

# COVID-19 Full Opening Autumn Term Risk Assessment



## Astrea Academy Trust

INSPIRING BEYOND MEASURE

<b>Name of School:</b>	Denaby Main
<b>Completed by:</b>	L.Dickinson
<b>Executive Approval:</b>	
<b>Date:</b>	12 <sup>th</sup> July 2020 Updated 26 <sup>th</sup> July, Updated 30 <sup>th</sup> July Updated 13 <sup>th</sup> August. Update 26 <sup>th</sup> August



It is the Government's plan that all pupils, in all year groups will return to school full-time from the beginning of the autumn term. The Government's current guidance is set out in 5 key areas. These are:

- Actions for school leaders to minimise the risk of transmission in their school
- School Operations
- Curriculum, behaviour, and pastoral support
- Assessment and accountability
- Contingency planning to provide continuity of education in the case of a local outbreak

Most schools will have either continued to support Key workers and vulnerable children during the lock down, and others will have reopened their doors from the 1<sup>st</sup> June onwards. With circumstances changing and the NHS track and trace system up and running, the government are clear about the measures that are needed to create safer environments within schools.

There won't be a 'one size fits all', you will be best placed to understand the needs of the school and communities. The systems of controls set out by the government are to provide a set of principles to help manage and effectively minimise the risks. For further information [see guidance for full opening of schools](#).

Public Health have advised that all schools should review their health and safety risk assessments and draw up plans for the Autumn term that address the risks identified using the system of controls set out below, These are an adapted from the system of protective measures that was used for the summer term. Essential measures include:

- A requirement that people who are ill stay at home
- Robust hand and respiratory hygiene
- Enhanced cleaning arrangements
- Active engagement with NHS Track and Trace
- Formal consideration of how to reduce contact and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- Grouping children together
- Avoiding contact between groups
- Arranging classrooms with forward facing desks
- Staff maintaining distance from pupils and other staff as much as possible



As part of the planning for full return, it is a legal requirement that schools should revisit and update the risk assessments (building on the learning to date and the practices already developed), to consider the additional risks and control measures to enable a return to full capacity. Ensuring that what is implemented should be sensible and proportionate control measures which follow the health and safety hierarchy of control to reduce the risk to the lowest reasonably practicable level.

With regular monitoring to ensure that arrangements in place are:

- Effective
- Working as planned
- Updated appropriately considering any issues identified and changes in public health advice

Once risk is assessed the systems of controls must be worked through, adopting measures in a way that addresses the risk identified in the assessment, works for the school and allows to deliver a broad and balanced curriculum for pupils, including full education and care support for those pupils who have SEND.

### **Systems of controls**

These are a set of actions grouped into 'prevention' and 'response to any infection'.

#### **Prevention:**

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
6. Where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered, and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

#### **Response to any infection:**

7. Engage with NHS Test and Trace process
8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community
9. Contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.



**Instructions for completion – the aim of the risk assessment is to evaluate the hazards associated with COVID-19, what can be done to remove them or minimise the level of risk by adding control measures, as necessary. Please complete all sections and use Red (high risk), amber (medium risk) and green (low risk) as your rating.**

Potential Risk	Risk	Who might be harmed?	Minimum control measures to reduce risks to an acceptable level	School Risk Response / Mitigation	School Risk Rating	Date Assessed
Covid-19	Staff having appropriate knowledge on virus, transmission, and risk	Employee, pupils, agency staff, member of the public	All staff to keep themselves updated and follow the latest <a href="#">Government</a> and national Public Health England/NHS guidelines via <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a> <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a>	<p>Updates to be circulated to staff as information is shared e.g Gov advice/ public health.</p> <p>Email briefing- light touch communication to be sent throughout summer holidays to keep all staff updated.</p> <p>Email updates sent to staff:</p> <p>24<sup>th</sup> July- general updates re: risk assessments, employer consultations confirmation of steps/ precautions</p> <p>30<sup>th</sup> July 2020 to reflect/ highlight most recent changes in Gov doc. Dated 27<sup>th</sup> July.</p> <p>Planned Inset day to ensure knowledge on virus , transmission and to discuss steps we will take to reduce transmission</p> <p>SLT always available to support with enforcing/ supporting policy and practice as outlined in handbook, guidance and risk assessment.</p> <p>Daily check in with site manager</p> <p>Safeguard Lead (or Trainee deputy – also Principal) one always on site or contactable</p> <p>SLT to acknowledge and work through issues through open discussion on any issued of concern and take the following action in support of mental health:-</p> <p>1. Appropriate mental health support is in place to support colleagues including-</p>		<p>12<sup>th</sup> July,</p> <p>26<sup>th</sup> July</p> <p>30<sup>th</sup> July- inline with Gov Updates</p>



				<p>2. All staff have been offered a well being check in before start in September (July and on Inset days 1<sup>st</sup>/ 2<sup>ND</sup> September</p> <p>3. Staff signposted/ reminded to the Employee Well Being portal- Employee Assistant Programme</p> <p>4. Astrea Staff well being pack distributed and updated info passed on (July 2020)</p> <p>5. Independent advice details shared via HR if necessary</p> <p>6. Mental Health First Aid and Return to work champion available- A. Ronbinson</p> <p>7. Staff encouraged to report any concerns to Principals attention and appropriate alternative solution such as removal from duties if colleague feels unsafe.</p> <p>Check/ circulate new updated Guidance to staff as of 27<sup>th</sup> July</p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-school">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-school</a></p>		<p>12<sup>th</sup> July, 26<sup>th</sup> July</p> <p>30<sup>th</sup> July- inline with Gov Updates</p> <p>30<sup>th</sup> July 2020</p>
<b>Transmission of Covid-19 via arrival at setting</b>	Increased transmission of virus on arrival at	Employee, pupils, agency staff,	Consider how children/young people arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport.	Slight Stagger of start times (however note we are a very small school and all have their own entrance door so other than 5-10 minute stagger, this is not necessary.		<p>12<sup>th</sup> July, 26<sup>th</sup> July</p>





				<p>consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education. Face coverings are required at all times on public transport (except children under the age of 11), when attending a hospital as a visitor or outpatient, or when in a shop or a supermarket.</p> <p>Visiting contractors/ temporary staff have clear instructions to read upon entry. Those contracting members of staff working with children are given handbook <b>before</b> being allowed to work with children and risk assessment is shared.</p> <p>Contractor such as Active Fusion Member has access to training for their required role and all appropriate communications around safeguarding and protocols for suspected symptoms shared- cleaning routine training delivered- AR (SBM) safeguard Annex, KD ( DSL) Risk Assessment complete and Employer risk assessment. <b>Before</b> they are able to commence work. LD (Principal)</p>		13 <sup>th</sup> August
Effectively implementing infection protection and control	Staff and Children/ Young People being unable to adhere to social distancing therefore increasing the transmission and spread of Covid-19	Employee, pupils, agency staff, member of the public	<p>To help ensure that the risk of virus spread for both staff and children is as low as possible, education and childcare settings should:</p> <ul style="list-style-type: none"> <li>Minimising contact with individuals who are unwell by ensuring that those who have <a href="#">coronavirus symptoms</a>, or who have someone in their household who does, do not attend childcare settings, schools or colleges</li> <li>Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered</li> </ul>	<p>Clear communication to parents on what to do if a child or parent is unwell</p> <p>Update parent handbook/ send link to parents in September:</p> <p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a></p> <p>Each class has a handwash station – sanitiser etc available in addition to soap</p>		12 <sup>th</sup> July, 26 <sup>th</sup> July 30 <sup>th</sup> July- inline with Gov Updates



			<ul style="list-style-type: none"> <li>• Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</li> <li>• Cleaning frequently touched surfaces often using standard products, such as detergents and bleach</li> <li>• Minimise contact between individuals and maintain social distancing wherever possible</li> <li>• Ensure pupils are seated side by side and facing forward, rather than face to face or side on.</li> <li>• Stagger lunch times, break times, and the movement of pupils around the school, to reduce large groups of children gathering</li> <li>• try to follow the <a href="#">staying alert and safe social distancing guidance</a></li> <li>• Follow key national guidance: <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing</a></li> </ul>	<p>Children will discuss Catch it but it in orientation session and as part of safeguard curriculum work, model social distancing, introduce signage etc...</p> <p>Cleaning routines clear and communicated in INSET training days or training sessions to be held with site manager- toolbox talk has been carried out- all staff trained on basic cleaning and safe storage. Ensure staff are kept up to date with latest guidance re: cleaning updated on 27<sup>th</sup> July- send link in update email and reference in INSET training day on 1<sup>ST</sup> / 2<sup>ND</sup> September, <a href="#">guidance for cleaning non-healthcare settings</a></p> <p>Enhanced cleaning organised with cleaning staff.</p> <p>Smaller class sizes in KS1 and EYFS means more space to spread out- EYFS/ Y1 will be using continuous provision/ zoned areas as part of infection control. Rigorous cleaning routine for shared resources.</p> <p>Y2-Y6 will follow gov recommendation and have seating facing forwards side to side.</p> <p>Staggered breaks and lunch staggered finish- all children will take lunch in classrooms to avoid potential mix of bubbles and the need for additional cleaning in the hall. This will also aid safe behaviour practices The new arrangements will mean there is no risk of these groups of children meeting as will be scheduled for different lunch times and breaks.</p> <p>Regular review of lunch time arrangements and will update any changes on risk assessment- current plan is to offer packed lunch option initially for the first few weeks until routines are established then to review next steps.</p> <p>Orientation session to model hand washing/social distancing etc.. Soap and hot water available.</p>		30 <sup>th</sup> July 2020
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				<p>Children to use toilets allocated to their bubbles wherever possible. All children in KS1/ Early Years have their own allocated toilets. Years 3-6 will be given numbered toilets and sinks to use to prevent cross contamination.</p> <p>Reception can access their toilets from outside. Y6 use designated toilets. Low number of children using each facility in the first instance.</p> <p>Staggered lunches will also mean we minimise use of staffroom/ shared spaces.</p> <p>Face coverings Staff should be informed that at their discretion they can voluntarily choose to wear a face covering in communal areas where social distancing cannot be adequately maintained.</p> <p>Any disposal of face coverings should be in the designated hazardous waste bin located outside Male Toilets- this is an industrial lidded bin.</p>		<p>26<sup>th</sup> August in accordance with updated LA guidance</p>
<p><b>Reducing transmission of Covid-19 through effective hand washing</b></p>	<p>Staff and pupils having sufficient opportunity through the school day to implement effective hand washing</p>	<p>Employee, pupils, agency staff, member of the public</p>	<p>Follow Hand Washing protocol at appendix 1 below <a href="https://www.who.int/gpsc/clean_hands_protection/en/">https://www.who.int/gpsc/clean_hands_protection/en/</a></p> <p>Clean hands thoroughly more often than usual will help to kill the virus when it is on the skin.</p> <p>This can be done with soap and running water or hand sanitiser.</p> <p>Ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.</p> <p>Regular and thorough hand cleaning is going to be needed for the foreseeable future. Points to consider</p> <ul style="list-style-type: none"> <li>Whether the school has enough hand washing OR hand sanitiser 'stations' available so that</li> </ul>	<p>School has an embedded policy of handwashing and routines now established.</p> <p>New children to be shown routine and visual timetables displayed in classrooms and around sinks for times to wash and how to wash.</p> <p>Checked school has enough hand cleaning products- soap and towels etc and a replacement order system in place- SBM to check supplies and caretaker to ensure these are filled daily as part of daily site management checks.</p> <p>All children to be supervised with hand washing and care taken with very young children in EYFS.</p> <p>All children will take part in orientation on first morning back to ensure they all know what the procedures are.</p>		<p>12<sup>th</sup> July, 26<sup>th</sup> July 30<sup>th</sup> July- inline with Gov Updates</p>



			<p>all pupils and staff can clean their hands regularly.</p> <ul style="list-style-type: none"> <li>Supervision of hand sanitiser use given risk around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin wipes can be used as an alternative.</li> <li>Building these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them.</li> </ul>	<p>Staff will have this message revised in refresher training for INSET in September and routines communicated in staff handbook.</p>		
<p><b>Intimate care and minimising the risk of Covid-19</b></p>		<p>Employee, pupils, agency staff, member of the public</p>	<p>The virus that causes COVID-19 is mainly transmitted through droplets generated when an infected person coughs, sneezes or speaks. These droplets are too heavy to hang in the air. They quickly fall on floors or surfaces. The advice for schools, colleges and childcare settings is to follow steps on <a href="#">social distancing, handwashing and other hygiene measures</a>, and <a href="#">cleaning</a> of surfaces.</p> <p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> <li>Where an individual child or young person becomes ill with Coronavirus (COVID 19) symptoms while at school, and only then if a distance of 2 metres cannot be maintained.</li> <li>Where a child or young person already has a routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.</li> </ul> <p>For more information about preventing and controlling infection, including when, how PPE should be used, what type of PPE to use and how to source it <a href="#">here</a>.</p>	<p>Follow prior advice using Astrea Tables on situations when to use PPE.</p> <p>PPE available in key places/ e.g medical room</p> <p>For those with intimate care continue to use normal PPE but encourage extra care with disposal etc and additional hand wash routines.</p> <p>Share links on how to put PPE on and Off in this section with staff.</p> <p>Staff training indicates the measure people working with very young children should take- reminding to minimise close contacts regular cleaning etc,,</p> <p>Youngest children where they may not be able to keep safe distance,- staff should increase their own protection - minimise close contact, washing own hands more frequently, permitting light touch PPE such as apron or fluid surgical face mask if required.</p> <p>PPE is available in school- has been delivered in advance – we have a good stock with procedures to check/ re order by school SBM.</p>		<p>12<sup>th</sup> July, 26<sup>th</sup> July 30<sup>th</sup> July- inline with Gov Updates</p>



			<p>When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on <a href="#">how to put PPE on and take it off safely</a> in order to reduce self-contamination.</p>	<p>We will follow guidance below and indicate which children may fall into categories. This will be indicated on updated care/ support plans where needed.</p> <p>Make sure parents are aware that face masks for children are not permitted and will be a condition of entrance- for safety reasons and increased transmission use.</p>		
<p><b>Managing risk of an individual who display's symptoms</b></p>		<p>Employee, pupils, agency staff, member of the public</p>	<p>All staff must ensure they understand the NHS test and Trace process and schools should know how to contact your local <a href="#">Public Health England health protection team</a>.</p> <p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> <li>• <a href="#">book a test</a> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</li> <li>• provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test &amp; Trace</li> <li>• <a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> </ul> <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a>, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p>	<p>Links shared on here and school is registered. Follow advice here on risk assessment if displaying any symptoms. Parent Handbook shared on July 15<sup>th</sup> indicates that all Parents must notify school</p> <p>Ensure parents know procedures- in parent handbook following advice listed here. e.g to know they must be willing to book test if displaying symptoms. (The procedures have been written and communicated via the Parent Handbook)</p> <p>Parent know that they must confirm results with school as listed here,</p> <p>Any suspected cases in school to be placed in isolation room- PPE available for staff member and windows are opened daily in this room as part of procedures with full cleaning/ sanitation products available.</p> <p>We will follow all measures stated in this section in a suspected case.</p> <p>Update staff on new changes for self isolation- law change as of 30/07/2020 that this will now be 10 days not 7 days. Email sent on 30<sup>th</sup> July to staff as a reminder and updated in staff hand book.</p> <p>Staff Handbook to be shared 1<sup>st</sup>/2<sup>ND</sup> September indicates the protocol:</p> <ul style="list-style-type: none"> <li>- We will follow Astrea flow charts in the event of a symptom concern but the routines in school are:</li> </ul>		<p>12<sup>th</sup> July, 26<sup>th</sup> July 30<sup>th</sup> July- inline with Gov Updates</p> <p>30<sup>th</sup> July 2020</p> <p>13<sup>th</sup> August</p>



		<p>The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast, and convenient.</p> <p>The government will release more details on new testing avenues as and when they become available and will work with schools, so they understand what the quickest and easiest way is to get a test.</p> <p>By the autumn term, the government aim that all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.</p> <p>Schools should ask parents and staff to inform them immediately of the results of a test:</p> <ul style="list-style-type: none"> <li>• if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.</li> <li>• if someone tests positive, they should follow the <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a> and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for</li> </ul>	<ul style="list-style-type: none"> <li>- Child must be taken immediately into a ventilated but isolated room.</li> <li>- PPE must be worn by member of staff (gloves, mask, apron)</li> <li>- Reception to contact Parent and make aware of concern and arrange immediate collection</li> <li>- Communication protocol card to be passed to parent on how to book a test. Card gives detail of what steps they must take.</li> <li>- Regular follow up- check ins with family to support testing process and to keep school updated.</li> <li>- Arrange for full deep clean of space (using strongest detergent permitted) Space MUST not be accessed until this has been carried out</li> <li>- Ensure confidentiality of suspected case is protected and NOT shared with wider community</li> </ul>		
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		<p>several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</p> <p>If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a>.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE should be worn by staff caring for the child while they await collection if 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk.</p> <p>Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high</p>			
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			<p>temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</p>			
<p><b>Managing the risk of a confirmed case of coronavirus</b></p>		<p>Employee, pupils, agency staff, member of the public</p>	<p>Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> <li>• direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> </ul>	<p>Isolation room to be available (opposite library)</p> <p>Appropriate equipment available and window open.</p> <p>Display protocol and symptoms Use disabled toilet in reception rather than communal toilets.</p> <p>Staff reminded to wash hands afterwards.</p> <p>All protocols communicated in staff training-flow charts to be displayed in key place</p> <p>Follow ASTREA flow charts as required.</p> <p>Ensure parents know the procedures and what would happen in a confirmed case- included in handbook</p> <p>Lists of groups of children and key adults working within this group should be kept. Staff to keep a record of any children outside their bubble they have come into contact with and close contact with e.g if they end up delivering first aid ? Format for this?</p> <p>School to use Astrea template letter if there is a confirmed case. Staff told in staff training inset and in staff handbook that names of people with virus must not be shared.</p>		<p>12<sup>th</sup> July,</p> <p>26<sup>th</sup> July</p> <p>30<sup>th</sup> July- inline with Gov Updates</p>



		<ul style="list-style-type: none"> <li>• proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>• travelling in a small vehicle, like a car, with an infected person</li> </ul> <p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see <a href="#">section 5 of system of control</a> for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p> <p>A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a>. They should get a test, and:</p> <ul style="list-style-type: none"> <li>• if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days</li> <li>• if the test result is positive, they should inform their setting immediately, and must isolate for</li> </ul>			
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		<p>at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>'</p> <p>Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p> <p>Further guidance is available on <a href="#">testing and tracing for coronavirus (COVID-19)</a>.</p> <p>If any cases are confirmed they must be reported on the <a href="#">Wellworker</a> system through to Notts CC Health and Safety Team</p> <p>Further guidance from the Health and Safety Executive is available via the link below: <a href="https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm">https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm</a></p>			
<p><b>Managing the risk of containing any outbreak of coronavirus</b></p>		<p>If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</p> <p>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from</p>	<p>Follow advice here</p>		<p>12<sup>th</sup> July, 26<sup>th</sup> July 30<sup>th</sup> July- inline with Gov Updates</p>





			<p>this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.</p> <p>In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p>			
<b>Ongoing provision of food</b>	Children, staff not receiving meals whilst in school	Employee, pupils, agency staff	<p>School Kitchens will fully open from the start of the autumn term with normal legal requirements will apply for food provision to all pupils who want it, including those eligible for benefits related free school meals or universal infant free school meals.</p> <p>Kitchens must comply with <a href="#">guidance for food businesses on coronavirus</a></p> <p>Ensure food is available for pupils by contacting catering company or team regarding the full reopening of the kitchen.</p>	<p>SBM to check with catering all arrangements in place.</p> <p>Minimal contact with Kitchen staff from pupils- pupils will have lunch delivered to the classroom so they just stay in their class bubble- dinners ordered in advance where possible and communicate arrangements with parents for lunch.</p>		<p>12<sup>th</sup> July,</p> <p>26<sup>th</sup> July</p> <p>30<sup>th</sup> July- in line with Gov Updates</p>
<b>Ongoing management of the estate</b>		Employee, pupils, agency staff	<p>Ensure all pre-opening checks are completed and undertaken to make school safe.</p> <p>Additional advice on safely reoccupying buildings can be found in the Chartered Institute of Building Services Engineers' guidance on <a href="#">emerging from lockdown</a></p> <p>Once the school is in operation, it is important to ensure good ventilation. Advice on this can be found in Health</p>	<p>LD to check with site manager and cross reference risk assessment and Astrea Check list</p>		<p>12<sup>th</sup> July,</p> <p>26<sup>th</sup> July</p> <p>30<sup>th</sup> July- inline with Gov Updates</p>



			<p>and Safety Executive guidance on <a href="#">air conditioning and ventilation during the coronavirus outbreak</a></p> <p>For further guidance on managing <a href="#">school premises during the coronavirus outbreak</a></p>			
<b>Managing the ongoing cleaning of the school building</b>	Reducing the risk of contact infection	Employee, pupils, agency staff, member of the public	<p>Points for consideration and implementing</p> <ul style="list-style-type: none"> <li>• Putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> <li>○ More frequent cleaning of rooms / shared areas that are used by different groups</li> <li>○ Frequently touched surfaces being cleaned more often than normal.</li> </ul> </li> <li>• Different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.</li> </ul> <p>Public Health will publish revised guidance for cleaning in non-healthcare settings and advice on general cleaning required in addition to current advice on COVID19 cleaning in due course. <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></p>	<p>Cleaning routines established- cleaners to ensure high use places are cleaned thoroughly.</p> <p>Cleaning schedule explained to staff for communal places and spaces used by their bubble.</p> <p>Cleaning routines also established for high touch places around school that staff use e.g photocopier or kitchen appliances.</p> <p>Share updated guidance as of 27<sup>th</sup> July 2020 <a href="#">guidance for cleaning non-healthcare settings</a>- reference in staff briefing updates throughout summer and on INSET training day.</p>		<p>12<sup>th</sup> July,</p> <p>26<sup>th</sup> July</p> <p>30<sup>th</sup> July- inline with Gov Updates</p>
<b>Provision of Uniform</b>		Pupils & Parents	<p>Encourage all schools to return to their usual uniform policies in the autumn term. Uniform can play a valuable role in contributing to the ethos of a school and setting an appropriate tone.</p> <p>Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.</p> <p>Schools should consider how pupil non-compliance is managed, taking a mindful and considerate approach in</p>	<p>Parents told that children to wear uniform but we have removed ties because these do not get washed regularly.</p> <p>School has created a uniform swap shop with free supplies of used uniform in good condition to respond to financial needs and to help ensure all children are in correct uniform,</p> <p>Community Hub used to communicate help is available with uniform if required to ensure all children are dressed appropriate for September.</p>		<p>12<sup>th</sup> July,</p> <p>26<sup>th</sup> July</p> <p>30<sup>th</sup> July- inline with Gov Updates</p>



			<p>relation to parents who may be experiencing financial pressures.</p>	<p>Share link with any parent who may be struggling financially to get support for buying uniform.</p> <p><a href="https://www.gov.uk/help-school-clothing-costs">https://www.gov.uk/help-school-clothing-costs</a></p>		
<p><b>Effective Contingency Planning for Outbreaks in the community</b></p>		<p>Employees, pupils, agency staff</p>	<p>If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread.</p> <p>The DFE will be involved in decisions at a local and national level affecting a geographical area and will support appropriate authorities and individual settings to follow the health advice.</p> <p>For individuals or groups of self-isolating pupils, remote education plans should be in place. These should meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19). See section on <a href="#">remote education support</a>.</p> <p>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 also need a contingency plan for this eventuality. This may involve a return to remaining open only for vulnerable children and the children of critical workers and providing remote education for all other pupils.</p> <p>In developing these contingency plans, we should look to:</p> <ul style="list-style-type: none"> <li>• use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos, and that is linked to the school's curriculum expectations</li> <li>• give access to high quality remote education resource</li> </ul>	<p>Parents warned that there could be school closure at short notice if there is a local outbreak.</p> <p>Remote education plans are available to adopt quickly with established routines, (See Remote Learning Policy)</p> <p>Technology loan scheme available for some of most disadvantaged children with uploaded materials already included on device for those without access to WIFI.</p> <p>Resource packs/ equipment to be made available</p> <p>School to continue using online platform Seesaw as means of communication in the even of school closure.</p> <p>Staff to be be informed about Oak Hill resources and that these should be included wherever possible as a method to follow/ support and use to enhance curriculum.</p> <p>Printed resources and workbooks/ paper available for all children with frequent opportunities for collection or post if necessary</p> <p>(All routines were established during lockdown will be followed)</p>		<p>12<sup>th</sup> July, 26<sup>th</sup> July 30<sup>th</sup> July- inline with Gov Updates</p>



			<ul style="list-style-type: none"> <li>• select the online tools that will be consistently used across the school to allow interaction, assessment, and feedback, and make sure staff are trained in their use</li> <li>• provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access</li> <li>• recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support, and so schools should work with families to deliver a broad and ambitious curriculum</li> </ul>			
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## Education Specific Guidance

Potential Risk	Risk	Who might be harmed?	Minimum control measures to reduce risks to an acceptable level	School Risk Response / Mitigation	School Risk Rating	Date Assessed
<b>Effective Timetable Planning</b>	Staff and children and young people being unable to adhere to social distancing therefore increasing the transmission and spread of Covid-19	Employees, pupils, agency staff	<p>Settings are asked to refresh the timetable to actively support social distancing and minimise risk, considering the following:</p> <ul style="list-style-type: none"> <li>• establish pupil numbers anticipated in each bubble</li> <li>• establish staff available to deploy</li> <li>• decide which lessons or activities will be delivered</li> </ul>	<p>Numbers smaller than full class in many bubbles particularly in KS1 and EYFS.</p> <p>Key adults deployed to a bubble initially.</p> <p>Timetable clearly established with transitional activities/ thrive session/ Tribe time and orientation activities to induct all children to the procedures.</p> <p>Regular timetable to be fully in place by start of second week but focus/ LO on recapping key objectives from prior year.</p> <p>Staff encouraged to use outdoor learning opportunities wherever possible and an additional outdoor activity to be</p>		<p>12<sup>th</sup> July,</p> <p>26<sup>th</sup> July</p> <p>30<sup>th</sup> July- inline with Gov Updates</p>



		<ul style="list-style-type: none"> <li>• clear timetable provided for each bubble</li> <li>• consider which lessons or classroom activities could take place outdoors</li> <li>• consider how P.E. and music lessons will be taught</li> <li>• consider the use of peripatetic and supply staff</li> <li>• consider the induction &amp; placement of ITT students</li> <li>• consider start and end of the school session</li> <li>• consider staggered drop-off and collection times</li> <li>• consider lesson times</li> <li>• use the timetable and selection of classroom or other learning environment to reduce movement around the school or building</li> <li>• stagger break times (including lunch), so that all children are not moving around the school at the same time</li> <li>• consider what blended learning can be offered for a seamless education</li> <li>• consider what 'catch-up' and the 'recovery curriculum' will look like</li> </ul>	<p>planned daily in afternoon to encourage sport/ recreation and social interaction.</p> <p>Music sessions are not timetabled on the curriculum for first term however any singing opportunities should be taken outdoors wherever possible.</p> <p>PE arrangements- children in Y2-Y6 who can get changed independently will do so. PE kit should be brought on Monday and taken home on Friday for washing.</p> <p>Active Fusion staff to limit contact with two bubbles if at all necessary- LD/AR to receive copies of risk assessments and validate these arrangements before taking up placement. Ensure Active Fusion member has access to handbook, our risk assessment and reads/ understands all relevant policies for working safely at Denaby Main.</p> <p>PPA teachers to work in two separate larger bubbles HLTA 1- KS2 HLTA 2- KS1</p> <p>EYFS to use existing staff to cover PPA/ Leadership.</p> <p><b>Breaks/ Playtimes to be staggered</b></p> <p>A stream 10:30 Year 2 and Year 4/5</p> <p>B stream 10:45 Year 3 and Year 5/6</p> <p>Y1/ EYFS continuous provision in own spaces</p> <p><b>Lunch Staggered</b></p> <p>Stream A Year 2 and Year 4/5 Lunch 12:00- 12:40</p> <p>(Reception and Year 1 eat at this time too)</p>	
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			<ul style="list-style-type: none"> <li>consider what breakfast club and/or after school club provision will look like and how this is communicated to families</li> </ul>	<p>Stream B Year 3 and Year 5/6 12:20-1:20</p> <p><b>Afternoon Break Staggered</b>  <b>A 2:00</b>  <b>B: 2:15</b></p> <p><b>Catch up and recovery curriculum planned with further consideration: avoiding mixed age groups and mixed key stages and small classes.</b></p> <p><b>Breakfast provision available in class only.</b></p> <p><b>No breakfast provision available am.</b></p> <p><b>After School sport provision to be delivered in blocks in mini bubble: e.g Term 1.1 Year 5/ 6 1.2 Year 4/5, Term 2.1 year 3 Term 2,2, 3.1 Year 1, 3,2 Year 5Year 6</b></p>		
<p><b>Effective Management of Classrooms</b></p>	<p>Staff and children and young people being unable to adhere to social distancing and/or resources not being kept clean, therefore increasing the transmission</p>	<p>Employees, pupils, agency staff, members of the public</p>	<p>Settings are advised to organise classrooms and other learning environments (e.g. workshops and science labs) in a manner that reduces more frequent and closer contact. Measures that settings could take include:</p> <ul style="list-style-type: none"> <li>Children to be seated at forward facing desks, sat side by side, with some distancing where possible</li> <li>Staff in secondary schools: maintain distance from pupils, stay at the front of the class and keeping reasonable distance from colleagues where possible.</li> </ul>	<p>All tables in Y2-Y6 to be arranged in two's or rows facing the front, - distanced if possible.</p> <p>Staff reminded to keep distance and consider ways to check work e.g. use of visualiser for example</p> <p>Staff reminded to minimise time spent within 1 m</p> <p>Staff can work across year groups if necessary to facilitate timetable- as cover or intervention/ support required but to minimise this if possible.</p>		<p>12<sup>th</sup> July,  26<sup>th</sup> July  30<sup>th</sup> July- inline with Gov Updates</p>



	and spread of Covid-19		<ul style="list-style-type: none"> <li>• Staff in primary schools: avoid close face-to-face contact and minimise time spent within 1m of anyone.</li> <li>• All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable, especially relevant to secondary.</li> <li>• For individual and very frequently used equipment, such as pencils and pens, staff and pupils should have their own items that are not shared.</li> <li>• 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.</li> <li>• Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently, meticulously and always between bubbles.</li> <li>• Improve ventilation, for example, by opening windows.</li> <li>• Take particular care in music lessons and PE lessons. These should be limited to small, consistent groups, outside where possible</li> <li>• Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere</li> <li>• Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)</li> </ul> <p>In addition, childcare settings or early years groups in school should:</p>	<p>Pupils to have their own resource packs of materials to limit shared resources</p> <p>Staff reminded to keep class resources to own class bubble . Staff to be responsible for wiping these regularly. Children wash hands after sharing any resources.</p> <p>Continue with routines- windows open as procedures indicate</p> <p>Outdoor PE sessions for first half term in own allocated playground zone so does not clash with nay outdoor learning.</p> <p>Continue to have soft furnishings toys removed or reduced.</p> <p>EYFS continue with established routines for cleaning and sharing of toys/ equipment</p> <p>13<sup>th</sup> August update:</p> <p>Corridors have been divided by tape with a keep left system. This will be explained to pupils on the 3<sup>rd</sup> September as part of their orientation activities. There will be very minimal passage of any group/ individual due to timings and distribution of classes around school and all classes having their own exit doors.</p>		13 <sup>th</sup> August
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		<ul style="list-style-type: none"><li>• consider how to keep bubbles children together throughout the day and to avoid larger groups of children mixing</li><li>• consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously</li><li>• prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</li><li>• accessing rooms/bubble areas directly from outside where possible</li></ul> <p><b>Music</b> Settings need to recognise the additional risk involved within music or singing lessons/practice. Settings should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lesson. Strategies deployed might include:</p> <ul style="list-style-type: none"><li>• physical distancing and playing outside wherever possible</li><li>• limiting group sizes to no more than 15</li><li>• positioning pupils back-to-back or side-to-side</li><li>• avoiding sharing of instruments and ensuring good ventilation.</li></ul> <p>Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.</p>		
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			<p>Peripatetic teachers can move between schools but settings should ensure that they comply with school's arrangements for minimising risk, including taking particular care to maintain distance from other staff and pupils.</p> <p>Further guidance from the Department of Education is available via the link below: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p>			
<p><b>Effective Management of Transport</b></p>	<p>Increased transmission of virus on arrival and departure from school setting</p>	<p>Employees, pupils, agency staff, members of the public</p>	<p>Settings should consider the following with regards to the management of transport:</p> <ul style="list-style-type: none"> <li>• Encourage parents to familiarise themselves with <a href="#">Coronavirus (COVID-19) Travel guidance for passengers</a>, particularly if they require public transport.</li> <li>• You should not travel at all if you or members of your household are experiencing any coronavirus symptoms.</li> <li>• Encourage parents to explore all forms of transport before using public transport. Encourage parents, children and young people to walk or cycle to their education setting where possible, maintaining <a href="#">social distancing</a> when approaching or passing other pedestrians.</li> <li>• When children are cycling to school, ensure hands are washed before and after for at least 20 seconds or sanitised.</li> <li>• Car sharing. If you have to travel with people outside your household or support bubble try to: share the transport with the same people each time, keep to small groups, open</li> </ul>	<p>Travel advice link to be shared with parents in parent handbook and reminded that they should avoid car sharing wherever possible,</p> <p>The following Links have been shared with parents in the parent handbook on 14<sup>th</sup> July about transport guidelines and safe travel</p> <p><a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#public-transport">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#public-transport</a></p> <p><a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#private-cars-and-other-vehicles">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#private-cars-and-other-vehicles</a></p> <p>Children arriving on bikes/ scooters must dismount on entrance and wash hands- this is indicated in the Parent Handbook sent 15<sup>th</sup> July.</p>		<p>12<sup>th</sup> July, 26<sup>th</sup> July 30<sup>th</sup> July- inline with Gov Updates</p>



			<p>windows for ventilation, face away from each other, consider seating arrangements to maximise distance between people in the vehicle, wear face coverings and clean your car between journeys with standard cleaning products.</p> <ul style="list-style-type: none"> <li>• Encourage parents to avoid busiest times and routes, if using public transport, encourage travelling at off-peak times, use quieter stations and stops, get off a stop early if it is less busy, walk for more of the journey, keep changes a minimum.</li> <li>• School transport is limited to children travelling to school and their travel assistants where necessary. It is for a planned number of children and often carries the same children on a regular basis. Children are not required to wear face coverings on school transport. Wash hands thoroughly before and after travelling, ensure good hygiene - 'catch it, bin it, kill it' approach and avoid touching your face.</li> <li>• Ensure transport arrangements cater for any changes to start and finish times – and this is communicated to all parents.</li> <li>• Make sure any transport providers (minibus drivers etc) do not work if they or members of their household are displaying symptoms of coronavirus.</li> <li>• Make sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers.</li> <li>• When transporting children with complex needs, who may need support to access the vehicle or need help in fastening seatbelts, ensure this individual case is risk assessed in case the staff member requires PPE.</li> </ul>			
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			<ul style="list-style-type: none"> <li>• Communicate revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance to agree pick-up and drop off times and points).</li> <li>• Areas under local lockdown – travel into, out of and within areas under local lockdown should be for essential travel only, for example: to attend school or college or to accompany a child who is attending school or college where necessary and allowed.</li> <li>• <i>Remind parents that if they use public transport, it is the law that they <a href="#">must wear a face covering when travelling in England unless exempt</a>, ensure parents and children maintain social distancing where possible, minimise the amount of surfaces touched, face away from others, avoid loud talking, shouting or singing, consider taking hand sanitiser to support hygiene measures. Face coverings should also be worn in other enclosed spaces where it is difficult to maintain social distances for example, at stations, interchanges and in taxis and private hire vehicle. Face coverings should be kept in a plastic bag once removed and washed prior to re-use. It is important to wash or sanitise your hands after touching your face covering.</i></li> </ul>			
<b>Effective Communication to Parents and Carers</b>	Parents and carers having appropriate knowledge on virus, transmission, and risk within an education setting	Employees, pupils, agency staff, member of the public	<ul style="list-style-type: none"> <li>• Make clear to parents and carers that anyone with symptoms of coronavirus cannot come into the education or childcare setting</li> <li>• Make clear to parents and carers that pupils will be sent home to self-isolate if they develop symptoms of coronavirus in the education or childcare setting</li> </ul>	Signage, parent hand book  Parent handbook sent 15 <sup>th</sup> July includes details of self isolation if develop symptoms and what action they must take  share previous link to Gov DOC Check/ circulate new updated Guidance to staff as of 27 <sup>th</sup> July (To share in September in updated handbook)		13 <sup>th</sup> August  30/07/2020



			<ul style="list-style-type: none"> <li>• Communicate allocated drop off points and collection times, and the process for doing so, clearly to parents and carers. This includes communicating protocols for minimising adult to adult contact (for example, which entrance to use)</li> <li>• Make clear to parents and carers that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</li> <li>• Ask parents and carers to inform the education or childcare setting immediately of the results of any COVID-19 tests, ensuring the collective understanding of the necessary protocols should the test results be positive (as outlined in <a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>)</li> <li>• If parents or carers of pupils with significant risk factors are concerned, discuss their concerns with them and provide reassurance of the measures that have been put in place to reduce risk in school</li> <li>• Involve parents and carers, as appropriate, in discussions around health and safety decisions to help them understand the reasons for the measures being put in place</li> <li>• Remind parents and carers about social distancing whilst on site and make sure that procedures are well signposted around the school grounds</li> </ul>	<p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-school">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-school</a></p> <p>Pick up drop off points included in parent handbook.</p> <p>Only one parent allowed onto premises to minimise risk as adults congregating (this is indicated in Parent Handbook)</p> <p>Parents have children’s routines explained in handbook so they can help and prepare children in school.</p> <p>SLT to support with social distancing reminding parents that they must socially distance and that any appointments etc must be made in advance. Only 1 person allowed in reception areas. Marker system outside school office for any parents wanting to discuss with office.</p> <p>Parents know the implications for honesty in terms of reporting illness both ways and not to use symptoms as a way of manipulating attendance and likewise know that they must communicate any symptoms and strictly follow procedure for testing- explained to parents very simply that they are under obligation to carry this out- School to support this process having pre printed out cards on how to book for a test to make procedures as straight forward as necessary.</p>		
<b>Effective Management of Cohorts</b>	Staff and children and young people being unable to adhere to	Employees, pupils, agency staff	<p>Keep cohorts together where possible and:</p> <ul style="list-style-type: none"> <li>• ensure that children and young people are in the same bubble each day, and different</li> </ul>	<p>All allocated spaces/ cloakrooms toilets etc very limited shared facilities at all.</p> <p>All have own external door onto playground.</p>		12 <sup>th</sup> July, 26 <sup>th</sup> July



<p>social distancing therefore increasing the transmission and spread of Covid-19</p>		<p>bubbles are not mixed during the day, or on subsequent days</p> <ul style="list-style-type: none"> <li>ensure that the same teacher(s) and other staff are assigned to each bubble and, as far as possible, these stay the same during the day and on subsequent days, recognising for secondary and college settings as well as PPA and Leadership Time there will be some rotation of staff</li> <li>ensure that wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day <i>or properly cleaned between cohorts if shared</i>. In schools and colleges, you may want to consider seating students at the same desk each day if they attend on consecutive days. Also consider seating pupils side by side and facing forwards, rather than face to face or side on, and consider moving unnecessary furniture out of classrooms to make more space</li> </ul> <p>Reduce mixing within education or childcare setting by:</p> <ul style="list-style-type: none"> <li>accessing rooms directly from outside where possible</li> <li>considering one-way circulation</li> <li>staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time</li> <li>staggering lunch breaks - children and young people should clean their hands beforehand and enter in the bubble they are already in, bubbles should be kept apart as much as</li> </ul>	<p>Staggered breaks as discussed.</p> <p>Corridor system = keep left as one way would not be manageable however one way system to continue outside.</p> <p>Those needing additional support have had enhanced transition session and individual plans, SENDco has also spoken to parents. Use of social stories, photos etc and visual reminders to be used to support routines.</p> <p>Those with highest need have alternative plans/ risk assessments and are explained procedures in a simple way they can understand.</p> <p>Rigorous cleaning routine to continue and very limited use of shared spaces.</p> <p>Class Bubbles Own Access doors Keep left system Staggered breaks Staggered start times</p> <p>Most have own classroom accessed toilets and oldest children are assigned a couple of year group cubicles. Adult monitors toilets</p>	<p>30<sup>th</sup> July- inline with Gov Updates</p>
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			<p>possible and tables should be cleaned between each group.</p> <ul style="list-style-type: none"> <li>ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time</li> <li>noting that some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules)</li> </ul> <p>For shared rooms:</p> <ul style="list-style-type: none"> <li>use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity. If bubbles take staggered breaks between lessons, these areas can be shared as long as different bubbles do not mix (and especially do not play sports or games together) and adequate cleaning between bubbles is in place</li> <li>stagger the use of staff rooms and offices to limit occupancy</li> </ul> <p>Further guidance from the Department of Education is available via the link below: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p>	<p>Any shared rooms very limited- library will not be in used</p> <p>Office spaces have already been reorganised wherever possible.</p> <p>Staggered use of staffrooms at busy times.</p>		
<b>Effective Cleaning and Hygiene in Classrooms</b>	Staff and children and young people being unable	Employees, pupils, agency staff	Settings should ensure the following protective measures are in place with regards to cleaning and hygiene:	<p>As mentioned in earlier section.</p> <p>Install additional sanitiser stations at key entry/ exit pointes</p>		12 <sup>th</sup> July, 26 <sup>th</sup> July



	<p>to adhere to social distancing and/or resources not being kept clean, therefore increasing the transmission and spread of Covid-19</p>	<ul style="list-style-type: none"> <li>ensure that there are enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly</li> <li>build routines of good handwashing and respiratory hygiene into school culture supported by behaviour expectations</li> <li>ensure more frequent cleaning of rooms and shared areas that are used by different groups</li> <li>ensure that surfaces that are touched more frequently are cleaned more than normal</li> <li>ensure toilets are cleaned regularly (different groups do not need separate facilities)</li> </ul> <p>Ensure that all adults and children:</p> <ul style="list-style-type: none"> <li>wash their hands when they arrive at school, when they return from breaks, when they change rooms and before and after eating</li> <li>young children and those with complex needs have supervision around the use of hand sanitiser to reduce risk of ingestion</li> <li>are encouraged not to touch their mouth, eyes and nose</li> <li>have enough tissues and bins available in school and that they are emptied regularly</li> <li>use a tissue to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> <li>support younger children and those with complex needs with good respiratory hygiene</li> </ul>	<p>Continue with midday wipe down routine</p> <p>Regular Handwash routines established and children to be educated why continuously as part of PSHE work.</p>		<p>30<sup>th</sup> July- inline with Gov Updates</p>
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			<ul style="list-style-type: none"> <li>complete individual risk assessments for pupils who spit uncontrollably or use saliva as a sensory stimulant (this is not a reason to deny these pupils face to face education)</li> </ul> <p>Further guidance from the Department of Education is available via the link below:  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p>			
<b>Effective Use of Outside Space</b>	<p>Groups encountering one another increasing the risk of transmission and spread of Covid-19</p>	<p>Employees, pupils, agency staff</p>	<ul style="list-style-type: none"> <li>When timetabling, groups should be kept apart and movement around the school site kept to a minimum. While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits.</li> <li>Schools should also consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).</li> </ul> <p><b>Physical activity in schools</b></p> <ul style="list-style-type: none"> <li>Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</li> <li>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.</li> </ul> <p>External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.  Schools should refer to the following advice:</p>	<p>Children to stay in their classroom bubbles/ spaces at all times.</p> <p>Staggered breaks as mentioned above</p> <p>PE to be carried out in consistent groups with their adult and any outdoor equipment not shared or cleaned/ quarantined for 48 hours as necessary</p> <p>External Visitors e.g. Active Fusion will work with same consistent groups and reminded to socially distance and importance of hand washing- ensure details of their risk assessments are shared with school to ensure they are taking necessary safety precautions in all settings.</p>		<p>12<sup>th</sup> July,  26<sup>th</sup> July  30<sup>th</sup> July-  inline with  Gov  Updates</p>





			<ul style="list-style-type: none"> <li>• <a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroots sport</li> <li>• advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></li> </ul> <p>Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures.</p>			
<b>Effective Use of Resources</b>	<p>Staff and children and young people being unable to adhere to social distancing and/or resources not being kept clean, therefore increasing the transmission and spread of Covid-19</p>	<p>Employees, pupils, agency staff</p>	<p>Settings are asked to consider the following actions in the safe maintenance and control of resources:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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 - Seek to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently.</li> <li>• 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.</li> <li>• Resources that are shared between classes or bubbles, such as sports, art and science</li> </ul>	<p>Reading books and book bags can be used and taken home but books should be quarantined on return in a Quarantine box.</p> <p>Children have their own equipment/ pencil cases.</p> <p>No sharing resources with other classes but can be shared within class bubble but cleaned regularly.</p> <p>Each bubble has own outdoor equipment.</p> <p>Parents/ Children told that they should limit their personal belongings daily</p> <p>Y2- Y6 should bring PE bags on Monday and take home on Friday to be washed.</p> <p>Y1/ R this is not necessary. This is because Y1 are not fully independent yet and will need some time to get into routines of this. The teacher will not be able to help children with getting changed. Children with additional needs should have this discussed/ identified on their individual risk assessments.</p>		<p>12<sup>th</sup> July, 26<sup>th</sup> July 30<sup>th</sup> July- inline with Gov Updates</p>



			<p>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> <ul style="list-style-type: none"> <li>• Outdoor playground equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers.</li> <li>• 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.</li> </ul>			
<b>Effective Management of Educational Visits</b>	Staff and children and young people being unable to adhere to social distancing and/or resources/surfaces not being kept clean therefore increasing the transmission and spread of Covid-19	Employees, pupils, agency staff, members of the public	<p>Settings are asked to ensure there are no UK overnight or overseas educational visits planned for the Autumn term (at least).</p> <p>From September 2020, for any UK based non-overnight visits planned, settings are asked to consider the following:</p> <ul style="list-style-type: none"> <li>• Protective measures should be put in place by the school – e.g. groups / bubbles should be maintained. Facilities for regular handwashing should be considered</li> <li>• Check that COVID-secure measures are in place at the destination</li> <li>• Consider how the use of outdoor space for educational visits could be utilised to minimise risks</li> </ul> <p>Settings must undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely through liaison with Evolve. As part of this risk assessment, settings must consider what control measures need to be used and ensure they are aware of wider advice on visiting</p>	Presently no visits are organised but LD will update this section and coordinate plans with Dave Armstrong, Educational Visits Adviser in the event of any planned visits .		<p>12<sup>th</sup> July,</p> <p>26<sup>th</sup> July</p> <p>30<sup>th</sup> July- inline with Gov Updates</p>



			<p>indoor and outdoor venues (<a href="https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits">https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits</a>)</p> <p>These trips should include any trips for pupils with SEND connected with their preparation for adulthood (for example, workplace visits, travel training etc).</p> <p>Further guidance from the Department of Education via the links below: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-2-school-operations">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-2-school-operations</a></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings</a></p> <p>For further advice or guidance please contact David Armstrong our educational and outdoor visits advisor</p>			
<p><b>Effective recruitment and deployment of staff</b></p>	<p>Staff and children and young people being unable to adhere to social distancing therefore increasing the transmission and spread of Covid-19</p>	<p>Employees, pupils, agency staff, members of the public</p>	<p>Settings can liaise with HR regarding staffing and are asked to consider the following:</p> <ul style="list-style-type: none"> <li>• Where possible, those who can work from home should do so – this is likely to only be conducive for certain roles such as administration roles</li> <li>• Consider staff who were <b>extremely clinically vulnerable</b> and how they can be deployed in school where it is possible to maintain social distancing (or work from home if conducive to their role)</li> <li>• For staff who are pregnant, take note of the guidance <a href="https://www.gov.uk/government/publication">https://www.gov.uk/government/publication</a></li> </ul>	<p>Staff consulted with risk assessment through sharing this document and will be given opportunity to discuss worries. Concerns.</p> <p>Individual risk assessment for employees falling into clinically Vulnerable group</p> <p>No pregnant staff currently but staff advised to notify Principal early if any situation changes so appropriate risk assessments can be carried out</p> <p>Those staff who may be working in closer contact with children advised they should minimise time working closely with individual and keep a safe distance wherever possible. PPE can be worn if needing to deliver close care e.g. first aid etc...</p>		<p>12<sup>th</sup> July, 26<sup>th</sup> July 30<sup>th</sup> July- inline with Gov Updates</p>



			<p><a href="#">s/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</a></p> <ul style="list-style-type: none"> <li>• Staff deployments should ensure that <b>support for SEND pupils</b> is in place whilst also ensuring that <b>safe / specific ratios</b> are met and specific training undertaken to ensure effective care for pupils with complex needs</li> <li>• When deploying <b>ITT students</b>, take into account the skills and capacity of the trainee <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-3-curriculum-behaviour-and-pastoral-support">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-3-curriculum-behaviour-and-pastoral-support</a></li> <li>• Ensure that only those with appropriate checks are allowed to engage in <b>regulated activity</b></li> <li>• Ensure that any <b>leave arrangements</b> that may impact on a staff members ability to start work in the Autumn term have been discussed and shared with HR, as well as taken into account when considering staffing ratios</li> <li>• For <b>volunteers</b>, ensure that the setting continues to follow the checking and risk assessment process as set out in the volunteer section in Part 3 of keeping children safe in education. Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible.</li> </ul> <p>Recruitment</p>	<p>Approved outstanding leave has been agreed and consulted with HR/ Safeguard team.</p> <p>No current plans for ITT students presently.</p>		
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			<ul style="list-style-type: none"><li>Any recruitment over the summer period should be completed remotely – Liaise with HR to ensure that all pre-appointment checks are completed (<a href="https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers">https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers</a>)</li><li>Through liaison with HR, ensure that from September 2020, all <b>pre-appointment checks</b> are carried out in person</li></ul>			
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**Appendix 1: Clean hands protect against infection (WHO protocol)**



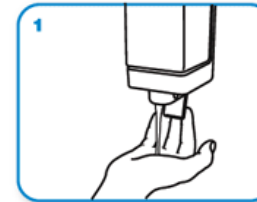
Protect yourself - Clean your hands regularly.

Wash your hands with soap and water and dry them thoroughly. Use alcohol-based hand rub if you do not have immediate access to soap and water.

How do I wash my hands properly? Washing your hands properly takes about as long as singing "Happy Birthday" twice, using the images below:



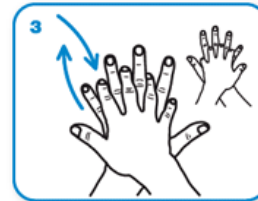
Wet hands with water



apply enough soap to cover all hand surfaces.



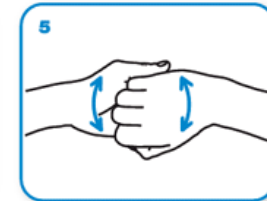
Rub hands palm to palm



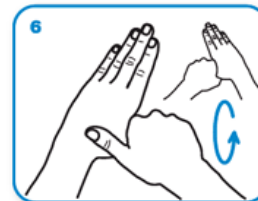
right palm over left dorsum with interlaced fingers and vice versa



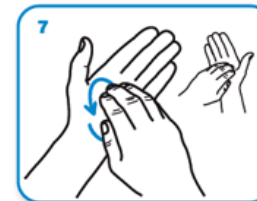
palm to palm with fingers interlaced



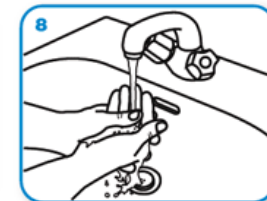
backs of fingers to opposing palms with fingers interlocked



rotational rubbing of left thumb clasped in right palm and vice versa



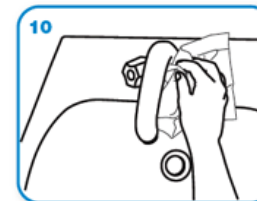
rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



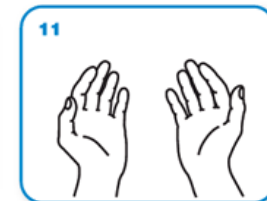
Rinse hands with water



dry thoroughly with a single use towel



use towel to turn off faucet



...and your hands are safe.

