



Preparation for full opening of schools, September 2020

This risk assessment is not likely to cover all scenarios of all Trust Schools. Each school should consider their own unique circumstances, layouts, pupil numbers, resources, class room sizes, staffing capacity and pupils who have EHC plans and/or require intimate care. Each school is required to input their additional control measures specific to their schools in the columns provided and submit back for review by the Trust and Governors.

We remind all schools to follow only professional guidance informed directly from Gov.uk, DfE and PHE.

Risk Assessment Detail

Assessment Reference Number:	COVID-19-01	Date of Assessment	05/01/2021
Assessment undertaken by:	Emily Harman	Position:	Estates, Facilities and Health and Safety Advisor
Assessment undertaken with (SME): (Subject Matter Expert)	Mrs Jenna Withers	Position:	Head Teacher
Activity / Task / Topic / Detail:	Preparation for partial opening January 2021		
Activity Location:	St. Norbert's Catholic Academy Spalding (NSP)		
Address:	Tollgate Spalding Lincolnshire PE11 1NJ		
Number of People & Detail: (e.g. one person, 2-5, 6-10, 11-50, 51-100)	EYFS-14 Year 1-8 Year 2-12 Year 3-13 Year 4-8 Year 5- 7 Year 6-5 Teacher: 7 Support 17 Breakdown: Administration Team x1 XI HT Office based/corridor bubble/first aid room/entrances/exits etc XI caretaker whole site prior to and after school day		



	<p>X1 External Midday Supervisors-COVID Cleaning Role X5 Internal Midday Supervisors also TA's remaining in class bubbles X7 TA's 9-12pm only class bubbles X1 EAL TA-PMs remaining in Y5 bubble all day X1 Sports TA-PMs Y2 bubble only SEND TAs x4 am x5 pm x2 between EYFS/Y6 as requested by the two staff members x1 Year 1 x1 Year 2</p>
<p>Expert Guidance: (e.g. HSE - .GOV.UK – PHE – DfE)</p>	<p>Guidance for full opening: Schools (published 2 July 2020) Updated 30 December 2020 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#soc</p> <p>Face coverings in education Updated 27th Nov 2020 Face coverings in education - GOV.UK (www.gov.uk)</p> <p>Stay at Home: Guidance for households with possible or confirmed coronavirus infection, Updated 18 December 2020 Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk)</p> <p>Schools and childcare settings: return in January 2021, updated 30 December 2020 Schools and childcare settings: return in January 2021 - GOV.UK (www.gov.uk)</p> <p>Education and childcare settings: national restrictions from 5 November 2020 (Updated 16 November 2020) Education and childcare settings: national restrictions from 5 November 2020 - GOV.UK (www.gov.uk)</p> <p>Guidance for school: coronavirus (COVID-19) (updated 18 December 2020) Guidance for schools: coronavirus (COVID-19) - GOV.UK (www.gov.uk)</p> <p>COVID-19 Cleaning in non-healthcare settings (updated 16 October 2020)</p> <p>Shielding and protecting people who are clinically extremely vulnerable from COVID-19 (updated 31 December 2020) Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</p> <p>Children of critical workers and vulnerable children who can access schools or educational settings (updated 5th January 2021) Children of critical workers and vulnerable children who can access schools or educational settings - GOV.UK (www.gov.uk)</p> <p>Coronavirus (covid-19) asymptomatic testing in schools and colleges (published 15 December 2020) Coronavirus (COVID-19) asymptomatic testing in schools and colleges - GOV.UK (www.gov.uk)</p> <p>Management of Health and Safety at Work Regulations 1999</p> <p>Personal Protective Equipment at Work Regulations 1992</p> <p>Staying alert and safe (social distancing) (published 11 May 2020) Updated 13 August 2020 (withdrawn 24th November 2020)</p> <p>Local restriction tiers: what you need to know (published 19 December 2020) Local restriction tiers: what you need to know - GOV.UK (www.gov.uk)</p>
<p>Duration: (e.g. Hr - hours - Min - Minutes)</p>	<p>From 5th January 2021 until Government Review</p>



Hazard	Who May be Harmed	Gov.uk Guidance and CMAT Response for Required Controls	Specific Educational Setting Response and Controls	Risk Rating
<p>Spread of Covid-19 –Coronavirus</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers • Vulnerable groups – Pregnant workers, those with existing underlying health conditions 	<p>Effective infection protection and control – minimise contact with individuals who are unwell, do not permit attendance to school if they or anyone in their household are showing signs of infection or have tested positive in the last 10 days. They must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed.</p> <p>Refer to action cards if anyone in the school becomes unwell with a new, continuous 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 <u>'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</u> and <u>arrange to have a test</u> through NHS Test and Trace and consult with PHE</p> <p>As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk.</p> <p>Hand washing - Clean hands thoroughly more than usual, ensure washing facilities are available for use, ensure hand washing is carried out for 20 seconds with running water and soap and make sure they are dried thoroughly using paper</p>	<p>Newsletter in Preparation for September was shared /parents that might be shielding/pupils shielding from August 1st to provide medical evidence to school.</p> <p>Letter was sent 13.07.2020 detailing in a 'parent friendly' way plans for wider September Opening, this will make clear expectations and include our school COVID home school agreement that parents' pupils and staff must adhere to in the interests of all. Isolation process and procedure grids/images have been emailed/shared on Twitter and school website to support all specifically EAL families with understanding process if symptomatic etc. <u>Please see our school website. Letters for COVID Remote plans for January also emailed to all families 05.01.2021.</u></p> <p><u>This continues this term and Tweets and Emails are sent regularly regarding COVID safety and compliance/safety posters etc.</u></p> <p><u>A COVID -Action Response Blurb is on every weekly newsletter for parents. Lockdown Restriction Poster is being shared with families</u></p> <p>Handwashing facilities in every class. Anti-bacterial handwash and alcohol hand sanitizer. Washing zones cordoned off for use by one pupil at time.</p> <p>Sanitation stations around school at exit to playground and exit from site.</p>	



	<p>towels, failing this, supply hand sanitiser, hand rub or skin friendly skin cleaning wipes to be used.</p> <p>Promote good respiratory hygiene, “CATCH IT, BIN IT, KILL IT” approach. Tissues will be made available throughout the school. Adopt recent Government advice and support HANDS-SPACE-FACE campaign. https://coronavirusresources.phe.gov.uk/Hands-Face-Space/ Hands. Face. Space - YouTube</p> <p>Clean frequently touched surfaces using standard products held in school such as detergents.</p> <p>Headteacher to ensure daily checks are made with Government updates.</p> <p>Pupils and staff updated as necessary, communication throughout the school community is key.</p> <p>Display posters, leaflets and other materials.</p> <p>Parents are informed of hygiene expectations and for the need to communicate this message in the home environment.</p> <p>Minimise contact between individuals and maintain social distancing wherever possible.</p> <p>Minimise contact and mixing groups by altering the classroom layouts and timetables, staggering entry and exit times, breaks and lunches.</p>	<p>All items kept in on chairs no access to cloakrooms in corridors at this time.</p> <p>Promote good respiratory hygiene, “CATCH IT, BIN IT, KILL IT”/“HAND-FACE-SPACE’ approach. Tissues will be made available throughout the school. Clean frequently touched surfaces using standard products held in school such as detergents.</p> <p>Vis Twitter/MS Teams and Emails we have re-sent publicised all Lockdown/Isolation/Hands Face Space Campaign materials from both DFE and South Holland District Council AND Lincolnshire Alliance Response Team which have provided translated HAND/FACE/SPACE guidance.</p> <p>Headteacher to ensure daily checks are made with Government updates. Pupils and staff updated as necessary, communication throughout the school is key. Display posters, leaflets and other materials. Parents are informed of hygiene expectations and for the need to communicate this message in the home environment.</p> <p>Minimise contact and mixing groups by cohort bubbles only staff remaining within bubbles. No more than 15 allocated Critical Key Worker places in each room.</p> <p>Separate entrances and exits directly to classrooms from outside. All staff follow and regularly reiterate the hygiene message to pupils/students; • cover your cough or sneeze with a tissue • if you don’t have any tissues available, then cough and sneeze into the</p>	
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		<p>Consider separate entrances and exits directly to classrooms from outside.</p> <p>All staff follow and regularly reiterate the hygiene message to pupils/students;</p> <ul style="list-style-type: none">• cover your cough or sneeze with a tissue• if you don't have any tissues available, then cough and sneeze into the crook of your elbow• throw the tissue in a bin• avoid touching your eyes, nose and mouth with unwashed hands <p>All pupils/students are asked and reminded to wash their hands;</p> <ul style="list-style-type: none">• before leaving home and on arrival at school• after using the toilet and after breaks and sporting activities• before food preparation and eating any food, including snacks• before leaving school <p>Supervision of pupils/students washing hands correctly in school is periodically undertaken by staff</p> <p>Schools must ensure they understand the NHS Test and Trace process and how to contact their local <u>Public Health England health protection team in the event of a possible case</u></p>	<p>crook of your elbow • throw the tissue in a bin • avoid touching your eyes, nose and mouth with unwashed hands</p> <p>Cleaning boxes in each room –tissues/gloves/bin bags/cloths/detergent sprays kept high and/or in locked cupboard can be used in activity transition time to clean surfaces etc. This includes Milton Sprays for bubble bags of equipment. In addition, staff have created minimalistic classes with basic furniture resources/soft furnishings/intricate parts etc. are stored away.</p> <p>All desks are rows/forward facing with individual pupil pencil pots with entirely own equipment collection. This will be Milton Sprayed at the end of each day.</p> <p>Desks distanced from front wall/teaching position as much as physically possible in space.</p> <p>Arrival times</p> <p>8:40 -8:50 Critical Key Workers</p> <p>Departure</p> <p>2:55pm/3:00pm: Critical Key Workers</p> <p>Arrival: Markings for class bubbles on playground facilitate pupils being prepared lined up safely outside on spots prior to entering class.</p> <p>Santiser used at gate. In event of wet weather doors to playground opened and immediate entry to school class bubbles directly.</p>	
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			<p>AM-Additional staff member on duty spaced exercise on dots</p> <p>Departure: Markings for class bubbles on playground facilitate pupils being prepared lined up safely outside on spots prior to departure and called in family groups. Santiser used in class to aid swift departure at gate. In event of wet weather spaced lines with class exits to playground open and gate duty staff member calls for families as and when adults arrive. No parents on site at all at these times. Staggered morning and afternoon fresh air time, up to three cohorts at a time with one on playground and two on field/daily mile. Other lessons will also provide outside learning time.</p> <p>All pupils/students are asked and reminded to wash their hands;</p> <ul style="list-style-type: none">• before leaving home and on arrival at school• after using the toilet and after breaks and sporting activities• before food preparation and eating any food, including snacks• before leaving school Supervision of pupils/students washing hands correctly in school is periodically undertaken by staff <p>Morning Break</p> <p>10-10:15am EYFS-Playground/Year 1 Field</p>	
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			<p>10:30-10:45am-Y2 Playground-Y3 Playground (Half each)</p> <p>10:30-10.45am-Year 4 Daily Mile Track/Year 5 Field-Right/Year 6 Field Left</p> <p>X External Midday Supervisors will remain relief cleaners in daily 11-3pm as and when required. Hot Meals/lunches delivered to class in containers. All staff wear visors and PPE we maintain 2m+ distance from children.</p> <p>High levels of hygiene will be modelled. Lunch Trolleys will be located in/just outside classrooms and cleaned at end of each day. Additionally, updated COVID Specific Home School Agreements have been issued to stakeholders and shared with Trust, this makes clear the expectations of all stakeholders to comply. PHE Protocol Sheet Printed and displayed in main office</p>	
<p>PPE</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers <p>Vulnerable groups – Pregnant workers, those with existing underlying health conditions</p>	<p>Primary Settings –</p> <p>Face coverings or face masks in schools are not recommended to pupils in the primary school setting.</p> <p>Tier 2 & 3 – Staff, and visitors should wear face coverings in communal areas such as where the layout of the school makes it particularly difficult to maintain social distancing, and should wear face shields when delivering teaching and learning to pupils.</p>	<p>PPE is already in school for specific use in EYFS we have high level of SEND and pupils with ASD that do not follow or understand social distancing and require intimate care. I have secured further masks gloves etc donated free of charge by a pharmaceutical key worker parent. In addition, we now also have aprons and anti-bacterial handwash donated. Have cleaning materials, gloves/hand-wash as ordered many weeks ago. Have continued to order and maintain supplies and will continue to do so. PPE is also stored safely in medical room and available for staff providing intimate care. There is a supply of aprons/gloves and masks in every bubble if required. We have hazard bags and</p>	



		<p>Tier 4 - Staff, and visitors must wear face coverings in communal areas such as where the layout of the school makes it particularly difficult to maintain social distancing, and must wear face shields when delivering teaching and learning to pupils.</p> <p>Secondary Settings –</p> <p>Tier 2, 3 face coverings should be worn by adults (staff and visitors) and pupils when moving around indoors, such as in corridors and communal areas where social distancing is difficult to maintain and should wear face shields when delivering teaching and learning to pupils.</p> <p>Tier 4 - face coverings must be worn by adults (staff and visitors) and pupils when moving around indoors, such as in corridors and communal areas where social distancing is difficult to maintain and must wear face shields when delivering teaching and learning to pupils.</p> <p>Wearing face coverings in the classroom, where protective measures already mean the risks are lower, and they may inhibit teaching and learning, however face shields should be used as an alternative to face coverings whilst delivering teaching and learning whilst in class to mitigate risk further in Tier 3, 4 and 5 areas where a distance of 2m cannot be maintained.</p>	<p>where PPE is removed following guidance it will be placed in hazard bag and disposed in medical waste bin in medical room. Any pupils entering site will be asked to remove PPE following same protocol hazard bags etc will be outside on sanitation station. Families will be advised of this prior to school commencing and know expected protocol-using straps to remove from face and place in hazard bag. Hands will be immediately.</p> <p>We have also now secured visors available for all staff. All staff are wearing visors and/or masks in communal areas and in classrooms.</p>	
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		<p>When an area moves to the local restriction Tier 2, 3, 4 and 5 schools and colleges will need to communicate quickly and clearly to staff, parents, pupils and learners that the new arrangements require the use of face coverings in certain circumstances.</p> <p>Where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, education settings should take steps to have a small contingency supply available to meet such needs.</p> <p>Face shields will also be available from school stock for teaching staff. Reusable face shields will be allocated to individuals who in turn will be responsible for maintaining the cleanliness of these items.</p> <p>Face shields will also be allocated to any agency/bank teaching and learning staff on arrival.</p> <p>PPE is also needed in cases where; pupils whose care routinely already involves the use of PPE due to intimate care needs so will continue to receive their care in the same way. And if a young pupil becomes unwell showing symptoms of COV-19 whilst at school and is awaiting collection, if the staff member who is waiting with them cannot maintain the distance of 2m then gloves, an apron and face mask should be worn by the supervising adult only. PPE will not be given to</p>		
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		<p>children under year 7 to use under any circumstance.</p> <p>Required PPE can be sourced from:</p> <p>https://www.seton.co.uk/</p> <p>https://www.plycopy.co.uk</p> <p>https://www.multicaremedical.co.uk</p> <p>This list is not exhaustive, other suppliers may be used.</p> <p>Disposable face masks, disposable aprons, disposable gloves, face shields and eye protection if deemed necessary.</p> <p>Schools should also have a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them. Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p>		
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<p>Class Sizes – Social Distancing</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers <p>Vulnerable groups – Pregnant workers, those with existing underlying health conditions</p>	<p>Primary children and early years cannot be expected to remain 2m apart from each other and staff, however as previously stated schools will avoid contact with anyone with symptoms, frequently clean hands and practice good respiratory hygiene (CATCH IT, BIN IT, KILL IT) (HANDS-FACE-SPACE) clean areas regularly and minimise contact and mixing.</p> <p>All class sizes reflect the numbers of teaching staff available and are kept as small as possible with break times, lunch times and the movement of pupils/students around the school staggered to reduce large groups of pupils / staff gathering.</p> <p>The 2m or 1m+ rule will be adopted where possible throughout the school. Primary schools are permitted class sized groups and Secondary school's whole year groups.</p> <p>We recognise the importance to continue to reduce contact between people as much as possible therefore if the group option is adopted those groups are to stay consistent and away from other groups formed within the school.</p> <p>Schools should make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space, and where possible not using the front row of the</p>	<p>Critical Key Workers are split into Cohort bubbles as per class breakdown at start of this document with x 2 adults. Class Bubble supervising adults remain the same-Class Teacher and TA. Cross Overs between bubbles-only x1 (x2 SEND Tas at their request). All staff that have bubble cross overs have had a Health and Safety Induction to clarify how this is managed carefully. In addition, all measures exemplified from this RA at Staff Teams Meeting 09.07.2020.</p> <p>Pupils/students around the school staggered to reduce large groups of pupils / staff gathering. The 2m or 1m+ rule will be adopted where possible throughout the school. We recognise the importance to continue to reduce contact between people as much as possible therefore if the group option is adopted those groups are to stay consistent and away from other groups formed within the school.</p> <p>We have seating with pupils facing forwards, rather than face to face or side on. Front rows moved back and adjusted to create greater space between class and teacher/TA</p> <p>Teaching staff stay with their small group/class and do not crossover to teach/support different groups/classes, thereby NOT EXTENDING the contact group and limiting the potential spread of coronavirus (COVID-19) in school. Where this is not practical, teachers are permitted movement between classes to facilitate better learning</p>	
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		<p>classroom to encourage more space between pupil and teacher.</p> <p>Teaching staff stay with their small group/class and do not crossover to teach/support different groups/classes, thereby NOT EXTENDING the contact group and limiting the potential spread of coronavirus (COVID-19) in school. Where this is not practical, teachers are permitted movement between classes to facilitate better learning.</p> <p>Where schools use transport, it is advised that pupils travelling should reflect the wider bubbles that are adopted in school, hand sanitiser should be provided upon boarding and disembarking, organise queuing where possible, additional cleaning of vehicles should be adopted and face coverings for children over the age of 11 should be used where appropriate. Limit very close contact with people outside of their bubble.</p>	<p>XI SEND TA with Asthma will remain with x I bubble to minimise risk.</p> <p>HT/Caretaker/Midday x I External Cleaning/Admin central corridors and storage bubbles to enable resources to be collected and delivered to rooms safely. Health and Safety Induction given.</p> <p>External contractors-Water Monitoring etc/Grounds Maintenance etc follow hygiene controls, read RA prior to commencing works. All contractors where possible to work in rooms and on-site when pupils are off-site or outside/in another area. Food Provider/Daily Milk delivers packed lunches/milk to main entrance only-HT/Admin deliver to bubbles. All lunches packed and in class bubbles only-staff wipe surfaces before and after using class-based cleaning resources. X I Midday Cleaners will clean EYFS and Year specifically after lunch due to age and stage-hoover etc whilst children are outside.</p> <p>Hazard tape used to support children understanding distancing and corridor split into one-way system. No staff cross overs will occur the way in which groups have been planned. Hall only used for cohort bubble PE sessions where weather does not allow outside. All families have been asked to provide outdoor PE shoes and Inside PE Plimsolls no bare feet permitted. All classes have class-based bag of resources just for their cohort Milton cleaned after each use. Hall hygiene levels easier to maintain as no lunches in hall. No Communal worship in hall. Worship organised daily through Microsoft Teams so that bubbles can remain intact. Staff room very limited use. Staff to eat</p>	
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			<p>lunch in class or able to go off site for lunch. Staff/TA/SEND Team Meetings conducted via Microsoft Teams and voluntary attendance as after school but all sessions recorded so that they can be accessed at a convenient time by staff. SLT Meeting conducted via Teams Thursday 4:30pm Staff asked to arrive where possible no earlier than 8:15am. Prior to this CT/HT on site preparations Staff asked to leave promptly at end of school day and no later than 5pm so cleaning can take place with as few staff on site as possible.</p> <p>PPA/Leadership covered by TA during within bubbles no cross overs COVID Restrictions no planning or marking expectation. Content will include Worship, Reading Carousel, Phonics, Basic Maths Skills, Handwriting Practice, P4C/Circle Time Recovery Curriculum. All CT must leave all resources required. PPA may be taken off site and staff return when due to teach. If taken onsite maximum of x2 staff in ICT suite x1 in Meeting Room or in own class bubble. Once used staff member must clean down area they have worked at. -No Clubs</p>	
Health and Safety	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers <p>Vulnerable groups – Pregnant workers, those with existing</p>	<p>Ensure staff who undertake your compliance checks are continuing these as normal practice. Fire alarm testing, emergency light testing, legionella testing, running the taps, fire doors operating correctly, fire appliances in situ and in date, fire alarms are serviced, PAT testing etc.</p>	<p>Compliance checks happening weekly now and throughout this crisis including weekly running of taps etc. and water testing has been conducted regularly by Guardian and will continue to do so. PAT testing as and when required by Mr Matchett who is qualified to PAT Tester</p> <p>Health and Safety Audit completed in July actions all rectified and remedial actions of where there were</p>	



	<p>underlying health conditions</p>	<p>Where possible ensure good ventilation around the school (opening windows/doors), this is to continue into the winter as much as possible.</p> <p>2020 Annual audits undertaken and completed in December 2020.</p> <p>Fire drills are undertaken and recorded whilst ensuring social distancing measures are adhered too. This may be done initially by doing a known to all fire drill, so that each group has sufficient social distancing while exiting and assembling for drill purposes only. Communicate any changes to fire procedures to all staff and children.</p> <p>DPS and Estate Leads will visit schools to undertake compliance checks in line with the submitted approved risk assessments for monitoring purposes and records. This will continue into any national or local lockdown where concerns are raised.</p> <p>Dynamic risk assessments will be updated in line with new government guidance released.</p>	<p>minimal. RA on Staff corridor table for all to read and sign and refer to.</p> <p>EMPROCOM Audit completed WB 16th November as planned</p> <p>Fire drill planned Lent TBC</p> <p>Weekly Updates via Microsoft Teams Staff Table/Notice Board in main corridor with notices etc. Windows 365 Calendar and email messages School</p> <p>WHATSAPP used to share daily affirmations/reflections and positive messages usually shared through morning briefing. Any GDPR/Confidential information shared through secure email system only</p> <p>Regular updates of EVERY system by J Withers/V Matchett/L Wide</p>	
<p>Staff</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers <p>Vulnerable groups – Pregnant workers, those with existing</p>	<p>After establishing class sizes, allocate rooms and staff to accommodate, consider 1 teacher or 1 TA per group, this will allow more flexibility should a particular teacher or TA fall ill.</p> <p>Avoid where possible changing classrooms, office, workstations, pens, scissors or other equipment with different staff and pupil groups, where this cannot be avoided, please ensure cleaning</p>	<p>Rooms and work stations intact adults not moving between different classes/roles etc other than outlining above SEND x 2 adults only at their request etc. Equipment remains within specific rooms no movement Individual pencil pots per child as outlined earlier.</p> <p>Termly Topic Book Box requests submitted to HT/Admin who collect wipe down and deliver at end</p>	



	<p>underlying health conditions</p>	<p>procedures have taken place before changeover, leaving time between lessons to enable this to happen.</p> <p>Staff will wash hands regularly including before and after eating and before and after using shared equipment i.e. kettles</p> <p>Staff to avoid the use of the staff room unless for individual use when using essential equipment</p> <p>Staff will only use their own cup, cutlery, plates etc and will be responsible for washing these themselves</p> <p>Staff will not make drinks for each other and will take it in turns to use kitchen facilities, unless working closely together as a requirement of their work</p> <p>All office type workstations/desks being used at the same time to be at least 2 metres apart, unless working closely together as a requirement of their work</p> <p>Toilets are only (wherever possible) used by 1 member of staff at a time</p> <p>Where possible staff will use the same classroom, office, room, area each day and avoid changing classrooms, office, workstations, pens, scissors or other equipment with different staff and pupil groups</p>	<p>of term collected back in wiped down and returned to library by HT/Admin.</p> <p>More hygiene posters around school and social distancing etc. Staff room used in a minimal way/as outlined above Own cups already in use/safety cups so can be in class base. Staff already taking this action.</p> <p>All doors during working day are also safely opened as metal panels which pose transmission risk reduces need to touch handles etc.</p> <p>All resources organised where possible and printed at start/end of day so collected at one time and not sporadically.</p> <p>Specific subject resources-Staff may individual book in to visit stock cupboard wearing apron and gloves and collect resources required. Once used wiped down and returned at a suitable time agreed with HT and booked in on calendar.</p> <p>Interventions (SEND Pupils only)etc required will and can be delivered in safe open well, ventilated break out spaces such as corridor learning stations, meeting room and Nurture Room. A time table constructed building in cleaning time after each session. No more than 4 pupils all seated alongside one another forward facing allowing adult 1+ distance.</p>	
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		<p>Staff will not report for work if feeling unwell or if in self-isolation until the full recommended period of self-isolation has expired.</p> <p>If capacity of staff cannot be achieved to keep the school open, then the school will contact the Trust for further advice before making decisions to temporarily close or implementing any rota systems on health and safety grounds.</p> <p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools</p> <p>Schools can continue to engage supply teachers and other supply staff during this period</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</p> <p>Clinically extremely vulnerable:</p> <p>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</p> <p>Clinically extremely vulnerable people should not go to the workplace if they live or work in areas where shielding advice is active. Currently this applies to all areas due to national lockdown.</p> <p>Those individuals who are clinically extremely vulnerable (CEV) are advised to work from home and not to go into work. Individuals in this group will be identified through a letter from the NHS</p>	<p>See earlier notes above Additional cleaning 11-1pm to effectively oversee lunch provision. Site caretaker ams/pms Cleaning boxes in each room.</p> <p>Sanitation stations through school and in each class sink area Bins green and black bag throughout school and rooms We have x1 relief cleaners that are midday supervisors happy to complete additional hours as and when required. A range of staff that would volunteer. In addition, I am a nominated volunteer cleaner</p> <p>No CEV Staff or pupils</p>	
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		<p>or from their GP, and may have been advised to shield in the past. Staff should talk to their employers about how they will be supported, including to work from home where possible, during the period of national restrictions.</p> <p>All other staff should continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.</p> <p>All pregnant staff are advised to work from home in their 3rd trimester. Undertake risk assessments for pregnant women in line with HR procedures.</p>		
Pupils (CEV)	<ul style="list-style-type: none">• Pupils	<p>Parents should be advised to speak to their child's GP or specialist clinician if they have not already done so, to understand whether their child should be classed as clinically extremely vulnerable.</p> <p>Those children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend school during the period of national lockdown.</p> <p>Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend education or childcare.</p> <p>Parents of clinically extremely vulnerable children will have received a letter or will be</p>	No CEV pupils	



		receiving one, ensure you have seen it for school records.		
Cleaning	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers <p>Vulnerable groups – Pregnant workers, those with existing underlying health conditions</p>	<p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.</p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as desks, door handles, light switches, welfare facilities, using appropriate cleaning products and methods.</p> <p>Resources being utilised must be cleaned frequently. Where they cannot be cleaned, non-plastic items should be left for 48 hours between cross usage and plastic items must be left for 72 hours.</p> <p>Installation of hand sanitisers are located at key points around the site i.e. entrances, exits.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Implement the use of fogging machines in schools to aid with accurate, quick sanitising of classrooms and other school areas. Fogging machines sourced are an additional control measure not a replacement control measure. Ensure original enhanced cleaning procedures are also adopted.</p> <p>Introduce additional cleaning of outdoor benches in between break times.</p>	<p>V Matchett cleaning site and T Quince during day with focus on toilets, cleaning of frequent contact surfaces, hoovering of floors and emptying of bins etc.</p> <p>Staff are disinfecting/cleaning surfaces including end of day.</p> <p>Milton and Milton guidance issued to all bubbles. Resources regular cleaned or left in quarantine as per guidance including 72 hours for books.</p> <p>Santisers in all key location's handwashing areas.</p> <p>Bins readily available around site/bubbles.</p> <p>On-going review of hours to ensure effective cleaning.</p> <p>Fogging currently Tuesdays and Thursdays.</p> <p>Children not allowed to use benches/seating currently/taped off</p>	



		<p>Review cleaner and caretaker staff hours to accommodate additional cleaning requirements throughout the working day in line with guidance.</p> <p>When effective cleaning is no longer available the school would pursue;</p> <ul style="list-style-type: none"> • replacement/cover site staff if the duties are contracted in • voluntary assistance from other school staff • external cleaning services • temporary workers if alternative arrangements cannot be made <p>If site cannot be cleaned, the school will contact the Trust for further advice before making decisions to temporarily close on health and safety grounds.</p>		
Education Visits and public events in school.	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers • Vulnerable groups – Pregnant workers, those with existing underlying health conditions 	<p>In light of guidance, CMAT response to any visits or public events including any activities outside of the school premises proposed by the school are to be put on hold until further information, direction and review has been received by .Gov.UK/DfE, PHE/HSE.</p> <p>This response also relates to places of worship beyond the schools boundaries, open evenings, parents evenings and the like.</p>	No Educational Visits and public events in school.	
Lettings	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school 	<p>School lettings are able to proceed, please ensure you have received an reviewed the hirers individual letting risk assessment and their</p>	No Lettings are being held at this site.	



	<ul style="list-style-type: none"> • Cleaners • Contractors • Drivers • Vulnerable groups – Pregnant workers, those with existing underlying health conditions 	<p>procedures for adhering to .Gov.UK/Dfe and PHE/HSE guidance. Items to be covered on their risk assessments should include:</p> <p>Cleaning of premises, social distancing measures taken, support of the NHS Test and Trace system and their communication procedures with PHE and the school directly. Check the dates on the risk assessments are current and ensure reviewed assessments are forwarded for your consideration immediately.</p> <p>Please ensure you lettings are not in violation of any Tier or national restrictions your area may currently be in.</p>		
<p>Local and National Lockdowns</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers • Vulnerable groups – Pregnant workers, those with existing underlying health conditions 	<p>Follow.Gov, PHE, DfE and HSE guidance released in relation to local or national lockdowns only.</p> <p>In the event of new restrictions being imposed, the CMAT will liaise directly with the schools initially to discuss any additional control measures required then schools will need to communicate quickly and clearly to staff, parents, pupils the new arrangements.</p> <p>National Lockdown: Head teachers to look back to March – May RA and implementing rota systems again to minimise the risk of spread with all staff in school at one time. Check for changes in key worker lists and ensure critically extremely vulnerable workers have been identified.</p>	<p>The full guidance is being followed and MS Teams is in place to ensure our Teaching offer we have made to families in the event of Lockdown.</p> <p>Due to high increase in Critical worker, Vulnerable pupils, currently a Rota system is not possible without partial school closure or part time provision. TA's with exception of EAL TA/PP TA/SEND Tas part-time leaving site at 1pm approx.</p> <p>We have adopted flexible working opportunities coming in as late as possible and leaving as early as possible.</p>	



SLT Meetings	<ul style="list-style-type: none"> • Staff 	<p>Hold these meetings remotely via the medium of Teams, Zoom etc to eliminate the risk at source, where this cannot be done, ensure all social distancing control measures are adhered to at 2m+ spacing, the room is large enough to accommodate the members of the meeting safely and the room is well ventilated, you may also want to consider the use of face masks as an additional control measure. Keep the meeting to as shorter time as possible. This will prevent the requirement for self isolation should a positive case be confirmed after the meeting took place.</p>	<p>SLT conducted via MS Teams or our school hall with x3 members separated by in excess 10m+. Visors and other PPE including gloves are also work if looking at books etc/monitoring purposes.</p>	
Interviews	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers • Vulnerable groups – Pregnant workers, those with existing underlying health conditions 	<p>All interviews taking place after Monday 12th October 2020 should be held via Teams, Zoom etc to eliminate the risk at source where possible. Ensure all social distancing control measures are adhered to at 2m+ spacing, the room is large enough to accommodate the members of the meeting safely and the room is well ventilated, you may also want to consider the use of face masks as an additional control measure. Ensure the room is sanitised regularly, there is hand gel available for the interviewer and candidate. Ensure no more than 1 candidate is permitted access at a time. Access to any other area of the school than the dedicated interview room is denied. Ensure all candidates scan the COVID-19 QR code on arrival.</p>	<p>N/A at this time</p>	



<p>Visitors to Setting</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers • Vulnerable groups – Pregnant workers, those with existing underlying health conditions 	<p>Settings should restrict all visits to the setting to those that are absolutely necessary. This means suspending parent and carer visits for:</p> <ul style="list-style-type: none"> • new admissions, • settling-in children new to the setting • attending organised performances <p>Only visits that are essential are permitted such as health and safety compliance or a safeguarding concerns as examples. The dynamic risk assessment must be adhered to. If you are unsure, contact the Trust office.</p> <p>All other visit requests are to be denied until further notice.</p> <p><u>ALL VISITORS TO SITE ARE TO SCAN THE SETTINGS QR CODE PROVIDED.</u></p>	<p>We currently have cancelled club/dance provision.</p> <p>No Visitors are permitted on-site unless H&S Compliance</p> <p>QR Codes in main entrance hall</p> <p>When Lockdown Restrictions conclude-Visits will resume March 2021 in line with previous protocol designated working areas, well-ventilated individuals/bubbles with cleaning between sessions.</p>	
<p>Out of School Clubs</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers • Vulnerable groups – Pregnant workers, those with existing underlying 	<p>Out-of-school activities (including wraparound care) may continue to operate if their primary purpose is providing registered childcare, or where they are offering other childcare activities, where this is reasonably necessary to enable parents to:</p> <ul style="list-style-type: none"> • work or search for work • undertake training or education 	<p>No out of school club or provision is being offered currently.</p> <p>When Lockdown Restrictions Conclude-This will resume March 2021 in line with previous arrangements-see earlier. Bubble Clubs small groupings. Only x1 club per night for x1 bubble</p>	



	<p>health conditions</p>	<p>Out-of-school activities may continue to operate for the purposes of respite care, including for vulnerable children.</p> <p>Out-of-school activities that are primarily used by home educating parents as part of their arrangements for their child to receive a suitable full-time education (which could include, for example, tuition centres, supplementary schools, or private tutors) may also continue to operate for the duration of the national restrictions.</p> <p>Where it is possible to do so, providers should try to work with parents, the schools or early years settings which children attend to ensure, as far as possible, children can be kept in a group with other children from the same bubble they are in during the school day. This will minimise the amount of mixing between different groups of children outside of school, and therefore the risk of infection. For more information, read the full school opening guidance.</p>		
<p>Return to school after a period of self-isolation.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers • Vulnerable groups – Pregnant workers, those with 	<p>The DFE have stated “Returning to school is vital for children’s education and for their wellbeing. Time out of school is detrimental for children’s cognitive and academic development, particularly for disadvantaged children.”</p> <p>There may be an instance where a child’s bubble closes in a school but the child was previously self-isolating. In this occasion, it is reasonable for that</p>	<p>N/A at this time</p> <p>In this instance pupil would be in meeting room or other available room ideally class once fully fogged/decontaminated to access learning. Plans would be shared with family.</p>	



	<p>existing underlying health conditions</p>	<p>child to return to school after their period of isolation ends.</p> <p>It is a requirement of the Academy to ensure that any children returning who is not part of a group self-isolation school closure, have access to suitable teaching and learning facilities, even if their bubble has been closed.</p> <ul style="list-style-type: none"> • The school will ensure that this child does not enter another bubble on return e.g. a Year 2 child will not be allowed to enter a Year 3 bubble. • The school will ensure they communicate plans to the parent/s in question regarding a return. • Where possible, after the class has been “fogged” the returning child will be expected to use their bubble area. 		
<p>Mass Testing</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers • Vulnerable groups – Pregnant workers, those with existing underlying 	<p>A separate risk assessment will be compiled to incorporate all items required under NHS Test and Trace Appendix C template, Public Health England and the Health and Safety Executive require this documentation to ensure end to end health, safety and infection control risks for mass lateral flow testing are identified, pre-assessed, managed and monitored regularly by the site owners and testing operators.</p>	<p>N/A at this time awaiting further details.</p> <p>Letters received prohibited testing of pupils by parents retained on file.</p>	



	health conditions	Please refer directly to CMAT should lateral flow testing stations be required at your school setting.		
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