

Department: <b>Education and Skills</b>	Service: <b>Schools</b>	Schools: <b>Broomhaugh CE First Schools</b>
<p><b>Activity:</b> Schools remaining open/reopening during COVID19 pandemic</p> <p><b>Date of assessment:</b> 14 May 2020 Updated 11 June 2020 All updates in purple following updates from NCC, consultation with Unions and further government guidelines</p> <p>To be read in conjunction with</p> <p>Appendix 1a-1j – Risk Assessment Procedures – Specific Areas</p> <p>Appendix 2 – Parent/Carer Procedures</p> <p>Appendix 3 – Extended Opening Information</p> <p>Appendix 4 – Covid Testing Procedures</p> <p><a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a> and <a href="#">Actions for education and childcare settings to prepare for wider opening from 1 June 2020</a></p> <p>Updated: 8 June 2020 (see coloured text for updates; also recorded in Document History table on final page)</p> <p><b>UPDATE: August 2020 additions - Amendments</b></p> <p>To be read in conjunction with <a href="#">NCC Health and Safety Bulletin</a> and <a href="#">Coronavirus (COVID-19): guidance for schools and other educational settings</a>.</p> <p>22 September 2020 Update Version 4</p>	<p><b>Site:</b></p> <p>Broomhaugh C of E First School</p> <p>Church Lane,</p> <p>Riding Mill,</p> <p>Northumberland,</p> <p>NE44 6DR</p>	
<p><b>People at Risk:</b></p> <p>Staff, pupils, visitors, volunteers, parents, contractors</p> <p><b>This risk assessment must be amended to record the specific arrangements in place within your school. Academies are welcome to use this risk assessment, however, references to certain arrangements/procedures may differ.</b></p> <p><b>All school specific risk assessments are kept under review and are updated immediately where changes are made. All updates are recorded on hard copies and discussed with staff, dated and kept in the file accessible in school to all staff.</b></p>		<p><b>Additional Information:</b> <a href="#">guidance on completion: risk assessment form</a></p> <p>Existing service/task specific risk assessments and guidance provided by the government/Public Health England and internally at NCC.</p> <p><a href="#">Coronavirus (COVID-19): guidance for schools and other educational settings</a></p> <p>Government/Public Health England Advice: <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p> <p>HSE Advice: <a href="https://www.hse.gov.uk/news/coronavirus.htm">https://www.hse.gov.uk/news/coronavirus.htm</a></p> <p>NCC Guidance: <a href="http://staff/Communications/Coronavirus-information.aspx">http://staff/Communications/Coronavirus-information.aspx</a></p> <p>Northumberland Education: <a href="http://northumberlandeducation.co.uk/coronavirus/">http://northumberlandeducation.co.uk/coronavirus/</a></p> <p>DFE Advice: <a href="mailto:DfE.coronavirushelpline@education.gov.uk">DfE.coronavirushelpline@education.gov.uk</a></p> <p><a href="#">NCC PPE Risk Assessment</a>; <a href="#">NCC Staff Risk assessment</a></p> <p><a href="#">NCC Health and Safety Team webpage</a></p> <p><a href="#">Local Authority Scenario Guidance for Covid-19 Infection, Protection and Control</a></p> <p><a href="#">NCC Control of Infection Policy</a></p> <p><a href="#">Public Health - Q&amp;A for Teachers and Parents</a></p> <p><a href="#">NCC Corporate Health and Safety Advice - FAQs for School Head Teachers</a></p> <p><a href="#">Vulnerable Staff - Risk assessments (including BAME)</a></p> <p><a href="#">Public Health - Q&amp;A for Teachers and Parents (current as of 30 June - further revision likely September 2020)</a></p> <p><a href="#">Vulnerable Staff - Risk assessments (including BAME)</a></p> <p><a href="#">Corporate H&amp;S Briefing Note - 10/7/2020</a></p>

Name of Person Completing Form: AINSLEY / GRAY Job Title: Executive Head and Deputy	Date: 15.5.20 Reviewed : 05.06.20 REVIEWED August 2020 additions Reviewed: 22 September 2020 Version 4	
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Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
School re-opening following partial or full closure and lack of statutory testing/maintenance	Equipment / system failure leading to enhanced physical or biological risks to people	M	<p>Statutory testing and maintenance, such as water hygiene testing/flushing, lifts, gas supply/safety, fire alarm system, emergency lighting, fixed electrical installation, play/sporting equipment have taken place during the school closure. The school has been open and operating prior to the Autumn term and maintained as normal during the Summer break.</p> <p>Head/Caretaker has ensured all necessary checks/paperwork/maintenance is up to date prior to school opening.</p> <p>Consideration given to; check of known asbestos sites for damage, potential pest/rodent activity, cleanliness/general safety of kitchen facilities, electrical equipment, site security measures, fire safety measures (extinguishers, door mechanisms etc.) and general building(s) integrity and serviceability.</p> <p>Fire evacuation procedures have been reviewed and a fire drill is planned [roll call lists updated/each cohorted group should stay together and be assigned predetermined evacuation points which are sufficiently distanced from other groups - 'walk throughs' may be considered as an alternative so cohorted groups don't mix during evacuation but children must be familiar with sound of the evacuation alarm and be able to respond to it]</p>	L	<p><del>See guidance on Managing school premises, which are partially open, during the coronavirus outbreak</del></p> <p>Continue to read and update policies based on published advice.</p> <p>Provision is in place to make adjustments and revisit fire drills in the event further pupils return throughout the term.</p> <p>Fire risk assessment has been reviewed and the associated modifications / additional measures implemented to maintain an effective fire strategy (e.g. escape routes, doors held open etc). Any changes to the fire risk assessment have been communicated to all staff.</p>

			Nature and type of use of the building since closure has been determined and appropriate cleaning initiated.		
Inadequate safety management documentation (policies, risk assessments etc)	Increased risk of contracting Coronavirus through lack of planning.	M	<p>The arrangements in the Covid19 risk assessment are monitored (detail specific arrangement for this) and kept under review. Relevant policies, procedures and other risk assessments have been reviewed and updated where necessary and shared with staff. Arrangements are monitored and kept under review, with staff given the opportunity to comment and feedback on arrangements.</p> <p>New procedures have been documented for:</p> <ul style="list-style-type: none"> <li>• Individuals becoming Covid symptomatic on site or the school becoming aware of someone symptomatic who has recently attended the school.</li> <li>• Responding to localised lock down and subsequent school closure e.g. arrangements for remote learning/working.</li> <li>• Responding to an outbreak of Coronavirus - see section below.</li> </ul>	L	Advice will be provided directly from the local Health Protection Team. The County Council Outbreak Plan is also available on the County Council webpage.
Contact with others who may have Coronavirus  Inadvertent transmission to others	Exposure to live virus resulting in contracting Coronavirus.  Exacerbation of existing medical conditions.	H	<p><b>Staff</b></p> <p>Staff who are 'clinically vulnerable', pregnant or from a BAME background, are able to return to work and an individual risk assessment is in place for these individuals. Staff who are 'clinically extremely vulnerable (who were previously shielding) continue to work from home where this is possible e.g. some admin roles. Where this isn't possible, their job role</p>	M	<p>See: <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</a></p> <p>Continue to read and update policies based on published advice.</p> <p><a href="#">General Vulnerable Conditions - COVID19 - Personalised Risk Assessment Template</a></p>

		<p>and activities have been reviewed to ensure they can work remotely or are able to socially distance from others. An individual risk assessment is in place for each staff member recording the details of the medical condition and what reasonable adjustments have been made to their job role <u>prior</u> to the staff member returning to school. Advice is sought from the school's own HR/Occupational Health provider where necessary and always for staff who have previously been shielding. [schools in the HR SLA should forward these in the first instance to <a href="mailto:Schools.HR@northumberland.gov.uk">Schools.HR@northumberland.gov.uk</a>]</p> <p>Staffing levels are reviewed to ensure adequate levels are in place at all times. Where staff shortages are identified which impact on the operations of the school, Children's Services are contacted for additional support (Simon Baxter on 07870 365983).</p> <p><b>Children</b></p> <p><u>Children in vulnerable and highly vulnerable health categories (as defined by PHE guidance)</u></p> <p><u>Pupils in "Clinically Extremely Vulnerable" category have been identified and are continuing with remote education.</u></p> <p>Most pupils in the "Clinically Extremely Vulnerable" who have been shielding are now able to return to school (with a small number of exceptions identified by the child's consultant/GP) along with those children classed as "Clinically Vulnerable".</p> <p>Pupils classed as "Clinically Vulnerable" can attend school following an individual risk assessment carried</p>	<p>- BFS x1 Prior to return 4 individual documents to be prepared and discussed with relevant staff</p> <p><u>Staff with Mild Asthma - COVID19</u> - BFS x1 Prior to return 2 individual documents to be prepared and discussed with relevant staff</p> <p><u>BAME risk assessment</u></p> <p>Head teachers/Senior managers are to ask staff to update them immediately if their situation changes.</p> <p>The potential risks from COVID-19 to children and young people who have an <u>EHCP/additional educational support needs</u> must be assessed in light of <u>individual circumstances including</u> any underlying health conditions. This must be on an individual basis with advice from an appropriate health professional where required. <u>Assessments are in writing and existing assessments may be updated. Staff to be consulted/trained on any resultant measures to be introduced.</u></p> <p>Where children have an Individual Healthcare Plan, arrangements must</p>
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		<p>out in consultation with the child's parents <i>and the relevant healthcare professional(s)</i>. <u><i>Coronavirus (COVID-19): implementing protective measures in education and childcare settings</i></u> <u><i>Guidance for full opening: schools</i></u></p> <p>Advice from health professionals/GP involved in the child's care is essential in these circumstances. Individual Healthcare Plans are checked to ensure they are up to date and include advice from the relevant health professional and must be in line with <u><i>PHE guidance</i></u>.</p> <p>Children (or staff) living in a household with someone who is 'clinically extremely vulnerable' <b>should only attend school if stringent social distancing can be adhered to</b>, and the child is able to understand and follow those instructions. <i>The individual shielding at home will also be stringent in their own interactions with others.</i></p> <p>This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. Headteachers must be familiar with the document <u><i>Coronavirus (COVID-19): implementing protective measures in education and childcare settings</i></u></p> <p><b>Contractors</b></p> <p>Contractors will not be allowed access without prior appointment <i>and only for essential activities</i>. <del>Contractors are to wear disposable gloves on arrival and social distancing measures are clarified with them on arrival.</del></p> <p><b>Visitor contact information is retained for 21 days to</b></p>	<p>be made to ensure that any adults supervising the child understand and are familiar with the plan and have received any training that is indicated to care for the child.</p> <p><u><i>Supporting children and young people with SEND as schools and colleges prepare for wider opening</i></u></p> <p><u><i>General Vulnerable Conditions - COVID19 - Personalised Risk Assessment Template</i></u></p> <p><i>- BFS x1</i></p> <p><i>Prior to return individual documents to be prepared and discussed with relevant staff</i></p> <p><i>Where there are concerns about the health provision for a child or young person, urgent advice must be sought from a healthcare professional.</i></p> <p><i>When making appointments, contractors are briefed of the requirements for social distancing and PPE and not to attend school if displaying symptoms of COVID19.</i></p> <p><i>Notices and information displayed in school.</i></p> <p><i>The location of items (e.g. signage, hand sanitiser stations, lidded bins in</i></p>
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		<p>support the NHS test and trace programme (Visitor Audit/Questionnaire. This should include details of all visiting staff.</p> <p><b>General</b></p> <p>Parents / carers and other visitors are limited and access only permitted where essential. Staff communicate to children regarding social distancing / personal hygiene etc. Government guidance on <a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a> is followed.</p> <p>General measures which been applied within school</p> <ul style="list-style-type: none"> <li>• grouping children together</li> <li>• avoiding contact between groups</li> <li>• arranging classrooms with forward facing desks</li> <li>• staff maintaining distance from pupils and other staff as much as possible</li> </ul> <p><b>Key issues include:</b></p> <p>Anyone displaying any symptoms of coronavirus are not permitted on the premises.</p> <p>Steps are taken to ensure that no pupils are on the school grounds unless for agreed contact time or attendance within currently permitted groups.</p> <p>Social distancing of 1m+ is applied throughout the school where possible (specific school/task risk assessments should be amended as appropriate).</p>	<p>classrooms and in other key locations) is reviewed and cited with regard to site specific circumstances to ensure ease of use.</p>
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			<p><i>Seating/desk arrangements have been identified in offices, i.e workstations are socially distanced, &amp; space has been allocated around equipment, such as printers as well as regular cleaning scheduled for these pieces of equipment.</i></p> <p><i>Reception/waiting areas are organised to identify social distancing and a process is in place for handling essential visitors to the site, for example, visitor passes and electronic sign-in devices are wiped down with disinfectant.</i></p> <p><i>Cleaning hands more often than usual and on arrival and before and after eating, sneezing, coughing - washing hands thoroughly for 20 seconds with soap and water and or use of alcohol hand rub or sanitiser.</i></p> <p><i>Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach</i></p> <p><i>Disposable tissues are provided along with lidded bins for used tissues and other waste. This waste is double bagged and disposed of.</i></p> <p><i>Cleaning frequently touched surfaces often using standard products, such as detergents and bleach</i></p> <p><i>Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables.</i></p> <p><i>Face coverings should not be worn in schools as a general rule. Arrangements have been put in place should a pupil arrive wearing one - disposable masks to be put into a bin bag in a lidded bin, reusable covering to be placed by the pupil into a bag to take</i></p>		
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Unable to achieve social distancing - All teaching/ classroom activities; early years and Years 1 – 4.	Contracting coronavirus - staff and pupils, passing onto vulnerable persons	H	<p>It has been accepted nationally that Early Years &amp; Primary age children cannot be expected to be 1m+ apart at all times.</p> <p>However the school has implemented the following to reduce risk:</p> <ul style="list-style-type: none"> <li>Pupils taught in a developmental/age appropriate way to adopt good hand and respiratory hygiene, to maintain suitable distancing and to report if they are unwell.</li> <li>Staff explicitly supervise health and hand hygiene arrangements for younger children and those with additional needs. Measures are in place to ensure more independent older pupils are following good hygiene practices.</li> <li>Staff informally monitor for presence of symptoms.</li> <li>Regular cleaning initiated (see below).</li> <li><del>The school has cohorted groups so that staff and pupils only mix in 1 small consistent group and keep away from other people/groups. Contact with other groups is brief and transitory only.</del></li> <li>Groups sizes and ratios are in line with Government Guidance</li> <li><del>EYFS: Maintain EYFS ratios and use these to group children.</del></li> <li><del>EYFS: Consider age-based space requirements: children aged 3 to 5 years need 2.3 m<sup>2</sup> per child</del></li> <li><del>EYFS: Ideally keep group sizes to a maximum of</del></li> </ul>	L	<p>Review Guidance &amp; Checklist: Review Guidance &amp; Checklist: <a href="#">Guidance for full opening: schools</a> <a href="#">Opening Schools for more children and young people: initial planning framework for schools in England</a></p> <p><a href="#">Planning guide for primary schools</a></p> <p><a href="#">Guidance for secondary school provision form 15 June 2020</a></p> <p><a href="#">Planning guide for primary schools</a></p> <p><a href="#">Planning guide for early years and childcare settings</a></p> <p><del>Children of key workers/vulnerable children in other year groups should also be split into small groups of no more than 15. Desks should be spaced as far apart as possible.</del></p> <p><del>Access rooms directly from outside where possible.</del></p> <p>If measures cannot be achieved as</p>



			<p><del>8 children, while adhering to EYFS ratios, so groups are as small as possible. Providers are expected to ensure that there are no more than 16 children in a group in early years settings.</del></p> <ul style="list-style-type: none"> <li><del>Primary; classes split in half with no more than 15 per group and desks spaced as far apart as possible</del></li> <li><del>Classes to hold no more than 15 per group and contact minimised in an age appropriate way.</del></li> </ul> <ul style="list-style-type: none"> <li>Where possible the same desks are used by the same pupils each day or they are cleaned between use.</li> <li>Where possible the same teaching staff work with the same groups but may move between groups where a visual / verbal or written risk assessment of the situation has been made.</li> <li>Timetabling has been reviewed to stagger school activities (PE, Outdoor Learning, assemblies, break times, lunch, pick up/drop off) to reduce movements and incidence of group mixing, including parents.</li> <li>Equipment use has been revised and measures to <b>prevent</b> simultaneous (as well as cleaning, below) use <b>and reduce consecutive use</b> have been introduced.</li> <li>Where possible areas will be well ventilated, doors propped open (where safe to do so, taking into account fire safety and safeguarding) to limit use of door handles.</li> </ul> <p><b>Social Distancing</b></p> <p>As the school is fully open to all year groups, it is accepted that social distancing cannot always be achieved (especially for younger children). However, it should be applied wherever</p>		<p>numbers grow we will consult Government Guidance and discuss options with LA.</p> <p>Bubbles to now consist of a full class cohort (Maximum of 30 children).</p>
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			possible. For older children and staff this is more achievable and should be more robustly implemented. The general arrangements below have been put in place to mitigate the risk where distancing cannot always be achieved.		
Use of shared learning spaces by different cohort (bubble) groups and teaching of practical activities	Contracting coronavirus - staff, pupils, public	H	<p>In addition to the arrangements above, the following measures are in place for use of shared learning spaces/teaching of practical subjects:</p> <ul style="list-style-type: none"> <li>Activities undertaken are reviewed to allow teaching to take place in usual/assigned class space wherever possible.</li> <li>Where this isn't possible and practical activities are required to take place in classrooms shared between bubble groups (e.g. rainbow room, Sunshine room, Hall etc), frequently touched areas, desks, chairs etc and any shared equipment are cleaned between bubble group use.</li> <li>Those teaching practical subjects to a range of groups maintain social distancing and remain at the front of the class where possible.</li> </ul> <p>Staff have reviewed lesson plans and risk assessments are in place for use of practical areas and for activities taking place e.g. PE,</p>	L	<p><del>PE activities are carried out in line with the latest guidance from APE (updated risk assessment dated 16 July available for APE members only) - the government and Sport England and activity risk assessments reviewed.</del></p> <p><u>Guidance for full opening: schools (which signposts to all relevant other publications) . Schools must only provide team sports on the list available at <a href="#">return to recreational team sport framework</a>.</u></p> <p><u>Music - activities are undertaken in line with <a href="#">Guidance for full opening: schools and working safely during coronavirus (COVID-19): performing arts</a>.</u></p> <p><del>Music – increased risk from singing/chanting/shouting/ playing wind or brass instruments. Physical distancing of pupils is in place and playing outside undertaken wherever possible. Group sizes to no more than 15, positioning pupils back to back or side to side, avoiding sharing of instruments, and ensuring good</del></p>

					<p>ventilation. Singing, wind and brass playing do not take place in larger groups such as school choirs and ensembles, or school assemblies.</p> <p>Until such a time as further guidance is available from advisory bodies such as CLEAPSS etc, lesson plans may need to be reviewed to reduce practical experiments/exercises by carrying out more teacher demonstrations etc.</p> <p>Science - practical work is in line with <u>CLEAPSS Guide to doing practical work during the COVID-19 pandemic.</u></p>
Outdoor education on-site and off-site visits	Contracting coronavirus - staff, pupils, public	H	<p>General control measures listed by this risk assessment are implemented as far as they are able to ensure that the risk of virus spread for both staff and children is as low as possible.</p> <p>The NCC Guidance for <a href="#">Outdoor Education - Schools &amp; Establishments during COVID-19 for Planning Safe Activities</a> is followed. Located within the Resources Section on the Evolve system under "Guidance".</p> <p>Where offsite learning is planned, support and guidance will be taken from LA and EVC and staff fully consulted to ensure safe procedures agreed.</p>	L	<p>On site activities: Submission of an Evolve form is not required, however where risks are significant or are not already covered with another risk assessment the activity must be subject to a written risk assessment.</p> <p>Off site activities: Submission of an <u>Evolve</u> form is required for all Off site visits. Note <u>DfE</u> and <u>FCO</u> advice and <u>OEAP National Guidance</u>.</p>
Play activities	Contracting coronavirus - staff and pupils	H	<p>Existing school play risk assessment has been reviewed against government advice and shared with staff.</p> <p>Break time areas are identified (including lunch time), so that children are not moving around the school at the same time – staggered where necessary.</p>	L	

			Multiple cohorted groups do not use play equipment simultaneously. For larger pieces of play equipment, where it is not possible to adequately clean this, this has been taken out of use.		
Provision of school meals service	Contracting coronavirus - staff, pupils	M	<p>The school kitchen will be fully open from the start of the autumn term and normal legal requirements will apply. Kitchen operations comply with the <u>guidance for food businesses on coronavirus (COVID-19)</u>.</p> <p>Catering staff are aware of the content of this risk assessment and the measures required for use of communal staff areas have been implemented e.g for toilets/staff room/changing rooms. [see also section on use of communal areas for seating plans etc]</p>	L	Risk assessments have been reviewed and updated where required (both for catering activities and dining hall arrangements, including additional cleaning, placement of tables, bubble group use etc)
Use of communal areas - toilets, corridors, sports halls, dining hall, outdoor spaces, staff room, offices	Contracting coronavirus - staff pupils, visitors, parents/carers	H	<p>Class changeover/break times are staggered to reduce the level of circulation throughout school.</p> <p>Hall/dining area are used at <b>reduced capacity</b> for lunch/sporting activities. Areas will be shared but different cohorted groups do not mix (and especially do not play sports or games together) and adequate cleaning between group use takes place.</p> <p>Assemblies and collective worship are arranged to take place with individual groups in their allocated classroom spaces rather than bringing all children from different classes together into one hall or large space.</p> <p>Lunch breaks are staggered. Children clean their hands before entering in their cohorted groups (younger children are assisted with this). Groups are kept apart and tables cleaned between each group.</p> <p>Arrangements are in place to ensure that toilets do not become crowded by limiting the number of children or</p>	M	<p>When reviewing areas/spaces consider:</p> <p>Widening routes where possible. Removing unnecessary obstacles. Signing and communications: - markings/signage at entrances - movement intersections. - encouraging people to wait and allow others to pass One-way movement. Separate entry and exit routes. Enlarge access and exits. Accommodate extended queuing: - Defined queue areas - "Do not join the queue" when capacity reached signs Closure of vehicle traffic routes to pedestrianise (permanently or temporarily). Deliveries.</p>

			<p>young people who use the toilet facilities at one time.</p> <p>Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohort groups.</p> <p>Communal areas will be timetabled. Limited to use by certain groups in morning and afternoon sessions with lunch cleaning between sessions.</p> <p>PE activities are carried out in line with the latest guidance from AfPE and activity risk assessments reviewed.</p> <p>Staff breaks are staggered when necessary to avoid congestion Measures are applied within shared offices and staff room(s) to implement social distancing.</p>		People with additional needs.
<p>Staff use of communal areas/working with different groups.</p> <p>Use of supply teachers and temporary workers</p>	<p>Contracting coronavirus - staff pupils, visitors, parents/carers</p>	H	<p>Staff breaks are staggered to avoid congestion in staff rooms. Shared crockery/cutlery has been removed and staff use their own equipment.</p> <p>Measures are applied within shared offices and staff room(s) to implement social distancing.</p> <p>Clear use and cleaning guidance for staff toilets are in place to ensure they are kept clean and social distancing is achieved as much as possible.</p> <p>Staff maintain 2m distance from pupils where possible (especially between adults and with older children). Face to face contact within 1m of anyone is minimised.</p> <p>Supply staff and other temporary workers can move</p>	L	<p>Review and apply the guidance for working safely in offices if applicable (e.g receptions and shared offices)</p> <p>Offices and contact centres - Working safely during coronavirus (COVID-19) - Guidance</p>

			<p>between schools, but school leaders are to consider how to minimise the number of visitors to the school where possible.</p> <p>Temporary staff and visiting staff will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils.</p> <p>Review and implementation of longer term staff contracts/arrangements across a broader time period to minimise numbers of contacts.</p>		
Parents/carers picking up/collecting pupils from school	Contracting coronavirus - staff, pupils, public	H	<p>Routes, layouts and congregation points have been reviewed and measures introduced to aid circulation so social distancing may be maintained.</p> <p>Queuing system and greeting process determined as appropriate to the setting and facilitates immediate hand wash on arrival.</p> <p>Queuing system and greeting process determined as appropriate to the setting and facilitates immediate hand wash on arrival: JA/SG at bottom of main path in mornings and school staff to meet children on playground.</p> <p>Parents socially distancing on pick up and allocated pick up window to avoid overcrowding</p> <p>Routes, layouts and congregation points have been reviewed and measures introduced to aid circulation so social distancing may be maintained. Drop off/collection times are staggered. See appendix 2 – Parent Carer Procedures.</p> <p>(See Organisation Plan June 2020)</p> <p>Staff briefed on the arrangements to be applied.</p> <p>Children, young people, parents/carers are advised:</p> <ul style="list-style-type: none"> <li>• Not to enter the building if displaying any symptoms of coronavirus (COVID-19).</li> <li>• Only one parent / family member to enter</li> </ul>	L	<p>Review Guidance &amp; Checklist: <a href="#">Opening Schools for more children and young people: initial planning framework for schools in England</a></p> <p><a href="#">Planning guide for primary schools</a></p> <p><a href="#">Guidance for secondary school provision form 15 June 2020</a></p> <p>Continue to read and update policies based on published advice.</p>

			<p>school grounds for drop off / pick up.</p> <ul style="list-style-type: none"> <li>• Of the designated pick up and drop off protocols (time, location, process) to minimise contact.</li> <li>• Not to gather at entrances, gates or doors unless have pre-arranged appointments.</li> </ul> <p>School digital communications channels used to engage and advise parents of <i>protective steps being taken and associated</i> requirements.</p>		
Use of School Transport (external provision only)	Contracting coronavirus - staff, pupils, transport provider	H	<p><i>Steps taken to ensure anyone who becomes symptomatic does not use School Transport.</i></p> <p><i>The school encourages pupils to walk or cycle to school where possible. Arrival and departure times are staggered to minimise and reduce intensity of use of public transport.</i></p> <p><i>Providers have taken steps to adapt vehicle use to facilitate social distancing in accordance with NCC School Transport Risk Assessment for Coronavirus.</i></p> <p><i>Liaise with transport providers to achieve suitable pick up and drop off times to reduce congregation of individuals as necessary.</i></p> <p><i>Where staff are required to assist with accessing transport and fitting of seat belts/restraints only those within the child's cohorted group will provide such support.</i></p> <p><i>A review has been undertaken by the school of dedicated transport use and consideration has been given to;</i></p> <ul style="list-style-type: none"> <li>• <i>grouping school based cohorts together on designated school transport where possible.</i></li> <li>• <i>use of hand sanitiser upon boarding and disembarking</i></li> <li>• <i>implementing organised queuing and boarding where</i></li> </ul>	M	<p><i>Note: Children who are allocated to a specific cohort/bubble in school are not required to utilise school transport in those cohorts only. Children from different cohorts may share the same transport <del>providing social distancing is in place and that it is strictly adhered to on that transport.</del></i></p> <p><i>Note 2: Children under the age of 3 should not wear face coverings. Children aged from 3-10 can wear face coverings, but they are not required to.</i></p> <p><i>Stated measures to be reviewed upon publication of new guidance to local authorities on providing dedicated school transport that will build upon existing government guidance</i></p>



			<p><i>possible support social distancing in vehicles where it is possible</i></p> <p>The school has consulted the Local Authority School Transport team to support their implementation of transport arrangements and to plan the staggering of start and finishing times. Where applicable, consideration has been given to pupils using public transport to help them to avoid peak travel times and keep this to an absolute minimum. Arrangements for staggering times have been communicated to parents in advance.</p>		
<i>Staff travelling to and from work.</i>	<i>Contracting coronavirus, spread of virus</i>	<i>H</i>	<p><i>Only use public transport if you have to; use alternative methods of transport where possible - car, bicycle, walking - maintaining social distancing where possible.</i></p> <p><i>Those using public transport are identified and encouraged to refer to governments <u>safer travel guidance for passengers</u>.</i></p> <p><i>When travelling by public transport:</i></p> <ul style="list-style-type: none"> <li><i>Wear a face covering when using public transport if you can (not for use whilst in school) – surgical masks not required.</i></li> <li><i>avoid rush hours and busy times if you can</i></li> <li><i>cover your cough or sneeze with a tissue, then throw the tissue in the bin</i></li> <li><i>follow advice on social distancing</i></li> <li><i>wash your hands often with soap and water for at least 20 seconds</i></li> <li><i>if soap and water are not available, use an alcohol-based hand sanitiser</i></li> </ul>	<i>M</i>	<p><i>Review Guidance:</i></p> <p><i><u><a href="#">How to wear and make a cloth face covering</a></u></i></p> <p><i><u><a href="#">Coronavirus (COVID-19): UK transport and travel advice</a></u></i></p>
<i>Children who are non-compliant / displaying challenging behaviour</i>	<i>Contracting coronavirus - staff, pupils,</i>	<i>M</i>	<i>Children who are symptomatic do not attend school. Effective infection control strategies are in place including measures to minimise contact with those who become symptomatic whilst at school.</i>	<i>L</i>	<p><i>Review Guidance:</i></p> <p><i><u><a href="#">Planning guide for primary schools</a></u></i></p>

			<p>Current school arrangements including behaviour policy, availability of trained staff and preventative approaches are reviewed/updated taking account of suggested school rules within Government Guidance. Policy communicated to staff, children/pupils and parents/carers.</p> <p>Those with challenging behaviour only remain in School where measures (e.g. behaviour management plan, workable de-escalation techniques, trained staff) are in place and there is certainty that they will be effective.</p> <p>All schools have access to NCC SEN Support Services to accommodate and support learners with SEND who are attending. Provision includes support in reviewing and determining reasonable adjustments within plans for EHCP learners.</p>		<p><u><a href="#">Guidance for secondary school provision form 15 June 2020</a></u></p> <p>For further information visit: <u><a href="#">NCC Local SEND Offering 0-25 yrs.</a></u></p> <p>All risk assessments, behaviour crisis plans and EHCPs are updated (as applicable) in line with the current COVID-19 situation. Where these are absent a person specific risk assessment is undertaken of those who pose a risk to others by virtue of known behaviours. Reviews relate to specific support staff and take steps to avoid conflict and situations known to increase anxiety and defensive behaviours.</p> <p>Advice given on the use of restrictive physical interventions by front line staff (available from Inclusive Education Services).</p>
Personal care activities	Contracting coronavirus or passing onto vulnerable or shielded children	H	<p>Social distancing is implemented where possible. <u><a href="#">Coronavirus (COVID-19): implementing social distancing in education and childcare settings</a></u></p> <p>staff undertaking personal care within 1m+ of a child also apply the general principles contained in table 4 of the <u><a href="#">COVID-19: infection prevention and control (IPC)</a></u>.</p> <p><del>In addition to standard infection prevention and control measures, staff undertaking personal care within 2m of a child also apply the general principles contained in table 4 of the <u><a href="#">COVID-19: infection prevention and control (IPC)</a></u>.</del></p>	L	<p>PPE requests/shortages in PPE are raised with the Senior Leadership Team.</p> <p>No additional PPE is generally needed other than that already identified via risk assessment.</p> <p>Specific PPE/training is required for staff providing personal care involving an aerosol generating procedure - advice is provided by the school nurse and risk assessment</p>

			<p>Children who normally receive support from the special school nurse or children's community nurse will require an individual risk assessment to determine if they are able to attend school. This assessment should include input from the parents/carers and healthcare professionals. Reference to any care tasks and specific PPE requirements for these tasks should be recorded and implemented.</p> <p>Any queries are directed to the Senior leadership Team.</p> <p>Staff know how to safely put on and take off PPE. PHE guidance on <a href="#">Putting on PPE</a>; and <a href="#">Taking off PPE</a> is followed by all staff undertaking personal care.</p>		<p>produced..</p> <p>Review in September Briefing – reissue guidance as an updated 1.9.2020</p>
Use of hand sanitiser	<p>Ingestion of hand sanitiser.</p> <p>Alcohol vapours ignited resulting in burns to hands</p>	M	<p>Always wash hands with soap and hot/warm water wherever possible. Hand sanitizer is kept out of the reach of children and used with staff supervision due to the risk of ingestion. A safety data sheet and <a href="#">COSHH risk assessment</a> are in place for its use.</p> <p>When using alcohol based hand sanitisers make sure all liquid is evaporated before smoking, touching any electrical equipment or metal surfaces which may result in a static shock, or any other source of ignition.</p>	L	<p>Bulk supplies of alcohol gel are stored appropriately as flammable substances and the fire risk assessment has been updated accordingly.</p>
Insufficient cleaning/exposure to virus on objects/surfaces	Contracting coronavirus	H	<p>Increased cleaning to take place using standard cleaning products. In particular, objects and surfaces that are touched regularly are frequently cleaned and disinfected. This will include toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, play equipment etc. Poster on cleaning regimes produced by PHE is displayed for the benefit of staff and children.</p>	L	<p>A supply of antibacterial foam is made available in school to encourage staff/pupils to help maintain cleanliness in personal work areas.</p> <p>Cleaning products used in teaching areas etc are those normally used by</p>

			<p>Steps are taken to limit resources that are taken home by staff and pupils. Marking policies have been reviewed with emphasise on the use of visualisers, self- marking and verbal feedback. Staff wash hands if handling pupils homework/books.</p> <p>Cleaning staff are briefed on amended cleaning regimes.</p> <p>A review has been undertaken to remove inappropriate equipment that are hard to clean (such as those with intricate parts).</p> <p>Classrooms are cleaned daily. Where classrooms are shared (practical lessons), the room and equipment is cleaned between different group use. Bins for tissues are emptied throughout the day. Rooms are well ventilated with windows being kept open where possible. Where doors are propped open to aid ventilation, these are in line with fire safety and safeguarding requirements.</p> <p>Where there is a suspected or confirmed case of COVID-19 within the school, PHE guidance on <a href="#">‘cleaning and waste’</a> in these circumstances is followed (ensure cleaning products used comply with this guidance). Staff wear disposable gloves and aprons as a minimum. Hands are washed with soap and water for 20 seconds when all PPE is removed. <a href="#">NCC PPE Risk Assessment</a></p> <p>Staff know how to put on and take off PPE correctly: PHE - <a href="#">Putting on PPE</a>; PHE - <a href="#">Taking off PPE</a></p>		<p>cleaning staff and a safety data sheet and COSHH risk assessment are in place for each product.</p> <p>PPE requests/shortages in PPE are raised with the Senior leadership team</p> <p>The use of bleach is strictly controlled and it must not be mixed with other cleaning products due to the risk of chlorine gas being liberated. The safety data sheet and COSHH risk assessment must be in place prior to use and shared with staff. See sample</p> <p><a href="#">COSHH risk assessment Example link</a></p>
Staff displaying symptoms of	Others contracting virus.	H	Head Teacher / School Lead is notified immediately and the staff member is sent home to go and	M	Ensure home and emergency contacts are up to date.

<p>coronavirus whilst at school</p>		<p>undertake testing which is available to all keyworkers in schools. PHE guidance on self isolation is followed until test results give a conclusion. – <u>Stay at Home</u> (advised to self-isolate for 7 days – household members should self-isolate for 14 days from when the date the staff member became symptomatic). If they are seriously ill contact 999.</p> <p>If they are seriously ill contact 999. The Council's public health team are notified of all symptomatic persons by emailing: <a href="mailto:publichealthincidentalalerts@northumberland.gov.uk">publichealthincidentalalerts@northumberland.gov.uk</a></p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test &amp; Trace.</p> <p>Where the staff member tests positive <b>schools should contact the local health protection team. Based on the advice from the health protection team, those who have been in close contact</b>, e.g. the rest of their class, should be sent home and advised to self-isolate for 14 days from the date the staff member became symptomatic. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. <b>If a close contact in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow guidance for households with possible or confirmed</b></p>	<p>A protocol is in place to cover this eventuality and has been shared with all staff who are clear on what action to take. <b>See Appendix 4</b></p> <p>Staff and pupils/families referred immediately by senior school management requested to urgently access the <u><a href="#">national test and trace programme</a></u> which is now operational and will involve direct discussion with those in close contact with a person who tests positive for Covid19.</p> <p>A positive test will result in the school being contacted by the local Health Protection Team (HPT) who will offer further advice and support, however, staff should inform the school as soon as they receive their test result (positive or negative). The HPT can be contacted via Public Health England on 0300 303 8596 (select option to be transferred to the HPT)</p> <p>(see <u><a href="#">briefing</a></u> document for further information on how the test and trace system will operate)</p> <p><u><a href="#">Letter from PHE and NHS Test and Trace to school and college leaders</a></u></p>
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			<p><u>coronavirus (COVID-19) infection.</u></p> <p>The most recent self-isolation advice must be followed in this instance until conclusive test results are received.</p> <p>Confirmed cases of Covid-19 should be recorded via ANVIL, as they may be RIDDOR reportable. Advice taken from NCC's Corporate Health and Safety team.</p> <p><u>PHE guidance</u> on action to be taken in these circumstances is adhered, along with the PHE guidance on 'cleaning and waste'.</p>		
Pupils displaying symptoms of coronavirus whilst at school	Others contracting virus.	H	<p>Head Teacher / School Lead and parent/ carer is notified immediately and the pupil is sent home to go and undertake testing which is available to all children in schools.</p> <p>PHE guidance on self isolation is followed until test results give a conclusion.</p> <p>- <u>Stay at Home</u> (advised to self-isolate for 7 days - household members should self-isolate for 14 days from when the child became symptomatic). If they are seriously ill contact 999.</p> <p>If a child is awaiting collection, they should be taken outside to isolate in the fresh air with a member of staff. If unable to isolate outdoors they should be isolated in a space within their bubble or if they need to be removed totally from the space they will be in an assigned area with a door. <del>to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</del></p>	M	<p>Ensure emergency contacts are up to date.</p> <p>A protocol is in place to cover this eventuality and has been shared with all staff who are clear on what action to take.</p> <p>Parent/carer is requested to urgently arrange a test for their child via the <u>national test and trace programme</u> which is now operational and will involve direct discussion with those in close contact with a person who tests positive for Covid19.</p> <p>A positive test will result in the school being contacted by the local Health Protection Team (HPT) who will offer further advice and support, however, parents/carers should be asked to notify the school as soon as they receive the test result (positive or</p>



			<p><i>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained</i></p> <p><i>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test &amp; Trace. The Council's public health team are notified of all symptomatic persons by emailing: <a href="mailto:publichealthincidentalalerts@northumberland.gov.uk">publichealthincidentalalerts@northumberland.gov.uk</a></i></p> <p><i>Cleaning the affected area with disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</i></p> <p><i>Where the pupil tests negative, they can return to their setting and the fellow household members can end their self-isolation as long as they are completely symptom free and 100% well.</i></p> <p><i>Where the pupil tests positive <b>schools should contact the local health protection team. Based on the advice from the health protection team, those who have been in close contact, e.g. the rest of their class, should be sent home and advised to self-isolate for 14 days from the date the child became symptomatic. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. If a close contact in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation</b></i></p>	<p><i>negative).</i></p> <p><i>The HPT can be contacted via Public Health England on 0300 303 8596 (select option to be transferred to the HPT)</i></p> <p><i>(see <a href="#">briefing</a> document for further information on how the test and trace system will operate)</i></p> <p><i>Optional suggestion that All staff to have a full change of clothing available in school in the event they need to change.</i></p> <p><i><u>Letter from PHE and NHS Test and</u></i></p>
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			<p><u>period they should follow <a href="#">guidance for households with possible or confirmed coronavirus (COVID-19) infection</a></u></p> <p><a href="#">PHE guidance</a> on action to be taken in these circumstances is adhered, along with the PHE guidance on '<a href="#">cleaning and waste</a>'. Poster on cleaning regimes produced by PHE is displayed for the benefit of staff.</p>		<u>Trace to school and college leaders</u>
Outbreak of Covid-19 in local area or school resulting in partial or full closure of school/resumption of lock down		H	<p>The Northumberland outbreak plan will be instigated by the Director or Public Health. The Headteacher will fully cooperate with the process and follow advice from the local Health Protection team.</p>	L	The school have a plan in place to deal with partial or full closure of the school.
Inadequate first aid provision	<p>Serious injury or death</p> <p>First aider contracting coronavirus or spreading virus to others.</p>	H	<p>A review of the first aid needs assessment has taken place to decide if sufficient appropriate cover can be provided for the activities which are being undertaken.</p> <p>This will include a review of any higher risk activities which may be planned. Such activities may need to be suspended if an appropriate level of cover cannot be maintained.</p> <p>Fewer staff, pupils and visitors attending school means it is safe to operate with reduced first aid cover if necessary.</p> <p>First aiders assist at a safe distance from the casualty where possible and minimise the time they share a breathing zone. Where the casualty is able to, they are directed to undertake specific treatments themselves (age dependent) e.g. applying a plaster, running a burn under cold water.</p> <p>First aiders providing routine first aid treatments within</p>	L	<p>Schools with early years and nursery facilities should apply the Government guidance in relation to paediatric first aid cover:</p> <p><a href="https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications">https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</a></p>

			<p>2m of a person should wear a <b>fluid resistant face mask</b> and, if appropriate and available, <b>disposable plastic apron and disposable eye protection</b> which should be kept in or next to first aid kits. (see <a href="#">FAQ document on dealing with minor accidents</a>)</p> <p><b>CPR</b></p> <p>In respect of more serious cases where CPR may be required, the specific advice contained in the <a href="#">Resuscitation Council UK</a> guidance should be followed particularly in relation to rescue breaths.</p> <p>As chest compressions could produce aerosol spray, appropriate PPE should be worn i.e. fluid resistant surgical mask, gloves and eye protection (goggles or visor). If PPE is not available, use a towel or cloth such as the sling from the first aid kit to cover the person's nose and mouth while performing chest compressions</p> <p>A first aider should conduct a dynamic risk assessment of the situation they are faced with and apply appropriate precautions for infection control.</p> <p>Further information is also contained in the Government publication: <a href="#">Guidance for first responders and others in close contact with symptomatic people with potential COVID-19</a></p>		
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<i>Lack of communication with staff/parents/others</i>	<i>Confusion/mis-information resulting in breakdown of arrangements.</i>	<i>H</i>	<p><i>Staff have been involved in the planning process for return for a wider school re-opening, including risk assessments, procedure if someone becomes symptomatic in school, policy reviews etc. These arrangements are to be kept under constant review, with staff invited to provide feedback.</i></p> <p><i>Regular information sharing and communication with staff. Use of IT software for virtual meetings, e.g. Google Hangouts.</i></p> <p><i>Parents are kept informed of changes in timings to the school day and the arrangements put in place by the school to comply with the government guidance to keep children safe. [consider methods of communication, making information available on school webpage to provide assurance to parents]</i></p> <p><i>The arrangements in place for children are shared with them in an age appropriate way</i></p>	<b>L</b>	
<i>Increased staff home working &amp; use of Display Screen Equipment (DSE)</i>	<i>Musculoskeletal problems arising from incorrect postures</i>	<i>M</i>	<p>NCC <a href="#">bulletin</a> on homeworking and DSE use is made available to staff. This follows HSE <a href="#">guidance on homeworking</a>, including the principles of good DSE use is followed.</p> <p>NCC <a href="#">DSE policy</a> is available to staff.</p>	<b>L</b>	

<p>Uncertainty due to the unprecedented nature of the pandemic</p> <p>Maintaining staff wellbeing</p>	<p>Stress and anxiety arising through uncertainty, lack of control and reduced contact</p>	<p>M</p>	<p>Regular information sharing and communication. Use of IT software for virtual meetings, e.g. Google Hangouts.</p> <p>Shared distribution of workload, e.g. rota for staff in school and those homeworking.</p> <p>Regular communications are in place between staff and Managers. Staff also have access to all shared information/documentation. Governing Body are involved with decision making in relation to measures in place where appropriate.</p>	<p>L</p>	<p>SAS support and professional stress and anxiety packages made available.</p>
<p>Pupil uncertainty surrounding attendance/return to school</p>	<p>Stress and anxiety impacting themselves and staff</p>	<p>M</p>	<p>Good communication of Covid19 controls measures/arrangements to parents and pupils provides reassurance on attendance or return to school. [consider publishing risk assessment on school webpage]. Parents have the opportunity to discuss concerns with school staff.</p> <p>Provision of pastoral and extra-curricular activities available to all pupils designed to:</p> <ul style="list-style-type: none"> <li>• support the rebuilding of friendships and social engagement</li> <li>• address and equip pupils to respond to issues linked to coronavirus (COVID-19)</li> <li>• support pupils with approaches to improving their physical and mental wellbeing</li> </ul> <p>[see <a href="#">government guidance</a> for further information and apply as appropriate - record details here].</p>	<p>L</p>	<p>The government has recently launched the <a href="#">Wellbeing for Education Return programme</a>, which will provide training and resources for teachers and staff in all state-funded schools to respond to the wellbeing and mental health needs of children and young people as a result of coronavirus (COVID-19). The training provides practical examples to support staff, children and young people within a school.</p>

## APPENDICES

## APPENDIX 1: RISK ASSESSMENT PROCEDURES – SPECIFIC AREAS

- 1a: Classroom
- 1b: Cleaning
- 1d: External sports provider
- 1e: Kitchen
- 1f: Office
- 1g: playground / field
- 1i: Staff communal spaces
- 1j: Working Across 2 schools/sites

## APPENDIX 2: Parent/Carer Procedures

## APPENDIX 3: Extended Opening Information

## APPENDIX 4 Covid Testing and Confirmed Cases

### APPENDIX 1

### APPENDIX 1a: Specific Risk Assessment: Classroom Procedures / Practices BFS

Key Issue	How it will work	Measures to Implement	Review
<b>Drop off</b>	As outlined to parents on info. Arrival 8:50 – 8:55 Reception dropped off at main entrance. 8:50 – 8:55: Y1-4 to be greeted at path by staff member. Staff to greet children at entrance.  If parents wish to share a message privately they should phone the school office.	<del>Markings / signs to ask parents not to come to the door</del> Drop off clear message from SLT about respecting distance with staff outlined in new class procedures Sept 2020. <del>Book bag to be left in box outside.</del> New procedures Sept 2020 outline measures taken to minimise belongings brought in to school. Child to bring water bottle inside. Staff to wash hands if anything is carried in for the children or received from the parent.	
<b>End of day</b>	As outlined in info to parents. No gathering on playground, families to leave premises immediately after collection. Staff to remain at the door and send children to family member. If messages need to be passed these should be done at an appropriate distance and respecting the children's / parents	Outlined in new class procedures Sept 2020. Phone calls made to pass on any details of the day which may need to be shared to avoid home time discussions and blocking of pathways / waiting around.	

	<p>privacy (eg discussing a toilet accident at 2m distance not appropriate etc)</p> <p>Gates open at 3pm for parents to access yard and wait at a safe social distance. All playground collections to be made by 3:25pm and playground gate relocked.</p> <p>Reception parents to collect via main entrance as outlined between 3 and 3:15pm</p>		
<b>Classroom Set up</b>	<p>Importance of socially distancing will be explained to children in an age appropriate way but they will interact in the classroom without being made to fear someone touching them or passing closer than 2m.</p>	<p>Teachers to arrange tables to ensure flow around the classroom can happen without tight spaces.</p> <p>Children to have an assigned work space when appropriate.</p>	
<b>Changing Books</b>	<p>Books will be changed <b>just once per week</b> minimising the need to quarantine books daily.</p> <p>Teachers to decide and issue the number of books being given for the week and parents and children to be told the day on which to return them.</p>	<p><b>The adult changing books can wear gloves or follow hand washing procedures as they prefer.</b></p> <p><b>Children place books in a quarantine box – which will not be re-allocated until the following week.</b></p> <p>Hand washed thoroughly when books changed.</p>	
<b>Bins x3 Recycling Tissue General waste</b>	<p>Recycling bin in each classroom for paper waste only – emptied at the end of the day.</p> <p>1 additional pedal bin introduced to the children used for tissues only.</p> <p>Tissue bin to be emptied at the end of the day <b>(double bagged)</b></p>	<p>Bins emptied every day by DH across the school.</p> <p><b>Toilet bins</b> for paper towels only after handwashing – <b>no tissues</b></p> <p>Bins will not have lids in toilet areas – and will be emptied by DH at the end of the day <b>(double bagged)</b></p>	
<b>Access to toilet/hand washing</b>	<p>Toilets <b>have become</b> non gender specific for pupils to ensure no mixed group toilet use. Children will ask to go to the toilet and urinals taken out of use.</p>	<p>Children to request to use the toilet so large groups are not all the space at one time.</p> <p>Staggered handwashing available <b>at designated toilet sinks.</b></p> <p><b>New toilet signs installed.</b></p>	
<b>Movement /contact and resources in classrooms</b>	<p>Children will be permitted to move among one another and play together in their spaces. Unnecessary furniture will be removed (eg chairs) and shared equipment (pencil pots / scissors / glue sticks coloured pencils / wbs and pens) will remain on allocated tables to minimise those sharing or be stored in the child's own tray if appropriate.</p>	<p>Activities and task to be planned which limit physical contact.</p> <p>Children will have an assigned table space and chair (where appropriate)</p> <p>Surfaces to be wiped by classroom staff between uses where children share space.</p> <p><del>No peer massage to take place.</del></p>	
<b>Carpet time / group times</b>	<p>Children may still congregate for a story or around a table for appropriate group activity or work with a partner from within their group.</p>	<p>Carpet time will still take place if needed but children will not sit facing one another and sessions will not be longer than 15 minutes.</p> <p>Paired work may take place but children to sit side by side not opposite.</p> <p>Children spread out over tables / room space to retain distance</p>	

		when appropriate. <del>Partners to be the same as much as appropriate.</del>	
<b>General shared practical resources provision</b>	<p>Removal of unnecessary soft toys which harbour germs and bacteria. <b>Access to</b> playdough, sand or other shared gravel / soil / foam / finger paints - un washable <b>resources reviewed regularly in line with advice</b>. Water access as normal. Indoor toys and books to be rotated daily over the week. <del>At the end of the day, these resources go in quarantine until the same day the following week.</del></p> <p>After use, shared practical resources should be 'quarantined' (moved to a space/cupboard/ taped up where it is not accessed) for a period of 1 week. There is no verified exact data regarding the length of time the virus can survive on various surfaces. However, research indicates a week or less for most surfaces tested.</p> <p><b>All practical and shared resources will only be used within that bubble. Toys should be washed and sanitised in line with usual hygiene practise. They will not be quarantined between uses as only the bubble is using them. The only exception to this would be in the event of a confirmed case of CV19 where a full deep clean would take place.</b></p>	<p>Toys regularly wiped, as normal, following hygienic practices. <del>Playdough made and stored in a named container/bag for those who wish to use.</del> Playdough disposed of if accessed by multiple children.</p> <p>Hands washed before and after use of sand.</p> <p>Water emptied daily.</p> <p><del>Small resources used throughout the week (lego / mobile etc) rotated and sanitised weekly.</del></p>	

### Child is presenting as unwell (non specific COVID symptoms)

**Normal procedures apply. SLT notified.**

### Child vomits or has a toilet accident

**Normal procedures apply. PPE - gloves, masks and aprons to be worn. SLT notified.**

### Child or adult is presenting with COVID symptoms

- Child: 1. Adult from that working group to put on **appropriate PPE** – gloves, mask and apron.
2. Remove child from group and **isolate** in The Sunshine Room or in an unoccupied outdoor space if weather permits.
3. Parent informed **sensitively** and without creating undue alarm BUT **they MUST come and collect their child immediately.**
4. Child remains in The Sunshine Room with staff member monitoring them until parent/carer arrives.
4. After the child leaves, The Sunshine Room table/chair to be wiped down/sanitised by adult supporting.
5. Supporting adult to **dispose of PPE, wash hand thoroughly and if they wish, change their clothes.**



6. Room will be **deep cleaned** if a positive COVID result is confirmed.

**CONFIRMED COVID CASE – POSITIVE TEST FOR A MEMBER OF THE GROUP.**

**Liaison with Local Health Protection Team.**

**Advice from Public Health England PHE.**

**Deep clean to take place while space is shut and group are tested.**

**Room ONLY TO REOPEN when members of staff and group are permitted to return following a negative test result AND ONLY IF THEY ARE SHOWING NO SYMPTOMS following the prescribed quarantine period.**

## Appendix 1b: Specific Risk Assessment: Cleaning BFS

Key Issue	How it will work	Measures to Implement	Review
<b>Touch points</b>	DH to ensure all regular touch points in communal areas are cleaned at the end of the day to be sanitised prior to building opening daily for the following day.	Doors to remain open where safe to do so. All staff have access to cleaning product needed to wipe down a surface if they see a need and felt comfortable to do so. Staff / children must follow a regular handwashing schedule to decrease cross contamination from different groups.	
<b>Classroom cleaning through the day</b>	Staff have been asked to declutter and clear surfaces to aid quick cleaning. Access to appropriate cleaning products is available in each room and staff working in the spaces will use these to refresh tables after activities of if children have moved around them during a session.	Clear surfaces and touch points (bin lid / sanitiser dispenser / table tops) to be wiped down mid-morning, while children wash hands after returning from break. End of the morning when children wash hands ready for lunch, and end of the day when children have washed hands before leaving.	
<b>Classroom Bins</b>	Recycling bin in each classroom for paper waste only – emptied at the end of the day. 1 additional double bagged pedal bin has been placed in each classroom which has a lid to be used for tissues, paper towels and other waste. Bin to be emptied at the end of each day by AG.	Bins emptied every day by AG across the school. Excess bins to be removed from communal spaces. All staff and children informed any tissues used need to be disposed of in a bin with a lid. Pedal bins remove the need for contact with bin lids.	
<b>Toilet Bins</b>	<b>Toilet bins</b> for paper towels only after handwashing – <b>no tissues in toilet bins.</b> Bins will not have lids in toilet areas – and will be emptied by AG every day.	All staff and children informed any tissues used need to be disposed of in a bin with a lid.	
<b>Dispensers</b>	Soap, paper towels and sanitiser dispensers to be checked each morning to ensure adequate supply available for that day in all areas of school.	In place.	
<b>End of day clean rooms and toilets</b>	Cleaning completed daily as per normal schedule: Tables and all surfaces cleaned – chairs raised and carpet hoovered – hard floors mopped– all touch points cleaned.	Gloves, apron and masks provided which can worn. Gloves and aprons should be removed and replaced on completion of each 'group' defined area.	

### Appendix 1d: Specific Risk Assessment: External Sports Providers BFS

Key Issue	How it will work	Measures to Implement	Review
<b>Access to school grounds for outdoor P.E. lessons</b>	<p>P.E. lessons will only take place outdoors</p> <p>P.E. lessons will resume and communal spaces will be cleaned between different bubbles use.</p> <p>Sports provider — Mr Thompson will not enter the building unless access to the toilet is required.</p>	<ul style="list-style-type: none"> <li>Mr Thompson will enter the school grounds via the path on to the playground.</li> <li>Coaches entering the building will follow measures in place for all staff. And visitors</li> <li>There is no need for Mr Thompson to go anywhere else in the building unless in the case of an emergency — i.e. First Aid required for Mr Thompson.</li> </ul>	
<b>Ensuring Sports provider maintains social distance at all times to avoid 'crossing bubbles'</b>	<p>Outdoor P.E. will take place on the playground/field in a wide open space thus allowing for all pupils and staff to be spread out within a safe social distance</p>	<ul style="list-style-type: none"> <li>Coaches will maintain a 1m+ safe distance from all staff and pupils wherever possible.</li> <li>Passing by and demonstrating alongside is acceptable</li> </ul>	
<b>Use of equipment for P.E. lessons</b>	<p>Use of equipment will be kept to a minimum</p> <p>Lessons will be planned to avoid the use of equipment wherever possible</p> <p>If equipment needs to be used for effective learning, only easily wipe able equipment will be used and wherever possible limited to each key group</p>	<ul style="list-style-type: none"> <li>Only equipment accessed by that group may be used for P.E. lessons and equipment which can be easily sanitised.</li> <li>If equipment is needed to be used across 3 groups e.g. hoops — the children and TA for each group will wipe down at the end of the session.</li> <li>Children to set out equipment based on Coaches instructions. If equipment needs to be set out by Coaches they will follow measures in place for all staff he will wear PPE — gloves (provided by school) to set out any equipment needed to be used by the children.</li> <li>Equipment used for more than 1 bubble will be thoroughly cleaned between use by the sports coaches.</li> </ul>	

<b>First aid / injury during P.E.</b>	<p>All existing First Aid measures apply</p> <p>Coaches will not attend to first aid unless it is an emergency</p>	<ul style="list-style-type: none"> <li>• TA with group to deal with any minor injuries or first aid.</li> <li>• A child can be sent safely back to the teacher from their group for support if required.</li> <li>• Only when in case of emergency, Coaches may be required to support in First Aid.</li> </ul>	
<b>Appropriate clothing for P.E. lessons</b>	<p><del>Pupils will not get changed in to P.E. kit for lessons therefore activities should be planned that are safe to carry out in school uniform and trainers.</del></p> <p>Pupils will wear normal school P.E. kit for lessons.</p>	<ul style="list-style-type: none"> <li>• <del>Pupils have been asked to come to school in appropriate footwear for playtimes and sports — this will be reiterated.</del></li> <li>• <del>Activities will only be planned if it is safe to engage in them in school uniform.</del></li> <li>• <del>No children will be asked/allowed to get changed for P.E. therefore minimising the risk of extra clothing in school and the need for close contact to support pupils with changing clothes etc.</del></li> <li>• Where staff need to support children with changing, PPE is available of staff wish to use it.</li> </ul>	

### Appendix 1e: Specific Risk Assessment: Kitchen BFS

Key Issue	How it will work	Measures to Implement	Review
<b>Adults working in the kitchen</b>	Two adults will be using this space at maximum capacity. All adults should socially distance from one another. Staff to work side by side not facing one another when completing any tasks together. Staff have their own toilet and washing area.	Continued Good Hygiene practices which are normal practice: - change of clothing - handwashing / sanitising - Surface cleaning Staff to socially distance working and preparing utilising all kitchen space.	
<b>Deliveries or repairs - maintenance</b>	Deliveries to be collected from drop off point. (most companies will not now carry goods inside). Help to be requested lifting any boxes left outside if required. Contractors to be booked in advance so risk is calculated.	Deliveries to be checked off / packed away and then hands washed and sanitised. Storage boxes immediately disposed of. Gloves / masks / disposable aprons available but not mandatory. <b>Hand washing must be observed.</b> Following any repairs etc areas accessed must be thoroughly cleaned. Booked repairs only and timed to enable social distancing. Regular thorough cleaning in place.	
<b>Use of equipment / stationary / telephone</b>	Marrie generally using personal phone and completing paperwork – other staff should not need to handle. Staff will make contact with shared work space / surfaces / equipment.	Staff to wash any put away tools they are using after use. Surfaces and equipment – to be sanitised as is daily practice. Staff to uphold regular handwashing Kitchen team responsible for keeping own equipment clean	
<b>Use of workspace by other staff</b>	SLT/caretaker/admin staff will only enter the kitchen if necessary to support the kitchen team or access necessary equipment. No children will come to the kitchen door.	Other adults only enter the kitchen if necessary and then social distancing must be maintained by all adults. Kitchen / SLT / Caretaker staff to adhere to working arrangements	
<b>Kitchen team exposure to other adults and children.</b>	Marrie and Gillian are able to access the hall to set up clear away but social distancing can be fully adhered to in this instance.  Children to collect from the hatch – observing social distancing.  Puddings to be served to children by Marrie to Reception <del>By Gillian to Year 1 and Key workers.</del>	Kitchen staff assigned a regular group to serve. If they need to access the hall or speak with children from other groups they should observe social distancing while the children are seated for lunch.  <del>Staff to conduct duties as needed collect and deliver plates / help with coats, jumpers etc</del> but avoid close range face to face communication. Gloves / masks / disposable aprons available but not mandatory. <b>Hand washing must be observed.</b>	

### Appendix 1f: Specific Risk Assessment: Office BFS

Key Issue	How it will work	Measures to Implement	Review
<b>School Drop Off and Pick up via the main entrance in the morning adjacent to school office</b>	<p>Families and staff will be given clear instructions about where to enter the premises, (which will be at different locations for different groups)</p> <p>Children entering the school via the main entrance will be greeted by Reception Staff. Parents will not enter the building.</p> <p>At pick up, <del>the Reception children will be grouped in the entrance foyer for a story.</del> As Parents arrive, Reception staff will call out each child by name and will let them out of school at a safe distance.</p>	<p>No adults to enter the building upon drop off/pick up.</p> <p><b>We ask that only 1 adult brings their child/children to school</b> and wherever possible siblings remain at home if it is safe – although we recognise this may not be possible for all families. This adult will maintain a safe 2m social distance from the school entrance.</p> <p>Parents will not be allowed to gather outside the main entrance.</p> <p>Main entrance allocated drop off point for Reception <del>and Key Worker children only</del></p>	
<b>Communication from Parents</b>	<p>All communication from parents will be strongly encouraged to take place over the phone or via email wherever possible.</p> <p>Where this is not possible e.g. handing over medicines or medical forms etc. Parents should place any items on table; communicate with office staff from a safe distance (2m). Office staff will then collect and check information handed over.</p>	<p>Parents to receive information relating to communication via phone/email unless absolutely necessary.</p> <p>Office staff to wash hands after handling any medicines.</p>	
<b>Use of office stationary &amp; equipment</b>	<p>Use of office equipment by staff other than admin staff should be limited wherever possible e.g. pens, stapler, hole punch etc.</p>	<p>A separate pot of pens will be available in the office for taking messages etc. in the event of office admin team not being present to answer the phone/deal with a parent/carer.</p> <p>Admin team responsible for keeping own office equipment clean and use sanitiser to wipe over any equipment loaned to staff</p>	
<b>Use of the office phone</b>	<p>As the main phone line in and out of school, the office phone is accessible to all staff.</p> <p><b>An additional phone has been installed for staff to use.</b></p>	<p>Sanitiser available for office admin team to use on handle and phone key pad following use by other staff.</p> <p>Admin staff responsible for use of sanitiser to wipe over the phone following other staff use</p>	
<b>Use of workspace by other staff E.g. SLT</b>	<p>SLT will only work in the office if necessary to work alongside the office admin team. This work would be carried out at a safe social distance but due to the space constraints will not adhere to 2m recommendations. In the event of office admin and 1 member of SLT sharing the workspace, both staff members will work side by side and desks/chairs will not face each other.</p>	<p>SLT to work in designated space alternative to the school office for the majority of the time.</p> <p>If necessary to complete job role, only 1 member of SLT to work in office alongside office admin team at any one time and to be positioned adjacent to office admin and as far apart as space allows.</p>	

<b>Staff accessing filing cabinet/records/files etc based in office</b>	Staff are able to access the filing cabinet and files etc. based in the office when needed.	Staff not to congregate in office. If they need to access resources they should do so and leave the office as soon as they are done.	
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## Appendix 1g: Specific Risk Assessment: Playground/Field BFS

Key Issue	How it will work	Measures to Implement	Review																								
<b>Rota needed for outdoor areas for playtimes and lunchtimes to ensure key groups of children do not mix</b>	<p><b>Staff will have a rota which indicates their time and location for playtime.</b></p> <p><del>There will be different locations for different groups and this will vary according to pupil numbers.</del></p> <p>The outdoor area will be split in to 3 zones</p> <ol style="list-style-type: none"><li>1. Playground &amp; Secret Garden</li><li>2. Field including climbing equipment</li><li>3. Field including forest school area</li></ol>	<p><b>THERE WILL BE NO USE OF THE LARGE CLIMBING EQUIPMENT AT PLAYTIME</b></p> <p>Rota System</p> <p>10:15 — 10:30 Reception</p> <p>10:30 — 10:45 Year 1</p> <p>10:45 — 11:00 Key Workers</p> <p><del>Groups may alter time but distancing measures remain.</del></p> <p>10:30- 10:45 All groups out in allocated areas. Staff teams to organise staff duty for their group.</p> <p>All staff and children to be fully aware of their areas and limits of their play at any given time.</p>																									
<b>Rota needed for outdoor areas for lunchtimes to ensure key groups of children do not mix</b>	<p>The outdoor area will be split in to 3 zones</p> <ol style="list-style-type: none"><li>4. Playground &amp; Secret Garden</li><li>5. Field including climbing equipment</li><li>6. Field including forest school area</li></ol> <p><b>While numbers remain at 15 or below in each working group, outdoor play will be from 12:30 — 1:00pm all groups in their zone</b></p> <p>If numbers increase and go above 15 in each working group, the lunchtime outdoor play will be split in half:</p> <p>12:00 — 12:30 — First groups</p> <p>12:30 — 1:00 — Second Groups</p> <p><del>Staff will have a rota which indicates which their key group is allocated throughout the week for lunchtime.</del></p> <p><del>There will be different locations for different groups and this will vary according to pupil numbers.</del></p>	<p><b>LARGE CLIMBING EQUIPMENT MAY ONLY BE USED BY THE GROUP ALLOCATED TO THAT ZONE AND WILL BE CLEANED AT THE END OF EACH DAY</b></p> <p><b>3 Key</b> Working Groups out at any 1 time. Reception, Year 1, Key Workers:</p> <p>There will be 3 zones:</p> <ol style="list-style-type: none"><li>1. Playground &amp; Secret Garden</li><li>2. Field including climbing equipment</li><li>3. Field including forest school area</li></ol> <p><del>Groups may alter spaces but distancing measures remain.</del></p> <table><tr><td></td><td>MON</td><td>TUE</td><td>WED</td><td>THUR</td><td>FRI</td></tr><tr><td>Field inc F. School</td><td>Y1</td><td>KW</td><td>R</td><td>Y1</td><td>KW</td></tr><tr><td>Fields inc Equipment</td><td>R</td><td>Y1</td><td>KW</td><td>R</td><td>Y1</td></tr><tr><td>Playground &amp; Secret G</td><td>KW</td><td>R</td><td>Y1</td><td>KW</td><td>R</td></tr></table>		MON	TUE	WED	THUR	FRI	Field inc F. School	Y1	KW	R	Y1	KW	Fields inc Equipment	R	Y1	KW	R	Y1	Playground & Secret G	KW	R	Y1	KW	R	<p><b>All staff aware of allocated zone and rota for their key group</b></p> <p><b>Risk minimised due to NO USE OF OUTDOOR EQUIPMENT</b></p>
	MON	TUE	WED	THUR	FRI																						
Field inc F. School	Y1	KW	R	Y1	KW																						
Fields inc Equipment	R	Y1	KW	R	Y1																						
Playground & Secret G	KW	R	Y1	KW	R																						

		<del>If numbers increase and go above 15 in the key worker group, the lunchtime outdoor play will be split and a new Rota will be drawn up</del>	
<b>Access to outdoor areas and toilets</b>	<p>Reception Children go out to play and lunch and return to the building via the Reception classroom Door and then garden and access the same toilets throughout the day.</p> <p>Y1/2 Children go out to play and lunch and return to the building via the Rainbow Room Door (propped open) and access the same toilets throughout the day.</p> <p>Y3/4 go out to play and lunch and return to the building via the Y3/4 Classroom and access the same toilets throughout the day.</p>		Eliminated contact at varied entry and exit points
<b>Access to outdoor areas during curriculum time</b>	<p>If staff are intending to use the outdoor space during curriculum time - which is to be encouraged as much as possible - they must ensure other groups know when/where they will be located. This should be indicated on the noticeboard in the staff room.</p> <p>Groups must not occupy an outdoor space within 2m of another working group.</p>	<p>Staff to be aware that they need to indicate in staffroom where and when they intend to be using outdoor learning spaces.</p> <p>Visual risk assessments by adults will be made to inform decisions about safe movement if children leave the room and it was not planned.</p>	

Each group has a playtime equipment box for their own use only.  
Hands washed before snack and lunch and after returning from any time outdoors.

### Appendix 1i: Specific Risk Assessment: Staff Communal Space BFS

Key Issue	How it will work	Measures to Implement	Review
<b>School Staff Room is too small to allow recommended 2m social distancing</b>	<p>In order to provide a safe social area for staff to take breaks and have lunch in a social manner and help maintain positive relationships and mental health, Staff will use the entrance foyer space to sit for breaks and lunch time.</p> <p>Staff will have access to existing staffroom (currently acting as SLT workspace) for fridge and kettle and to make refreshments etc.</p>	<p>Seating to be moved to allow a comfortable social space for staff to sit and take breaks and eat lunch including table space.</p> <p>Access to existing staffroom for kettle/fridge etc</p> <p>Staff to be aware of others accessing the normal staff room space at the same time and avoid congregating here.</p> <p>Staff communal area to be in the entrance foyer</p> <p>No gathering in the normal staff room space – only to be used to make drinks, access fridge or sit in groups of 2 or less.</p>	
<b>Staff to take collective responsibility to sanitise wipeable areas such as tables after use</b>	<p>If staff are using table space in communal staff area, they should wipe down with sanitiser after use</p>	<p>Sanitiser available for staff use.</p> <p>Staff communal area is regularly cleaned and staff take collective responsibility for this.</p>	
<b>Staff to use own sealed mug/cup for hot drinks and all staff responsible for washing/cleaning own cups and cutlery /crockery etc.</b>	<p>All staff who wish to make and consume hot drinks in school to bring their own personal sealable mug/cup which is to remain with the staff member.</p> <p>All staff to take responsibility for washing any cutlery/crockery and putting away.</p>	<p>Staff responsible for their own cup/mug and will not leave these in communal areas.</p> <p>Staff will wash and put away any school cutlery/crockery after use.</p> <p>Cutlery and crockery is de-cluttered and minimal allowing for more thorough cleaning to take place more easily.</p>	

## Appendix 1j: Specific Risk Assessment: Working Across Two Schools or no assigned group BFS / CFS

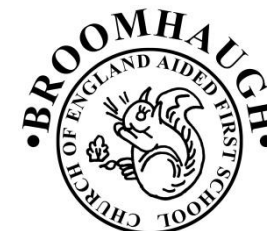
Key Issue	How it will work	Measures to Implement	Review
<b>Opening and closing buildings</b>	At BFS Andy will open the building prior to staff arriving at 7:15am and will lock the building at 6pm and should not make contact with staff or children.	<ul style="list-style-type: none"> <li>- Hands washed / sanitised on leaving a building and once again on re-entering a building.</li> <li>- If staff are onsite social distancing to be observed.</li> <li>- building closed to pupils and staff at 5:45pm daily.</li> </ul> <p>Key holders CFS – J Ainsley and Andy Gardener Key holders BFS – as above plus Sarah Gray – Diane Harrison</p> <p><del>SLT locking building most evenings to AG needing to return unless other duties need completing once main building is ready for closure.</del> 4.6.20</p>	
<b>Contact with children</b>	<p><del>Staff who are not assigned a bubble need to limit movement and interactions between groups.</del></p> <p>Regular handwashing, sanitising must take place if any staff are moving between assigned groups.</p>	<p><del>Movement between groups and “bubbles” to be limited to essential need. (Health and safety or providing requested support)</del></p> <p><del>JA/SG to complete a maximum of one daily check in with each bubble – washing</del></p> <p><b>UPDATE</b> <b>Classroom doors to remain open so if messages or information needing to be shared by staff outside of the bubble – SLT / office staff / squirrels for example, can be shared in a socially distanced manner outside of the main base of the bubbles.</b></p>	
<b>Movement between schools</b>	JA/SG may need to move between the schools in one day. AG may have tasks to complete at BFS	<p>Hands washed / sanitised on leaving a building and once again on re-entering a building.</p> <p><del>JA/SG to limit travel – Neither school should be entered more than twice in a day by switching locations.</del></p> <p>AG only to return to Broomhaugh through the day for essential health and safety emergencies.</p> <p><del>Clarified at SDM 3.6.20</del></p> <p>Each day it will be <b>intended that JA and SG are in different buildings – will not be travelling between to work together</b> but cannot say will not move to our other school in the event of unforeseen circumstances.</p>	

<b>Playtime / lunchtime</b>	Staff not assigned a group should not be the first point of call for first aid but can and will support in supervision over groups while they are outdoors if required.	Maintain social distance where possible with children – PPE available and regular handwash <del>1.6.20</del> <del>LUNCH – Gillian eyes on KW group following concern over eyes being on from a reception bubble staff member and SD Mon and Friday.</del>	
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## September 2020 Procedures for Parents/Carers and Children

Before we welcome all of our children back to school in September, please familiarise yourself with these procedures so that we can all help to minimize any risks for our children, staff and families. It is vital that all families stick to the arrangements outlined below which coincide with our risk assessments in place. Thank you for your continued support with this.

Children will be in a class 'bubble'. Each bubble has a maximum capacity of 30 children. Each bubble will have their classroom and specified toilets that are only used by this group.



Key Point	Information	Notes for Parents/Carers
<b>Drop off and Pick up arrangements</b>	<p><b>DROP OFF TIME FROM 8:50 – 8:55AM</b>  Enter school grounds via the steps/path near the main school entrance at the front of school.  Parents to socially distance - leave children at the bottom of the path where a member of staff will be waiting. Wave children up the path.  A member of their class staff will greet them on the playground.  <b>Your child should enter through the following doors from the playground.</b>  <b>Y3/4 - Classroom door up the ramp.</b>  <b>Y1/2 – Door through Rainbow Room.</b>  <b>RECEPTION CHILDREN WILL ENTER SCHOOL THROUGH THE MAIN ENTRANCE. PLEASE LEAVE YOUR CHILD AT THE BOTTOM OF THE STEPS. THEY WILL BE GREETED AT THE DOOR BY RECEPTION STAFF.</b>  Parents/Carers, please leave the school grounds the way you came in.</p> <p><b>PICK UP - GATES OPEN AT 3:00. CHILDREN DISMISSED AT 3:15PM</b>  Enter school grounds via the main school entrance at the front of school  Gates open at 3pm for parents to access yard and wait at a safe social distance.  Parents to socially distance when walking up the path to the playground. Please stand 2m apart while waiting on the playground for your child.  Your child will be dismissed by staff from their allocated door.  Please stay where you are and staff will send your child to you.</p>	<ul style="list-style-type: none"> <li>• Only 1 adult to drop off child/ren wherever possible</li> <li>• PLEASE stick to your drop off/pick up time and place</li> <li>• PLEASE maintain social distance from other families dropping off</li> <li>• PLEASE DO NOT congregate or stand in groups whilst on school grounds</li> <li>• PLEASE leave the premises immediately after drop off and pick up</li> <li>• Please be courteous and patient towards other parents/carers while they pick up their children.</li> </ul> <p><b>If you have more than 1 child to drop off or collect, please drop the youngest off first and then make your way to the second drop off point. Please leave school grounds</b></p>

	<p><b>Y3/4 Parents/Carers to wait at the top of the playground socially distanced near the grass bank.</b></p> <p><b>Y1/2 Parents/Carers to wait on the flagstones/path near the shelter.</b></p> <p><b>Please be courteous and do not gather or block the gate at the top of the path to allow other to arrive and leave the premises promptly.</b></p> <p><b>RECEPTION CHILDREN WILL LEAVE SCHOOL THROUGH THE MAIN ENTRANCE. PLEASE WAIT AT THE BOTTOM OF THE STEPS. STAFF WILL DISMISS YOUR CHILD AND WILL SEND THEM TO YOU.</b></p> <p>All playground collections to be made by 3:25pm and playground gate relocked.</p>	<b>the way you came in.</b>
<b>Uniform</b>	<p>Children should wear normal school uniform including school shoes.</p> <p>Uniform should be washed regularly.</p> <p><b>Reception children need an extra, clean change of clothes in case they need to be changed.</b></p>	We have some washed preloved/worn uniform available in school. Please contact the school office via phone/email if you would like to enquire about sizes.
<b>P.E. Kit</b>	<p>All children will need their full P.E. kit in school including a pair of trainers.</p> <p>Please send in P.E. kit on the first day in a clean bag (as small as possible). This bag will stay on your child's peg to avoid belongings being brought in and out of school.</p> <p>P.E. kits and will come home to be washed at the end of the half term.</p>	<p>We want the children to be outdoors and active as much as possible.</p> <p><b>PLEASE help by ensuring they have suitable footwear –</b></p>
<b>Lunch</b>	<p>School Lunches will be available for all children.</p> <p>Children in <b>Reception, Year 1 and Year 2</b> are entitled to Universal Free School Meals and we would like all children to take this option unless absolutely necessary E.g. they have very specific dietary/medical needs.</p> <p>It would also be preferable for children in Year 3 and Year 4 to take the school meal option unless absolutely necessary E.g. they have very specific dietary/medical needs.</p> <p>To limit the belongings coming in and out of school (packed lunch boxes and bags coming in/out daily).</p>	<b>Please support us wherever possible by ensuring your child takes a school lunch.</b>
<b>Water Bottles &amp; Snack</b>	<p>Please send your child in to school with a clean, named water bottle filled with water each day.</p> <p>Children in Reception, Year 1 and Year 2 will be provided with a piece of school fruit each day provided via the government scheme but all children including years Year 3</p>	<p>Water bottles should be thoroughly washed each day.</p> <p>Please <b>DO NOT</b> send fruit in plastic tubs. Single pieces of fruit only.</p>



	and Year 4 may bring in a single piece of fruit daily for snack.	
<b>Book Bags</b>	<b>School reading books will be changed once per week. Your class teachers will let you know your child's day by the end of the first week back. You only need to bring your child's book bag on their book changing day. All other days, please DO NOT bring any other bags/belongings in to school.</b>	Book bags may come in to contact with those from other households whilst in school. You may wish to keep it in a garage or allocated space when you get home.
<b>Messages, Letters and Money etc</b>	<b>All communication from parents/carers should be via phone or via email wherever possible. This includes letters and permission etc – we will send as much as we can via ParentMail emails and ParentMail forms.</b> Where this is not possible and a parent/carer needs to come to the office for any reason e.g. handing over medicines or medical forms etc. they should use the hand sanitiser available on entry. Parents should communicate with office staff from a safe distance (1m+). Office staff will then collect and check information handed over.	<b>Children should only be in school if they are 100% well.</b> Medicines as described here are those prescribed by a doctor for known medical conditions such as inhalers for asthma or epi pens/antihistamine for allergies etc.
<b>Resources in School</b>	<b>Classrooms have been de-cluttered and surfaces cleared etc. as much as possible.</b>  <b>All children within the class bubble will have access to the resources needed for learning – pencils, pens, rubbers, books, counters, glue sticks etc.</b>  <b>These resources will only be accessible to the children and staff working in their group (max 30 children).</b>  <b>There is an active programme for washing and hygiene; all children will be directed to wash their hands regularly and have access to foam hand sanitiser.</b>	<ul style="list-style-type: none"> <li>• As we are sure you understand, young children they will touch the same surfaces and equipment etc. For a class to function effectively and for children to engage in effective learning, we need to be together.</li> <li>• Tables will not be split and divided but will be spread out and wherever possible will not face each other.</li> <li>• Where children sit together on the carpet they will be side by side not face to face and this will be minimal and for short periods of time.</li> <li>• Physical contact will be discouraged wherever possible.</li> </ul>
<b>Cleaning</b>	Tables / equipment will be wiped down between sessions or in the event of a child coughing or sneezing on a surface. Door handles /touch points/ taps / soap dispensers and regularly accessed areas will be wiped down throughout the day (not just at the end of the day).	

<b>Respirator y and hand hygiene</b>	<p>A supply of tissues is readily available in the classrooms and children will be encouraged to carry a tissue.</p> <p>Catch it – Bin it – Kill it strategy will be reinforced and used with children.</p> <p>Where coughs and sneezes are not ‘caught’ in tissues surfaces will be wiped.</p> <p>Sanitiser foam will be available as well as handwashing.</p>	<ul style="list-style-type: none"> <li>• <b>Please show your children how to wash their hands properly and continue to reinforce at home the importance.</b></li> <li>• <b>Please send a labelled hand cream to stay in school if your child suffers from dry skin or you are concerned the excess washing may make their hands sore.</b></li> <li>• <b>Please reinforce the Catch it - Bin it - Kill it strategy:</b></li> <li>• <b>Catch a cough or sneeze in a tissue / put the tissue in a waste bin / wash hands.</b></li> </ul>
<b>Playtimes and Lunchtimes</b>	<p>The children will stay in their bubble group during lunchtime and playtimes. They will not be allowed to mix with children from other groups within 2m.</p> <p>There will be a rota for where the children can play at playtime and lunchtime.</p> <p>The large equipment on the field will be on a rota for groups.</p> <p>The children will have use of the playground, field and secret garden.</p> <p>Staff will be able to take the children outdoors during curriculum time too.</p> <p>Each bubble has an outdoor play kit which only their bubble will use including balls, skipping roles, bats, games etc.</p>	<p><b>We are a school, and our children are young and sociable. They will be able to talk to children in other groups and wave from a safe distance etc. when outside.</b></p> <p><b>There will be marked zones for the group to make sure we are following the guidelines we have been asked to aim to maintain and keep everybody as safe as possible.</b></p>





# APPENDIX 3: OPENING INFORMATION SEPTEMBER 2020

## September 2020 School Provision

Key Issue	How it will work	How we need you to help	Risk Assessment
<b>School Drop Off in the morning</b>	<p>You will be given clear instructions about where to enter the premises and will be staffed accordingly.</p> <p>Families will be heading to different locations to enter and pupils will go straight into the building on arrival – no gathering to wait for the bell. Entry will begin from 8:50am and we will ask all to ensure they have dropped off by 8:55am</p>	<p>We ask that only 1 adult brings their child/children to school and wherever possible siblings remain at home if it is safe – although we recognise this may not be possible for all families.</p> <p>As adults please operate social distancing when entering school premises. We will not be marking 2 metre distances. Please do not gather outside school following drop off.</p>	<p>Parents to be courteous and avoid gathering to avoid congestion</p> <p>Varied doors for entry</p> <p>No gathering on the playground.</p>
<b>Teaching in classrooms</b>	<p>Maximum group of 30 children in a class 'bubble'. Tables will be spread out and where possible, children will use the same table space each lesson.</p> <p>Where children sit together on the carpet they will be side by side not face to face and this will be minimal and for short periods of time.</p> <p>Teachers will not plan activities which require children to touch (hand holding circle games etc) Physical contact will be discouraged.</p>	<p>Please explain to your children although they will be excited to see each other cuddling our friends is not how we should greet each other when we say hello.</p> <p>We ask that when your children come into school it is <b>vital you continue to follow the social distancing expected when they are not in school</b>. If your children have been mixing with lots of friends and family throughout the Summer and beyond, they need to be reminded about safety measures.</p> <p>The more groups your children mix with outside of their class bubble, the more the risk of them carrying the virus into school will be increased.</p>	<p>Under lockdown and through wider school opening, all staff and children remained healthy following these procedures.</p>
<b>Whole School Worship – (assemblies)</b>		<b>Whole school gatherings will not take place for the foreseeable future.</b>	
<b>Outdoor play</b>	<p>Children will undertake outdoor learning, break times and play at lunchtime in designated areas and will only mix with the children within their group of up to 30.</p> <p>Each group of 30 will have their own equipment allocated just for their group.</p>	<p>You can help us prepare the children by explaining they will not be able to play with children from other classes.</p>	<p>Under lockdown all staff and children remained healthy following these procedures.</p>

<b>Lunch</b>	Lunches will be staggered in the hall. Children will be sat with their group and food will either be delivered to the table by allocated lunch staff (younger pupils) and as a self-serve from the hatch (older pupils)	You can help us by your child taking a school dinner so we minimise the number of things needing to be brought into school (including packed lunch boxes)	Limited child movement around the hall.
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<b>School Collection</b>	<p>You will be given clear instructions about where to go to collect your child/ren and what time.</p> <p>Teachers will have all children ready for collection with all belongings to ensure they can leave immediately and no children can play in the school grounds when collected – children must leave premises immediately.</p>	<p>We ask that only 1 adult collects their child/children from school and wherever possible siblings remain at home if it is safe.</p> <p>As adults please operate social distancing when on school premises. We will not be marking 2 metre distances. Please do not allow your child to play in the premises once collected and do not gather outside school following collection.</p>	No gathering on the playground after school.
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### Further Important Information

Key Issue	How it will work	How we need you to help	Risk Assessment
<b>Toilets</b>	Each group of 30 will share their own allocated toilet space – not shared with other groups.	Please send spare clothes to stay at school so your child can be dressed in their own clothes in the event of them having a toilet accident.	No more than 30 children sharing a toilet facility.
<b>Handwashing</b>	<p>As a routine children will be washing their hands at least 5 times during the school day</p> <ol style="list-style-type: none"> <li>1. On entry to school.</li> <li>2. Before snack.</li> <li>3. On returning to the classroom from outdoor play/break time.</li> <li>4. Before lunch.</li> <li>5. On returning to the classroom from outdoor play/break time</li> </ol> <p>Foam hand sanitiser dispensers have been installed for each class to also aid hand hygiene.</p>	<p>Please show your children how to wash their hands properly and reinforce at home the importance.</p> <p>Please send a labelled hand cream to stay in school if your child suffers from dry skin or you are concerned the excess washing may make their hands sore.</p>	Regular / monitored hand washing.
<b>Cleaning</b>	<p>Tables / equipment will be wiped down between sessions or in the event of a child coughing or sneezing on a surface.</p> <p>Door handles / taps / soap dispensers and regularly accessed areas will be wiped down through the day (not just at the end of the day).</p>		Each group have safe, appropriate cleaning products and staff have a regular cleaning schedule in place.
<b>Respiratory and</b>	A supply of tissues is readily available in the classrooms and	Please reinforce the Catch it - Bin it - Kill it strategy:	Strategy taught.

<b>hand hygiene</b>	children will be encouraged to carry a tissue. Catch it – Bin it – Kill it strategy will be reinforced and used with children. Where coughs and sneezes are not ‘caught’ in tissues surfaces will be wiped. Sanitiser foam will be used following handwashing.	Catch a cough or sneeze in a tissue / put the tissue in a waste bin / wash hands.	Tissues available. Handwashing/surface cleaning and sanitisers utilised.
<b>Uniform</b>	Children should return in normal uniform. Children <b>will</b> need PE kits in school.	Please ensure uniform is cleaned regularly.  Please ensure your child’s name is on <b>all</b> their uniform.	Parents aware of making sure uniform is clean and changed regularly. Parents know all children need a full P.E. kit in school.
<b>Snack / Milk / water bottle</b>	Snack and milk will be reordered and available in school from September (deliveries permitting). All children must have their own <b>labelled</b> water bottle – so there will be no sharing of cups.	Please ensure your child brings their water bottle to school each day.	Sterilised cups will be used if bottles are forgotten.
<b>Reading Books</b>	Parents will be directed to return reading books to a labelled box so they can be quarantined before recirculating to other homes.	Please do not spray or wipe any books your child brings home with liquids. If you do not want to take books from school home you will be able to access online levelled reading books.	Books quarantined as advised.

## APPENDIX 4: COVID 19 TESTING AND CONFIRMED CASES

### Appendix 4a: Procedures: COVID Testing and Confirmed Cases

During full lockdown staff, children and/or members of their families were involved in taking tests for COVID19 symptoms. Thankfully each test returned as negative and results were known mostly within 24 hours. As we invite more children to school it is vital tests continue to take place and if any family has concerns or symptoms and we will encourage testing.

#### Children do not need to be out of school if a member of their group is being tested.

The child, staff or family member with symptoms will not be in attendance and the group's base area will have been thoroughly cleaned since their last attendance. Tests cannot be accessed for the rest of the group until a result is known so a child remaining at home will not change the outcome of the awaited result – but may make a child anxious as to why they cannot go into school. No action can be taken by the family unless a positive result is returned so informing families of all testing has no benefits but does have the possible effect of causing unnecessary anxiety as testing becomes more and more frequent and available to us all. Please take time to read and ensure you are happy with the procedure below if and when your child is returning to school.

Key Issue	Procedure	Who is informed	Rationale
School are informed a child or a member of the child's household has symptoms.	Family isolate following government isolation guidance until they can access a test. <b>THEY DO NOT ATTEND SCHOOL</b> Test results are reported to school as soon as received. Appropriate action is taken following DfE guidance shared below.	<b>Staff</b> in the setting will be informed if a child is not in school while waiting for a test result for them or their family. <b>Staff and families</b> will be informed of a positive test result immediately so swift action can be taken and they can also access testing and follow the DfE guidance shared below.	<b>Staff</b> need to know why a child is absent. <b>Staff and families</b> need to follow a procedure in the event of a positive test result. Testing will become regular and frequent and informing parents of all tests is not beneficial and may cause a lot of anxiety.
AS ABOVE but FAMILY ARE CHOOSING NOT TO TAKE A TEST and choose to isolate for advised periods.	Family isolate following government isolation guidance. <b>THEY DO NOT ATTEND SCHOOL</b>	<b>Staff and families</b> will be informed of an isolating family from their group who are choosing not to take a test. In the absence of a test to confirm or rule out symptoms staff and families need the option to access testing.	All families will be highly encouraged to access a test to rule out or confirm cases where symptoms are present but if they choose not to <b>staff and families need to know if there are unconfirmed, but possible suspected symptoms being experienced by one of their child's group or a family member of a child in their group.</b>
School Staff or a member of their family has suspected symptoms.	Staff isolate following government isolation guidance until they can access a test. <b>THEY DO NOT ATTEND SCHOOL</b> Test results are reported to school as soon as received.	<b>Staff</b> in the setting will be informed if a colleague is not in school while waiting for a test result for them or their family. <b>Staff and families</b> will be informed of a positive test results immediately so swift action can be taken and they can also access	<b>Staff</b> need to know why a colleague is absent. <b>Staff and families</b> need to follow a procedure in the event of a positive test result. Testing will become regular and frequent and informing parents of all tests is not beneficial and may cause a lot of anxiety.



	Appropriate action is taken following DfE guidance shared below.	testing and follow the DfE guidance shared below.	
<b>A child or adult becomes unwell at school with COVID19 symptoms.</b>	Appropriate action is taken following DfE guidance shared below including – immediate isolation / collection and appropriate cleaning undertaken immediately.	<b>Staff and families</b> will be informed that day of actions taken if a suspected case is being tested. <b>Children</b> will be told in a very age appropriate way if one of their friends or teacher is feeling poorly and are heading home to get better.	Where families may become aware if children/staff are sent home we want to avoid any anxiety this may cause by not sharing information clearly. Clear advice will still be given about no recommended action to be taken until any test result are received but <b>results of a test in this case will be shared with families if negative – as well as if positive.</b>

## Information prepared taking into account guidance from:

### [Coronavirus \(COVID-19\): Implementing protective measures in education and childcare settings](#)

#### **In the event of a suspected or confirmed case of coronavirus in our school.**

When a child, young person or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 14 days – **OR THE MOST UP TO DATE NUMBER OF DAYS ON PUBLISHED ADVICE**. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario – which can end isolation if the result returns as negative.

Where the child, young person or staff member tests negative, they can return to their setting **IF THEY ARE 100% WELL AND HAVE NO FURTHER SYMPTOMS**. Their fellow household members can end their self-isolation.

Where a child, young person or staff member tests positive, **ALL FAMILIES USING THE SETTING AND STAFF WILL BE INFORMED.**

**The group (of the confirmed case) will be sent home and advised to self-isolate for 14 days and encouraged to access the testing facility available as a negative result can end their isolation and uncertainty.** The other household members of the group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise school on the most appropriate action to take. In some cases a larger number of other children may be asked to self-isolate at home

as a precautionary measure – perhaps the whole year group or site as advised. We are observing guidance on infection prevention and control, which will reduce risk of transmission so closure of the whole setting will not generally be necessary.

## **ACCESSING TESTING:**

Self-referral you can order a home test or a test at a regional test site using

<https://self-referral.test-for-coronavirus.service.gov.uk/>

Further information about testing can be found at:

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested#arrange-a-test>

**Employer Referral Portal** – we have registered for this service so if members of staff need any support in accessing testing the senior leadership team will be able to support this process.

## **Information prepared taking into account guidance from:**

**[Coronavirus \(COVID-19\): Implementing protective measures in education and childcare settings](#)**

### **What happens if someone becomes unwell at an educational or childcare setting?**

If anyone in an education or childcare setting 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 the

[COVID-19: guidance for households with possible coronavirus infection guidance.](#)

### Stay at Home guidance for households: current guidelines illustrated

Criteria and guidance applied as of 17/03/2020

Incubation period = maximum 14 days

Day 1 is the first day of symptoms

The 14-day period starts from the day when the first person in the house became ill

If you live with others and you are the first in the household to have symptoms of coronavirus, then you must stay at home for 7 days

If anyone else in the household starts displaying symptoms, they stay at home for 7 days from when their symptoms appeared, regardless of what day they are on in the original 14-day isolation period.

Household members who remain well stay in self isolation for 14 days due to maximum incubation period, calculated from day 1 of first symptomatic person

Household members do **not** need to restart the clock if other members become symptomatic during the 14 days self-isolation

DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
Person in household																					
Example household 1																					
A	X																				
B																					
C																					
D																					
Example household 2																					
A	X																				
B																					
C																					
D																					

Key: X = when illness started - first day of symptoms  
✓ = allowed to go out again

If a child is awaiting collection, they will be moved to a place where they can be isolated appropriately. If they need to go to the bathroom while waiting to be collected it will be cleaned and disinfected using standard cleaning products before being used by anyone else. PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained. In an emergency, call 999 if they are seriously ill or injured or their life is at risk.

If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. We will follow [COVID-19: cleaning of non-healthcare settings guidance](#) in cleaning after a suspected case.

This guidance has been revised (13.08.20) to reflect the increased stay at home period to 10 days in Covid-symptomatic people. New guidance is here

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection#self-isolation>

current link to days required for isolation