



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	09/11/2020
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 full opening September 2020		
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-30 Year 1-30 Year 2-30 Year 3-30 Year 4-30 Year 5- 27 Year 6-31 Teacher: 8 (Only 7 on site) 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 X 6 CTs X1 EAL TA-PMs only-movement limited to x3 bubbles X1 PP TA -PMs only- movement limited socially distanced sessions in nurture room X1 Sports TA-PMs only movement limited to x3 bubbles SEND TAs x4 am x5 pm movement limited to 3 bubbles</p>
<p>Expert Guidance: (e.g. HSE - .GOV.UK – PHE – DfE)</p>	<p>Guidance for full opening: Schools (published 2 July 2020) Updated 22nd October 2020 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#soc Actions for education and childcare settings to prepare for wider opening from 1 June 2020 (published 11 May) (withdrawn). Coronavirus (COVID-19): Implementing protective measures in education and childcare settings (published 11 May) (withdrawn) Guidance for school: coronavirus (COVID-19) (updated 7 September) COVID-19 Cleaning in non-healthcare settings (updated 26 March 2020) Shielding and protecting people who are clinically extremely vulnerable from COVID-19 (updated 5 May 2020) Management of Health and Safety at Work Regulations 1999 Personal Protective Equipment at Work Regulations 1992 Staying alert and safe (social distancing) (published 11 May 2020) Updated 13 August 2020</p>
<p>Duration: (e.g. Hr - hours - Min - Minutes)</p>	<p>From 2nd November 2020 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 – 	<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-</p>	<p>Newsletter in Preparation for September shared guidance and asks 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</p>	



	<p>Pregnant workers, those with existing underlying health conditions</p>	<p>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 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. <u>Adopt recent Government advice and support HANDS-SPACE-FACE campaign.</u> <u>https://coronavirusresources.phe.gov.uk/Hands-Face-Space/</u></p>	<p>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. Please see our school website.</p> <p>This continues this term and Tweets and Emails were sent at the start of September prior to starting as a reminder.</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>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" 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 which have provided translated HAND/FACE/SPACE guidance.</p>	
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		<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. 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>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 altering the classroom layouts and timetables, staggering entry and exit times, breaks and lunches.</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 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>	
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		<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 Public Health England health protection team in the event of a possible case</p>	<p>Arrival times staggered</p> <p>8:40 and then every 5 minutes dropped by car through one-way system through to sanitation station and then into school.</p> <p>8:40am: EYFS plus any associated siblings in any other year groups.</p> <p>8:45am: Year 1 plus any associated siblings in any other year groups. 8:50am: Year 2 plus any associated siblings in any other year groups.</p> <p>8:55am: Year 3/4 plus any associated siblings in any other year groups.</p> <p>9:00am: Year 5/6 plus any associated siblings in any other year groups. The same for home time from 3:10 onwards children off site then from 3:15 adequate time for evening cleaning.</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	
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			<ul style="list-style-type: none">• before leaving school Supervision of pupils/students washing hands correctly in school is periodically undertaken by staff <p>3:00pm: EYFS/Y1/ and associated siblings depart</p> <p>3:05pm Y2/3and associated siblings depart</p> <p>3:10pm Y4/5and associated siblings depart</p> <p>3:15pm Y6 and associated siblings depart</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> <p>Only Year 5 and 6 need to travel through main corridor.</p> <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</p>	
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			<p>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>Morning Break</p> <p>10-10:15am EYFS-Playground/Year 1 Field</p> <p>10:15-10:30am-Y2 Playground/Y3 Field</p> <p>10:30-10:45am-Year 4 Playground/Year 5 Field</p> <p>10:45-11:00am-Year 6 Playground</p> <p>X 1 External Midday Supervisors will remain relief cleaners in daily 11-1pm as and when required. External Midday Supervisor plus HT/Senior Admin now working 11:40-1:20pm providing Hot Meals. X 3 Sittings in Hall EYFS/Y1/Y2 with clean down in between. KS2 Hot Meals delivered to class in containers. All staff wear visors and PPE we maintain 2m+ distance from children. Other KS1/EYFS staff are not required in Lunch Hall and take their break in their bubble at this time.</p> <p>High levels of hygiene will be modelled. Lunch Trolleys will be located in classrooms and cleaned at end of each day. Tissues from bins collected at least x2 times during school 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.</p>	
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			PHE Protocol Sheet Printed and displayed in main office	
PPE	<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>Face coverings or face masks in schools are not recommended to pupils in the primary school setting. However, the CMAT advises as a further control measure, staff, and visitors to wear face coverings in communal areas such as where the layout of the school makes it particularly difficult to maintain social distancing when staff and pupils are moving around the premises.</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 children to use under any circumstance.</p> <p>Required PPE can be sourced from:</p> <p>https://www.seton.co.uk/ https://www.polycopy.co.uk https://www.multicaremedical.co.uk</p> <p>This list is not exhaustive, other suppliers may be used.</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 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>	



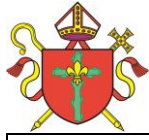
		<p>Disposable face masks, disposable aprons, disposable gloves and eye protection if deemed necessary.</p> <p>Schools should also have a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them. Pupils must be instructed not to touch the 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>		
<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>Year groups 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 are minimal. 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. X 1 EAL TA works between x3 bubbles. Class TA every am but then Leadership Cover for x2</p> <p>Pupils/students around the school staggered to reduce large groups of pupils / staff gathering. The 2m</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 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</p>	<p>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. 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> <p>EAL TA in EYFS all other afternoons to support translation to aid EYFS Baseline Assessment.</p> <p>4 x SEND TAS including intimate care work between x 3 bubbles as above full health and safety induction provided.</p> <p>X1 SEND TA with Asthma will remain with x 1 bubble to minimise risk.</p> <p>HT/Caretaker/Midday x 1 External Cleaning/Admin central corridors and storage bubbles to enable</p>	
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		<p>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>resources to be collected and delivered to rooms safely. Health and Safety Induction given.</p> <p>X1 Pregnant CT teaching remotely via Microsoft Teams. X 2 TAs based in class.</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 1 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 covered by TA during COVID Restrictions no planning or marking expectation. All Thursday or Friday am. 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. Once used staff member must clean down area they have worked at. Advent 1 -No Staff led Clubs initially X 1 external provider x 3 clubs cohort based as class bubbles. Clean equipment each of the x3 nights. Ras shared between school and provider. Advent 2- COVID Recovery Tuition (Dependant on Funding) Staff may provide an after-school cohort/bubble based catch up club/booster. Possibility of other class-based clubs delivered by CT of that bubble TBC Parents Evening-Microsoft Teams to be used to provide a class-based support session.</p>	
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			During Advent Term each family will have x1 phone call/Teams session for 15 minutes with Class Teacher.	
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 underlying health conditions</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>Where possible ensure good ventilation around the school (opening windows/doors), this is to continue into the winter as much as possible.</p> <p>Interim health and safety audits have been undertaken by Emprocom our health and safety advisors, these will be issued to schools and uploaded onto the Every compliance system prior to opening for viewing.</p> <p>Annual audits will be scheduled for November 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</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 Test</p> <p>Health and Safety Audit completed in July actions all rectified and remedial actions of where there were minimal. RA on Staff corridor table for all to read and sign and refer to.</p> <p>Fire drill planned –known to all in fourth week of Advent 1 followed by an unknown Advent 2.</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</p>	



		<p>monitoring purposes and records. This will continue into the second lockdown where concerns are raised.</p> <p>Dynamic risk assessments will be updated in line with new government guidance released.</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 underlying health conditions</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 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</p>	<p>Rooms and work stations in tact adults not moving between different classes/roles etc other than outlining above SEND 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 of term collected back in wiped down and returned to library by HT/Admin.</p> <p>Every child allocated x 2 reading books on Mondays wiped down and given to pupils. Return day also Mondays. CT/TA to change/allocate books at this time.</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>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>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>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 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> <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 I have currently covered when caretaker has taken his holiday and I was a cleaner prior to teaching.</p>	
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		<p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</p> <p>Clinically extremely vulnerable: 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 have been identified through a letter from the NHS 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>	<p>No CEV Staff or pupils</p> <p>XI Pregnant CT working from home</p>	
Pupils (CEV)	<ul style="list-style-type: none">• Pupils	<p>Most children originally identified as clinically extremely vulnerable no longer need to follow original shielding advice. 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 still be classed as clinically extremely vulnerable.</p> <p>Those children whose doctors have confirmed they are still clinically extremely vulnerable are</p>	<p>No CEV pupils</p>	



		<p>advised not to attend childcare or nursery during the period this advice is in place.</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 receiving one, ensure you have seen it for school records.</p>		
<p>Cleaning</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>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>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>Implement the use of fogging machines in schools to aid with accurate, quick sanitising of classrooms and other school areas. CMAT to discuss and issue.</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>		
<p>Education Visits and public events in school.</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>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>	<p>No Educational Visits and public events in school.</p>	



	health conditions			
Lettings	<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>School lettings are able to proceed, please ensure you have received an reviewed the hirers individual letting risk assessment and their 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>	No Lettings are being held at this site.	
Local and National Lockdowns	<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 PHE, DfE and HSE guidance released in relation to local or national lockdowns only. The key aim will still be to retain as much face-to-face education and access to childcare as possible.</p> <p>https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020#ooss</p> <p>In areas where local lockdowns or restrictions are put in place, we anticipate school will remain fully open to all with the additional requirement that face coverings should be worn by adults and pupils (in years 7 and above) in areas outside classrooms when moving around communal</p>	The full guidance will be followed and MS Teams is in place to ensure our Teaching offer we have made to families in the event of Lockdown.	



		<p>areas where social distancing is difficult to maintain such as corridors.</p> <p>In the event of new restrictions being imposed, schools will need to communicate quickly and clearly to staff, parents, pupils that the new arrangements require the use of face coverings in certain circumstances.</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 as 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 full self isolation should a positive case be confirmed after the meeting took place.</p>	<p>SLT meets Via Teams only. Meetings 40mins The HT/AHT share HT Office so the third DSL SLT member has been allocated Finance Office as PPA/Leadership office so no need to enter HT/AHT Bubble.</p>	
Interviews	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers • Vulnerable groups 	<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</p>	<p>No interviews planned at present time. Should need arise MS Teams will be utilised to organise. Tasks will be of a presentational nature and other evidence submitted through application and interview questions.</p>	



	<p>Pregnant workers, those with existing underlying health conditions</p>	<p>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>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>	



Out of School Clubs	<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>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>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>	No out of school club or provision is being offered.	
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