

# 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 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.

STAFF	WHOLE CLASS BUBBLE – Sept onwards	PARTIAL LOCKDOWN – 2 <sup>nd</sup> SPIKE Leicester Model/ JMAT Model
<b>While Shielding Advice is in Operation</b>  NHS Public Health Letter enforced	<p>Anyone who is <a href="#">shielding</a> 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>Anyone who is <a href="#">shielding</a> in line with medical advice <b>must</b> 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>
<b>Vulnerable staff (excluding those who are pregnant – see below)</b>  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>The government will update a <a href="#">list of people who are at high risk</a> if they catch Covid-19. 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"> <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>The government will update a <a href="#">list of people who are at high risk</a> 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"> <li>• Support working from home where possible.</li> <li>• Provide appropriate (where necessary) adjustments in relation to work commitment(s)</li> <li>• Make reasonable steps to support any additional need</li> <li>• For those who wish to remain in setting - Support staff in understanding the Covid Secure measures and conduct individual RA – signed by Staff member.</li> </ul>
<b>Pregnant women</b>  Pregnant women are included in the list of vulnerable adults and although it is not yet fully	<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"> <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>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><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>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"> <li>Adjust where necessary a work commitment</li> <li>Where possible support the working from home</li> <li>Ensure Government Guidance is followed re reversal of relaxation of shielding measures.</li> </ul> <p><i>This may mean that those shielding other members in the household work from home.</i></p>
<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 ("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"> <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><b>Specific Risk Assessment</b></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"> <li>Support staff in understanding the Covid Secure measures in setting</li> <li>Consider alternative deployment in setting</li> <li>Consider home working where possible</li> <li>Signpost the member of staff to appropriate support agency</li> </ul>

<p><i>employees who are “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” 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>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><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> <li>• </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>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)</p> <p>School will conduct a reactive clean in the area where the COVID-19 positive case has been.</p> <p>School will inform JMAT of all positive tests in each setting.</p> <p><b><i>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.</i></b></p>

<b>Wellbeing</b>	<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> <li>-Emotional wellbeing WhatsApp group can be arranged for staff if they require it</li> <li>-Whole school emails</li> </ul>	<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> <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>WHOLE CLASS BUBBLE – Sept onwards</b>	<b>PARTIAL LOCKDOWN – 2<sup>nd</sup> SPIKE</b>
How will you ensure a safe arrival and exit for children, staff and parents?	<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> </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, drop their children at the front of school and exit up the driveway. There will be arrows spray painted on the floor to indicated the direction of travel.</li> <li>-Only 1 parent can drop off their child/ children. All children must be brought by an adult to ensure they are maintaining the social distancing rules.</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. Large orange cones will be used to block the entrance to vehicles.</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> </ul>	The process will remain the same as in whole school bubbles. (See column to the left)

	<ul style="list-style-type: none"> <li>- For the first week, there will be a member of Admin will be at the top of the drive to support children and parents to adhere to the one-way system.</li> <li>-There will be one or two members of SLT or Admin at the bottom of the drive ensuring social distancing and directing parents and children into school and off site safely. These members of staff will be supplied with PE cones to create a 2m distanced barrier to indicate a safe area around them that parents and children cannot enter.</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>-1 member of staff from the 'bubble' will be allocated the role of being on the playground, observing the safe arrival of the children and watching them enter the classroom. If there is more than 1 adult on the yard from different bubbles, they must ensure that they are well spaced away (at least 2 meters) from other adults and children that are allocated to a different bubble.</li> <li>- The bubbles that are the furthest around school will be seen into school first in the morning and first in the afternoon.</li> <li>-We will stress to parents the importance of being punctual and sticking to their allocated times. If a child misses their time slot, we will ask them and the parent to wait on one of the sibling spots until it is safe for them to enter.</li> <li>- Late pickups and early collections will be discouraged</li> <li>-On the rare occasion a child is late to school (after 9:30am) 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.</li> </ul>	
<p><b>Classrooms</b></p> <p>Each classroom will need to operate as a class bubble</p>	<ul style="list-style-type: none"> <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>- 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 additional cleaning time.</li> <li>-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.</li> </ul>	<ul style="list-style-type: none"> <li>-Classroom furniture will be repositioned to ensure that desks are forward with a 1m plus gap between the tables</li> <li>- There will be a maximum of 15 children in each bubble.</li> <li>-Red bubble may be split into 2 bubbles and split into separate rooms if this situation occurs.</li> <li>- 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.</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, staff will not be moved from one bubble to another.</li> </ul>

## ALL OTHER OCCUPIED ROOMS

-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:

Red - F1/F2: 37 Children with 2 Teachers and 3 support staff

Orange – Y1: 30 Children with 1 Teacher and 2 Support Staff

Yellow - Y2: 15 Children with 1 Teacher and 2 Support Staff

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.

Fire evacuation procedures will be updated for September.

-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

	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

-We will close on a Friday afternoon for teachers to have their PPA time and additional cleaning time.

-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.

	<p>Maximum occupancy signs to be displayed to communal and shared other rooms</p> <p>Breakout rooms will be provided for bubbles to share. Each bubble will have an allocated area within the room provided.</p> <p>Red Bubble – Small room off F1 classroom</p> <p>Orange Bubble - Parent Meeting Room</p> <p>Yellow and Green Bubble – Dining Room</p> <p>Blue and Indigo – Exhibition Room</p> <p>Communal education areas such as the library and art room will be closed for class use at present.</p> <p>Corridors will be used as little as 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>	
<b>Toilets</b>	<ul style="list-style-type: none"> <li>-Each bubble will be allocated a toilet within a block. they will be cleaned by staff after each 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 within</li> <li>-Blue Indigo and violet Bubble (Y4, Y5, Y6) Junior Toilets with an allocated toilet(s) and basin within</li> <li>- After each bubble has used the toilet the flush and the basin will be cleaned by an adult from the bubble. (If a single child visits the toilet from the bubble it will need to be cleaned after that child.)</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, a member of SLT 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 first thing in a morning by the cleaning team (This arrangement has been made to avoid the cleaning team coming into contact with the bubbles.)</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>-We have purchased antibacterial wipes for adult toilets so staff (including cleaners) can wipe toilet seat after personal use and place the wipe in the lidded bin provided.</li> <li>-There will also be disinfectant spray in adult toilets to wipe taps after personal use.</li> </ul> <p>Staff toilets will be fully cleaned at the end of the day by the cleaning team.</p>	The process will remain the same as in whole school bubbles. (See column to the left)

	<ul style="list-style-type: none"> <li>- Signs for the toilet cleaning process are displayed on the wall.</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 discouraged, however should visitors come to school, such as social workers, JMAT staff, Governors etc. 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> </ul>	
<b>Lunchtimes</b> There will be a need to minimise the number of children gathered in one location.	<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 and F2 will have their hot meals brought by trolley to the classroom door at 11.45.</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>	Plans for lunchtimes will remain the same <ul style="list-style-type: none"> <li>-FSM Vouchers will be given for the weeks when the children are being instructed to be educated at home.</li> <li>-FSM vouchers will only be issued in holidays if instructed to do so by current guidance and costs can be reclaimed.</li> </ul>
<b>Outside Playtimes</b> There will be a need to minimise the number of children gathered together. How will you organise this?	<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. These areas will be defined with tape or cones so they are clearly visible to all.</li> <li>- Play equipment is allocated to each bubble for use during playtimes and lunchtimes.</li> <li>-There will be 'no go areas' in between the tape/cones of at least 2m so children from different bubbles are not close outside.</li> <li>-Class teachers will manage the staffing of playtimes and lunchtimes to ensure that the children are safe at all times.</li> </ul>	The safety measures for outside playtimes will be the same as full opening.
<b>Transmission rates are reduced outdoors</b>	<ul style="list-style-type: none"> <li>Other areas will be zoned and each class will have unlimited access to a zone on a specified day.</li> <li>-Children must always be supervised in these zones and staff must ensure that no two bubbles are close together.</li> <li>-Staff must always be alert to where they can or can't go</li> <li>-Children will be educated on how to use these areas safely.</li> </ul>	

	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.					
<b>First Aid</b> There will be a need to minimise direct contact with children. <i>See First Aid Policy and Intimate Care Policy</i>	<ul style="list-style-type: none"> <li>-Refer to the first aid policy.</li> <li>-First aid equipment is to be kept in the classrooms.</li> <li>-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.</li> <li>-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.</li> <li>-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.</li> <li>-The member of staff in the resources room will be responsible for fully washing and sanitising the icepacks between use.</li> <li>- If parents need to be contacted, the admin team will ring form the main office.</li> <li>-Should a child be showing symptoms of coronavirus, refer to section 1 of this risk assessment and member of staff to wear PPE.</li> <li>-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.</li> <li>-A member of staff will wear gloves and masks to administer first aid.</li> <li>-First Aid resources when used will be double bags in medical Yellow bags.</li> <li>- 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.</li> </ul>				
	Safety measures will be the same as whole school opening.				

<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	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>Educational Visits</u></b>	Educational Visits may be planned, however with effect from Spring Term  To limit the control of spread of transmission and transport arrangements – Trips will be delayed until Spring Term	All Educational Visits will cease.
<b><u>Pupils</u></b>	Welfare and Wellbeing will be the first priority in Autumn term. Safeguarding concerns will be monitored in the usual manner  A DSL and First Aider to be on site at all times – usual practice	Welfare and wellbeing will be the main priority with wellbeing checks applied to those not in setting.  A DSL and First Aider to be on site at all times included in each rota basis
<b><u>Behaviour and Expectations</u></b>	Behaviour Policy will be adjusted and implemented at local level to account for any specific known case which potentially compromises H&S of staff.	Behaviour Policy will be adjusted and implemented at local level to account for any specific known case which potentially compromises H&S of staff.
<b>COMMUNICATION</b>	<b>WHOLE CLASS BUBBLE – Sept onwards</b>	<b>PARTIAL LOCKDOWN – 2<sup>nd</sup> SPIKE</b>
SLT – Trust	<ul style="list-style-type: none"> <li>• TRUST - Half termly HT meetings will be determined</li> </ul>	Fortnightly virtual HT meetings will be determined Updates will be disseminated to school from one point of contact and limited to weekly where possible.
<b>SLT School</b>	Regular SLT and staff meetings will commence	SLT meetings will be held virtually regularly and staff meetings will be conducted periodically (monthly) virtually
<b>Staff</b>	Policies and Procedures including Risk Assessments will be communicated using Safeguard as must reads  Drills should be implemented in early Autumn 1 term	Policies and Procedures including Risk Assessments will be communicated using Safeguard as must reads and or paper copies circulated to those without access <ul style="list-style-type: none"> <li>• Changes to rota's should be shared with all staff regularly and reminders issued</li> <li>• Contact with staff not on site should be maintained by HT or other nominated personnel</li> </ul>
<b>Parents/pupils</b>	Information should be shared with Parents in sufficient time to make necessary childcare arrangements  Detailed information will be sent to parents before the summer holidays. School will re-issue this information during INSET days to remind parents.	Information should be shared with Parents in sufficient time to make necessary childcare arrangements <ul style="list-style-type: none"> <li>• Schools should consider layers of communication</li> <li>• Issuing reminders to Yr Groups and prepare Home Learning for those not in setting</li> </ul>
<b>Governance</b>	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  School will ensure that the Chair of Governors is kept up to date – Chair of Governor should disseminate information to whole LGB	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

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

