

# Meadow View Primary

## Risk Assessment – Covid 19

### January 2021 – FULL LOCKDOWN

(Schools instructed to teach remotely and open for key worker and vulnerable children)



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 2<sup>nd</sup> 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.

<p><b>While Shielding Advice is in Operation</b></p> <p>NHS Public Health Letter enforced</p>	<p>Anyone who is <u>shielding</u> in line with medical advice <b>must</b> 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><b>Vulnerable staff (excluding those who are pregnant – see below)</b></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 <u>list of people who are at high risk</u> 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>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"> <li>• Circulating a questionnaire to understand staff concerns and illicit information on how they can best be supported.</li> <li>• Where possible we will provide appropriate adjustments in relation to work commitment(s) as long as these adjustments are reasonable and proportionate.</li> <li>• Making reasonable steps to support any additional need</li> <li>• Supporting staff in understanding the Covid Secure measures in setting</li> <li>• Informing staff of need to apply for unpaid leave should staff refuse to come into work.</li> </ul>
<p><b>Pregnant women</b></p> <p>Pregnant women are included in the list of vulnerable adults and although it is not yet fully 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</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> <ul style="list-style-type: none"> <li>• Collaboratively adjusting their work to avoid unnecessary stress and strain</li> <li>• 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</li> <li>• Where suitable alternative work is not available, or the employee reasonably refuses it, school must suspend her on full pay.</li> <li>• During third trimester school will revisit levels of risk to determine whether home working should be supported</li> </ul>

<p>becoming seriously unwell if they become infected.</p>	
<p><b>Staff who are living in the same household as someone who is shielding or is otherwise vulnerable</b></p>	<p><a href="#">Government guidance</a> 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"> <li>• Circulate a questionnaire to understand staff concerns and illicit information on how they can best be supported.</li> <li>• Adjust where necessary a work commitment</li> <li>• Support staff in understanding the Covid Secure measures in setting</li> <li>• Undertake individual RA (where necessary)</li> </ul>
<p><b>Staff who are afraid to return to work</b></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 ("<b>ERA</b>"), protects 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</i></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"> <li>• Circulate a questionnaire to understand staff concerns and illicit information on how they can best be supported.</li> <li>• 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.</li> <li>• Support staff in understanding the Covid Secure measures in setting</li> <li>• Undertake individual RA</li> </ul> <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>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"> <li>• Circulate a questionnaire to understand staff concerns and illicit information on how they can best be supported.</li> <li>• Take their concerns seriously and try to alleviate these by exploring why they are worried</li> <li>• Support staff in understanding the Covid Secure measures in setting</li> <li>• Signpost the member of staff to appropriate support agency</li> <li>• Inform staff of need to apply for unpaid leave.</li> </ul>

<p><i>(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” and “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><b>Staff who are self-isolating</b>  <b>See infection control policy</b>  Government <a href="#">guidance</a> 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"> <li>• Staff identifying with symptoms of the virus must be tested.</li> <li>• The bubble they have had contact will only be closed on Health Protection Team instruction.</li> <li>• School will share any advice that is given to them by the NHS protection Team. Only the instructed individuals should isolate</li> <li>• School will conduct a reactive clean in the area where the COVID-19 positive case has been.</li> <li>• School will inform JMAT of all positive tests in each setting</li> </ul> <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><b>Wellbeing</b></p>	<p>Staff Wellbeing is a priority with resources and signposting available to all</p> <ul style="list-style-type: none"> <li>-The Head Teacher is available for confidential conversations with staff</li> <li>-Education Support Partnership. Free telephone counselling available</li> <li>-Support from Rotherham EPS for staff who may need it.</li> <li>-Staff directed to Action for Happiness for support</li> </ul>

	<ul style="list-style-type: none"> <li>-Emotional wellbeing WhatsApp group can be arranged for staff if they require it</li> <li>-Whole school emails</li> </ul>
<b>PRACTICAL APPLICATION</b>	<b>Reduced Bubble Size</b>
<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"> <li>- 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.</li> <li>-Staff will remain at least 2 meters away from all other members of staff when entering the building.</li> <li>-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.</li> <li>-All staff wash their hands in the reception areas toilets before signing in.</li> <li>-All staff to use their own pen for signing in.</li> <li>-Staff will go straight to their bubble avoiding contact with any surfaces or members of other bubbles.</li> <li>-Staff can wear a mask in shared areas if they choose to.</li> <li>-Vulnerable staff asked to wear a mask in shared areas.</li> </ul> <p>For Parents and Children:</p> <ul style="list-style-type: none"> <li>-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.</li> <li>-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.</li> <li>-Parents will be encouraged to avoid stopping/congregating outside classroom doors.</li> <li>-Only 1 parent can drop off their child/ children.</li> <li>-During the lockdown period all children to be escorted to school by a responsible escort to ensure social distancing and the following of rules. Agreements to be made on individual circumstances if parents are unable to accommodate this. The Head Teacher will assess the risk and put an agreement in place.</li> <li>- Class teachers will regularly remind the children of the importance of social distancing.</li> <li>-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.</li> <li>-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.</li> <li>-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. This is also a safeguarding measure to ensure that no children leave the school site once they have arrived.</li> <li>- 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.</li> <li>-The driveway gates will remain closed for the entire drop off period and collection period.</li> <li>-All families have been asked to arrive at any point during a 10 minute slots to avoid an influx all at once.</li> <li>- Late pickups and early collections will be discouraged but these will happen through the main doors. The admin team will call someone from the class bubble to escort the child to class. Where this is not possible a member of admin or the HT will escort the child to class keeping a 2m distance.</li> </ul>

	<p>-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> <p>School Crossing Patrol (Not currently in place)</p> <ul style="list-style-type: none"> <li>-The School crossing patrol person will ensure where possible that social distancing measures are implemented when allowing pupils and parents to cross the road</li> <li>-Pupils and parents will wait (maintaining 2 metres distancing where possible) in an orderly queue before they can cross the road safely with the School crossing patrol person</li> <li>-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.</li> <li>-Health and hygiene rules will be established by Facility Services for operatives.</li> </ul>
<p><b>Early Years Foundation Stage</b> (Including Free Flow) Foundation Stage will operate as one bubble</p>	<ul style="list-style-type: none"> <li>-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.</li> <li>-Foundation (red bubble) has been split into 2 smaller bubbles during this time (white and red bubble). White bubble will mostly be made up of F1 children and red bubble will mostly be F2 children, however some F1 0 hours children may be allocated a space in the red bubble if demand is high as F1 remains open during this time.</li> <li>-We will endeavour to keep the numbers attending in each bubble below 15 and staff each bubble with 2 adults. However, safeguarding priorities will expand this limit if required.</li> <li>-The outdoor area has been split into two separate sections for the white and red bubble to remain separate during outdoor play. There is a 2m boundary between each of these play areas.</li> <li>-All resources in Foundation Units / Nurseries are cleaned after each session and where necessary items are disposed in the lidded waste bin.</li> <li>- All soft toys to be removed from all areas of the School site</li> <li>- small rugs can be used if they are washed in a washing machine daily</li> <li>- Playdoh can be used, however each child should have their own individual pot of playdough with the name labelled on the pot.</li> <li>- children will be encouraged to learn outside frequently and the indoors will be well ventilated by opening windows and doors where possible. (Children and staff are encouraged to wear additional layers of clothing in the colder months).</li> <li>- Supervision is key at all times</li> <li>-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.</li> <li>-All resources used will be washed at the end of the day.</li> <li>-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.</li> <li>-Children will not be allowed to take toys from home into the setting</li> <li>-Children will be taught how to keep themselves safe during COVID-19 using formats pitched at the right level for the age groups</li> <li>-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.</li> </ul>

<p><b><u>Classrooms (Y1-Y6)</u></b> Each classroom will need to operate as a class bubble</p>	<ul style="list-style-type: none"> <li>- 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.</li> <li>- 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.</li> <li>- a 2m space will be allowed at the front of the room</li> <li>- <b>Classrooms must be ventilated by open windows and/or external open doors at all times. Internal doors must be kept closed.</b></li> <li>- 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.</li> <li>- We will close on a Friday afternoon for teachers to have their PPA time and for the premises to be cleaned.</li> <li>- 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.</li> <li>- 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.</li> <li>- <b>We will endeavour to keep the numbers attending in each bubble below 15 and staff each bubble with 2 adults. However, safeguarding priorities will expand this limit if required.</b></li> <li>- 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.</li> </ul> <p>Fire evacuation procedures will be updated and half termly fire practices will continue.</p> <ul style="list-style-type: none"> <li>- 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. <b>(See playtime plan in appendix)</b></li> <li>- All PE resources/trim trail handle bars will be disinfected after use by someone in that bubble.</li> <li>- Hands should be washed before and after PE/ and or outdoor play</li> <li>- pumps to be worn for outdoor PE</li> <li>- Orange and Yellow Bubble to wear pumps for indoor PE</li> <li>- <b>Whilst doing PE in the sports Hall, the fire doors must be kept open for ventilation.</b></li> </ul>
<p><b><u>Admin Area</u></b></p>	<ul style="list-style-type: none"> <li>- The office is for office personnel only</li> <li>- If the head Teacher enters the admin space she will stay as far away from other staff as possible and stay for a maximum of 10 minutes.</li> <li>- The business manager will keep herself separate from the other members of the admin team by: <ul style="list-style-type: none"> <li>- Keeping her door shut between the office and her office.</li> <li>- Stay out of the office area as much as possible.</li> <li>- If she needs to enter the office area, she will do so for a maximum of 10 minutes.</li> </ul> </li> <li>- The two members of the admin team will keep 2m away from each and will try to remain in their own zones.</li> </ul>

	<ul style="list-style-type: none"> <li>- If admin leave their zone and enter into someone else's zone they must do so for a maximum of 10 minutes and should remain as far apart from other members of staff as possible.</li> <li>-All workspaces should be cleaned at regular intervals</li> <li>-Each member of the admin team will have their own equipment such as stationary, staplers, hole punch etc.</li> <li>- Shared equipment such as photocopiers, buzzers, door management system, etc.is cleaned after each use.</li> <li>-Each member of the admin team will only use their own phone.</li> </ul>
<p><b>Remote Learning</b></p>	<p>See Home Learning Policy</p> <ul style="list-style-type: none"> <li>-The majority of our pupils are at home completing their learning and therefore remote learning is our priority.</li> <li>-All children are expected to access a zoom at home ach day where the teacher can go through that day's learning, answer any questions, provide tips or feedback and check that all the children are safe and well.</li> <li>-Any children who do not attend the zoom receive a phone call to establish the families wellbeing and whether the family need any additional support from school and to explain the home learning for that day.</li> <li>-If the family are ill, the teacher/TA will inform the admin team and allowances will be made. Contact will be stopped for an agreed period of time.</li> <li>-All teachers will set up a Zoom registration meeting that will take place daily at 9am or 9:30am. The link/passwords for the meeting will be emailed to parents. Parents/carers will be asked to ensure that when the children are logging into their Zoom meeting, they are using the children's name to ensure teachers know who they are admitting to the session. Anyone who tries to enter using a different name will not be admitted.</li> <li>-The chat function will either be entirely disabled or only enabled between the participants and the host. The private chat function will be disabled.</li> <li>-BY ACCESSING THE ZOOM MEETING, PARENTS AND CARERS ARE CONCENTING FOR THEIR CHILD TO TAKE PART IN THE SESSION. Parents who do not wish for their child to access the zoom must contact school in writing to withdraw their child from this process and school will seek to make an alternative agreement with the parents to support the children's learning at home.</li> <li>-All parents have been sent the home learning policy and have been made aware of their rights to withdraw.</li> <li>-Two members of staff (This may be two teachers or a teacher and TA depending on the circumstances) must be the first people in the meeting to ensure safeguarding procedures are being maintained.</li> <li>- When closing the Zoom session, all the children must leave the session before the teacher/TA do. Alternatively, the host of the meeting must close the meeting for all simultaneously.</li> <li>-Staff should call using the school phone. However, if staff have to use their own mobile phones, their numbers must be withheld before making any calls. During these conversations, a member of staff should speak with both the parent and child to ascertain their wellbeing and encourage engagement with the learning tasks and the Zoom sessions.</li> <li>-Members of staff will not use their own private/work email to communicate with parents.</li> <li>-Barrier to completing home learning will be explored by school staff and where possible, will be removed.</li> <li>-Internet, IT and data can all be accessed by school to encourage engagement in home learning.</li> <li>-The home learning team will look to explore the possibilities of continuing learning interventions where possible.</li> </ul>

<p><b>ALL OTHER OCCUPIED ROOMS</b></p>	<p>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.</p> <p>Red Bubble – Small room off F1 classroom  Orange, Yellow and Green Bubble - Library  Blue, Indigo and violet – Exhibition Room</p> <p>Cleaning products are available so that each bubble can clean down their space before and after use.</p> <p>Children from 2 bubbles must not mix and therefore assemblies, breakfast club, after school clubs and similar will not take place.</p> <p>Corridors will be used as little as possible.</p> <p>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.</p> <p><b>All classroom procedures must be adhered to when using these spaces including ventilation, increased hygiene and increased cleaning.</b></p> <p>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> <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><b>No breakfast club and after school clubs to be ran to avoid the bubbles mixing.</b></p>
<p><b>Music Lessons</b></p>	<p>School may continue with music lessons providing the following measures are in place: -</p> <ul style="list-style-type: none"> <li>• Each pupil has their own individual instrument, the instrument is wiped down before and after use with an antibacterial spray.</li> <li>• The instrument is stored securely in a case with the pupil’s name on</li> <li>• Pupils are regularly reminded not to use other pupils’ instruments</li> <li>• Small groups of children can partake in a music lesson – but they must remain in their protective bubbles</li> </ul>

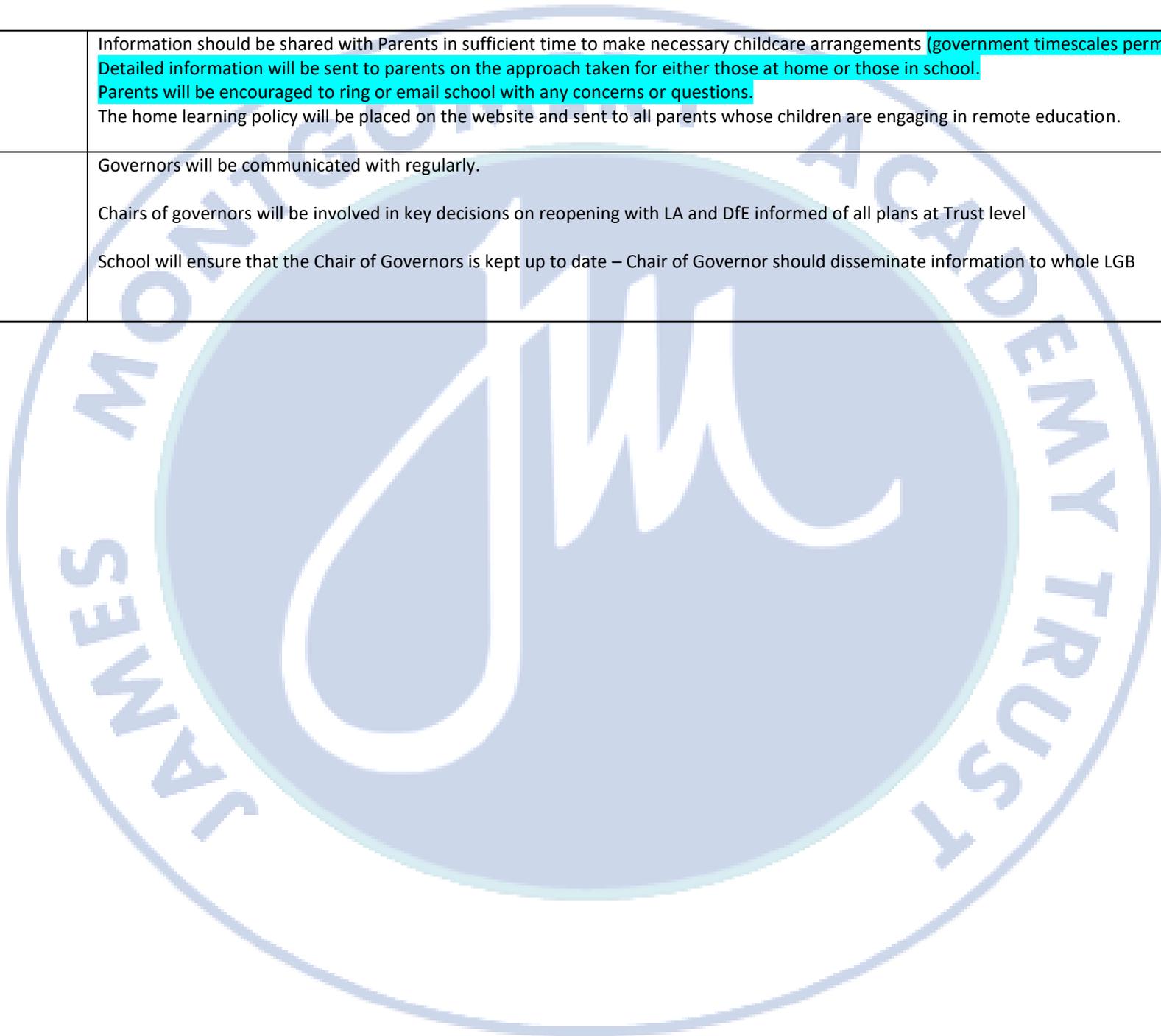
<p><b><u>Toilets</u></b></p>	<ul style="list-style-type: none"> <li>- In FS and KS1, bubbles will be allocated a toilet and a sink within a block.</li> <li>-In KS2 the bubbles will use all of the toilets, however a member of staff from the same bubble will clean and sanitise each toilet, each sink and any touch points after use.</li> <li>-Red Bubble F1/F2 – FS Toilets – children will be named on a toilet door and hand basin</li> <li>-Orange, Yellow, Green Bubble (Y1, Y2 and Y3) – Infant toilets with an allocated toilet(s) and basin(s) within</li> <li>-Blue, Indigo and violet Bubble (Y4, Y5, Y6) will all use the junior toilets.</li> <li>- 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.</li> <li>-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.</li> <li>- 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.</li> <li>-Toilets will be cleaned at lunchtime by the reactive cleaning team (as usual) and after school by the cleaning team.</li> <li>-School will close on a Friday afternoon for a thorough clean.</li> <li>-We will continue to monitor and review the cleaning arrangements to ensure that they are meeting the needs of the school.</li> <li>-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.</li> <li>- 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</li> <li>Signs for the toilet cleaning process are displayed on the wall.</li> <li>Staff toilets will be fully cleaned at the end of the day by the cleaning team.</li> <li>-The catering team will use their own toilets and adhere to their own policy</li> <li>-Engie staff members will use the upstairs toilets. – cleaning products have been provided in these toilets.</li> <li>- 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.</li> <li>- 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.</li> <li>- Please see intimate care policy for children experiencing soiling or wetting accidents and the procedures that surround this.</li> <li>- Children in Y1-Y6 will be changed in the disabled toilets on the corridor.</li> </ul>
<p><b><u>Lunchtimes</u></b></p> <p>There will be a need to minimise the number of children gathered in one location.</p>	<ul style="list-style-type: none"> <li>-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.</li> <li>-F1 (White Bubble) will eat their lunch in their classroom</li> <li>-F2 (Red Bubble) will eat their hot meals in the dining room.</li> <li>-Y1-Y6 will have their hot meals brought by trolley to the classroom door at 12.00.</li> <li>-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.</li> <li>-The 2 staff members in their bubble will ensure that each adult gets a break over the lunchtime period</li> </ul>
<p><b><u>Outside Playtimes</u></b></p> <p>There will be a need to minimise the number of</p>	<ul style="list-style-type: none"> <li>-Bubbles will stay in their classroom area all day and have a designated area to play and learn outdoors. The teacher will ensure that they children know where they are allowed to go and where the boundary for play in. Cones or tape can be used by the Teacher or Ta to establish this for children.</li> <li>- Play equipment is allocated to each bubble for use during playtimes and lunchtimes.</li> </ul>

<p>children gathered together. How will you organise this?</p> <p><b>Transmission rates are reduced outdoors</b></p>	<p>-There will be 'no go areas' in between the boundaries of at least 2m so children from different bubbles are not close outside.</p> <p>-Class teachers will manage the staffing of playtimes and lunchtimes to ensure that the children are supervised and are safe at all times.</p> <p>Other areas will be zoned and each class will have unlimited access to a zone on a specified day.</p> <p>-Children must always be supervised in these zones and staff must ensure that no two bubbles are close together.</p> <p>-Staff must always be alert to where they can or can't go</p> <p>-Children will be educated on how to use these areas safety.</p> <p><b>-See Appendix attached</b></p> <p><b>Forest school will be only be used by the Red bubble on a Thursday and white bubble on a Friday.</b></p>
<p><b>Attendance</b></p>	<ul style="list-style-type: none"> <li>• Children will arrive anytime between <b>8:30am and 8:40am</b>. Bubble Staff should mark the children present on the register as soon as they arrive in their room.</li> <li>• Registration in classes closes <b>at 8:45am</b> 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 saving the register</li> <li>• The gate will lock at <b>8:40</b> 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.</li> <li>• Children arriving late before <b>9:15am</b> will gain a L mark and children arriving after this will marked as a U.</li> <li>• Afternoon Registration will take place at 12:00noon</li> <li>• Prepare to resume the attendance reporting and continue to complete the daily data returns using the DfE portal</li> <li>• We have a list of children expected in school, parents will be asked to call each day if they are bringing their children in as normal so we understand any issues and can discuss them with them if needed</li> <li>• <b>Admin team will monitor the track and trace system in school and will inform the head teacher of any positive COVID-19 test results.</b></li> </ul>
<p><b>First Aid</b></p> <p>There will be a need to minimise direct contact with children.</p> <p><b>See First Aid Policy and Intimate Care Policy</b></p>	<p>-Refer to the first aid policy.</p> <p>-First aid equipment is to be kept in the classrooms.</p> <p>-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.</p> <p>-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.</p> <p>-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.</p> <p>-The member of staff in the resources room will be responsible for fully washing and sanitising the icepacks between use.</p> <p>- If parents need to be contacted, the admin team will ring form the main office.</p> <p>-Should a child be showing symptoms of coronavirus, refer to section 1 of this risk assessment and member of staff to wear PPE.</p> <p>-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.</p> <p>-A member of staff will wear gloves and masks to administer first aid.</p> <p>-First Aid resources when used will be double bags in medical Yellow bags.</p> <p>- 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>

<b><u>Positive Test</u></b>	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
<b><u>Supply Staff and use of HLTAs and TAs</u></b>	<p>-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.</p> <p>-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.</p> <p>- Supply staff must follow all rules such as handwashing, toileting, breaks etc.</p> <p>-Any staff who identify themselves to the Head Teacher as being vulnerable will have an individual risk assessment that they will be required to agree and sign.</p>
<b><u>Staff Meetings, Academy meetings, SEN meetings with parents, social care meetings, social care or EH meetings with children etc.</u></b>	<p>- Staff meetings will move to being via zoom</p> <p>-If a face-to-face meeting is required for adults such as SLT meetings, 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>-All meetings with parents will take place over the telephone.</p> <p>-If a face to face meeting is required due to a safeguarding concern, 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>
<b><u>Lesson Observations</u></b>	Lesson observations will not take place during this period
<b><u>Educational External Agency Support (LSS, ACT, EP, CDC, CAHMs, SALT etc.)</u></b>	<p>-External agencies will be allowed into school but follow all rules such as handwashing, toileting, use of staff room etc.</p> <p>-External agencies must provide us with their risk assessment before coming into school.</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"> <li>- Wear a mask at all times</li> <li>- Wash or sanitise their hands before and after entering</li> <li>- Try to remain 2m distance at all times.</li> <li>- Limit the amount of surfaces touched</li> <li>- Take their own clipboard and pen.</li> <li>- Limit the length of the observation to 15 minutes</li> </ul> <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>
<b><u>Governors Meetings</u></b>	<p>- Strategic and Full governor meetings will take place via zoom.</p> <p>- Where suitable, link governor meetings should also take place via zoom and the sharing of information.</p> <p>- If required, a visit of 2 governors into school will be allowed. Social distancing must be followed at all times and increased handwashing must be implemented.</p>

	<p>- Any meeting space used must allow for 2m distancing.</p> <p>- Governors must not go into classrooms but can observe the class from the doorways.</p>
<b><u>Educational Visits</u></b>	<p>Swimming Lessons will be delayed until the <b>summer term or beyond</b>, however we will ensure children access the educational entitlement.</p> <p><b>No educational visits at all</b></p>
<b><u>Pupils</u></b>	<p><b>Welfare and Wellbeing will be the first priority in all classes, zoom meetings and all phone calls with the children.</b></p> <p><b>All children will have contact with their teacher (or alternative adult if the teacher is absent) each week.</b></p> <p>Safeguarding concerns will be monitored in the usual manner using safeguard.</p> <p>A DSL and First Aider to be on site at all times – usual practice</p>
<b><u>Behaviour and Expectations</u></b>	<p>Behaviour Policy will be adjusted and implemented at local level to account for any specific known case which potentially compromises H&amp;S of staff.</p>
<b><u>Deliveries</u></b>	<p>-When placing orders for delivery ensure that you inform the company of the Schools protocol for accepting deliveries</p> <p>-If practicable drivers should wash or clean their hands before unloading goods and materials</p> <p>-Do not approach delivery staff; allow packages to be left in a safe place e.g. main entrance</p> <p>-Staff should not sign for deliveries</p> <p>-Hands are to be thoroughly washed after handling all deliveries</p> <p>-Keep deliveries to a minimum with essential items only</p>
<b><u>Contractors/ Essential Repair/ Maintenance work</u></b>	<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"> <li>• Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser.</li> <li>• Repeat the hand washing/sanitising every hour.</li> </ul> <p>-Site inductions are to be carried out following social distancing principles (2m separation).</p>
<b>COMMUNICATION</b>	
<b><u>SLT School</u></b>	<p>Regular SLT and staff meetings will continue <b>either via zoom or socially distanced</b></p>
<b><u>Staff</u></b>	<p>Policies and Procedures including Risk Assessments will be communicated using Safeguard as must reads</p> <p><b>Fire and lockdown drills should be implemented termly as usual</b></p>

<b><u>Parents/pupils</u></b>	Information should be shared with Parents in sufficient time to make necessary childcare arrangements (government timescales permitting) Detailed information will be sent to parents on the approach taken for either those at home or those in school. Parents will be encouraged to ring or email school with any concerns or questions. The home learning policy will be placed on the website and sent to all parents whose children are engaging in remote education.
<b><u>Governance</u></b>	Governors will be communicated with regularly. Chairs of governors will be involved in key decisions on reopening with LA and DfE informed of all plans at Trust level School will ensure that the Chair of Governors is kept up to date – Chair of Governor should disseminate information to whole LGB





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

## for health and social care settings

### Donning or putting on PPE

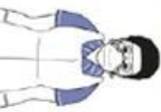
Before putting on the PPE, perform hand hygiene. Use alcohol handrub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.

- 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 secured 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:**

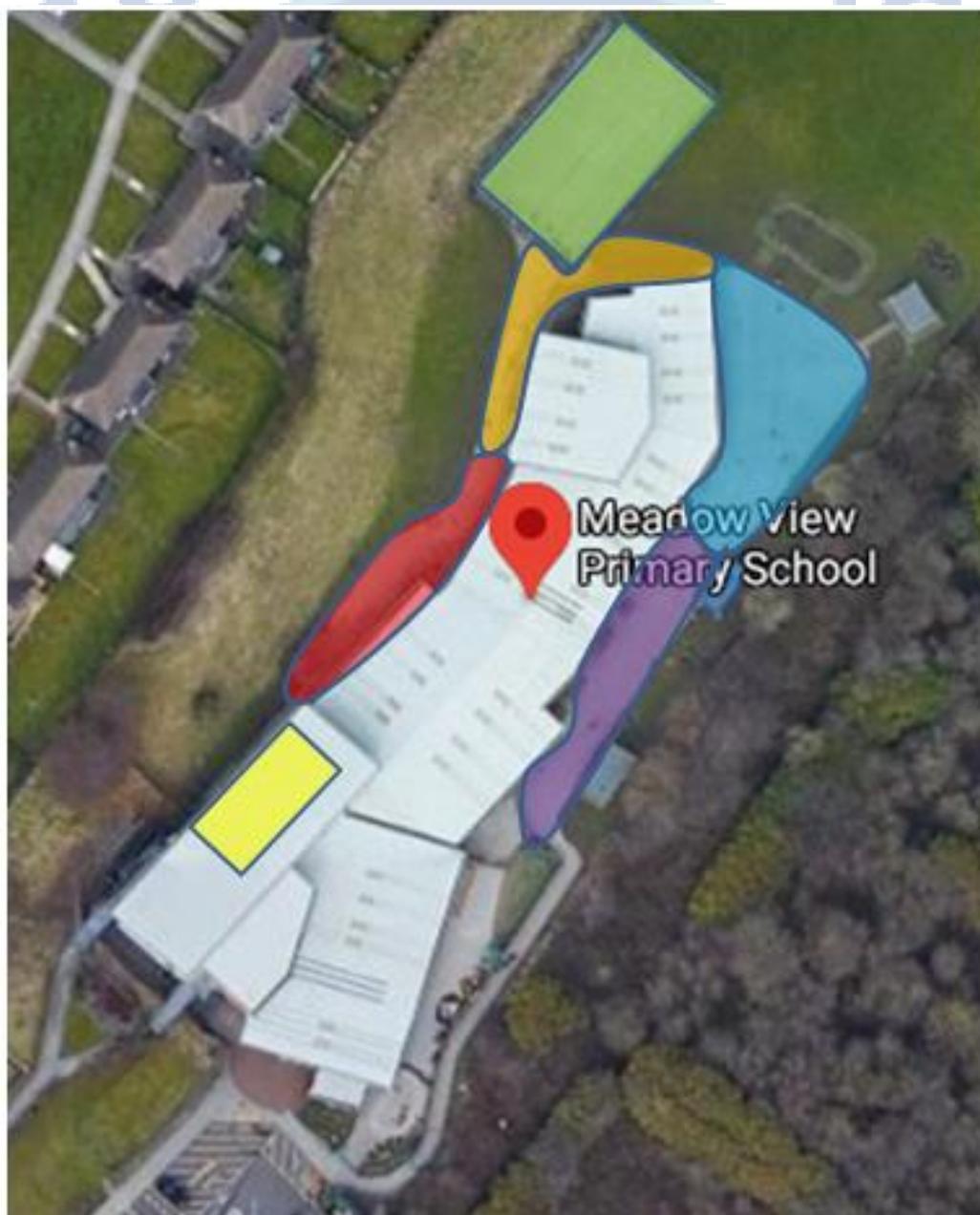
[www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures)

**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](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures)

### Playground Plan - January to March 2021

	Bottom end of left playground (Library, Y2, Y1 breakout room)	Top end of left playground (Y4,Y5,Including around the corner.)	Hall	Ball Court	Top end of right playground (Y6,Art room)	Bottom end of right playground (Y3, Exhibition Room, Medical Room)
Monday	Yellow (Y2)	Blue (Y4)	Indigo (Y5)	Violet (Y6)	Green (Y3)	Orange (Y1)
Tuesday	Blue (Y4)	Indigo (Y5)	Violet (Y6)	Yellow (Y2)	Green (Y3)	Orange (Y1)
Wednesday	Blue (Y4)	Indigo (Y5)	Yellow (Y2)	Green (Y3)	Violet (Y6)	Orange (Y1)
Thursday	Yellow (Y2)	Indigo (Y5)	Green (Y3)	Blue (Y4)	Violet (Y6)	Orange (Y1)
Friday	Yellow (Y2)	Violet (Y6)	Blue (Y4)	Indigo (Y5)	Green (Y3)	Orange (Y1)



- During the wet weather months the Trim Trail and the wooden outdoor classrooms will be out of use.
- On Icy days the ball court will not be in use.