

January 2021 – Partial re-opening of schools Risk Assessment

Adelaide Primary School - Version 6 (updated 26.1.2021)

Assessment conducted by: Steve Kernan Suzanne Adkinson	Job title: Executive Headteacher Head of school	Covered by this assessment: <u>staff</u> , <u>governors</u> , <u>parents</u> , <u>volunteers</u> and <u>visitors</u> .
Date of assessment: 26.1.2021	Review interval: Weekly (during school time)	Date of next review: 19.2.2021

Related documents

Health & Safety Policy (inc Infection Prevention and Control, COSHH, Fire and Site Security), First Aid Policy, Business Continuity Plan, Medical Policy (inc supporting pupils with Medical Conditions and Administering Medication), Intimate Care Policy, Data Protection Policy, Behaviour Policy.

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Final checklist	Staff	Pupils	Contractors & suppliers	Other known visitors
The following site users have been informed about agreed control measures (appropriate to each group, that have been designed to: <ul style="list-style-type: none"> • Isolate the ill, ensure effective handwashing, provide effective cleaning, maintain social distancing. 	All staff Training 15.7.2020 All staff training 7.9.2020 20.10.20 23.10.20 4.1.21 12.1.21	All pupils upon return	Upon visit to the school – when appointment made	All visitors shown copy upon arrival

The system of controls: protective measures

For all pupils and to return safely to school from September 2020, a number of protective measures will be implemented. These measures have been planned in order to mitigate identified risks whilst allowing the delivery of a broad and balanced curriculum; including full educational and care support for those pupils who have SEND.

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the risk assessment below.

Prevent

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Respond

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

*Numbers 7 to 9 **must** be followed in every case where they are relevant.*

*Numbers 1 to 4 **must** be in place, all the time.*

*Number 5 **must** be properly considered and schools **must** put in place measures that suit their particular circumstances.*

Number 6 applies in specific circumstances.

Area for concern	Risk rating prior to action H/M/L	Controls	In place ? Yes/ No	By whom?	Deadline	Risk rating following action H/M/L
<p>Failure to <u>prevent</u> potential spread of infection <i>individual displaying coronavirus (COVID-19) symptoms, or who have someone in their household who does, attends school</i></p>		<p>Before</p> <ul style="list-style-type: none"> • Pupils, staff and other adults must not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home. • Staff, parents, contractors and visitors must be informed of the symptoms of possible coronavirus infection, i.e. continuous cough, loss or change to their sense of smell or taste, fever (high temperature) or difficulty in breathing, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. • Staff, parents, contractors and visitors must be informed of the requirement and protocol to report cases of confirmed/suspected Covid-19 in their household as a matter of urgency. • Staff and parents must be informed how they can be tested for Covid-19 if they are symptomatic. • All staff, parents, contractors and visitors must be instructed to remain vigilant to potential Covid-19 symptoms at all times (themselves, within their household and within the school environment). • Staff answering telephone calls from parents/staff must be trained in Covid-19 symptoms to help inform decision making about whether an individual should attend school or not. • PPE equipment must be available within the dedicated isolation room at all times. • In accordance with Public Health England recommendations, routinely taking the temperature of pupils should not be actioned as this is an unreliable method for identifying coronavirus (COVID-19). <p>During</p> <ul style="list-style-type: none"> • Any pupil or member of staff who displays signs of being unwell, such as having a continuous cough, loss or change to your sense of smell or taste, fever (high temperature) or difficulty in breathing must immediately be sent home. They should self-isolate for 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Members of their same household should self-isolate for 10 days (from when the symptomatic person first had symptoms). • Therefore, if a member of staff or a parent of a child reports that a member of their household has symptoms, the whole household should self-isolate until the outcome of the test is known. • In a small number of cases, home testing kits could be provided directly to parents/carers collecting a child who has developed symptoms at school, or staff who 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>SLT, all staff, all parents</p> <p>SLT</p> <p>Heads</p> <p>All staff</p> <p>All staff</p> <p>Office staff</p> <p>SLT</p> <p>SLT</p> <p>Heads</p> <p>Heads</p> <p>Heads</p>	<p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>9.9.2020</p>	

		<p>have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. The headteacher (or senior designated member of staff) should authorise all allocations.</p> <ul style="list-style-type: none"> • If only one pupil/staff member displays Covid-19 symptoms in the pod, pupils and staff in the same pod as the person with symptoms must remain at school as normal (unless PHE advise otherwise). If the test return is negative, the person with 'symptoms' should return if they feel well enough. If the test return is positive the whole pod / class must self-isolate for 10 days. • If the headteacher/CEO has concerns that the number of staff/pupils displaying Covid-19 symptoms appears more widespread, they must contact the Public Health England (PHE) in order to seek further guidance and establish whether a pod or several pods should self-isolate before a test result has been established. • Where pupils feel unwell but do not display Covid-19 symptoms, staff must act in line with the Infection Control Policy and ensure that any unwell pupils are moved to a quieter area of the school, away from others, and are supervised at all times. • Pupils and staff who are unwell must not permitted to enter public areas. • In an emergency, schools must call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms must be advised to not visit the GP, pharmacy, urgent care centre or a hospital. • The parents of unwell pupils must be informed as soon as possible of the situation by a member of the office staff under the direction of a head. • Where contact with a pupil's parents cannot be made, appropriate procedures should be followed in accordance with those outlined in governmental guidance and the Infection Control Policy. • Unwell pupils who are displaying Covid-19 symptoms and who are waiting to go home must be isolated in a dedicated room, with adult supervision, where, if possible, they can be at least two metres away from others. Full PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). • If unwell pupils and staff are waiting to go home, and need to go to the toilet while waiting to be collected, they must only use the dedicated toilet facility. • Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, must be administered in accordance with the Administering Medications Policy. <p>After</p> <ul style="list-style-type: none"> • Areas used by unwell staff and pupils who need to go home must be appropriately cleaned once vacated – isolation rooms, toilets etc. • PPE equipment must immediately be disposed of and replaced in the isolation room following use. • Parents who are collecting a child displaying Covid-19 symptoms must be advised to: <ul style="list-style-type: none"> ○ call 999 if their child becomes seriously ill or their life is at risk. ○ not to bring their children to school or on the school premises until an appropriate return date has been established. 	Yes	Heads	In place	
			Yes	Heads	In place	
			Yes	All staff, SLT	In place	
			Yes	All staff	In place	
			Yes	All staff <small>(inform Head ASAP)</small>	In place	
			Yes	All staff	In place	
			Yes	All staff	In place	
			Yes	SLT	In place	
			Yes	SLT	In place	
			Yes	All staff	In place	
			Yes	SLT	In place	
			Yes	SLT	In place	
			Yes	SLT	In place	

		<ul style="list-style-type: none"> Any members of staff who display signs of infection must be advised to call 999 if they become seriously ill or their life is at risk. The headteacher, in partnership with trust leaders and the local PHE professionals, must determine and confirm the return date for staff and pupils affected by Covid-19. <p>Ongoing</p> <ul style="list-style-type: none"> Staff must remain vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the headteacher (or appropriate person). The school must remain consistent in its approach to the management of suspected and confirmed cases of coronavirus. Senior leaders must monitor these arrangements throughout the day. 	Yes	Heads	In place	
		<ul style="list-style-type: none"> The headteacher and senior leaders must familiarise themselves with the NHS Track and Trace process (https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works) and ensure they have immediate access to PHE health protection team contact details. Where is this information displayed? The headteacher and senior leaders must ensure that staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19). The headteacher must ask parents and staff to inform them immediately of the results of a test: <ul style="list-style-type: none"> if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days. 	Yes	Heads & SLT	9.9.2020	
<p>Failure to respond quickly and effectively to Covid-19 infection <i>Lack of engagement with NHS Track and Trace process.</i></p>			Yes	Heads & SLT	9.9.2020	
			Yes	All staff	In place	
			Yes	All staff	In place	
			Yes	SLT	In place	
			Yes	SLT	In place	
			Yes	Heads	In place	

<p>Failure to <u>respond</u> quickly and effectively to Covid-19 infection <i>Poor management of confirmed cases of Covid-19</i></p>		<ul style="list-style-type: none"> • Headteacher must take swift action when you become aware that someone who has attended your school has tested positive for coronavirus (COVID-19). • Headteacher should contact the DfE Helpline on 0800 046 8687 and select option 1 for advice on the action to take in response to a positive case. If, following triage, further expert advice is required the adviser will escalate your call to the local health protection team (HPT). • The HPT will work with school to carry out a rapid risk assessment, identify appropriate next steps and guide them through the actions they need to take. • Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means: <ul style="list-style-type: none"> ○ direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) ○ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual ○ travelling in a small vehicle, like a car, with an infected person • The health protection team will provide definitive advice on who must be sent home. To support them in doing so, the Headteacher must keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see section 6 of the system of control for more on grouping pupils). This should be a proportionate recording process. • For pupils who are isolating, ensure access to remote provision so that they can continue to learn remotely. • A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. • Schools must not share the names of people with coronavirus (COVID-19) unless essential to protect others. 	Yes	Heads	In place	
<p>Failure to <u>respond</u> quickly and effectively to Covid-19 infection <i>Failure to contain any outbreak following local health protection team advice</i></p>		<ul style="list-style-type: none"> • The headteacher (or designated senior leader) must continue to work with their local health protection team if they have two or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected – a potential outbreak. For example, in some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. 	Yes	Heads	In place	
<p>Failure to <u>prevent</u> potential spread of infection <i>Poor hand washing</i></p>		<p>Hand cleaning</p> <ul style="list-style-type: none"> • Posters must be displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. Staff will provide pupils with frequent demonstrations in relation to handwashing. 	Yes	All staff	In place	
			Yes	All staff	In place	
			Yes	Heads	In place	
			Yes	Heads	In place	
			Yes	Heads	In place	
			Yes	Heads	In place	
			Yes	SLT	9.9.2020	
			Yes	All staff	In place	
			Yes	All staff	In place	

		<ul style="list-style-type: none"> • Hand sanitisers and/or handwashing facilities must be available and used upon arrival for staff, pupils, visitors and contractors. • Staff must supervise pupils' use of hand sanitiser in order to mitigate risk of potential ingestion. The headteacher should consider providing skin friendly cleaning wipes to small children or those with complex needs. Once used, wipes must be disposed of into a disposable rubbish bag and staff must immediately clean their hands with soap and water or use a hand sanitiser. Double bag the rubbish and tie tightly. • Pupils, staff and visitors must be encouraged to clean their hands more often than usual, particularly after arriving at school, touching their face, blowing their nose, sneezing or coughing, and before eating or handling food. Staff must not routinely wear gloves, unless they are completing specific tasks (e.g. supervising the isolation room, first aid, intimate care). • Staff and pupils must continually be reminded of the requirement to wash their hands thoroughly for 20 seconds with running water and soap and dry them thoroughly, or use alcohol hand rub/sanitiser (that contains no less than 60% alcohol) ensuring that all parts of the hands are covered. • Leaders must provide/display (toilets, staffrooms, classrooms etc) guidance on effective handwashing to staff, visitors, contractors and pupils using PHE guidance. • Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels must be supplied in all toilets, classrooms and kitchen areas. • Liquid soap dispensers must be used instead of bar soap. • Pupils who find it difficult to wash their hands independently must receive help from staff in their classrooms. This could include modelling handwashing simultaneously. However, maintaining a two-metre distance should remain a priority. • Hand driers must be disconnected and replaced with paper towels. • Bins in toilets to be emptied regularly throughout the day. • Drinking fountains must be disconnected. • The caretaker must monitor toilets/classrooms in order to ensure supplies of soap do not run out of during the day. All bubble staff will report any low supplies of soap or paper towels to the office immediately. 	Yes	All staff	In place	
			Yes	All staff	In place	
			Yes	All staff	In place	
			Yes	SLT	In place	
			Yes	All staff	In place	
			Yes	AS	In place	
			Yes	AS	In place	
			Yes	All staff	In place	
			Yes	AS	In place	
			Yes	Cleaning staff	In place	
			Yes	AS	In place	
			Yes	AS & all staff		

<p>Failure to prevent potential spread of infection</p> <p><i>Poor respiratory hygiene</i></p>		<p>Respiratory hygiene (catch it, bin it, kill it)</p> <ul style="list-style-type: none"> • Staff and pupils must be encouraged to: <ul style="list-style-type: none"> ○ avoid touching their mouth, eyes and nose. ○ cover over their mouth and nose with disposable tissues when they cough or sneeze. If one is not available, sneeze into the crook of their elbow, not into their hand. 	Yes	All staff	In place	
---	--	--	-----	-----------	----------	--

		<ul style="list-style-type: none"> ○ dispose of tissues into a disposable rubbish bag and immediately clean their hands with soap and water or use a hand sanitiser. Double bag the rubbish and tie tightly. • Lidded bins must be provided in key locations (classrooms, toilets etc.). These bins must be emptied at the end of each day by a member of the cleaning team. <p>Other</p> <ul style="list-style-type: none"> • Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units. • Headteachers must consider Health and Safety Executive guidance when considering whether to use air conditioning systems. (https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm) • Doors should be propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. • Pupils should continue to wear their normal school uniform. • Senior leaders must monitor these arrangements throughout the day. The school office must ensure all rooms have an adequate supply of tissues and cleaning resources available at all times. • The headteacher must consider pupils who struggle to maintain as good respiratory hygiene as their peers, for example those who spit <u>uncontrollably</u> or use saliva as a sensory stimulant. The headteacher must ensure that individual risk assessments are designed/implemented in order to support these pupils and the staff working with them. Face to face education must be provided to these pupils. <p>Face Coverings</p> <ul style="list-style-type: none"> • Staff are expected to wear a face covering in communal areas at all times and in any other situation where they cannot retain strict social distancing measures • Face coverings worn by staff/pupils on their way to school must be removed and disposed of (if temporary) in lidded bins provided near entrances or placed in a sealed plastic bag that can be taken home (if reusable). Staff must instruct pupils not to touch the front of their face covering during use or when removing them. 	Yes	All staff	In place	
<p>Failure to <u>prevent</u> potential spread of infection <i>Poor standard of cleaning</i></p>		<p>Equipment</p> <ul style="list-style-type: none"> • Each bubble/office must have additional cleaning resources (disinfectant spray, gloves) available at all times. • Frequently-touched surfaces (eg. door handles, handrails, table tops, play equipment, plastic toys, electronic devices) must be cleaned regularly using 'usual products', like detergent, as recommended by the government. Bubble staff and lunch time staff will clean throughout the day, cleaning staff will clean in the mornings and evenings. 	Yes	All staff	In place	

		<ul style="list-style-type: none"> • Individual and very frequently used equipment, such as pencils and pens, must be allocated so staff and pupils have their own items. By not sharing these items, additional cleaning arrangements should not be required. • Classroom based resources, such as plastic toys, books and games, should be used and shared within the bubble. They should be cleaned regularly by bubble staff. • Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. • Furniture (eg. fabric) and resources (eg. soft toys) which are important for the delivery of education should be used. Non-essential items which cannot be wiped clean must be removed from designated rooms. • All cutlery and cups must be thoroughly cleaned before and after use. Cups and cutlery should be cleaned in accordance with normal cleaning arrangements by kitchen staff and by bubble staff. If cups are used in the classroom, cups will be named and allocated to each child. • Outdoor playground equipment should be allocated to individual bubbles if possible and more frequently cleaned. If shared with other bubbles, this equipment must be cleaned frequently and meticulously or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. • Pupils must limit the amount of equipment they bring into school each day, to essentials such as bags, lunch boxes, hats, coats, books, stationery and mobile phones. • Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. This will include pupils' work and reading books. Homework should be set via online resources where possible/appropriate. Physical resources that contribute to pupil education and development could be sent home and brought back to school (e.g. worksheets) for marking. <p>Other</p> <ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, must be cleaned up immediately in line with the Infection Control Policy, using PPE at all times. Normal PPE equipment must be provided to staff – see Infection Control section in H&S policy. • All children encouraged to put used tissues in bins provided. Litter pickers to be used to pick up any discarded used tissues. • Cleaners must carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. Two cleaners to work overtime in the evenings (x 10 hours additional cleaning per week). • The caretaker or school business manager must arrange for enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the trust who will defer to the PHE team. 	Yes	All staff	In place	
			Yes	All staff	9.9.2020	
			Yes	All staff	9.9.2020	
			Yes	All staff	9.9.2020	
			Yes	All staff	In place	
			Yes	All staff	In place	
			Yes	All staff	9.9.2020	
			Yes	All staff	In place	
			Yes	All staff	9.9.2020	
			Yes	All staff	In place	
			Yes	Cleaning staff	In place	
			Yes	SA, LC & AS	In place	

		<ul style="list-style-type: none"> • The caretaker and school business manager must monitor the cleaning standards and discusses any additional measures required with regards to managing the spread of coronavirus. Daily & weekly checks, team meetings with cleaning team. Updated shared with EHT/HoS. • Anti-bacterial wipes (available in all rooms) must be used to wipe photocopiers, key boards, ipads and any other high touch areas. • Pupils and staff must be allocated toilets to use. Shared toilet facilities must be cleaned frequently by bubble staff (wipe door handle and toilet flush). • FS2 & Y1 pupils to eat in the dining hall. All other pupils to eat in classrooms. In the dining hall, additional cleaning of surfaces and equipment must be undertaken by lunchtime staff between staggered sittings. In classrooms, the tables are to be wiped before and after children have eaten. • If PE changing rooms are used, facilities must be cleaned between use by different bubbles. Bubble staff will clean all surfaces touched by their bubble. Where possible, most children will change for PE in their classrooms. • Additional cleaning resources must be located within designated staff rooms with support signage clarifying cleaning expectations to staff. • Resources and play equipment used in the younger year groups (EYFS & Y1) are cleaned more regularly than usual – high use toys cleaned each week (on a daily rota basis) 	Yes	LC & AS	In place	
<p>Failure to prevent potential spread of infection <i>Unnecessary contact between people and failure to promote/maintain social distancing wherever possible</i></p>		<p>Grouping pupils</p> <ul style="list-style-type: none"> • All year pupils will be in class group bubbles. • Limited interaction, sharing of rooms and social spaces between bubbles must be achieved as much as possible. • Staff must take account of the age and development of pupils in their care and accept that younger age children in particular will not be able to maintain social distancing. • Pupils and staff must remain in their class groups/bubbles for the majority of classroom time but could mix with other wider year group for specialised teaching (i.e. phonics groups). Social distancing measures should be considered in this scenario. • Each bubble will be based in a classroom which has had the capacity calculation ensuring appropriate distancing can be maintained. <p>Measures within a classroom</p> <ul style="list-style-type: none"> • Staff should maintain 2 metre distance from each other and from pupils where possible. In circumstances when this is not possible (i.e. when working with younger children), staff should avoid close face to face contact and minimise the time spent within 1 metre of anyone. 	Yes	All staff	6.1.21	
			Yes	All staff	9.9.2020	
			Yes	All staff	In place	
Yes	All staff	9.9.2020				

		<ul style="list-style-type: none"> For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible. Pupils must be seated side by side and facing forwards, unless there is a clear educational reason not to (e.g. EYFS & Y1 - continuous provision). Unnecessary furniture should be removed in order to make more space. 	Yes	All staff	In place	
			Yes	Y3 onwards	9.9.2020	
			Yes	Y3 onwards	9.9.2020	
		<p>Measures elsewhere</p> <ul style="list-style-type: none"> Bubbles will be kept apart in order to avoid large gatherings such as collective worship or assemblies. Whole school assemblies will take place via Zoom. Pupils' movement around school will be kept to a minimum. A one-way circulation/divider down the middle, with clear signage/tape must remain in place down corridors and other communal areas. Pupils and staff will access rooms directly from outside where possible. Arrival/collection times will be staggered but will not reduce the overall teaching time. Staff arrival/departure times will be altered to facilitate this. 	Yes	SLT	In place	
			Yes	All staff	In place	
			Yes	All staff	In place	
			Yes	All staff	In place	
			Yes	SLT	In place	
			Yes	SLT	In place	
			Yes	All staff	In place	
			Yes	SLT	In place (new times from Sept)	
		<ul style="list-style-type: none"> Parents will be notified of their allocated drop off and collection times and the process for doing so (eg. which entrance to use). Designated leaders and staff will monitor drop off/collection. Latecomers must report to the school office – the HT will speak to parents who persistently bring their child late to school. Parents will be notified that only one parent is allowed to accompany their child onto the school site. Parents must be informed that they cannot gather at entrance gates or doors, or enter the building (unless they have a pre-arranged appointment, which should be conducted safely). The normal staffroom should still be used but the arrangements, layout and signage must promote 2 metre social distancing. A rota will be arranged so that staff can Staff must be made aware of where they should go whilst on a break. Leaders to give guidance to staff. The number of children or young people who use the toilet facilities at one time will be restricted to avoid over-crowding. Limits on each toilet are set and are displayed outside of the toilet (dependent on size and accessibility). Pupils, parents and staff should be encouraged to walk or cycle to the school site if possible. 	Yes	SLT	July 2020	
	Yes	SLT	July 2020			
	Yes	SLT	July 2020			
	Yes	SLT	9.9.2020			
	Yes	SLT	9.9.2020			
	Yes	SLT, all staff	9.9.2020			
<p>Breaktimes/Lunchtimes</p> <ul style="list-style-type: none"> See cleaning control measures. Breaks and lunchtimes will be staggered to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time. 	Yes	SLT	In place			

		<ul style="list-style-type: none"> • Pupils in FS2 & Y1 will eat their lunch in the dining hall but the layout (including not sitting face-to-face) and timings must ensure they maintain social distancing from pupils in other bubbles. • Year 2, 3, 4, 5 & 6 to eat in classrooms • Pupils must be discouraged from sharing cutlery, cups or food. • Parents should be encouraged to provide packed lunches containing items which can be opened independently by the pupils. <p>Physical Education</p> <ul style="list-style-type: none"> • Pupils should be able to get changed for PE. Maintaining social distancing should be promoted but not always practicable. Leaders should consider making adaptations to the normal school PE curriculum – for example, for shorter PE sessions, children are not required to change. <p>Other</p> <ul style="list-style-type: none"> • Whenever possible, children should apply their own sun cream. If adults need to support a young child applying cream, this must not be done not face to face. • Sitting pupils together on the carpet should not be avoided if it is essential to supporting pupil education and/or development. However, sitting face-to-face should be avoided. Pupils will be spaced out on the carpet as much as possible. Any unnecessary furniture will be moved so that the maximum carpet space can be made. • Pupils should be supervised by bubble staff whilst moving around school (e.g. going to the toilet). • Senior leaders must monitor these arrangements 	Yes	SLT	9.9.2020	
			Yes	Lunch staff	9.9.2020	
			Yes Yes Yes	Lunch staff	9.9.2020 In place In place	
			Yes	SLT	9.9.2020	
			Yes	All staff	In place	
			Yes	All staff	In place	
			Yes Yes	All staff SLT	In place In place	
<p>Failure to prevent potential spread of infection <i>PPE not available/worn/ utilised safely.</i></p>		<ul style="list-style-type: none"> • Full PPE equipment (gloves, masks, goggles/visors, aprons) must be available in the isolation room at all times. It must be worn by staff who are supervising a person with Covid-19 symptoms and where a 2 metre distance cannot be maintained. Fluid resistant, surgical masks must be worn (masks for isolation room are of this standard) • Normal, appropriate PPE equipment must be available and worn by all staff undertaking first aid and intimate care duties, as stated in relevant policies, at all times. • Donning/doffing training will be provided to all staff prior to them using PPE. Written guidance must be displayed in key locations (isolation rooms, intimate care facilities, first aid rooms etc). 	Yes	SLT	In place	
			Yes	All staff	In place	
			Yes	All staff	In place	

<p>Failure to prevent potential spread of infection <i>Poor management of site visitors, inc parents and contractors.</i></p>		<ul style="list-style-type: none"> • <i>Visitor protocol</i> guidance will be reviewed to reflect the above control measures. • Visitors to the school (beyond the secure line) will continue to be appointment only. Authorised visitors will be provided with the <i>visitor protocol</i> guidance in advance their visit. Where this is not possible, this information must be shared with them upon arrival to the school. • Contractors must report to the school office and be supervised at all times. The designated member of staff who is supervising the contractor will ensure a written record is kept to confirm who the contractors has come into contact with during their visit. • Social workers must report to the school office and should be supervised where possible. They will meet pupils in the Think tank or main school hall. DSL will ensure a written record is kept to confirm who the social worker has come into contact with during their visit. • Health workers must report to the school office and be supervised at all times (unless they request to speak to a pupil confidentially). The designated member of school staff will ensure a written record is kept to confirm who the health worker has come into contact with during their visit. • Member of the Trust Central Team must report to the school office and be supervised at all times. The headteacher will ensure a written record is kept to confirm who the Trust employee has come into contact with during their visit. • Trust Central Team staff must follow the school's visitor protocols. <p>Parents</p> <ul style="list-style-type: none"> • In order to limit parental visits to the main office, the following arrangements will be implemented and communicated: <ul style="list-style-type: none"> ○ Parents must be pay for school lunches using a sealed envelope which they should send with their child. ○ All parental enquiries must be made via telephone/school's contact email. 	<p>Yes Yes Yes Yes Yes Yes Yes</p>	<p>SA Heads Office staff Head Office SA / CW / EC SA / CW SK / SA HET Office staff</p>	<p>In place In place In place In place In place In place 9.9.2020</p>	
<p>Failure to provide continued education for all pupils. <i>Staff shortages due to Covid-19 and/or other reasons</i></p>		<ul style="list-style-type: none"> • Supply teachers, if used, peripatetic teachers, speech and language therapists, and other agency staff must be utilised in order to support the continued education and development needs of pupils. However, these staff should minimise contact and maintain social distancing as much as possible with other staff. 	<p>Yes</p>	<p>SLT</p>	<p>In place</p>	
<p>Failure to provide continued education for all pupils. <i>Bubble and/or whole school</i></p>		<ul style="list-style-type: none"> • In the event of a temporary bubble closure, the following arrangements will be implemented in order to educate pupils: <ul style="list-style-type: none"> ○ Home learning sheets (online and paper copies available) ○ Physical work packs for SEND pupils ○ Online learning for KS2 pupils 	<p>Yes Yes</p>	<p>All staff All staff</p>	<p>9.9.2020 9.9.2020</p>	

closure due to Covid-19		<ul style="list-style-type: none"> • In the events of a temporary whole school closure, the following arrangements will be implemented in order to educate pupils: <ul style="list-style-type: none"> ○ Home learning sheets (online and paper copies available) ○ Physical work packs for SEND pupils ○ Online learning for KS2 pupils 				
Lack of awareness of policies and procedures		<ul style="list-style-type: none"> • The Headteacher must ensure all staff complete a ‘full reopening of schools’ induction prior to starting normal duties – September training day. • The Headteacher must ensure they maintain a staff signing record enabling staff to confirm they have read and understand their role in implementation the risk assessment, safer working guidance and amended behaviour policy documents. This must be completed prior to staff commencing their normal duties in school. If staff refuse to sign, this must be recorded as ‘refused to sign’. • The Headteacher should maintain a written record of staff attendance at any full reopening of schools training/consultation events. • All staff, pupils, parents, governors, visitors and volunteers should be aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> ○ Health and Safety Policy ○ Infection Control Policy ○ First Aid Policy • All staff must have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> ○ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 ○ The Health Protection (Notification) Regulations 2010 ○ Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’ ○ DfE and PHE (2020) ‘Guidance for full opening: schools’ • The school must keep up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> ○ DfE ○ NHS ○ Department for Health and Social Care ○ PHE ○ The school’s local health protection team (HPT) • Staff are made aware of the school’s infection control procedures in relation to coronavirus via email and they must contact the school as soon as possible if they are showing symptoms of coronavirus. • Parents will be made aware of the school’s infection control procedures in relation to coronavirus via letter and social media – they must be informed that they must contact the school as soon as possible if they believe their child is showing symptoms of coronavirus. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>All staff</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>Heads SLT All staff</p> <p>All staff</p> <p>All staff</p> <p>All staff</p>	<p>7.9.2020</p> <p>Deadline -7.9.2020</p> <p>In place</p> <p>7.9.2020 (for updates)</p> <p>9.9.2020</p> <p>In place</p> <p>In place</p> <p>9.9.2020</p> <p>9.9.2020</p>	

		<ul style="list-style-type: none"> • Pupils where possible should be made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they feel unwell. • The Data Protection Policy is followed at all times (Both covered under the academy's GDPR policy) – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus. 	Yes	All staff	In place	
Staff lack trust and confidence		<ul style="list-style-type: none"> • Designated leaders must be present at school and available to staff. • Expert advice (PHE, DfE, legal) should be shared with staff on an ongoing basis. • Staff have been consulted (and had the opportunity to share concerns) about arrangements for September 2020. • Staff must be trained in any new processes or procedures so that they understand what to do and why. Whole staff training will take place via zoom meetings. Bespoke training for each individual bubble will take place in September. • All staff should continue to have access to 'regular 1-to-1s' with leaders to support staff. • Successes should be shared with staff on a regular basis. • Individual staff must be able to request that an adapted risk assessment, specific to their role and circumstances, be carried out by the headteacher (if required). Effective communication and a clear audit trail will be maintained. • Trade unions will be consulted on a regular basis. • Senior leaders will monitor staff trust and confidence throughout the day through regular dialogue with staff. 	Yes Yes Yes Yes Yes Yes Yes Yes	SLT Heads Heads SA Heads Heads Heads HET SLT	In place In place In place 9.9.2020 In place As needed In place In place In place In place	
Emergencies		<ul style="list-style-type: none"> • A designated senior leader must always be on-site to lead responses to emergency situations. • All staff and pupils' emergency contact details must be kept up-to-date, including alternate emergency contact details, where required. • Pupils' parents must be contacted as soon as practicable in the event of an emergency. • Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. • The school must have an up-to-date First Aid Policy in place that outlines the management of medical emergencies – medical emergencies are managed in line with this policy. • The headteacher must ensure that a fire drill is completed as a matter of urgency. Additional drills are likely to be required as additional staff and pupils return. • Senior leaders must monitor these arrangements throughout the day. 	Yes Yes Yes Yes Yes Yes Yes	Heads SLT All staff Office SLT Office SA & MG Heads SLT	In place In place In place 9.9.2020 Sept 2020 In place	
Refreshments in Classrooms causing risk of scalding/ spillage		<ul style="list-style-type: none"> • Kettles must not be used in classrooms. • Hot drinks taken in the pod classroom must be consumed in a lidded screw top container to avoid spillage and scalding. • Senior leaders must monitor these arrangements throughout the day. 	Yes Yes Yes	All staff All staff All staff	In place In place In place	

<p>Poor pupil conduct leads to a potential risk of the infection spreading.</p>		<ul style="list-style-type: none"> An appendix to the school's existing behaviour policy must outline the key expectations of our pupils. 	Yes	SLT	In place	
		<ul style="list-style-type: none"> The key expectations outlined in the amended behaviour policy must be shared with all staff, parents and pupils. 	Yes	SA	In place	
		<ul style="list-style-type: none"> If a pupil refuses to comply with the key expectations contained within the amended behaviour policy and are of an age/capacity to be able to reasonably understand (eg. older pupils) the requirements, then existing sanctions as outlined within normal behaviour policy should be applied. 	Yes	Heads	In place	
		<ul style="list-style-type: none"> Senior leaders will monitor these arrangements throughout the day. Pupils who struggle to conform to revised behaviour policy must have an individual risk assessment in addition to their PSP. This will detail any known triggers, the expectations of staff (e.g. physical handling), details/location of any bespoke provision and availability of PPE if required. 	Yes Yes	SLT SLT	In place In place	
<p>Safeguarding concerns relating to a potential increase in number of disclosures</p>		<ul style="list-style-type: none"> DSLs must ensure essential safeguarding training for all staff is complete, including use of training days in September 2020. 	Yes	SA	7.9.2020	
		<ul style="list-style-type: none"> DSLs must ensure all staff have read, signed and had the opportunity to discuss KCSiE (September 2020), particularly the most recent changes. 	Yes	SA	7.9.2020	
		<ul style="list-style-type: none"> DSLs must ensure all staff have opportunities to review arrangements to ensure high vigilance and agreed procedures. 	Yes	SA	7.9.2020	

<p>Emotional well-being of pupils</p>		<ul style="list-style-type: none"> Additional PSHE curriculum time should be allocated to support pupils, this will take place in the Autumn term in all classes ('Getting along together' lessons, circle check ins and 'Chameleon' resources). 	Yes	Teachers	Sept 2020	
		<ul style="list-style-type: none"> Additional staff, inc leaders, should be present on the playground to support pupils who are anxious about leaving parents and entering the school building. Staff are permitted to support pupils through appropriate physical contact (e.g. hand holding) but should avoid facing pupils directly. They should also wash their hands afterwards. 	Yes	Wellbeing team SLT	Sept 2020	
<p>Parents/pupils refuse to return to school</p>		<ul style="list-style-type: none"> The Headteacher (or designated senior leader) must contact the parent of any vulnerable child in the first instance to discuss any concerns and offer additional support. 	Yes	SA	6.1.21	
		<ul style="list-style-type: none"> The Headteacher (or designated senior leader) must consider the individual circumstances of pupils, particularly any medical conditions, and complete an individual pupil risk assessment if required. The Headteacher must work in partnership with the trust, medical professionals and/or the LA SEND team before authorising an adapted home-based curriculum offer. The Headteacher must manage pupil absence from school by referring to and implementing the school's Attendance Policy. 	Yes	SA & CW	6.1.21	

		<ul style="list-style-type: none"> • The Headteacher (or designated senior leader) must inform the relevant social care worker if any child or family with involvement fails or refuses to attend 	Yes	SA	6.1.21	
Well-being of staff		<ul style="list-style-type: none"> • The Headteacher must offer to complete an individual risk assessment for staff who are returning to work from shielding or home working due clinically vulnerable. If accepted they must complete the individual RA before the member of staff starts their normal duties (using the agreed Trust format). • Pregnant staff (first & second trimester – up to 28 weeks): <ul style="list-style-type: none"> ○The Headteacher must complete an individual risk assessment (using the agreed Trust format) in addition to the normal Maternity RA for expectant mothers (MAT B1 – 20 weeks). The use of PPE and how to maintain social distancing must be considered. ○The Headteacher must consider additional precautions if the member of staff also has underlying health conditions. ○The Trust HR Specialist must be informed and consulted with. • Pregnant staff (third trimester – more than 28 weeks): <ul style="list-style-type: none"> ○The Headteacher must ensure that pregnant staff work from home in the third trimester. ○The Trust HR Specialist must be informed and consulted with. • The Headteacher must complete an individual risk assessment for staff who are pregnant (using the agreed Trust format) in addition to the normal Maternity RA for expectant mothers. • The headteacher (or appropriate person) must continue making regular contact with staff unable to work/working from home. • The headteacher (or appropriate person) must consult with staff on initial plans for September 2020. To be reviewed on a regular basis. • The headteacher (or appropriate person) should consulted/liaised with school-based Trade Union representatives. • All staff must be made aware of an appropriate leader who they can discuss concerns with and who will check on them on a regular basis. The headteacher has been allocated a senior from the Trust to support them. • The headteacher (or appropriate person) must maintain regular briefings (eg. remote, emails, bulletins) with staff to keep them informed. 	Yes	SA	9.9.2020	
			Yes	Heads	In place	
			Yes	Heads	In place	

		<ul style="list-style-type: none"> All staff must receive contact details for counselling service. If staff wish to access the Occupational Health emotional wellbeing telephone support service please either phone 01482 613333 or email occupationalhealth@hullcc.gov.uk to request a call. The CEO should liaise with local Trade Union officials on a regular basis. 	Yes	SA	9.9.2020	
			Yes	SA	9.9.2020	
			Yes	SA/SLT	9.9.2020	
			Yes	SA/SK	9.9.2020	
			Yes	SA, MD, CW	9.9.2020	
			Yes	Leaders	9.9.2020	
			Yes	Leaders	9.9.2020	
			Yes	PP/RW	9.9.2020	
			Yes	SA / SK	6.1.21	
Home working		<ul style="list-style-type: none"> All staff will be reissued with HET home working policy, which will be highlighted in staff training session (12.1.21) All staff working from home will complete home working check guidance for staff (existing staff will have a refresher, with staff new to the school from Sept 2020 being required to complete check with Head of school) 	Yes	SA	6.1.21	

Remote learning		<ul style="list-style-type: none"> All staff delivering remote learning will be reissued with safer working guidance including appendix 1 & 2 Parents will receive specific safety information related to safe working protocols in the home 	Yes Yes	SA SA	6.1.21 6.1.21	
Failure to effectively deliver rapid asymptomatic coronavirus testing (Home Testing) results in increased risk of transmission within school		<ul style="list-style-type: none"> The Headteacher must read, and implement in full, all of the guidance from the primary schools document sharing platform. to prepare staff fully for home testing. All staff who opt in must be fully supported with Home Testing and must take the tests twice a week at home (ideally in the morning prior to attending school) All staff must receive an explanatory letter which shares all of the guidance materials All staff must have read and signed to state they understand the privacy notice. The school must keep a record of those who have accepted the terms and conditions. All staff must have undertaken the following training and had the opportunity to raise any questions or concerns with the Headteacher: <ul style="list-style-type: none"> Your step-by-step guide for Covid-19 self-testing youtube video Step-by-step guide to Covid-19 testing FAQs these should be reviewed on a regular basis Should the answer to any questions not be found then clarity should be sought with Trust Leaders and ultimately the DfE Coronavirus helpline (0800 046 8687) A member of staff should be identified as the Co-ordinator and will be the 'go to' person for staff if they have any concerns. This is Suzanne Adkinson and Mollie Green. An area in the school has been identified for the distribution of testing kits which is the school office during the day and the school hall at the end of the day. Social distancing has been considered in this area and staff issuing the testing kits must wear appropriate PPE. The kits must be stored between 2 and 30 degrees Celsius. Schools must identify named staff who will issue the testing kits. These staff are Mollie Green, Jordan Johnson and Leoni Huges. A clear and confidential recording log which records all of the LOT numbers of the testing kits will be kept by staff those issuing the kits. These will be stored securely and only a limited staff will have access. These staff are Mollie Green, Leoni Hughes and Suzanne Adkinson 	Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes	SA SA SA SA /MG SA SA SA/MG SA SA SA SA/MG/L H	24.1.21 24.1.21 24.1.21 26.1.21 26.1.21 24.1.21 24.1.21 24.1.21 24.1.21 24.1.21 24.1.21 24.1.21 24.1.21 24.1.21	

