



RISK ASSESSMENT FOR the reopening of Stoke Mandeville Combined School in September 2020 Reviewed November 2020 Reviewed 31st December 2020

Assessment written by: Headteacher and reviewed by the Covid Governors Group February 2021

Reviewed March 2021

Date: 21.8.20
 Reviewed 2nd Nov 2020
 Reviewed 31st December 2020
 Reviewed 8th February 2021
 Reviewed 1st March 2021

Who is at risk	Pupils, families of pupils, staff, families of staff, contractors and visitors
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This Risk Assessment has followed the Government Guidance available as of 21st August 2020. It covers the known risks for that period and will be continually reviewed.
 Reviewed 1st November 2020 in light of Government guidance for a second National Lock Down until 2nd December 2020
 Reviewed 31st December 2020 for return to school from January 4th 2021
 Reviewed 8th February 2021
 Reviewed 1st March 2021

Potential Hazard/Risk	Who may be at risk of harm	Government Recommendation	School Measures	Who Responsible	Dates of reviews
Contact with someone suffering coronavirus	Staff Pupils Contractors Visitors	<p>Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans that address the risks identified using the system of controls set out below. Essential measures include:</p> <ul style="list-style-type: none"> a requirement that people who are ill stay at home robust hand and respiratory hygiene enhanced cleaning arrangements active engagement with NHS Test and Trace formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable 	<p>Individuals will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. The Kitchen to be used as an isolation area. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask 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 	<p>HT</p> <p>Staff</p> <p>Staff</p>	



			<p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>Staff will not be permitted to transport symptomatic children home.</p> <p>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.</p>	Site Officer	
			<p>If the school becomes aware that a pupil 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.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> • The pupils and staff in each group • Any close contact that takes place between children and staff in different groups <p>Close contact means:</p> <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 <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p>	<p>HT</p> <p>HT/SLT</p> <p>HT</p>	
Staff to have access to optional testing twice weekly		<p>Rapid testing programme:</p> <p>We will provide staff with a privacy notice so they can consent to testing.</p>	<p>Staff who choose to take Lateral Flow Tests (LFT) to undertake to submit test results to both www.go.uk and to school twice weekly – on a Sunday and Wednesday every week until further notice.</p>		



		<p>Staff will be offered 2 lateral flow tests per week, for use at home.</p> <p>We will ask them to carefully read the government’s guidance on self-administering tests, alongside the instructions in their test kit, to make sure they know how to safely do this.</p> <p>We won’t need to see evidence of a negative test result in order to allow staff to attend school.</p> <p>Any staff members receiving a positive lateral flow test result will be told:</p> <ul style="list-style-type: none"> • To remain at home, take a standard coronavirus (PCR) test and let us know the result (if a home testing kit is available in school, this can be given to them, if they have barriers to accessing testing elsewhere) • That they, and members of their household, should self-isolate in line with the latest government guidance • That they should report their lateral flow test result to NHS Test and Trace <p>As soon as we hear that a staff member has tested positive with a lateral flow test, we will follow the same cleaning measures (laid out above) as if that staff member had been symptomatic while in school.</p> <p>All staff and pupils will continue to follow the measures set out in this risk assessment, even if we’re participating in rapid testing.</p> <p>We will keep accurate records of all test results, and only share health records with the relevant people.</p>			
<p>Contact with coronavirus when getting to and from school</p>	<p>Staff Pupils Parents Community</p>	<p>Measures for arriving at and leaving school</p> <p>We know that travel to school patterns differ greatly between schools. If those patterns allow, schools should consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school. Staggered start and</p>	<p>Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible. Anyone who needs to take public transport will be referred to government guidance.</p>	<p>HT Travel Plan co-ord</p> <p>HID</p>	



		<p>finish times should not reduce the amount of overall teaching time. A staggered start may, for example, include condensing/staggering free periods or break time but retaining the same amount of teaching time, or keeping the length of the day the same but starting and finishing later to avoid rush hour. Schools should consider how to communicate this to parents and remind them about the process that has been agreed for drop off and collection, including that gathering at the school gates and otherwise coming onto the site without an appointment is not allowed. The Department for Education will be supporting schools on how best to communicate with parents and pupils (and staff) on what to expect on their return and the procedures and expectations in relation to the control measures schools have put in place.</p>	<p>Children who have permission from parents to arrive and depart from school independently can do so when written permission from parents has been received. This will in most cases only apply to children in Year 6.</p> <p>Parents who would prefer not to enter the site and wait for their children on the pavement at the front of the school may have their child released to them by sending in written confirmation of their wishes.</p> <p>For dedicated school transport (i.e. buses, minivans), discussions will be held with the providers to make sure their staff:</p> <ul style="list-style-type: none"> • Follow hygiene rules • Try to keep their distance from passengers where possible • Do not work if they or a member of their household are displaying coronavirus symptoms <p>In addition, the school will work with providers, pupils and parents/carers as appropriate to ensure that, wherever possible:</p> <ul style="list-style-type: none"> • Pupils are grouped together on transport to reflect the groups that are adopted within school • Hand sanitiser is available upon boarding and/or disembarking • There is additional cleaning of vehicles 		
Parents/guardians and external visitors on site	Staff Pupils Parents		<p>Clear communication with parents and staff regarding arrangements</p> <p>No parent/guardian to enter site without a pre-arranged appointment (unless dropping off/collecting)</p> <p>Encourage parental communication by telephone</p> <p>School reception area – consider distance between office staff and visitor avoiding face to face communication where possible. Make use of windows/screens as barrier</p> <p>Deliveries made to office to be left in the entrance for moving later</p> <p>Office staff to wear gloves when handling parcels</p> <p>All visitors will receive/view clear guidance on physical distancing and hygiene relevant to the school site upon arrival. Where visits can take place outside of school hours they should</p> <p>Only one visitor to be allowed into the entrance at a time</p>	HT	
Contact with coronavirus when getting to and from school	Staff Pupils Parents	<p>Measures for arriving at and leaving school</p> <p>We know that travel to school patterns differ greatly between schools. If those patterns allow,</p>	<p>Parents/carers dropping off and pick up pupils to follow signage:</p> <ul style="list-style-type: none"> • Their allocated drop off and collection times, with different groups being given different times. Parents to follow the one way 	SLT Staff	



		<p>schools should consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school. Staggered start and finish times should not reduce the amount of overall teaching time. A staggered start may, for example, include condensing/staggering free periods or break time but retaining the same amount of teaching time, or keeping the length of the day the same but starting and finishing later to avoid rush hour. Schools should consider how to communicate this to parents and remind them about the process that has been agreed for drop off and collection, including that gathering at the school gates and otherwise coming onto the site without an appointment is not allowed.</p>	<p>system around the school and avoid creating groups for chatting as far as possible.</p> <ul style="list-style-type: none"> • That only one parent/carer should attend • Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment • Parents will be requested to remain socially distanced from each other and to wear a mask while on school site either inside or outside the building. • Staff will be asked to wear a mask where contact with other adults outside the class bubble will occur (at the start and end of the school day) 		
Contact with coronavirus when getting to and from school	Staff Pupils	<p>Schools should also have a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them. Pupils must be instructed not to touch the front of their face covering during use or when removing it. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Guidance on <u>safe working in education, childcare and children's social care</u> provides more advice.</p>	<p>Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. If they're using disposable face coverings, these will be put in a covered bin.</p> <p>Pupils wearing any sort of face covering when arriving to school will wash their hands on arrival (as all pupils will), dispose of/store the covering, and wash their hands again before going to their classroom.</p> <p>Pupils will be made aware that they mustn't touch the front of the covering during use or removal.</p> <p>Information for parents to allow children to wear masks coming into and leaving school for Key stage 2 children.</p>	Staff	
Contact with Coronavirus in the school setting	Staff Pupils Parents		<p>Use PHE flowchart to brief on PPE needed</p> <p>If you believe the child is showing symptoms of Covid 19 (persistent cough, temperature) an adult must take the child to the Kitchen</p> <p>For children showing symptoms of Covid 19: the adult first aider to put on gloves, apron and fluid resistant surgical mask. Phone offices to ask them to tell parent to collect immediately.</p> <p>Open windows and close door to the classroom, remaining as far away from the child as possible</p> <p>In the event that they need to use the toilet, use disabled one and clean thoroughly afterwards</p>	Staff H&S officer Office Staff	



<p>Spreading infection due to touch, sneezes and coughs</p>		<p><i>Prevention:</i></p> <ol style="list-style-type: none"> 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school 2) clean hands thoroughly more often than usual 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 5) minimise contact between individuals and maintain social distancing wherever possible 	<p>Everyone in school will:</p> <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, if they change rooms, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently. Young children will be supervised during hand washing.</p> <p>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.</p> <p>Lidded bins for tissues, will be emptied daily.</p>	<p>Staff</p>	
<p>Spreading infection through contact with coronavirus on surfaces</p>	<p>Staff Pupils</p>	<p>Measures within the classroom</p> <p>Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission.</p> <p>Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p>Equipment and resources are integral to education in schools. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own</p>	<p>Regular cleaning of frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids • Books and games and other classroom-based resources • Computer equipment (including iPads keyboards and mouse) • Sports equipment • Hard toys • Telephones • Fingerprint scanners 	<p>Staff</p>	



		<p>items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>Outdoor playground equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers. It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.</p>	<ul style="list-style-type: none"> • Outdoor play equipment <p>Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be cleaned frequently and meticulously, and always between groups using them; or</p> <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p> <p>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.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p>		
<p>Spreading infection due to excessive contact and mixing between pupils and staff in lessons</p>	<p>Staff Pupils</p>	<p>Measures within the classroom</p> <p>Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission.</p> <p>Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face</p>	<p>Pupils will work in their class groups (bubbles)</p> <p>Children in EYFS and Year 1 will be kept in consistent bubbles</p> <p>Where pupils are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Pupils will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this. Children will be seated at the same desk each day with their own supply of essential stationery</p> <p>Rooms to be well ventilated with windows open (and doors if safe to do so – consideration of fire safety)</p> <p>No assemblies will take place where this requires multiple groups to congregate (permissible for defined groups to meet). Whole school</p>	<p>HT Staff</p>	



		<p>contact and minimise time spent within 1 metre of anyone.</p>	<p>assemblies will be delivered through virtual sessions in with children remaining in classrooms, or a whole bubble to be present in the Hall.</p> <p>For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). 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.</p> <p>Any pupils 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.</p> <p>Following advice form Buckinghamshire Health team singing in classes can be carried out. Children should be all facing forward and spaced out to allow singing to take place. Singing should take place in bubbles.</p>		
<p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school</p>	<p>Staff Pupils Parents</p>	<p>How to group children</p> <p>Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. They have been used in schools in the summer term in recognition that children, and especially the youngest children, cannot socially distance from staff or from each other and this provides an additional protective measure. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible.</p>	<p>Pupils will be kept in the same groups at all times each day, and be kept separate from other groups.</p> <p>Pupil groups will have staggered timetables, including for start and finish times, break and lunch times, to avoid too many pupils being in one place at the same time.</p> <p>Movement around the school site will be kept to a minimum.</p> <p>Pupils 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. Consistent supervision will be provided to all classes during lunchtimes.</p> <p>Rooms will be accessed from outside as far as possible .</p> <p>There will remain a 1 way system around the school.</p> <p>Pupils will have packed lunches in classrooms or where possible for Reception class, year 1 to use the Hall at the same time as they are the same bubble. Then to be cleaned to allow Year 3 to use the hall.</p>	<p>HT Staff</p>	



			<p>Toilets will need supervising at key times to prevent overcrowding.</p> <p>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.</p>		
<p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school</p>	<p>Staff Pupils Parents</p>	<p>Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible.</p>	<p>Re establishment of Wrap around care initiated with use of the school hall to provide distancing between groups of children.</p> <p>Bubble groups to be established in MAC/ASC. Staff to ensure social distancing across the different groups.</p> <p>Equipment being used in the club to be thoroughly cleaned.</p> <p>Staff to increase cleaning of shared equipment and activities to consider how increase social distancing</p> <p>Following Guidance from Gov March 21 children can be in wrap around care and can use equipment which can be cleaned between use.</p>		
<p>Spreading infection due to the school environment</p>	<p>Staff Pupils Parents Visitors</p>	<p>1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p> <p>Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in at least the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19).</p> <p>All schools must follow this process and ensure all staff are aware of it.</p>	<p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed safely.</p> <p>Fire Evacuation to be undertaken within first full week of term</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p>	<p>Staff</p>	



<p>Individuals vulnerable to serious infection coming into school</p>	<p>Staff</p>	<p><i>Staff who are clinically extremely vulnerable</i></p> <p>Rates of community transmission of coronavirus (COVID-19) are now reduced to levels below those seen when shielding was introduced. Shielding measures will therefore be paused from the 1 August 2020, with the exception of areas where local lockdown means that shielding will continue. Therefore, we advise that those who are clinically extremely vulnerable can return to school in September 2020 provided their school has implemented the system of controls outlined in this document, in line with the school's own workplace risk assessment. In all respects, the clinically extremely vulnerable should now follow the same guidance as the clinically vulnerable population, taking particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home and/or workspace.</p> <p><i>Staff who are clinically vulnerable</i></p> <p>Clinically vulnerable staff can return to school in September. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission.</p>	<p>The school will continue to follow any shielding guidance in place to decide who should not come into school.</p> <p>The current Government guidance is that shielding is not necessary although people over the age of 70 should remain cautious.</p> <p>Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it's possible to maintain social distancing. Currently no staff were placed in the extremely clinically vulnerable group from the second lock down. Staff health will be reviewed to ensure no staff have been identified for shielding purposes.</p>	<p>HT</p>	
			<p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). 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.</p>		
<p>Vulnerable children spread virus due to lack of understanding</p>	<p>Children with SEND / Hearing Impairment</p>	<p>Other considerations</p> <p>Some pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve, so teachers and special</p>	<p>Ensure staff are aware of specific needs. Consider safe areas for these children to access in the case of needing time out SENDco/ HI TOD to ensure staff are well briefed to support children and staff in the assigned groups.</p>	<p>SENDco HID lead</p>	



		<p>educational needs coordinators should plan to meet these needs, for example using social stories.</p>	<p>Specialist therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual and should maintain distance and minimize contact from all children and staff during their visit. Following advice on working with children from Buckinghamshire Health service a reduced service will be in place for most therapy services. Peripatetic staff should maintain distance and minimize contact from all children and staff during their visit Dedicated space for instrumental lessons will require cleaning following each lesson and space to enable 2m distance and appropriate ventilation Supply teachers, peripatetic teachers and other temporary staff and volunteers will be told to minimise contact and maintain as much distance as possible from other staff.</p>		
			<p>Pupil groups will have staggered timetables, including for start and finish times, break and lunch times, and assemblies, to avoid too many pupils being in one place at the same time. Toilet use will be managed to avoid crowding. Staff use of staff rooms and offices will be staggered to limit occupancy.</p> <p>We will limit the number of visitors to the site, where possible. If it is not, visitors will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. We will keep a record of all visitors.</p>		
			<p>Areas in use will be well ventilated by:</p> <ul style="list-style-type: none"> • Opening windows • Propping open internal and external doors, where fire safety and safeguarding wouldn't be compromised <p>A comfortable temperature will be maintained alongside increased ventilation by:</p> <ul style="list-style-type: none"> • Opening high level windows in preference to low level to reduce draughts • Providing flexibility to allow additional, suitable indoor clothing 		



			<p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p>		
Staff cause cross contamination	Shared areas of the school	<p>Schools should also plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.</p>	<p>Staff must ensure social distancing between each other at all times Within groups, try to stay away from co-workers unless there is an emergency involving a child Staff room: May be used for food and drink preparation Food and drink may be consumed in the staff room, as long as numbers remain small a further room available for staff is the Swan Room which can be used for lunchtime breaks Surfaces and equipment should be cleaned before and after use with kit provided The photocopier may be used and cleaned after each use. Staff must not wait to use equipment in the staff room or stay once they have used the equipment. Staff may visit areas where resources are kept, but for the minimum amount of time If staff require resources of any sort from the offices, they must send a message to ask for what they need. The resources will be placed outside the office for collection The photocopier in the office can only be used by office staff <u>Everyone is to adhere to the one-way system around the school. Between 8.15am and 3.30pm due to the increased numbers of children and staff onsite.</u></p>	HT	
Safeguarding concerns to be reported	Staff Pupils	<p>Schools should consider revising their child protection policy (led by their Designated Safeguarding Lead) to reflect the return of more pupils. Schools must have regard to the statutory safeguarding guidance, <u>keeping children safe in education</u> and should refer to the <u>coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance</u>.</p> <p>Designated safeguarding leads (and deputies) should be provided with more time, especially in the first few weeks of term, to help them provide support to staff and children regarding any new</p>	<p>DSL and DdSl available on site and staff to be aware of the procedure for reporting. All referrals to be handled by them.</p>	DSL	



		safeguarding and welfare concerns and the handling of referrals to children's services.			
Contamination of equipment causes hazard for others	Staff Pupils	Equipment and resources are integral to education in schools. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.	<p>Ensure parents and children are aware that limited items should be brought into school unless requested by the class teacher.</p> <p>Lunch boxes and water bottles to be stored by child's allotted table space</p> <p>Parents will be instructed to send water in a water bottle. School supplies will be available for the first few days and then an individual will have a plastic cup provided if required.</p> <p>Children will be told to move all objects on to floor whenever they leave tables so that tables can be regularly cleaned.</p> <p>Chairs in classrooms to be stacked at the end each day to support the cleaning team with deep cleaning classrooms.</p>	HT Staff	
Behaviour of children puts others at risk of coronavirus		Schools should consider updating their behaviour policies with any new rules/policies, and consider how to communicate rules/policies clearly and consistently to staff, pupils and parents, setting clear, reasonable and proportionate expectations of pupil behaviour. Further details are available at Behaviour and discipline in schools . Schools should set out clearly at the earliest opportunity the consequences for poor behaviour and deliberately breaking the rules and how they will enforce those rules including any sanctions. This is particularly the case when considering restrictions on movement within school and new hygiene rules. Schools will need to work with staff, pupils and parents to ensure that behaviour expectations are clearly understood, and consistently supported, taking account of individual needs and should also consider how to build new expectations into their rewards system.	<p>In the event that usual positive reinforcement and other class strategies have not worked in addressing poor behaviour,</p> <p>The class teachers will be first to address unacceptable behaviour then Key Stage leaders then DHT/Sendco.</p> <p>The Head teacher can be involved after this if necessary.</p> <p>Using measured and considered sanctions child to complete any intervention before being able to reintegrate back into class.</p>	SLT	
First Aid areas to be increased to allow only major	Staff Pupils		Class teachers and TAs to undertake minor injury cover as all are qualified	First Aid Lead/ Staff	



<p>Issues to be dealt with in a small space.</p>			<p>First Aid Room to be used only for serious injuries. Please ensure you phone the office to ensure they are available to attend or knock on the door and wait. Supplies to Kitchen as dedicated Covid Isolation room.</p> <p>Staff to deal with minor injuries in classrooms and to record appropriately in accident record book. These to be monitored by Health and Safety Officer. Ensure that all PPE is available First aider must have gloves and apron on at all times and be ready to apply mask Once first aid has been administered, the surfaces in the room must be thoroughly cleaned, single use PPE disposed of and hands washed In the event of room being occupied by another child, use the chair outside Ensure all staff aware of the procedure for first aid.</p> <p>Any serious injuries to be managed by the office team</p> <p>Any suspected Covid to be managed by member of the class team to prevent further spread to other members of the team.</p>		
<p>External Educational visits increase potential for spread of Coronavirus</p>	<p>Staff Pupils</p>		<p>Any Educational visit to be discussed with SLT before any contact made with provider. Full detailed risk assessments which ensure social distancing and Covid secure compliance to be considered when looking at any visit.</p>	<p>EVC/ SLT</p>	
<p>Spreading infection due to excessive contact and mixing in meetings</p>	<p>Staff</p>		<p>Essential meetings will be conducted in spaces large enough to allow for social distancing.</p> <p>Meetings with Governors and parents will be conducted by telephone or Zoom in the first instance.</p>	<p>HT</p>	
<p>Prevention Spreading of disease in emergency procedures</p>	<p>Staff Pupils</p>		<p>If the school becomes aware of the need for an emergency evacuation of the building for any reason (including practice drills) procedures for social distancing should remain in place.</p> <p>In the event the school needs to evacuate the site the agreed protocol for safe places will be followed.</p>		
<p>School needs to close/partially</p>	<p>Staff Pupils Parents</p>	<p>Contingency plans for outbreaks For individuals or groups of self-isolating pupils, remote education plans should be in place. These</p>	<p>Learning platform maintained as Google Classroom for Key Stage 2 and See Saw for Key Stage 1.</p>	<p>HT Staff</p>	



<p>close due to outbreak</p>	<p>Community</p>	<p>should meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19).</p>	<p>Contingency plan for work to be set on virtual platforms for at least 2 weeks. Online resources to be made available for up to 2 weeks work.</p>		
		<p>Staff who are clinically extremely vulnerable will have received a shielding letter or been advised to stay at home by their GP/clinician. They will not come into school, and instead will work from home if they can. This applies even if the staff member has received the vaccine.</p> <p>Staff that live with someone who's extremely clinically vulnerable, who's clinically vulnerable, or who may be otherwise at increased risk of coronavirus, will come into school if they can't work from home, and will follow good prevention practices.</p>	<ul style="list-style-type: none"> • Clinically extremely vulnerable staff – staff who are shielding should continue to stay at home, even if they've received the vaccine • Clinically vulnerable staff – can come into school if they can't work from home. If in school, they must follow the protective measures you have in place • Staff who may be otherwise at increased risk of coronavirus – those at particularly high risk because of a range of underlying health conditions should now have been included in the clinically extremely vulnerable category and will be receiving a letter to confirm this. Others that may feel at increased risk (such as BAME staff) can come into school if they can't work from home. Consider putting specific protective measures in place (you may want to complete individual risk assessments to help with this) 		
		<p>We will follow the government guidance for pregnant employees. Staff who are pregnant will work from home where possible. Where home working isn't possible, we will carry out risk assessments for staff who are pregnant, and remove or manage identified risks where possible. Pregnant staff will not be required to continue working if this is not supported by the risk assessment, and will be offered alternative arrangements (which may include working from home or suspension on normal pay). Staff who are 28 weeks pregnant or beyond, or staff who are pregnant with underlying health conditions, will be considered clinically extremely vulnerable and offered further flexibility to work from home in a different capacity.</p>	<ul style="list-style-type: none"> • For other staff, there have been no changes to the arrangements previously in place (see the column to the left to find out what these are) – but we've taken the opportunity to add a reference to the government guidance for pregnant employees. 		