

Meadow View Primary

Risk Assessment – Covid 19

September 2020 onwards



All schools must continue to produce and update a risk assessment identifying the risks to pupils and staff during the Covid-19 pandemic. Under The Management of Health and Safety at Work Regulations schools have to carry out suitable and sufficient assessment of risks to:

Identify what could cause injury or illness (hazards)

Decide how likely it is someone could be harmed and how seriously (Likelihood)

Take action to eliminate the hazard, or if this is not possible, control or minimise the risk to an acceptable level (risk)

Covid-19 clearly remains a hazard and continues to pose a significant risk of harm to some people – particularly in those people considered to be clinically vulnerable. Schools must continue to do what is reasonably practicable.

As the government guidance is revised, schools may need to apply revisions of this risk assessment(s) in light of potential changes.

As a Trust it is likely that we will need to be flexible in our delivery of education from September. We will seek to open for all children if national and local decision makers allow this to happen. However this position may change if and when local restrictions change.

As such the following risk assessment preparation will enable a full school opening under a class bubble scenario. Consideration at this stage must also be given to a partial lockdown, where schools will operate within a rota basis of half the children in for a block (week?) followed by the other half. The Trust will implement the plans should a full lockdown be instructed.

An Understanding of:

Transmission – At time of writing transmission rates for SARS-CoV-2 (Covid-19) are below 1 (UK) with transmission in children aged <18 = 2% of Global positive tests.

Reduced Mobility – Closure and Part Closure of schools during the pandemic has helped to reduce mobility in the UK supporting the success of non-pharmaceutical interventions in reducing the transmission levels.

Test and Trace – Anyone with symptoms of coronavirus, however mild can now be tested. The tracing of that individual's recent mobility (on a positive test) will identify those who need to isolate for 7 or 14 days. (see infection control policy)

Bubble Integrity – Maintaining minimised cross contamination of areas outside of a bubble for staff and pupils and providing individual pupil learning resources and increased hygiene measures.

Social Distancing Measures – The relaxing of social distancing measures – where it is not possible to stay two meters apart, guidance will allow people to keep a social distance of one metre + . This means staying 1m apart, plus use of other mitigations which reduce the risk of transmission.

Other Mitigations - Covid Secure Measures which were imposed into our setting from at least 1/06/2020 in readiness for wider opening of schools.

Partial Lockdown – 2nd Spike – If infection rate rises Partial Lockdown means reverting to a limited number of pupils in each bubble (15), following specific targeted Year Gp attendance as determined by the Government and limiting the mobility of staff and pupils in setting to protect bubble integrity.

Tried and Tested – Partial Lockdown has been operated in our setting(s) since 23/03/2020. We now know how this operates and will take lessons learned into any potential 2nd wave. This includes remaining in individual settings.

COVID SECURE MEASURES are:

The hierarchy of control measures in our Covid-19 defence remain:-

1. Hand Hygiene
2. Increased Hygiene Regime in setting (additional cleaning)
3. Bubble integrity and minimising access to communal areas
4. Adult deployment limited in setting to reduce cross contamination
5. Observing appropriate social distancing etiquette where necessary
6. Minimising additional visitors in setting.
7. Use of PPE.

While ever we are operating with a threat level from SARS-CoV-2 (Covid-19) we must continue to assess levels of risk of transmission in our schools and the impact thereof. This is the new hazard we are mitigating against. Measuring the success of limiting transmission in our settings cannot be achieved against monitoring positive cases. This is difficult due to the unquantifiable values and complexities involved.

STAFF	WHOLE CLASS BUBBLE – Sept onwards	PARTIAL LOCKDOWN – 2 nd SPIKE Leicester Model/ JMAT Model
<p>While Shielding Advice is in Operation</p> <p>NHS Public Health Letter enforced</p>	<p>Anyone who is shielding in line with medical advice must remain at home. School will ask to see a copy of the letter taking note of any end date documented.</p> <p>If they are well, and work adjustments can be made, they should work from home.</p> <p>At time of writing the restrictions applied to Shielding people is intended to be lifted in full by 1/8/2020. Advice from the government will be regularly reviewed to ensure that if shielding is extended, the member of staff stays at home.</p>	<p>Anyone who is shielding in line with medical advice must remain at home.</p> <p>School will ask to see a copy of the letter taking note of any end date documented.</p> <p>If they are well, and work adjustments can be made, they should work from home.</p>
<p>Vulnerable staff (excluding those who are pregnant – see below)</p> <p>Clinically Vulnerable: This group have not been formally instructed to shield. However, the government had advised that they needed to be 'particularly stringent' in following risk assessment guidance. Staff need to identify themselves if they fall into this category and they should provide their employer with documented evidence confirming their advice to do so from OH/GP.</p>	<p>The government will update a list of people who are at high risk if they catch Covid-19.</p> <p>School will ask to see documented evidence from OH or GP to ensure that school is fully aware of any risks presented to a member of staff. Any staff member who presents evidence will have an individual risk assessment conducted.</p> <p>Any BAME staff will have an individual risk assessment completed.</p> <p>Clinically Vulnerable staff will be expected to attend work, unless directly stipulated by a GP. The school will seek to support these staff members by:</p> <ul style="list-style-type: none"> • Circulating a questionnaire to understand staff concerns and illicit information on how they can best be supported. • Where possible we will provide appropriate adjustments in relation to work commitment(s) as long as these adjustments are reasonable and proportionate. • Making reasonable steps to support any additional need • Supporting staff in understanding the Covid Secure measures in setting • Informing staff of need to apply for unpaid leave should staff refuse to come into work. 	<p>The government will update a list of people who are at high risk if they catch Covid-19.</p> <p>School will ask to see documented evidence from OH or GP to ensure that school is fully aware of any risks presented to a member of staff. Any staff member who presents evidence will have an individual risk assessment conducted.</p> <p>In the situation where schools are asked to partially lockdown school will:</p> <ul style="list-style-type: none"> • Support working from home where possible. • Provide appropriate (where necessary) adjustments in relation to work commitment(s) • Make reasonable steps to support any additional need • For those who wish to remain in setting - Support staff in understanding the Covid Secure measures and conduct individual RA – signed by Staff member.
<p>Pregnant women</p> <p>Pregnant women are included in the list of vulnerable adults and although it is not yet fully</p>	<p>Once a member of staff has told you they are pregnant, school will carry out a specific risk assessment as per normal practice.</p> <p>This will include:</p>	<p>Once a member of staff has told you they are pregnant, you should carry out a specific risk assessment as per normal practice.</p>

<p>understood to what extent pregnant women are at greater risk from Covid-19, in the third trimester (after 28 weeks) they are believed to be at greater risk of becoming seriously unwell if they become infected.</p>	<ul style="list-style-type: none"> • Collaboratively adjusting their work to avoid unnecessary stress and strain • Adjusting work to minimise contact with other adults - Where that's not possible, school will where possible offer her suitable alternative work on terms that are not 'substantially less favourable' which allow for favourable protective measures to be in place • Where suitable alternative work is not available, or the employee reasonably refuses it, school must suspend her on full pay. • During third trimester school will revisit levels of risk to determine whether home working should be supported 	<p>During third trimester, those identified as pregnant will be supported to be removed from setting.</p> <p>Adjustments where possible made so that she can work from home.</p> <p>School will NOT ask a pregnant woman to start her maternity leave early unless she is absent from work with a pregnancy related illness which starts (or continues) after the beginning of the fourth week before her expected week of childbirth.</p>
<p>Staff who are living in the same household as someone who is shielding or is otherwise vulnerable</p>	<p>Government guidance says that anyone living with someone who is shielding doesn't have to shield themselves. These staff will be expected to attend work, unless directly stipulated by a GP.</p> <p>School will:</p> <ul style="list-style-type: none"> • Circulate a questionnaire to understand staff concerns and illicit information on how they can best be supported. • Adjust where necessary a work commitment • Support staff in understanding the Covid Secure measures in setting • Undertake individual RA (where necessary) 	<p>Those previously supporting a shielding family member will be assessed against the guidance and level of risk.</p> <p>School will:</p> <ul style="list-style-type: none"> • Adjust where necessary a work commitment • Where possible support the working from home • Ensure Government Guidance is followed re reversal of relaxation of shielding measures. <p><i>This may mean that those shielding other members in the household work from home.</i></p>
<p>Staff who are afraid to return to work</p> <p>Employees are protected against being subjected to a detriment (such as being disciplined) or being dismissed if they refuse to attend work because they reasonably believe there is a serious and imminent risk to their health. See section on section 44 ERA above in the section about vulnerable staff.</p> <p>Section 44 Employment Rights Act 1996 ("ERA"), protects</p>	<p>Members of staff who don't have any underlying medical issues are expected to return to work, however school recognise that some members of staff may still be worried about returning to work. In this situation school will:</p> <ul style="list-style-type: none"> • Circulate a questionnaire to understand staff concerns and illicit information on how they can best be supported. • take their concerns seriously and try to alleviate these by exploring why they are worried and whether this relates to travelling to work, the work they are going to do or both. • Support staff in understanding the Covid Secure measures in setting • Undertake individual RA <p>If a member of staff continues to refuse to return to work, they will be given the option to take unpaid leave</p>	<p>Specific Risk Assessment</p> <p>Any member of staff with depression/mental health issues or disability may feel particularly anxious. School must undertake a specific Risk Assessment with each of these individuals. If they have a disability, you will need to consider reasonable adjustments to help them to return to work before the start of the new term.</p> <p>The school will:</p> <ul style="list-style-type: none"> • Support staff in understanding the Covid Secure measures in setting • Consider alternative deployment in setting • Consider home working where possible • Signpost the member of staff to appropriate support agency

<p>employees who are “<i>in circumstances of danger which the employee reasonably believed to be serious and imminent and which they could not reasonably have been expected to avert, they left (or proposed to leave) or (while the danger persisted) refused to return to their place of work or any dangerous part of their place of work</i>” and “<i>in circumstances of danger which the employee reasonably believed to be serious and imminent, they took (or proposed to take) appropriate steps to protect themselves or other persons from the danger.</i>”</p>	<p>Any member of staff with depression/mental health issues or disability may feel particularly anxious. If a member of staff identified themselves to school as falling into this category, school will undertake a specific Risk Assessment with each of these individuals. If they have a disability, school will consider reasonable adjustments to help them to return to work.</p> <p>The school will:</p> <ul style="list-style-type: none"> • Circulate a questionnaire to understand staff concerns and illicit information on how they can best be supported. • Take their concerns seriously and try to alleviate these by exploring why they are worried • Support staff in understanding the Covid Secure measures in setting • Signpost the member of staff to appropriate support agency • Inform staff of need to apply for unpaid leave. 	
<p>Staff who are self-isolating See infection control policy Government guidance remains that those who have symptoms of coronavirus must be tested. If found positive they will need to self-isolate. If they have been in a bubble at school direction will be taken from the NHS Health Protection Team in terms of who else needs to isolate in association with Test and Trace.</p>	<ul style="list-style-type: none"> • Staff identifying with symptoms of the virus must be tested. • The bubble they have had contact will only be closed on Health Protection Team instruction. • School will share any advice that is given to them by the NHS protection Team. Only the instructed individuals should isolate • School will conduct a reactive clean in the area where the COVID-19 positive case has been. • School will inform JMAT of all positive tests in each setting • <p>All staff isolating will receive full pay and those well enough to work will do so from home. This will have no effect on their Statutory Sick Pay.</p>	<p>If working with Health Protection Team during local lockdown – guidance will be followed locally. Staff identifying with symptoms of the virus must be tested. The bubble they have had contact in should be closed on a positive test only, returning to setting 14 days from last point of contact with the positive case. (the same applies to pupils) School will conduct a reactive clean in the area where the COVID-19 positive case has been. School will inform JMAT of all positive tests in each setting. All staff isolating will receive full pay and those well enough to work will do so from home. This will have no effect on their SSP.</p>

<p>Wellbeing</p>	<p>Staff Wellbeing is a priority with resources and signposting available to all</p> <ul style="list-style-type: none"> -The Head Teacher is available for confidential conversations with staff -Education Support Partnership. Free telephone counselling available -Support from Rotherham EPS for staff who may need it. -Staff directed to Action for Happiness for support -Emotional wellbeing WhatsApp group can be arranged for staff if they require it -Whole school emails 	<p>Staff Wellbeing is a priority with resources and signposting available to all</p> <ul style="list-style-type: none"> -The Head Teacher is available for confidential conversations with staff -Education Support Partnership. Free telephone counselling available -Support from Rotherham EPS for staff who may need it. -Staff directed to Action for Happiness for support -Emotional wellbeing WhatsApp group can be arranged for staff if they require it -Whole school emails
<p>PRACTICAL APPLICATION</p>	<p>WHOLE CLASS BUBBLE – Sept onwards</p>	<p>PARTIAL LOCKDOWN – 2nd SPIKE</p>
<p>How will you ensure a safe arrival and exit for children, staff and parents?</p>	<p>No one should enter the School premises if they are displaying symptoms of covid-19 e.g. staff, parents, pupils, contractors etc.</p> <p>For Staff:</p> <ul style="list-style-type: none"> - Only 2 members of staff in the reception area at any one time. If arrival is busy, staff will queue 2m apart outside waiting to get in. -Staff will remain at least 2 meters away from all other members of staff when entering the building. -The entrance internal entrance door will be propped open so staff do not need to touch the door. This door will be closed at 8:30am before the children arrive. -All staff wash their hands in the reception areas toilets before signing in. -All staff to use their own pen for signing in. -Staff will go straight to their bubble avoiding contact with any surfaces or members of other bubbles. <p>For Parents and Children:</p> <ul style="list-style-type: none"> -We are implementing a one-way system in and out of the school. Parents and children will enter the school down the footpath, walk around the school building, dropping their children at the classroom door then continuing around the school and up the driveway. -Parents will be asked to wear a mask when dropping off and collecting their children and any staff that are supporting on driveways, the playground or at school doors should also wear a mask. -Parents will be encouraged to avoid stopping/congregating outside classroom doors. -There will be arrows spray painted on the floor to indicated the direction of travel. 	<p>The process will remain the same as in whole school bubbles. (See column to the left)</p>

	<ul style="list-style-type: none"> -Only 1 parent can drop off their child/ children. - All children in Y1-Y4 must be brought by an adult to ensure they are maintaining the social distancing rules. Parents must sign a consent form for Y5 and Y6 children to walk to and from school on their own, taking responsibility for ensuring their child adheres to social distancing. - Class teachers will regularly remind the children of the importance of social distancing. -We will have one half of the green gates and grey gates open at the top of the drive to allow people to exit. The side which is open should be the side that is furthest away from the 'in' footpath. -There will be spots spray painted on the footpath each 2m apart as a queuing system in case parents do arrive at the school at the same time. -In the mornings, there will be two members of staff at the bottom of the drive (one on each gate) ensuring social distancing and directing parents and children into school and off site safely. - One member of staff who is out on the drive will have a walkie talkie to communicate with the school office should it be required. -The driveway gates will remain closed for the entire drop off period and collection period. -All families have been allocated with a time to arrive at school. Parents will be encouraged to adhere to this time slot to reduce the volume of parents on the drive. - Late pickups and early collections will be discouraged -On the rare occasion a child is late to school (after 9:00am) or parents require an early collection. Parents will wait in the first spot outside and a member of the staff bubble will bring the child down to them. <p>School Crossing Patrol (Not currently in place)</p> <ul style="list-style-type: none"> -The School crossing patrol person will ensure where possible that social distancing measures are implemented when allowing pupils and parents to cross the road -Pupils and parents will wait (maintaining 2 metres distancing where possible) in an orderly queue before they are can cross the road safely with the School crossing patrol person -When the School crossing patrol person arrives at School they must clean their hands for at least 20 seconds with warm soapy water before entering any of School areas. -Health and hygiene rules will be established by Facility Services for operatives. 	
<p>Early Years Foundation Stage (Including Free Flow) Foundation Stage will operate as one bubble</p>	<ul style="list-style-type: none"> -Early years' children are not expected to remain 2 metres apart from each other and staff, although contact between people will be reduced as much as possible. -All resources in Foundation Units / Nurseries are cleaned after each session and where necessary items are disposed in the waste bin. - All soft toys to be removed from all areas of the School site 	

	<ul style="list-style-type: none"> - small rugs can be used if they are washed in a washing machine daily - Playdoh can be used, however each child should have their own individual pot of playdough with the name labelled on the pot. - children will be encouraged to learn outside frequently and the indoors will be well ventilated by opening windows and doors where possible. - Supervision is key at all times -A member of staff in each bubble will be expected to regularly wipe all desks, resources door handles and taps in the classroom hourly. Bubbles have been provided with cleaning schedule checklist to follow to ensure the correct level of cleaning is sustained. -All resources used will be washed at the end of the day. -Children and staff will be expected to wash hands on arrival, mid-morning, break, before lunch, after lunch, mid-afternoon and before they go home. Staff to ensure that hand washing is done correctly. Parents may send the child with their own soap or moisturiser if preferred as long as it is clearly labelled with their name. -children will not be allowed to take toys from home into the setting -Children will be taught how to keep themselves safe during COVID-19 using formats pitched at the right level for the age groups -staff within the bubble will make a conscious effort to stay 2 meters away from each other where possible and will stay 2m away from all other bubbles at all times. <p>The planned number of children and adults in this bubble is: Red - F1/F2: 37 Children with 2 Teachers and 3 support staff</p>	
<p><u>Classrooms (Y1-Y6)</u> Each classroom will need to operate as a class bubble</p>	<ul style="list-style-type: none"> - Primary age children are not expected to remain 2 metres apart from each other and staff, although contact between people will be reduced as much as possible. -Classroom furniture will be repositioned to ensure that desks are forward facing where possible with a walkway for teaching staff to move around the room whilst keeping some distance from the pupils. -a 2m space will be allowed at the front of the room - Classrooms must be ventilated by open windows and/or external open doors at all times. Internal doors must be kept closed. - There will be a timetable of staffing that will remain as constant as possible. Where possible, bubbles will be staffed with 2 members of staff at all times to support cleaning and hygiene protocols. These staff will remain largely constant within one bubble. In the event of staff absence, a HLTA may be moved to cover a class. A HLTA will never be asked to go into more than 2 bubbles in one week. -We will close on a Friday afternoon for teachers to have their PPA time and for the premises to be cleaned. 	<ul style="list-style-type: none"> -Classroom furniture will be repositioned to ensure that desks are forward with a 1m plus gap between the tables - There will be a maximum of 15 children in each bubble. -Red bubble may be split into 2 bubbles and split into separate rooms if this situation occurs. - Children in each class will be split into 3 groups and will be on a rota to attend school one week in 3. Vulnerable and keyworker children will take priority. If demand is high, this may have to be 1 week in 4 or etc. - There will be a timetable of staffing that will remain as constant as possible. Where possible, bubbles will be staffed with 2 members of staff at all times to support cleaning and hygiene protocols. These staff will remain largely constant within one bubble. In the event of Staff absence, staff will not be moved from one bubble to another. -We will close on a Friday afternoon for teachers to have their PPA time and additional cleaning time.

ALL OTHER OCCUPIED ROOMS

-A member of staff in each bubble will be expected to wipe all desks, door handles and taps in the classroom hourly. Bubbles have been provided with cleaning schedule checklist to follow to ensure the correct level of cleaning is sustained.

-Children and staff will be expected to wash hands on arrival, mid-morning, break, before lunch, after lunch, mid-afternoon and before they go home. Staff to ensure that hand washing is done correctly. Parents may send the child with their own soap or moisturiser if preferred as long as it is clearly labelled with their name.

- The planned number of children and adults in each bubble are:
- Orange – Y1: 30 Children with 1 Teacher, 2 Support Staff and 1 student
- Yellow - Y2: 15 Children with 1 Teacher, 2 Support Staff and 1 student
- Green - Y3: 23 Children with 1 Teacher and 2 Support Staff
- Blue – Y4: 30 Children with 1 Teacher and 3 Support Staff
- Indigo – Y5: 33 Children with 1 Teacher and 1 Support Staff
- Violet – Y5: 31 Children with 1 Teacher and 1 Support Staff

N.B. Please note not all staff are full time
N.N.B These numbers are subject to change as admissions and transfers take place.

-staff within the bubble will make a conscious effort to stay 2 meters away from each other where possible and will stay 2m away from all other bubbles at all times.

Fire evacuation procedures will be updated from September and half termly fire practices will continue.

-Each class will have an allocated day to have the field, hall, ball court and Trim Trail. On their allocated day, the area will be for their use only, although Orange and Yellow bubble will share a day. (Total of 45 children)

- The bottom of the field will be sectioned off
- The trim trail will be sectioned off
- All PE resources/trim trail handle bars will be disinfected after use by someone in that bubble.
- Hands should be washed before and after PE/ and or outdoor play
- pumps to be worn for outdoor PE
- Orange and Yellow Bubble to wear pumps for indoor PE
- Whilst doing PE in the sports Hall, the fire doors must be kept open for ventilation.

	Field	Hall	Ball Court	Trim Trail
Monday	Orange and Yellow	Indigo	Violet	Blue

-A member of staff in each bubble will be expected to regularly wipe all desks, door handles and taps in the classroom hourly. Bubbles have been provided with cleaning schedule checklist to follow to ensure the correct level of cleaning is sustained.

-Children and staff will be expected to wash hands on arrival, mid-morning, break, before lunch, after lunch, mid-afternoon and before they go home. Staff to ensure that hand washing is done correctly. Parents may send the child with their own soap or moisturiser if preferred as long as it is clearly labelled with their name.

Fire evacuation procedures will be updated for September.

Maximum occupancy signs to be displayed to communal and shared other rooms

Breakout rooms will be provided for bubbles to share. Each bubble will have an allocated area within the room provided.

- Red Bubble – Small room off F1 classroom
- Orange Bubble - Parent Meeting Room
- Yellow and Green Bubble – Dining Room

Blue and Indigo – Exhibition Room
Communal education areas such as the library and art room will be closed for class use at present.

Corridors will be used as little as possible.

Staff will be allocated a slot to use the tea and coffee making facilities in the staff room before school, for morning break and for lunchtime. They must wipe down all surfaces they have touched before they leave.

Tuesday	Green	Violet	Orange and Yellow	Indigo
Wednesday	Blue	Orange and Yellow	Green	Violet
Thursday	Indigo	Green	Blue	Orange and Yellow
Friday	Violet	Blue	Indigo	Green

Breakout rooms are allocated so that bubbles can have their lunchtimes together in a COVID secure way. Each bubble will have a clearly labelled table area within the room provided which they will sit at each meal or break time. Tables and chairs must not be shared with other bubbles. Staff from different bubbles may be in the room at the same time but windows MUST be open.

Red Bubble – Small room off F1 classroom

Orange, Yellow and Green Bubble - Library

Blue, Indigo and violet – Exhibition Room

Cleaning products are available so that each bubble can clean down their space before and after use.

Children from 2 bubbles must not mix and therefore assemblies, breakfast club, after school clubs and similar will not take place.

Corridors will be used as little as possible.

For intervention groups work spaces have been allocated for bubbles to use:

Orange – Additional classroom opposite their own room

Yellow – Library using their own bubble table that has been set up. (Children must not use the books, soft furnishings or other bubble tables and chairs.)

Green – Sensory Room

Blue – Exhibition room (Children must not use the resources, soft furnishings or other bubble tables and chairs.)

Indigo – Art Room

Violet – adjacent classroom attached through double doors.

Staff to manage the number of pupils accessing the cloakroom areas at the start, break times, lunchtimes and end of the School day to ensure bubbles do not interact and social distancing between is maintained where possible

	<p>Staff will be allocated a slot to use the tea and coffee making facilities in the staff room before school, for morning break and for lunchtime. They must wipe down all surfaces they have touched before they leave.</p> <p>Resources/photocopying room – there are 2 zones within this room. One is where the photocopying area is and the other is where the laminator is. Only 1 bubble can occupy each zone at any one time. The zone must be disinfected before and after use. If another bubble wishes to enter the room for an ice pack or other reason when there are 2 bubbles already present. The bubble using the laminator must evacuate to make space for the bubble to enter. All touchpoint must be cleaned after use.</p>	
<p><u>Music Lessons</u></p>	<p>School may continue with music lessons providing the following measures are in place: -</p> <ul style="list-style-type: none"> • Each pupil has their own individual instrument, the instrument is wiped down before and after use with an antibacterial spray. • The instrument is stored securely in a case with the pupil's name on • Pupils are regularly reminded not to use other pupils' instruments • Small groups of children can partake in a music lesson – but they must remain in their protective bubbles 	
<p><u>Toilets</u></p>	<ul style="list-style-type: none"> - In FS and KS1, bubbles will be allocated a toilet and a sink within a block. -In KS2 the bubbles will use all of the toilets, however a member of staff from the same bubble will clean and sanitise each toilet, each sink and any touch points after use. -Red Bubble F1/F2 – FS Toilets – children will be named on a toilet door and hand basin -Orange, Yellow, Green Bubble (Y1, Y2 and Y3) – Infant toilets with an allocated toilet(s) and basin(s) within -Blue, Indigo and violet Bubble (Y4, Y5, Y6) will all use the junior toilets. - If a single child visits the toilet from a KS2 bubble it will need to be cleaned after that child by a member of staff from that bubble. -During teaching and learning time, should a child request the use of the toilet, the child will be supervised to the toilet to ensure that they do not go anywhere else in school. - If a staff member is on their own due to sickness, the HT, SBL or admin will escort the child to the toilet and clean the toilet after their use. -Toilets will be cleaned at lunchtime by the reactive cleaning team (as usual) and after school by the cleaning team. -School will close on a Friday afternoon for a thorough clean. -We will continue to monitor and review the cleaning arrangements to ensure that they are meeting the needs of the school. -Anti bacterial spray is provided in all staff toilets so staff can clean the seat, flush and sink after use. A list of step by step instructions is displayed in the toilets to support this. 	<p>The process will remain the same as in whole school bubbles. (See column to the left)</p>

	<ul style="list-style-type: none"> - Anti bacterial wipes are provided in the upstairs toilets so visitors can wipe toilet seat after personal use and place the wipe in the lidded bin provided Signs for the toilet cleaning process are displayed on the wall. Staff toilets will be fully cleaned at the end of the day by the cleaning team. -The catering team will use their own toilets and adhere to their own policy -Engie staff members will use the upstairs toilets. – cleaning products have been provided in these toilets. - Toilets in the entrance/ reception area have been sealed with red tape to prevent use. These toilets are for handwashing only. Disinfectants and cloths are provided in these toilets to wipe the sink and taps. - Visitors into school are not allowed, however, social workers, JMAT staff, Engie staff, SALT and Governors are permitted. They will use the staff toilets and follow the cleaning procedure, which is displayed in the toilet. - Please see intimate care policy for children experiencing soiling or wetting accidents and the procedures that surround this. - Children in Y1-Y6 will be changed in the disabled toilets on the corridor. 	
<p><u>Lunchtimes</u> There will be a need to minimise the number of children gathered in one location.</p>	<ul style="list-style-type: none"> -Lunches will be ordered by the child in the classroom each morning and recorded on a sheet provided by the admin team. The sheet will be put in the green tray for the admin team to collect and give to the school cook as soon as possible. -F1 and F2 will eat their hot meals in the dining room. -Y1-Y6 will have their hot meals brought by trolley to the classroom door at 12.00. -Children will eat in the classroom and then plates and cutlery plus any waste food will be placed on the trolley. The kitchen staff will collect these before leaving the premises. The 2 staff members in their bubble will ensure that each adult gets a break over the lunchtime period 	<p>Plans for lunchtimes will remain the same</p> <ul style="list-style-type: none"> -FSM Vouchers will be given for the weeks when the children are being instructed to be educated at home. -FSM vouchers will only be issued in holidays if instructed to do so by current guidance and costs can be reclaimed.
<p><u>Outside Playtimes</u> There will be a need to minimise the number of children gathered together. How will you organise this?</p> <p><i>Transmission rates are reduced outdoors</i></p>	<ul style="list-style-type: none"> -Bubbles will stay in their classroom area all day and have a designated area to play and learn outdoors. These areas will be defined with tape or cones so they are clearly visible to all. - Play equipment is allocated to each bubble for use during playtimes and lunchtimes. -There will be ‘no go areas’ in between the tape/cones of at least 2m so children from different bubbles are not close outside. -Class teachers will manage the staffing of playtimes and lunchtimes to ensure that the children are safe at all times. <p>Other areas will be zoned and each class will have unlimited access to a zone on a specified day.</p> <ul style="list-style-type: none"> -Children must always be supervised in these zones and staff must ensure that no two bubbles are close together. 	<p>The safety measures for outside playtimes will be the same as full opening.</p>

-Staff must always be alert to where they can or can't go
 -Children will be educated on how to use these areas safety.

	Field	Hall	Ball Court	Trim Trail
Monday	Orange and Yellow	Indigo	Violet	Blue
Tuesday	Green	Violet	Orange and Yellow	Indigo
Wednesday	Blue	Orange and Yellow	Green	Violet
Thursday	Indigo	Green	Blue	Orange and Yellow
Friday	Violet	Blue	Indigo	Green

Forest school will be only be used by the red bubble and they can have free access to this area.

Attendance

- As we have staggered starts, children will be arriving at different times between 8:30am and 9am. Bubble Staff should mark the children present on the register as soon as they arrive in their room.
- Registration in classes closes at 9:05am at this point, bubble staff should count the number of children in their class and check that it totals the same as the register before putting the register in their admin tray.
- The gates will lock at 9:00 and any children who arrive after this will do so through reception and a member of the bubble staff will be called to support the child into class.
- Children arriving late before 9:35am will gain a L mark and children arriving after this will marked as a U.
- Afternoon Registration will take place at 12:00noon
- Prepare to resume the attendance reporting and continue to complete the daily data returns using the DfE portal
- Parents will be asked to call each day if they are not coming as normal so we understand any issues and can discuss them with them if needed

First Aid

-Refer to the first aid policy.
 -First aid equipment is to be kept in the classrooms.
 -Staff will deal with low level first aid with gloves and face masks if the adult needs to get close, e.g. wipe a grazed knee etc.

Safety measures will be the same as whole school opening.

<p>There will be a need to minimise direct contact with children. See First Aid Policy and Intimate Care Policy</p>	<ul style="list-style-type: none"> -nappy sack bags have been provided in all bubbles. Any used first aid equipment such as wipes, bandages and gloves must be placed in a nappy sack, tied up and then disposed of in the lidded bin in the staff toilets. -If an ice pack is required, a member of staff from the bubble will call the resources room and one will be delivered to the yellow tray outside the classroom. -The member of staff in the resources room will be responsible for fully washing and sanitising the icepacks between use. - If parents need to be contacted, the admin team will ring from the main office. -Should a child be showing symptoms of coronavirus, refer to section 1 of this risk assessment and member of staff to wear PPE. -Each bubble will have 2 sets of full PPE (Mask, goggles, gloves and aprons) and will have an increased supply of standard PPE (gloves and aprons) which will be more frequently used. -A member of staff will wear gloves and masks to administer first aid. -First Aid resources when used will be double bags in medical Yellow bags. - Staff and children's temperatures are taken daily and recorded on a sheet in the bubbles. Staff need to inform HT and/or SBM if a child's temperature is over 38 degrees and remove the child from the bubble to the medical room as soon as possible after donning full PPE. 	
<p><u>Positive Test</u></p>	<p>The school will follow the Infection Control Policy at all times and advise the JMAT of positive cases including taking advice from Health Protection Team</p>	<p>The school will follow the Infection Control Policy at all times and advise the JMAT of positive cases including taking advice from Health Protection Team</p>
<p><u>Supply Staff and use of HLTAs and TAs</u></p>	<ul style="list-style-type: none"> -HLTAs and TAs can continue to be used for cover however, this will be avoided whenever possible. When it is required they will not be asked to work in more than 2 bubbles during 1 week. -Supply Staff will be used should the staffing in school reduce to levels that are not manageable. Supply will only ever be allowed to work across a maximum of 2 classes. - Supply staff must follow all rules such as handwashing, toileting, breaks etc. 	
<p><u>Staff Meetings, Academy meetings, SEN meetings with parents, social care meetings, social care or EH meetings with children etc.</u></p>	<ul style="list-style-type: none"> -Whole school staff meetings will take place in the school hall. Each bubble will bring their own tables and chairs from their own bubble and each bubble is allocated their own space in the hall where they situate their table and chairs, ensuring they are 2m or more away from each other. -The hall doors will be opened to ventilate the room. -Staff will take care as they enter and depart the staff meeting to ensure they are 2m away from other bubbles at all times. -Staff must wash their hands immediately after staff meeting before doing anything else. -Where possible adults are to maintain a safe distance between each other (2 metres) in the meeting room / office environment 	<p>All meetings will become virtual if we go into a partial lockdown situation</p>

	<p>-Where suitable, virtual conference calls will be arranged and information will be disseminated this way.</p> <p>-If a face-to-face meeting is required for adults, when available, the community room will be used for meetings to enable social distancing or an alternative space will be used to suit the number of participants in the meeting.</p> <p>-Most meetings with parents will take place over the telephone.</p> <p>-If a face to face meeting is required, it must be pre-arranged and will be scheduled to take place in a setting where social distancing can be maintained with appropriate staffing present.</p>	
<p><u>Lesson Observations</u></p>	<p>Lesson Observations will only be conducted by Wider SLT staff and Early Reading Leader (JL, TK, HW, DH, KUp and JM) If a member of staff enters another bubble to complete a lesson observation, they must:</p> <ul style="list-style-type: none"> - Wear a mask at all times - Wash or sanitise their hands before entering and after departing - Try to remain 2m distance at all times. - Limit the amount of surfaces touched - Take their own clipboard and pen. <p>The staff in the bubble must wipe down all surfaces where the observer has been once they have left the room.</p>	
<p><u>Educational External Agency Support</u> <u>(LSS, ACT, EP, CDC, CAHMs, SALT etc.)</u></p>	<p>-External agencies will be allowed into school but follow all rules such as handwashing, toileting, use of staff room etc.</p> <p>-If working 1 to 1 with a child, they agency staff will work in their bubble break out room with the child and sanitise the table, chairs and touchpoints once they have finished using it.</p> <p>-If in bubble observation of a child is needed, the agency worker will be required to:</p> <ul style="list-style-type: none"> - Wear a mask at all times - Wash or sanitise their hands before and after entering - Try to remain 2m distance at all times. - Limit the amount of surfaces touched - Take their own clipboard and pen. <p>-If working with children from different bubbles, the children must only be seen 1 at a time. The table in the corridor outside the sensory room can be used but must be sanitised in between each child. Hands of the agency worker must be sanitised in between each use.</p>	

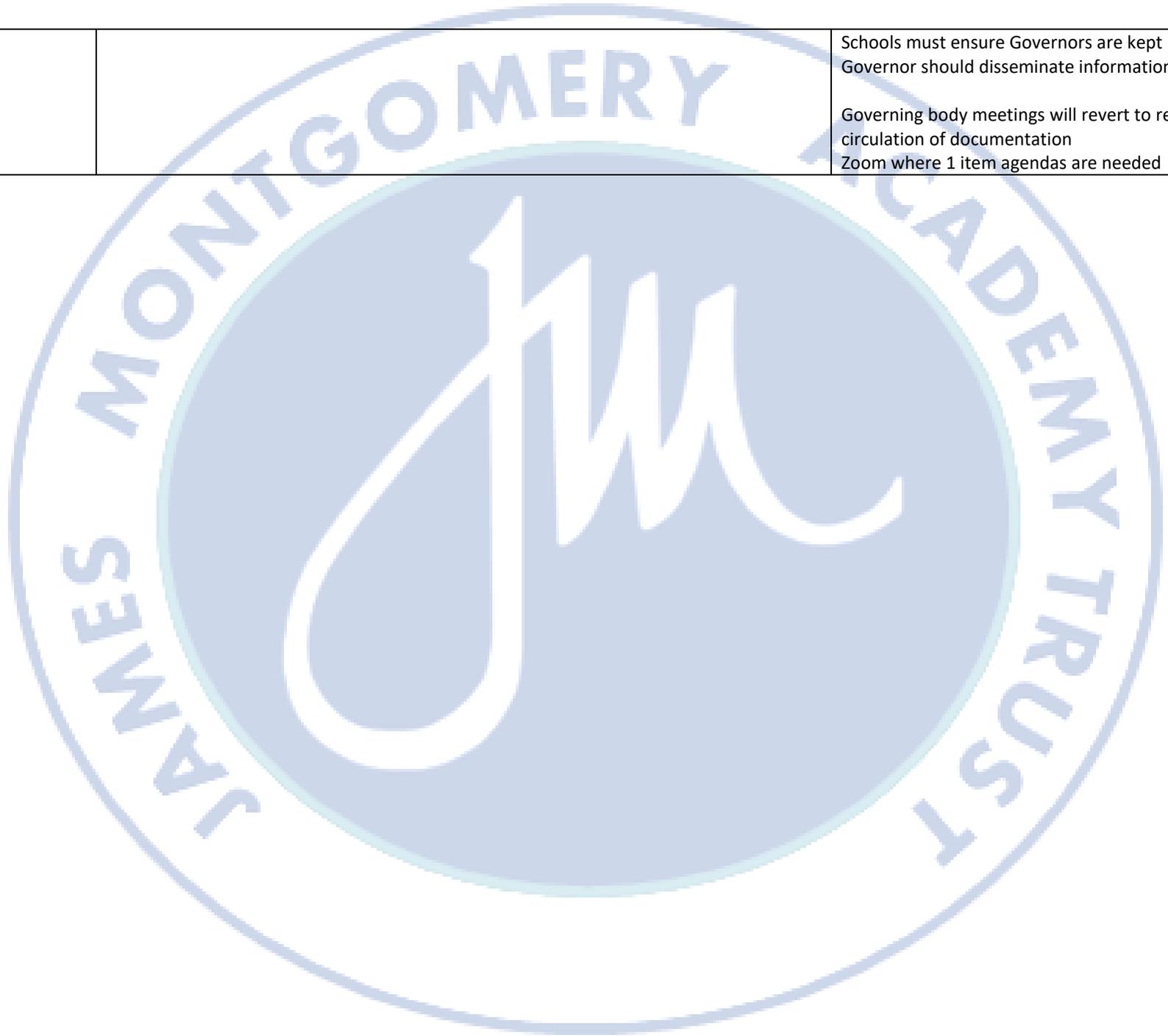
<p><u>Contractors/ Essential Repair/ Maintenance work</u></p>	<p>- Only contractors carrying out essential maintenance work are to be allowed on the School site</p> <p>- where possible, contractors will be asked to attend either before or after school opening times.</p> <p>-Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</p> <p>-All contractors are to wash their hands upon entering the site</p> <p>Strict hygiene rules to be implemented, all contractors are to be asked to do the following:</p> <ul style="list-style-type: none"> • Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. • Repeat the hand washing/sanitising every hour. <p>-Site inductions are to be carried out following social distancing principles (2m separation).</p>	
<p>COMMUNICATION</p>	<p>WHOLE CLASS BUBBLE – Sept onwards</p>	<p>PARTIAL LOCKDOWN – 2nd SPIKE</p>
<p>SLT – Trust</p>	<ul style="list-style-type: none"> • TRUST - Half termly HT meetings will be determined 	<p>Fortnightly virtual HT meetings will be determined</p> <p>Updates will be disseminated to school from one point of contact and limited to weekly where possible.</p>
<p>SLT School</p>	<p>Regular SLT and staff meetings will commence</p>	<p>SLT meetings will be held virtually regularly and staff meetings will be conducted periodically (monthly) virtually</p>
<p><u>Staff</u></p>	<p>Policies and Procedures including Risk Assessments will be communicated using Safeguard as must reads</p> <p>Drills should be implemented in early Autumn 1 term</p>	<p>Policies and Procedures including Risk Assessments will be communicated using Safeguard as must reads and or paper copies circulated to those without access</p> <ul style="list-style-type: none"> • Changes to rota’s should be shared with all staff regularly and reminders issued • Contact with staff not on site should be maintained by HT or other nominated personnel
<p><u>Parents/pupils</u></p>	<p>Information should be shared with Parents in sufficient time to make necessary childcare arrangements</p> <p>Detailed information will be sent to parents before the summer holidays.</p> <p>School will re-issue this information during INSET days to remind parents.</p>	<p>Information should be shared with Parents in sufficient time to make necessary childcare arrangements</p> <ul style="list-style-type: none"> • Schools should consider layers of communication • Issuing reminders to Yr Groups and prepare Home Learning for those not in setting
<p><u>Governance</u></p>	<p>Governors will be communicated with regularly. Chairs of governors are involved in key decisions on reopening with LA and DfE informed of all plan at Trust level</p> <p>School will ensure that the Chair of Governors is kept up to date – Chair of Governor should disseminate information to whole LGB</p>	<p>Governors will be communicated with regularly. Chairs of governors are involved in key decisions on partial opening/closure with LA and DfE informed of all plan at Trust level</p>



Schools must ensure Governors are kept up to date – Chair of Governor should disseminate information to whole LGB

Governing body meetings will revert to remote with circulation of documentation

Zoom where 1 item agendas are needed





Guide to donning and doffing standard Personal Protective Equipment (PPE)

for health and social care settings

Donning or putting on PPE

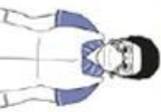
Before putting on the PPE, perform hand hygiene. Use alcohol handrub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.

- 1 Put on your plastic apron, making sure it is tied securely at the back.

- 2 Put on your surgical face mask, if tied, make sure it is tied securely at crown and nape of neck. Once it covers the nose, make sure it is extended to cover your mouth and chin.

- 3 Put on your eye protection if there is a risk of splashing.

- 4 Put on non-sterile nitrile gloves.

- 5 You are now ready to enter the patient area.


Doffing or taking off PPE

Surgical masks are single session use, gloves and apron should be changed between patients.

- 1 Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove.

- 2 Perform hand hygiene using alcohol hand gel or rub, or soap and water.

- 3 Snap or unfasten apron ties the neck and allow to fall forward.

- 4 Once outside the patient room, Remove eye protection.

- 5 Perform hand hygiene using alcohol hand gel or rub, or soap and water.

- 6 Remove surgical mask.

- 7 Now wash your hands with soap and water.


Please refer to the PHE standard PPE video in the COVID-19 guidance collection:

www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures

If you require the PPE for aerosol generating procedures (AGPs) please visit:

www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures