

Educational Setting	<u>Great Wilbraham C of E Primary School</u>
Activity / Task	COVID-19 Outbreak Management Plan (yellow highlighted denote extra measures on top of the Risk Management Plan September 2021)
Completed by & Date	<u>Richard Brown, Great Wilbraham C of E Primary School</u> , 1 st September 2021
Review Date	10 th September 2021

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	By when?	Done
Latest County Council advice and DfE guidance School-Covid-Support-Pack-September.docx (live.com)						
Workforce contracting Covid-19		<ul style="list-style-type: none"> Staff are encouraged to take up the vaccine and enabled to attend vaccine appointments where practical. Further details here https://www.thevaccinators.co.uk/ Staff are encouraged to notify the setting when they have completed their vaccine course (to enable long term planning) – <i>please note staff do not have to share medical information with their employer if they do not wish to</i> Staff will be encouraged to take Lateral Flow Tests twice a week and to share results with the setting and report them to the national system online Staff/children that meet the criteria of clinically vulnerable or clinically extremely vulnerable, have a risk assessment completed to identify any suitable control measures that must be in place to keep them safe in the setting. This should be completed with reference to the HSE guidance Protect Vulnerable Workers during the Coronavirus (Covid-19) Pandemic Risks to new and expectant mothers in the workplace should be considered and added to this risk assessment. These should be reviewed if a member of staff notifies the provider that they are expecting. Pregnant women are considered 'clinically vulnerable' or in some cases 'clinically extremely vulnerable' to coronavirus (COVID-19) and therefore require special consideration as set out in the guidance for pregnant employees 	<p>All staff have had one dose. A small number are awaiting their second or haven't had two full weeks since their second.</p> <p>Update – 10.09.21 – all staff double jabbed, one only last week</p>			
CEV children contracting Covid-19		<ul style="list-style-type: none"> All children who are CEV should attend their setting unless they are one of the very small number of children under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend. 				

RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	By when?	Done
Children and staff travelling from abroad		<ul style="list-style-type: none"> Staff members should notify management if they plan to travel abroad so that contingency plans can be put into place ahead of travel in case they have to self-isolate on their return Children and staff members travelling abroad should follow government guidance on self-isolation on return and should refer to the appropriate list of countries for more information 				
Positive case within the setting		<ul style="list-style-type: none"> Close contacts will be identified by the NHS Test and Trace service and advised on requirements to self-isolate. From 16th August only adults over 18 years who have not received two vaccinations will be required to self-isolate on contact with a positive case. Children under the age of 18 and adults who have received two doses of an authorised Covid-19 vaccine more than two weeks previously will no longer have to self-isolate if they are in close contact but will be advised to take a PCR test If you require further support or help, please email EmergencySchool.Closure@cambridgeshire.gov.uk If advised by Public Health the setting should implement their Outbreak Management Plan 				
Spread of Covid 19 within the setting - hygiene		<ul style="list-style-type: none"> The setting has a suitable supply of soap and access to warm water for washing hands. Appropriate controls are in place to ensure the suitable sanitisation of children's hands on arrival at the setting, following outdoor play, before meals and following the use of toilets. Monitor the use of hand sanitiser with young children to ensure it is not ingested Staff will encourage children to learn and practise good hygiene habits through games, songs and repetition. Staff will model the use of "catch it, bin it, kill it" to the children. Information about the Coronavirus (e-bug.eu) 				
Intimate care	Spread of infection to all	<ul style="list-style-type: none"> Normal procedures apply according to health and safety briefing by county on 19/05/20 Gloves to be worn and should it be needed masks Promotion of child supporting their own needs from a distance Spare clothes available if needed Intimate Care Plan to be devised for individual pupil and communicated to adults General intimate care procedures to be followed 				
Hand washing	Spread of infection to all	<ul style="list-style-type: none"> Children will wash their hands/sanitise after an hours worth of activity. This process may take 2-3 minutes per child and time needs to be allowed to do this 1 or 2 children at a time Younger children may need support and guidance but adults to remain 2m away Posters placed throughout the school 	Teachers to consider how to complete handwashing with increased class sizes	Teachers	08.03.21	

RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	By when?	Done
		<ul style="list-style-type: none"> Hand sanitisers placed in every bubble on the wall 				
Spread of Covid-19 within the setting – ventilation		<ul style="list-style-type: none"> Keep windows open as much as possible to ensure good ventilation throughout the setting. Thought should also be given to thermal comfort e.g. use of higher level windows or opening windows when the room is not in use Identify any poorly ventilated areas and take steps to ventilate these as well as possible Plan to use outdoor space as often as possible during the day Consider referring to Health and Safety Executive guidance on ventilation and air conditioning during the coronavirus (COVID-19) pandemic 	<ul style="list-style-type: none"> Doors and windows open as much as possible Air conditioning can be used If classrooms are very hot then go outside Doors now have door hooks to keep them open Doors and windows to be open at least every hour 			
Spread of Covid-19 within the setting – enhanced cleaning		<ul style="list-style-type: none"> Follow the guidance for cleaning in non-healthcare settings COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk) Regular cleaning procedures should be in place across the site, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> Taps and washing facilities, Toilet flush and seats, door locks, bins, sanitary bins, lavatory brush and toilet roll dispenser Door handles and push plates, Handrails on staircases and corridors, Lift and hoist controls, Machinery and equipment controls, All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles. Telephone equipment, Keyboards, photocopiers and other office equipment, tables and chairs. Where possible ensure surfaces are kept clear to enable cleaning Consider having clear signage in each room laminated (so that it is wipeable) detailing touch points. If you have been informed that someone has tested positive with covid-19 then any area/room they have accessed should undergo a thorough clean. Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn. Surfaces should be washed with hot soapy water, then sprayed with disinfectant and left for at least 60 seconds (or the manufacturers recommendations should be followed) prior to wiping. Care should be taken to ensure children cannot access the surfaces during this time. 	<p>Staff to clean handles and key areas as before</p> <p>Cleaners follow strict risk assessment provided by ACS</p>			

RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	By when?	Done
Child or staff member displaying symptoms whilst in the setting		<ul style="list-style-type: none"> Ensure that all staff are aware of the symptoms of Covid-19 and are alert to how to respond: A high temperature – this means the child feels hot to touch on their chest or back (you do not need to measure their temperature) A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if a child usually has a cough, it may be worse than usual) Loss or change to sense of smell or taste – this means the child noticed they cannot smell or taste anything, or things smell or taste different to normal Adults who are displaying symptoms should self-isolate and get a PCR test. A poster will be displayed at all entrances advising adults of this. If a member of staff has tested positive using a home based or workplace testing Lateral Flow Device test they should book a polymerase chain reaction (PCR) test immediately to confirm the result and self-isolate until that result is available. If a child or staff member develops symptoms compatible with coronavirus, they should rapidly be sent home and advised to get a PCR test. If the test is positive they should self-isolate for 10 full days from the day after their symptoms started. Their fellow household members will be advised to self-isolate for 10 days. All children and staff will be directed to the NHS Test and Trace portal if they display symptoms of coronavirus to book a test and tracing of contacts to take place: https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ The isolation period includes the day the symptoms started and the next 10 full days If any of the individual's household members are also present at the setting they will need to be sent home at the same time The manager will support the family/staff member and ensure the outcome of the test is passed to the setting without delay. Identify an area where any child displaying symptoms can be isolated whilst they are waiting for collection. Ensure a familiar adult, with appropriate PPE stays with them. Ensure that all children have up to date contact details to enable parents/carers to be contacted quickly. Consider how the isolation area can be easily cleaned after use. 	<ul style="list-style-type: none"> Meeting room to be used as isolation rooms if needed, PPE available Staff are given masks to wear masks if appropriate. Stocks are given to each adult, there are additional stocks in each staff 			
Further school based risk assessments						
Response to any infection	Ensuring that all stakeholders	<p>1. engage with the NHS Test and Trace process</p> <p>Test and trace flowcharts have already been sent out to parents and staff. Posters in every classroom and in the office.</p> <p>QR code developed for the school for visitors to use with the NHS app</p>				

RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	By when?	Done
	are aware of the processes	<p>2. manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>Contact county and PHE with any suspected cases and follow advice. Send letter out to parents of the affected class. Outbreak Management Plan will come into effect, with consultation with the county, if the number of cases (PCR positive) within 10 days among children or staff who have mixed closely:</p> <ul style="list-style-type: none"> Increases rapidly or 5 cases (2 for special schools and boarding schools) or 10% of the cohort (e.g. in a setting with 20 children this would be 2) or Single hospitalisation or death due to covid-19 				
		<p>3. contain any outbreak by following local health protection team advice</p> <p>Follow advice provided by PHE or County in the case of a wider lockdown Outbreak Management Plan likely to come into effect if</p>	Remote education policy and previous contingency plan will be in effect			
Contingency planning for a further outbreak		<ul style="list-style-type: none"> In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will need a contingency plan for this eventuality. 	Clear contingencies to be in place Remote education can be implemented immediately			
Infection Control	Staff Pupils	<ul style="list-style-type: none"> Staff and pupils have access at all times to water and soap for hand washing. 				
Equality Impact Assessment	Staff & Pupils	<ul style="list-style-type: none"> An equality impact assessment has been completed and can be found in the HeadShare under coronavirus protocols 	Reviewed and updated March 2021 – no issues arising			
Increased risk of transmission	Staff and Pupils social distancing	<ul style="list-style-type: none"> Ensure availability of staff is adequate The behaviour policy is reviewed to take into account COVID-19, to include exclusion for pupils who deliberately put others at risk (e.g. coughing, or spitting at others) Pupils are prohibited from bringing minimal equipment into the school. They should be provided with all necessary equipment in school for the activities they are undertaking 	<p>These may include:</p> <ul style="list-style-type: none"> Children can now work in group tables staff still to maintaining distance from pupils and other staff as much as possible 	Teachers to implement		
Dedicated school transport, including statutory provision	3 families – five children	<p>It is important to consider:</p> <ul style="list-style-type: none"> how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school use of hand sanitiser upon boarding and/or disembarking additional cleaning of vehicles organised queuing and boarding where possible distancing within vehicles wherever possible the use of face coverings for children is optional 	Ask taxi to be park ready to leave without reversing and to be aware of families walking passed – can they come earlier at 3? Taxi driver to wear mask and follow county transport guidance			

RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	By when?	Done
Learning outside the classroom (day trips, etc.)	All stakeholders	<ul style="list-style-type: none"> keeping children within their consistent group, and the COVID-secure measures in place at the destination Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum. Each trip to be recorded on Evolve and have a risk assessment reflecting Covid restrictions and mitigations School trips can go ahead this term so long as guidance states this is secure and advice from county suggests this is still safe. Any unnecessary visits or visitors will be cancelled 	Teachers to develop learning outdoors lessons For more information contact Stephen Brown (Outdoor Education Adviser)			
Extra-curricular activities	Families	<ul style="list-style-type: none"> Discovery club to be outside as much as possible Morning Discovery Club to start in September Music lessons to start All the above will continue but only after discussion with county Higher vigilance will be necessary and DC club will revert to separating children into bubbles 	Music lessons will still happen but must be in the hall with windows and doors open	RB/KC to liaise with sports coaches and music teachers		
After school sports	Keeping bubble separate	<ul style="list-style-type: none"> Sports coach will find out if there are children keen to take part in multi sports activities after Easter Clubs will be in bubbles – Tues SQ, Weds BD, Thurs HH and all led by sports coach who will be socially distant One member of staff will be in school to support Sports coach is emergency first aid trained but we are putting him on a paediatric first aid course too Equipment used will be different for each group and quarantined Risk assessment compiled by sports coach in discussion with school 				
Physical activity	All stakeholders	<ul style="list-style-type: none"> Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene Pupils should be kept in consistent groups If inside yoga sessions will be encouraged Hands must be washed before entering hall and after leaving Sports equipment thoroughly cleaned between each use by different individual groups Contact sports to be avoided Hall to be used first thing in the morning or last thing in the afternoon to spread use 	Teachers to be advised of the regulations. For more information contact Ian Roberts (Specialist Adviser - Physical Education and School Sport)	Teachers taking PE		
Signage	All stakeholders	<ul style="list-style-type: none"> What signage is provide to inform staff and pupils regarding social distancing, hand cleaning etc. Signage has already been placed around the school and has been successful 	No lines or spots this year but signage to be reviewed			

RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	By when?	Done
Social Distancing in school	Families and staff through cross infection	<ul style="list-style-type: none"> Staff to be social distant from other staff and pupils where possible Although not a statute, it will be good practice whilst we establish a safe return to school No parents to be allowed into the school premises Class furniture will need to be moved or placed in a position to reduce pinch points, ensuring that free movement is possible. Consider the Manual Handling implications of this activity and how this will be achieved. Revert back to lines of tables not groups Staff to be social distant from other staff and pupils – clear areas in the classroom and two staff rooms to split the staff 	Class teachers to set up rooms with teacher/TA zones using tape			
Lunchtime Catering facilities	Hygiene and health	<ul style="list-style-type: none"> Lunchtime UK to provide hot lunches for any child wishing to have them All children back into the hall (packed lunches and dinners) but in separate sittings and designated tables Tables to be cleaned between sittings Packed lunches brought in are placed on a lunch trolley – KS2 have one for BD class, HH to place above pegs, SQ under pegs During lunchtime one adult will go to a bubble to deliver their food and monitor them eating for 15 minutes in their classroom Desks to be cleaned before and after lunch SQ and FM classes in the hall at separate times and at different tables SQ class to be sat at tables eating lunch in same groups Big space between FM and SQ classes HH and BD classes in classrooms with TA/Teacher covering, FM and then SQ in hall Lunches brought to classrooms by lunch staff 	Cover for lunch: <ul style="list-style-type: none"> SR/RS/CB – FM classes AT – SQ classes AR – HH class AC – BD class RB to send out letter to parents and staff to inform them KC to liaise with Lunchtime UK about the menu SL to talk to staff about where to supervise when she returns Morning fruit to be completed by AR			
Fire Safety	Emergency procedures do not need updating	<ul style="list-style-type: none"> Regular evacuations have been taking place in line with H&S policy 	Organise fire alarm practices every half term			
Access to school building: drop off procedures	Social distancing between families needs to be ensured	<ul style="list-style-type: none"> One way system to be implemented for all families – enter through main gateway, exit through car park gate Y1-Y6 children will be dropped off by the front entrance and go through the playground into their classes There will be a drop off window of 8.40-8.50 Y1-Y6 Children in YR will be dropped off at 8.50-9.00 in the Fieldmice playground – parents can drop older siblings first whilst maintaining the one way system Traffic in the car park must at a minimum and staff will be asked to be in by 8.30 at the latest when office will lock the front door Taxis and parental drop off should be completed by 8.40 at the latest No parents to enter the school building 	Clear expectations sent out to parents Parental drop off and taxi drop off should be informed of 8.40 timing Inform parents about one way system and to park further away			

RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	By when?	Done
		<ul style="list-style-type: none"> Priority must be given to disabled users and those identified as having health related issues. There are four entrances to the building – one per bubble Children will be asked if they have a headache/cough etc and then go in to wash their hands after hanging their belongings and lunches Parents will be asked to park further away from school in order to be safe for pedestrians and a plea to the Parish Council to use car park Taxi driver must knock on the door to say children have arrived and have been sent through the playground FM class to open up gate at 8.45 Only one parent/carer is to arrive with their child. Adults bringing children in must wear a face covering unless there is a medical need not to 				
Access/Egress of school building: visitors	Encouraging social distancing	<ul style="list-style-type: none"> Contractors must be arranged in advance Contractors may only enter the building outside of school hours when children are out of the building One way traffic through external doors to avoid face to face passing to be clearly marked, consider use of markings. Where possible, these can be propped open to reduce the need for touch (fire protection measures must be adhered to). Wipes and sanitiser available at both sides of doors. Increased cleaning of handles and touch plates. Avoid this where possible unless there are health and safety checks – no building work expected All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. No contractors to be allowed on site during the school day unless health and safety considerations – i.e. water testing 	Staff to wear masks and/or visors when receiving children			
Egress of school building: pick up procedures	Encouraging social distancing between families	<ul style="list-style-type: none"> No one-way system for families in KS1 and KS2, families to enter and exit through playground One way system to be implemented for all families in the event of an outbreak – enter through main gateway, exit through car park gate Reception families will make their way to the Fieldmice playground Children will be brought to the families from the Fieldmice canopy entrance Taxi children to wait in the hall until called through to the taxi by office Older siblings will brought to the families through the hall Older siblings of younger children will leave at the earliest time All other families will go through the main playground and wait on one of the spots Only one parent/carer is to pick up their child. They will stand on a spot on the playground. The class teacher will then observe who is there and send the child to the parent Once families of children in Y1-Y6 have their children, they will continue 	Bushes and hedges must be checked so the path can be used Path must be checked to ensure safety Inform parents of the timings of the day Staff to wear masks and/or visors when sending children home			

RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	By when?	Done
		<p>out of school through the field, out of the field gate and through the car park, following the path to the car park gate</p> <ul style="list-style-type: none"> Pick up times staggered: FM 3.10pm Y1 3.15 – gate opened at 3.10pm HH 3.20 BD 3.20 Adults not to socialise onsite and persuaded not to socialise off site. 				
First Aid	Children through injury and adults through infection	<ul style="list-style-type: none"> Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid or paediatric first aid provided. Access to first aid facilities is maintained and the school suitably stocked with first aid sundries. Staff or pupils with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE. Review of the First Aid policy to include consideration of the risk of infection of covid-19. However, majority of actions and procedures will remain the same First aid kit required in every room Medication stored in every room in a high cupboard PPE to be worn In the event of a first aider being absent then a first aider from another class may assist but will keep their distance and wear PPE Teachers are also trained in first aid so they will be able to administer first aid to their bubble if needed Medication policy also to be reviewed – we cannot be expected to administer medication and keep social distancing – parents will have to complete this instead 	First aid at playtimes to be administered by class staff – TA, teacher if TA unavailable –			
Property Compliance	Relevant H&S checks carried out	<ul style="list-style-type: none"> The school has ensured that relevant property statutory compliance checks have been completed and records updated. Daily and weekly checks have been reinstated and pre-opening checklist completed. All serious property concerns have been raised with the schools Property Management Adviser and appropriate steps are in place to ensure the safety of all building occupants. 	Ask Strictly if there are any additional guidelines we should be following	KC to check these again		
Staff/Pupils within the shielded group	Staff and pupils who are vulnerable	<ul style="list-style-type: none"> All staff are due to be back in work after Easter but those who are CEV will remain at home for March Any member of staff or pupil that is within the <u>Clinically extremely vulnerable group</u> or meet the criteria as <u>moderate risk of infection</u> should have a risk assessment completed to identify suitable control measures that must be in place before returning to work/school. All individual risk assessments collated for the Nov lockdown will 	Risk assessments part of the mitigating risks document completed during induction and must be reviewed by staff once Outbreak Management Plan is in effect	RB		

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	By when?	Done
		<ul style="list-style-type: none"> continue to be adhered to. Only one member of staff is to shield and can work from home Clinically vulnerable group all have an individual risk assessment 				
Break times	Avoiding bubble contact	<ul style="list-style-type: none"> Break times are split so KS1 are separate from KS2 and FM have their own breaktimes SQ – 10.25 and afternoon break HH – 10.40 15 minutes BD – 10.40 15 minutes Need to paint two lines to separate classes on the playground and to have two adult spaces 	Ensure appropriate cover on the playground			
Lunch times	Avoiding bubble contact	<ul style="list-style-type: none"> Lunchtimes are slightly staggered FM – 11.50am eat lunch in the hall then when finished to go through the Fieldmice class onto the field/playground SQ – 11.55am eat lunch in the hall with TA then out on the field/playground until 12.55 with midday supervisor HH – 12.00pm onto the field/playground until called for lunch, back out once finished until 1.00pm BD – 12.05pm onto the field/playground until called for lunch, back out once finished until 1.05pm Lunchtimes are reduced to 45mins FM – 11.45am eat lunch in the hall then when finished to go through the fire exit to the Fieldmice playground from 12.00-12.30pm with TAs SQ – 12.00pm eat lunch in the hall with TA then out on the field/playground from 12.15-12.45pm with midday supervisor HH – 12.15pm eat lunch in the classroom with TA then out on the field/playground from 12.30-1.00pm with sports coach BD – 12.30pm eat lunch in the classroom with TA then out on the field/playground from 12.45-1.15pm with midday supervisor Eat outside when possible 	<p>Establish timetable and ensure adequate cover</p> <p>Consider activities to entertain children for each supervisor</p>	RB/KC DP/CB		
Accident reporting Covid-19 incidents	Ensure we are covered by insurance	<ul style="list-style-type: none"> The Health & Safety Executive have recently updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity. For further advice and guidance you should contact your competent Health & Safety Adviser. 				
Personal Protective Equipment	Availability of PPE if needed	<ul style="list-style-type: none"> Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution. Where close proximity working (school Site Team) is required for longer than 15 minutes, assess the need to issue employees with appropriate Personal Protective Equipment. Re-usable PPE should be thoroughly cleaned after use and not shared between staff. A set of PPE should be available in the medical room as a county grab 				

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	By when?	Done
		<ul style="list-style-type: none"> bag Gloves and PPE to be placed into the staff emergency bag One individual child in poses risks and staff may need PPE. Risk assessment by county and school implemented 				
Behaviour	Staff and pupils in danger of individuals who are not going to be safe	<ul style="list-style-type: none"> Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls. Behaviour that puts staff or pupils at risk will not be tolerated Inductions to inform staff and pupils of the changes – every class will have a briefing at the start and the importance of being clean and not going near staff or other children Staff to complete the ladder and house points Reemphasise issues in taxi to children Behaviour policy updated in Autumn term 				
Additional concerns and risk assessments						
PPA	Additional adults coming into the bubble	<ul style="list-style-type: none"> FM: continuous provision Weds pm with TAs PPA with sports coach and use of current staff (RB, JF) to reduce numbers of adults coming in SQ: CB and AT Thurs pm HH: RB Tues and Thurs pm BD: JF Thurs pm, JF release Thurs am PPA to be taken at home 				
Reception 'bubble'	Staff, children, families Cross infection	<ul style="list-style-type: none"> Staffing <ul style="list-style-type: none"> All staff available: full time teacher, full time TA, part time TA Social distancing of adults from children will take time to embed One adult inside, one adult outside and rotate PPA to be covered by TAs Tasks <ul style="list-style-type: none"> Directed tasks will be made available <ul style="list-style-type: none"> trikes and carts: must be washed down after every use classroom: painting and activity sheets (individual per child) building blocks: next to washing basin carpet activities acceptable once rug has been cleaned Advice sought for activities – the EY team Resources <ul style="list-style-type: none"> The resources allowed out will be minimal and narrowed Every child will need a drawer full of personalised equipment Cleaning <ul style="list-style-type: none"> Regime to be the same as before and rigorous Intimate care <ul style="list-style-type: none"> This requires three adults in the room – two to be with the child. 	<p>EY team to read through EY guidance</p> <p>Set up activities for no more than three children to go to</p> <p>Washing stations near all equipment and ch to learn to wash after finishing task</p> <p>Remove equipment that cannot be used</p> <p>Ask for EY advice</p> <p>Speak to county SEND team about EY pupil risk</p>	KF SR and RS to liaise		

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	By when?	Done
		<p>Advice is there are NO changes and we continue our normal procedures. I think this is dangerous and will be ensuring staff have gloves and wipes and will advise to remain 2m away where possible.</p> <ul style="list-style-type: none"> Emotional impact and anxiety <ul style="list-style-type: none"> Establishing rules, expectations and routines will be vital but it is also hugely important for EY children to be supported emotionally Staff will be reinforcing 2m distancing and thus will not be able to cater for the emotional needs of upset children physically but consider how to verbally Ch will be expected to be contained in different areas and use desks to complete tasks Separation anxiety; staff cannot provide physical care or comfort and we will expect children to come in of their own accord; parents CANNOT bring them in and staff cannot physically bring them in Behaviour <ul style="list-style-type: none"> Children must be able to adhere to instructions and keeping apart from adults and other bubbles Separate risk assessment for individual pupil Individual risk assessments <ul style="list-style-type: none"> For ch who are too risk averse and risk assessments will be in place Back to routines and guidance during lockdown regarding soft toys etc Not having to isolate children at desks however Lots of adult support in this class regarding the EHCP 				
Year 1/2 'bubble'	Staff, children, families Cross infection	<ul style="list-style-type: none"> Staffing <ul style="list-style-type: none"> One teacher, two part time TAs who will be self contained in this bubble and will likely need more hours to cover the EHCP PPA will also be covered by the two TAs Set up room <ul style="list-style-type: none"> Establish clearly separated desks Prepare individual resources Consider how to teach in this environment and adapt accordingly Social distancing <ul style="list-style-type: none"> Children will be sat at desks in rows and taught Adults to remain socially distant from children Resources <ul style="list-style-type: none"> Individual trays of equipment placed in a drawer unit Shared resources can be used but not across bubbles Cleaning <ul style="list-style-type: none"> Cleaning as and when but main clean at 3.30 Reduce spaces used Intimate care 				

RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	By when?	Done
		<ul style="list-style-type: none"> - As YR but much less likely to be an issue, no one with these issues • Emotional impact and anxiety <ul style="list-style-type: none"> - First few days are about establishing routines and ensuring safety of children and their wellbeing • Behaviour <ul style="list-style-type: none"> - Zero tolerance • Individual risk assessments <ul style="list-style-type: none"> - None needed for this year group but key systems and routines need to be set up, including a staff zone designated by tape • Intervention groups <ul style="list-style-type: none"> - Additional support required for this year group which requires more adults - These will take place in the hall - PPE may well be worn 				
Year 3/4 'bubble'	Staff, children, families Cross infection	<ul style="list-style-type: none"> • Staffing <ul style="list-style-type: none"> - Teacher and TA both first aid trained - One teacher and one part time TA all week, all self contained and not working elsewhere - PPA and SENDCo time to be covered by headteacher/DN • Set up room <ul style="list-style-type: none"> - Establish clearly separated desks - Prepare individual resources - Consider how to teach in this environment and adapt accordingly • Social distancing <ul style="list-style-type: none"> - Children will be sat at desks in rows and taught - Adults to remain socially distant from children • Resources <ul style="list-style-type: none"> - Individual trays of equipment placed in a drawer unit - Shared resources can be used but not across bubbles • Cleaning <ul style="list-style-type: none"> - Cleaning as and when but main clean at 3.30 - Reduce spaces used • Intimate care <ul style="list-style-type: none"> - Separate toilet block from BD class - Girls OR boys to go to toilets, not both at the same time • Emotional impact and anxiety <ul style="list-style-type: none"> - First few days are about establishing routines and ensuring safety of children and their wellbeing • Behaviour <ul style="list-style-type: none"> - Zero tolerance • Individual risk assessments <ul style="list-style-type: none"> - None needed for this year group but key systems and routines need to be set up, including a staff zone designated by tape • Intervention groups 				

RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	By when?	Done
		<ul style="list-style-type: none"> - Additional support required for this year group which requires more adults - These will take place in the hall - PPE may well be worn 				
Year 5/6 'bubble'	Staff, children, families Cross infection	<ul style="list-style-type: none"> • Staffing <ul style="list-style-type: none"> - Two part time teachers and one part time TA - First aid is an issue, will need to be sought from HH class - PPA and leadership time by the same adult - JF • Set up room <ul style="list-style-type: none"> - Establish clearly separated desks - Prepare individual resources - Consider how to teach in this environment and adapt accordingly • Social distancing <ul style="list-style-type: none"> - Children will be sat at desks in rows and taught - Adults to remain socially distant from children • Resources <ul style="list-style-type: none"> - Individual trays of equipment placed in a drawer unit - Shared resources can be used but not across bubbles • Cleaning <ul style="list-style-type: none"> - Cleaning as and when but main clean at 3.30 - Reduce spaces used • Intimate care <ul style="list-style-type: none"> - No one with these issues - Separate toilet block from HH class - Girls OR boys to go to toilets, not both at the same time • Emotional impact and anxiety <ul style="list-style-type: none"> - First few days are about establishing routines and ensuring safety of children and their wellbeing • Behaviour <ul style="list-style-type: none"> - Zero tolerance • Individual risk assessments <ul style="list-style-type: none"> - None needed for this year group but key systems and routines need to be set up, including a staff zone designated by tape • Intervention groups <ul style="list-style-type: none"> - Additional support required for this year group which requires more adults - Morning activities will take place in the hall, otherwise the pod is available - PPE may well be worn 	First aid needs			
interventions	Supporting children to catch up on work missed	<ul style="list-style-type: none"> • Interventions being planned for the summer term in light of catch up funding that may need to be used • Staffing accounted for and placed in key year groups to develop learning • SQ/HH/BD interventions to be in hall on a designated table with TA 	Teachers to ensure tables are out ready and TAs have the equipment they need	Teachers TAs	Ongoing	

RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	By when?	Done
		<ul style="list-style-type: none"> away from children and from each bubble – colour coded tables PPE to be used by staff 2m distancing to be statutory Interventions not completed unless in open space or hall but in discussion with support staff 				
Attendance	Attendance needs to be clear	<ul style="list-style-type: none"> Studybugs registers to be completed as normal Develop expectations of good attendance Whilst promoting good attendance the school will understand anxieties faced by families. Government and county expectations are that attendance is mandatory 				
Safeguarding		<ul style="list-style-type: none"> Always have a DSL/deputy on site SCR will be updated regularly 	Train JF and KH as a DS			
Assemblies and collective worship	Emotional wellbeing of children	<ul style="list-style-type: none"> No assemblies or collective worship in the hall for whole school FM not to attend Tues-Thurs for the first term Mon – one class with RB and live streamed Tues – circle time and school parliament Weds – singing outside or well ventilated classroom Thurs – PSHE Fri – on field celebration assembly or online if wet After two weeks, staff to start recording Tues-Thurs assemblies 	Contact Church reps for assemblies			
Expectations for remote education	Teacher well being	<ul style="list-style-type: none"> Should the school close down or an outbreak means the closure of a class then remote education is reinstated Expectations for remote education are that children to receive the same education as those in school where possible. Expectations for pupils self-isolating: Resources for home learning to be uploaded to Teams – even when teaching happening, teacher to ensure a daily chat with the child/ren Remote education policy created and approved by county We will make additional steers towards online resources such as Oak Academy, White Rose, Sumdog, ActivLearn, TTRockstars and Numbots 	Contingency plans in action by all teachers and SLT			
Communication between classes	Emergency calls and queries	<ul style="list-style-type: none"> All classrooms to have walkie talkie communication with the office Each bubble must check everyday the walkie talkie is charged ready for the following day Walkie talkie must be cleaned every day Have one person in charge of the walkie talkie to reduce issues Walkie talkies monitored by office Registers and lunches completed through Studybugs Office members to have a phone used only by them, staff room phone to be cleaned after use 				
Homework		<ul style="list-style-type: none"> Homework policy has been revised and more online use of teams and online subscriptions Use of Teams assignments is helpful and better for feedback 	Put these in place	Teachers	08.03.21	

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	By when?	Done
Marking and feedback	Staff well being	<ul style="list-style-type: none"> As normal Observations in EY using iPads and tapestry to continue as normal Maths work – children to self mark Other work – children open work, go out to break/lunch and teacher marks briefly without touching the books – possibly with gloves on and/or sanitise hands before/after Prioritise marking to essential only and staff to wear gloves, self-marking to be promoted. Consider what needs to be done. End of unit MSForms will be promoted to demonstrate learning 	Review marking and feedback policy			
Emotional support	Staff and child well being	<ul style="list-style-type: none"> Ensure all staff know about the support systems available ELSA time can be directed and ELSA will be available with advanced notice 	Teachers and staff to speak to SL where needed			
Staff meetings	Staff wellbeing	<ul style="list-style-type: none"> Staff meetings as usual Staff meetings once a week in the hall in separate corners Weekly jobs to be completed 				
Staff breaks	Staff well being	<ul style="list-style-type: none"> Organised within the bubble between the adults Breaks have changed to be longer for KS2 as the morning will be longer – 20 minutes but TAs to have 15 minutes as they will finish at 12 still Staff room to have no more than 4 people Two staff rooms created again Teachers and TAs to organise breaks to record lessons and provide live lessons when in lockdown but also during normal school day 	Adults to work this out between them	Adults	08.03.21	
Meeting room	Staff well being	<ul style="list-style-type: none"> This room can be used as a medical room to isolate individual suspected of having COVID19 This room will be used by office staff and BD class bubble as a second staff room Staff to have specific mugs no one else uses Chairs must be plastic and able to be cleaned, they must be spread out 2m distances Lunchtime and breaks are staggered 	Need to change displays and make safeguarding forms available in both rooms			
Staff room (new)	Staff well being	<ul style="list-style-type: none"> This room can be used as a medical room to isolate individual suspected of having COVID19 This room will be used by FM, SQ and HH class bubbles as a staff room Staff to have specific mugs no one else uses Chairs must be plastic and able to be cleaned, they must be spread out 2m distances Lunchtime and breaks are staggered 	Need to change displays and make safeguarding forms available in both rooms		20.04.21	
Guide for parents	Anxiety of systems – parents and children	<ul style="list-style-type: none"> Guide for the systems for picking up and going home will be the same as before Other information such as how we will keep children safe, lunchtimes, equipment needed and routines will also be provided 	Newsletter sent out with differing expectations and procedures to be sent out			

RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	By when?	Done
		<ul style="list-style-type: none"> Reiterating behaviour policy updates will also be mentioned – potential consequences for poor behaviour 				
Toilets and sinks and drinking water	Children and using hygiene facilities	<ul style="list-style-type: none"> FM: have their own set of toilets with two sinks and a classroom sink SQ: have their own set of toilets with two sinks and two classroom sinks HH/BD: now have their own toilet blocks to be used carefully with smaller number of pupils, two girls OR two boys can go in at any time – the lunchtime supervisors need to know this HH/BD: currently share the learning pod which has one sink and water dispenser and this needs consideration Facilities will be cleaned every day Hand dryers are now fine to use Staff toilets to be separated into the staff room groups – staff MUST wash hands afterwards and use gloves or paper towels to open the doors afterwards Staff to reiterate importance of hygiene and washing hands 	<p>Parents need to know there will NOT be cups available and children need a water bottle</p> <p>HH/BD share water dispenser but need to clean hands afterwards and ensure no one else is using it – adult directed</p> <p>Water fountains are NOT to be used</p> <p>Spare water bottles available if necessary</p> <p>Ensure lunchtime supervisors know about toilet regime</p>	KC RB	08.03.21	
Field and lunchtimes	Segregation	<ul style="list-style-type: none"> The field will have four designated zones – one adult in each as determined by the plan. Bubbles can go out at the same time but remain separate In the event of bad weather and field out of action, the same process happens in the playground by splitting it into two 	Adults on duty to lead provision	DP CB		
Changes in bubble structure	Cross bubble contamination	<ul style="list-style-type: none"> In order for quarantine to be effective there needs to be a gap of 7 days if staff are asked to move from one bubble to another Staff can move from one bubble to another but this is to be avoided at all costs The emphasis is on maintaining bubble integrity as much as possible 				
Fruit delivery	Spread of infection to all	<ul style="list-style-type: none"> TA to organise fruit with gloves on, one adult per class will hand out fruit to their bubble 	KC to ensure fruit delivery	KC	08.03.21	
Pupil belongings	Cross contamination from home	<ul style="list-style-type: none"> Pupils need to bring very little and this should be encouraged Water bottle and coat is all that is needed PE kit worn on PE days for the whole day 	Need to communicate this with parents – within the newsletter	RB KC	08.03.21	
Pupil anxiety	Children emotionally	<ul style="list-style-type: none"> Teachers to be aware of the issue Teachers to provide time for their classes to talk to children about how they feel and watch out for key individuals Children have been brilliant and this is not necessarily an issue but we will be vigilant Might need to watch out for this again Really worth considering this by teachers – highlight concerns and contact SLT if issues to signpost to family workers 	ELSA will only be used if a real need arises.			

RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	By when?	Done
Upset children	Children emotionally	<ul style="list-style-type: none"> Adults to remove child, to an outside area preferably, to talk 1-2-1 about their issue but retaining a distance away Potential involvement of parents to help support 				
School refusers	Children emotionally	<ul style="list-style-type: none"> Adult responsibility to get children into the school but they are NOT to enter the school If needed they will need to take the child home and try again later 				
Clothing	Cross contamination from home	<ul style="list-style-type: none"> Both pupils and adults to have clean clothing every day Spare clothing available for intimate care Uniform is expected other than on PE days – nursery exception – but understanding that children may not have uniform for the first few days Adults to also consider their clothing as a professional 	Lead adults to check equipment is there			
Reading	Cross contamination from home - school	<ul style="list-style-type: none"> Normal procedures unless outbreak Regular changing of books but packs preferred on a weekly basis Teachers to continue using stamps in reading records Book boxes – Monday and Thursday use by SQ and HH respectively TA to collect and disseminate book bags Old bags brought back to be isolated in a box and placed back into circulation before TA hands out next sets TA to wear gloves Reading for pleasure – no sharing of resources Children to read standing up to adult Reading records to be stamped NOT written in by staff (no home/school contamination) 				
Stock cupboard	Cross contamination between staff	<ul style="list-style-type: none"> Teachers to ensure they have enough stock and do not need to enter the stock cupboard Staff to sanitise hands/wear gloves beforehand 				
Photocopier, laminator, trimmers etc	Staff Cross contamination	<ul style="list-style-type: none"> Sanitise hands before use Wear gloves Clean key buttons and areas 				
Resources	Cross contamination with pupils	<ul style="list-style-type: none"> Text books – if using then number them so the same ones go to the same pupils Handing out resources should be avoided but a monitor who washes their hands before and after where not possible Pupils to have their own equipment and tray to keep their belongings Systems in each class different, use gloves, sanitise hands 				
Temperature	Possible infection	<ul style="list-style-type: none"> Every child will have their temperature taken before entering the classroom as well as washing their hands Children with high (or low) temperatures will be sent home and kept outside where possible before being picked up 				

RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	By when?	Done
Testing	Potential asymptomatic cases	<ul style="list-style-type: none"> LFT tests delivered every three weeks Staff are asked to take them twice a week – Saturday by 1pm and Tuesday by 8pm See separate risk assessment for LFT tests 				
Discovery Club – access/egress and space	DC adults Families	<ul style="list-style-type: none"> DC children will be sent to the hall and met by CB The hall will be the main place to keep coats and bags – on tables in separate bubbles SQ class toilet facilities can be used, as can the classroom (it will be the last room to be cleaned) The Fieldmice gate will be left open for parents to collect their children from the hall DC to be outside as much as possible See separate risk assessment 	School to inform parents of picking up and communication procedures			
Discovery Club - activities	DC adults Families	<ul style="list-style-type: none"> When DC is not in the hall the hall door MUST be kept shut First hour will be spent outside, weather permitting Second hour inside in the hall with use of the laptop, screen, colouring and games 				
Discovery Club – emergencies	DC adults Families	<ul style="list-style-type: none"> CB will have the mobile phone at all times and the number will be handed out to parents There will be a member of staff on site to man the school phone if necessary 	School to inform parents of picking up and communication procedures	KC	12.04.21	
Discovery Club - safeguarding	DC adults Families	<ul style="list-style-type: none"> Registers will be taken regularly Parents will sign individual child sheets when picking up their child (not daily sheets) A dedicated safeguarding lead will either be on site or available by telephone – RB Mon, Tues, Thurs; KC Weds 				
Production and sharing assemblies	Children and families and staff	<ul style="list-style-type: none"> Production across KS21 and FS to be reviewed later in the term Dates have been set either to film or perform production and sharing assemblies 				

Useful Guidance

The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)

The NASUWT has also produced a useful checklist for reopening of schools which can be found [here](#).

CLEAPSS [Guide to doing practical work in a partially reopened school Science](#)

CLEAPSS [Guidance for science departments returning to school after an extended period of closure](#)

Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)

COVID-19: guidance on supporting children and young people's mental health and wellbeing can be found [here](#)

General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

Handwashing techniques advice can be found [here](#)