

Risk Assessment – Covid-19 (Spring Term Reopening)	Reviewed: 12.2.21	School Name: VICTORY PRIMARY SCHOOL
Responsible Person	Jim Hartley	
Other Persons Involved	(Head of school), (DHT), AH, LH. Whole staff invited to give feedback	
Guidance Material Considered	<p><u>Spring Term Guidance</u></p> <ul style="list-style-type: none"> • DFE - https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision (5th Jan 2021) • DFE - https://www.gov.uk/guidance/national-lockdown-stay-at-home (updated 6th Jan 2021) • DFE - https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures#attendance (updated 30th Dec 2020) (Updated 7th Jan 2021) • DFE - https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools (updated 30th Dec 2020) • DFE - https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak#who-is-this-guidance-for (updated 31st Dec 2020) (updated 8th Jan 2021) • DFE - https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres (updated 6th Jan 2021) • DFE - https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education (updated 27th Nov 2020) (updated 8th Jan) • DFE - Education and childcare settings: national lockdown from 5 January 2021 – (Updated 7th Jan 2021) • DFE - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf (7th Jan2021) • DFE - BEIS Guidance for Offices and Contact Centres (6th Jan 2021) • DFE - https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care (14th Dec 2020) • DFE - Restricting attendance during the national lockdown: schools (publishing.service.gov.uk) (Jan 2021) • DFE - Mass asymptomatic testing: schools and colleges - GOV.UK (www.gov.uk) (7th Jan 2021) • DFE - Rapid asymptomatic coronavirus (COVID-19) testing for staff in primary schools, school-based nurseries and maintained nursery schools - GOV.UK (www.gov.uk) (18th Jan 21) • DFE - Early years foundation stage: coronavirus disapplications - GOV.UK (www.gov.uk) (15th Jan 21) • DFE - Face coverings: when to wear one, exemptions, and how to make your own - GOV.UK (www.gov.uk) (4th Dec 2020) • DFE - Restricting attendance during the national lockdown: schools (publishing.service.gov.uk) (2nd Feb 2021) 	

Details	
<p>Covering staff and pupil H&S and completion of key compliance tasks during the Covid-19 pandemic, for the reopening of schools in Autumn 2020 and for any staff who will continue to work from home.</p> <p>To minimise the risk of infection to all persons, the following system of controls has been applied by the school</p> <ol style="list-style-type: none"> 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 	

<p>4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p> <p>5) Minimise contact between individuals and maintain social distancing wherever possible</p> <p>6) Where necessary, wear appropriate personal protective equipment (PPE)</p> <p>7) Engage with the NHS Test and Trace process</p> <p>8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>9) Contain any outbreak by following local health protection team advice</p> <ul style="list-style-type: none"> • Numbers 1 to 4 are in place in all the time. • Number 5 is carefully considered with suitable management strategies deployed that account for the specific operating characteristics of the school. Details of which are included in this risk assessment. • Number 6 applies only in specific circumstances. • Numbers 7 to 9 are followed in every case where they are relevant. 	
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Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place	In Place?	Residual Risk Acceptable?
Infection Control (people)	Staff, Pupils, Visitors	Staff contracting COVID-19	<p>On Monday 4th January, England was placed in a National Lockdown. Schools are closed with the exception of key worker children and vulnerable children. Schools will continue to be closed after February half term. The Government will publish a plan for exiting National Lockdown WC 22nd February with some pupils possibly returning to school from 8th March.</p> <ul style="list-style-type: none"> • Pupils will continue to be taught remotely after half term (until further notice) with the exception of vulnerable and key worker pupils attending our school setting. • Pupils not attending school or who fail to attend lessons remotely will be monitored by the class teacher. Persistent absence is reported to the school's safeguarding team. If our school is unable to contact a family, this is reported to MASH. • During the half term holiday, SLT will be placed on a rota to monitor the Covid email. Staff and pupils will be informed if there is any need for them to isolate. • No educational trips or visits will be permitted during the lockdown period. • Advice that Critically extremely vulnerable staff should not attend school during the lockdown period. • Vulnerable or isolating members of staff will be expected to work from home if they are well enough to do so. Teachers will be expected to remote teach from home in they fall into this category. • The number of staff on site will be reduced WC 18th January, with staff working from home where possible especially during PPA times. • PE will be taught remotely by our Sports Leader to school bubbles and pupils remote accessing from home. Year 4 PE sessions will be physically taught by our Sports Leader. PE sessions can take 	Y	Y

place inside, in well ventilated rooms / halls. There will be no after school sports club during the Lockdown period.

- PE equipment must be cleaned in between uses to prevent contamination between staff members and pupils
- Pregnant members of staff can attend the setting as long as an individual risk assessment is in place. Those greater than 28 weeks or with underlying health conditions should adopt a 'more precautionary approach' in relation to infection control measures.
- Children have been placed into year group bubbles with class sizes of no more than 15.
- Individual Risk Assessments have been conducted with all members of staff and will be reviewed half termly.
- Well-being survey completed by staff each week. Head of School, Deputy Headteacher and Business Operations Manager have further discussions with staff they line manage who may need additional support. Well being guidance and publications have been provided for all staff and staff have access to the Confidential Care helpline where appropriate. 0800 085 1376
- Well-being meeting to take place for all staff from WC 11th January
- Catch up meeting taking place regularly with staff working from home. Conducted by their line manager.
- SLT members timetabled to be out of class at all times, in case a member of staff being sent home with symptoms of C-19
- All staff advised of the procedure in school if a member of staff becomes unwell.
- Any staff member who displays signs of being unwell immediately refers themselves to SLT (whilst adhering to 2m distance) and is sent home
- Staff must adhere to the lockdown guidance & rules in the community from 5th January 2021. SLT will address any staff member who does not follow these rules.
- Staff are given Covid reminders in the weekly WAAG with a particular focus around the importance of maintaining social distancing. Parents are given regular reminders via Facebook, text and website. Pupils are regularly reminded about the importance of keeping Covid safe in classrooms and through assemblies.
- Visitors must be invited onto the school site. Hands must be sanitised on arrival and masks must be worn at all times.
- All classrooms and occupied spaces must be kept well ventilated but thermal comfort needs to be maintained. Staff should wear clothing that will keep them warm whilst attending the school setting.
- Wearing of face masks is compulsory in all communal areas. Staff can choose to wear face masks and visors within the classroom setting.
- Travelling to other towns, cities, counties or countries is not permitted (with the exception of support / care bubbles)
- All staff have been provided with individual hand sanitiser which can be attached to their lanyards
- Staff will no longer cross bubbles. Staff will be assigned to one bubble only. Where this is necessary e.g. to teach an existing bubble / create a new bubble extra precautions will be put in place.

- Sharing of office spaces will be limited. Where staff share an office space, table tops will be sanitised in between uses and staff will sit 2m apart with backs to each other where possible.
- All meetings will take place via Teams. Any face to face meetings will be limited to 15 minutes. All staff must wear a mask when meeting face to face and must remain 2m apart.
- Staff are not permitted to meet in large groups e.g. at lunchtime / afterschool and should not cross pod areas. Social distancing must be adhered to at all times. Staff must remain at least 2m apart from other members of staff. Staff are encouraged to remind each other if they are too close.
- In the event of supply cover, supply staff will be asked to wear a mask / visor at all times. They will be asked to remain in their bubble for the duration of their stay and limit their time spent in communal areas.
- Staff will be required to regularly wash their hands throughout the day. All staff and pupils will wash their hands when they arrive at the school site, before and after break and lunchtimes and before and after eating.
- Table tops will be wiped regularly throughout the day
- Sharing of equipment will be limited and will be santised in between uses
- Toys and playground equipment will be washed daily and will be limited to one bubble
- In EYFS, toys must be washed at the end of each day and washed before another bubble is permitted to access these. Toys should be timetabled on a rotational basis to allow for this. Some toys may be removed during lockdown to make this more accessible.
- Cushions should be removed from all classroom areas as well as soft toys such as teddy bears.
- Staff have been advised to avoid using public transport where possible and to avoid car sharing during the lockdown period.
- **WC 25th January – Mass testing of staff commenced. All staff must report their test result to the DFE Reporting a Covid 19 test result website and must complete the school online form to report their result.**
- **Lateral flow testing of staff will continue to take place during the half term period and after February half term.**
- **WC 25th January – Vaccinations (for some staff who are considered to be at high risk due to the close contact they have with vulnerable pupils) to commence.**
- **What the procedure is if a staff member or someone in their household develops coronavirus symptoms**
 - **During the half term holiday, SLT will be placed on a rota to monitor the Covid email. Staff and pupils will be informed if there is any need for them to isolate.**
 - Where a staff member becomes unwell or indicates an individual in their household is unwell with symptoms compatible with COVID 19, they must self-isolate for up to 10 days. Under the Test and Trace programme, there is an expectation that the symptomatic household member is tested. If the test result is negative, the staff member can return to school if they do not have any COVID 19 related symptoms.
- School has been provided with testing kits to support the Trace and Test programme

- Where staff are unable to get quick access to NHS Covid tests, we are completing a referral for essential workers for priority testing
- Where possible, staff & pupils should visit a testing site as this delivers the fastest results. Kits in school should only be used in exceptional circumstances.
- From Tuesday 26th January, mass testing of staff will take place. Test kits will be delivered to the school site and distributed WC 25th January. Pupils will not be tested at present.
- WC 25th January – Mass testing of staff commenced. All staff must report their test result to the DFE Reporting a Covid 19 test result website and must complete the school online form to report their result.
- Lateral flow testing of staff will continue to place during the half term holiday and will continue after February half term.
- WC 25th January – Vaccinations (for some staff who are considered to be at high risk due to the close contact they have with vulnerable pupils) to commence.
- If a member of staff tests positively (as a result of lateral flow testing), they must not come to school and must book an additional test through the NHS 111 website. SLT will carry out the normal procedures once they have been informed of a positive result. Staff who test negatively from Lateral flow testing can attend school.
- If the test is positive:
 - The staff member must notify the school immediately.
 - The staff member must engage with the NHS Test and Trace programme.
- In the event of a member of staff or child testing positively for Covid 19, the school will contact the DFE Covid Helpline 0800 046 8687 and will follow their guidance.
- The arrangements for reporting confirmed cases of coronavirus cases to DFE and local public health teams have changed (WC 25.1.21). There is no longer any expectation that we report cases to the DFE although the helpline remains open to offer advice. These are the current thresholds for reporting Covid cases to the DFE:-

Primary Schools and The Early Years Settings
<ul style="list-style-type: none"> • 10% (or more) of a bubble is affected within 14 days – for example, if there are 3 or more confirmed cases of COVID-19 in a bubble of 30 people
<ul style="list-style-type: none"> • 10% (or more) of staff are affected within 14 days – for example, if there are 6 or more confirmed cases of COVID-19 in a staff of 60
<ul style="list-style-type: none"> • 3 (or more) bubbles within your school contain at least one confirmed case

- There have been any admissions to hospital in your students or staff members due to COVID-19

- The school will review the case against the Group guidance on *COVID-19 and ARMS* to establish if it was likely that the infection was contracted as a result of occupational exposure.
- The school will inform staff, pupils and parents in the event of a positive case and will begin a period of 'bubble' isolation
- Staff have produced seating plans which are held with the BOM in the event of a positive Covid case.
- In the event of a positive case, SLT will notify our Regional Director (Darran Ellison-Lee) from United Learning Trust and will alert the Local Authority (Alison Critchley).

Procedure for if a staff member has been in close contact with someone outside their household who tests positive for coronavirus

If someone (A) has been in close contact with a person outside their household who has tested positive (B), they (A) may be contacted by the Test and Trace service and told to isolate for 10 days (even if A doesn't have symptoms or has tested negative). Other members of A's household do not have to self-isolate unless A subsequently develops symptoms and tests positive.

If a member of staff is contacted by Test and Trace and instructed to self-isolate, they should request confirmation of the instruction in writing (most likely an email or text will be sent) and provide this to the school. Arrangements should be made for them to work from home if possible. If they cannot work from home, they should be placed on sick leave and the written instruction from Test and Trace will take the place of a fit note.

If a member of staff decides to self-isolate without a direct instruction from Test and Trace and without a recognised need to isolate, for example because someone in their household has been contacted, this may be treated as unauthorised and unpaid leave.

- All staff and parents / carers have been made aware of the NHS Covid 19 app (Track and Trace app) and it has been advised that they download this.
- Staff who have been in contact with a positive member of staff or pupil can opt to participate in Lateral Flow testing for a period of 7 days or can chose to isolate within the DFE guidelines.
- From Tuesday 26th January, mass testing of staff will take place. Test kits will be delivered to the school site and distributed WC 25th January. Pupils will not be tested at present.
- Lateral flow testing will continue to take place during the half term period and will continue after February half term.
- WC 25th January – Mass testing of staff commenced. All staff must report their test result to the DFE Reporting a Covid 19 test result website and must complete the school online form to report their result.

			<ul style="list-style-type: none"> • WC 25th January – Vaccinations (for some staff who are considered to be at high risk due to the close contact they have with vulnerable pupils) to commence. • If a member of staff tests positively (as a result of lateral flow testing), they must not come to school and must book an additional test through the NHS 111 website. SLT will carry out the normal procedures once they have been informed of a positive result. Staff who test negatively from Lateral flow testing can attend school. <p>What we do if a member of staff is not able to work because their child has been sent home from school or nursery</p> <p>If their child has symptoms and tests positive, then the parent must self-isolate for 10 days. If the child does not have symptoms but was sent home because someone in their school or childcare setting tested positive, then the parent doesn't have to self-isolate and it should be treated as a childcare issue. The normal entitlements would apply if the parent can't work from home: they have a right to take unpaid leave if unable to make other childcare arrangements, and Heads have discretion (under UL policy) to decide whether any of the leave would be paid. Different entitlements may apply under TUPE policies.</p>		
		Pupils contracting COVID-19	<p>On Monday 4th January, England was placed in a National Lockdown. Schools are closed with the exception of key worker children and vulnerable children.</p> <p>Schools will continue to be closed after February half term. The Government will publish a plan for exiting National Lockdown WC 22nd February with some pupils possibly retraining to school from 8th March.</p> <ul style="list-style-type: none"> • Pupils will continue to be taught remotely after half term (until further notice) with the exception of vulnerable and key worker pupils attending our school setting. • Pupils not attending school or attending lessons remotely will be monitored by the class teacher. Persistent absence is reported to the school's safeguarding team. If our school is unable to contact a family, this is reported to MASH. • During the half term holiday, SLT will be placed on a rota to monitor the Covid email. Staff and pupils will be informed if there is any need for them to isolate. • No educational trips or visits will be permitted during the lockdown period. • Advice that Critically extremely vulnerable pupils should not attend school during the lockdown period. 		

- From Tuesday 26th January, mass testing of staff will take place. Test kits will be delivered to the school site and distributed WC 25th January. Pupils will not be tested at present.
- WC 25th January – Mass testing of staff commenced. All staff must report their test result to the DFE Reporting a Covid 19 test result website and must complete the school online form to report their result.
- Lateral flow testing of staff will continue to take place during the half term period and will continue after February half term.
- WC 25th January – Vaccinations (for some staff who are considered to be at high risk due to the close contact they have with vulnerable pupils) to commence.
- If a member of staff tests positively (as a result of lateral flow testing), they must not come to school and must book an additional test through the NHS 111 website. SLT will carry out the normal procedures once they have been informed of a positive result. Staff who test negatively from Lateral flow testing can attend school.
- Pupil's at home will remote access live learning from their homes from the first week of January. Devices will be provided to pupils who do not have adequate resources at home. Resource packs will be provided for these pupils. Text books and stationary packs were provided for pupils working from home WC 11th Jan. From Mon 18th Jan, Phonics books, Reading books, Library books and Maths equipment will be provided for these pupils. Whiteboard, whiteboard pens and Maths Manipulatives will be distributed WC 25th Jan.
- Pupil's in school and pupils at home will access remote PE sessions from the Sports Leader
- All staff are made aware of the process to follow if a pupil becomes unwell in school
- Pupils with suspected symptoms of Covid-19 to be isolated on site inside the secure area sickroom until their parent/carer can collect them. (medical room). An adult will be present for reassurance. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. A sign will be placed on the door.
- This room will be cleaned and sterilised before other pupils and staff are permitted to access it.
- Pupils displaying symptoms of C19 should not come into contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe.
- The supervising member of staff calls for emergency assistance immediately if the pupil's symptoms worsen and informs the office
- Staff and children who were with the affected party should wash their hands but do not need to go home unless symptomatic.
- Parents of the pupils in the bubble with a suspected case will be notified of a possible case of COVID 19 via a letter.
- PPE, i.e. face masks, face shields, gloves, aprons and hygiene bags for waste disposal are available and required for handling suspected cases. These will be located in first aid kits in each bubble room, and also in the office. Use and disposal rules issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell. Used PPE needs

			<p>to be double bagged, tied and removed from the isolation room. Office staff will tell the site manager to remove it once the child has left the site. It will be put in the outside bin.</p> <ul style="list-style-type: none"> • Home testing kits (see earlier section)-Tests will not be administered by school staff. This needs to be undertaken by parents/carers. Tests will be provided for families who are unable to access test kits or school will complete a referral for priority testing. Families will be encouraged to visiting testing centres as these provide the quickest results. • All staff, who have come into contact with the child, are informed that the child is ill. • Where a positive result is obtained, the school will contact the DFE Covid Helpline 0800 046 8687 and will follow their guidance. • Any pupil with symptoms of Covid-19 should not attend school for 10 days and is expected to undertake a test under the NHS Test and Trace programme. The pupil/parents are instructed to notify the school immediately if a positive result is obtained. • Where a negative result is obtained, pupils can return to school when they are feeling better. If the pupil later develops symptoms, they will need to isolate again and request another test. • Where a pupil indicates an individual in their household is unwell with symptoms compatible with Covid-19, they must self-isolate for up to 10 days. Under the Test and Trace programme there is an expectation that the pupil (and any symptomatic household members) is tested. If this test result is negative, the pupil can return to school if they do not have any COVID-19 related symptoms. The family must provide evidence to the school of this via email before the child returns to school. • Parents / carers and staff have been advised to download the NHS Covid 19 (track and trace app) • Any supply teachers working within our school must wear a visor for the duration of their stay in classrooms and communal areas. • Families in our school must adhere to the lockdown rules and guidance. SLT will address any families who are not abiding by these rules. <p>What happens in school if a pupil tests positive for coronavirus</p> <p>Government guidance for schools states that urgent advice should be sought from the DFE Covid Helpline 0800 046 8687. The DFE will help the school to conduct a risk assessment to establish whether any staff or pupils have been in recent close contact with the infected person. The DFE will provide definitive advice on who must be sent home and advised to self-isolate. Schools will be expected to provide details of pupils and staff in designated groups or bubbles and any close contact that takes place between children and staff in different groups.</p> <p>Close contact means:</p> <ul style="list-style-type: none"> • 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); or 		
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			<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; or travelling in a small vehicle, like a car, with an infected person. 		
		Visitors contracting COVID-19	<ul style="list-style-type: none"> Visitors must be invited onto the school site during the lockdown period. Contractors attending while school is operational to be notified that the school is operational and their access requirements reviewed on a case by case basis. All contractors/visitors to sanitize hands on entry to the school site – directed by premises and front office staff and must wear a mask (unless they are exempt) Drivers must leave parcels at the front door of the office. All deliveries and post must be quarantined for 72 hours. Parents advised to drop children off alone, i.e. not to come with partners or family and to wear a mask inside the school building and when outside on the school playground Any supply teachers working within our school must wear a mask or visor for the duration of their stay in classrooms and communal areas. Recruitment of new staff – interviews will take place remotely. No face to face interviews are permitted during National lockdown 		
Suspected / confirmed case in school	Staff/ pupils	Potential contamination of surfaces and for person to person spread	<ul style="list-style-type: none"> Any pupil/staff member sent home will be instructed to order a test under the NHS Test and Trace programme. Individuals will be provided with a test by the school if supplies allow and where the school believe providing a testing kit may increase the likelihood of a test being completed. (If for example the family have no internet access at home.). Staff & pupils will be encouraged to attend a test site to obtain the quickest outcome. Staff who have been in contact with a positive member of staff or pupil can opt to participate in Lateral Flow testing for a period of 7 days or can chose to isolate within the DFE guidelines. From Tuesday 26th January, mass testing of staff will take place. Test kits will be delivered to the school site and distributed WC 25th January. Pupils will not be tested at present. WC 25th January – Mass testing of staff commenced. All staff must report their test result to the DFE Reporting a Covid 19 test result website and must complete the school online form to report their result. Lateral flow testng of staff will continue to take place during the hafl term period and will continue to take place after February half term WC 25th January – Vaccinations (for some staff who are considered to be at high risk due to the close contact they have with vulnerable pupils) to commence. If a member of staff tests positively (as a result of lateral flow testing), they must not come to school and must book an additional test through the NHS 111 website. SLT will carry out the 		

			<p>normal procedures once they have been informed of a positive result. Staff who test negatively from Lateral flow testing can attend school.</p> <ul style="list-style-type: none"> • During the half term holiday, SLT will be placed on a rota to monitor the Covid email. Staff and pupils will be informed if there is any need for them to isolate. • Pupils will be isolated in a secure area in first aid room (see above) if awaiting collection in line with government guidelines. • Parent/carer to be called immediately for pupil collection • Staff and pupils who were with the affected party should wash their hands thoroughly but do not need to go home unless symptomatic. • PPE, i.e. disposable face masks, gloves and aprons are available for handling suspected cases where 2m separation cannot be maintained. • SLT to lock and put a sign on the door and inform the site manager as soon as pupil has been collected to remove any contaminated waste. • Any waste from isolation room needs to be double bagged and put in normal outdoor bin collection. • Cleaning and disinfection carried out by cleaning staff in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings 		
<p>Infection Control (practices)</p>	<p>Staff, Pupils, Visitors</p>	<p>Operational practices in place to minimise the risk of the spread of infection</p>	<p><u>Good Hand and Respiratory Hygiene (key principles to be applied)</u></p> <ul style="list-style-type: none"> • Soap and running water or alcohol based hand sanitiser to be readily available • Hands cleaned by all pupils, staff members and visitors, using soap or sanitiser on arrival, after break, when changing rooms, and before and after eating (at a minimum) • Hand sanitizer provided for those who need assistance in cleaning hands • Practices built into school learning and behaviour culture. • Catch-it, bin-it, kill-it, promoted throughout school in class and through remote assemblies. • School have provided tissues and sufficient bins to support disposal of waste. • Face coverings are compulsory in all communal areas and can be worn by staff in classrooms. • Individual hand sanitisers purchased for all staff members • PE teacher will teach all children remotely once a week. 		

			<ul style="list-style-type: none"> • Shared office spaces will be kept to a minimum. Where staff share an office, staff will be kept 2m apart and where possible will have their backs to one another. • Any supply teachers working within our school must wear a mask / visor for the duration of their stay in classrooms and in all communal areas. 		
			<p><u>Grouping (key principles to be applied)</u></p> <ul style="list-style-type: none"> • Pupils have been arranged into year group bubbles. Bubble sizes will not exceed 15. • The aim is to reduce contact between pupils and pupil and staff. • Staff will no longer mix across bubbles. Staff will be allocated to one bubble. Where this is necessary e.g. to teach an existing bubble / create a new bubble extra precautions will be put in place. • Adults will only led interventions for children in their bubble group. Resources must only be used from the bubble. Any additional resources e.g. reading books must be quarantined / cleaned between uses • Social distancing (2m) must be maintained by all staff. • In shared environments, equipment must be cleaned in between uses. If items cannot be cleaned e.g. books then they must be quarantined over the weekend. • No expectation that young children distance within their groups. Staff are permitted to wear masks and / or visors especially those working in EYFS where social distancing is more challenging. All staff should avoid face to face contact with pupils. • Older children encouraged to keep a distance of 1m in their groups. • The mixing of year groups during lunches and breaks is not permitted. • There will be no after school sports clubs during the lockdown period • After school club will take place for a restricted number of key worker and vulnerable pupils. Children are limited to specific bubble areas and number of pupils attending have been reduced. Children in different year groups will be kept apart. • The numbers attending breakfast club will be restricted to what is safe in the hall. Year groups will be kept apart. Staff will serve children at their year group tables. Children 		

			<p>will stay seated. Nurture breakfast club will be by invitation only for vulnerable pupils. Year groups will be kept apart.</p> <ul style="list-style-type: none"> • Nuture groups will not take place during the lockdown period. • Staff must not operate across multiple bubbles. • Staff are permitted to wear a visor / mask in their classrooms • To enable the tracing process to be work effectively, we will keep a comprehensive record of group/bubble composition and records of any close contact that takes place between children and staff in bubble groups. Close contact is defined as, <ul style="list-style-type: none"> ○ 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) ○ 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. • All staff to super social distance from one another. SLT are not to meet in a room together for longer than 10 minutes. Where SLT need to meet together, all members of SLT will wear a mask and / or visor and will social distance. • All staff meetings which would exceed a 10 minute period are to be conducted via TEAMS. • Staff must adhere to the lockdown rules in accordance with new government guidance that came into play 5th Jan 2021 • Staff should avoid meeting up with staff from other bubbles in accordance with new Lockdown measures and should not visit other classrooms unless agreed with by SLT. e.g. for monitoring / CPD reasons and only where additional safety measures have been put in place. • PE teacher will teach all pupils remotely once a week. She will only physically teach the Year 4 bubble for PE. • PE equipment must be cleaned in between uses to prevent contamination between staff members and pupils • Any supply teachers working within our school must wear a mask and / or visor for the duration of their stay in classrooms and communal areas. • From Tuesday 26th January, mass testing of staff will take place. Test kits will be delivered to the school site and distributed WC 25th January. Pupils will not be tested at present. 		
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			<ul style="list-style-type: none"> • WC 25th January – Mass testing of staff commenced. All staff must report their test result to the DFE Reporting a Covid 19 test result website and must complete the school online form to report their result. • Lateral flow testing of staff will continue during the half term period and will continue to take place after February half term. • WC 25th January – Vaccinations (for some staff who are considered to be at high risk due to the close contact they have with vulnerable pupils) to commence. • If a member of staff tests positively (as a result of lateral flow testing), they must not come to school and must book an additional test through the NHS 111 website. SLT will carry out the normal procedures once they have been informed of a positive result. Staff who test negatively from Lateral flow testing can attend school. • During the half term holiday, SLT will be placed on a rota to monitor the Covid email. Staff and pupils will be informed if there is any need for them to isolate. 		
			<p><u>Measures within Classrooms – (key principles applied)</u></p> <p>In addition to the above section:</p> <ul style="list-style-type: none"> • The aim is to reduce contact between pupils and pupil and staff. • Pupils to be in year group bubbles for key worker and vulnerable children. Bubbles will not exceed 15 pupils. • Adults leading intervention groups will do so with ONLY children from their bubble. No member of staff will mix across bubbles. Where changes are made to bubbles e.g. moving a staff member to create a new bubble, this will only take place after the weekend. • All staff must adhere to the 2m social distancing rule • Staff are permitted to wear a amsk or visor in the classroom setting • Masks must be worn in all communal areas. • In shared environments, equipment must be cleaned after every use. For item such as books that cannot be cleaned, they must be quarantined (for 72 hours) between uses. • No expectation that young children distance within their groups. • Older children encouraged to keep a distance of 1m in their groups. • The mixing of year groups during lunches and breaks is not permitted. • There will be no after school sports clubs during the lockdown period. 		

- After school club will take place for key worker and vulnerable children. Children are limited to specific bubble areas and number of pupils attending have been reduced. Children in different year groups will be kept apart.
- The numbers attending breakfast club will be restricted to what is safe in the hall. Year groups will be kept apart. Staff will serve children at their year group tables. Children will stay seated. Nurture breakfast club will be by invitation only for vulnerable pupils. Year groups will be kept apart.
- Nurture will not take place during the lockdown period.
- Staff are not to cross bubbles. Where this is necessary e.g. to teach an existing bubble / create a new bubble extra precautions will be put in place.
- To enable the tracing process to be work effectively, we will keep a comprehensive record of group/bubble composition and records of any close contact that takes place between children and staff in different groups. Close contact is defined as,
 - 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)
 - 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.
- All staff to super social distance from one another. SLT are not to meet in a room together for longer than 10 minutes. Where SLT need to meet together, all members of SLT will wear a visor and will social distance.
- All staff meetings which would exceed a 10 minute period are to be conducted via TEAMS.
- Staff must adhere to the Lockdown rules in accordance with new government guidance
- Staff should avoid meeting up with staff from other bubbles in accordance with Lockdown measures and should not visit other classrooms unless agreed with by SLT. e.g. for monitoring / CPD reasons and only where additional safety measures have been put in place.
- PE teacher will teach all pupils remotely. Year 4 will be physically taught by this member of staff.
- PE equipment must be cleaned in between uses to prevent contamination between staff members and pupils
- Any supply teachers working within our school must wear a visor for the durationof their stay in classrooms and communal areas.

Measures Elsewhere (key principles applied)

- Year groups to be kept apart where possible.
- Assemblies to be completed via Teams and will be recorded.
- Fire evacuation practice in year groups within first two weeks. Genuine fire evacuation in an emergency-as normal. Mustering points:
- All bubbles will be given separate areas in which to play (see appendix)
- Staggered break and lunch to minimise mixing of groups .
- All PDMS & meetings that exceed 10 minutes will take place via Teams.
- SLT are not to be in a room together for a period longer than 10 minutes and must socially distance at a distance of 2m.
- Staff must adhere to the Lockdown rule in accordance with new government guidance
- Visors or masks must be worn in all communal areas and when walking around the school
- Staff must not work across multiple bubbles. Where this is necessary, extra precautions will take place e.g. in the event of covering a bubble / creating a new bubble.
- Staff should avoid meeting up with staff from other bubbles in accordance with Lockdown measures and should not visit other classrooms unless agreed with by SLT. e.g. for monitoring / CPD reasons and only where additional safety measures have been put in place.
- From Tuesday 26th January, mass testing of staff will take place. Test kits will be delivered to the school site and distributed WC 25th January. Pupils will not be tested at present.
- WC 25th January – Mass testing of staff commenced. All staff must report their test result to the DFE Reporting a Covid 19 test result website and must complete the school online form to report their result.
- Lateral flow testing will take place during the half term period and will continue to take place after February half term.
- WC 25th January – Vaccinations (for some staff who are considered to be at high risk due to the close contact they have with vulnerable pupils) to commence.
- If a member of staff tests positively (as a result of lateral flow testing), they must not come to school and must book an additional test through the NHS 111 website. SLT will carry out the normal procedures once they have been informed of a positive result. Staff who test negatively from Lateral flow testing can attend school.
- During the half term holiday, SLT will be placed on a rota to monitor the Covid email. Staff and pupils will be informed if there is any need for them to isolate.

See Appendix A Timetables

- Hot dinners will be provided for the children and will be delivered to classrooms for pupils who are not timetabled to access the hall.
- Staffroom; max 7 adults at any one time.
- Office-based staff social distancing to continue.
- Cluster-based staff (including EHT) to work at no more than one site in a day except in an emergency.
- Regular and thorough handwashing or use of alcohol-based sanitiser to be carried out by all pupils and staff members including:
 - On arrival and before departure
 - Before break
 - When groups change areas
 - After using the bathroom
 - Before PE if not already washed
- Toilet breaks, one child at a time. Only to use designated bathrooms. If toilets are occupied, children wait outside. Staggered break and lunchtime will help with this. Children will be trained to wash their hands after use.
- The library will not be closed due to new guidance. All classes will be provided with their own box of library books to select from. These will be regularly updated.
- Any books that are sent home will be returned by a Friday, will quarantine over the weekend and will be redistributed on a Monday.
- Laptops to be be timetabled with a two day gap between year groups. They need to be wiped with D10 or keyboard wipes after use.
- Resource packs with Reading books & Phonics resources will be changed fortnightly – all books returned will be returned on a Friday and quarantined until they are redistributed on Monday. Whiteboards, whiteboard pens and Maths Manipulatives will be distributed WC 25th Jan.

			<p><u>Measures for Arrival and Departure (key principles applied)</u></p> <ul style="list-style-type: none"> • Due to the smaller percentage of pupils attending school, start and end times will return to normal with an 8:45 start and a 3:15 finish. • Entry points and movement about site to continue • On first days, all SLT to be in playground at these times to guide children to classrooms. Premises to monitor school entry points • Drop off and collection timings will be communicated to parents/carers to prevent waiting at school gates/in playground. • Only one parent to drop off and collect their children at one time. • Parents are advised to wear masks when on school site. This is compulsory when entering the school building. • Staff to wear masks / visors when on the school playground and when greeting parents at the start and end of the school day • Parents will be reminded that gathering outside of the school grounds is not permitted 		
			<p><u>Other Considerations (key principles applied)</u></p> <ul style="list-style-type: none"> • Specific assessment for those with SEND needs developed by VG • Supply/peripatetic teachers can move between schools but minimise contact and distance as much as possible. • Specialist staff e.g. SALT, EP to be invited in to school if and when necessary • Our processes to be explained to contractors before arrival. Keep a record of all visitors (sign-in books fine so long as entries as legible as schools may be required to trace persons if required to by PHE). • Risk assessments sent to visitors where possible in advance of their visit • Visitors will not be permitted on site unless absolutely necessary • Staff should avoid meeting up with staff from other bubbles in accordance with Lockdown measures and should not visit other classrooms unless agreed with by SLT. e.g. for monitoring / CPD reasons and only where additional safety measures have been put in place. • Equipment – <ul style="list-style-type: none"> ○ Personal items, e.g. pens and pencils to remain individual ○ Classroom resources – can be used freely within the bubble/group, but subject to daily cleaning depending on material 		

			<ul style="list-style-type: none"> ○ Resources shared between year groups will require frequent meticulous cleaning, i.e. always before being used by another group, or quarantined for 48 hours between use (72 hours for plastic items). (One or the other-there is no need for cleaning and quarantine.) ○ Water trays need to be emptied daily. ○ Sand pits can be used but the sand needs changing every half term ○ Each class to have a box of their own play equipment which must be cleaned daily. ○ Pupils should limit the amount of equipment they bring to school to just packed lunch boxes. Lunch boxes, coats etc will be kept under pupils' tables. Book bags will be allowed. Books will be sent home on a Monday and all books should be returned by Friday. All books will quarantine over the weekend and will be redistributed on Monday. ○ Resources can be taken home where it contributes to education and development and subject to the same rules re cleaning and rotation as above. ● Pupils to wear school uniforms. On days when children have PE, they come in already in PE kit to avoid extra clothing and changing in school. ● Pupils & Staff to wear warm clothing during the winter months to allow for classrooms and work spaces to be well ventilated ● Individual hand sanitisers purchased for all staff ● Any supply teachers working within our school must wear a mask / visor for the duration of their stay in classrooms and communal areas. 		
			<p><u>Public Transport (key principles applied)</u></p> <ul style="list-style-type: none"> ● Promote walking/cycling to school. ● School transport for Rainbow children: <ul style="list-style-type: none"> ○ DfE to publish further guidance for LA provided transport-this section will be completed once this is available. ● Staff to avoid using public transport where possible. Staff who use public transport to inform SLT. If public transport must be used, follow guidance by: <ul style="list-style-type: none"> ○ keeping 1 metre+ apart from others wherever possible ○ wearing a face covering is required ○ using contactless payment ○ avoiding rush hour travel, where feasible ○ washing or sanitising hands as soon as possible before and after travel ○ following advice from staff and being considerate to others 		

			<ul style="list-style-type: none"> • Staff have been advised not to car share on their journey to and from work 		
Infection Control (premises)	Staff, Pupils, Visitors	Changes to or introduction of physical control measure to minimise the risk of the spread of infection	<ul style="list-style-type: none"> • Any unnecessary furniture removed to aid distancing between groups. Cushions and soft toys e.g. teddies should be removed from classrooms. • One-way system implemented in corridors and paths signage on walls – movement arrows placed on the walls to divide the corridor. • Signage visible outside staff room and other areas where adults may congregate. • Printer to be used by one member of staff at a time, visible signage and hand sanitiser available • Windows opened where possible, when temperature allows it and without creating undue risks. Staff and pupils should wear warm clothing during the winter months to allow for classrooms to be well ventilated. • Non-fire doors propped open to remove need for hand contact • Outdoor play equipment thoroughly cleaned between groups – each year group to have a set of playground equipment for use by that year group. This must be cleaned daily. • Playground space is demarked to help with group management • Where multiple staff have to occupy a single office and 2m separation is not possible: <ul style="list-style-type: none"> ○ Work back-to-back ○ Developing a rota so that staff don't have to work together • Complete and display the <i>Covid-19 Secure in 2020</i> poster 		

			<div data-bbox="741 38 1079 512" data-label="Image"> </div> <ul style="list-style-type: none"> ● The adventure playground will not be used until further notice. ● Staff should avoid meeting up with staff from other bubbles in accordance with Lockdown measures and should not visit other classrooms unless agreed with by SLT. e.g. for monitoring / CPD reasons and only where additional safety measures have been put in place. ● PE teacher to teach all pupils remotely with the exception of Year 4. ● PE equipment must be cleaned in between uses to prevent contamination between staff members and pupils ● Individual hand sanitiser purchased for all staff ● Any supply teachers working within our school must wear a mask / visor for the duration of their stay in classrooms and communal areas. ● WC 25th January – Mass testing of staff commenced. All staff must report their test result to the DFE Reporting a Covid 19 test result website and must complete the school online form to report their result. ● Lateral flow testing will take place during the half term period and will continue to take place after February half term ● WC 25th January – Vaccinations (for some staff who are considered to be at high risk due to the close contact they have with vulnerable pupils) to commence. ● During the half term holiday, SLT will be placed on a rota to monitor the Covid email. Staff and pupils will be informed if there is any need for them to isolate. 		
<p>Anxiety, stress and worry</p>	<p>Staff, pupils (parents indirectly)</p>	<p>Those coming back to work or school may be anxious, worried our stressed</p>	<ul style="list-style-type: none"> ● Staff have been involved in the development of this risk assessment and control measures. ● This risk assessment and its findings will be communicated to staff via email. Key elements discussed at September INSET. 		

- Share RA on school website.
- Staff have access to Group's [occupational health and counselling service](#)
- Guidance on wellbeing provided to all staff via email.
- Guidance provided to line managers on supporting their teams and reasonable expectations during this period.
- KJ, VG & SS will check in with staff at the beginning of term. If staff feel that they will need further checkins, they will be scheduled. Staff will be encouraged to communicate if they feel that they need support. Line managers and phase leaders will monitor the well being of colleagues and pass on concerns to SLT.
- Staff will complete a short well-being survey each week which will be followed up by line managers when and where necessary.
- Any updated Risk Assessments are shared with staff each week via email
- From 5th January 2020, new lockdown restrictions come into play. All staff and pupils are required to attend the school setting as normal unless they are exempt for medical reasons, are isolating or are unwell.
- Confidential Care number given to staff needing additional support 0800 085 1376
- Well being guidance and support documents provided for staff 20.11.20 & Confidential care number regularly promoted.
- Staff who have been in contact with a positive member of staff or pupil can opt to participate in Lateral Flow testing for a period of 7 days or can chose to isolate within the DFE guidelines.
- From Tuesday 26th January, mass testing of staff will take place. Test kits will be delivered to the school site and distributed WC 25th January. Pupils will not be tested at present.
- WC 25th January – Mass testing of staff commenced. All staff must report their test result to the DFE Reporting a Covid 19 test result website and must complete the school online form to report their result.
- WC 25th January – Vaccinations (for some staff who are considered to be at high risk due to the close contact they have with vulnerable pupils) to commence.
- If a member of staff tests positively (as a result of lateral flow testing), they must not come to school and must book an additional test through the NHS 111 website. SLT will carry out the normal procedures once they have been informed of a positive result. Staff who test negatively from Lateral flow testing can attend school.
- Return to work meetings conducted with staff who have been ill as a result of contracting Covid 19. Phased return to work options given for staff too unwell to return to their normal working hours. For staff unable to carry out their normal duties, alternative duties have been put in place and offered
- During the half term holiday, SLT will be placed on a rota to monitor the Covid email. Staff and pupils will be informed if there is any need for them to isolate.

<p>Cleaning</p>	<p>Staff, Pupils, Visitors</p>	<p><i>General hygiene to interrupt transmission from contact surfaces</i></p>	<ul style="list-style-type: none"> • Daytime cleaning frequency to be increased. Table tops and touch point areas should be regularly wiped down throughout the day in between uses e.g. at break and lunchtime. Play equipment and toys should be washed / cleaned daily. Cushions and soft toys to be removed from classrooms. • Cleaning staff reminded to be mindful to minimise face contact and the need for regular handwashing. • Cleaning following confirmed/suspected case in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings • All other classrooms to have a clean of chairs, tables, carpets etc from 3.30pm after pupils have left building. • All classrooms have access to running water and soap – intervention spaces to have hand sanitiser • Each pod will have disinfectant spray and towels or sanitising wipes available, in the event of a child sneezing on furniture or equipment. • PE equipment to be cleaned between usage of different classes. • Visors must be wiped down with D10 or washed in hot soapy water daily and must not be shared / touched by others 		
<p>Delivery of 'higher risk' subjects</p>	<p>Staff, Pupils</p>	<p>Delivery of lessons such as science, D&T, Drama and PE require pupils and staff to work in close proximity thereby increasing the risk of infection</p> <p>Educational visits</p>	<ul style="list-style-type: none"> • Subject leads to review their risk assessments for the planned activities and update accordingly. • Reference to specialist advisory bodies for latest guidance on required controls. (CLEAPSS, AfPE). • Pupils advised not to play contact games at breaktime or lunchtime. Children can play ball games with their bubble and shared outdoor equipment to be prohibited. Athletics activities, Dance mat and solo playground games using playground markings such as hopscotch to be encouraged. (see PE Risk Assessment) • PE will be taught remotely by the Sports Leader (with the exception of Year 4). • PE equipment must be cleaned in between uses to prevent contamination between staff members and pupils • Domestic, non-residential educational visits are not permitted. • After school sports clubs will no longer take place following guidance as a result of new Lockdown measures what came into play from 5th January. 		
<p>Intimate Care/Higher Dependency Pupils</p>	<p>Staff, Pupils</p>	<p>Intimate care brings people within close proximity of each other thereby increasing the risk of infection</p>	<ul style="list-style-type: none"> • Staff providing intimate care to use PPE as they would do normally for providing care in line with children's needs • Gloves and aprons to be available in EYFS and RF classrooms of ease of access, when/if needed • Nappies/soiled items to be disposed of in yellow bags • Staff to follow specific intimate care procedures as policy 		

			<ul style="list-style-type: none"> Any soiled clothes are put into a plastic bag (double bagged) and sent home Individual plans have been created for those children who have specific social/emotional needs. Strategies such as social stories, visual aids to be used to support children with additional needs to understand the rules as appropriate Parents/carers will be encouraged to train children to use pull ups rather than nappies. This will mean that we don't have to lie children down to change them / use a changing mat. We will train the children for proper toileting and the pants up and down process. 		
Failure to follow local rules	Staff, Pupil, Visitors	Persons fail to follow local rules due to lack of awareness. Persons violate local rules	<ul style="list-style-type: none"> The annex to the behaviour policy, created for June 1st, has been reviewed by the SENCo. Children with behaviour difficulties have their own individual behaviour plan. Staff will be trained in the new/temporary arrangements upon the return to school in September Pupils will be trained in the new/temporary arrangements first morning back and continually throughout each week Compliance with this risk assessment and associated procedures will be monitored weekly by SLT and premises team e.g. checklists, observations, interviews, etc. Staff failing to follow rules- verbal warning from line manager > meeting with SLT > formal warning, meet with HR Parents not following school policy will be spoken to by a member of SLT 		
Maintaining a compliant premises	Pupils, Staff	Loss of site staff and access to contractors resulting in PPM and other compliance checks lapsing.	<ul style="list-style-type: none"> Premises compliance status to be reviewed by the Site Manager and briefing provided to the Headteacher. Contractor access to site for PPM/compliance inspections to be continued wherever possible. Legible records of all contractor details will be held for 21 days (to support Test and Trace process if necessary). (Current system will suffice.) Headteacher to meet weekly with the site/facilities/business manager to review any premises compliance items that are becoming a concern Mechanical ventilation systems to be maintained to ensure good ventilation within our school setting 		
The school lapses in following national/group guidelines and advice	Staff, Pupil, Visitors	Lack of awareness leads to potential contamination of the premises or an outbreak spreads rapidly through the school and wider community	<ul style="list-style-type: none"> Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g. washing hands before entering and leaving school) Central office to ensure that Coronavirus pages on the Hub are kept updated Important updates/changes to be included in Jon Cole's Heads Bulletins. Headteacher to ensure that all relevant guidance is followed and communicated to all staff, parents and pupils 		

			<ul style="list-style-type: none"> • Senior Leaders to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly • Information on the school website is updated. Parent tab has dedicated menu item for information relevant to parents. • Parents/Pupils updated via classrooms/email/parent text as necessary. • Any change in information to be shared with Chair of Governors and passed on to parents by text, Facebook and website and staff by email • Weekly reminders given to staff in WAAG about Covid changes, the importance of social distancing and outlining of any new rules. • Staff who have been in contact with a positive member of staff or pupil can opt to participate in Lateral Flow testing for a period of 7 days or can chose to isolate within the DFE guidelines. • From Tuesday 26th January, mass testing of staff will take place. Test kits will be delivered to the school site and distributed WC 25th January. Pupils will not be tested at present. • WC 25th January – Mass testing of staff commenced. All staff must report their test result to the DFE Reporting a Covid 19 test result website and must complete the school online form to report their result. • Lateral flow testing will continue to taek place during the half term period and will continue to take place after February half term • WC 25th January – Vaccinations (for some staff who are considered to be at high risk due to the close contact they have with vulnerable pupils) to commence. • If a member of staff tests positively (as a result of lateral flow testing), they must not come to school and must book an additional test through the NHS 111 website. SLT will carry out the normal procedures once they have been informed of a positive result. Staff who test negatively from Lateral flow testing can attend school. • During the half term holiday, SLT will be placed on a rota to monitor the Covid email. Staff and pupils will be informed if there is any need for them to isolate. 		
<p>Other Risk Assessments</p>	<p>Staff, Pupils</p>	<p>Other risk assessment that aren't updated and therefore become invalid</p>	<ul style="list-style-type: none"> • Extra-curricular provision subject to specific risk assessment developed with reference to DfE Guidance on Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak • Fire risk assessment reviewed and completed by the end of July. Actions in place 7.1.20 • Fire safety procedures amended to support COVID-19 arrangements, see fire evac policy • Staff training scheduled monitored and any slippage identified, see CPD schedule • Key premises risk assessments reviewed to ensure they remain valid, e.g. fire risk assessment, manual handling, COSHH if new chemicals are brought in. 		

Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By

Assessment completed by:	Jim Hartley & Kath Jones	Date:	7.1.21 / 15.1.21 / 22.1.21 / 29.1.21 / 5.2.21 / 12.2.21	Date of next review:	15.1.21 / 22.1.21 / 29.1.21 / 5.2.21 / 12.2.21 / 26.2.21
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Appendix A Timetables

Timetables

Timetables

day 8:30-3:30

8:45-3:15 all other classes

EYFS Pod

Nursery mornings and afternoons 11:30-12:00 Lunch in class 12:00-12:30 play in nursery playground Lunch SA Jenny, Caroline	12:30-3:30 Afternoon session
Reception Bubble 10:10-10:25 free flow 11:40-12:05 lunch in hall 12:10-12:40 half of muga Laura, Karen	

Hall -Jenette

Wendy floater in Muga 12:05-12:45

12:40 CT collect reception children , LR and KB stay for Year 1 in muga

Year 1 / 2 Pod

	Year 1 Bubble B 10:30-10:45 Muga in the other half 12:10-12:30 play lunch in hall 12:30-1:10 muga in one third Laura and Karen
Year 2 Bubble 10:10-10:25 top playground 12:10-12:30 PL lunch in class, 12:30-1:00 play in top playground Belinda	Year 1 Bubble A 10:30-10:45 muga one half 12:10-12:35 lunch in hall 12:40-1:10 play in muga in one third Laura and Karen

Year 3 / 4 pod

	Year 3 10:30-10:45 play in half of the cage 12:10-12:30 eat in class 12:30-1:00 play in half of cage Bev
Year 4 Bubble 10:30-10:45 top playground 12:40-1:00 eat in class 1:00-1:30 top playground Maria	

Year 5 /6 pod

	Year 5 Bubble 10:45-11:00 play in half the cage 12:45-1:05 eat in class 1:05-1:35 play in cage Tammy
	Year 6 Bubble 10:30-10:45 play outside year 6 12:40-1:00 eat in classroom year 6 1:00 –1:30 play outside year 6 Amanda

Rainbowfish

Dory Classroom and Rainbowfish 1 Muga 10:30-10:45 Lunch in class 12:30-1:00. Muga 1:00-1:30 Muga (Third of it) Split Lunch by staff	Rainbowfish 2 10:30-10:45 Muga 12:30-1:00 Lunch in class 1:00-1:30 Muga (third of it) Split Lunch by staff
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Caroline	11:30-12:30 12:30-12:45	Nursery Clean Nursery	1.25 hours
Jenette	11:40-12:40 12:40-12:55	Hall Tidy and clean hall	1.25 hours
Bev	12:10-12:30 12:30-1: 00 1:00-1:40	eat in class Year 3 play in half of cage Year 3 touchpoints	1.5 hours
Laura	11:40-1:10	Hall and Muga	1.5 hours
Belinda	11:50-12:05 12:10-12:30 12:30-1:00 1:00-1:20	Hall PL lunch in class, Year 2 play in top playground year 2 cleaning touchpoints	1.5 hours
Trudie	12:20-12:40 12:40- 1:10 1:10-1:35	cleaning	1.25 hours
Amanda	12:00-12:20 12:20-12:40 12:40-1:00 1:00 –1:30	Delivering Y2,4,3,6,5 lunches Cleaning touch points Deliver lunches 2,3,4,5,6 eat in classroom year 6 play outside year 6	1.5 hours
Karen B	11:40-1:10	Hall and Muga	1.5 hours
Tammy	12:05-12:40 12:45-1:05 1:05-1:35	Hall eat in class Year 5 play in top playground Year 5	1.5 hours
Donna			
Lou	11:45-12:40 12:40-1:15	Supporting 1:1 Flo First aid	