

Responsible Person

Jim Hartley

Other Persons Involved

(Head of school), (DHT), D Gooding (Facilities manager), AH, LH. Whole staff invited to give feedback

Guidance Material Considered

- DfE – [Guidance for Full Opening – Schools](#) (2 July)
- DfE - [Actions for early years and childcare providers during the coronavirus \(COVID-19\) outbreak](#) (2 July)
- DfE - [Protective measures for out-of-school settings during the coronavirus \(COVID-19\) outbreak](#) (1 July)
- DfE - [Coronavirus \(COVID-19\): guidance on isolation for residential educational settings](#) (27 May)
- BEIS - [Working safely during coronavirus \(COVID-19\) Offices and Contact Centres](#) (24 June) Note: this guidance covers office safety such as that carried out by support staff which is not explicitly covered in the education-focussed DfE guidance.
- NHS - [Test and Trace – How it works](#) (11 June)

Details

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.

To minimise the risk of infection to all persons, the following system of controls has been applied by the school

- 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)
- 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 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.

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	<ul style="list-style-type: none"> The relaxation of the shielding guidance will mean people who are clinically extremely vulnerable will be advised they can go to work, as long as they are able to maintain social distancing as much as possible and their workplace is COVID-19 Secure. Individual Risk Assessments have been conducted with all vulnerable members of staff and will be reviewed half termly. Health screening of employees carried out weekly (are you unwell/is anyone in your household unwell) with records held on employee file. 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 <ul style="list-style-type: none"> What the procedure is if a staff member or someone in their household develops coronavirus symptoms <p>If a member of staff develops potential coronavirus symptoms (a fever, persistent cough or affected sense of smell/taste), or if someone in their household develops these symptoms, the whole household must isolate until the person with symptoms has been tested. They must consult the Government's self-isolation advice and ask for a test.</p> <ul style="list-style-type: none"> If the person with suspected symptoms receives a negative test result, isolation is no longer required, and all household members can return to school or work. If the test is positive, the infected individual must isolate for 10 days and their household members must isolate for 14 days (even if they test negative). <ul style="list-style-type: none"> To support the testing process, the school has been provided with a supply of 10 home testing kits. They can be given to identified members of staff or families where they may not be able to access testing from other means e.g. because they cannot drive. As the number is limited and could be used very quickly, the EHT or Head of school should be consulted before a test is given out to ensure they are given to the families most unlikely to be able to access a test otherwise. If the test is positive: <ul style="list-style-type: none"> The staff member must notify the school immediately. The staff member must engage with the NHS Test and Trace programme. <p>Hampshire and Isle of Wight HPT (South East) Public Health England Fareham Borough Council</p>	Y	Y

Civic Offices
Civic Way
Fareham
Hampshire
PO16 7AZ
Email HIOW@phe.gov.uk; phe.hiow@nhs.net
Telephone 0344 225 3861 (option 1 to 4 depending on area)
Out of hours advice 0844 967 0082

- 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 seek urgent advice from the local Health Protection Team (HPT). The HPT 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 HPT 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 places between children and staff in different groups.
- SLT to contact any pupils or staff from the 'bubble' for 2 weeks isolation.

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 14 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.

What we do if a member of staff is not able to work because their child has been sent home from school or nursery

If their child has symptoms **and** tests positive, then the parent must self-isolate for 14 days. If the child does not have symptoms but was sent home because someone in their school or childcare setting

			<p>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>		
		<p>Pupils contracting COVID-19</p>	<ul style="list-style-type: none"> • 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. 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. • Cleaning staff will be made aware of this prior to entering the room so that PPE can be worn and to enable them to remain protected. • Pupils displaying symptoms of C19 should not come in to 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 to be double bagged, tied and left in the isolation room. Office staff will tell cleaners to remove it when they arrive at work. It will be put in the outside bin. • Home testing kits (see earlier section)-Tests will not be administered by school staff. This needs to be undertaken by parents/carers. • 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 local Health Protection Team for advice on any further action required. • Any pupil with symptoms of Covid-19 should not attend school for 14 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. 		

			<ul style="list-style-type: none"> • 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 14 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. <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 local Health Protection Team (HPT). The HPT 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 HPT 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 • 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. 		
		<p>Visitors contracting COVID-19</p>	<ul style="list-style-type: none"> • All visitors to site carefully managed and identification details recorded and held for 21 days to support the Test and Trace process if called upon. • Details of our procedures communicated to all visitors before they come to site. • Parents advised to drop children off alone, i.e. not to come with partners or family • 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 • Drivers must leave parcels at the front door of the office. • If considered safe, the school will allow volunteers to return to school from the 21st September. Annual safeguarding training and clear expectations on Covid will be set out. All DBS paperwork must be up to date as normal. Volunteers in EYFS and KS1 to be limited to year group bubbles. Volunteers in KS2 to be limited to class bubbles. 		

<p>Suspected / confirmed case in school</p>	<p>Staff/ pupils</p>	<p>Potential contamination of surfaces and for person to person spread</p>	<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.). • 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 is available for handing suspected cases where 2m separation cannot be maintained. • SLT to lock and put a sign on the door and inform cleaning team as soon as pupil has been collected. • 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 has provided tissues and sufficient bins to support disposal of waste. • Face coverings in school are currently not recommended but are required for those >11 years old using public transport and parents dropping pupils off. 		
			<p><u>Grouping (key principles to be applied)</u></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 except for Rainbows , who will be in a bubble of their own.
- Early years settings no longer have limits on group size (from 20 July).
- Siblings can be in different groups.
- Adults leading small group interventions (phonics groups) to maintain social distance— children to bring own equipment from classroom (resource packs);
- In shared environments/equipment increase cleaning frequencies.
- 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 mixed year groups in after school sports clubs.
- There will be no after school club (child care) initially. This will be reviewed after 2 weeks.
- 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.
- A new schedule/timetable has been developed for nurture support so that children in different year groups do not mix.
- All staff can operate across multiple classes and year groups but should practise distancing and 2m where possible.
- Partial fulfilment of these aims acknowledged as being of benefit.
- 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.

- Face Masks

Face coverings should not be worn in classrooms because they are likely to interfere with effective teaching and learning. Similarly face coverings are not needed if working within a designated group such as an office team. The Heads EHT or HOS may only approve the use of face coverings in these scenarios in exceptional circumstances. Anyone who wears a face covering must use it properly: putting it on and removing it using the straps, washing hands before and after handling it, and storing it in a plastic bag when not in use.

Measures within Classrooms – (key principles applied)

In addition to the above section:

- Staff remain distanced from pupils, at the front of the class, away from colleagues, and 2m from all parties where possible.
- Classrooms from year 2-6 to be set up in rows facing the front with a 2m square space at the door (ensuring that visitors to the class can maintain social distancing). Children to sit 2 to a table facing forwards following the 1m+ distancing. Children can sit side by side but not facing each other. Children in year 1 will be trained to do this.
- Resource packs to be created for children with pencil, glue, rubber etc to limit shared resources
- Avoid face to face contact and limit time spent within 1m of anyone.
- Education and care support for those with complex needs to be provided as normal.
- Regular robust handwashing to be carried out. Signage advocating more frequent handwashing has been installed in various locations around the premises. CTs to regularly remind pupils of this including reminding to not touch their face.
- Additional use of alcohol hand sanitiser to improve infection control. Hand sanitiser provided in all classroom and at key points throughout the school
- Staff to follow c-19 risk assessment for use of team teach and contact with vulnerable pupils. Wash hands thoroughly after any contact between adult and pupil
- Staff should remain above the head height of children and should stand behind them when discussing work
- Promote catch-it, kill-it, bin-it – resources provided for teachers.
- Teachers to hand out fruit.
- Water bottles kept on tables.
- To allow SLT to carry out their roles within the school, they will enter classrooms as normal but maintain a 2 metre distance from all other staff and pupils and follow good hand hygiene avoiding touching anything in the room. Where SLT are staying in a room for longer than 10 minutes, they will wear a visor.
- The school will use the Swivl equipment to support T and L improvements where possible to avoid adults being in rooms.

Measures Elsewhere (key principles applied)

- Year groups to be kept apart where possible.
 - Assemblies to be within year group or via Teams
 - Fire evacuation practice in year groups within first two weeks. Genuine fire evacuation in an emergency-as normal. Mustering points:
 - ❖ Reception, Nursery and RF1 - play area near adventure - 2m distance between year groups (5 dots painted for September)
 - ❖ Year 1 and 2 - Cage - 2m distance between year groups (4 dots painted)
 - ❖ Year 3-6 and RF2 - Top playground. Children to face school building. 2m distance between year groups
 - ❖ Children within Year groups will not need to distance so classes will be side by side but a 2m gap e.g. between Year 3 and 4.

 - Staggered break and lunch to minimise mixing of groups .
- See Appendix A Timetables**
- Packed lunches provided initially which will be delivered for children to have in class. This will be reviewed after 1 month.
 - 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. 2 year groups share a bathroom. 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.
 - Library to be used on a rota basis with a 2 days gap between year groups.

			<ul style="list-style-type: none"> 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. 		
			<p><u>Measures for Arrival and Departure (key principles applied)</u></p> <p>Start and finish times staggered to prevent groups mixing where possible, but without reducing the amount of teaching time.</p> <p>day 8:30-3:00 day 8:45-3:15 day 9-3:30 (See groups in earlier section)</p> <ul style="list-style-type: none"> Entry points and movement about site to continue as post 1st June. On first days all SLT to be in playground at these times to guide children to classrooms. Premises to monitor school entry points Signposting to be visible outside on gates etc. Drop off and collection timings will be communicated to parents/carers to prevent waiting at school gates/in playground. 		
			<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 work as normal. 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). 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 regular cleaning depending on material 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.) 		

			<ul style="list-style-type: none"> ○ 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 ○ 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. This will be reviewed after two weeks of term to consider book bags ○ 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. 		
			<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 		
<p>Infection Control (premises)</p>	<p>Staff, Pupils, Visitors</p>	<p>Changes to or introduction of physical control measure to minimise the risk of the spread of infection</p>	<ul style="list-style-type: none"> ● Any unnecessary furniture removed to aid distancing between groups ● 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. ● Non-fire doors propped open to remove need for hand contact 		

			<ul style="list-style-type: none"> • Outdoor play equipment thoroughly cleaned between groups – each year group to have a set of playground equipment for use by that year group. • 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  <p>The poster is titled 'Staying COVID-19 Secure in 2020' and states: 'We confirm we have complied with the government's guidance on managing the risk of COVID-19'. It features a blue banner with the text 'FIVE STEPS TO SAFER WORKING TOGETHER'. The steps are: 1. We have carried out a COVID-19 risk assessment and shared the results with the people who work here. 2. We have cleaning, handwashing and hygiene procedures in line with guidance. 3. We have taken all reasonable steps to help people work from home. 4. We have taken all reasonable steps to maintain a 2m distance in the workplace. 5. Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to manage transmission risk. It includes fields for 'Signed on behalf of employer', 'Employer', 'Date', and 'Who to contact'.</p> <ul style="list-style-type: none"> • The adventure playground will not be used until further notice. 		
<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. 		

<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 from current level (From 1st June RA) due to increased numbers with focus on areas used by multiple groups and hand-contact surfaces in line with normal procedures and cleaning risk assessment. No requirement for additional PPE to be worn. • 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, eg. music room, • 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. 		
<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) • Only PE activities that allow for social distancing are to be timetabled-see change in PE curriculum for the autumn term. • Domestic, non-residential educational visits are permitted but will need approval of the Head of school or EHT. There will be no trips during the first half term of the school year. (Refer to OEAP National Guidance when planning.) 		
<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 • 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. 		

			<ul style="list-style-type: none"> 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 Pupil training video for first day back to be delivered by class teacher – resources to be saved on SLT drive 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 		
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 Facilities Manager to be reviewed prior to reopening and briefing provided to the school's Head of School. 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.) Head of School to meet weekly with the site/facilities/business manager to review any premises compliance items that are becoming a concern 		
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 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. 		

			<ul style="list-style-type: none"> 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 		
Other Risk Assessments	Staff, Pupils	Other risk assessment that aren't updated and therefore become invalid	<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

<i>Assessment completed by:</i>	Jim Hartley	<i>Date:</i>	14.7.21 and reviewed on 26.8.20, 3.9.20 and 4.9.20	<i>Date of next review:</i>	7/9/20
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Appendix A Timetables

day 8:30-3:00

day 8:45-3:15

day 9-3:30

EYFS Pod

<p>Nursery mornings and afternoons 11:30-12:00 Lunch in class 12:00-12:30 play in nursery playground Lunch SA Jenny, Caroline</p>	
<p>Jellyfish 10:10-10:25 free flow? 11:40-12:05 lunch in hall 12:10-12:40 half of muga Laura</p>	<p>Starfish 10:10-10:25 free flow? 11:45 -12:10 lunch in hall 12:15-12:45 half of muga Karen</p>

Hall – Vikki, Jenette -

Wendy floater in Muga 12:05-12:45

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

CTs to bring Year 1 to the hall and put packed lunches out

Year 1 / 2 Pod

<p>Puffin 10:30-10:45 muga 12:10-12:35 lunch in hall 12:40-1:10 play in muga</p>	<p>Penguin 10:30-10:45 Muga 12:15-12:40 play lunch in hall 12:45-1:15 muga</p>
<p>Crab 10:10-10:25 top playground 12:05-12:25 PL lunch in class, 12:25-12:55 play in top playground Maggs</p>	<p>Seahorse 10:10-10:25 play in cage 12:10-12:30 PL in class 12:30- 1:00 play in cage Belinda</p>

Year 3 / 4 pod

<p>Octopus 10:30-10:45 top playground 12:50-1:10 eat in class 1:10 1:40 play in top playground Maria</p>	<p>Turtle 10:30-10:45 play in cage 12:50 -1:10 eat in class 1:10-1:40 play in cage Bev</p>
<p>Sealion 10:30-10:45 Adventure / grass area alternate with dolphin 12:45-1:05 eat in class 1:05-1:35 Adventure / grass area alternate with dolphin Trudie</p>	<p>Dolphin 10:30-10:45 year 4 /5 and grass area alternate with sealion 12:45-1:05 – eat in class 1:05-1:35 year 4 /5 and grass area alternate with Sealion Amanda</p>

Year 5 /6 pod

<p>Lionfish 10:45-11:00 adventure / grass area alternate with swordfish 1:00-1:20 eat in class 12:30-1:00 adventure / grass area alternate with Swordfish Sharon B</p>	<p>Swordfish 10:45-11:00 year 4/5 and grass area alternate with Lion fish 1:00-1:20 eat in class 12:30-1:00 year 4/5 and grass area alternate with Lion fish Tammy</p>
<p>Shark 10:45-11:00 play outside year 6 12:45-1:15 play outside year 6 Donna 1:15 –1:30 Eat in class Donna</p>	<p>Stingray 10:30-10:45 play outside year 6 12:45-1:15 eat in class Vikki/Emily 1:15 –1:30 play outside year 6 Belinda</p>

Rainbowfish

<p>Dory Classroom and Rainbowfish 1 Play reception playground 10:30-10:45 Lunch in class 12:15-12:45. Play reception playground 12:45-1:15 Split Lunch by staff</p>	<p>Rainbowfish 2 10:30-10:45 Play In between Year 2/3 and grass area 12:15-12:45 Lunch in class 12:45 -1:15 Play In between Year 2/3 and grass area Split Lunch by staff</p>
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Louise Dine First Aid lunchtime

Reasoning

Playgrounds in between will have a year group (60) children having an 8:30 and a 9 intake give 30 mins in between,

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	12:10-12:50 12:50-1:40	Hall Year 3 Turtle	1.5 hours
Laura	11:40-1:10	Hall and Muga	1.5 hours
Belinda	11:50-12:10 12:10-1:00 1:15-1:30	Hall Year 2 Seahorse Year 6-stingray	1.5 hours
Trudie	12:20-12:45 12:45-1:35	Hall Year 4 sealion	1.25 hours
Amanda	12:05-12:45 12:45-1:35	Deliver lunches order: Y2,4,3,6,5 Year 4 Dolphin	1.5 hours
Karen B	11:45-1:15	Hall and Muga	1.5 hours
Tammy	11:50-12:30 12:30-1:20	Nursery Year 5 Swordfish	1.5 hours
Donna	12:00-12:40 12:45-1:30	Cleaning communal areas – door handles. Year 6 Shark	1.5 hours

Clare R – Minutes owed

Lisa Stephen everywhere!

Lunches

11:40-12:40 Jelly fish

11:45-12:45 Starfish

12:10-1:10Puffin

12:15--1:15 Penguin

12:05-12:55 crab

12:10-1:00 seahorse

12:50-1:40 Octopus Turtle

12:45-1:05 Sealion / Dolphin

12:45-1:35 lionfish / swordfish

12:45-1:30 shark /stingray

RF 12:15-1:15