. Homework should be set via online resources. • 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. <p>Other</p> <ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, must be cleaned up 				
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		<p>immediately in line with the Infection Control Policy, using PPE at all times. Normal PPE equipment must be provided to staff – see Infection Control section in H&S policy.</p> <ul style="list-style-type: none"> • Cleaners must carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. Cleaners work 6.30am – 8.30am, 3.30pm – 5.30pm <p>When cleaners have finished their duties, they leave the school building and do not meet together in the music room.</p> <ul style="list-style-type: none"> • Staff arrive at 8.00 am and leave most days at 3.15 so contact between staff and cleaners is minimal. • Staff do not walk into school together, or meet in classrooms or shared spaces. • Cleaners wear face coverings and maintain social distancing with each other and other staff. Cleaners work in different areas from each other. <ul style="list-style-type: none"> • The site facilities officer must 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. • The Site Facilities Officer must monitor the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. • Anti-bacterial spray and cloths (available in all rooms) must be used to wipe photocopiers, key boards etc. It is cleaned after every use. Photocopying is only done by DL and SS. • Pupils and staff must be allocated toilets to use. All toilet facilities must be cleaned frequently by wiping taps, handles, bins and flushes with antibacterial spray. Bins for paper towels have lids on them. • 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 disabled room toilet. Cleaning equipment for staff toilets is located outside the toilets. These will be cleaned at 9.30am, 11.30am and 1.30pm, by the admin team • Pupils are eating their lunch in their class bubble to maintain the separation of each bubble. • The staff room is not to be used. Staff will bring flask of hot drinks and their own cold drinks and a packed lunch. Hot drinks are in a lidded insulated cup. There are no drinking stations for making drinks to avoid staff gatherings. • Staff do not gather together. • INSET and all meetings are carried out via TEAMS. 				
<p>Failure to prevent potential spread of infection</p>		<p>Grouping pupils</p> <ul style="list-style-type: none"> • Pupils must be allocated to a class bubble. The size of the bubble depends on how many tables can be positioned at 2m apart in each classroom. The limit is 15 and is 	<p>Y</p>	<p>LS & SL</p>		

<p><i>Unnecessary contact between people and failure to promote/maintain social distancing wherever possible</i></p>		<p>never exceeded.</p> <ul style="list-style-type: none"> • Breakfast and after school clubs are limited due to the number of individual tables available in the hall. The limit is 20. Children from the same family can share a table. • Limited interaction, sharing of rooms and social spaces between bubbles must be achieved as much as possible. • Staff must 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 and the start of the Spring terms. • Pupils and staff must remain in their class groups/bubbles all the time. FS 2 and Year 1 and Year 2 will stay in their year group bubbles, but may work in small groups for phonics with a TA. <p>Measures within a classroom</p> <ul style="list-style-type: none"> • Staff should 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 should avoid close face to face contact and minimise the time spent within 1 metre of anyone. • For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible. • Pupils must be seated on an individual desk and facing forwards, unless there is a clear educational reason not to (e.g. EYFS continuous provision). Unnecessary furniture should be removed in order to make more space. There is a line in each classroom (Y2 – 6) to ensure that staff remain 2m away from the pupils. • Only staff needed for the safe and smooth running of the school will be in school. <p>Measures elsewhere</p> <ul style="list-style-type: none"> • Bubbles should be kept apart in order to avoid large gatherings such as collective worship or assemblies. These will not happen. • Pupils' movement around school should be kept to a minimum. Each class bubble has their own start and finish times to avoid bubbles mixing at the gates and in toilets. • A one-way circulation/divider down the middle, with clear signage/tape must remain in place down corridors and other communal areas. • Each bubble has a designated gate for entering and leaving the school site. Each bubble waits outside the gate at a distance of 2m from each other until there are escorted into the playground and into the school. Pupils will walk into school in a line and at 2m distance from each other. Pupils will then wash their hands before entering the classroom. • Arrival/collection times for pupils are be staggered but must not reduce the overall teaching time. • Years 5 and 6 share one entrance and toilets. • Years 3 and 4 share one entrance and toilets. • Years 1 and 2 share toilets. Year 2 pupils enter and leave their classroom door. Year 				
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1 enter and leave through the main school entrance to avoid contact with Year 2. The railings and door handles are cleaned after this by the Year 1 support staff.

- FS 2 have their own entrance and toilets.
- Playtimes and lunchtimes are staggered and the playground and MUGA are timetabled for use, to avoid contact between class bubbles.
- Staff are requested to arrive at school at 8.00am and leave at 3.15/3.30pm if there is not an after-school meeting.
- PPA and leadership time is to be done at home when possible. Staff must check with LS or SL to see if it ok to go home on the day for these activities.
- Parents **must** 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 **must** monitor drop off/collection. Latecomers **must** report to the school office – the HT **should** speak to parents who persistently bring their child late to school.
- Parents **should** be notified that only one parent is allowed to accompany their child to school.
- Parents **must** 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 conducted safely).
- The number of children or young people who use the toilet facilities at one time **should** be restricted to avoid over-crowding. Only 1 class bubble will use the toilets at a time. FS 2 have their own toilets, Years 1 and 2 share, as do Y3 and 4, and 5 and 6.
- Pupils, parents and staff **should** be encouraged to walk or cycle to the school site if possible.

Breakfast and After School Clubs

- To aid the working of key workers, the school is running these clubs.
- There is a limit of 20 pupils.
- Each pupil will have their own table, set 2m apart from other tables. Only pupils from the same family will sit together.
- There is a reduced breakfast club menu. Staff will serve the pupils at each club.
- Pupils will use their own toilets that they do during the day.
- Parents have received a letter outlining these new procedures.

Breaktimes/Lunchtimes

- See cleaning control measures.
- Breaks and lunchtimes **must** be staggered to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time.
- Pupils do not share cutlery, cups or food.
- Parents **should** be encouraged to provide packed lunches containing items which can be opened independently by the pupils.

		<ul style="list-style-type: none"> • Pupils eat in their classroom to avoid contact between bubbles in the dining hall. Pupils are supervised by the support staff that work in their class bubble. • School lunches are delivered to classrooms – DL or the school cooks. <p>Physical Education</p> <ul style="list-style-type: none"> • Pupils are not getting changed for PE. However, staff must check the footwear of all pupils to ensure that it is safe for them to participate in physical activity. • The PE curriculum will be adapted. • Sport coaches are not in school working with pupils. <p>Other</p> <ul style="list-style-type: none"> • Whenever possible, children should apply their own sun cream. If adults need to support a young child applying cream, this must not be done not face to face. • Sitting pupils together on the carpet should not be avoided if it is essential to supporting pupil education and/or development. However, sitting face-to-face should be avoided. • Pupils should be supervised whilst moving around school (e.g. going to the toilet). • Senior leaders must monitor these arrangements. 				
<p>Failure to prevent potential spread of infection <i>PPE not available/worn/utilised safely.</i></p>		<ul style="list-style-type: none"> • Full PPE equipment (gloves, masks, goggle/visors, aprons) must be available in the isolation room at all times. It must be worn by staff who are supervising a person with Covid-19 symptoms and where a 2 metre distance cannot be maintained. • Normal, appropriate PPE equipment must be available and worn by all staff undertaking first aid and intimate care duties, as stated in relevant policies, at all times. • Donning/doffing training must be provided to all staff prior them using PPE. Written guidance must be displayed in key locations (isolation rooms, intimate care facilities, first aid rooms etc). 	Y	LS & SL		
<p>Failure to prevent potential spread of infection <i>Poor management of site visitors, inc parents and contractors.</i></p>		<ul style="list-style-type: none"> • Visitor protocol guidance must be reviewed to reflect the above control measures. • Visitors to the school (beyond the secure line) will continue to be appointment only. Authorised visitors should be provided with the <i>visitor protocol</i> guidance in advance their visit. Where this is not possible, this information must be shared with them upon arrival to the school. • Contractors must 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 contractors has come into contact with during their visit. If pupils are at school during a visit by a contractor, the contractor will be supervised at all times. • Social workers must report to the school office and should be supervised where possible. They will meet pupils in the designated room – the library. The CP Coordinator will ensure a written record is kept to confirm who the social worker has come into contact with during their visit. • Health workers must report to the school office and be supervised at all times (unless they request to speak to a pupil confidentially). The admin staff will ensure a written 	Y	LS & SL		

		<p>record is kept to confirm who the health worker has come into contact with during their visit.</p> <ul style="list-style-type: none"> • Member of the Trust Central Team must report to the school office and be supervised at all times. The headteacher will ensure a written record is kept to confirm who the Trust employee has come into contact with during their visit. • Trust Central Team staff must follow the school's visitor protocols. • No students or sport coaches are working in school at this time. <p>Parents</p> <ul style="list-style-type: none"> • In order to limit parental visits to the main office, the following arrangements will be implemented and communicated: <ul style="list-style-type: none"> ○ Parents must be pay for school lunches and breakfast and after school club via SchoolMoney. ○ All parental enquiries must be made via telephone/school's contact email. 				
<p>Failure to provide continued education for all pupils. <i>Staff shortages due to Covid-19 and/or other reasons</i></p>		<ul style="list-style-type: none"> • The school will only use supply staff in an emergency. • Supply teachers, peripatetic teachers and other agency staff must be utilised in order to support the continued education and development needs of pupils. However, these staff should minimise contact and maintain social distancing as much as possible with other staff. • Staff will provide remote learning if they are not at school due to not being needed, shielding or isolating. If staff are unwell for any reason, this will not be expected. 	Y	LS & SL		
<p>Failure to provide continued education for all pupils. <i>Bubble and/or whole school closure due to Covid-19</i></p>		<ul style="list-style-type: none"> • In the event of a temporary bubble closure, the following arrangements will be implemented in order to educate pupils: Physical work packs Online learning via purple mash and class dojo. Remote learning by the use of Google Meet. • In the events of a temporary whole school closure, the following arrangements will be implemented in order to educate pupils: Physical work packs Online learning via purple mash and class dojo. Remote learning by the use of Google Meet. 	Y	LS & SL		
<p>Lack of awareness of policies and procedures</p>		<ul style="list-style-type: none"> • The Executive Headteacher must all staff complete a 'partial reopening of schools' induction prior to starting normal duties. Tuesday 5 January 2021. • The Executive Headteacher must 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 must be completed prior to staff commencing their normal duties in school. If staff refuse to sign, this must be recorded as 'refused to sign'. • The Headteacher should maintain a written record of staff attendance. • All staff, pupils, parents, governors, visitors and volunteers should be aware of all 	Y	LS & SL		

		<p>relevant policies and procedures including, but not limited to, the following:</p> <ul style="list-style-type: none"> ○ Health and Safety Policy ○ Infection Control Policy ○ First Aid Policy ● All staff must have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> ○ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 ○ The Health Protection (Notification) Regulations 2010 ○ Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' ○ DfE and PHE (2020) 'Guidance for full opening: schools' ● The school must keep up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> ○ DfE ○ NHS ○ Department for Health and Social Care ○ PHE ○ The school's local health protection team (HPT) ● 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. ● Parents must be made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they must be informed that they must contact the school as soon as possible if they believe their child is showing symptoms of coronavirus. ● Pupils where possible should be made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they feel unwell. ● 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. 				
<p>Staff lack trust and confidence</p>		<ul style="list-style-type: none"> ● Designated leaders must be present at school and available to staff. ● Expert advice (PHE, DfE, legal) should be shared with staff on an ongoing basis. ● Staff must be trained in any new processes or procedures so that they understand what to do and why – 6 and 8 January 2021 ● All staff should continue to have access to 'regular 1-to-1s' with leaders to support staff. ● Successes should be shared with staff on a regular basis. ● Individual staff must be able to request that an adapted risk assessment, specific to their role and circumstances, be carried out by the headteacher (if required). Effective communication and a clear audit trail will be maintained. ● Trade unions will be consulted on a regular basis. 	<p>Y</p>	<p>LS & SL</p>		

		<ul style="list-style-type: none"> Senior leaders should monitor staff trust and confidence throughout the day through regular dialogue with staff. 				
Emergencies		<ul style="list-style-type: none"> A designated senior leader must always be on-site to lead responses to emergency situations. All staff and pupils' emergency contact details must be kept up-to-date, including alternate emergency contact details, where required. Pupils' parents must be contacted as soon as practicable in the event of an emergency. Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. The school must 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. The headteacher must 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. Senior leaders must monitor these arrangements throughout the day. 	Y	LS & SL		
Refreshments in Classrooms causing risk of scalding/ spillage		<ul style="list-style-type: none"> Hot drinks taken in the bubble classroom must be consumed in a lidded beaker to avoid spillage and scalding. No kettles or heating devices must be used except in the admin office. Senior leaders must monitor these arrangements throughout the day. All staff have a place to eat their lunch away from the pupils. 	Y	LS & SL		
Poor pupil conduct leads to a potential risk of the infection spreading.		<ul style="list-style-type: none"> An appendix to the school's existing behaviour policy must outline the key expectations of our pupils. The key expectations outlined in the amended behaviour policy must be shared with all staff, parents and pupils. 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 should be applied. Senior leaders will monitor these arrangements throughout the day. Pupils who struggle to conform to revised behaviour policy must 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. 	Y	LS & SL		
Safeguarding concerns relating to a potential increase in number of disclosures		<ul style="list-style-type: none"> DSLs must ensure essential safeguarding training for all staff is complete. DSLs must ensure all staff have read, signed and had the opportunity to discuss KCSiE (September 2020), particularly the most recent changes. DSLs must ensure all staff have opportunities to review arrangements to ensure high vigilance and agreed procedures. 	Y	LS & SL		
Emotional well-being of pupils		<ul style="list-style-type: none"> Additional PSHE curriculum time should be allocated to support pupils. EM has sent resources for this to all staff. 	Y	LS & SL		

		<ul style="list-style-type: none"> • Additional staff, inc leaders, should 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 should avoid facing pupils directly and may want to wear gloves.. They should also wash their hands afterwards. 				
Well-being of staff		<ul style="list-style-type: none"> • The Executive Headteacher must offer to complete an individual risk assessment for staff who are returning to work from shielding or home working due clinically vulnerable. If accepted they must complete the individual RA before the member of staff starts their normal duties (using the agreed Trust format). • The Executive Headteacher must complete an individual risk assessment for staff who are pregnant (using the agreed Trust format) in addition to the normal Maternity RA for expectant mothers. • The Executive Headteacher (or appropriate person) must continue making regular contact with staff unable to work/working from home. • The Executive Headteacher (or appropriate person) must consult with staff on plans initial plans for January 2021. To be reviewed on a regular basis. • The Executive Headteacher and Head of School should consulted/liased with school-based Trade Union representatives. • All staff must be made aware of an appropriate leader who they can discuss concerns with and who will check on them on a regular basis. The headteacher has been allocated a senior from the Trust to support them. • The Executive Headteacher and Head of School must maintain regular briefings (eg. remote, emails, bulletins) with staff to keep them informed. • All staff must 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. • The CEO should liaise with local Trade Union officials on a regular basis. 	Y	LS & SL		