



SCHOOL RISK ASSESSMENT & ACTION PLAN FOR OPERATING IN A COVID-SECURE MANNER

Updated 1st October 2020

This document details the risk control measures we have in place to operate as a Primary school in a Covid-secure manner. It covers the measures we will follow above and beyond the usual control measures in place, such as hygiene during food preparation or intimate care. All measures and guidance is subject to change at short notice or with immediate effect and as such, any changes will be communicated to the school community as appropriate.

The measures listed, that are workable in our school, are based on current government guidance:

- [Guidance for full opening: schools](#)
- [Guidance for full opening: special schools](#) (this includes guidance on children with EHC plans that should be useful for mainstream schools as well)
- [Actions for early years and childcare providers during the coronavirus outbreak](#)
- [Actions for education settings to prepare for wider opening](#)
- [Implementing preventative measures in education settings](#)
- [Planning guide for early years and childcare settings](#)
- [Planning guide for primary schools](#)
- [Safe working in education settings](#)

The hazards, issues and situations identified might affect children, staff, parents, contractors and visitors. Therefore, all these groups should make themselves familiar with all aspects of this risk assessment/action plan. School staff will support children in the implementation of this action plan.



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1	<ul style="list-style-type: none"> • Contact with someone suffering from coronavirus • Need for an individual to be isolated 	<ul style="list-style-type: none"> ➤ <u>CHILDREN, STAFF AND PARENTS MUST NOT COME TO SCHOOL UNDER ANY CIRCUMSTANCES IF THEY ARE DISPLAYING THE SYMPTOMS OF CORONAVIRUS CURRENTLY DESCRIBED BY THE NHS AT https://www.nhs.uk/conditions/coronavirus-covid-19/</u> ➤ <u>IF A SYMPTOMATIC COMES INTO SCHOOL, THEY WILL BE SENT HOME IMMEDIATELY OR ISOLATED UNTIL THEY CAN BE PICKED UP. SCHOOL'S DECISION REGARDING THIS IS FINAL.</u> ➤ Everyone will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this, including simple flow diagrams and links to the official NHS and Government guidance. Links to the official NHS guidance and online symptom checker are shared regularly and on the homepage of the school website. ➤ Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process. ➤ From 17.09.2020 we have to report positive cases to the DfE. When there is a confirmed case in our school setting (our children or staff), we will call the DfE's helpline and we will then be directed to the dedicated NHS advice team for nurseries, schools and colleges with confirmed cases. From 17.09.2020, this service can be reached by calling DfE's existing helpline on 0800 046 8687 and selecting the option for reporting a positive case. The line will be open Monday to Friday from 8am to 6pm, and 10am to 4pm on Saturdays and Sundays. We only do this if we have a confirmed case of coronavirus (COVID-19) within our school. We will be put through to a team of advisors who will inform us what action is needed based on the latest public health advice, and work through a risk assessment to identify close contacts. ➤ The HPT reporting arrangements were amended on 30.09.2020. We continue to maintain a local record of child and staff absences. School only informs the LCC Heath Protection Team (HPT) of confirmed positive cases. New positive results should be communicated to the HPT as they come through so the HPT can manage them promptly. For any positive results, the HPT ask about symptoms, confirmation of isolation and information about



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	<p>the bubble. The HPT can provide information and advice and work with the school to decide about relevant closures or other changes.</p> <ul style="list-style-type: none"> ➤ Staff will be informed of cases where children and staff are isolating due to showing symptoms themselves, symptoms in the household or direction by Test and Trace. Results of tests will be communicated. In the event of a positive test, procedures are dictated by the Lincolnshire Health Protection Team, including any reporting to parents. ➤ The designated isolation room is the Rainbow Room (located next to the Library and opposite the Y3 classroom). Should it be in use when needed for isolation, it must be vacated immediately. It should be accessed via the route which minimises potential contact with others, which may be via an outside route. If the child needs the bathroom they will use the disabled toilet, which then becomes out of use until appropriately cleaned and disinfected. As is the case for all medical situations, 999 will be called if the person is seriously ill or injured or their life is at risk. ➤ In the case of a symptomatic child who needs to be supervised before being picked up: <ul style="list-style-type: none"> • Where possible staff will supervise by the door of the Rainbow Room. If a distance of 2m cannot be maintained, supervising staff will wear a fluid-resistant face covering. Staff will ensure that they are discrete and that the dignity and privacy of the child is maintained and respected. • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection ➤ Supervising staff will wash their hands thoroughly for 20 seconds after the child has been picked up. A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance.



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	<ul style="list-style-type: none"> ➤ If home testing kits eventually become available in school as has been indicated by the Government, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, <u>if</u> providing one will increase the likelihood of them getting tested. ➤ If the school becomes aware that a child or a staff member has tested positive for coronavirus, the school will contact the local health protection team. The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate. ➤ To help with this, records will be kept of the children and staff in each group and any close contact that takes place between children and staff in different groups. Close contact means: <ul style="list-style-type: none"> • Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> ○ Being coughed on, ○ A face-to-face conversation, or ○ Unprotected physical contact (skin-to-skin) • Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person • Travelling in a small car with an infected person ➤ If there are multiple cases in a short space of time, or an overall rise in sickness absence where coronavirus is suspected, the school will be directed by the local health protection team if additional action is needed. Any advice given by the team will be followed.



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2	<ul style="list-style-type: none"> • Contact with coronavirus when getting to and from school • Arrival and departure arrangements for children 	<ul style="list-style-type: none"> ➤ As encouraged by the Government, everyone is asked to avoid taking public transport during peak times if possible. Instead, where possible, everyone should walk, cycle or travel by private car. Anyone who needs to take public transport should refer to government guidance. ➤ All access for children will be through the playground gate(s). There will be no access whatsoever through the 'top' gate, which will remain locked. ➤ Parents and children are welcome to wear face coverings on arrival and departure if they wish. ➤ No parents are permitted on site whatsoever through the gates at morning drop off. The exception to this is parents of our new Reception children Thursday 3rd September – Friday 11th September inclusive, who may accompany their children to the outside door of the Reception classroom. ➤ The car park will be coned off approximately 5-10 minutes before the first arrival slot until the end of the arrival period to allow a larger safe area around the school gates and to prevent unauthorised access during drop-off. Cones will be moved only to allow access for those parents who have been issued permits by the office. Only the Site Manager, Headteacher or designated member of staff may move cones. ➤ The Headteacher and/or Site Manager will be outside to oversee arrival and direct as necessary. Queuing parents and children should do so respecting 2m social distance. This should be alongside the green fence, unless directed otherwise. Parents and children should try not to arrive early, but if they do, they must wait away from the gate/green fencing (e.g. on the grass mound). ➤ Start and finish times will be staggered, as advised by the Government. The times will be kept under review and may be subject to change. ➤ All siblings are to arrive together in the earliest allocated slot below. Teachers will be in ready to receive children from 8:30am. ➤ Arrival times (under constant review): Y6, Y5, Y4 and Y1: 8:30am-8:40am



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	<p>Y3, Y2 and Rec: 8:40am-8:50am</p> <ul style="list-style-type: none"> ➤ Children will come in through the playground gate and go straight to their classroom outside door. Y1 and Reception go up the path alongside the Mobile to the doors under the long canopy. Maintaining a distance between one another, children go straight into the classroom (sanitising on the way in) and are then under the supervision of the classteacher, who will direct organisation for the day ahead (e.g. cloakroom procedures). ➤ Staff will make sure that children are ready to leave at the beginning of the collection slot. Siblings should be ready to leave in the earliest slot for that family. ➤ Departure times (under constant review): Y6, Y5 & Y1 3pm-3:10pm Y4 & Y3 3:10pm-3:20pm Y2 & Rec 3:20pm-3:25pm ➤ The car park will be coned off approximately 5-10 minutes before the first departure slot until the end of the departure period to allow a larger safe area around the school gates and to prevent unauthorised access during collection. ➤ Cones will be moved only to allow access for those parents who have been issued permits by the office. No other parent vehicles must attempt to enter the car park or access road. In the morning, we may ask parents with permits to drop of their child by the cones on the access road to school. A member of staff (e.g. the site manager) will ensure children being dropped off in this manner are able to safely walk to the school gates. ➤ We will continue to discuss access needs with individuals to ensure that we continue to meet the needs of children and parents. ➤ Parents with permits waiting in the car park at the end of the day may need to remain in the car park until 3:25pm to ensure children and parents can leave the site safely whilst maintaining social distance.



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	<ul style="list-style-type: none"> ➤ Staff vehicles may not leave the car park until after 3:30pm. Therefore, staff needing to depart prior to this time will park elsewhere. Only the Site Manager, Headteacher or designated member of staff (as delegated by the Headteacher or Site Manager) may move cones. ➤ Parents can come onto the playground at the end of the day and must wait on a socially distanced place on the playground (as directed by the Site Manager, Headteacher or designated member of staff). Parents must not approach staff, the building or other parents. Y1 and Reception parents will be directed to the path alongside the Mobile. Parents should leave the site immediately when they have collected their children. ➤ All children must be picked up by a parent/carer during the designated slot, apart from Y6 who may walk home themselves with written permission from a parent. No children from any other year group will be allowed to walk home themselves, even with a Y6 sibling. ➤ Y6 will be reminded of their responsibilities to maintain social distancing once out of the care of school. ➤ Communication to parents will remind parents that only one adult will be permitted to collect children from inside school premises (although parents can bring pre-school siblings who must stay with their adult at all times). All parents are expected to adhere to current Government rules regarding social distancing. Parents must make school aware if someone other than a parent is collecting their child. To minimise risk of cross-infection, this should preferably be done by emailing our dedicated attendance email address (attendance@burgschool.org.uk) or, if not possible, by phone. ➤ Children will sanitise on exit from the building. ➤ <i>Although not relevant at the time of writing, in the event that any children require the use of dedicated school transport (i.e. buses, taxis), discussions will be held with the providers to make sure their staff:</i> <ul style="list-style-type: none"> • <i>Follow hygiene rules</i> • <i>Try to keep their distance from passengers where possible</i>



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		<ul style="list-style-type: none"> • <i>Do not work if they or a member of their household are displaying coronavirus symptoms</i> <p><i>In addition, the school will work with providers, children and parents/carers as appropriate to ensure that, wherever possible:</i></p> • <i>Children are grouped together on transport to reflect the groups that are adopted within school</i> • <i>Hand sanitiser is available upon boarding and/or disembarking</i> • <i>There is additional cleaning of vehicles</i> • <i>Queuing and boarding is well organised</i> • <i>Children practise distancing within vehicles</i>
3	<ul style="list-style-type: none"> • Spreading infection due to touch, sneezes and coughs 	<ul style="list-style-type: none"> ➤ Handwashing and sanitising facilities will be provided. These are located throughout the school, including on entry to every classroom from both outside and inside, in or near the entrance to each additional teaching space in school, outside (e.g. the playground shelter, by the PE sheds, in the Reception outside area), in the Hall, in staff spaces, outside the print room and in the Headteacher and Admin offices. ➤ Everyone in school will: <ul style="list-style-type: none"> ○ Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands ○ Clean their hands on arrival, after breaks, on entering and leaving rooms, before and after eating, and after sneezing or coughing ○ Be encouraged not to touch their mouth, eyes and nose



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		<ul style="list-style-type: none"> ○ Use a tissue or elbow to cough or sneeze, and use bins with lids for tissue waste. ○ Ensure tissues actually go in the bins and not on the floor ➤ Children will continue to be encouraged to learn and practise these habits in lessons and be reminded by posters throughout the school. ➤ Help will be available for any children who have trouble cleaning their hands independently. Young children will be supervised during hand washing. ➤ Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out. All staff should support the site manager in maintaining a safe, hygienic environment and report when resources are getting ready to need replenishing. ➤ Bins will be emptied regularly. Bins for tissues should have lids, which all members of the school community should remember to close after use.
4	<ul style="list-style-type: none"> ● Spreading infection through contact with coronavirus on surfaces 	<ul style="list-style-type: none"> ➤ All classrooms, along with strategic locations in school, have a red resource tray containing cleaning supplies and PPE equipment. This is to remain out and visible in the classroom at all times to ensure consistency across rooms. Teachers will inform the Site Manager if cleaning, PPE resources or sanitiser supplies are running low and will not wait until supplies are exhausted. ➤ Staff will regularly (at least twice during the morning and once during the afternoon) clean frequently touched classroom surfaces using standard cleaning products (e.g. spray disinfectant, disinfectant wipes), including: <ul style="list-style-type: none"> ● Door and window handles ● Reception class tables



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	<ul style="list-style-type: none"> • Teaching and learning aids • Books and games and other classroom-based resources • Computer equipment (including keyboards and mouse) • Sports equipment • Hard toys • Telephones following use • Outdoor play equipment • Classroom taps • Light switches <p>➤ Additionally, in the first instance TAs will regularly clean frequently touched surfaces outside the classroom using standard cleaning products (e.g. spray disinfectant, disinfectant wipes) including:</p> <ul style="list-style-type: none"> • Toilet taps and flush buttons • Corridor door handles <p>Should it be deemed necessary (e.g. temporary withdrawal of TAs impacting on children’s learning) the school will consider employing additional persons to support this additional cleaning.</p> <p>➤ Where children are eating packed lunch in their classrooms (Y3-Y6), midday staff will ensure appropriate cleaning has taken place (no leftover food on the floor, tables disinfected etc.)</p>



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	<ul style="list-style-type: none"> ➤ Items that need laundering (e.g. towels, ice pack sleeves) will be washed regularly in accordance with the manufacturer’s instructions, on the warmest water setting permitted. These items will not be shared between children between washes. ➤ Children and parents/carers are asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, PE kits and coats. PE kits should be brought at the beginning of the week and go home after the last PE lesson of the week. ➤ All areas of the school that are used by children and staff will be cleaned thoroughly at the end of the day. The Site Manager will inform the Headteacher if additional staff/hours are needed to do this. ➤ Staff should ensure that all surfaces (including children’s desks, teacher desks and worktops) are kept as clear as possible to allow cleaning to take place. Teachers are responsible for keeping the classroom tidy and clutter free and this is particularly important in the current climate. ➤ Normal protocols regarding Health and Safety still apply, including keeping windowsills completely clear at all times and not having furniture, boxes, books etc. underneath interactive boards and write-on whiteboards at the front of the class. ➤ Any resources shared between groups, such as sports, art and science equipment, will be either: <ul style="list-style-type: none"> • Cleaned frequently and meticulously, and always between groups using them; or • Rotated so they can be unused and out of reach for 72 hours between use by different groups ➤ The same rules will be followed for books and other shared resources that children take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to child education and development. ➤ Resources used by children at school and at home such as reading books and library books will be returned to clearly marked containers to allow them to be left for 72 hours before being returned into circulation.



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	<ul style="list-style-type: none"> ➤ Reading records will be used predominantly to record home reading to reduce handling in school. Staff will continue to teach and hear children read, recording to inform next steps as necessary, but not in home reading records. ➤ Homework books will not go back and forth between school and home. Homework will initially consist of, for example, reading, spellings/key words, tables fact/number facts. In time, other systems will be adopted (e.g. Google Classroom) to support home learning. ➤ Individual and very frequently used equipment, like pens and pencils, will not be shared. ➤ Children’s water bottles and any lunch boxes should go home every day to be washed. ➤ The use of individual resources in Reception class is very difficult. Any shared resources used in Reception class should be able to be cleaned quickly and easily. Where this is not possible, they should be left for 72 hours before being reused. ➤ Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be: <ul style="list-style-type: none"> • Restricted to one user; or • Rotated so it can be unused for 72 hours between use by different individuals ➤ Shared rooms, such as halls and dining areas, will be cleaned between different groups using them. ➤ If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance. ➤ Cleaning supplies in classrooms will be topped up regularly and monitored to make sure they’re not close to running out. Classteachers should inform the Site Manager if classroom supplies (including sanitising stations outside classroom doors) are running low and must not wait until they have been exhausted before informing of this.



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		<ul style="list-style-type: none"> ➤ The marking policy has been reviewed and annotated to ensure children receive the appropriate detailed feedback to their learning whilst minimising the risk of cross infection. Multiple marking and feedback methods are used to ensure children know the next steps in their learning. This is not necessarily detailed written feedback. ➤ Teachers will wash/sanitise their hands and clean surfaces before and after handling children’s books. Children handing in books to be marked should leave them open at the appropriate page to minimise the need for contact. The wearing of gloves does not negate the need to wash hands. Staff may choose to wear a face mask whilst marking books to minimise the risk of gloved/ungloved hands touching the face. ➤ Classteachers may identify named ‘monitors’ in class to collect and distribute books. They must be reminded to maintain hand hygiene at all times.
5	<ul style="list-style-type: none"> • Spreading infection due to excessive contact and mixing between children and staff in classrooms & lessons 	<ul style="list-style-type: none"> ➤ Our experience working with children from Rec-Y6 before the summer have shown that almost all children are able to quickly adapt to new routines, different circumstances and can follow the necessary procedures (e.g. coming to into school themselves, sanitising, maintaining distance around school etc). ➤ At Primary school, as directed by the Government, the Covid-19 secure focus is on operating in fixed groups. Therefore, children will be kept in their class groups of approximately 30 children. ➤ Where children are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers. Our experience suggests that all but potentially the new Reception intake are capable of this. ➤ In Y1-Y6, children will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this. ➤ In Reception class, contact between large numbers of children will be reduced through use of the extensive outside area and effective deployment of adults to minimise group size. Particular emphasis will be placed on the hygiene/cleaning measures noted above in section 4.



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	<ul style="list-style-type: none"> ➤ For physical activity, contact sports will be avoided where possible. Outdoor sports will be prioritised where possible, or the large indoor hall space used where it is not. Distance between children will be maximised as much as possible. ➤ If PE is taking place in the Hall, this will be with a single class and windows and/or the outside door must be opened to allow ventilation. The type of activity taking place indoors should be carefully considered. ➤ At the end of the day, due to siblings departing at different times, it may be necessary for children who have had afternoon PE to go home in their PE kit. Children will bring PE kit home to be washed when it is no longer needed that week. ➤ Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from children and other staff as much as they can (ideally 2 metres apart). Classrooms have been set out to maximise the distance between teachers at the front of the class and the children. At the beginning of the school year, the teacher's 'zone' at the front of the room will be clearly marked so that it is visible to children and staff. The need for the visible marking will be reviewed as time progresses. ➤ In our settings, most staff work consistently with specific groups of children and we minimise movement of staff between classes and groups of children. This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised. ➤ Any children with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene. Additionally, staff working close to children are expected to adhere to '1m+' principles and should strongly consider the use of face shields and face masks where appropriate. This is relevant to adults working within the classroom and also those working with intervention groups. Where possible (e.g. in the smaller teaching rooms) we will also provide transparent screens to separate staff from children. These must be disinfected after use. ➤ Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be



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		<p>kept to a minimum. The guidance that they have been issued will be shared with school to ensure that it at least meets our requirements.</p> <ul style="list-style-type: none"> ➤ Specialists, therapists, clinicians and other support staff for children with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene. The guidance that they have been issued will be shared with school to ensure that it at least meets our requirements. ➤ To open, we must have a stock of intimate care PPE available for care of children. We must also have a stock of PPE available for all staff administering first aid and medication or if tending a child who is displaying suspected symptoms of coronavirus. ➤ Although Government direction says staff and children should not wear face masks, at our school face coverings can be worn if desired by staff and children. These will not be issued as a matter of course other than for administering of first aid as detailed above. We will, of course, keep this under review and will adopt and changes to Government legislation regarding face coverings as necessary.
6	<ul style="list-style-type: none"> • Spreading infection due to excessive contact and mixing between children and staff around and outside of the school 	<ul style="list-style-type: none"> ➤ Children will be kept in the same groups at all times each day, and be kept separate from other groups. Should any after-school clubs begin to run, these will be restricted to single year groups and careful consideration will be given to staffing them to minimise mixing. Clubs will only begin to run if this can be done in a Covid-secure way. ➤ Classes have staggered start and finish times as detailed in section 2. This is to be kept under review and times may change. ➤ Y1-Y3 break time is already separate from Y4-Y6 break time. This will continue and these grouping will also apply at lunchtime. Each class has a designated area of the playground at break and at lunch. Where possible we will use the field, but this is less likely during Autumn and Winter.



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	<ul style="list-style-type: none"> ➤ At break time, children should not play ‘tig’/catching-games which depend on physical contact. Children should be reminded that to stay safe, they should not touch each other. ➤ Reception do not have a morning break. At lunchtime, they will play in their outside area, again preventing mixing with other children. ➤ There will be no physical whole-school gathering for Collective Worship (assembly). Whole school assembly may be streamed across classrooms and class-based assemblies will also take place. Visitors who would normally lead assemblies which make up our Church School distinctive Christian character (e.g. Father Terry and Pastor Colin Bowden) may have a class group/small group from a single class in the hall or in the classroom, continuing to follow hygiene and distancing protocols as the assembly is streamed across classes. The possibility of this will be reviewed on an ongoing basis. ➤ Movement around the school site by all persons will be kept to a minimum. ➤ Children will be supervised at all times to ensure mixing between groups doesn’t occur, and they will be reminded about the rules throughout the day. ➤ We operate a ‘keep left’ policy in corridors. Additionally, children are regularly reminded to step aside to give each other space. ➤ At lunchtime, individual midday staff will be allocated to classes. To allow Reception, Y1 and Y2 to receive hot meals they will eat in the hall, which will be split into 3 separate zones. Y3-Y6 will bring pack-ups and eat in classrooms. Children entitled to Free School Meals can be provided with a pack-up. Y3 eat their packed lunch in their classroom the same time as Reception, Y1 and Y2 are eating in the Hall. ➤ Toilet use will be managed to avoid crowding. Only one boy and girl from each class will access the toilet at time. Reception and Y1 toilets will be unisex, with separate toilets for Y1 and Reception classes, with staff regularly disinfecting touch-points as noted previously.



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	<ul style="list-style-type: none"> ➤ Children of staff members arriving prior to the beginning of the school day must wait, socially distanced, in the school Hall until they go to their classroom at 8:30am, unless their classteacher is happy to receive them. They must not be sent on errands/move around school. ➤ Y2-Y6 girls will use the 'main' girls' toilet. Each year group will be allocated a cubical to minimise the risk of infection between bubbles. Y2 and Y3 boys will use the smaller boys' toilet and cubicles will be assigned to each year group. Y4, Y5 and Y6 boys will use the larger boys' toilet, again with cubicles allocated to each year group. ➤ Staff must not congregate anywhere around school, including staffrooms, corridors, around photocopiers and in classrooms. ➤ The Site Manager has a designated work space in the PPA room. Other staff are not to work at his desk. The PPA room may be used as a workspace with the addition of screens between workstations. Staff should wipe down workstations before and after use. ➤ Staff must maintain Covid-19 hygiene requirements (hand washing/sanitising, disinfecting) before and after using shared work spaces (e.g. PPA room, staff rooms). ➤ We have 3 staff toilets for almost 40 staff. Therefore, staff should ensure that they follow Covid-19 hygiene requirements (handwashing/sanitising, disinfecting) before and after use. ➤ Children must not send messages or bring registers to the office. All classrooms have nearby access to internal telephones. Admin staff will collect and distribute registers. ➤ The Mobile is not to be used as a teaching space in September. Reception, Y1 and Y2 staff are to use the Mobile as their staffroom and the Mobile toilet and are not to use the 'main' staffroom. Y3-Y6 staff are to use the 'main' staff room. Staff should minimise time spent in enclosed shared staff spaces and must maintain distancing at all times.



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	<ul style="list-style-type: none"> ➤ The Headteacher and Site Manger do need to move around the site when children and staff are at school to fulfil their duties. This should be kept to a practically low frequency and they are encouraged to take additional precautions such as the wearing of face masks. ➤ Staff accessing the mobile or Reception children should use the outside route, avoiding the Y1 classroom. The only exception to this is in the event of inclement weather, in which case staff may access Reception via the Y1 'corridor', but not more than absolutely necessary. ➤ At lunchtime, as there are no children in the Y1 classroom, the Y1 corridor may be used by children eating in the hall to access toilets. ➤ Y2 staff accessing the Mobile staff room must use an external route and must not come through the Y1 classroom. ➤ Staff accessing the Mobile or their classroom via an outside route must be mindful of the risk of slips. Mats to wipe feet should be located at entrance points. ➤ Staff are not to enter the office and Headteacher office unless permitted and only if 2m distancing can be maintained. Office furniture has been arranged to facilitate safe working. Staff needing to use the office phone must ensure that they are the only person at the desk and that it is cleaned before and after use. ➤ Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors. ➤ Non-overnight domestic educational visits can take place in the same child groups, but only subject to a separate risk assessment that considers the coronavirus measures in place at the destination. ➤ As noted previously, although Government direction says staff and children should not wear face masks, at our school face coverings can be worn if desired by staff and children. They should be worn as necessary for the administering of first aid as detailed above.



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		<ul style="list-style-type: none"> ➤ An addendum to the behaviour policy has been necessary to modify steps where children may be sent to other classrooms as this is no longer possible. ➤ School will continue to maintain dialogue with after-school childcare (e.g. Sunshine) to ensure that any arrangements for after-school childcare meet current Government guidance. ➤ Children who deliberately and consistently show disregard for the safety of others (including joking about Covid-19 or feigning Covid-19 symptoms) will be considered as a serious breach of the behaviour standards expected at school and will be dealt with seriously in line with current policies and legislation including, where appropriate, exclusion legislation.
7	<ul style="list-style-type: none"> • Spreading infection due to the school environment 	<ul style="list-style-type: none"> ➤ The Site Manager and Headteacher will carry out checks to the premises to make sure the school is up to health and safety standards before opening in September. This will be supported by the Governing Body. Further checks (in addition to statutory testing) will be ongoing. ➤ Fire, first aid and emergency procedures will be continuously reviewed to make sure they can still be followed. A fire evacuation will be carried out at the beginning of term in line with standard operating procedures. Staff will ensure classes are sufficiently distances when assembling outside. Fire exits and extinguishers must never be blocked. It is the responsibility of teachers to ensure that children in their class know the emergency procedures and how to exit their classroom and also other areas of the school (e.g. when at the toilet). ➤ Areas in use will be well ventilated by opening windows and/or outside doors. At least one classroom window or outside door must be open at all times. ➤ The use of the lift will be avoided unless essential. Contact points should be cleaned after use. ➤ Sufficient lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.



	HAZARD / ISSUE / SITUATION	CONTROL MEASURES
		<ul style="list-style-type: none"> ➤ Outdoor space should be used for exercise and breaks where possible, and also for education if appropriate, particularly in EYFS. Jumpstart Jonny, 5-a-day etc. must not take place in classrooms with the whole class. ➤ Y1-Y6 children should have a designated seat and should not move from this unless absolutely necessary. In the event of wet break/lunchtime, children must remain in their usual seat. In the event children do need to sit elsewhere, cleaning of desks and chairs must be carried out first. Children must take their equipment (pencils, pens etc. with them). ➤ The office will either keep their glass partition closed when speaking to visitors or, if deemed necessary, will have a perspex screen across the opening at head & upper body level. Visitors and parents will be reminded to keep their distance, even when addressing office staff through the partition/screen. ➤ All hand driers are turned off and have been replaced with paper towel dispensers. In very warm weather, fans may be used, but only if outside windows/doors are open to provide a supply of fresh, uncontaminated air. Fans must never be used spaces where there is no external air supply.
8	<ul style="list-style-type: none"> • Spreading infection due to excessive contact and mixing in meetings 	<ul style="list-style-type: none"> ➤ Where possible, meetings should be conducted by telephone or using video conferencing. This includes meetings with parents/carers, visitors and governors. Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing. School will always allow visitors to wear face coverings and/or visors. ➤ Staff must not obstruct the office entrance/exit to the school or corridors by holding conversations with one another, parents or visitors in these area. ➤ Staff arrival time is in line with directed time. Staff should not stay on site longer than is necessary to discharge their duties (i.e. please do not spend time inside the school building to socialise). Staff must ensure that they do not unintentionally obstruct cleaning staff from carrying out their role. Furthermore, staff should be out of classrooms by 5pm to allow final cleaning and sanitising to take place. However, to reduce the necessity to take



	HAZARD / ISSUE / SITUATION	CONTROL MEASURES
		<p>work off site, staff may relocate to a workstation in the PPA room (see earlier point) until school closes to staff at 5:30pm.</p>
9	<ul style="list-style-type: none"> Individuals vulnerable to serious infection coming into school 	<ul style="list-style-type: none"> ➤ The school will continue to follow any current government shielding guidance in place to decide who should come into school. If the guidance is paused, all staff and children are expected to come into school, apart from staff who can continue to work from home (e.g. admin staff). ➤ Staff and children who are clinically vulnerable or extremely clinically vulnerable are expected to follow current government guidance regarding attending a place of work and school. This may require the completion of individual risk assessments required by current guidance. ➤ Staff who have not physically attended school since March 2020 will have the opportunity to discuss their return before resuming their role. ➤ Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school should be placed in an on-site role where it's possible to maintain social distancing. It may be necessary to complete individual risk assessments in these cases. ➤ Staff, parents and children are always able to voice any concerns they have. These will be taken on board in the context of what is practically possible in the context of our Primary school and in light of legislation and Government guidance.