

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.

PRACTICAL APPLICATION	WHOLE CLASS BUBBLE – Sept onwards	PARTIAL LOCKDOWN – 2 nd SPIKE
<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 encouraged to avoid stopping/congregating outside classroom doors. -There will be arrows spray painted on the floor to indicated the direction of travel. -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. 	<p>The process will remain the same as in whole school bubbles. (See column to the left)</p>

	<ul style="list-style-type: none"> -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</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 - 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. 	

	<p>-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.</p> <p>-children will not be allowed to take toys from home into the setting</p> <p>-Children will be taught how to keep themselves safe during COVID-19 using formats pitched at the right level for the age groups</p> <p>-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> <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>Classrooms (Y1-Y6) Each classroom will need to operate as a class bubble</p>	<p>- 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.</p> <p>-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.</p> <p>-a 2m space will be allowed at the front of the room</p> <p>- 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.</p> <p>-We will close on a Friday afternoon for teachers to have their PPA time and additional cleaning time.</p> <p>-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.</p> <p>-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.</p> <p>-The planned number of children and adults in each bubble are: 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</p>	<p>-Classroom furniture will be repositioned to ensure that desks are forward with a 1m plus gap between the tables</p> <p>- There will be a maximum of 15 children in each bubble.</p> <p>-Red bubble may be split into 2 bubbles and split into separate rooms if this situation occurs.</p> <p>- 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.</p> <p>- 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.</p> <p>-We will close on a Friday afternoon for teachers to have their PPA time and additional cleaning time.</p> <p>-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.</p> <p>-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</p>

ALL OTHER OCCUPIED ROOMS

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 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

Maximum occupancy signs to be displayed to communal and shared other rooms
 Breakout rooms will be provided for bubbles to share. Each bubble will create themselves 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.

Red Bubble – Small room off F1 classroom

Orange and Yellow Bubble - Parent Meeting Room

Green, Blue, Indigo and violet – Exhibition Room

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>Communal education areas such as the library and art room will be closed for class use at present.</p> <p>No space should ever be shared by two bubbles 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>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><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>	<p>- In FS and KS1, bubbles will be allocated a toilet and a sink within a block.</p> <p>-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.</p> <p>-Red Bubble F1/F2 – FS Toilets – children will be named on a toilet door and hand basin</p> <p>-Orange, Yellow, Green Bubble (Y1, Y2 and Y3) – Infant toilets with an allocated toilet(s) and basin(s) within</p> <p>-Blue, Indigo and violet Bubble (Y4, Y5, Y6) will all use the junior toilets.</p> <p>- 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.</p>	<p>The process will remain the same as in whole school bubbles. (See column to the left)</p>

	<ul style="list-style-type: none"> -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. - 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 if they have a toileting accident. 	
<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>Outside Playtimes</p> <p>There will be a need to minimise the number of children gathered together. How will you organise this?</p> <p>Transmission rates are reduced outdoors</p>	<p>-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.</p> <ul style="list-style-type: none"> - 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. -Staff must always be alert to where they can or can't go -Children will be educated on how to use these areas safety. <table border="1" data-bbox="465 687 1438 1056"> <thead> <tr> <th></th> <th>Field</th> <th>Hall</th> <th>Ball Court</th> <th>Trim Trail</th> </tr> </thead> <tbody> <tr> <td>Monday</td> <td>Orange and Yellow</td> <td>Indigo</td> <td>Violet</td> <td>Blue</td> </tr> <tr> <td>Tuesday</td> <td>Green</td> <td>Violet</td> <td>Orange and Yellow</td> <td>Indigo</td> </tr> <tr> <td>Wednesday</td> <td>Blue</td> <td>Orange and Yellow</td> <td>Green</td> <td>Violet</td> </tr> <tr> <td>Thursday</td> <td>Indigo</td> <td>Green</td> <td>Blue</td> <td>Orange and Yellow</td> </tr> <tr> <td>Friday</td> <td>Violet</td> <td>Blue</td> <td>Indigo</td> <td>Green</td> </tr> </tbody> </table> <p>Forest school will be only be used by the red bubble and they can have free access to this area.</p>		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	<p>The safety measures for outside playtimes will be the same as full opening.</p>
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<p>Attendance</p>	<ul style="list-style-type: none"> • 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. 																															

	<ul style="list-style-type: none"> • 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. • Red Bubble – children arriving late before 9:25am will gain a L mark and children arriving after this will marked as a U. • Orange Bubble - children arriving late before 9:25am will gain a L mark and children arriving after this will marked as a U. • Yellow Bubble – children arriving late before 9:05am will gain a L mark and children arriving after this will marked as a U. • Green Bubble - children arriving late before 9:25am will gain a L mark and children arriving after this will marked as a U. • Blue Bubble - children arriving late before 9:10am will gain a L mark and children arriving after this will marked as a U. • Indigo Bubble - children arriving late before 9:15am will gain a L mark and children arriving after this will marked as a U. • Violet Bubble - children arriving late before 9:20am will gain a L mark bubble 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 	
<p>First Aid 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"> -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. -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 form 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. 	<p>Safety measures will be the same as whole school opening.</p>

	<ul style="list-style-type: none"> -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. 	
<u>Positive Test</u>	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
<u>Staff Meetings, Governors Meetings, Academy meetings, SEN meetings with parents, social care meetings, social care or EH meetings with children etc.</u>	<ul style="list-style-type: none"> -Where possible adults are to maintain a safe distance between each other (2 metres) in the meeting room / office environment -Where suitable, virtual conference calls will be arranged and information will be disseminated this way. -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. -Most meetings with parents will take place over the telephone. -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. - Staff meetings will take place in the hall, with each bubble having an allocated space to sit so that they are further than 2m away from other bubbles. Staff will bring their own chairs and tables from their bubble to the staff meeting. 	All meetings will become virtual if we go into a partial lockdown situation
<u>Educational Visits</u>	<p>Educational Visits may be planned, however with effect from Spring Term</p> <p>To limit the control of spread of transmission and transport arrangements – Trips will be delayed until Spring Term</p>	All Educational Visits will cease.
<u>Pupils</u>	<p>Welfare and Wellbeing will be the first priority in Autumn term.</p> <p>A recovery curriculum based on a Trauma informed Schools Approach will be in place for the Autumn term focussing on a whole school topic of 'community' – The strands of reconnect, relationships, rebuild and resilience</p> <p>Bereavement counselling / support to be offered to staff and pupils where necessary</p>	<p>Welfare and wellbeing will be the main priority with wellbeing checks applied to those not in setting.</p> <p>A DSL and First Aider to be on site at all times included in each rota basis</p> <p>Behaviour Policy will be adjusted and implemented at local level to account for any specific known case which potentially compromises H&S of staff.</p>
<u>Behaviour and Expectations</u>	<p>Safeguarding concerns will be monitored in the usual manner</p> <p>A DSL and First Aider to be on site at all times – usual practice</p>	

	Behaviour Policy will be adjusted and implemented at local level to account for any specific known case which potentially compromises H&S of staff.	
<u>Deliveries</u>	<ul style="list-style-type: none"> -When placing orders for delivery ensure that you inform the company of the Schools protocol for accepting deliveries -If practicable drivers should wash or clean their hands before unloading goods and materials -Do not approach delivery staff; allow packages to be left in a safe place e.g. main entrance -Staff should not sign for deliveries -Hands are to be thoroughly washed after handling all deliveries -Keep deliveries to a minimum with essential items only 	
<u>Contractors/ Essential Repair/ Maintenance work</u>	<ul style="list-style-type: none"> - Only contractors carrying out essential maintenance work are to be allowed on the School site - where possible, contractors will be asked to attend either before or after school opening times. -Staff and contractors are to maintain a safe distance between themselves and others (2 metres). -All contractors are to wash their hands upon entering the site Strict hygiene rules to be implemented, all contractors are to be asked to do the following: <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. -Site inductions are to be carried out following social distancing principles (2m separation). 	
COMMUNICATION	WHOLE CLASS BUBBLE – Sept onwards	PARTIAL LOCKDOWN – 2nd SPIKE
SLT – Trust	<ul style="list-style-type: none"> • TRUST - Half termly HT meetings will be determined 	Fortnightly virtual HT meetings will be determined Updates will be disseminated to school from one point of contact and limited to weekly where possible.
SLT School	Regular SLT and staff meetings will commence	SLT meetings will be held virtually regularly and staff meetings will be conducted periodically (monthly) virtually
<u>Staff</u>	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"> • 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
<u>Parents/pupils</u>	<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. 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
<u>Governance</u>	<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> <p>Schools must ensure Governors are kept up to date – Chair of Governor should disseminate information to whole LGB</p> <p>Governing body meetings will revert to remote with circulation of documentation Zoom where 1 item agendas are needed</p>








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

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