



The Priory CE VA Primary School

COVID – 19: Risk Assessment (version 7 – 01.01.2021)

Version History

- Version 1 - 29th May 2020. Written by Headteacher to replace 'Prevention of Infectious Disease' risk assessment following release of June reopening guidance. Approved by SLT / BCP & FGB.
- Version 2 - 29th June 2020. Amended by Headteacher following Gov't announcement all children not returning to school – included 'closure days'.
- Version 3 & 4 - 15th July 2020. Fully rewritten by Headteacher in response to Sept full opening guidance. Approved by SLT / BCP / FGB.
- Version 5 - 18th Aug 2020. Reviewed by Headteacher in response to guidance updates on 7th Aug.
- Version 6 - 4th October 2020. Reviewed by Headteacher following the first 4 weeks of reopening and BCP area now classed as 'medium' rather than 'low' risk
- Version 7 - 1st January 2021. Reviewed by the Headteacher following BCP moving to tier 4 'Stay at home – extremely high risk'. Additional measures strengthened.

<u>Risk Rating System Used: (Likelihood x Severity = Risk Rating)</u>		
1 – 2	Low	No further action necessary. Controls to be monitored to ensure that they remain suitable.
3 – 4	Medium	If likelihood is likely or certain, identify and implement further controls as soon as is practicable. In all cases controls to be monitored to ensure that they remain suitable.
6 – 9	High	If likelihood is likely or certain, identify and implement further controls without delay. In all cases controls to be monitored to ensure that they remain suitable.
12 - 16	Extreme	Activity must not proceed until further controls have been identified and implemented, to reduce risk rating to an acceptable level.

Risk Assessment Principles:

This Risk Assessment draws on the Government Guidance for September opening: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

The Government guidance outlines 6 main measures that schools *must* adopt in order to mitigate the spread of coronavirus:

- Systems to ensure children, staff and parents who are ill stay at home
- Robust hand and respiratory hygiene
- Enhanced cleaning arrangements
- Engagement with NHS track and trace
- Minimise contact between groups of children (known as ‘bubbles’). At the Priory School this translates into class bubbles of 30 pupils.
- Maintain a safe social distance (as far as is reasonably practicable) between individuals. The guidance notes that younger children will not be able to distance effectively, so the priority is to keep our ‘bubbles’ (classes) separate to minimise contact and reduce risk.

This Risk Assessment explains in detail how the school will meet these requirements and reduce the risk of infection from coronavirus.

[From September 2020](#), all children and young people are asked to return to their educational establishment (where there are no shielding concerns for the child or their household); to enable them to gain the educational and wellbeing benefits of doing so. Schools will be supportive in their approach, but this return is compulsory and schools are required to provide a full educational offer.

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Theme	Control Measures	Action Required / Decision Made	Action Completed Date Named Person	Risk Level Post-Action Additional Measures
		<ul style="list-style-type: none"> • Cancel weekly briefing – replaced by staff weekly memo • Letter to parents re. reminder of tier 4 rules • All staff to wear face coverings in corridors and shared spaces at all times • Disposable food trays/cutlery continue while in tier 4 • MAX 6 persons at any one time in the staffroom – no one to work in the staffroom. • All classrooms to be well-ventilated at all times • Only local outdoor trips • No whole class singing unless in hall or outside (can do smaller groups in class) • Epiphany service cancelled. Easter service, parents evening and Gala concert to be remote (purchase new microphone) • No inter school competitive sport BUT school sports clubs (yr grps) to restart if possible (Mr Major) • Default immediate temperature checks if a child says they are unwell • All homework to be remote – CHECK pupils without laptops • Only essential adults in school (e.g. no volunteers) but French / music provision to continue • Strict limit on objects from home e.g. toys, pencil cases (NOT reading books) • Only essential medicines/intimate care administered (subject to permission of Headteacher & appropriate PPE) • CEV and pregnant staff to work from home 		

Additional Tier 4 Measures (Jan 2021)

Preparing Buildings and Facilities	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 	<p><i>School has been fully in use and will be deep cleaned over the summer holidays</i></p> <p><i>New Combi Oven installed and extractor fan</i></p> <p><i>Classroom spaces prepared before school closes for holiday.</i></p> <p><i>Maintenance team in school for 2 weeks prior to opening to set up and ensure safety of site accurate current guidance</i></p> <p><i>New astro fitted</i></p> <p><i>New container to store excess / soft furnishings</i></p>	02.09.2020 PD / PR to sign off	L
	<p>Office spaces re-designed to allow office-based staff to work safely.</p>	<p><i>Office staff desks repositioned. Wipes provided for shared desks. Clear desk policy – limit personal possessions/store in lockers. Limit activity time & manage occupancy levels. Limit shared equipment. Back to back or side by side rather than face to face seating</i></p> <p><i>Installation of screen in foyer to protect vulnerable office staff from virus droplets</i></p> <p><i>Installation of new automatic hand sanitiser dispenser</i></p>	02.09.2020 PD	L
	<p>Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.</p>	<p><i>2-metre markers are present on floors & designated space for teachers in each classroom.</i></p>	02.09.2020 PD	L

		<p><i>One way system in place to enter and exit the school.</i></p> <p><i>Signage in place to remind children of hygiene expectations and safe routes.</i></p> <p><i>Adults now wear face coverings when entering the school site / greater arrival and collection times to spread the flow of parents</i></p>	04.10.2020 PR	
	<p>Consideration given to the arrangements for any deliveries.</p> <p>Also handling of post and external mail</p>	<p><i>Deliveries dropped off in foyer.</i></p> <p><i>Clear signage – only 1 visitor at a time in the office</i></p> <p><i>Communication with school to be phone/electronic where possible – including consents and payment</i></p> <p><i>Post to be left 48 hours where possible unless entitled urgent. Staff encouraged to wear PPE when handling mail initially.</i></p> <p><i>Any visitors to school, even to drop off deliveries are now required to wear face coverings</i></p>	<p><i>Currently in place – ongoing HB</i></p> <p><i>HB to write post screening procedures 12.07.2020</i></p>	L
	Toileting arrangements	<p><i>Ensure children aware ONLY to use designated toilet – these toilets prepared with sufficient paper / soap / hand dryers – confirmation safe to use & disinfectant spray for staff to use if needed</i></p> <p><i>High traffic areas regularly wiped down during the school day</i></p>	02.09.2020 PD	M

	Staffroom distancing arrangements	<p>Staffroom is being refurbished over the holidays with new chairs and carpet – reduced seating is an important element</p> <p>04.10 Masks now worn in communal areas</p>	<p>02.09.2020 PR / PD to risk assessment new arrangements when complete with safe distancing – when full, staff encouraged to go elsewhere and various other locations in school e.g. Sparkle & Shine / AHT / office space</p>	<p>M</p> <p>04.10 New staffroom complete but Remains a higher risk area. Staff regularly reminded about 2m+ distancing and taking individual responsibility for actions</p>
Emergency Evacuations	<p>Evacuation routes are confirmed, and signage accurately reflects these. NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</p> <p>Consideration given to PEEP – buddies are assigned or reassigned according to available persons.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<p>Existing evacuation procedure still in place – but pupils need to practice walking out respecting social distancing.</p> <p>Class 3 out via KS2 toilets rather than via a different class bubble</p> <p>Implementation of Fire Marshall plan with additional sweep Piano removed from Hall to allow quicker access when 2 classes dining</p> <p>PEEPS updated (04.10.2020)</p> <p>PRIORY CHURCH confirmed as secondary evacuation point</p>	<p>01.06.2020 reminder sent to staff plus fire drill rehearsal during lockdown</p> <p>28.09 emergency evacuation drill successful</p>	<p>M –</p> <p>04.10.20 Need secondary evacuation survival kit if cold / wet weather</p>
Cleaning and waste disposal	<p>Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance.</p>	<p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Monthly fogging of all internal spaces</p>	<p>01.06.2020 / 10.07.2020 discussions with zap cleaning, PR, PD</p>	<p>L – Arrangements working well (July 2020)</p>

		<p><i>Hand towels and handwash are to be checked and replaced as needed by Paul Diggins (Site Manager) and cleaning staff</i></p> <p><i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</i></p> <p><i>Purchase additional spray for staff to use in the toilets after break / lunch.</i></p> <p><i>Cleaners are aware of what to do with potentially contaminated waste.</i></p> <p><i>Can a child/staff member be isolated until collection arrangements made e.g. separate ventilated room or 2m away from others – music room</i></p>		
	<p>Capacity of cleaning staff is adequate to enable enhanced cleaning regime.</p>	<p>Any items being used regularly by visitors should be cleaned frequently e.g. passes, card machines. Where items cannot be easily or regularly cleaned, consideration should be given to temporarily removing them.</p> <p><i>If a pupil or staff member develops Covid-19 symptoms whilst using premises or equipment they are cleaned thoroughly. Leave for 72 hours if possible before cleaning.</i></p>	<p><i>HB to oversee in foyer area</i></p>	<p><i>L</i></p>

	<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	<p><i>Hand sanitiser available at the school entrance</i></p> <p><i>Lidded bins in classrooms</i></p> <p><i>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach Signage reminders displayed</i></p> <p><i>Stock check and ordering schedule reviewed and order made.</i></p>	<p>19.05.2020 PD / LM Ongoing and in place</p> <p>04.10.2020 Greater demand on stocks than anticipated, especially paper towels re. handwashing and food safe disinfectant spray</p>	<p>L</p>
	<p>Waste disposal process in place for potentially contaminated waste.</p>	<p><i>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</i></p> <p><i>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</i></p>	<p><i>Part of discussions with Zap Cleaning PD/PR 11.07.2020 all understood</i></p>	<p>L</p>
	<p>The importance of hand cleaning</p>	<p><i>Hand washing facilities with soap and hot water in place in premises. Handwashing facilities (running water, soap and paper towels) should be available at every entry and exit point. Where this is not possible, hand sanitiser stations should be provided. Staff and children aware of need to frequently wash and dry hands using correct method.</i></p> <p><i>Staff must ensure that all waste including hand towels and tissues are disposed of in the appropriate bin.</i></p>	<p><i>Staff to be reminded in briefings 04.09.2020 PR</i></p> <p>ONGOING</p>	<p>L</p>

		<i>Children have explained to them & are reminded of the importance of effective hand washing. Provide assistance to younger children where appropriate.</i>		
Classrooms & Curriculum	The number of children in a classroom is now dictated by class size rather than by allocation according to distance.	<p>Class sizes at the Priory School are 30 (or 31)</p> <p>The risk is reduced by these class bubbles keeping separate from others (see bubbles header)</p> <p>If the virus is airborne and all children are facing & breathing towards the class teacher, this will make some staff anxious.</p> <p>good ventilation (through draft) to be maintained and heating on in colder weather</p> <p>Majority of adults now choosing to wear visors when working with children</p> <p>Pupils reminded to stay out of the teachers' 2m box</p>	<i>11.07.2020 following govt guidance</i>	L
	Classrooms have been re/arranged to allow as much space between individuals as practical.	<p>Container unit ordered and classrooms reorganised</p> <p>Layout of furniture to ensure that children sit side by side and face the front rather than each other. This also dictates the type of learning activities which will be more structured, more paired or individual work and less interactive / group tasks</p> <p>Less opportunity to change seating during day, so teachers need to choose working partners carefully.</p>	<i>02.07 Discussed government guidance with all teaching staff to make them aware of this expectation PR</i>	L

	<p>Classroom entry and exit routes have been determined and appropriate signage in place.</p>	<p><i>Staggered arrivals and departures and lunches will avoid bottle necks and children to have clear routes to transition to various parts of the school i.e. playground zones and lunch hall</i></p>	<p><i>See PD to update map 07.09.2020</i></p>	<p>L</p>
	<p>Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: The guidance now details that it is safe to share books and other resources.</p> <p>A number of EYFS Resources which are not easily washable or wipeable continue to be removed e.g play dough, mud kitchens, sand, soft cuddly toys and role play clothes?</p> <p>Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</p> <p>Reduced adult contact with objects children may have handled e.g. marking books</p>	<ol style="list-style-type: none"> 1. <i>2m by 2m safe space for class teacher to teach from</i> 2. <i>Children taught about social distancing using visual prompts, games, actions – Lining up – arms length games (keep the gap!) helicopter arms etc.</i> 3. <i>For younger children Social distancing can not be expected, however staff will still model many times a day and linked to school behaviour system – lots of praise for adherence</i> 4. <i>One per available toilet rule (i.e. if 3 toilets in the block, 3 children can go at any one time)</i> 5. <i>Children allocated own resources to use where possible, especially stationery.</i> 6. <i>Separate stationery resources for each child (trays or zippy wallets)</i> 7. <i>EYFS activities will be used by all children in the class</i> 8. <i>Lunch boxes kept on table or trolley at the side of the class</i> 9. <i>Coats and bags to be put in lockers now otherwise a risk hazard</i> 10. <i>Water bottles stored in specific places for children to access safely – symbols and names</i> 	<p><i>Systems have been in place since 01.06.2020 – just now accommodating more children in each room PR</i></p> <p><i>Carefully review trip policy re Y3 Ancient Tech proposal (Start of Sept) PR</i></p> <p><i>Carefully review key events re nativity service (start of Nov) PR</i></p> <p><i>Need to follow up New marking and feedback policy PR</i></p>	<p>L</p>

		<ol style="list-style-type: none"> 11. <i>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach with display of the relevant signage. Good husbandry in place.</i> 12. <i>Well ventilated – windows open BUT fire doors must not be propped open</i> 13. <i>Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place? PE (NO contact sport) / Practical Science lesson / D&T (NO Food tech) / music (NO whole class singing INSIDE, max 15 at any one time)</i> 14. <i>Maintain current approach of encouraging outdoor education wherever possible</i> 15. <i>The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips. NO trips in Autumn 1 except Y3 Ancient Tech (ON COACH). No residential. Adults will wear face masks on coach. Separate risk assessment with Centre</i> 16. 		
Staffing	<p>Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.</p> <p>Including at least one of the following:</p>	<p><i>Staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield and should not be attending the educational establishment but should continue to be supported to work at home as much as possible until September.</i></p>	<p><i>Staff team accounted for and anticipating full rtn (1 phased rtn) in September PR</i></p>	<p><i>M Adults will be moving bubbles (aiming to limit this at the Priory School to 3)</i></p>

	<ul style="list-style-type: none"> • Paediatric First aider (where children under 3yrs) • Designated Safeguarding Lead (DSL) • SENCO • Caretaker/site member • Office staff member 	<p><i>However from September when all children and young people are asked to return to their educational establishment; most staff will also return to school.</i></p> <p><i>Shielding will end for most people (adults and children on the 1st August subject to the disease continuing to diminish in the local and national environment.</i></p> <p><i>Staff should not attend if they have symptoms or are self-isolating due to symptoms in their household as required by national government guidance and are encouraged to test themselves and those in their household if symptomatic. They will need to self-isolate for 7 days.</i></p> <p><i>If a member of staff becomes unwell in the workplace with a new continuous cough, a high temperature or loss of taste or smell, they should be immediately sent home and advised to follow the national stay at home guidance. Additional cleaning will need to be implemented.</i></p> <p><i>There are now BAME school specific tools for staff RA and review before and after a return to work (n/a at the Priory currently).</i></p> <p><i>Face covering guidance would currently be to wear on public transport and to remove in school followed by handwashing.</i></p> <p><i>Reminder to staff that no need to change clothes daily re updated washing of clothes advice</i></p>	<p><i>Guidance advises that adults can move bubbles where necessary e.g. to provide PPA or teaching cover. School has a number of HLTA / non-classed based AHT who will cover staff absence in the first instance but supply agencies will be used as a last resort</i></p>	<p><i>The rota is being continually amended in the light of staff absence so it remains very difficult in practice to keep the same adults within the same bubbles</i> PR</p>
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	Approach to staff absence reporting and recording in place. All staff aware.	<i>HT contact</i>	<i>20.05.2020 PR</i>	<i>L</i>
	Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.	<i>May need to contact class concerned and 'close' without BCP support</i>	<i>Ongoing PR</i>	<i>M</i>
	Approaches for meetings and staff training in place.	<i>School will revert to a blend of face to face and virtual (governors works especially well). Face to face meetings will be socially distanced e.g. briefing in the hall rather than staffroom No face to face meetings without prior arrangement – unless parent emergency / safeguarding concern</i>	<i>Ongoing PR</i>	<i>L</i>
	Consideration given to staffing roles and responsibilities with regards to the continued remote provision alongside in-school provision.	Detailed remote learning plan in place	<i>Our approach during Mar – Jul was successful but greater need to make it sustainable for staff if also teaching full time 04.10.2020 Plan in place and shared with parents</i>	
	Approach to support wellbeing, mental health and resilience in place, including bereavement support	<i>Staff are aware of available support and advice for schools and pupils available from DC Counselling service</i>	<i>Set up at March 2020 PR / HB</i>	<i>L</i>

	<p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>	<p><i>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements</i></p> <p><i>Maintained schools: All staff to be made aware that mental health support is available through the BCP Council counselling service and Occupational Health. Staff have been made aware of mental health resources available on the BCP Covid 19 intranet page.</i></p> <p><i>Local arrangements in place for each establishment. Additional resources from NEU etc.</i></p> <p><i>Many other free sources of help and support are available via the NHS and online in addition to council initiatives such as #TogetherWeCan.</i></p> <p><i>Managers etc. to maintain frequent contact with their teams.</i></p> <p><i>Encourage staff to discuss any concerns.</i></p>		
	<p>Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.</p>	<p><i>Guidance released to staff – test and trace national system launched</i></p>	<p><i>Updated 19.05.2020 PR to continue to follow latest news / contact points</i></p>	<p><i>M 04.10.2020 Awaiting set up of new regular testing of pupils and staff</i></p>
	<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>	<p><i>Check with the contractor any requirements their employer has specified before visit. Share school protocols.</i></p> <p><i>School COVID declaration form for all visitors to the school site</i></p> <p><i>Keith Jewell & church partners virtual worship initially C Moss – virtual talent show</i></p>	<p><i>In place 20.05.2020 Ongoing PD / PR</i></p> <p><i>04.10.2020 Due to high levels of local transmission, no unnecessary adults in school so no volunteers yet.</i></p>	<p><i>L</i></p>

		<p><i>Volunteers to return, following an induction workshop with SC. ONLY to be in one class group and maintain 2m distancing / wipe down any surfaces following visit</i></p>		
	<p>Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.</p>	<p><i>After school breakfast Club to split children in 3 groups and monitor contact – in case of confirmed case of COVID. YR,1,2 & 3,4 and 5,6</i></p> <p><i>External visitors possible to return where they can follow school risk assessment e.g. Kevin French teaching / Mrs Moss for music teaching but not mixed age choirs</i></p>	<p><i>01.01.2021 encouragement to restart pupil PE clubs</i></p> <p><i>NO inter school competitive sport</i></p>	
<p>Social Distancing & Cross Contamination</p>	<p>Arrangements for social distancing in place to include:</p> <ul style="list-style-type: none"> • Staggered school drop off/pick up times and locations (if possible) • Staggered or limited amounts of moving around the school/ corridors • Classroom design • Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches 	<ol style="list-style-type: none"> 1. <i>Children do not mix with other class groups e.g. NO shared gathered spaces or events (assemblies / IT Suite / Library – only for small groups individuals & wiped down after use)</i> 2. <i>Playground zones to keep each bubble separate</i> 3. <i>Lunch hall to have max 2 classes in separated into left and right / kept separate during lining up</i> 4. <i>Reduced movement around school where possible</i> 5. <i>Outdoor play equipment now in use– but each zone to have set of outside toys which will be wiped down each time</i> 6. <i>No contact games in PE</i> 	<p><i>June – July School has been following these actions with smaller pods – not just with larger bubbles</i></p> <p><i>young / EHC children unable to follow social distancing – the risk is reduced by keeping them in class groups. 04.10 however all children are becoming more complacent</i></p>	<p>L</p>

		<ol style="list-style-type: none"> 7. Children to have own stationery set (school provided) kept in trays or zippy wallets 8. Purchase of additional chrome enable chn in IT to keep further apart from each other 9. There will be still be sharing of key resources e.g. textbooks at times 10. No shared singing as high risk / care to be taken over class chanting and shouting e.g times tables 11. No play fighting games and contact games e.g. wrestle tag 	<p>Staff working with EHC pupils may wear PPE or when supporting with intimate care / first aid - individual risk assessments as necessary</p>	
	<p>Information shared with parents regarding pupils travelling to school, encouraging walking and cycling and avoiding public transport as much as possible.</p>	<p>Staff cycling parking in place and buy to ride scheme set up</p> <p>BCP support with new Bike racks</p>	<p>04.10 complete</p>	<p>L</p>
	<p>Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.</p>	<ol style="list-style-type: none"> 1. Parents to enter school via car gate. One way system. Exit via pedestrian gate. 2. One parent per child 3. Staggered opening times 4. Markers for the children and parents to wait – more than 2 metres apart – to allow for gel on entry 5. Allocated gate for parents to arrive and leave from – one way system for entering and exiting site/playground area 6. Instructions shared re social distancing between families with parents and children prior to first day 	<p>01.06.2020 successfully operated during phased reopening to integrate parents and pupils in new procedures safely</p>	<p>L – parents have followed guidance carefully to date</p> <p>04.10.2020 Face coverings now also worn by all adults on school site</p>

		<ul style="list-style-type: none"> 7. Clear reminders given regularly 8. Anyone who cannot follow movement restrictions asked not to come on site 9. Clear and bold signage for parents displayed outside entrance and exit gates and to indicate one way movement 10. SLT to be on duty to supervise 11. Staggered collection times: 12. Parents not to linger – exit immediately when collecting child 		
	<p>Arrangements in place for the use of the playground, including equipment. NB: outdoor equipment should not be used unless it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.</p>	<ul style="list-style-type: none"> 1. Outside play whenever possible – even in wet as transmission rates lower in outdoors 2. Staggered playtimes and allocated play area in the first instance 3. All playground areas and field used when at all possible (4 zones) 4. Designated playground areas on a rota 5. Games discussed which encourage social distancing – football passing, catch, dodgeball, tennis etc 6. Staff supervision throughout and positioned around the play areas – actively encouraging and insisting on social distancing 7. Children practice talking approx. 2 metres apart – modelled by staff 8. No use of larger playground equipment such as climbing wall, play trail. 	<p>Jun – July operated successfully.</p> <p>Continuation of approach ALL STAFF</p> <p>Staffing rotas and timetable for Aut / defining working arrangements for support staff challenging as need to be very flexible and responsive to needs + resignation of x2 MDS due to additional cleaning responsibilities has left a very stretched team.</p>	L
	Toilet arrangements	<ul style="list-style-type: none"> 1. Allocated toilets for different groups of children & limit number of children in toilet to toilets available 	<p>Jun – July operated successfully.</p>	L

		<ol style="list-style-type: none"> 2. Children taught and reminded regularly about hand washing 3. Children sent systematically at set times to toilet and wash hands 4. Classroom sinks also used for hand washing 5. Extra Signs in toilet re washing hands 6. Wedges for the toilet external toilet doors if not fire doors. 7. PPE worn when helping a child who has had a toilet accident if necessary (intimate care) 8. Refer to cleaning regime regularly remind staff of importance of cleaning 	Continuation of approach ALL STAFF	
Catering	<p>Arrangements in place to provide food to Children on site, including the requirement of universal free school meals.</p> <p>Arrangements for the continued provision of FSMs for children not attending school are in place.</p> <p>Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not mix with children from other groups.</p>	<ol style="list-style-type: none"> 1. Staggered lunch breaks where possible. Cleaning of area between groups. Children to have designated seats in register order (no lunch bands) 2. (STAFF) Encourage own meals to be brought in that do not require refrigeration or heating: hot and cold drinks in flasks, bottled water and food in cooler lunch bags. 3. (STAFF) If refrigeration or heating is necessary, any contacted surface should be wiped down by the user after each use. This may include taps, water dispensers, kettles, water boilers, fridge handles and microwave doors using suitable cleaning materials. 4. (STAFF) Social areas are to be used within social distancing guidelines. 	<p>11.07.2020 Starting with hot dinners in Sept.</p> <p>Trial week 1 with packed lunch to check rota and timings</p> <p>Week 2 to have street food menu as easier to pick up and go & then develop from there.</p> <p>Week 3 – new hot lunch routine set up and revised timings.</p>	<p style="text-align: center;">L</p> <p style="text-align: center;">Continue to monitor and refine as additional staff provide greater flexibility</p> <p style="text-align: center;">04.10 Hot dinners currently losing significant money – questionnaire to pupils about how it could be made better.</p>

		<p><i>Furniture may need to be reorganised to allow this.</i></p> <p>5. <i>Schools should provide meal options for all children who are in school and meals should be available free of charge where pupils meet the benefits-related free school meal eligibility criteria and to all infant pupils.</i></p> <p>6. <i>Efforts should be made to continue to provide free school meal equivalents for children who are eligible who remain at home e.g. food parcels, food vouchers or via the DfE voucher scheme or supermarket ecards.</i></p> <p>7. <i>(STAFF) Staff should minimise the use of kitchen and social areas. Hands should be washed, or sanitiser used upon entry and departure, as well as before and after eating</i></p>	<p><i>04.10 work in progress, especially following resignation of x2 MDS</i></p>	
<p>PPE</p>	<p>PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.</p>	<p>Face coverings worn by all staff in communal areas</p> <p>The correct PPE for the tasks being carried out should be in accordance with site and COSHH guidance and risk assessments.</p> <p>Pupils whose care routinely already involves the use of PPE due to their care needs should continue to receive their care in the same way</p> <p>PPE for intimate care must continue to be worn.</p> <p>Additional PPE may be required for first aid administration.</p>	<p><i>Jun – July operated successfully.</i></p> <p><i>Continuation of approach ALL STAFF</i></p> <p><i>Office staff may continue its use when office reopens to parents (limited hour am / pm)</i></p>	<p>L</p>

		<p>Catering staff and other roles who require PPE should continue as usual. Follow usual food safety and hygiene procedures and government guidance.</p> <p>Suitable PPE is available to all staff that need it and relevant staff have been provided information, instruction and training on how to correctly use and remove the PPE, as well as how to maintain and store PPE (See PD training video shared with all staff June 2020)</p> <p>If a pupil or staff member becomes unwell with coronavirus symptoms while in the setting and requires direct personal care (within 2m) until such time as they can return home a fluid-resistant surgical face mask (FRSM Type IIR) should be worn by the supervising adult. Try to isolate the individual if possible in the MUSIC ROOM or behind closed door 2m from others, ventilated area if possible.</p> <p>Consider age dependent supervision that may be required. If direct contact is necessary then disposable gloves and apron and a FRSM should be worn by the carer. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</p>		
<p>Response to suspected/ confirmed case</p>	<p>Approach to confirmed COVID19 cases in place:</p> <ul style="list-style-type: none"> • Which staff member/s should be informed/ take action 	<p>If a pupil becomes unwell in the setting with a new continuous cough, a high temperature or loss of taste or smell, arrangements should be made immediately for them to be sent home. Parents and carers to be advised</p>	<p>20.05.2020 PR</p> <p>Continue to follow guidance and</p>	<p>L</p>

<p>of COVID19 in school</p>	<ul style="list-style-type: none"> • Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated • Cleaning procedure in place • Arrangements for informing parent community in place 	<p>to follow the national stay at home guidance.</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 '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>', which sets out that they must self-isolate for at least 10 days and should <u>arrange to have a test</u> to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms</p>	<p><i>updated PHE advice re track and trace</i></p> <p><i>Always advise local PHE if outbreak in school</i></p> <p>UPDATED FOLLOWING THE LATEST ADVICE</p>	
<p>Pupil wellbeing and recovery</p> <p>back into school after a period of closure/ being at home</p>	<p>Maintain List of all critical worker parents up to date, including those who haven't yet taken up the offer of provision.</p> <p>Changes to the school day/timetables / expectations re attendance shared with parents.</p> <p>Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.</p> <p>This includes bringing together pupils who have remained in school during closure and those at home and celebrating non-academic</p>	<p><i>Preparation for a 2nd wave</i></p> <p><i>Detailed plans shared as part of Sept opening process</i></p> <p><i>Incredible Me Week 1 recovery curriculum focus including development of independent learning skills in case this happens again / self-motivation and understanding of how to make the most out of Oak / Google classroom</i></p>	<p><i>21.05.2020</i></p> <p><i>HJ to monitor and maintain (Sep time)</i></p> <p><i>11.07.2020 PR</i></p> <p><i>02.07.2020 Full discussion of Aut curriculum (SC to monitor)</i></p> <p><i>Complete. 04.10 Children bounced back and ready for learning – some behaviour issues so</i></p>	<p><i>L</i></p> <p>04.10.2020 Office to prepare a list of all key workers pending a full lockdown scenario</p> <p><i>L</i></p>

	achievements of pupils whilst at home/ during school closure.		<i>increased demand for ELSA</i>	
	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.	<i>Hub to be used for this purpose Mrs Poulter to be available if necessary</i>	<i>Mrs Poulter fully used and waiting list –resource issue</i>	L
	Consideration of the impact of COVID19 on families and whether any additional support may be required: <ul style="list-style-type: none"> • Financial • Increased FSM eligibility • Referrals to social care and other support • PPG/ vulnerable groups 	<i>BCP have support contacts – signposted on website and in parent newsletter</i>	<i>Ongoing</i>	L / M
Safeguarding (including 1st aid)	Individual children’s risk assessments are in place and welfare checks being undertaken.	<i>Review risk assessments for children to ensure they reflect any changes due to reopening arrangements for eligible year groups School has comprehensive welfare checks in place and all key families contacted. Detailed records kept during lockdown of safeguarding watchlist</i>	<i>01.06.2020 Ongoing PR /LK TAS meeting 04.10.2020 all up to date (just 2 families not returned to school)</i>	L
	Updated Child Protection Policy in place. Work with other agencies has been undertaken to support vulnerable Children and families.	<i>Adopted Temporary COVID19 Child Protection Policy annex</i>	<i>01.6.2020 04.10.2020 Updated child protection policy (awaiting ratification) Familiarity with BCP new early help model shared with all staff (LK) on 03.09.20</i>	L

	<p>Considering given to administration of medicines and first aid – still need to follow existing policies and procedures</p>	<p><i>Individual risk assessment required to deal with each situation (JS/PR)</i></p> <p><i>First aiders encouraged to wear PPE and ensure it is readily available</i></p>	<p><i>12.07.2020</i></p> <p><i>07.09.2020 ensure staff release to assess pupil needs as they arise</i></p>	
	<p>Consideration given to the safe use of physical contact in context of managing behaviour.</p>	<p><i>Review individual consistent management plans to ensure they include protective measures.</i></p> <p>See individual risk assessments</p>	<p><i>01.06.2020</i></p>	<p>L</p>