

St Chad's Patchway CE VC Primary School

Risk Assessment completed by Steph Jenkins and James Ridd (Also discussed with staff and Governors and based on guidance/legislation from the DfE, Local Authority, Early Years specialists, Public Health South West England, Unions, HR, NHS, Health and Safety, The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, The Health Protection (Notification) Regulations 2010, Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' and DfE and PHE (2020) 'COVID-19: guidance for educational settings').

Date of Risk Assessment: 8th July 2020 (Risk assessment written on the basis that school will reopen to all children on Monday 7th September – subject to government advice).

Updated based on guidance August 25th and 1/9/20.

Description of Activity being risk assessed: - School reopening Covid-19

Bubbles will consist of no more than 30 children (individual year group classes). They will not mix with other bubbles inside. They will, however, mix with their phase bubble for break time and lunchtime – only when outside (handwashing before going out and when coming in will be hugely important). Full 5 day offer for all children. Extra-curricular clubs will not take place in term 1. Enhanced cleans will take place at the end of each day.

Bubble Class	Miss Bendall Sally Lynsey Helen Lynne R – PPA	Mrs Ives / Miss Lester Michelle Lyn S Lynne R – PPA (Weds every other	Miss Davies Lynne R Francesca Clare for PPA (Weds) Rachel – LBS	Mrs Dobson/Mr Ridd Julie Kate for PPA	Mrs Medway Clare – PPA (Tues) Hannah – Maths time every other week for	Mrs Harvey Hannah PPA (Tues) Clare SEN (Fri) Julie J - LBS	Miss Legg Kate PPA (Tues) Clare (Thurs Y6 support)
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	(Mon) Lyn S – LBS Kirsty - PFA +Clare L - LBS Reception Reception toilets to be used	week when HI is in) Olivia - LBS Y1 Y1/2 toilets to be used	Shaz - LBS Y2 Y1/2 toilets to be used	Sports Coach - Lunch Y3 Y3/4 toilets to be used	Laura on Weds. Julie W - LBS Y4 Y3/4 toilets to be used	Y5 Y5/6 toilets to be used	Sports Coaches Cherie - LBS Y6 Y5/6 toilets to be used
Time of entry	Please see separate letter (9.15am)	9.05am	9.05am	8.55am	8.55am	8.45am	8.45am
Entry/exit	Entry: Green gate by the office Exit: Green gate by Reception class	Entry: Green gate by the office Exit: Green gate by the office	Entry: Green gate by the office Exit: Black gates by Y2 classroom	Entry: Green gate by the office Exit: Green gate by the office	Entry: Green gate by the office Exit: Green gate by Reception class	Entry: Green gate by the office Exit: Green gate by the office	Entry: Green gate by the office Exit: Green gate by Reception class
Times of break	10.15-10.30 Zoned area by castle	10.15 – 10.30 KS2 playground	10.15 – 10.30 KS2 playground	10.45-11.00 KS2 playground	10.45-11.00 KS2 playground	10.30-10.45 Fruit to be provided for children as lunch is later	10.30-10.45 Fruit to be provided for children as lunch is later than normal.

	Reception/KS 1 break duty rota	Reception/KS 1 break duty rota	Reception/ KS1 break duty rota			than normal.	
Time of lunch	11.30-12.30 In class eating: 11.30- 12 On playground: 12-12.30	11.30-12.30 In class eating: 12- 12.30 On playground: 11.30-12	11.30-12.30 In class eating: 12- 12.30 On playground: 11.30-12	12.30-1.30 In class eating: 12.30- 1 On playground: 1-1.30	12.30-1.30 In class eating: 12.30- 1 On playground: 1-1.30	12.30-1.30 In class eating: 1- 1.30 On playground: 12.30-1	12.30-1.30 In class eating: 1-1.30 On playground: 12.30-1
Afternoon break	2.20-2.30 Reception/KS 1 break duty rota	2.20-2.30 Reception/KS 1 break duty rota	2.20-2.30 Reception/ KS1 break duty rota	2.40-2.50	2.40-2.50	2.30-2.40	2.30-2.40
Time of leaving	See separate letter	3.30pm	3.30pm	3.20pm	3.20pm	3.10pm	3.10pm

To allow the children to become accustomed to the new systems and ensure our risk assessment is fully implemented (reviewed if necessary), the guidance allows schools to have a phased entry to school at the start of September. Therefore, the children will be invited into school on the following days before everyone starts fully on **Monday 7 September**.

Tuesday 1 September	INSET DAY - school closed to all children
Wednesday 2 September	Year 3 and 4 children only
Thursday 3 September	Year 1 and 2 children only
Friday 4 September	Reception, Year 5 and 6 children only

What are the hazards?	Who might be harmed and how?	Controls to be in place	Action by whom	Action by When	Action Completed
<p>Potential contamination of buildings/equipment,</p> <p>Contamination through coughing and sneezing,</p> <p>Spread of the virus,</p> <p>Social distancing.</p>	<p>Staff, children and visitors (parents, contractors and suppliers).</p>	<p>The Headteacher will ensure the school reopens to children only when it is safe and advisable to do so, in line with local and national advice. A contingency plan (plan B and C) is in place if required and parents/staff have been informed of this.</p> <p>The school is deep-cleaned before being reopened by a professional cleaning company.</p> <p>The Headteacher will identify which areas of the school may be used to carry out working activities and communicate this to staff taking into the consideration all of the guidance and the LA checklist.</p> <p>A log will be kept to identify adults that have moved between bubbles. Where possible, adults will remain in phases to support track and trace (the only exception being for PPA cover and supply cover) – see above table for further details. Log to be completed in the office. Staff to be responsible for logging if they enter a different bubble to the one allocated. Office staff to log any contractors/visitors to the school and areas that they entered. 30 children per bubble maximum. No mixing of bubbles inside. Children will mix with their phase bubble outside for playtime and lunchtime.</p> <p>Interventions will be run by adults in that phase bubble but groups will consist of one</p>	<p>SJ</p> <p>SJ/GC/Office</p> <p>SJ</p> <p>All staff and office</p> <p>Staff/Parents SJ to notify parents.</p>	<p>Ongoing</p> <p>24th to 30th August</p> <p>17th July</p> <p>17th July and ongoing</p> <p>1st Sept and ongoing</p>	<p>Ongoing – currently implementing plan A.</p> <p>Yes</p> <p>Yes and shared with staff.</p> <p>Yes and ongoing.</p> <p>Yes and ongoing.</p>

		<p>Sufficient amounts of liquid soap (or hand sanitiser where applicable) and paper towels and bins are supplied in infection control areas, bathrooms and kitchens. This is checked daily. Staff to also notify the office if more is required.</p> <p>Everyone is encouraged to catch coughs and sneezes in a tissue and dispose of the tissue in a lidded bin provided in each classroom. Tissues will be provided in the classroom. Children and adults must wash their hands after putting anything in the bin.</p> <p>Hand sanitiser and antibacterial wipes are available by the printer and the laminator.</p> <p>Staff must wash their hands immediately after using the keypads to enter Y3/4, Reception or the staffroom.</p> <p>Wherever possible, doors will remain open to minimise the touching of handles. Door-stops are provided to enable this. Windows will be opened at the start of the day to increase ventilation through the school.</p> <p>Staff to keep 2m away from children and other adults where possible; as per the guidance, this won't always be possible with younger children and children with more complex needs but it is important to maintain this where possible. Staff to avoid</p>	<p>Staff and Children</p> <p>Office</p> <p>Staff, visitors, children</p> <p>Office</p> <p>Staff</p> <p>Staff</p> <p>Staff and children</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
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		<p>close face-to-face contact and minimise time spent within 1 metre of anyone. Assemblies will take place in bubbles in their allocated classroom. Children will work in the same room but can move around the room within their bubble and sit next to different people in their class. Contents of the room will be kept to a minimum to aid cleaning. All work surfaces will have been cleared, and toys that are difficult to clean and soft furnishings that cannot be cleaned will have been removed.</p> <p>Staff and children will be aware that no equipment may be used in PE lessons (unless it can be disinfected or quarantined for 72 hours) and no invasion game-type activities can take place. Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between children and paying attention to cleaning and hygiene.</p> <p>Laptops and IPADS may be used but they must be wiped over immediately after use by the class teacher or TA. Wipes are provided in all classrooms and a lidded bin is available.</p> <p>Musical instruments may not be used if they are unable to be dipped in disinfectant or wiped over. There may be an additional risk of infection in environments where people are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. Positioning children back-to-back or side-to-side, avoiding sharing of</p>	<p>Staff and children</p> <p>Staff and children</p> <p>Staff and children</p> <p>Staff and children</p>	<p>Ongoing</p> <p>1st Sept and ongoing</p> <p>1st Sept/Ongoing</p> <p>1st Sept/Ongoing</p>	<p>Ongoing</p> <p>Yes and ongoing</p> <p>Yes and ongoing</p> <p>Yes and ongoing</p>
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		<p>needs to be administered will be kept in the lockable cupboard in the first aid room (epilepsy medicine only). Parents will need to come in to administer any other medication. Homework will consist of Timestables Rockstars, spellings, phonics and reading to avoid the additional physical material being brought into school. Activities will be sent via dojo. Any project work can be set if photos of the work are sent in instead of the actual project being brought in.</p> <p>Reading books will be able to be sent home and brought back in but must be stored in a box outside of the classroom door for at least 72 hours prior to re-issuing them. Children could take other books in the meantime. They must be wiped down on return to school.</p> <p>Parents, staff and children are aware that children's water-bottles should be filled at the start of each day at home, as water-fountains will not be in use. Parents will be encouraged to send their children in with two water bottles: one for lunch and one for use throughout the day. Children will be able to refill bottles at school when required.</p> <p>Every member of staff will be issued with a school laptop to reduce the need for sharing equipment. Staff will clean</p>	<p>Staff, parents and children</p> <p>Staff, parents and children</p> <p>Staff</p>	<p>1st Sept/Ongoing</p> <p>1st Sept/Ongoing</p> <p>1st Sept/Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
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		keyboards before and after use. The telephones will also be wiped down before and after use by the person using it.			
Snack times/ Lunchtimes	Staff and Children	During playtimes, equipment cannot be used but that the trim trail/gym can be used if children wash their hands before and after use. Staff to monitor this.	Staff and children	Ongoing	Ongoing
		Children will eat in their classroom (other than Reception who will eat in the hall) or outside. Hot meals will be delivered to the classroom on trolleys if children opt for a school meal. Outside areas may be used for lunch. Lunchtimes will be staggered to avoid mixing groups. Staff to take their lunch at the staggered time for their group to ensure that the staffroom is socially distanced/bubbles aren't mixed. Staff to also consider eating outside.	Staff and children	1 st Sept/ongoing	Ongoing
		1 Lunchbreak supervisor will be allocated to each bubble class.	SJ/LBS	Ongoing	Ongoing
		All staff serving or handling food, or working around food at lunchtime should wear PPE (aprons, gloves) and keep as much of a distance as possible when helping to open packaging from packed lunches. Parents will be asked to supply sun cream on warm days.	Staff, Parents and children	1 st Sept and ongoing	Ongoing
		Children and staff do not share cutlery, cups or food. Children will use disposable plates and cutlery.	Staff and children	Ongoing	Ongoing
All utensils and equipment (such as the microwave, urn, water dispenser) are	Staff and children	Ongoing	Ongoing		

		<p>thoroughly cleaned before and after use. Maximum of 1 child from each class to use the toilet at a time (this will need to be monitored).</p> <p>Paper hand towels must be used, not fabric towels.</p> <p>Break/lunch will be taken with their phase bubble only. Lunchbreak supervisors will be responsible for a class bubble. Breaks will be 15 minutes and staff will cover each other within their bubbles or on a rota.</p> <p>Social distancing will need to be adhered to where possible when supervising. In an emergency at any time, the partner adult will stand between the two rooms. Each bubble have their own first aid bag and PPE so that it can be taken outside. This will include a spray bottle to ensure that water is available outside. Parents will be reminded to send children with their inhalers on the first day back. Ice packs will be available from the breakfast room freezer and each bubble will be issued with a first aid book for recording incidents. First aid to be administered outside where possible. All adults will be issued with a whistle. In the event of an emergency, a whistle will be blown. The nearest adult will put their PPE on and attend the scene to help. This will need to be recorded in the log book so that SLT are aware that another adult may have entered a different bubble.</p>	<p>Staff and children</p> <p>Staff/Parents/Children</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p>
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<p>Reducing the risk of contamination/spread of the virus</p> <p>Cleaning</p>	<p>Staff, children and visitors (parents, contractors and suppliers).</p>	<p>A deep clean will be carried out in all areas of the school before it re-opens.</p>	SJ/GC	24 th to 30 th August	Yes
		<p>Cleaning staff are aware (either by contractor or school) of the levels of cleaning required in each area and provided with PPE for each area. Ensure good supply of soap, paper towels, hand sanitizer and PPE available at all times. Ensure stocks of cleaning materials are maintained.</p>	SJ	1 st Sept	Yes
		<p>Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the Professional Cleaning Company's COSHH Policy and the Health and Safety Policy.</p>	SJ	Ongoing	Ongoing
		<p>Normal household disinfectant will be used. Disposable or washing up gloves will be worn when cleaning. Cleaning items will be double bagged and thrown away into lidded bins or immediately outside if possible. Hard surfaces will be cleaned with warm soapy water and a disposable cloth then they will be disinfected.</p>	Cleaners/staff	Ongoing	Ongoing
		<p>All surfaces will be cleared in all classrooms being used to reduce the opportunity for children to touch things and enables the professional cleaning team to clean thoroughly.</p>	Staff/cleaning staff	Ongoing	Ongoing
		<p>The Head/Office will arrange enhanced cleaning to be undertaken at the end of</p>	SJ/Office/GC	Ongoing	Ongoing

First Aid	Staff, children and visitors (parents, contractors and suppliers)	<p>First aid will continue in the usual way with the use of designated areas. PPE (masks, gloves and aprons) will be available along with a lidded waste bin to dispose of any contaminated waste and PPE.</p> <p>Staff have received 'donning & doffing' training (via video) for the effective use of PPE. Donning & Doffing posters are displayed in First Aid room, staff toilets, offices & staffroom.</p> <p>New members of staff will also receive this training.</p>	Staff/office	Ongoing	Ongoing
		<p>Staff should wash hands after helping a child or member of staff, the child should also wash hands and any accident forms should be completed as usual.</p>	SLT/Staff	22 nd May and by 1 st Sept	Yes
		<p>We will not administer medication other than epilepsy medicine. In this case, the usual administering of medication procedures is followed and staff must wash hands before and after. Where medication is to be administered, ensure consent forms are completed, care plans are up-to-date, appropriate storage of medication is ensured and records are completed of who, what and when in usual manner. Medication will be stored in classrooms (inhalers) or locked in the first aid room if required (epilepsy medicine).</p>	Staff/Child	Ongoing	Ongoing
		<p>Paediatric first aider will be available.</p>	Staff/office	Ongoing	Ongoing
		<p>All children's emergency contact details are up-to-date, including alternative</p>	PFA	Ongoing	Ongoing
			Parents/office/staff	Ongoing	Ongoing

		<p>emergency contact details, where required. Parents to be reminded in a letter.</p> <p>All staff members' emergency contact details are up-to-date, including alternative emergency contact details, where required.</p> <p>Staff members' alternative contacts are contacted where their primary emergency contact cannot be reached.</p> <p>Children's parents are contacted as soon as practicable in the event of an emergency.</p> <p>Children's alternative contacts are called where their primary emergency contact cannot be contacted.</p> <p>The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.</p>	<p>Staff/office</p> <p>Staff/office</p> <p>Staff/office</p> <p>Staff/office</p> <p>SJ/Staff/Govs</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
Dealing with children who are unwell	Staff and children	Staff and parents are informed of the symptoms of possible coronavirus infection, e.g. a cough, lost of taste/smell, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.	Staff/office/Parents	Ongoing	Ongoing

		<p>Children that become unwell with non-Covid symptoms will need to be sent home in the usual manner - ensuring they are kept away from others as much as possible to minimise spread of illness.</p> <p>Reminders to parents/carers to not send poorly children to school. Public Health England poster guidance to be followed regarding childhood illness.</p> <p>In the event a child falls unwell with Covid-19 symptoms, the child will be immediately isolated away from other children in the first aid room or outside if possible/it is not raining. A member of staff will stay with them ensuring that they wear PPE (mask, apron and gloves). Staff member to reassure the child and talk to them to check they are ok. Windows to be opened for ventilation. The parent will be called immediately and asked to collect their child. SLT to be informed immediately. The relevant member of staff will call for emergency assistance immediately if the child's symptoms worsen. Staff supervision for handover to ensure clear guidelines on isolating at home for child and family members. In this event, any first aid incidents will be dealt with in the school office or if available, Head's office.</p> <p>If unwell children are waiting to go home, they will be asked to use different toilets (disabled toilet in the first aid room) to the rest of the school to minimise the spread of infection. This also applies to unwell members of staff. The children will use the</p>	Staff/office	Ongoing	Ongoing
			Staff/office	Ongoing	Ongoing
			Staff/office	Ongoing	Ongoing
			Staff/SLT/Child/Parent	Ongoing	Ongoing
			Staff/Children	Ongoing	Ongoing

		<p>main entrance/exit to go home. The area will be left for cleaning by professionals at the end of the school day. They will be notified of the possible case and reminded to wear the appropriate PPE for cleaning. A do not enter sign will be placed on the door of the first aid room until cleaning has taken place. Nobody else will use this until cleaning has taken place.</p>	Staff/SLT/GC	Ongoing	Ongoing
		<p>Areas used by unwell children or staff, who need to go home, are closed down and then thoroughly cleaned once vacated by professionals. PPE will be taken off in controlled circumstances and as regularly as necessary to protect the user and disposed of carefully as contaminated waste.</p>	Staff/GC	Ongoing	Ongoing
		<p>Where contact with a child's parents cannot be made, appropriate procedures are followed in accordance with those outlined by governmental guidance.</p>	Staff, Children, Parents	Ongoing	Ongoing
		<p>Staff will need to go home immediately if they fall unwell with Covid-19 symptoms, such as having a cough, fever, loss of taste/smell or difficulty breathing. Cover will need to be put in place for the bubble.</p>	Staff	Ongoing	Ongoing
		<p>Staff and children would need to be tested straight away as if they are positive then those in their bubble would all need to isolate for 14 days. Staff and parents must</p>	Staff, parents and children	Ongoing	Ongoing

		<p>notify the school as soon as possible of the outcome of the test. Parents and staff will be notified as soon as possible if there is a chance that their child/themselves have been in contact with a COVID-19 case. Tests will not be carried out by the school; this is a parental responsibility.</p>			
Pregnancy	Pregnant staff	<p>There are possible complications for pregnancy - implications for health of mother and unborn child. The staff member/s will take advice from the GP/midwife. Regular checks to be made of Public Health England for updated advice.</p>	Staff/SJ	Ongoing	Ongoing
		<p>As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for <u>clinically-vulnerable people</u>. An individual risk assessment will be completed.</p>	Staff/SJ	Ongoing	Ongoing
Wellbeing/safeguarding	Staff and children	<p>Staff are encouraged to discuss with the Headteacher about how to manage their workload. The Head will work with the Hub Headteachers.</p>	Staff	Ongoing	Ongoing
		<p>Staff are aware of how to report sickness and how long to stay away from school.</p>	Staff	Ongoing	Ongoing
		<p>A staff 'health first' approach will be adopted with the overarching aim being that both the line manager and employee should both be comfortable with the decision that is made where there are any concerns. School leaders will also liaise with HR, where they have any concerns in relation to staff absence and refer to</p>	SLT	Ongoing	Ongoing

		<p>Occupational Health as appropriate in the usual way.</p> <p>If staff are experiencing any anxiety or mental health concerns in relation to COVID-19, returning to school or in the case of bereavement, they will be signposted to the school's counselling service for support.</p> <p>Staff will continue to receive PPA time to enable them to plan appropriately.</p> <p>Where practicable, staff always keep at least two metres apart and avoid close proximity interaction.</p> <p>Where staff congregate, clear guidance and expectations on how social distancing can be observed is provided, using markings where necessary. All staff are aware that the staffroom will be limited to four people at a time. Fabric chairs will not be used. Only one person should be using the kitchen area at a time. Making drinks for other people is not permitted. Staff will need to supply their own resources and these may not be shared. Staff are encouraged to bring in prepared food and flasks of drink wherever possible. Staff are reminded to wipe over surfaces of areas used with wipes provided and avoid using tea towels.</p>	<p>Staff/SJ</p> <p>Staff/SJ</p> <p>Staff/SJ</p> <p>SLT/Staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
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		<p>professionals (such as Ed Psych), Governors, supply teachers and visitors to enhance the learning provision.</p> <p>'Catch up' opportunities as well as mental health and well-being support will be planned. Interventions/TA group work will take place but will only consist of children from the same year group and will be run by a TA in that phase bubble. Intervention rooms may be used but all surfaces must be wiped down after use and before another group uses the area. If staff are unhappy to do this, they will need to carry out group work in the identified year group classroom instead.</p> <p>Staff meetings will take place either where 2 metre distancing can occur or virtually on a weekly basis.</p> <p>All the usual pre-term building checks will be undertaken to make the school safe.</p> <p>The Safeguarding and Child Protection policy will always be adhered to. The school must have regard to the statutory safeguarding guidance, <u>keeping children safe in education</u> and will refer to the <u>coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance</u>.</p> <p>Designated safeguarding leads (and deputies) should be provided with more time, especially in the first few weeks of</p>	<p>Staff/SLT</p> <p>Staff/SLT</p> <p>SLT/NSG</p> <p>DSL/Staff and children</p> <p>Staff/SJ/JR</p>	<p>From 1st September</p> <p>From 1st September</p> <p>By 1st September</p> <p>Ongoing</p> <p>From 1st Sept</p>	<p>Ongoing</p> <p>Yes - virtually</p> <p>Yes</p> <p>Ongoing</p> <p>Ongoing</p>
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		term, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies where these are appropriate.			
Attendance	Staff, children, parents	<p>It is compulsory for all children to attend school in September. This has been shared with parents in a letter. This means from that point, the usual rules on school attendance will apply, including</p> <ul style="list-style-type: none"> • parents' duty to ensure that their child attends regularly at school where the child is a registered child at school and they are of compulsory school age; • schools' responsibilities to record attendance and follow up absence • the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct. <p>We now know much more about coronavirus (COVID-19) and so in future there will be far fewer children advised to shield whenever community transmission rates are high. Therefore, the majority of children will be able to return to school.</p>	<p>SJ</p> <p>Parents and children</p> <p>Staff and SJ</p> <p>SJ, EWO and LA</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

		<p>We will, however, be aware that a small number of children will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19).</p>	Staff, parents and children	Ongoing	Ongoing
		<p>Shielding advice for all adults and children paused on 1 August, as a result of a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of children who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. We will refer to the <u>current advice on shielding</u> if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent. Home learning will be set for these children and engagement will be monitored.</p>	Staff, parents and children	Ongoing	Ongoing
		<p>Some children will no longer be required to shield but generally remain under the care of a specialist health professional – they will need to discuss their care with their health professional before returning to school and we will discuss the outcome with these parents.</p>	Staff, parents and children	Ongoing	Ongoing
		<p>Where children are not able to attend school as parents are following clinical</p>	SJ	Ongoing	Ongoing

		<p>and/or public health advice, absence will not be penalised.</p> <p>Individual risk assessments will be carried out for children and staff where required.</p> <p>Registers will be taken within school and this will be transmitted to the Local Authority/DfE as required. Parents are expected to call on a daily basis if their child will not be in school and give a reason. Those who have not contacted the school will be contacted by the office for safeguarding reasons.</p> <p>A register of children and staff who display symptoms is kept in the school office and outcomes of tests are also recorded. The PHE South West flowchart from the LA is always followed. All staff and Governors have been emailed a copy for their reference.</p> <p>The safeguarding and child protection policy (with addendums) are used in line with usual safeguarding practice.</p> <p>Vulnerable learners are considered individually. Where necessary, a phased return will be considered and the child's wellbeing is prioritised.</p> <p><u>Staff</u></p>	<p>Staff/SLT</p> <p>Staff and office</p> <p>SJ, office, staff and governors</p> <p>Staff, parents, children, governors, visitors</p> <p>SJ/staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
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		<p>Based on the guidance and the implementation of this risk assessment, we expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories (clinically extremely vulnerable) to take particular care while community transmission rates continue to fall and to discuss approaches with the Head. Individual risk assessments will be carried out for these staff and they will need to maintain social distancing. School will follow the guidance at all times.</p> <p>As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for <u>clinically-vulnerable people</u>.</p>	<p>SJ and staff</p> <p>SJ and staff</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p>
Fire drill	Staff, children and visitors (parents, contractors and suppliers)	<p>All maintenance checks to be completed (this has been taking place during limited opening) prior to reopening of school to ensure everything is functioning as it should.</p> <p>Review fire drill procedures (including lockdown) to ensure all new guidelines reference up-to-date social distancing requirements (we will revert back to the previous fire drill procedures in place before lockdown and ensure that adults social distance from children wherever possible, whilst ensuring safety/supervision, and children distance from each other).</p> <p>Discuss with children and complete drill as soon as possible (week 2) to ensure safe evacuation in the event of a fire.</p>	SJ/JR/NSG	By 1 st Sept/Ongoing	Yes and ongoing

SEN/Behaviour	Staff and children	<p>Addendum Behaviour policy will remain in place. New rules will be taught and reinforced on a daily basis. Rewards will be used to praise. Health and hygiene procedures will be taught to children at a level appropriate to their age. Plans will be in place to deal with behavioural issues and will be reviewed regularly.</p> <p>SEN TAs have access to disposable surgical masks, visors, gloves and aprons.</p>	SLT/Staff/Children	Ongoing	Ongoing
Office	Office staff and parents/visitors	<p>Screen in the office to be used to reduce contact with visitors to school. Unless urgent, parents will be asked to liaise with the school via telephone, email, text or dojo.</p> <p>Parents/carers will be informed of temporary change of system and ensure they have the contact details and that their understanding of the process is clear. Parents will be asked to continue to use Parentpay to pay for lunches.</p>	Office/Parents	1 st Sept/Ongoing	Yes and ongoing
Deliveries	Staff, children and contractors/suppliers	<p>Regular deliveries will be required for kitchen and other necessary items. Once school receives a delivery -wherever possible – items will need to be wiped over, using antibacterial wipes.</p> <p>Whilst placing the order, advice to be given on delivery procedures within school. Antibacterial wipes are in place for staff (all classrooms, kitchen and office).</p> <p>Office staff to record locations of the school where the contractor or supplier has been so that thorough cleans can ensure that these areas are captured.</p>	<p>Office/kitchen</p> <p>Office</p> <p>Office</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

