

MURRAY PARK SCHOOL

(INCLUDING ADDED MEASURES FOR RAVENSDALE INFANT SCHOOL STAFF AND STUDENTS IN RELATION TO THE NATIONAL LOCKDOWN WAVE 3)

MARCH 2021 COVID-19 RISK ASSESSMENT

This document is informed by the following government guidance:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963509/Schools_coronavirus_operational_guidance.pdf

What are the significant hazards?	Who might be harmed & how?	Existing controls	Additional controls required for all hazards and communicated via: <ul style="list-style-type: none"> ✓ Staff briefed on expectations during INSET. ✓ Pupils briefed during assemblies the first day back and tutor slides. ✓ All staff/pupil/parent documentation to be updated and distributed as updates are given by government. 	Residual risk rating* L/M/H	1. Actioned by 2. Target date 3. Done date
Arriving to school on foot	Pupils Staff Parents Others	<ul style="list-style-type: none"> • 2 metre rule to be enforced where possible when not with year group bubble or a member of the family. • Staff members who are outside on duty, on the school gates, should maintain social distancing • Staff members to monitor cars entering site at the front of school. 	<ul style="list-style-type: none"> • All pedestrian gates to be opened from 8.15am to 9am with a staff member on duty at the front and back of school. Side lane gate to also be opened (to the right of Maple Park, to ensure no congestion). • The front right gate will be open 8.50-9am to allow for the arrival of Ravensdale Infant School children. • Pupils encouraged to use the road to enter school, not just use the pedestrian gates. • Staff on duty to monitor traffic entering and leaving the site during these times. • Hi-vis jacket to be distributed to staff for duties. 		<ol style="list-style-type: none"> 1. Site staff, duty staff 2. 8th March 2021 3. 8th March 2021
Arriving to school by vehicle	Pupils Staff Parents Others	<ul style="list-style-type: none"> • Care to be taken of pupils walking in car park/on road to enter school. • Staff member who is outside on the main gate maintaining social distancing. 	<ul style="list-style-type: none"> • Encourage pupils to walk to school. • For Ravensdale pupils, parents should not mix bubbles/families in personal cars. • Police and community transport officers to patrol the gates before and after school in the first 2 weeks. 		<ol style="list-style-type: none"> 1. Site staff, duty staff 2. 8th March 2021 3. 8th March 2021

		<ul style="list-style-type: none"> Parents to be briefed about reducing congestion at in the streets around school. 			
School Uniform	Pupils	<ul style="list-style-type: none"> Pupils should attend school in school uniform as these are easily cleaned (washing machine). They do not require cleaning any more than usual. 	<ul style="list-style-type: none"> Uniform which is borrowed will be stored separately for 72 hours before being reused and /or washed at 60C if required. Borrowed/returned shoes will be placed straight in a box and the date of return will be noted – not used for 72hours. 		<ol style="list-style-type: none"> Student Services staff 8th March 2021 Ongoing
Dedicated School Transport (used for sporting fixtures and trips)	Pupils Driver	<ul style="list-style-type: none"> Dedicated school transport (not used by members of the public). Organised queuing and boarding to be implemented where possible. Hand Sanitiser to be available for use on boarding/disembarking. Regular cleaning of hard surface areas and frequently touched areas before being used by another group / bubble. 	<ul style="list-style-type: none"> Transporting of pupils in the mini-bus or coaches will be in year bubbles. If this is not possible, face coverings must be worn. Follow the risk assessment/policies of the coach companies as appropriate. 		<ol style="list-style-type: none"> PE staff and staff taking trips/site staff 8th March 2021 Ongoing
Wider Public Transport	Pupils Driver Public	<ul style="list-style-type: none"> Where possible encourage children to walk to school or use alternative to public transport i.e. cycle, walking. Pupils encouraged to wash hands as soon as arrive at school. 			<ol style="list-style-type: none"> SLT, tutors 8th March 2021 Ongoing
Face Masks	Pupils Staff	<ul style="list-style-type: none"> Signs or posters in place on how children remove face masks correctly or information given in newsletters prior to start of new term. 	<p>Murray Park School's policy on face masks from 8th March is as follows. This change has been made due to updated government guidance: https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education.</p>		<ol style="list-style-type: none"> SLT, tutors 8th March 2021 Review Easter holidays

		<ul style="list-style-type: none"> • Staff and Pupils to ensure they remove masks correctly and remove without touching the front of the mask (remove by loops on ears). • If disposable masks these must be disposed of in a closed bin. • If material re-use masks these should be placed inside a disposable bag and taken home to re-wash before reusing. 	<ul style="list-style-type: none"> • Staff and pupils (Y7-11) will be required to wear face masks 'whilst walking in corridors and communal areas where social distancing is difficult to maintain'. This will include inside all buildings, including in classrooms and corridors but not whilst sat down in canteens or PE nor if exemption due to a medical or mental health condition (an orange badge should be worn in this case). • Visitors, including contractors, are expected to wear face masks in buildings unless distancing can take place. • Face masks for all staff/visitors/pupils should not have a slogan or inappropriate image and can be either disposable or re-useable. • Staff/pupils/visitors should provide their own face masks/visors. Disposable masks are available if a student/staff/visitor has forgotten theirs. 		
All year groups returning to school	Pupils Staff Parents Others	<ul style="list-style-type: none"> • Staggered start and finish times for various year groups in place to reduce the amount of pupil numbers arriving and leaving at any one time. • More entrance gates have been opened up. 	<ul style="list-style-type: none"> • Ravensdale pupils to begin at 9am and finish at 3.25pm each day. 		<ol style="list-style-type: none"> 1. Site staff, SLT 2. 8th March 2021 3. Ongoing
Prevention of Infection	Pupils Staff Parents Others	<ul style="list-style-type: none"> • We will ensure that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in at least the last 10 days, and ensure anyone developing those symptoms during the school day is sent home. These measure are in place to reduce the risk in 	<ul style="list-style-type: none"> • Ravensdale families should make contact with the Ravensdale Hub to report any positive case and/or symptoms. 		<ol style="list-style-type: none"> 1. SLT, tutors 2. 8th March 2021 3. Ongoing

		<p>school of the transmission of coronavirus (COVID-19). MP will follow government advice and ensure all staff are aware of it.</p> <ul style="list-style-type: none"> • If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Tests are available from the school if required. • If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms. 			
Prevention of Infection	Pupils Staff Parents Others	<ul style="list-style-type: none"> • Minimise contact between individuals and maintain social distancing wherever possible: 	<ul style="list-style-type: none"> • Teachers to wipe down their desks, keyboards, mouse when they arrive in the room and before they leave – especially important if it is not the teacher's usual room. 		<ol style="list-style-type: none"> 1. SLT, tutors 2. 8th March 2021 3. Ongoing

		<p>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</p> <p>2) clean hands thoroughly more often than usual</p> <p>3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> <p>4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p>	<ul style="list-style-type: none"> Teachers to stay behind the teacher line, unless a child needs support – in that case, a teacher can move into the room as long as they are more than 1m for less than 1 minute next to any individual child. Practical subject teachers to assess their rooms and lesson plans – adapt as required. This will not be applicable to Ravensdale pupils. Teachers to meet in a separate room to other members of staff. If they have to share equipment, make sure they are sat at least 2 metres away. 		
Staff receiving child from Parent	Staff	<ul style="list-style-type: none"> Staff receiving children to remember the 2-metre rule (or 1 metre + if not viable) Staff will direct children to either use the hand sanitiser and proceed to their classroom (another member of staff supervise pupils) or they will be directed to the wash rooms to wash their hands All pupils must sanitise their hands on arrival to school 	<ul style="list-style-type: none"> Not applicable to class teachers of Ravensdale pupils. 		<p>1. SLT, tutors</p> <p>2. 8th March 2021</p> <p>3. Ongoing</p>
Children bringing equipment into school	Staff Pupils Others	<ul style="list-style-type: none"> Pupils and Parents informed to bring own items to school and use sanitised wipes regularly to clean items. 			<p>1. SLT, tutors</p> <p>2. 8th March 2021</p> <p>3. Ongoing</p>

Classroom set up	Staff Pupils	<ul style="list-style-type: none"> Classrooms will be set up where possible with all desks forward facing and side to side seating. The teacher's desk will be kept 2 metres away from the children's tables/desks where possible. Tissues available in each classroom for pupils to use when coughing or sneezing and they must go into a closed bin after one use. Anti-septic wipes will be in every classroom. 	<ul style="list-style-type: none"> Pupils and teachers to wipe their tables when they arrive and leave classrooms. Ravensdale pupils to use rules created by the member of staff in the room around wiping of tables. 		<ol style="list-style-type: none"> Site staff, SLT, tutors 8th March 2021 Ongoing
Class / Year Groups	Staff Pupils	<ul style="list-style-type: none"> Children will remain in year bubbles. 	<ul style="list-style-type: none"> Ravensdale Year 2 pupils will create their own year bubble. 		<ol style="list-style-type: none"> All staff 8th March 2021 Ongoing
Classroom Lessons	Staff Pupils	<ul style="list-style-type: none"> Teaching staff to keep at a safe distance where possible when teaching. Where children may require extra assistance a 2 metre rule must try to be enforced if not viable look at a 1 metre rule or the staff are to only teach in their allocated bubbles. Pupils will be informed not to touch staff and their peers where possible. Staff should avoid close face to face contact and minimise time spent within 1 metre of anyone. Removal of an unnecessary furniture. 	<ul style="list-style-type: none"> Teachers to stay behind the teacher line, unless a child needs support – in that case, a teacher can move into the room as long as they are more than 1m for less than 1 minute next to any individual child. Practical subject teachers to assess their rooms and lesson plans – adapt as required. Not applicable for Ravensdale teachers/TAs as they will only be with 30 children all day. TAs will be allocated across bubbles where support is required. They will be able to stand at least a metre distance from the pupil and use a whiteboard to communicate/model. A visor/mask can be worn if required. TAs should keep a log of any student they sit with during the day. The Hub pupils will be separated into years within the classroom. Year 7 and 8 will use the outside door and year 9/10/11 will use the inside door. 		<ol style="list-style-type: none"> All staff/pupils 8th March 2021 Ongoing

			<ul style="list-style-type: none"> Any pupil who comes for time out will sit within their year group bubble. Interventions will happen within year group bubbles where only pupils in the same year group will attend an intervention. Pupils will sit socially distanced and sanitiser will be used before and after the session. When working on a 1:1 with a pupil, rooms must be ventilated and a two metre distance between teacher/pupil. Sanitiser used before and after the session and tables wiped down. 		
Grouping Pupils	Pupils Staff	<ul style="list-style-type: none"> Year group bubbles in place across all years. 	<ul style="list-style-type: none"> Ravensdale pupils will form their own bubble. 		<ol style="list-style-type: none"> SLT to organise 8th March 2021 Ongoing
Change over lessons	Staff Pupils	<ul style="list-style-type: none"> Year groups to remain together, where not possible staggered change overs in year groups to avoid congestion in corridors. Outdoor classroom doors to be used to access most classrooms. A left-hand system to be used on the corridors. 	<ul style="list-style-type: none"> Ravensdale pupils will not be near MP pupils during any changeover. 		<ol style="list-style-type: none"> SLT/staff/site staff to organise signage 8th March 2021 Ongoing
Change over lessons and face coverings	Staff Pupils		<ul style="list-style-type: none"> Murray Park School's policy on face masks from March 2021 is as follows. This change has been made due to government guidance changing. https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education. 		<ol style="list-style-type: none"> Staff and pupils 8th March 2021 Ongoing
Use of school resources in individual bubbles	Staff Pupils	<ul style="list-style-type: none"> Where possible keep the use of resources to each allocated bubble or either wiped with sanitiser wipes or left for 48/72 hours if not possible. 			<ol style="list-style-type: none"> Site staff to organise wipes and gel in classrooms/staff to ensure this is taking place 8th March 2021 Ongoing

		<ul style="list-style-type: none"> Pupils should use their own pencils and pens and not share. All classroom based resources i.e. books and games should be cleaned regularly along with all frequently touched surfaces. 			
Use of school resources shared between bubbles or classes	Staff Pupils	<ul style="list-style-type: none"> Shared resources between bubbles or classes 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. 	<ul style="list-style-type: none"> Pupils and teachers to wipe their tables with anti-septic wipes on entering and leaving classrooms and canteens. Ravensdale teachers will organise their own classrooms. 		<ol style="list-style-type: none"> Site staff to organise wipes and gel in classrooms/staff to ensure this is taking place 8th March 2021 Ongoing
Taking items/resources home	Staff Pupils	<ul style="list-style-type: none"> Unnecessary taking home of equipment / resources discouraged. Cleaning as above if items are taken home. 			<ol style="list-style-type: none"> Site/pupils 8th March 2021 Ongoing
Assemblies	Staff Pupils	<ul style="list-style-type: none"> Assemblies will be virtual in the Autumn Term. 			<ol style="list-style-type: none"> SLT/IT team 8th March 2021 Ongoing
Educational Visits	Staff Pupils	<ul style="list-style-type: none"> Autumn term trips can commence, however they must be non-overnight trips only. Trips should be in year group bubbles only. Make use of outdoor spaces in local areas. Full suitable and sufficient risk assessments to be put in place for each trip. 	No educational visits allowed from March 2021 until further notice.		

SEND Pupils	Staff Pupils	<ul style="list-style-type: none"> • Pupils who have complex needs or who need close contact care, will continue as normal. • A risk assessment will be required to ensure staff who care for these pupils do not have any medical conditions which may put them in an at risk category. 			<ol style="list-style-type: none"> 1. Site/pupils 2. 8th March 2021 3. Ongoing
Attendance in schools	Pupils	<ul style="list-style-type: none"> • It is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development. • Parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age. • Schools' responsibilities to record attendance and follow up absence. • We can issue fixed term sanctions but this will only be if all other means to encourage attendance have been exhausted. 	w/b 8 th March can be a phased return to allow for testing. All students expected in school by 15 th March.		<ol style="list-style-type: none"> 1. Site/pupils 2. 8th March 2021 3. Ongoing
Use of Supply teachers and other staff	Staff Pupils	<ul style="list-style-type: none"> • Inform supply staff of the arrangements in place. • Longer assignments for supply teachers and/or other staff will be in place. • Where possible minimise their movement around 			<ol style="list-style-type: none"> 1. Teaching staff/TAs/pupils 2. 8th March 2021 3. Ongoing

		school and keep them in the same bubbles			
Before and After school clubs	Pupils Staff	<ul style="list-style-type: none"> • MP will resume breakfast and after-school provision, where possible, from the start of the autumn term • Pupils in their year groups or bubbles • Where not possible look at consistent small groups only. • We will arrange for same staff to deliver before and after care provision to reduce risk. 			<ol style="list-style-type: none"> 1. Teaching staff/TAs/pupils 2. 8th March 2021 3. Ongoing
Music Lessons	Pupils Staff	<ul style="list-style-type: none"> • Look at reducing risk of using particular instruments and allowing large groups. • If able lessons will take place outside. • No more than 15 pupils back to back or side to side. • No sharing of woodwind instruments. • Good ventilation will be used when using instruments. • Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies. 	Further information available in the document link at the beginning of this risk assessment.		<ol style="list-style-type: none"> 1. Arts staff/pupils 2. 8th March 2021 3. Ongoing
Physical Activity	Pupils Staff	<ul style="list-style-type: none"> • Outdoor sports will take place where possible and contact sports will be avoided. 	<ul style="list-style-type: none"> • PE staff to spray changing rooms in between lessons. 		<ol style="list-style-type: none"> 1. PE/duty staff and pupils 2. 8th March 2021 3. Ongoing

		<ul style="list-style-type: none"> • Maximised distance between pupils where possible. • Equipment used will be scrupulously cleaned after each use. • Indoor sports will be small groups only and social distancing carried out and all equipment cleaned after each group use. 			
Children requiring using the toilet in lesson times	Pupils Staff	<ul style="list-style-type: none"> • Pupils informed of the importance of washing their hands after using the toilet and where possible on their return to the classroom use the hand sanitiser on entering the classroom. • Toilet areas cleaned on a regular and frequent basis 	<ul style="list-style-type: none"> • An extra cleaner employed to clean toilets throughout the day. • Ravensdale pupils to use the Year 10 toilets, so extra cleaning there. 		<ol style="list-style-type: none"> 1. Teaching and duty staff/pupils 2. 8th March 2021 3. Ongoing
Break times	Pupils	<ul style="list-style-type: none"> • Children informed again of the importance of social distancing whilst outside. • Staggered break times for individual bubbles or year groups if space is an issue. • Supervising staff must keep a 2-metre distance from each other at all times where possible 	<ul style="list-style-type: none"> • Year groups to stick to their assigned zone and canteen. 		<ol style="list-style-type: none"> 1. SLT/duty staff 2. 8th March 2021 3. Ongoing
Break Times – Staff Room	Staff	<ul style="list-style-type: none"> • Minimise the use of staff rooms where possible outside of departmental bubbles. • The main staff room has been set up for distancing. • Staff must sit at least 2 metres apart from each 	<ul style="list-style-type: none"> • Staff to remain in their departmental/school bubbles. 		<ol style="list-style-type: none"> 1. All staff 2. 8th March 2021 3. Ongoing

		<p>other where possible outside their bubble.</p> <ul style="list-style-type: none"> • Staff must make their own drinks/food and wash and dry their own cups and other crockery and utensils. • Staff will be able to heat food and make a warm drink 			
Break Times Classrooms	Staff Pupils	<ul style="list-style-type: none"> • Whilst children are on breaks clean tables and door handles with a disinfectant or disinfectant spray. • Wear gloves whilst carrying out this task and wash hands after cleaning. • Dispose of all cloths in a closed bin and empty on a regular basis. 			<ol style="list-style-type: none"> 1. SLT/duty staff 2. 8th March 2021 3. Ongoing
Lunch breaks	Staff Pupils	<ul style="list-style-type: none"> • Rota system in place for children to eat a hot meal / sandwiches. • Children, who are sandwiches only to eat outside (older children) or use their designated area. • Tables and chairs to be cleaned between each year group using the dining hall. • Lunchtime staff and kitchen staff to maintain social distancing where possible from children. 	<ul style="list-style-type: none"> • Canteens assigned to certain year groups. • Ravensdale pupils to have sandwiches in the classrooms. 		<ol style="list-style-type: none"> 1. SLT/duty staff 2. 8th March 2021 3. Ongoing
First Aid – minor treatment	Staff Pupils	<ul style="list-style-type: none"> • Where minor first aid treatment is required First Aiders must ensure they wear gloves and a face covering if prolonged face 			<ol style="list-style-type: none"> 1. First Aid staff 2. 8th March 2021 3. Ongoing

		<p>to face contact when dealing with injuries.</p> <ul style="list-style-type: none"> • Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc. • Ensure records of injury and treatment are recorded and who administered first aid treatment. • Always wash hands after contact. 			
First Aid – Life threatening	Staff Pupils	<ul style="list-style-type: none"> • In the event of a serious injury or incident call 999 immediately. • Wear face covering and gloves when in close contact or dealing with bodily fluids <p>ADULTS.</p> <ul style="list-style-type: none"> • In the event of CPR being required it is advised only chest compressions are given if you believe the person may be infected or you choose not to want to give mouth to mouth cover their mouth with a cloth. • Use of a defib if available. • Always wash hands after contact. <p>CHILDREN</p> <ul style="list-style-type: none"> • In the event of CPR being required it is advised where possible to continue with the 5 rescue breaths and then chest compressions. • Use of a defib if available. 			<ol style="list-style-type: none"> 1. First Aid staff 2. 8th March 2021 3. Ongoing

		<ul style="list-style-type: none"> • Always wash hands after contact. 			
First Aid & Medication	Staff Pupils Others	<ul style="list-style-type: none"> • First Aiders must always wear gloves when administering first aid procedures. • It is advisable a face covering is worn if having to deliver close contact first aid. (always refer to up to date information from Gov.UK). • Any dressings used to be double bagged. • Where any medications are administered try and encourage the pupils to self-administer or consider wearing a face covering (always refer to up to date information from Gov.UK). 			<ol style="list-style-type: none"> 1. First Aid staff 2. 8th March 2021 3. Ongoing
Intimate Care	Staff	<ul style="list-style-type: none"> • When staff are carrying out any intimate care they must: (as per their usual requirements) • Wear gloves • Wear an apron • Wear a mask • Wipes etc. must be double bagged and placed into a bin (preferably a closed bin) • Soiled clothes to be double bagged and given to Parents on collection of child. • Staff must wash their hands once gloves and masks are removed 			<ol style="list-style-type: none"> 1. First Aid/support staff 2. 8th March 2021 3. Ongoing

		<ul style="list-style-type: none"> • A poster to be displayed of instructions which must be followed. • Record all intimate care carried out. 			
Children who are upset	Staff	<ul style="list-style-type: none"> • Where a child is upset it is advised still trying to maintain a safe distance whilst offering comfort to child. • Encourage child to use a tissue to wipe eyes/nose etc. • If contact is required, consider short contact only. • Wash hands after contact 	<ul style="list-style-type: none"> • Ravensdale staff to use their discretion for the younger year groups. 		<ol style="list-style-type: none"> 1. All staff 2. 8th March 2021 3. Ongoing
Children with behavioural issues	Staff	<ul style="list-style-type: none"> • Where possible allow the child to vent their frustrations • Where possible allow child to be in a room on their own or outside • If team teach techniques are required, and there is a risk of spitting it may be advisable advised to wear a face coverings. 			<ol style="list-style-type: none"> 1. Hub/Bridge staff 2. 8th March 2021 3. Ongoing
Pupils who are shielding	Pupils	<ul style="list-style-type: none"> • A small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19) 			<ol style="list-style-type: none"> 1. Pupils 2. 8th March 2021 3. Ongoing

		<ul style="list-style-type: none"> Shielding advice for all adults and children was updated for 8th March. This means that the small number of pupils who will remain on the shielded patient list should remain at home until the end of March. Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will offer them access to remote education. 			
<p>Staff who are clinically vulnerable or extremely clinically vulnerable.</p>	<p>Staff</p>	<ul style="list-style-type: none"> We expect that most staff will attend school. It remains the case that wider government policy advises those who can work from home to do so. We recognise this will not be applicable to most school staff but a flexible working programme is still in place for staff. Where schools apply the full measures in this guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we 	<ul style="list-style-type: none"> National lockdown Wave 3 means an update in who should stay at home. If any staff member is extremely/clinically vulnerable, they should work from home. Pregnant staff will be able to work from home in most cases. 		<ol style="list-style-type: none"> SLT/line manager to organise bespoke arrangements for extremely/clinically vulnerable staff 8th March 2021 Ongoing

		<p>advise those in the most at risk categories to take particular care while community transmission rates continue to fall.</p> <ul style="list-style-type: none"> • Advice for those who are clinically-vulnerable, including pregnant women, is available. • Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield should do so until the end of March. • We will be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing. • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. 			
Pregnant Staff	Staff	<ul style="list-style-type: none"> • As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically-vulnerable people. • Expectant mothers risk assessments must be 	<ul style="list-style-type: none"> • Pregnant staff will be able to work from home in most cases. 		<ol style="list-style-type: none"> 1. SLT/line manager to organise bespoke arrangements for vulnerable/clinically vulnerable staff 2. 8th March 3. Ongoing

		carried out and risk control measures put in place.			
Staff who may otherwise be at increased risk from COVID 19	Staff	<ul style="list-style-type: none"> Some people with particular characteristics may be at comparatively increased risk from coronavirus – they will have received a letter to shield should that be the advice. All other staff should attend school. People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace. 			<ol style="list-style-type: none"> SLT/line manager to organise each staff area 8th March 2021 Ongoing
Families anxious returning pupils to school	Pupils	<ul style="list-style-type: none"> Schools should bear in mind the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and put the right support in place to address this. Arrange telephone, Teams. Or face to face meetings with parents. Provide reassurance. Make it clear it is compulsory school age children attend school unless a statutory reason applies. 			<ol style="list-style-type: none"> Heads of Year/SLT 8th March 2021 Ongoing
Use of Outside Gyms	Pupils	<p>Follow the same control measures as above plus:</p> <ul style="list-style-type: none"> for outdoor gyms the introduction of a clearly marked one-way system around the fixtures/ 			<ol style="list-style-type: none"> PE and site staff 8th March 2021 Ongoing

		<p>machines, to help prevent users from coming into close contact with each other</p> <ul style="list-style-type: none"> for outdoor gyms, where machines and equipment are less than 2 metres apart pieces of equipment should be moved to allow social distancing measures to be adhered to if possible. If not possible, 1 metre distance with risk mitigation is acceptable. (follow controls for outdoor play) 			
Children leaving at the end of the school day. Walking home alone or not being collected by parent	Staff Parents Others	<ul style="list-style-type: none"> Pupils to be informed of the requirement to maintain social distancing outside of their bubble/family when leaving school. Staff on duty outside to ensure pupils leave in a safe manner. Staggered times organised. 	<ul style="list-style-type: none"> Ravensdale Infants will end at 3.25pm, so gates will be locked once MP students have left at 3.10pm. Gates will be programmed to open at 3.25pm. 		<ol style="list-style-type: none"> SLT/duty staff 8th March 2021 Ongoing
Parent wishing to talk to staff	Staff	<ul style="list-style-type: none"> Parents will be informed that the majority of conversations with staff will be either over the phone or if this is not possible a meeting will be arranged, and social distancing rules observed. Parents will be discouraged in congregating around the school site. 	<ul style="list-style-type: none"> Any parent who enters the building must wear a face covering. All meetings must be prearranged. Ravensdale visitors should still sign in at MP reception. Staff moving between sites should sign in on the log in the Maths office. 		<ol style="list-style-type: none"> SLT/pastoral/office staff 8th March 2021 Ongoing
Awareness of policies / procedures / guidance	Staff Pupils Others	<ul style="list-style-type: none"> All staff, returning back to work must ensure they are aware of the current guidelines in regard to safe 			<ol style="list-style-type: none"> All staff and pupils 8th March 2021 Ongoing

		<p>distancing and washing hands on a regular basis.</p> <ul style="list-style-type: none"> • All staff are able to access the following information on-line for up to date information on COCID-19 <ul style="list-style-type: none"> ➤ Public Health England ➤ Gov.co.uk ➤ NHS ➤ DfE ➤ Department for Health and Social Care • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. (washing of hands, cleaning up bodily fluids) • Staff are made aware of the school's infection control procedures in relation to coronavirus via email or staff meetings and contact the school as soon as possible if they believe they may have been exposed to coronavirus. • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter, posters or social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. 			
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		<ul style="list-style-type: none"> • Pupils are made aware of the school's infection control procedures in relation to coronavirus via school staff and are informed that they must tell a member of staff if they feel unwell. 			
Poor hygiene practice	Staff Pupils Others	<ul style="list-style-type: none"> • Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. • Pupils, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance. • Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas. • Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary. • Pupils are forbidden from sharing cutlery, cups or food. 			<ol style="list-style-type: none"> 1. All staff and pupils 2. 8th March 2021 3. Ongoing

		<ul style="list-style-type: none"> • All cutlery and cups are thoroughly cleaned before and after use. • Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. • A senior member of staff arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the Health Protection Team /Public Health England 			
Response to any infection	Headteacher	<ul style="list-style-type: none"> • Engage with the NHS Test and Trace process. • Manage confirmed cases of coronavirus (COVID-19) amongst the school community. • Contain any outbreak by following local health protection team advice. 			<ol style="list-style-type: none"> 1. Headteacher 2. 8th March 2021 3. Ongoing
Track and Trace	Staff Pupils Others	<ul style="list-style-type: none"> • If a pupil or member of staff or others are showing symptoms they must go home immediately to self-isolate. • The school to inform staff and Parents they must be willing to take a test if they are displaying symptoms. • All children can be tested (including children under 5). 	<ul style="list-style-type: none"> • All staff to organise seating plans which can be sent to the headteacher as soon as a positive test is confirmed. 		<ol style="list-style-type: none"> 1. All staff and pupils 2. 8th March 2021 3. Ongoing

		<ul style="list-style-type: none"> • They should provide details of close contacts if they test positive or if asked by NHS track and Trace. • Self-isolate if they have been in close contact with someone who has tested positive for coronavirus. 			
Testing Negative	Staff Pupils Others	<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. 			<ol style="list-style-type: none"> 1. All staff and pupils 2. 8th March 2021 3. Ongoing
Testing positive	Staff Pupils Others	<ul style="list-style-type: none"> • 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 10 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 	<ul style="list-style-type: none"> • The latest government advice will be followed at all times. 		<ol style="list-style-type: none"> 1. All staff and pupils 2. 8th March 2021 3. Ongoing

		<p>10-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.</p> <ul style="list-style-type: none"> • Other members of their household should continue self-isolating for the full 14 days. 			
<p>Manage positive cases amongst the school community</p>	<p>School Head Teacher</p>	<ul style="list-style-type: none"> • MP will take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. • The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. • The health protection team will work with schools in this situation to guide them through the actions they 			<ol style="list-style-type: none"> 1. Headteacher 2. 8th March 2021 3. Ongoing

		<p>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:</p> <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, we recommend schools keep 	<ul style="list-style-type: none"> • Additional criteria confirmed: anyone who has been with the infected person for more than 1 min at 1m distance. 		
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		<p>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 5 of system of control for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p> <ul style="list-style-type: none"> Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and: If the test delivers a negative result, they must 			
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		<p>remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.</p> <ul style="list-style-type: none"> • If the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' • Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation. • Further guidance is available on testing and tracing for coronavirus (COVID-19). 			
Contain an outbreak	School Headteacher	<ul style="list-style-type: none"> • If schools have two or more confirmed cases 			1. Headteacher puts systems in place

		<p>within 10 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</p> <ul style="list-style-type: none"> 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. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams. 			<p>2. 8th March 3. Ongoing</p>
Ill health	Staff Pupils Others	<ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up to date with national guidance about the signs, 			<p>1. Headteacher 2. 8th March 3. Ongoing</p>

		<p>symptoms and transmission of coronavirus.</p> <ul style="list-style-type: none"> • Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not come into contact with others and are supervised at all times. • The relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen. • The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff. • Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. • Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others in the first aid room. 			
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		<ul style="list-style-type: none"> • Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces. • If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. • Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk. • Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk. • Any medication given to ease the unwell individual's symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy. 			
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<p>Spread of infection</p>	<p>Staff Pupils Others</p>	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. • Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. • Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. • Pupils who are unwell are not taken on school trips or permitted to enter public areas used for teaching, e.g. swimming pools. • Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. • The school in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections. • Any additional provisions for pupils who are 	<ul style="list-style-type: none"> • Cleaners advised to wear a mask or visor whilst working, as well as disposable gloves. A disposable apron must be worn and changed when moving to a new area of the school. 		<ol style="list-style-type: none"> 1. Staff and pupils 2. 8th March 2021 3. Ongoing
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		vulnerable to infections are put in place by the headteacher, in liaison with the pupil's parents where necessary.			
Poor management of infectious diseases	Staff Pupils Others	<ul style="list-style-type: none"> • Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. • Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Headteacher or SLT as soon as possible. . • The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. • The school is informed by pupils' parents when pupils return to school after having coronavirus – the school informs the relevant staff. • Staff inform the headteacher when they plan to return to work after having coronavirus. • A nominated person monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with 			<ol style="list-style-type: none"> 1. Staff and pupils 2. 8th March 2021 3. Ongoing

		regards to managing the spread of coronavirus.			
Lack of communication	Pupils Staff Parents Others	<ul style="list-style-type: none"> The school staff reports immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure. The headteacher contacts the local HPT or follows the advice given from and discusses if any further action needs to be taken. Schools put into place any actions or precautions advised by their local HPT. Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary. 			<ol style="list-style-type: none"> All staff 8th March 2021 Ongoing
Cleaning while school open	Staff	<ul style="list-style-type: none"> All hard surfaces to be cleaned on a regular basis, this will include <ul style="list-style-type: none"> ➤ All door handles ➤ All tables and chairs used by staff and pupils ➤ Toilet flushes and regular cleaning of toilets. <p>These should be carried out as a minimum of twice a day</p> <ul style="list-style-type: none"> All classrooms to have spray disinfectant and where possible disposable cloths. If disposable cloths are not available use once and then put in wash. 			<ol style="list-style-type: none"> Site staff 8th March 2021 Ongoing

		<ul style="list-style-type: none"> Regular cleaning of surfaces will reduce the risk of spreading the virus. All used cloths thrown away to be double bagged and then placed in a secure area i.e. lockable bin. 			
Estates	Staff Pupils	<ul style="list-style-type: none"> Site Staff to ensure school is safe and ready for opening in Autumn term All statutory testing and in-house testing carried out. Ensure there are plenty of wash areas for staff and pupils to wash hands Ensure Legionella risks have been managed and all appropriate testing carried out. 			<ol style="list-style-type: none"> Site staff 8th March 2021 Ongoing
Statutory Tests and Inspections	Staff Pupils	<ul style="list-style-type: none"> Statutory inspections to continue but with social distancing in place at all times. In-house inspections should continue to ensure the school remains as safe as possible. Contractors to be permitted into school following safe distancing measures and providing COVID 19 risk assessments. 	All visitors to wear masks indoors whilst on site.		<ol style="list-style-type: none"> Site Manager 8th March 2021 Ongoing
Contractors in school	Staff Pupils	<ul style="list-style-type: none"> Where contractors are coming into school they must have up to date Risk Assessments and Method Statements. Control measures regarding the Coronavirus 			<ol style="list-style-type: none"> Site and reception staff 8th March 2021 Ongoing

		<p>must be included within their RAMs.</p> <ul style="list-style-type: none"> • School to ensure no pupils or staff are in the area where contractors are working. • Contractors will be designated a toilet they can use whilst on site. • Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving. • They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site. • If they become aware of a contractor coming down with symptoms within 14 days of being at the school they must inform the school immediately. 			
Emergencies	Staff Pupils	<ul style="list-style-type: none"> • All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. • Pupils' parents are contacted as soon as practicable in the event of an emergency. • Staff and pupils' alternative contacts are contacted where their primary 			<ol style="list-style-type: none"> 1. All staff 2. 8th March 2021 3. Ongoing

		emergency contact cannot be contacted.			
Mental Health and well being	Staff	<ul style="list-style-type: none"> • Have regular keep in touch meetings/calls with • people working at home to talk about any work issues • Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through • Involve workers in completing risk assessments so they can help identify potential problems and identify solutions • Keep workers updated on what is happening so they feel involved and reassured • Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hours 			<ol style="list-style-type: none"> 1. Mental Health Lead 2. 8th March 2021 3. Ongoing
Staff taking leave	Staff	<ul style="list-style-type: none"> • School leaders discuss leave arrangements with staff before the end of the summer term to inform planning for the autumn term. • There is a risk that where staff travel abroad, their return travel arrangements could be disrupted due to factors arising beyond their 	<ul style="list-style-type: none"> • A flexible working pattern will be in place for all staff – this has to be agreed with line managers. 		<ol style="list-style-type: none"> 1. SLT 2. 8th March 2021 3. Ongoing

		<p>control in relation to coronavirus (COVID-19), such as the potential for reinstatement of lockdown measures in the place they are visiting.</p> <ul style="list-style-type: none"> Where it is not possible to avoid a member of staff having to quarantine during term time, school leaders should consider if it is possible to temporarily amend working arrangements to enable them to work from home. 			
Volunteers in school	Staff	<ul style="list-style-type: none"> Under no circumstances should a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity. Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible. 			<ol style="list-style-type: none"> SLT and admin staff 8th March 2021 Ongoing
Safeguarding	Staff	<ul style="list-style-type: none"> Always follow the statutory safeguarding guidance Designated safeguarding leads and deputies provided with more time in the first few weeks of term to help support staff and children regarding any additional or new safeguarding referrals Communication with other agencies and school nurse 			<ol style="list-style-type: none"> All staff 8th March 2021 Ongoing

		for pupils not seen in school prior to return.			
Contingency Plans for Outbreaks	Pupils Staff	<ul style="list-style-type: none"> In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will also need a contingency plan for this eventuality. This may involve a return to remaining open only for vulnerable children and the children of critical workers and providing remote education for all other pupils. In the event of a local lockdown and schools remaining open it will become mandatory for pupils and staff to wear face coverings in communal spaces i.e. corridors when changing lessons etc. 			<ol style="list-style-type: none"> Headteacher 8th March 2021 Ongoing