




RISE– COVID-19 Primary School Second National Lockdown 2021				
Activity being assessed:	National Lockdown of all schools in England.	Location(s) affected: the whole site	Waltham-on-the-Wolds CE Primary School	  
Original created by :	Hollie Geeson Head of School	Date original assessment completed:	19.5.2020	
Date of review:	28.10.2020	Review completed by:	J Hopkins EHT	
<b>Date of review</b>	<b>04.01.2021</b>	Review completed by:	J Hopkins EHT	

This risk assessment has been developed on best available scientific guidance and industry best practice, information and should be read in conjunction with the government guidance document, this document cannot be considered to cover every risk and control possible and must be reviewed and made specific by the end user.

- [https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020?utm\\_source=7427a8d7-6fbd-4315-b29f-2c648cfb91a1&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate#schools](https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020?utm_source=7427a8d7-6fbd-4315-b29f-2c648cfb91a1&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate#schools)
- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#effective-infection-protection-and-control>
- <http://science.cleapss.org.uk/resources/resource-search.aspx?search=COVID-19>
- <http://dt.cleapss.org.uk/Resources/All/?search=covid+19>
- <https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf>

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>Do you need to do anything else to manage this risk?</b>	<b>Action by whom and when?</b>	<b>Completed</b>
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<p>Reopening after a lengthy closure / Christmas holiday.</p>	<p><b>Pupils, staff, visitors, and the general public by unsafe equipment, systems and premises</b></p>	<p>Waltham-on-the-Wolds CE Primary School COVID Risk Assessment January 2022</p> <ol style="list-style-type: none"> <li>1. Servicing of equipment to be completed in accordance with manufacturers requirements.</li> <li>2. Recommission/service any equipment/systems where statutory maintenance has not been carried out prior to use.</li> <li>3. Water hygiene management arrangements to be reviewed and additional flushing, chlorination and maintenance to be undertaken in line with Legionella risk assessment.</li> <li>4. Check fire safety systems including checking fire doors are operational and fire alarm and emergency lights are operational.</li> <li>5. Centrally managed Air conditioning/handling/circulation units should only be used if they can be switched to full fresh air, otherwise they should be switched off. Air conditioning units which serve one room only pose minimal risk and can be used as required.</li> <li>6. Clean and disinfect all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly</li> </ol>	<p><b>Confirm with PO that he has continued to maintain the statutory premises maintenance regimes; if so the only additional task will be the flushing of hot and cold water outlets including non-mains drinking water sources that have not been in use.</b></p>	<p>J Granger To complete by Monday 4<sup>th</sup> January. Checked by J Hopkins /D Garnett  Update key-holder info. LW W/C 4<sup>th</sup> Jan</p>	<p>JG Checked by DG 12/01/2021  JG Checked by DG 12/01/2021</p>
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<p>Contracting COVID-19 from being in the school environment by contact with an infected person</p>	<p><b>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</b></p>	<ol style="list-style-type: none"> <li>1. Staff, pupils or visitors who have tested positive for COVID-19 are not allowed into the school premises until they have self-isolated for the recommended government period or 10 days; if the individual continues to have symptoms, they are required to remain away from school until a normal temperature can be maintained.</li> <li>2. Use of a school head thermometer may be used to identify a high temperature.</li> <li>3. Staff, pupils or visitors living in the same household as a person who have COVID-19 symptoms or have tested positive for COVID-19 are not allowed into the school premises until</li> </ol>	<p><b>Re-send clear guidance to all staff and parents/carers of pupils prior to school re-opening and put on school website.</b></p> <p><b>Communicate any new/recent information regarding how to obtain a COVID-19 test.</b></p> <p><b>Updated training and revisions for all staff on correct donning and doffing of PPE, contacting of parent/NOK, safe disposal of PPE and cleaning of area following cleaning guidance.</b></p>	<p>DG 5.1.21</p> <p>DG going</p> <p>SLT 4.1.21 (INSET day)</p>	<p>DG 12/01/2021</p> <p>DG 12/01/2021</p>
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		<p>they have self-isolated for the government period of 10 days.</p> <p>4. If a staff member or pupil has a positive COVID-19 test the school must contact the local health protection team who will conduct a rapid risk assessment and will provide the school with definitive advice on who must go home.</p> <p>5. Any person exhibiting symptoms of COVID-19 as detailed (high temperature, a new continuous cough, loss of smell/taste) are requested to stay away from school until well and asymptomatic; any person arriving at school exhibiting symptoms will be required to return home along with their</p>	<p><b>Staff reminded about correct procedures in the event of a positive test eg to inform the local health protection team who will provide the school with definitive advice</b></p>		
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		<p>siblings.</p> <p>6. If an individual has symptoms, undertakes a COVID-19 test and this is negative, on evidence of the negative test they should continue to stay at home until they have recovered from their illness until they can safely return.</p> <p>7. Wherever possible contractors to site will be completed out of normal school hours.</p> <p>8. <u>Government self-isolation guidance</u></p> <p>9. Staff reminded about correct procedures in the event of a positive test e.g. to inform the local health protection team who will provide the school with definitive advice.</p> <p><u>Early years settings</u></p> <p>Settings should restrict all visits to the setting to those that are</p>			
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		<p>absolutely necessary. This means suspending parent and carer visits for:</p> <ul style="list-style-type: none"> <li>– new admissions,</li> <li>– settling-in children new to the setting</li> <li>– attending organised performances</li> </ul>			
<p>Vulnerable staff or pupils contracting COVID-19 from being in school</p>	<p><b>Staff deemed vulnerable see government list are likely to experience worse symptoms and additional health issues if contract COVID-19</b></p>	<p>Staff and pupil survey undertaken to determine individuals that are clinically vulnerable/ clinically extremely vulnerable. Where identified in an at-risk category an individual risk assessment will be put in place to provide adequate controls within school. Only Key worker children and vulnerable children can attend school during the national lockdown with all other pupils reverting to online distance learning.</p> <p>Where pupil’s health is such that they are required to</p>	<p><b>Due to the second national lockdown only those children who have parents who are critical workers or those deemed vulnerable should be in school</b></p> <p><b>Staff who have been identified CEV should be shielding.</b></p>	<p>Comms from Rise/EHT 6/1/21</p> <p>Staff should send notification to EHT and HoS as provisions will</p>	<p>DG 12/01/2021</p>

	<p>remain at home, suitable home learning support covering whole curriculum to be developed on an individual basis.</p> <p>Staff and children who are clinically vulnerable or have underlying health conditions must again begin shielding in line with government advice.</p> <p>Bubbles must be established to ensure that pupils do not mix with the whole school population, these may be different from the bubbles in the autumn term and so please review these carefully and plan accordingly.</p> <p>Where pupils health is such that they are required to remain at home, suitable home learning support covering whole curriculum to be developed on an individual basis.</p> <p>Within all new COVID Alert levels (medium, high, and</p>		<p>need to be put in place. prior to start of term</p>	
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	<p>very high) all staff can continue to attend school. All pupils, including those who are clinically extremely vulnerable can continue to attend school at all local COVID alert levels unless they are one of the small number of pupils under paediatric care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend school.</p> <p><b>Where pregnancy risk assessments have been completed, ensure these are reviewed regularly in line with risks and guidance.</b></p> <p><b>Previous actions:</b></p> <p>Seek medical advice where needed.</p> <p>Individual risk assessments written in collaboration with the staff member or parent to enable staff/pupil to attend as</p>			
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	<p>and when appropriate, e.g. new pupils to the school.</p> <p>Identify staff and pupils who need to remain at home. Class teachers to create individual home learning support/whole class in the case of a closure.</p> <p><b>The advice for pupils who remain in the clinically extremely vulnerable group is that they should have returned to school from 2 December. All staff can continue to attend school in all three local restriction tiers. There is provision for some adjustments to this but this will only be done in some very high alert areas and only for a limited period of time, determined on the advice of the Chief Medical Officer.</b></p> <p>Please also note that corresponding 'actions for schools during the coronavirus outbreak' <a href="#">guidance</a> has been similarly updated to reflect the local restriction tiers.</p> <p>Points from the guidance:</p>			
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		<ul style="list-style-type: none"> <li>• A very small number of pupils under paediatric or NHS care will have been advised specifically by their GP or clinician not to attend an education setting.</li> <li>• If more restrictive formal shielding is required in tier 3 the government will write to families separately to inform them if clinically extremely vulnerable children are advised to shield and not attend school.</li> <li>• In terms of staff it states: All staff can continue to attend school in all three local restriction tiers. If this changes the government will write to individuals to inform them if they are advised to follow formal shielding and not attend the workplace.</li> </ul>			
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<p>Congestion or inability to adequately socially distance when accessing or leaving school grounds</p>	<p><b>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</b></p>	<ol style="list-style-type: none"> <li>1. Parents and staff requested to wear face masks at the school gate.</li> <li>2. Start and finish times staggered to reduce congestion.</li> <li>3. Bubbles given clear information about gates/times for drop off and collection.</li> <li>4. Families requested to only send one adult per family group to drop off and collect pupils to reduce potential of overcrowding; only children of primary school age or under to accompany adult if it is not possible for them to be at home with another responsible person.</li> <li>5. Each bubble to be given clear information about times for drop off and</li> </ol>	<p><b>Clear plan to be documented detailing different bubbles start and finish times and entry exit points and communicated with parents, carers, and pupils.</b></p> <p><b>Parents to be reminded of system if pupils arrive late or are not collected on time – to phone the school office/drop off and pick up to be at drive gate.</b></p> <p><b>NB This may have to be adjusted if heavy rain on arrival</b></p>	<p>DG 6.1.21</p>	<p>DG 12/01/2021</p>
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		<p>collection.</p> <p>6. Line up points with social distancing measures to be put in place on playground / entrances.</p> <p>7. Parents to be encouraged to drop off and leave as quickly as possible.</p> <p>8. <b>For arrival:</b> staff member to greet children at red playground gate. Parents to wait at 2m distanced past the office to the old wooden gate. Children to leave parents at the playground gate and go straight to their bubble base.</p> <p>9. For collection, parents to wait on path down from the office and staff to bring out children to them for collection, once child(ren) and parent/carer reunited,</p>	<p>Parents and staff requested to wear face masks.</p>		
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		<p>parent/carer requested to leave site immediately by designated gate (red gate to carpark).</p> <p>10. There is a one-way system in place so parents / children do not cross when leaving and entering the site.</p> <p>11. Staff advised to arrive by designated time prior to pupil's arrival (contract dependent) and to ensure that they maintain appropriate social distancing within the car park and on pathways.</p> <p>12. All staff to enter and exit by the main school entrance and travel alone or with people from the same household.</p> <p>13. Children who are late to be collected will wait in the playground shelter will staff</p>			
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		<p>member from bubble. Parent to wait until other bubble has been dismissed. Parent NOT to join another bubble's line.</p> <p><b>14. Children who arriving late:</b></p> <ul style="list-style-type: none"> <li>• Parent to ring office (office to sign child in) (01664 464 269)</li> <li>• Office to ring / send message designated class.</li> <li>• Adult in class to collect child from playground gate (for Sycamore Miss Wright to collect child and escort to Sycamore class)</li> </ul> <p><b>15. Children who are leaving early:</b></p> <ul style="list-style-type: none"> <li>• Parent to ring school office on arrival (office to sign child out) (01664 464 269)</li> <li>• Office to ring /send message to designated class</li> <li>• Adult in class to escort child from class to</li> </ul>			
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		<p>playground gate for collection. (for Sycamore Miss Wright to collect child and escort to Playground gate for collection).</p> <ul style="list-style-type: none"><li>• Where face to face meetings with parents or visitors have been arranged, social distancing must be maintained, where this cannot be the school has discretion to ask face coverings to be worn in circulation areas and meeting rooms.</li></ul>			
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<p>Congestion or inability to adequately socially distance when accessing or leaving school grounds during New Starter EYFS visits.</p>	<p><b>Parents, children, staff.</b></p>	<ol style="list-style-type: none"> <li>1. Taster session held during INSET days when no other pupils or parents are in school.</li> <li>2. Parents, children and EYFS staff to meet on the school field (access via the playground gate).</li> <li>3. Staff / Parents to maintain social distancing at all times (2m).</li> <li>4. No parents to enter the class / building. Vision to the classroom via the windows or outdoor area.</li> <li>5. Parents to remain on the field (weather permitting) or can leave the premises and collect at the end of the session from the red playground gate.</li> </ol>	<p><b>ALL VISITS CANCELLED DURING THE NATIONAL LOCKDOWN.</b></p>	<p>L Wright to inform those booked in and offer a virtual tour.</p>	<p>DG 08/12 /2021</p>
<p>Congestion</p>	<p><b>Pupils, staff,</b></p>	<ol style="list-style-type: none"> <li>1. Children to walk</li> </ol>	<p><b>Revisit fire</b></p>		



		<p>around the school building.</p> <ol style="list-style-type: none"> <li>6. Children and staff to remain within their allocated bubble space.</li> <li>7. Children to be sent in small groups to the toilet and to wash hands.</li> <li>8. Separate unisex toilets assigned for each class.</li> <li>9. Lunchtime / playtime rota to allow individual bubbles to access playground separately. Half the playground for each class.</li> <li>10. Children to eat in classroom and supervised by adults within their own bubble.</li> <li>11. Staff members to supervise children inside own classroom if inclement weather.</li> <li>12. PE staff to report to</li> </ol>	<p><b>school and daily procedures for children and staff to follow.</b></p> <p><b>P O to put out rubber discs.</b></p>	<p>2021</p> <p>JG 06/01/ 2021</p>	
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		<p>office and access children via bubble external door. Outside activities where possible.</p> <p>Also actioned:</p> <ol style="list-style-type: none"> <li>1. Marking points of 2m distancing – by using rubber PE discs on pathway to allow parents and children to line up safely.</li> <li>2. Re-do one-way system signage to be posted on fence. Display social distancing signage in key areas around school</li> <li>3. Signage for each class entrance, toilets, drop off points.</li> <li>4. Communicate lunchtime / playtime rotas, entrances / exits with staff</li> <li>5. Office to liaise with food provider.</li> </ol>			
Ineffective personal	<b>Pupils, staff, visitors, and the</b>	<ol style="list-style-type: none"> <li>1. Robust handwashing promoted.</li> <li>2. NHS video for</li> </ol>	<b>Revisit NHS video for handwashing to be viewed by</b>	ALL staff 7/1/21	07/01 /2021

hygiene measures	general public becoming infected with COVID-19:	handwashing used with children weekly. See link to NHS video. <b><u>NHS video</u></b>	<b>staff and all children. <u>NHS video</u></b>	Pupils 7/1/21	07/01 /2021
		3. Hand sanitiser must contain a minimum of 60% alcohol	<b>Ensure sufficient disposable tissues are available in school.</b>	PO 7/1/21	07/01 /2021
		4. Staff and pupils are requested to wash hands prior to leaving home in the morning.	<b>Ensure sufficient hand sanitiser is available.</b>	PO 7/1/21	07/01 /2021
		5. All staff and pupils <b>must</b> wash their hands for a minimum of 20 seconds with liquid soap and warm water or sanitiser on arrival at school.	<b>Reallocate blue lidded bins to dispose of tissues to ensure that all classrooms/staffroom/ASC/Hall/Office have one</b>	PO 7/1/21	11/01 /2021
		6. Following use of toilet facilities hands <b>must</b> be washed with liquid soap and warm water.	<b>Display handwashing posters by all sinks</b>	Support Staff 7/1/21	11/01 /2021
		7. Before and after break times, eating and after a bout of coughing/sneezing or following outside play hands <b>must</b> be washed with liquid soap and warm water	<b>Display Catch it Kill it Bin it Posters around</b>	Support Staff 7/1/21	

		<p>or hand sanitiser.</p> <p>8. Staff and pupils encouraged to follow the Catch it, Kill it, Bin it protocol – disposable tissues or toilet tissue is available in classrooms and staff areas and to be immediately placed in a bin or flushed down a toilet following use – used tissues must not be left on desks or other surfaces.</p> <p>9. Posters are displayed by sinks to show how to effectively wash hands.</p> <p>10. Catch it, Kill it, Bin it posters displayed around the school.</p> <p>11. Hand sanitiser available for staff who are unable to leave classrooms whilst supervising pupils.</p> <p>12. Hand sanitiser is available but should</p>	<p><b>school</b></p>		
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		<p>only be used whereby handwashing is not accessible rather than a general alternative to handwashing.</p> <p>13. Pupils encouraged to wear a new set of uniform every day where possible. PE kit to be worn to school on days where children are taking part on dance or PE.</p> <p>14. If children need to use the bathroom toilet whilst they are outside they will need to access their own set of toilets. Treehouse main door to be propped open for access to Holly / Willow during outdoor play.</p> <p>15. Children will be sent in small numbers to prevent overcrowding in the toilets.</p> <p>16. Children and staff can provide their own</p>		On	
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		<p>soap, santiser, hand cream if needed due to specific skin condition. Permission from parent /carer needed via Seesaw / email to avoid cross-contaminated of documents to and from home.</p> <p>17. <b>Non-essential items not to be brought into school by pupils or staff.</b></p> <p><b>Other:</b></p> <ol style="list-style-type: none"> <li>1. Check supplies of hand sanitizer, paper towels, disposable tissues. Order accordingly.</li> <li>2. Children/ staff with sore hands or skin conditions are able to bring a personal supply of soap / hand cream- communicate with parents.</li> </ol>	<p><b>Supplies checked daily in classrooms by CT. Stock checked weekly by P O</b></p>	going	
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Possible contamination in reception areas and office	<b>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</b>	<ol style="list-style-type: none"> <li>1. Parents are not currently allowed into reception area, school or playground unless prior approval by the HoS or EHT in exceptional circumstances.</li> <li>2. Hand sanitiser to be available at reception for visitors to use on arrival before signing in.</li> <li>3. Ventilation in the office area is to be maintained either by mechanical ventilation adjusted to increase the ventilation rate where possible, and natural ventilation by opening windows. During occupied times windows should be opened enough to provide background ventilation, during unoccupied times (during the school day) windows should</li> </ol>	<b>If fire doors are to be kept open, this will only be done when the room is occupied with an adult present and nominated person will be responsible for closing them when leaving the area.</b>	All staff ongoing	
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		<p>be fully opened. Internal and external doors can be kept open to assist as this will increased ventilation. Rooms must be well ventilated.</p> <p>4. Parents/carers advised to contact school by phone / Seesaw if they need to speak to a teacher or member of SLT and meetings will be arranged by phone.</p> <p>5. Essential meetings to take place in the staff room to ensure easy access and social distancing.</p> <p>6. Staff to pass through reception maintaining appropriate social distancing.</p> <p>7. Due to office size, layout and limited space, non-office-based staff are not to enter the office area, requests to be made</p>			
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		<p>from the doorway.</p> <p>8. Office staff to work at their designated desks to avoid shared equipment and to be responsible for regular cleaning of IT and phone equipment using antibacterial cleaning materials.</p> <p>9. Office staff to be sent registers electronically (password protected). Office staff to print a list of pupils, this should be taken outside themselves in the event of a fire.</p> <p>10. Where ever possible letters will be communicated via Seesaw to reduce cross contamination.</p> <p>11. Visitors / parents entering site will be asked to fill in a form with details to conform with track and trace.</p> <p>12. No children to be sent</p>			
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		<p>to the office – door to office and door between office and library to be kept shut at all times.</p> <p>13. For use of the photocopier, laminator and other shared devices must be to sanitised between use.</p> <p>14. Internal and external doors can be kept open to assist as this will increase ventilation.</p> <p>15. Contacting to/from the office:                  Holly class: direct phone                  Willow class: school mobile. charging all the time and turned on.                  Oak Class: phone to office                  Sycamore Class: adult to walk through library to office.</p> <p>16. Where face to face meetings with parents or visitors have been arranged, social distancing</p>			
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		<p>must be maintained; the room must be well ventilated; and all will be required to wear face coverings.</p> <p>Other actions:</p> <ol style="list-style-type: none"><li>1. Ensure that new staff and staff who have not been in since lockdown due to shielding are familiar with the routines.</li><li>2. Communication system in place with PO to show when meeting has taken place and needs additional cleaning.</li><li>3. If fire doors are to be kept open, this will only be done when the room is occupied and nominated person will be responsible for closing them when leaving the area.</li></ol>			
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Possible contamination within classroom/teaching and learning spaces	<b>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</b>	<ol style="list-style-type: none"> <li>1. Remove excess furniture to increase space.</li> <li>2. Equipment reduced to a minimum on surfaces for easy cleaning.</li> <li>3. Lessons planned for individual / pair work (not group work in first instance).</li> <li>4. If close feedback or communication is needed – side to side not facing child.</li> <li>5. Set seating plan so children have their desk which is the same every day (KS2).</li> <li>6. Sitting on the carpet needs to be as spread out as possible (some children could sit at desks).</li> <li>7. Reading books: children will have separate reading book for school and home so reduce cross-contamination.</li> </ol>	<p><b>If fire doors are to be kept open, this will only be done when the room is occupied with an adult present and nominated person will be responsible for closing them when leaving the area.</b></p> <p>We strongly advise that staff wear a facemask and/or visor during the following activities;                      -Staff/LSA’s working in different classrooms                      -Staff at gate during drop</p>	DG w/c 4.1.21	DG 07.01.2021
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		<p>Reading books in EYFS/KS1 and those children in reading book bands will be changed on a Monday and Thursday. Books that are collected in will be quarantined for 72 hours. In KS2 children will chose a reading book for home and school. Once the child has finished either book they will be quarantined for 72 hours and they will choose another book.</p> <p>8. Homework will be online wherever possible e.g. Seesaw, Timestable Rockstars, My Maths.</p> <p>9. Classrooms with external door direct to the outside to be used where possible.</p> <p>10. Table and chair layout within classrooms and learning areas to be assessed and set out</p>	<p>off/pick up.</p> <ul style="list-style-type: none"> <li>-Staff meeting the bus.</li> <li>-Staff working across school sites eg SENco /SLT</li> <li>-Office staff when a visitor enters the building.</li> <li>-Playground duty of class bubbles where more than one class is covered by a single member of staff.</li> <li>-Staff when on duty in the dinner hall.</li> <li>-Staff when carrying out cleaning.</li> </ul>		
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		<p>with all desks and chairs facing the same direction as far as is practicable.</p> <p>11. Staff are to maintain social distancing from other members of staff and pupils where possible.</p> <p>12. Holly Class entrance/ exit: outside area</p> <p>13. Willow class entrance / exit: tree house main entrance.</p> <p>14. Oak Class entrance / exit: stair via playground.</p> <p>15. Sycamore class entrance /exit: old wooden front door or main school/ stairs from playground.</p> <p>16. Pupils to be given their own designated seat to minimise any potential cross contamination.</p> <p>17. Soft furnishing / soft toys such as mats/beanbags and</p>			
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		<p>cushions removed from all classroom and learning areas.</p> <p>18. If younger pupils need a comfort of a soft toy one should be brought from home and kept for their use only – avoid if possible</p> <p>19. Pupils will have named pupil pack with pens, pencils, ruler, and any other essential equipment to learning in a tray with their own exercise book and a selection of reading books.</p> <p>20. Once reading books have been read they will go into quarantine for 72 hours.</p> <p>21. Use of communal equipment will be avoided where possible, any shared equipment and toys being used will be cleanable and disinfected prior and</p>			
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		<p>after use.</p> <p>22. Resources available will be limited to what is essential for use of a daily basis and planned in advance.</p> <p>23. Computer keyboard/mouse, touch screens/interactive whiteboards only to be used by lead teacher/staff member in the classroom.</p> <p>24. The use IT (e.g. laptops, iPads) should be cleaned between uses.</p> <p>25. Weather permitting windows to be opened to provide fresh air to be circulated within classroom and learning areas – this is limited in main school due to a lack of windows that can open – use outdoor spaces wherever possible and social</p>			
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		<p>distancing between two upstairs classrooms and library.</p> <p>26. Light switches, windows, and blinds only to be operated by lead teacher/staff member in the classroom.</p> <p>27. Lunches are to be eaten in classrooms and furniture sanitised prior to and after food.</p> <p>28. Steamer used to sanitise toys/ resources and PE equipment at the end of the day. Equipment will be frequently sanitised prior to and after use.</p> <p>29. Ventilation in the classrooms is to be maintained either by mechanical ventilation adjusted to increase the ventilation rate where possible, and</p>			
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		<p>natural ventilation by opening windows. During occupied times windows should be opened enough to provide background ventilation, during unoccupied times (during the school day) windows should be fully opened.</p> <p>30. Internal and external doors can be kept open to assist as this will increased ventilation.</p>			
Possible contamination during activities where higher levels of aerosols are produced	<b>Pupils, staff, visitors, and general public becoming infected with COVID-19:</b>	<p>Where possible activities should take place outside with social distancing measures in place.</p> <p>Where activities must take place inside:</p> <ul style="list-style-type: none"> <li>• social distancing must be maintained.</li> <li>• Numbers of persons must be limited to allow for social</li> </ul>	<b>If fire doors are to be kept open, this will only be done when the room is occupied with an adult present and nominated person will be responsible for closing them</b>	All staff ongoing	

<p>. (Singing, music including wind and brass instruments, and Physical education)</p>		<p>distancing and the size of the room being used.</p> <ul style="list-style-type: none"> <li>• Ventilation of the room must be maintained by both mechanical and natural ventilation. When occupied windows open enough for background ventilation, when not occupied (during the school day) windows opened fully. Internal and external doors can also be opened for extra ventilation.</li> <li>• Hand washing regime must take place before lesson starts and once lesson ends.</li> <li>• Non-contact playtime games need to be taught to avoid games like tig.</li> <li>•</li> </ul> <p>Music, singing and instruments:</p>	<p><b>when leaving the area.</b></p>		
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		<ul style="list-style-type: none"> <li>• Only to take place within small groups, ideally within bubbles.</li> <li>• Pupils sit back to back or side to side to avoid face to face contact.</li> <li>• Cleaning of equipment is completed before and after use.</li> <li>• No sharing of equipment occurs.</li> <li>• groups, ideally within bubbles.</li> <li>• Pupils sit back to back or side to side to avoid face to face contact.</li> <li>• Cleaning of equipment is completed before and after use.</li> <li>• No sharing of equipment occurs.</li> </ul> <p>Physical education:</p> <ul style="list-style-type: none"> <li>• Carried out within class bubbles.</li> <li>• Fixed and loose PE equipment is cleaned in between bubble uses.</li> <li>• Activities are planned</li> </ul>			
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		<p>accordingly to space available and number of pupils in class bubble.</p> <p>Contact sports are avoided as per guidance.</p> <p>SEE SEPARATE RA FOR USE OF VILLAGE HALL.</p>			
Possible contamination from use of toilet/welfare facilities	<b>Pupils, staff, visitors, and general public becoming infected with Covid-19</b>	<ol style="list-style-type: none"> <li>1. Staff to only access toilet areas one at a time – staff in main school to access staff toilet in main school; staff in tree house to access staff toilet in treehouse.</li> <li>2. Staff to access welfare facilities maintaining appropriate social distancing and ensure all touch points are cleaned down before and after use.</li> <li>3. Bubbles should be</li> </ol>	<b>Audit of stock of cleaning equipment done prior to the start of term. Regular stock audit.</b>	J Grange r audit Dec 2020 and maintain stock	

		<p>designated a specific toilet for use to ensure the risk of cross contamination is reduced and to avoid overcrowding.</p> <ol style="list-style-type: none"> <li>1. Pupils will be monitored in their use of toilets to avoid overcrowding</li> <li>2. Cleaning products to wipe taps, handles, toilet seats to be securely available to clean between uses.</li> <li>3. Pupil classes will have set toilets designated for their use.</li> <li>4. Pupils will be monitored in their use of toilets to maintain social distancing – younger pupils will be supervised to toilet areas; KS2 pupils will be remotely supervised to ensure groups of pupils do not access toilets at the same time.</li> </ol>			
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		<ol style="list-style-type: none"> <li>5. Staff and pupils must wash hands thoroughly after using toilet facilities (see handwashing).</li> <li>6. Sufficient liquid soap will be available at all times in all toilets, this will be checked daily by premises officer and will be topped up in between if required.</li> <li>7. Only liquid soap is permitted in school.</li> <li>8. Specific soap can be used if needed due to skin allergies. Permission needed via seesaw / email from parent.</li> <li>9. Hand drying will be by air hand drier or disposable towels only, hand towels have been removed.</li> <li>10. Additional cleaning of toilet and sink facilities to be implemented throughout the school day – before and after</li> </ol>			
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		<p>lunchtime / before after school club</p> <p>11. Bins in toilets will be emptied daily and this will be reviewed with emptying increased more frequently if required.</p> <p>Other actions: Staff in each bubble will be responsible for cleaning of equipment and resources used using Spray disinfectants, and/or steam cleaner.</p> <p>Resources e.g. maths equipment, EYFS toys can be soaked in Milton solution and air dried.</p> <p>Staff only to provide water from the water cooler. Children to bring a CLEARLY labelled drinks bottle each day. Water fountain NOT to be used. Adults wash hands before and after handling water cooler.</p> <p>Timetable for staggered break and lunchtimes to be shared</p>			
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		<p>with staff. Expectations over milk / fruit, PE equipment / playground shared.</p> <p>Communicate with parents about milk and fruit.</p> <p>Communicate with milk and fruit companies.</p> <p>Prepare 4 class bubbles playground boxes.</p>			
<p>Possible contamination from inadequate social distancing or cross contamination of equipment at Break times or during external</p>	<p><b>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</b></p>	<ol style="list-style-type: none"> <li>1. Break times staggered with staff and pupils allocated specific break times and areas to be accessed. (see timetable)</li> <li>2. Children to wash their hands at the end of playtime / lunchtime.</li> <li>3. Fixed external play equipment to be taken out of use.</li> <li>4. Only hard equipment that can be sanitised prior and after use to be available to pupils –</li> </ol>	<p>Staff in each bubble will continue to be responsible for cleaning of equipment and resources used using Spray disinfectants, and/or steam cleaner. Resources e.g. maths equipment, EYFS toys can be soaked in Milton solution and air dried. We strongly</p>	<p>Staff daily</p>	

learning activities		<p>box of equipment to be used for each class only and cleaned daily.</p> <p>5. Activities considered to promote social distancing during break periods.</p> <p>6. Staffing ratios assessed and determined – see plan.</p> <p>7. If pupils are eating, hands to be washed beforehand (see handwashing).</p> <p>8. School fruit to be washed by adult before distribution. Staff / children to wash hands before and after milk and fruit. Milk decanted into cups for each child and cups washed at a high temperature in the dish washer after each use.</p> <p>9. After external activities – staff and pupils to wash hands</p>	<p>advise that staff wear a facemask and/or visor during the following activities;</p> <ul style="list-style-type: none"> <li>-Staff/LSA's working in different class bubbles/classrooms</li> <li>-Staff at gate during drop off/pick up.</li> <li>-Staff meeting the bus.</li> <li>-Staff working across school sites e.g. SENco /SLT</li> <li>-Office staff when a visitor enters the building.</li> <li>-Playground duty of class bubbles where more than one class is covered by a single member of staff.</li> </ul>		
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		<p>(see handwashing).</p> <p>10. PE / dance to take place outside wherever possible.</p> <p>11. Equipment use to be cleaned prior to and between groups.</p> <p>12. 2m distancing between staff and children wherever practicable.</p>	<p>-Staff when on duty in the dinner hall.</p> <p>-Staff when carrying out cleaning.</p>		
Possible contamination from inadequate social distancing or cross contamination of equipment at lunchtime	<b>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</b>	<ol style="list-style-type: none"> <li>1. Lunch times staggered with staff and pupils allocated specific lunch times and areas to be accessed.</li> <li>2. Communicate staggered lunchtimes /rotas / expectations with staff.</li> <li>3. Lunch from SFSS – to be delivered to porch. Office staff to organise packed lunches and deliver to each classroom door.</li> <li>4. Staff should not share cups, cutlery and plates. They should be</li> </ol>	<p><b>PO to provide cleaning and sanitising products &amp; equipment for Lunchtime supervisors.</b></p> <p><b>Catering team to review risk assessments and communicate with all relevant staff.</b></p> <p>Review plans depending on number and size of eating areas,</p>	<p>J Granger 4.1.21</p> <p>FSS by 8/1/21</p> <p>DG 5/1/21</p>	

		<p>returned to the dishwasher at the end of the day to be washed at a high temperature.</p> <p>5. Areas used for eating to be set up to maintain social distancing eating (SFAIRP). Children will eat in classroom, at own desk or outside when whenever possible maintain social distancing rule.</p> <p>6. Supervised hand washing of pupils prior to lunch (see handwashing).</p> <p>7. Tables should be cleaned prior to and at end of lunch and in between sittings if appropriate.</p> <p>8. Staff to bring their own secure mug.</p> <p>9. Rota to access staff room to make drinks etc. Hot drink making facilities /fridge</p>	<p>playgrounds, fields etc. designate/zones/times and supervisions ratio's and "Bubbles" Share with all staff.</p> <p>We strongly advise that staff wear a facemask and/or visor during the following activities; -Staff/LSA's working in different class bubbles/classrooms -Staff at gate during drop off/pick up. -Staff meeting the bus. -Staff working across school sites eg SENco/SLT</p>		
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		<p>available in each building.</p> <p>10. No hot lunches to be provided currently.</p>	<p>-Office staff when a visitor enters the building.</p> <p>-Playground duty of class bubbles where more than one class is covered by a single member of staff.</p> <p>-Staff when on duty in the dinner hall.</p> <p>-Staff when carrying out cleaning.</p>		
<p>Possible contamination from inadequate social distancing in other communal gathering</p>	<p><b>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</b></p>	<ol style="list-style-type: none"> <li>1. Class assemblies will be in the specific class bases and a period of reflection only.</li> <li>2. Virtual assemblies will take place when possible.</li> </ol>	<p>Collective worship will be via Teams or carried out in class within bubble with children sat in their chairs (KS2) or on the floor on carpet squares (ks1)</p>	<p>On going</p>	

S - assembly					
Insufficient access to first aid	<b>Pupils, staff, visitors, and the general public may sustain greater injury through inadequate support and treatment</b>	<ol style="list-style-type: none"> <li>1. Sufficient first aid provisions are in place in line with the school's first aid risk assessment.</li> <li>2. Each building to have a first aid book to record incidents. Notes are sent home with children to inform parents.</li> <li>3. First Aid kits are checked and updated – with additional disposable gloves available.</li> <li>4. There is at least 1 first aider in each room.</li> <li>5. First aid to be administered in each room.</li> <li>6. Designated first aider called if second opinion is needed.</li> <li>7. Significant injuries a trained first aider to be called and deal</li> </ol>	<b>Review first aid risk assessment – with reception, and yr. 1 pupils in school there must be as an absolute minimum an emergency paediatric trained member of staff on site (ideally a 12-hour paediatric trained first aider)</b> 1.	D Garnett 6.1.21	D Garne tt 11/01 /2022 1



		<p>with the incident in designated area or to attend to the child in their bubble if not possible.</p> <p>8. First Aid kits are checked and updated – with additional disposable gloves available.</p> <p>9. First aid risk assessment updated and distributed to all staff.</p> <p>10. Standard universal hygiene measures should always be followed in line with first aid training.</p> <p>Disposable gloves are universally recommended to be worn when providing first aid and this should be adhered to. It is not deemed necessary to wear a face mask when dealing with general first aid even if social distancing cannot be maintained – refer to Government Guidance. Staff administering first aid to any other adult, additional PPE</p>			
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		mask should be worn if social distancing cannot be maintained. (see contaminated waste).			
Possible contamination by close contact when providing first aid or care to pupils	<b>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</b>	<ol style="list-style-type: none"> <li>1. Standard universal hygiene measures should be followed in line with first aid training at all times.</li> <li>2. Disposable gloves are universally recommended to be worn when providing first aid and this should be adhered to – extra gloves added to first aid boxes and replenished weekly.</li> <li>3. Where it is considered necessary due to the close proximity of care required, disposable fluid resistant surgical face masks and disposable aprons are available and should be worn by staff delivering first aid or providing care.</li> </ol>	<b>Goggles/visors need to be available if supporting a child who is symptomatic. If this is the case they should be worn as well as a fluid resistant face mask.</b>	LW to monitor or stock each half term.	

		<p>4. As all staff are first aid trained, each teacher designated to a group is responsible for providing aid, with assistance from another adult if required. See First Aid/medication policy.</p> <p>5. PPE packs will be available in each classroom base and staff aware.</p> <p>6. A box of gloves available in all classrooms.</p> <p>7. General first aid will be dealt with in the classroom base unless symptoms identified where pupil will go to designated room.</p> <p>8. Staff administering first aid to any other adult, additional PPE mask should worn if social distancing cannot be maintained.</p>			
Inadequa	<b>Pupils health</b>	1. Robust medication	<b>1. Review</b>	C.Cahil	

<p>te management of essential pupil medication</p>	<p><b>may suffer if not managed</b></p>	<p>management procedures within school.</p> <ol style="list-style-type: none"> <li>2. Essential medication e.g. inhalers, Epipens will be managed within “Bubble” by key member of staff following the school’s standard procedures.</li> <li>3. The administration of medication will be witnessed and recorded.</li> <li>4. Medication will be stored safely within the bubble.</li> <li>5. Where there is specific training required for essential medication, where possible a trained member of staff will be within “Bubble”, if this is not possible, the trained staff members name and how to contact must be displayed in the classroom.</li> </ol>	<p><b>EHCP for pupils with ongoing medical needs – it may be necessary to update responses i.e. for seizures face masks and visors/goggles as a standard precaution. Communicate with parents / staff.</b></p> <ol style="list-style-type: none"> <li>2. <b>Create additional risk assessment if needed.</b></li> </ol>	<p>l Each term to review</p>	
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Possible contamination from a symptomatic person on site	<b>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</b>	<ol style="list-style-type: none"> <li>1. Symptomatic person should not be on site – see first section.</li> <li>2. Should a staff member arrive at school or become symptomatic whilst at school they will be required to leave site immediately, if they need collecting, they will isolate in the EHT office (Additional sets of PPE kept in office in separate bags which contains full PPE wear in case of symptomatic individual).</li> <li>3. Should a pupil become symptomatic whilst at school they will be isolated in a the EHT office or playground shelter supervised by a staff member who will be required to wear a fluid resistant surgical face mask, disposable gloves and</li> </ol>	<p><b>Communicate any updated information regarding how to obtain a COVID-19 test to all staff – ensure that instructions are readily available and displayed in staff room.</b></p> <p><b>Googles/visors are required – make available in case required. These should be worn as well as the Face Mask not instead of.</b></p>	DG ongoing	
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		<p>apron for the duration of the supervision, or outside designated area; parent/carer will be contacted and required to collect pupil immediately.</p> <p>4. Staff member supervising will then remove all PPE and dispose of into a plastic bag (kept in each classroom / EHT office / office with additional PPE equipment) for immediate disposal outside and will wash hands thoroughly.</p> <p>5. Waste to be left outside for 72 hours (by the bins) before being added to general wash.</p> <p>6. <u>Government guidance</u> will then be followed.</p> <p>7. Siblings of symptomatic child will be sent home at the same time for the</p>			
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		<p>household to self-isolate.</p> <p>8. Staff and pupils in all settings will be eligible for testing if they become ill with coronavirus symptoms, as will members of their households. A negative test will enable children to get back to childcare or education, and their parents to get back to work. A positive test will ensure rapid action to protect their classmates and staff in their setting. Those who are clinically vulnerable, or are living with someone who is, should follow our <u>protective measures guidance</u>.</p> <p>9. Staff member does not need to go home unless the symptomatic person</p>			
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		<p>tests positive, the staff member gets symptoms, or they are contacted by NHS Test and trace for PHE local health protection team.</p> <p>Other:</p> <ol style="list-style-type: none"> <li>1. Communicate updated information regarding how to obtain a COVID-19 test to all staff have instructions available.</li> <li>2. Communication system in place with PO to show when isolation area needs additional cleaning.</li> </ol>			
Insufficient or inappropriate PPE available or misuse of PPE	<b>Pupils, staff, visitors, and the general public becoming infected</b>	<ol style="list-style-type: none"> <li>1. Disposable gloves and goggles/visors, and masks, and aprons available for use as identified required.</li> <li>2. Where PPE is identified as required for a task it must be worn, for general</li> </ol>	<b>Reminders for all staff on return to school in Jan including WHO video for masks</b> <a href="https://www.youtube.com/watch?v=-GncQ_ed-9w">https://www.youtube.com/watch?v=-GncQ_ed-9w</a>	DG 4.1.21	DG 12/01/2021



	with COVID-19:	<p>teaching and pupil supervision in line with government guidance PPE is not recommended.</p> <ol style="list-style-type: none"> <li>Staff will be shown how to put on a face mask.</li> <li>Staff will be shown how to safely remove apron and gloves.</li> </ol> <p>Other:  <b>Training for all staff</b> <a href="https://www.youtube.com/watch?v=-GncQ_ed-9w">Who Videohttps://www.youtube.com/watch?v=-GncQ_ed-9w</a>  <b>Donning and doffing PPE</b>  <a href="#">NHS video</a> – for handwashing</p>	<p><b>NHS video for handwashing</b>  <a href="https://www.youtube.com/watch?v=4ij1I0OB2hk">www.youtube.com/watch?v=4ij1I0OB2hk</a></p>		
Inadequate management of circulation areas	<b>Pupils, staff, visitors, and the general public becoming infected with COVID-19</b>	<ol style="list-style-type: none"> <li>The movement of staff and pupils around the school to be planned and managed when moving to different areas for break times, lunch times and when accessing other areas with unnecessary movement around the school restricted.</li> </ol>	<p><b>Signage to be reviewed and renewed inside and outside the school.</b></p> <p><b>A one-way system continues outside school main gate and in the car park.</b></p>	PO/Support staff 4.1.21	P O 06/01/2021

		<p>2. Whilst it is acknowledged that fire doors play an integral role in school safety, <b>it is currently assessed that key corridor doors will be held open to avoid handle contamination.</b></p> <p>3. Fire doors to be closed when pupils leave site by PO.</p> <p>4. Pupils to remain within allocated bubbles.</p> <p>5. Start and finish times staggered.</p> <p>6. Playtime and lunchtimes staggered.</p> <p>7. Toilet / handwashing monitored and limited.</p> <p>8. No pegs to be used on direct main corridor.</p> <p>9. Oak / Sycamore to have use pegs in one designated area of cloakroom.</p> <p>10. Any non-essential</p>	<p><b>If there is a fire during the day, then the fire door at the bottom of the staircase near the office will be closed by LW or DG on their way out of the building. The fire door leading into Oak class and the fire door between Oak classroom and the Kitchen will be shut by the CT or TA.</b></p> <p><b>Staff reminded of daily routines and timetable agreed with all staff re time slots for</b></p>	<p>DG 05/01/ 2021 Continually being monitored</p>	
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		<p>items to be left at home by children and staff.</p> <p>11. Packed lunches to be stored in the classroom to reduce items in cloakroom.</p> <p>12. Staff from treehouse to not access main school during school hours unless essential. If printing etc is required, the office needs to be called and they will deliver.</p> <p>13. Specific toilets being allocated to each bubble and pupils using external doors to playground where available to reduce the amount of persons moving around the building.</p>	<p><b>lunches and breaks etc.</b></p>		
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Possible contamination from inadequate social distancing/equipment contamination in staff areas i.e. staffroom	<b>Pupils, staff, visitors, and the general public becoming infected with COVID-19</b>	<ol style="list-style-type: none"> <li>1. Appropriate Social distancing must be observed at all times.</li> <li>2. Staff not to enter school office without invite/prior planning.</li> <li>3. Chairs in the staffroom to be positioned / turned round to allow for social distancing.</li> <li>4. Staff to wash hands prior on entering staff room before preparing and food or making</li> </ol>	<p><b>Staff may wish to continue to bring their own crockery and cutlery.</b></p> <p><b>If fire doors are to be kept open, this will only be done when the room is occupied with an adult present and nominated</b></p>	All staff on going	

<p>, staff offices, PPA rooms etc.</p>		<p>drinks.</p> <ol style="list-style-type: none"> <li>5. Hand sanitiser to be available in staff room / anti-bac spray and used before touching any communal equipment such as kettle, fridge cupboards dishwasher.</li> <li>6. Where possible staff remain in their classroom to work (PPA).</li> <li>7. Windows to be opened to enable circulation of fresh air when occupied, windows to be opened/closed using disposable tissue.</li> <li>8. Whole staff group may gather together outside or inside observing social distancing guidance.</li> <li>9. Each building to have drink making facilities (to be used only when children are not in the</li> </ol>	<p><b>person will be responsible for closing them when leaving the area.</b></p>		
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		<p>room) and a fridge.</p> <p>10. Staff not to share plates, cups, cutlery. Returned to the dishwasher at the end of every day and washed at a high temperature.</p> <p>11. Ventilation in the classrooms is to be maintained either by mechanical ventilation adjusted to increase the ventilation rate where possible, and natural ventilation by opening windows. During occupied times windows should be opened enough to provide background ventilation, during unoccupied times (during the school day) windows should be fully opened. Internal and external doors can be kept open to assist as this will increased</p>			
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		<p>ventilation.</p> <p>Other                      Ventilation in the classrooms is to be maintained either by mechanical ventilation adjusted to increase the ventilation rate where possible, and natural ventilation by opening windows. During occupied times windows should be opened enough to provide background ventilation, during unoccupied times (during the school day) windows should be fully opened.                      Internal and external doors can be kept open to assist as this will increased ventilation.                      Dishwasher temperature increased to 60 degrees.                      Hand towels dispenser in situ.</p>			
Insufficient or ineffective	<b>Pupils, staff, visitors, and the</b>	<ol style="list-style-type: none"> <li>1. Cleaning regimes to be reviewed. Cleaning of toilets, washrooms</li> </ol>	<b>Cleaning staff will receive appropriate training (if new) on</b>	J Granger	

<p>e cleaning</p>	<p><b>general public becoming infected with COVID-19</b></p>	<p>and touch points will require more frequent cleaning i.e. after break and lunchtimes.</p> <ol style="list-style-type: none"> <li>2. Cleaners should continue to wear clothing and PPE as determined by their existing risk assessments.</li> <li>3. Standard cleaning regimes have been adapted and updated to ensure all areas being used are cleaned at least daily with all hard surfaces disinfected with suitable antibacterial cleaning products (where appropriate, disposable cloths/tissue to be used for hard surfaces such as desks, bookcases etc) in addition to standard cleaning regimes.</li> <li>4. Cleaning regimes should be clearly</li> </ol>	<p><b>cleaning regimes. Training followed up with written document. Document stored in H and S file.</b></p> <p><b>Staff continue to maintain a log of who/what/where/when cleaning is carried out during the day.</b></p>	<p>4.1.21</p> <p>DG to monitor weekly</p>	
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		<p>documented to reflect times of the day cleaning is taking place and who is responsible for the task.</p> <p>5. Cleaning regimes have been developed so that cleaning staff are able to maintain appropriate social distance at all times between colleagues, other school staff and pupils.</p> <p>6. Toilet and washroom areas, food preparation areas and staffrooms are cleaned daily. Touch points in toilets cleaned before and after lunch.</p> <p>7. Staff are expected to maintain the staffroom clean and tidy during the day, clearing up after themselves and wiping surfaces with antibacterial spray and</p>			
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		<p>disposable tissue as they go along.</p> <p>8. Where non disposable cloths/mops are used, cross contamination must be carefully considered, and these must be disinfected daily after use.</p> <p>9. All internal bins will be emptied daily to external bins.</p> <p>10. In the event of a confirmed or suspected COVID-19 case in the school, government guidelines of additional cleaning will be followed.</p> <p>11. Staff will receive appropriate training on sufficient cleaning.</p> <p>12. Checklist of daily routines of cleaning / appropriate clothes/ products in the event of the PO being ill / self-isolating.</p>			
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<p>Ineffective management of potentially contaminated waste</p>	<p><b>Pupils, staff, visitors, and the general public becoming infected with COVID-19</b></p>	<ol style="list-style-type: none"> <li>1. Standard waste will continue to be managed in line with existing arrangements.</li> <li>2. Any waste that is considered to be potentially infected/contaminated will be double bagged before placing immediately in grey contaminated waste box in the PE store for 72 hours prior to placing in bins; this will include any PPE and any used tissues by persons who are showing symptoms of COVID-19 and awaiting collection.</li> <li>3. Bin bags available in each classroom.</li> </ol>	<p><b>Ensure all classrooms/offices have black bags available.</b></p>	<p>JG on going</p>	
<p><b>Use of third-party facilities</b></p>	<p><b>Pupils, staff, visitors, and the general public becoming</b></p>	<ol style="list-style-type: none"> <li>1. No overnight and overseas trips will not take place.</li> <li>2. Any off-site activity will be thoroughly risk assessed in line with</li> </ol>	<p><b>During the national lockdown educational visits should be avoided.</b></p>		

	<b>g infected with COVID- 19</b>	<p>the educational visits policy and visits will only take place with students from individual bubbles.</p> <ol style="list-style-type: none"> <li>To be reviewed after 4 weeks in light of bad-weather for PE / Dance and using the village hall.</li> <li>Liaise with VH on cleaning regime and measures.</li> <li>Risk assessment for VH in place.</li> </ol>			
Inadequate social distancing and contaminated surfaces on public transport  <b>Currently , N/A</b>	Pupils, staff, visitors, and the general public becoming infected with COVID-19	<p><b>If this became applicable:</b></p> <ol style="list-style-type: none"> <li>Where staff and pupils access school by public transport they must wear a face covering at all times. On exiting public transport face mask should be carefully doffed to avoid contamination into a seal plastic bag.</li> <li><b>If possible, pupils to have their own seat on transport for every</b></li> </ol>		DG to liaise with parents, if/when appropriate	

		<p><b>journey.</b></p> <p>3. On arrival at school hands to be sanitised in line with standard arrival procedures.</p> <p>4. It is strongly advised that wherever possible the use of public transport should be a last resort.</p> <p>If possible, pupils to have their own seat on transport for every journey – only possible where small numbers.</p>			
<p>Inadequate social distancing and contaminated surfaces on school provided transport</p> <p><b>Currently , N/A</b></p>	<p>Pupils and staff becoming infected with COVID-19</p>	<p>1. Review transports provision and routes.</p> <p>2. Ask parents if they will be using school transport or their own.</p> <p><b>If this became applicable:</b></p> <p>1. Contact transport provider and ask for risk assessment/company policy.</p> <p>2. Transport provision has been reviewed to minimise cross contamination of bubbles.</p> <p>3. Where staff and pupils</p>		<p>DG to liaise with parents, if/when appropriate</p>	

		<p>access school by public transport they must wear a face covering at all times.</p> <ol style="list-style-type: none"> <li>4. Siblings will sit together.</li> <li>5. Pupils in bubbles will sit together.</li> <li>6. Pupils will sit in the same seat for all journeys.</li> <li>7. Pupils will be required to sanitise hands on embarking.</li> <li>8. Touch points on vehicles will be cleaned after each use with suitable disinfectant.</li> <li>9. As far as is possible same vehicle to be used for same pupils with the same driver.</li> <li>10. On exiting school transport face mask should be carefully doffed to avoid contamination into a seal plastic bag.</li> <li>11. On arrival at school hands to be sanitised in line with standard arrival procedures.</li> </ol>			
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		Hand sanitiser to be removed from vehicle.			
Ineffective safeguarding measures	<b>Pupils may be more vulnerable during times of uncertainty, stress, or financial strain</b>	<ol style="list-style-type: none"> <li>1. School has robust safeguarding measures in place with a Designated Safeguarding Lead who is available.</li> <li>2. All staff have had safeguarding training.</li> <li>3. Staff have been reminded of the importance to look out and not changes to “normal” behaviours of pupils and report any concerns immediately.</li> <li>4. Designated staff are responsible for ensuring close contact with those at risk daily/weekly.</li> <li>5. Reviewed safeguarding procedures. Redistributed updated policies and procedures (including KCSIE) to all staff, including those who</li> </ol>	<b>Update safeguarding procedures as appropriate and inform staff and governors. Share DSL contact information document with new staff; to include DSL’s from across Vale Cluster.</b>	DG/JH when appropriate	

		visit and governors.			
Behaviour and wellbeing of Pupils  SEND Behaviour	<b>Pupils and staff may be affected by physical, mental and emotional injury/distress</b>	<ol style="list-style-type: none"> <li>1. Review of current risk assessments that individual pupils may have.</li> <li>2. Consider risk assessments for other pupils who may not previously have been risk assessed in view of current circumstances who may pose a risk; or who may need specific care that cannot be delivered while social distancing; or potentially violent pupils.</li> <li>3. SENDCO available in school.</li> <li>4. Refer to guidance from outside agencies.</li> <li>5. Use positive handling advice issued by training provider (see applicable individual risk assessments).</li> <li>6. If SENDCO not in</li> </ol>	<p><b>Review of behaviour policies to ensure COVID-19 related incidents are covered.</b></p> <p><b>If SENDCO is not in school, the following arrangements are in place to cover:</b></p> <ol style="list-style-type: none"> <li><b>1. EHT /Acting HoS</b></li> <li><b>If neither of these are available</b></li> <li><b>S Pearson</b></li> <li><b>KS2</b></li> <li><b>T Scott</b></li> <li><b>KS1</b></li> </ol>	SLT as appropriate  D G 12.1.21	



		<p>school EHT or HoS to be responsible and be called to individual class.</p> <p>7. Review of behaviour policies to ensure COVID- 19 related incidents are covered</p> <p>8. Consider PPE needs as part of risk assessments as appropriate.</p>			
<p>Stress and anxiety of staff due to uncertainty, changes to working arrangements, changes to home arrangements and</p>	<p><b>Staff may experience higher levels of stress and anxiety Potential increase in incidents of Domestic</b></p>	<ol style="list-style-type: none"> <li>School have stress and wellbeing procedures in place with staff able to access resources to gain support both via school and externally.</li> <li>Mental health and wellbeing information has been shared with staff.</li> <li>SLT regularly checking on staff and have an open door approach to discuss concerns.</li> <li>SLT reassuring staff and communicating</li> </ol>	<p><b>Remind staff of procedures and support available.</b></p>	<p>D Garnett/J Hopkins Jan 2021</p>	<p>D Garnett 12/01/2021</p>

concern about contracting COVID-19	<b>violence</b>	<p>thoroughly and opening all measures, controls, and arrangements in place to maintain safety (SFAIRP).</p> <ol style="list-style-type: none"> <li>5. School will be closed to staff on Friday for PPA / support home learning.</li> <li>6. Staff will take turns to respond to home learning queries from children being home schooled.</li> <li>7. Staff will take turns to have staff breaks within their bubbles.</li> <li>8. Circulated well-being packs from Class Insurers.</li> <li>9. Displayed Mental Health Week Poster and where to access support</li> <li>10. Contribute to the well-being national programme led by Steve Harris.</li> </ol>			
Stress and	<b>Pupils may be</b>	<ol style="list-style-type: none"> <li>1. Discuss and communicate to</li> </ol>	<b>Questionnaire about</b>	Charlotte	

<p>anxiety of pupils due to uncertainty, changes to working arrangements, changes to home arrangements and concern about contracting COVID-19</p>	<p><b>anxious and worried about returning, may not cope with the change in learning environments and structure of day</b></p>	<p>parents/carers how school will work and ask them to discuss with their child(ren).</p> <ol style="list-style-type: none"> <li>2. Ask parents if they consider their child(ren) will have difficulty readjusting and discuss how this can be managed (some pupils may be better still learning at home if very anxious)</li> <li>3. Liaise with SENDCO and look into possible phased returns for SEND children or children will anxiety.</li> <li>4. Structure into school return wellbeing conversations and activities to enable pupils to talk about any concerns.</li> <li>5. Initial topics to include PSHCE and emotional coaching.</li> <li>6. Questionnaire about stress/ anxiety experienced by</li> </ol>	<p><b>stress/anxiety experienced by children re-sent to parents mid-term.</b></p> <p><b>Letter sent out informing parents of procedures on return to school.</b></p> <p><b>Teachers do a video to send to their bubble with information of how it will be at school and giving reassurance.</b></p> <p><b>Continue to communicate with parents' information of providers who can support pupils and parents/carers with anxiety/mental</b></p>	<p>Cahill Feb 2021</p> <p>D G 6.1.21</p> <p>Teach ers 5.1.21</p> <p>EHT/H OS/SE NDCo on going</p>	<p>DG 05/01 /2021</p> <p>Teach ers 06/01 /2021</p>
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		<p>children re-sent to parents.</p> <p>7. Letter sent out information parents on return to school.</p> <p>8. Teachers to do a video to send to their class with information of how it will be at school and giving reassurance.</p> <p>9. Communicate with parents' information of providers who can support pupils and parents / carers with anxiety /mental and emotional health needs.</p>	<b>and emotional health needs.</b>		
Signature of Acting Head of School: D Garnett			Date: 12.01.2021		
Date review required: Feb 2021	Date review required:	Date review required:	Date review required:		