



Covid 19 Risk Assessment and Action Plan to support School Closure in January 2021

Objective: To ensure safety of staff and pupils

Date final draft completed: 11/01/21

Sent to all staff and Governors: 11th January 2021. Final Version to be agreed by Governing Board

Approach:

Relevant guidance documents have been synthesised to provide a detailed risk assessment with the associated mitigating actions and procedures described forming the Action Plan. This Risk Assessment and Action Plan is an updated version of that which was employed in the wider opening to some pupils from 1st June. It has been updated further and is written in relation to the current school closure.

All actions have at their heart the prioritisation of the safety and wellbeing of our children, staff and wider school community.

This single **Risk Assessment and Action Plan** policy document will be used as our main detailed protocol, setting out practice and actions. It is essential that it is read, understood and followed by all staff, and that any visitors are appropriately instructed and guided.

Government guidance sources:

Restricting attendance during the national lockdown: schools (Updated January 2021)

[ssets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf)

Education and childcare settings: national lockdown from 5th January 2021 (updated January 2021)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950653/Education_and_childcare_settings_-_national_lockdown_from_5_January_2021_.pdf

Government requirement: “Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school’s circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

Risk assessment

This risk assessment has been designed to meet the Government risk assessment requirements based on the criteria and framework above.

Loughton Manor First School will only open once all areas of the risk assessment have been addressed.

Opening the school to some or all pupils is also dependent upon Government guidance and legislation at any given point in time, and is subject to change in response to prevailing Coronavirus rates of infection and local or national circumstances.

	Risk not mitigated - unable to follow guidance or implement adequate controls
	Risk partially mitigated – some actions outstanding
	Risk mitigated – adequate controls in place and guidance followed

Risk / Guidance Requirements	Controls/ procedures in place	Actions taken/ remaining	Status
1. Are effective procedures in place to avoiding contact with anyone with symptoms			
1.1 Reducing face- to-face contact between staff and between staff and visitors	<p>Access into the school is not permitted to parents and carers other than exceptional circumstances.</p> <p>When dropping off and collecting children, parents must wear a mask whilst on school grounds.</p> <p>All communication is via e-mail or telephone only. If children need collecting from school then the child will be taken out of the school building to the parent at the gate, maintaining social distancing rules.</p> <p>Website to be updated on front page to make it clear to parents/visitors that school is closed to all visitors and if they need to come into school, they must telephone first. State that nobody can enter the school with symptoms and should get tested if they have symptoms.</p>	<p>Letter to parent of key worker and vulnerable pupils on 03.01.21 explained arrangements about drop-off and collection, and the need to wear masks.</p> <p>Staff Inset Day on 04.01.21 revisited protocols for staff, i.e. the wearing of visors or masks in communal areas.</p>	

	<p>Staff will not be required to meet with parents on a one-to-one basis during this period, other than via telephone conversations or Zoom meetings.</p> <p>Staff only to enter and exit school building through the main entrance or the designated door for their group.</p> <p>Protocol is that face-to-face meetings between staff and between staff and visitors are to be avoided wherever possible in favour of email/audio/video conferencing.</p> <p>Any face-to-face meetings on site observe the 2-metre distancing rule and will be held outdoors where practical.</p> <p>Only essential visitors are allowed on site with the prior permission of the Headteacher and must be supervised at all times whilst maintaining 2m social distancing, and wearing a mask.</p> <p>Visitor protocol to be observed at all times, including hand washing and provision of sanitiser on arrival. There is a hand sanitiser at the main reception area, and also antibac wipes by the keypad. They must also engage with Track and Trace.</p> <p>Contractor visits are only scheduled outside the school hours that pupils are in attendance. They must provide a risk assessment to school before attendance.</p>	<p>Additional email addresses have been set up for each year group so that parents are able to contact teachers if they have questions relating to their Home Learning or any other questions or concerns. These are also being used to upload pupils' work weekly during the Lockdown.</p> <p>Simple questions that can be answered without an extended conversation when parents are dropping children off are permissible, maintaining a minimum 2m distance, but should be a quick response only, with an offer to follow up by phone if necessary.</p> <p>Staff must maintain awareness of this and not allow themselves to engage in longer conversations as it would</p>	
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	<p>Extracurricular activities will be suspended, however, daycare including breakfast club will resume.</p> <p>Specific visiting partners such as school nurses, speech therapists, sports coaches, music teachers etc. should only take place with the prior agreement of a member of the Leadership Team, and advance discussion of safety/risk mitigation arrangements.</p> <p>Staff signing in/out will be through the signing sheet, using their own pen. A separate sheet will be kept for any essential visitors.</p> <p>All staff should avoid going into the main office unless essential, and should pay particular attention to maintaining distancing when doing so. Masks or visors must be worn.</p> <p>Deliveries will be only accepted at the main entrance, away from the areas in use by any groups. Office staff, site manager or HT only to receive delivery. Gloves to be worn and packaging disposed of straight away.</p> <p>Volunteers will not be permitted in school at this time.</p> <p>Staff will be provided with their own visor and must wear this in all communal areas, and whilst pupils are being dropped off and collected. Staff may choose to wear a visor within the classroom, but this does need to be a visor and not a mask, to enable children to be able to understand the adults when they speak.</p>	<p>give mixed messages and could cause frustration to other parents waiting to drop/collect their child.</p> <p>Any photocopying undertaken in the main office should be organised into batches as a support staff task, and as much as possible at a specific time when the office is quiet (has less people working.) There are antibac wipes situated next to the photocopier for wiping the keypad between use.</p>	
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<p>1.2 Communicate to children, parents, carers and any visitors, such as suppliers, not to enter the school if they are displaying any symptoms of coronavirus</p>	<p>Parents are extremely aware of this expectation now as letters have been sent out regularly since March 2020 and again since September 2020, explaining when they should stay at home/get tested/isolate.</p>	<p>Letter of 13.07.2020 and additional letters throughout the Autumn Term.</p>	
<p>1.3 Ensure that external providers do not work if they or a member of their household are displaying any symptoms of coronavirus</p>	<p>Letter as above to known visiting providers: Caterers Grounds Maintenance IT technician Bursarial service Can communicate and request, but cannot ensure. Relies on co-operation and integrity of provider.</p>	<p>This risk assessment and to be to be copied to these contractors.</p>	
<p>2. Are adequate procedures in place to ensure frequent hand cleaning and good respiratory hygiene practices</p>			
<p>2.1 Ensure that sufficient handwashing facilities are available. Provide hand sanitisers in all classrooms and other learning environments.</p>	<p>Main building: 10 sinks in Year 1 8 sinks in Year 2 catering handwash sinks x 2 (hall and catering kitchen) staffroom sink 3 x adult use sinks in staff loos adult height sink in medical room</p> <p>FS Building 16 handwashing taps for FS children 4 adult height sinks outdoor sink sink in staff loo. 2 x Hand sanitisers, wall mounted in shared area</p> <p>All classrooms to be supplied with hand sanitiser. Reception area to be supplied with hand sanitiser.</p>	<p>Hand sanitisers to be checked and filled, and a hand sanitiser to be provided for every classroom.</p> <p>Staff donated pump dispensers, bulk purchase of sanitiser has been made.</p> <p>Site manager to make sure supplies of antibac handwash and sanitiser are maintained.</p>	
<p>2.2 Procedures in place to ensure that all adults and children frequently wash their</p>	<p>Posters above sinks Adults supervising children's handwashing.</p>	<p>Check supplies of antibac handwash on a regular</p>	

<p>hands with soap and water for 20 seconds and dry thoroughly. [Review the guidance on hand cleaning]</p>	<p>Everyone (adults and children) to wash hands immediately on arrival and prior to departure, and at regular intervals during the day, directed by staff.</p>	<p>basis to ensure no dispensers run out.</p> <p>Additional 5L container of handwash to be available in staff room for staff to take and return for topping up dispensers during the day as required.</p> <p>Children to be re-taught and reminded regularly as well as supervised.</p>	
<p>2.3 Procedures in place to ensure that all adults and children clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing</p>	<p>Staff informed and reminded frequently of procedures. Staff supervise children’s handwashing.</p>	<p>Children to be re-taught and reminded regularly as well as supervised. Staff need to be actually watching as much as possible, and giving additional guidance /reminders / teaching as required.</p>	
<p>2.4 Procedures in place to ensure that all adults and children are encouraged not to touch their mouth, eyes and nose.</p>	<p>Daily reminders of procedures at start of day and ongoing.</p>	<p>Children to be re-taught and reminded regularly</p> <p>Children should be discouraged from wearing masks at school as the concern is that it makes them touch their face more.</p>	

		This should be explained to parents and their cooperation sought, but cannot be enforced. If a parent insists, then that child's amount of face touching should be noted and fed back to parent.	
2.5 Procedures in place to ensure that all adults and children use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')	Extra boxes of tissues available in all classrooms and shared areas.	Yes, are in stock, and extra boxes available in staffroom.	
2.6 Ensure that help is available for children who have trouble cleaning their hands independently	Staff informed and reminded frequently of procedures. Staff supervise children's handwashing. SEND pupils with 1:1 support will have this help as part of their routine.	Identify individual children by discussing with class teacher, Inclusion manager. Agree which members of support staff will provide additional support.	
2.7 Communicate that there is no need for anything other than good (normal) personal hygiene.	Children are wearing non-uniform and all parents have been informed of the need to wear warm, layered clothes, due to the winter weather and the need for doors and windows to be open throughout the day. Staff are also being asked to dress warmly.	Ensure that clothes worn are practical and safe, whilst being warm.	
3. Are adequate procedures in place to ensure adequate and regular cleaning of the school?			

<p>3.1 Remove unnecessary items from classrooms and other learning environments to an agreed storage space.</p>	<p>Storage space is not to be accessible to children and only to limited numbers of staff.</p>	<p>As of December 2020, the Kaleidoscope Room has been cleared of larger stored items to enable children with EHCPs to access the space safely. Items have been stored in the work space above the main office with other items being sorted by the owner.</p>	
<p>3.2 Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts).</p>	<p>Storage space to not be accessible to staff or children</p>	<p>As above.</p>	
<p>3.3 Communicate early with contractors and suppliers that will need to prepare to support plans for opening for example, cleaning, catering, food supplies, hygiene suppliers.</p>	<p>Catering company to be contacted to confirm provision, which is the packed lunch.</p> <p>Cleaning contractor to be asked to adjust evening cleaning tasks to take account of a) double bagged disposed tissues b) extra clean of all handles c) check all cleaning materials provide thorough disinfection. d) ensure all hard surfaces are cleaned every evening.</p>	<p>Sandwiches offered by provider at our request due to no option of hot meals being available at this time.</p>	
<p>3.4 Discuss with cleaning contractors or staff the additional cleaning requirements.</p>	<p>Check with contractor that appropriate protective measures have been taken for their staff and, if required, for additional hours at end of week for additional deep clean tasks.</p>	<p>Details have been confirmed with Aztec by Site Manager. No additional hours were needed during partial opening, but this may need to be revised with the full number of pupils.</p>	

<p>3.5 Follow the COVID-19: 'Cleaning of non-healthcare settings' guidance – See Gov.uk for PHE document</p>	<p>Make sure that site manager and cleaning contractors have read document, and check if any outstanding issues to be addressed.</p>	<p>Check to be finalised with Site Manager and Aztec. Site Manager to feed back to Headteacher.</p>	
<p>3.6 Surfaces that children and staff are touching to be cleaned more regularly than normal. E.g. toys, books, writing and drawing tools, desks, chairs, doors, sinks, toilets, light switches</p>	<p>Personal pencil cases for every child – not to be shared Staff to follow agreed protocols on how often surfaces should be cleaned</p>	<p>Tables and chairs are sanitised daily by the cleaning company. Children continue to use individual stationery/ equipment packs.</p>	
<p>3.7 Procedures in place to ensure that bins for tissues are emptied throughout the day</p>	<p>Covered pedal bins are in every classroom and shared spaces. Double bagging of bin liners at the end of the day.</p>	<p>Bags from pedal bins to be tied as part of home time routine and put into the larger bins for disposal by cleaners. Fresh bags are stored in the pedal bin below the liner.</p>	
<p>3.8 Procedures in place to ensure all spaces are well ventilated using natural ventilation (opening windows and doors)</p>	<p>Doors and windows to be opened throughout the day, including hall roof lights.</p>	<p>All doors internal and external, including fire doors are to be wedged/hooked open, both sides of double doors wide ajar, up until the point at which it becomes too cold to continue this measure. Thereafter, internal doors continue to be wide open, minimising any touching of doors/handles.</p>	

<p>3.9 Consider propping doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</p>	<p>Lock black gates on site during the period children are in school so that all external doors can be left open throughout the day.</p>	<p>It is essential that all fire doors are closed when locking the school for the night. Pay particular attention to closing rear hall doors as they have no working auto closure mechanism.</p>	
<p>3.10 Contact regular suppliers e.g. ESPO/GLS/PHS about proportionate supplies of soap, anti-bacterial gel and cleaning products being delivered and available</p>	<p>Site Manager to keep a stock check on a daily basis to ensure that sufficient resources are available and re-order to ensure supplies remain high.</p>	<p>Site Manager to ensure products are ordered in good time to keep stock in supply.</p>	
<p>4. Are adequate procedures in place to minimise contact and mixing of pupils and staff</p>			
<p>4.1 Organise the children into three bubbles: FS, Yr1 and Yr2, limited to 15 per group</p>		<p>The children will be brought to their external doors by parents, who will wear masks, and the black gates will be locked throughout the day.</p>	
<p>4.2 Organise classrooms and other learning environments to maintain space between seats and desks where possible.</p>	<p>Classrooms to be organised with space for a maximum of 15 children to enable all to be facing front in KS1.</p> <p>In the FS, avoid sitting in a circle, sadly.</p> <p>All Year classes must still operate a daily check in routine.</p>	<p>KS1 furniture positioned for up to 15 children; one per table, but all need to be able to see Smartboard.</p> <p><i>See Actions Supplementary Notes for Section 4 re: RP Daily Check ins</i></p>	

<p>4.3 Refresh the timetable to consider the following:</p> <ul style="list-style-type: none"> • decide which lessons or activities will be delivered • consider which lessons or classroom activities could take place outdoors • use the timetable and selection of classroom or other learning environment to reduce movement around the school or building <ul style="list-style-type: none"> • stagger assembly groups • stagger break times (including lunch), so that all staff are not moving around the school at the same time • plan parents' drop-off and pick-up protocols that minimise adult to adult contact 	<p>Each bubble to have their own outdoor space which can be accessed throughout the day.</p> <p>Home learning packs started again, taking into account the feedback received in the Autumn Term from the parent questionnaire.</p> <p>Minimise use of the hall by children by having as much P.E. outside as possible.</p> <p>Hall to be used as a safe, spacious thoroughfare for adults to move around the main building socially distanced except when unavoidably in use with children.</p> <p>No assemblies to take place.</p> <p>Children to eat in their discrete groups, in their classrooms, with no mixing of bubbles</p> <p>Inform parents of specified times and entrances for drop-off and collection.</p> <p>Staff at entrances to direct the children in and out of school without parents being in the buildings.</p>	<p>Outside Areas agreed.</p> <p><i>See Actions Supplementary Notes for Section 4 re: <u>Planning Meetings</u> <u>KS1 Outdoor areas</u> <u>Lunches</u></i></p>	
<p>Consider how children and staff arrive at school and take steps to reduce any unnecessary travel.</p>	<p>Staff park in the car park. Parents to walk or park in the lay-by</p>	<p><i>See Actions Supplementary Notes for Section 4 re: <u>Drop Off/Pick Up</u></i></p>	

<p>4.4 Tell parents that only one parent should attend to accompany their child to and from school</p>	<p>Parents informed in letter prior to opening</p>	<p>Continuation of previous system</p>	
<p>4.5 Tell parents and children their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)</p>	<p>Pick up and drop off: Due to reduced numbers, use the main gate. Children are taken to their external doors for their area/building. Parents to wear masks whilst on school grounds. Staggered drop-off time of 15 minutes to limit numbers. Parents to socially distance whilst collecting at the end of the day.</p>	<p>Drop off/pick up times were given to parents in letter on 03.01.21</p> <p><i>See Actions Supplementary Notes for Section 4 re: <u>Drop Off/Pick Up</u></i></p>	
<p>4.6 Make it clear to parents that they cannot gather at entrance gates or doors, or enter the buildings (unless they have a pre-arranged appointment, which should be conducted safely)</p>	<p>Clear explanatory letter to parents, with staff marshalling as part of their 'meet and greet' role.</p>	<p>Letter on 03.01.21 explain/discuss/agree procedures, including deployment of staff</p> <p><i>See Actions Supplementary Notes for Section 4 re: <u>Drop Off/Pick Up</u></i></p>	
<p>4.7 Engage parents and children in education resources such as e-bug and PHE schools resources</p>	<p>Re-do the handwashing lessons in each group, and ensure that PHE pictorial posters are displayed above all handwashing sinks.</p>	<p>Extra reminder info sheet to be sent home asking parents to practice correct handwashing with their children. ('Special homework'!)</p>	

		Make re-teaching a feature of first day back.	
4.8 Ensure parents and children are aware of recommendations on travelling to and from school	Clear explanatory letter to parents	Letter sent on 03.01.21	
4.9 Headteacher to talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful	Staff Inset day on 04/01/21 included updates to previous procedures	Staff Training Day 04.01.21 to explain/discuss/agree procedures.	
4.10 Ensure that children are in the same groups at all times each day, and different groups are not mixed during the day, or on subsequent days	Groupings to be FS, Yr1, Yr2	Ongoing care and awareness needed to ensure no mixing of groups. The exception is Daycare, as explained in parent letter. This exception is within the government guidelines.	
4.11 Ensure that the same teachers and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days,	Staff to be allocated to just one group, as much as possible, whilst allowing for flexible working for staff. Re ASC: Provision available by request, with 2 members of the ASC team needed. Instrumental Tuition will not be taught in school during this period.	Staffing deployment as set out on a two-weekly rota.	
4.12 Ensure that wherever possible, children use the same classroom or area of a setting throughout the day, with a thorough	Children to be in the same classroom at the same work space, with their own designated table and equipment.	Classrooms prepared. Children to have their own tray under their	

cleaning of the rooms at the end of the day. Consideration to be given to seating students at the same desk each day.		table. <i>See Actions Supplementary Notes for Section 4 re: Resources and Equipment</i>	
4.13 Consider accessing rooms directly from outside where possible	The three classrooms in use can be entered from the nearest external doors – as the children from each year group are forming one bubble.	Cloakrooms to be used to store coats and for accessing toilets.	
4.14 Consider one-way circulation, or placement of dividers in shared areas to keep groups apart as they move through the school	One way system is not necessary for the small number of children in each bubble.	Mitigate narrow ‘corridor’ by continued removal of all possible shared area tables in main building. Adults to use hall as thoroughfare as much as possible.	
4.15 Stagger breaks to ensure that any circulation routes used have a limited number of pupils using them at any time	This is not an issue with the small number of children attending – all children in one area are in the same bubble.	Separate outside spaces for each bubble.	
4.16 Consider staggering lunch breaks. Ensure children clean their hands beforehand and eat in the groups they are already in. Groups should be kept apart as much as possible. Clean tables between each group if using dining tables. Consider whether some children should be brought their lunch in their classrooms	Children to eat in classrooms. All Midday Playworkers allocated to one consistent bubble. All staff to keep staffroom usage to the low numbers as previously.	No more than 8 people seated in main staffroom at any one time.	
4.17 Ensure that toilets do not become crowded by limiting the number of children who use the toilet facilities at one time	Toilets will only be used by pupils from the same bubble.	Inset Day 04/01/21 to explain/reconfirm/agree procedures.	
4.18 Take note of any children that will need	Talk each group through their system and make	Teachers to discuss with	

additional support to follow these measures. (for example, routes round school marked in some way with meaningful symbols, and use of social stories to support them in understanding how to follow rules)	appropriate signage. Check with class teacher and Assistant Head for Inclusion and KS1 if there are any individuals that need additional support and teaching.	LL if they have any pupils who will need this additional support.	
4.19 Where children are independently unable to manage their own hygiene, e.g. Our youngest children and SEND pupils, they will be supported by an adult.	As usual hygiene practice, adults to encourage children to be as independent as possible. Whenever possible, adult to keep 2 metres away from child, but adult to wear disposable gloves, wet and soiled clothes to be double bagged and put with child's belongings. Thorough hand washing by both child and adult on completion.	PPE equipment is in stock currently, and needs to be checked for where it is stored in order to be available. Staff MUST inform (HT/admin/site manager) in good time for re-ordering if items are running low	
4.20 When children have accidents and injuries during the school day adults to use usual precautionary measures to support the child and tend to injuries.	Adult to wear PPE when tending to injuries. For more severe injuries, e.g. blood loss, and if a child requires further medical attention, parent to be phoned and handover to happen at the school gate.	Staff Inset Day 04/01/21 to explain/reconfirm/agree procedures re PPE equipment is in stock.	
4.21 Use outdoor space for exercise and breaks and for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff.	Each bubble to have their own outside area accessible to the: <ul style="list-style-type: none"> • FS outdoor area • Year 1 Back Playground • Year 2 Front Playground 	Outside Areas agreed by staff.	
4.22 Ensure that outdoor equipment should not be used unless the school is able to ensure that it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously. [Read COVID-19: cleaning of	Any equipment will need to be cleaned at the end of the day or left for 72 hours before use.	Equipment is taped off. Check Site Manager has renewed hazard tape as necessary.	

non-healthcare settings]		Ensure cleaning wipes are available to allow wheeled vehicles to be used.	
4.23 Ensure that any agreed use of shared spaces, such as hall or shared areas stay within the social distancing protocols. If groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups is in place, following the COVID-19: cleaning of non-healthcare settings guidance	Timetable in place. Hall use to be limited, and any P.E. equipment used to be sanitised between classes. See comments above re shared outdoor equipment also requiring cleaning.	Inset Day 04/01/21 to explain/reconfirm/agree procedures	
4.24 Stagger the use of staff room and offices to limit occupancy	<p>Staggered lunchtimes in line with staggered lunchtimes of the children. Staff lunch breaks need to be staggered across the 11.30 to 13.30 period as much as possible.</p> <p>Office staff are already accustomed to social distancing on a daily basis since March 2020 and will continue as previously.</p> <p>No meetings larger than 2 people to take place in HT office as too small. If absolutely necessary to speak with parents, a couple may attend, sitting close to one another, distanced from the HT or AH.</p> <p>KS1 office too small for more than 2 people, as is upstairs workroom.</p>	<p>Limited staff in school enables reduced numbers in the staffroom at any given time.</p> <p>Other than admin team, staff to minimise entering main office.</p> <p>Parent contact should routinely be via email or telephone.</p>	
4.25 Reduce use of shared resources by:	Children not to bring book bags into school during this	Resources will be used	

<ul style="list-style-type: none"> • limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children and staff • by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently • allowing practical lessons to go ahead only if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children. Any equipment used by more than one group must be properly cleaned between groups. 	<p>period – they will be reading daily in school.</p> <p>Continue to direct parents towards electronic reading materials and websites for the days whereby they do not read in school.</p> <p>In KS1 children will have their own resources in individual zippy wallets which remain in school.</p> <p>Antibac resources, tissues, disposable cleaning wipes and hand sanitiser readily available in every classroom.</p> <p>Stationery to be kept in classrooms.</p>	<p>from within each year group.</p> <p><i>See Actions Supplementary Notes for Section 4 re: Resources and Equipment</i></p>	
<p>4.26 Encourage parents and children to walk or cycle to school where possible</p>	<p>Continuation of expectations</p>		
<p>4.27 Instruct any parent using taxi transport, as far as possible, to follow hygiene rules and try to keep distance from driver.</p>	<p>Continuation</p>	<p>Unable to guarantee that all precautions will have taken place. Children hand washing immediately on arrival should mitigate risk.</p>	
<p>4.29 Take appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when supporting /transporting younger children or children with complex needs. e.g. if help is needed with seatbelt</p>	<p>There are no children in the school requiring specific transport arrangements, currently.</p>	<p>N/A</p>	
<p>4.30 Communicate revised travel plans</p>	<p>This applies to official school transport. N/A</p>	<p>N/A</p>	

clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times)

Actions: Supplementary Notes for SECTION 4: Procedures to minimise contact and mixing of pupils and staff

Restorative Practice Daily Check ins (4.2)

Children will need to be encouraged to speak out clearly as the majority of class mates will be unable to see their face. With children's agreement, if they are confident to stand to address the class, this should be encouraged and could turn a necessity into a virtue by developing skills in speaking confidently to a group. It will be important to ensure that no children are made to feel under pressure or self-conscious. Consider using a TA to offer support by acting as a spokesperson if a child is quiet or nervous.

There can be no passing round of a class object as has been common practice. Instead, perhaps children could make individual 'talking sticks' with a card 'puppet' fixed to a lolly stick and kept in their stationery wallet.

Planning Meetings (4.3)

Medium and long term curriculum planning is in place. All planning going forward is being undertaken by teacher year group during the week via Zoom. Home Learning packs will be created to be sent home via email on Friday afternoons and the same packs will be used by teachers teaching within school.

KS1 Outdoor areas (4.3)

Each bubble will have a designated outside area which will be available throughout the day. Each bubble has their own entrance and exit.

Lunches (4.3)

Each bubble will eat their packed lunch within their classroom.

Drop Off/Pick Up (4.6)

Staff Parking will be in the car park. Parent parking will be in the lay-by. Parents will enter up the main gates and through the car park due to a limited number of parents. Drop-off will be between 8.30-8.45am and collection will be at 3.00pm. Parents must wear a mask whilst

on school grounds. They must be socially distances whilst waiting to collect their child. Parents will not enter the buildings.

Resources and Equipment (4.12 and 4.25)

All children in KS1 will have their own zippy wallet of stationery. This to be stored in their named tray. Trays to be stored under tables, and put up on tables at the end of each day once the tables have been cleaned. Clear teaching needs to take place to make sure all children understand expectations, look after their resources tidily, and avoid touching one another's stationery or tray.

Supporting Clinically Vulnerable and Clinically Extremely Vulnerable (shielding) staff and pupils

Government Advice:

Staff who are clinically extremely vulnerable:

“Following the reintroduction of shielding, clinically extremely vulnerable staff are advised that they should not attend the workplace. Clinically extremely vulnerable individuals are those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list). Staff who are identified as clinically extremely vulnerable should follow the published guidance. Staff should talk to their employers about how they will be supported, including to work from home. Schools should continue to pay clinically extremely vulnerable staff on their usual terms. Those living with someone who is clinically extremely vulnerable can still attend work where home-working is not possible.”

Staff who are clinically vulnerable:

“Clinically vulnerable staff can continue to attend school where it is not possible to work from home. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission. This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in the ‘prevention’ section of this guidance. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to

face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children and adolescents. People who live with those who are clinically vulnerable or clinically extremely vulnerable can attend the workplace but should ensure they maintain good prevention practice in the workplace and home settings.”

Staff who are pregnant:

“As per national restrictions, staff should work at home where possible. If home working is not possible, pregnant staff and their employers should follow the advice in the Coronavirus (COVID-19): advice for pregnant employees. Pregnant women are in the ‘clinically vulnerable’ category and are generally advised to follow the above advice, which applies to all staff in schools. All pregnant women should take particular care to practise frequent thorough hand washing, and cleaning of frequently touched areas in their home or workspace, and follow the measures set out in the system of controls section of this guidance to minimise the risks of transmission. Pregnant women are not advised to be vaccinated against COVID-19. An employer’s workplace risk assessment should already consider any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers (for example, from working conditions, or the use of physical, chemical or biological agents). Any risks identified must be included and managed as part of the general workplace risk assessment. As part of their risk assessment, employers should consider whether adapting duties and/or facilitating home working may be appropriate to mitigate risks. 32 If a school is notified that an employee is pregnant, breastfeeding, or has given birth within the last 6 months, the employer should check the workplace risk assessment to see if any new risks have arisen. If risks are identified during the pregnancy, in the first 6 months after birth, or while the employee is still breastfeeding, the employer must take appropriate sensible action to reduce, remove or control them. While it is a legal obligation for employers to regularly review general workplace risks, there is not necessarily a requirement to conduct a specific, separate risk assessment for new and expectant mothers. However, an assessment may help identify any additional action that needs to be taken to mitigate risks. Employers should be aware that pregnant women from 28 weeks’ gestation, or with underlying health conditions at any gestation, may be at greater risk of severe illness from coronavirus (COVID-19). This is because, although pregnant women of any gestation are at no more risk of contracting the virus than any other non-pregnant person who is in similar health, for those women who are 28 weeks pregnant and beyond there is an increased risk of becoming severely ill, and of pre-term birth, should they contract coronavirus (COVID-19). This is also the case for pregnant women with underlying health conditions that place them at greater risk of severe illness from coronavirus (COVID-19). We recommend that schools follow the same principles for pregnant pupils, in line with their wider health and safety obligations.”

Supporting Clinically Vulnerable and Clinically Extremely Vulnerable (shielding) staff and pupils			
Risk / Guidance Requirements	Controls / procedures in place	Actions taken/ remaining	Status

Identify clinically vulnerable children and implement procedures to meet the guidance above	All hygiene/handwashing procedures to be followed stringently, with children give additional support where necessary	Clinically vulnerable children have been identified by Inclusion AH who will communicate to colleagues to ensure awareness of all appropriate staff.	
Identify clinically vulnerable staff and implement procedures to meet the guidance above	All hygiene/handwashing procedures to be followed stringently. Colleagues should make every effort to stay at a 2m minimum distance from others. If engaged in 'stewarding' arrivals and departures when parents are present make sure deployment is at a good distance.	Staff have been identified. Any clinically vulnerable colleague with concerns should speak with a member of the Leadership Team to ensure that all possible risks are mitigated and that all are following protocols.	
Identify extremely vulnerable children and ensure appropriate support for their wellbeing	N/A	During Welcome Visits FS staff to ask parents if children are extremely vulnerable.	
Identify children who live in a household with a clinically extremely vulnerable person and implement procedures to meet the guidance above	Letter sent to parents on 3 rd September asked for this information.	Leadership to provide reassurance as necessary and maintain awareness of any families needing additional reassurance.	
Identify staff who live in a household with a clinically extremely vulnerable person and implement procedures to meet the guidance above	All staff to be asked this question and referred to the above wording when being asked to read this document prior to the staff training day on 3 rd September.	As above, individual cases to be discussed with a member of the Leadership Team to ensure that risk mitigation is robust.	

Staff Wellbeing

Government advice:

Supporting staff:

“Governing boards and school leaders should have regard to staff (including the headteacher) work-life balance and wellbeing. Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process. All employers have

a duty of care to their employees, and this extends to their mental health. Schools already have mechanisms to support staff wellbeing and these will be particularly important, as some staff may be particularly anxious about attending school. DfE is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers and Wellbeing for Education return programme is available. The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.”

Staff Workload and Wellbeing			
Risk / Guidance Requirements	Controls /procedures in place	Actions taken/ remaining	Status
Ensure Governing Board adequately supports staff workload and wellbeing and consider additional resource requirements if necessary	Consider continuation of Zoom Governors meetings rather than face to face. Continue 1-2-1 support calls between HT & CoG Safeguarding Governor support H&S Governor to review risk assessment Communication to parents from HT	FGB to include review of staff wellbeing and additional resource requirements. Staff will plan in and around their teaching commitments/days on rota. Teaching Assistants will be used to cover the teacher who is on school on any given day. Meetings will take place via Zoom. The Leadership Team will review which planned weekly staff meetings can still take place via Zoom and also how to check-in on staff’s mental wellbeing, particularly for those who are shielding. All staff need to take responsibility for reading school communications.	
Provide staff with opportunities to talk about feelings, emotions and experiences daily	Consider and implement suggestions made where possible/beneficial. Support individuals when need arises. Regular check ins and check out with	The removal of fabric covered seating to remain stored. Posters to be sourced and displayed as soon as possible.	

	<p>allocated member of the Leadership Team.</p> <p>Posters displayed in the staff room to include support lines – stress and bereavement counselling.</p> <p>The staff room will be laid out with chairs at two metre distances. No more than 8 people permitted in the staff room at any time, appropriately spaced apart.</p> <p>Staff to go to their specific teaching areas on arrival and not to congregate in staff room at the start or end of the school day.</p>	<p>It is understood that colleagues may need to enter staffroom when 8 are in there if they need to collect food/drink, but maintain social distancing and do not stay/sit in the staffroom if all 8 spaces are occupied.</p>	
<p>Leadership Team to consider the wellbeing of staff and the need to implement flexible working practices</p>	<p>LT to consider the needs of staff and be available to discuss with staff their individual circumstances. It may be that on occasion there is some scope for home working, depending upon task.</p>	<p>Generally staff will be needed in school, but there may be specific, agreed with Leadership, opportunities for colleagues to work at home.</p>	

Premises: Fire Evacuation Guidance			
Risk / Guidance Requirements	Controls /procedures in place	Actions taken/remaining	Status
Staffing Roles and Responsibilities in the event of a Fire Evacuation			

<p>HT or in her absence nominated AH investigates the alarm activation, and makes decision. If for any reason no Leadership team member is able to be in school, this decision is to be taken by office staff.</p>	<p>Children to lead out via their group's designated door, and staff reminding them to stay socially distanced whilst walking in a line. This will need to be practised – just the practice the walking initially, and explain why Undertake an alarm sounding and full evacuation procedure towards October half term once children have settled into their new routines.</p> <p>Use the same hard standing directly outside the front of the site as usual, but with children as spread out as possible. Should be possible to maintain 2 metre spacing, but if this looks problematic when assembling, Year 1 children to be moved across onto the grass bank on the opposite side of the layby.</p>	<p>Children will need to practice walking in a line that has 2 metre gaps. They'll need to be able to do this at various points in the day when coming inside / going out, so should soon be confident to do so.</p>	
<p>Member of Office Staff to phone the fire brigade in the event of an evacuation</p>	<p>Office team to take on this role. Ensure that there is a designated member of staff identified to take on this role in the event of them not being in the building.</p>	<p>All staff to be responsible for evacuating their bubble. A quick head count needs to occur due to low numbers of children in each group. HT and Admin staff to sweep the buildings in the event of a fire during this time.</p>	
<p>Head teacher to greet fire brigade in the event of a callout</p>	<p>An Assistant Head to be designated this role in the event of the Head teacher being off site</p>	<p>To be an ongoing protocol with identified AH fully aware.</p>	
<p>The responsible person (RP) is likely to change on different days – who is the RP for each day – are they aware and have they received training?</p>	<p>This will always be the Headteacher, or in her absence an identified AH.</p>	<p>To be an ongoing protocol with identified AH fully aware.</p>	

<p>Ensure that all staff know the new procedures.</p>	<p>Discuss procedures on 3rd September and carry out a trial evacuation practice, without alarm sounding early on to enable pupils and staff to become familiar about their new exit routes. Include MPW in this information.</p>	<p>Staff Training Day 04.01.21 to explain/agree/reconfirm procedures</p>	
<p>Assembly Points and Fire Exits</p>			
<p>Fire Evacuation assembly points will need to be different to usual and adhere to social distancing rules</p>	<p>Each 'group' to have a pre-planned assembly point at the front of the school with adequate spacing between each group. Year 1 groups may need to use the grass area on the opposite side of the layby to enable the social distancing rules to be met.</p> <p>There is sufficient space to enable all groups to stay in communication with the Head.</p>	<p>Staff Training Day 04.01.21 to explain/agree procedures and assembly points – should be possible to use our usual off site assembly area, but add the grassed bank opposite to be able to spread children out?</p> <p>Children to be explicitly taught how and where to assemble safely, but will practice this with just their group – not all at once as would happen in the event of an evacuation. Planned for start of October.</p>	
<p>Consider which exit routes should be used in the instance of a Fire Evacuation</p>	<p>Each group will use the nearest exit to their classroom (one exit for each group). This will be their allocated entrance/exit throughout this period.</p>	<p>All groups to use their dedicated exit, however, in the event of a particular route being unavailable due to hazard, any affected group should use the next nearest safe exit. Staff should consider that this might mean that it is quickest to walk their group through the hall</p>	

		and out the main entrance, depending upon site of the hazard.	
Checks and Assessments			
Daily/Weekly/Monthly Checks must still be carried out regardless of the numbers on site	Site Manager to keep checks up to date and liaise with external visitors to attend outside of school hours	All FRA are up to date, and Site Manager is aware of need for ongoing checks to be maintained.	
All 'life safety' servicing; Extinguishers/Alarms/ Emergency lighting etc. must continue to be carried out.	Site Manager to keep checks up to date and liaise with external visitors to attend outside of school hours	As above.	
Ensure your FRA is 'Dynamic' and as the school use changes ensure the risk assessment is amended	Will need an explicit amendment to provide an additional space for assembling if social distancing is to be included for children.	Decision and information to staff via briefing and discussion as above (and children as appropriate)	
Make sure you consider how you plan on storing bulk sanitiser, anything over 40% alcohol is highly flammable	Discuss with Site Manager to ensure safe storage of hand sanitiser. There will be 15L of this to store safely.	Need to check the instructions on the container, and ensure that all necessary safety measures are in place.	

Online Home Learning Protocols			
Risk / Guidance Requirements	Controls /procedures in place	Actions taken/ remaining	Statu s
Ensure that all pupils have access to	Staff to be aware of children who might not	Parents who have enquired have	

technology	have access to technology (our number of iPads is limited so we were unable to advertise this widely)	had iPads loaned to them from school. Loans agreements created and signed by parents.	
Ensure that protocols are followed when Zoom teaching meetings occur	<p>The following protocols set out for parents:</p> <ul style="list-style-type: none"> • Please ensure that children are ‘muted’ when they join and unmute only when asked by the teacher to do so • Please make sure that the children are fully clothed for all live meetings (the same goes for anyone who might be in the background too of course!). • Children with Special Educational Needs (SEND) and our younger children will require an adult close by to supervise them whilst online. • Please ensure that no inappropriate language or sensitive conversations occur in the background. 	<p>Letter sent to parents on 04/01/21 setting out the protocols for Zoom meetings.</p> <p>Good practice would see that two staff members are present online for Zoom meetings, although when this is not available, Zoom meetings should be recorded for safeguarding purposes.</p>	