



## Coronavirus risk assessment

Assessment conducted by: JR/SC	Covered by this assessment: staff, governors, parents, volunteers and visitors	
Date of assessment: 5th September 2020	Review interval: Weekly	Date of next review: <b>2nd December 2020</b>

## Related documents

**For the purpose of this risk assessment, we have used the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19). Schools need to ensure this risk assessment reflects local arrangements and should not close unless advised to do so.**

Area for concern	Recommended controls
Awareness of policies and procedures	<ul style="list-style-type: none"> <li>• All staff, pupils, parents, trustees, governors, visitors and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:                             <ul style="list-style-type: none"> <li>- Health and Safety Policy</li> <li>- Administering Medicines policy</li> </ul> </li> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:                             <ul style="list-style-type: none"> <li>- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’</li> <li>- DfE and PHE (2020) ‘COVID-19: guidance for educational settings’</li> <li>- Trust Covid-19 Risk assessment</li> </ul> </li> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> <li>• <b>Changes made to have class bubbles rather than Key Stage bubbles.</b></li> <li>• <b>Children sitting in class groups to eat their hot meal at lunchtimes.</b></li> <li>• <b>Packed lunches eating in classrooms with their class teacher.</b></li> <li>• <b>The one way system for entering and exiting school has been reviewed and the Sussex Road gate has been opened to ease congestion.</b></li> <li>• <b>Pick up timings have been readjusted so that parents are not waiting as long to collect their children in different year groups.</b></li> <li>• <b>Playtimes have been changed so that one year group is out in an area rather than the phase. Apex clubs have been changed so they are only one year group. Drama was cancelled and will look to rebook as it was cross phase.</b></li> <li>• <b>MSAs are wearing PPE at lunchtimes.</b></li> <li>• <b>Touch points are being reduced and regularly cleaned.</b></li> <li>• <b>Only 6 adults in the staff room at a time.</b></li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Staff briefing, assemblies are carried out remotely. Staff meetings are socially distanced with teaching staff only.</b></li> <li>• The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> <li>- DfE - <a href="https://www.gov.uk/coronavirus/education-and-childcare">https://www.gov.uk/coronavirus/education-and-childcare</a></li> <li>- Public Health England</li> <li>- NHS</li> <li>- Department for Health and Social Care</li> </ul> </li> <li>• All staff, volunteers, parents, pupils, visitors and contractors are made aware of relevant infection control procedures and social distancing arrangements via email and upon entering the building. <b>Visitors are asked to wear masks.</b></li> <li>• Pupils are made aware of the school's infection control procedures in relation to coronavirus via an assembly and are informed that they must tell a member of staff if they feel unwell.</li> <li>• GDPR and Data Protection guidelines are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.</li> </ul>
Premises reopening after a period of non use	<ul style="list-style-type: none"> <li>• The <b>site manager</b> checks all exterior windows, doors, locks, and other access points to ascertain security and integrity, including any signs of water ingress.</li> <li>• The <b>site manager</b> identifies any signs of unauthorised access, arson, vandalism or anti-social behaviour on the premises.</li> <li>• A suitably trained individual checks that external electrical equipment (e.g. CCTV cameras) is in working order.</li> <li>• The <b>site manager</b> checks all areas of the school grounds, including car parks and walkways, for any potential hazards.</li> <li>• The <b>site manager</b> checks all trees and shrubbery to ensure they do not pose a risk, e.g. there are no broken or overhanging branches.</li> <li>• The <b>site manager</b> checks all security systems for integrity and that they are in working order.</li> <li>• The <b>office manager</b> makes insurers aware of the building's state of use.</li> <li>• The <b>headteacher</b> ensures that the insurer's risk mitigation requirements are enacted and observed.</li> <li>• All keyholder information is updated in accordance with the insurer's instructions, where required.</li> <li>• The <b>site manager</b> checks for any signs of pests, and any damage or loss of supplies as a result of pest activity.</li> <li>• External signage is visible to show that access to the school premises is restricted.</li> <li>• Any hazards found during checks on the premises are reported to the <b>headteacher</b> as soon as possible and issues are resolved prior to the school reopening to more pupils.</li> <li>• The <b>headteacher</b>, in conjunction with the <b>governing board</b>, ensures the school opens only when it is safe and advisable to do so, in line with local and national advice. <b>School will continue to follow government advice.</b></li> <li>• The <b>headteacher</b> identifies which areas of the school may be used for school activity, and by which pupils, and communicates this to staff, pupils and volunteers accordingly. <b>Continue to set areas for year groups at lunchtime.</b></li> <li>• Areas of the premises which remain closed or are one way are adequately secured and clearly identifiable.</li> <li>• The <b>site manager</b> arranges for any changes to the premises to be made to account for social distancing measures.</li> <li>• The <b>headteacher</b> limits access to the school for all non-essential visitors. <b>We will wait two weeks to make a decision about whether volunteers can return.</b></li> </ul>
Gas supply, systems and equipment	<ul style="list-style-type: none"> <li>• A suitably qualified technician checks the gas mains supply and any gas systems for integrity, leaks and safety.</li> <li>• Where the gas supply or any gas systems have been switched off or isolated, a suitably qualified technician switches them back on, where required.</li> </ul>

	<ul style="list-style-type: none"> <li>• A suitably trained technician checks that all gas detection systems, including carbon monoxide detectors, are in working order.</li> <li>• A suitably trained technician checks all gas cylinders, e.g. butane and liquid petroleum gas (LPG), for integrity.</li> <li>• The <b>site manager</b> checks that all mandatory inspections of gas equipment are up-to-date and arranges any required inspections as soon as possible.</li> </ul>
Electrical supply, systems and equipment	<ul style="list-style-type: none"> <li>• A suitably qualified technician checks the electrical mains supply and any electrical systems for integrity and safety.</li> <li>• Where the electrical mains supply or any electrical systems have been switched off or isolated, a suitably qualified technician switches them back on, where required.</li> <li>• The relevant staff check that all phone and broadband connectivity is in working order.</li> <li>• A suitably trained technician checks that the main and emergency lights are in working order.</li> <li>• The relevant staff perform visual checks on all electrical equipment, e.g. computers and plug sockets.</li> <li>• The <b>site manager</b> ensures that any mandatory inspections of electrical equipment are up-to-date and arranges any required inspections as soon as possible.</li> </ul>
Heating and ventilation	<ul style="list-style-type: none"> <li>• The relevant staff adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is reached before the school opens.</li> <li>• Where heating has been switched off or energy supplies for heating have been isolated, a suitably trained individual switches them back on, as required.</li> <li>• The <b>site manager</b> checks that all ventilation systems, are in working order and that there are no blockages present in external or internal vents.</li> <li>• All ventilation systems remain energised in normal operating mode.</li> <li>• Where mechanical ventilation is used, recirculatory systems are adjusted to full fresh air where possible.</li> <li>• Where possible, the windows of occupied rooms are open.</li> </ul>
Fire safety and evacuation routes	<ul style="list-style-type: none"> <li>• A suitably trained individual checks that all fire detection, alarm systems, fire extinguishers and sprinklers are in working order.</li> <li>• The <b>site manager</b> and <b>headteacher</b> ensure that the fire management plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed.</li> <li>• The <b>headteacher</b> identifies how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers, pupils, parents and contractors. <b>A socially distanced fire alarm took place on 18.09.2020</b></li> <li>• The <b>site manager</b> checks that lifts, stairlifts and automatic doors are in working order.</li> </ul>
Water storage, drainage systems and sanitary appliances	<ul style="list-style-type: none"> <li>• A suitably trained individual checks all hot and cold water systems, including air conditioning units, for legionella or other harmful build-ups.</li> <li>• All water systems are thoroughly flushed, e.g. toilets and taps, and the <b>site manager</b> commissions a water treatment specialist to chlorinate water systems where required.</li> <li>• All equipment that uses water is run through a cycle, e.g. dishwashers and washing machines, to flush limescale and bacteria build-up.</li> <li>• A suitably trained individual checks that any swimming pools or other indoor bodies of water are safe for use.</li> <li>• A suitably trained individual checks all sanitary appliances, including drainage, for blockages, adequate hygiene and that they are in working order.</li> <li>• Where necessary, a suitably trained individual switches on any drainage or sanitary systems that were turned off or isolated during closure.</li> </ul>
Cleaning	<ul style="list-style-type: none"> <li>• The <b>site manager</b> creates a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> <li>- More frequent cleaning of rooms and shared areas (including classrooms, playgrounds and eating areas) that are used by different groups.</li> <li>- Frequently touched surfaces being cleaned more often than normal.</li> <li>- Provision for ensuring toilets are cleaned regularly.</li> </ul> </li> <li>• Dining areas are cleaned between use by different bubbles. <b>Yes this will continue to take place, tables and seats are wiped between bubbles. Cutlery is handed out by an adult wearing PPE so children are not touching cutlery. Trays are issued by the kitchen so children are not touching them.</b></li> </ul>

	<ul style="list-style-type: none"> <li>• Where necessary, the number of rooms used by staff and volunteers is limited to avoid the spread of infection.</li> <li>• All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed.</li> <li>• All areas that remain temporarily closed or partially closed for cleaning or infection control purposes are clearly identified.</li> <li>• Adequate amounts of suitable cleaning agents are available.</li> <li>• PPE is available to members of staff who require it to carry out cleaning safely. <b>The cleaning company are providing an additional cleaner to work 11-12 and 1-2 to clean all toilets and touch points during the day.</b></li> <li>• All staff will clean key areas in their classroom or office space regularly – door handles, taps, cloakroom</li> </ul>
Minimising contact with individuals who are unwell	<ul style="list-style-type: none"> <li>• <b><u>Anyone who displays symptoms of coronavirus, or who has tested positive in the last 7 days, does not enter the school grounds.</u></b></li> <li>• Instances of staff, pupils, visitors and volunteers displaying symptoms of coronavirus are managed in line with local and national guidance and any unwell individuals are isolated and sent home as soon as possible.</li> <li>• Pupils awaiting collection are moved to a room where they can be isolated behind a closed door. If it is not possible to isolate the pupil, they are moved to an area which is at least two metres away from others. If required, a member of staff supervises the pupil.</li> <li>• If the pupil needs to use the toilet while awaiting collection, they use a spare bathroom if possible. The bathroom is cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• PPE is worn by supervising staff if direct personal care is needed and they cannot maintain a distance of two metres.</li> <li>• Anyone who comes into contact with an unwell individual washes their hands thoroughly for 20 seconds.</li> <li>• The area around the unwell individual is cleaned with normal household bleach after they have left the premises.</li> <li>• Staff members who have helped someone with symptoms and any pupils who have been in close contact with them do not need to self-isolate unless they develop symptoms themselves or the symptomatic individual subsequently tests positive.</li> <li>• The school does not routinely take the temperature of pupils.</li> </ul>
Test and trace	<ul style="list-style-type: none"> <li>• Staff members and parents are informed that they may need to engage with the NHS Test and Trace programme, meaning they need to be ready and willing to: <ul style="list-style-type: none"> <li>- Book a test if they (or their child) display symptoms.</li> <li>- Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace.</li> <li>- Self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive.</li> </ul> </li> <li>• Anyone in school who displays symptoms is encouraged to get a test.</li> <li>• Parents and staff are asked to inform the school immediately of test results.</li> <li>• If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating.</li> <li>• If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough or loss of sense of smell/taste. Other members of their household are required to continue self-isolating for the full 14-day period.</li> </ul>
Confirmed cases of coronavirus	<ul style="list-style-type: none"> <li>• Where an individual in the school community tests positive for coronavirus, the <b>headteacher</b> contacts the local HPT immediately.</li> <li>• The school works with the local HPT to manage the response.</li> </ul>

	<ul style="list-style-type: none"> <li>• Individuals at school who have been in close contact with someone who has tested positive are sent home immediately. Close contact is defined as follows: <ul style="list-style-type: none"> <li>- Direct close contacts – face-to-face contact with an infected individual for any length of time, within one metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin)</li> <li>- Proximity contacts – extended close contact (within one to two 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> </li> <li>• Household members of individuals who are sent home do not need to self-isolate unless the individual they live with develops symptoms.</li> <li>• A record is kept of pupils and staff in each bubble and of any close contact between individuals at school.</li> <li>• If required, all parents and staff are informed of the confirmed case; however, the name of the individual is not shared.</li> <li>• If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school continues to work with the local HPT who advises on additional actions.</li> </ul>
Hand cleaning and respiratory hygiene	<ul style="list-style-type: none"> <li>• Hand washing and sanitising stations are set up, providing soap and water, bins and hand sanitiser.</li> <li>• Adequate amounts of soap, tissues and bins are available in the relevant areas.</li> <li>• Pupils and staff are encouraged to wash their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms, and before and after eating.</li> <li>• Pupils are supervised, where appropriate, when using hand sanitiser to ensure they do not ingest any.</li> <li>• Younger pupils and those with complex needs are supported to ensure they adopt good hand cleaning and respiratory hygiene practices.</li> <li>• Individual risk assessments are conducted in relation to pupils with complex needs who struggle to maintain good respiratory hygiene.</li> <li>• In line with current government guidance, face coverings are not required to be worn on the premises.</li> <li>• If staff or pupils choose to wear a face covering, when removing it, they remove the covering safely and put it in a plastic bag. They are asked to wash their hands immediately after doing so.</li> <li>• Hygiene measures are explained to visitors and contractors upon their arrival.</li> </ul>
Minimising contact between individuals and maintaining social distancing	<ul style="list-style-type: none"> <li>• Pupils are given regular reminders of why social distancing is important and the opportunity to speak to staff about how they are finding adhering to the social distancing measures.</li> <li>• Pupils and staff are separated into groups (bubbles) <ul style="list-style-type: none"> <li>- Pupils will be taught in their own class of 30 for the majority of the time</li> <li>- Bubbles will be formed of two year groups in order to manage playtimes and lunchtimes – <b>this is now one year group, e.g Class 4. RWI has been changed so that Year 1 teach in their year group and Year 2 teach in their year group rather than mixing the year groups. See above about Ape clubs.</b></li> <li>- Siblings will be taught in their age appropriate classes/bubbles</li> <li>- Bubbles will be kept apart from other bubbles</li> </ul> </li> <li>• Older pupils will be encouraged to keep their distance within groups</li> <li>• Younger pupils will not be expected to maintain social distancing</li> <li>• Staff are encouraged to maintain a 2 metre distance from each other and from the pupils where possible although we know that this will not always happen – staff pupils interaction</li> <li>• Staff can move between bubbles, but minimise close contact with others whilst doing so.</li> <li>• Classrooms for Year 2 – Year 6 will be re-arranged with seating side by side and facing forward</li> <li>• All non-essential movement around school should be avoided – <b>trays with books are on/under desks in KS2</b></li> </ul>

	<ul style="list-style-type: none"> <li>• If groups of pupils are moving during lessons to shared spaces (e.g. dining room, intervention rooms, etc) or specialist spaces (e.g. for PE, pastoral room, etc), the class should wait in their class area and are managed by their teacher to and from their destination to avoid crowding on corridors</li> <li>• Staff maintain a two-metre distance from each other and from pupils, where possible. Where maintaining a two-metre distance is not possible, staff avoid close face-to-face contact and minimise the time spent within one metre of anyone.</li> <li>• Pupils' educational and care support plans are provided as normal.</li> <li>• Visual aids are used to display social distancing measures.</li> <li>• The use of communal areas, e.g. the staff room, is limited to avoid unnecessary group gatherings – staggered times, queues, or rotas are implemented where required. <b>Only 6 at a time in the staff room. Reminders are given in staff briefings</b></li> <li>• Where pupils, staff or volunteers cannot follow social distancing arrangements for a particular activity, the <b>headteacher</b> assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential.</li> <li>• Start and finish times are staggered. <b>These have been readjusted to reduce parents waiting on school site. Another gate has been opened. Only one parent/guardian to pick up/drop off to reduce volume of people on site.</b></li> <li>• Parents are briefed on new provision for the drop-off and collection of their pupils.</li> <li>• Supply teachers can move between schools. They minimise their contact with other staff members and maintain as much distance as possible from other individuals.</li> <li>• Social distancing measures are explained to all contractors and visitors upon their arrival. <b>Reduction in cross school experiences – Central trust staff to limit work to one single school per week</b></li> <li>• A record is kept of all visitors and contractors that come to the school site.</li> </ul>
Equipment	<ul style="list-style-type: none"> <li>• Individuals should limit the amount of equipment they bring but a single school bag is allowed containing hats, coats and books. In addition packed lunchboxes are allowed.</li> <li>• No pencil cases or writing equipment should be brought in from home</li> <li>• Pupils can take reading books home</li> <li>• If it is absolutely necessary for a child to have a mobile phone, it will be handed in to the class box at the start of the day. Phones are brought in at their own risk. We will not spend time investigating missing phones.</li> <li>• Classroom resources, e.g. books and games, can be shared within a bubble and are cleaned regularly.</li> <li>• Resources that are shared between bubbles, e.g. sports equipment, are cleaned before they are used by a different bubble or rotated to allow them to be left unused for 48 hours between use by different bubbles.</li> </ul>
PPE	<ul style="list-style-type: none"> <li>• PPE is distributed to staff who provide intimate care for pupils in need and for cases where a pupil becomes unwell with symptoms of coronavirus whilst in school and a distance of two metres cannot be maintained.</li> <li>• Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties.</li> <li>• All PPE waste is put in a plastic rubbish bag which, once full, is tied and placed in a second tied bag and stored in a suitable and secure place, marked for storage for 72 hours. Following this period, it is put in the communal waste area.</li> <li>• Used PPE is disposed of properly using bins provided around the school. Staff and pupils are told not to use recycling bins.</li> <li>• Having consulted staff, parents, governors and trustees, we appreciate that some people would feel more comfortable wearing face coverings. With this in mind, we are allowing staff and pupils to do so as long as the following is followed: <ul style="list-style-type: none"> <li>- Cover both the nose and mouth.</li> <li>- Not be allowed to dangle around the neck.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>- Not be touched once put on, except when carefully removed before disposal or safe storage in a ziplock plastic bag. Hands must be cleaned after disposal/removal.</li> <li>- Be changed when they become moist or damaged.</li> </ul>
Mental health and wellbeing	<ul style="list-style-type: none"> <li>• Pupil and parent surveys are sent out to assess how they feel about being on the school site and to enable staff to act on any concerns pupils and parents may have. <b>Specific parents have bespoke drop off and collections to support well being.</b></li> <li>• Staff and volunteer surveys are sent out to assess how they feel about being on the school site and enable the <b>SLT</b> to act on any concerns staff and volunteers may have.</li> <li>• The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required. <b>Specific parents have bespoke drop off and collections to support well being.</b></li> <li>• In line with the most recent shielding advice, staff members that have been shielding can attend the school site. Extremely clinically vulnerable, living with extremely clinically vulnerable or increased risk from coronavirus staff and volunteers meet with the headteacher and line manager to conduct risk assessments to ensure measures are in place to keep the staff member or volunteer safe whilst on the school site.</li> <li>• The <b>headteacher</b> considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety, whilst maintaining the smooth running of the school.</li> <li>• The <b>headteacher</b> ensures that the school can be adequately and safely staffed.</li> <li>• The <b>SLT</b> discusses the implications on staff and pupil workload when the school reopens and puts a plan in place to minimise the risk of stress.</li> <li>• Pupils who are new to the school are provided with the appropriate support.</li> <li>• The <b>headteacher, pastoral team</b> and the <b>DSL</b> liaise with the LA to determine what additional support is available for pupils who are suffering with their mental health once they return to school.</li> <li>• The <b>headteacher</b> and the <b>SENCO</b> identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available.</li> <li>• <b>Teachers</b> and the <b>SENCO</b> work together to ensure pupils with SEND are prepared for changes to their routine.</li> <li>• The <b>headteacher</b> and <b>DSL</b> ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support when the school reopens.</li> <li>• The school engages with local immunisation providers to ensure immunisations programmes can be provided on site in line with the relevant protective control measures. <b>Flu immunisation booked for November.</b></li> <li>• Staff and pupil bereavement is managed in line with specialist outside agencies</li> </ul>
Attendance	<ul style="list-style-type: none"> <li>• Parents are informed that the usual rules on school attendance apply from September – this means parents have a duty to secure that their child attends regularly.</li> <li>• The attendance register is taken as normal and absences are followed up.</li> <li>• In line with the most recent shielding advice, pupils and staff members that have been shielding can attend the school site.</li> <li>• Where a pupil is unable to attend the site because they are complying with clinical and/or public health advice, they are offered access to remote education immediately.</li> <li>• Where a pupil is unable to attend school due to their parents following clinical and/or public health advice, their non-attendance is not penalised.</li> <li>• Any concerns from staff, parents and pupils about being on school site are discussed between appropriate individuals.</li> <li>• Pupils who are reluctant or anxious to return to school are identified and relevant staff members develop plans to reengage these pupils.</li> </ul>

	<ul style="list-style-type: none"> <li>The school uses the additional catch-up funding, as well as existing pastoral and support services, resources and funding, to put in place measures for those families who need additional support to secure pupils' regular attendance.</li> </ul>
Access to learning	<ul style="list-style-type: none"> <li>The <b>headteacher</b> and curriculum leaders work with teaching staff to identify curriculum priorities and ensure a plan is in place to provide adequate learning material.</li> <li>The <b>headteacher</b> and curriculum leaders identify what provision can be reasonably provided for pupils with EHC plans.</li> <li>A separate risk assessment is conducted to identify what additional support pupils with EHC plans require to make a successful return to education.</li> <li>Where appropriate, pupils with EHC plans and their parents are involved in the planning for their return to school.</li> <li>The <b>headteacher</b> and curriculum leaders work with teaching staff to ensure education can continue to be delivered to all pupils who are learning remotely, e.g. those sent home to self-isolate as a precaution.</li> <li>Teachers consider how to support the educational needs of disadvantaged pupils and pupils with SEND.</li> <li>The government's catch-up funding is utilised to ensure pupils receive the support they need to catch-up on learning lost due to the coronavirus pandemic.</li> <li>Measures to reduce the risk of infection during music lessons are implemented, including physical distancing and positioning pupils back-to-back or side-to-side.</li> <li>PE lessons take place outside where possible and pupils are kept in consistent groups.</li> </ul>
Extra-curricular activities and wraparound provision	<ul style="list-style-type: none"> <li>Before and after-school clubs are resumed in line with protective measures, they will be organised in bubbles where at all possible although this will not always be the case <b>Apex have changed clubs to year groups.</b></li> <li>Before- and after-school clubs are not made available to pupils if doing so would put them at an increased risk of contracting coronavirus.</li> <li>A reduced number of pupils per session attend before- and after-school clubs once they resume.</li> <li>Where wraparound provision is provided, pupils are kept in small consistent groups as far as possible. <b>Before and after school keep children in year groups.</b></li> </ul>
Safeguarding	<ul style="list-style-type: none"> <li>The <b>DSL</b> liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the school opening, e.g. ongoing bullying.</li> <li>The <b>DSL and pastoral team</b> ensure that adequate pastoral care is in place to support pupils and staff who require it.</li> <li>The <b>DSL and pastoral team</b> ensure the relevant staff have the appropriate training to support pupils and staff who require pastoral care.</li> <li>The DSL are provided with time to help them support staff and pupils in relation to any new safeguarding and welfare concerns and the handling of referrals to pupils social care and other agencies.</li> </ul>
Behaviour expectations	<ul style="list-style-type: none"> <li>The school's Behavioural Policy sets out behaviour expectations for pupils. Adhering to social distancing is critical and any pupils who commits serious or persistent breach of the new COVID-19 protection rules may be sanctioned by the headteacher</li> <li>Expectations are communicated clearly to staff, pupils and parents.</li> <li>Pupils who are struggling to reengage with school are supported appropriately.</li> <li>Individual risk assessments will be completed for specific pupils.</li> <li>Hertfordshire Steps risk management plan will be updated to reflect current behaviour policy.</li> <li>Breaktime or lunchtime reflections must be completed within the bubble .</li> </ul>
Catering	<ul style="list-style-type: none"> <li>The <b>office manager</b> liaises with catering providers to ensure the kitchens are fully open from the start of the Autumn term.</li> <li><b>Senior MSA</b> will oversee lunchtime provision where: <ul style="list-style-type: none"> <li>Pupils will have staggered lunchtimes remaining in bubbles</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>- A normal menu will apply and regular cutlery and plates will be used</li> <li>- Pupils will be asked to wash hands before and after having lunch</li> <li>- Where possible pupils will eat in their class groups</li> <li>- Where possible packed lunches will eat outside – <b>packed lunches eat in classrooms now</b></li> </ul>
Educational visits	<ul style="list-style-type: none"> <li>• The school is able to resume non-overnight domestic visits.</li> <li>• Any visits that take place are done so in line with protective measures, including keeping pupils in consistent groups and ensuring destinations are COVID-secure.</li> <li>• Prior to any visit, a risk assessment is undertaken by the trip leader.</li> <li>• All educational visits must be approved by the school Educational Visits Coordinator (EVC) a least two weeks in advance.</li> <li>• International and residential educational visits will not be permitted in the first term – The Erasmus project is temporarily on hold</li> <li>• Local educational visits (no coach travel) are permitted so long as: All bookings should be made such that they can be cancelled in the event of a lockdown or other COVID-related circumstance with a full refund The risk of infection and how this will be mitigated, should be included in the risk assessment The trip leader should enquire whether other school parties are likely to be present and whether social distancing from such groups will be possible. If not, the trip should not go ahead Trips may not involve pupils from different year groups</li> </ul>
Uniform	<ul style="list-style-type: none"> <li>• All pupils will wear the full uniform</li> <li>• As uniform supplies may be delayed, some discretion will be allowed during the first half-term</li> <li>• Pupils who have PE on the same day will be allowed to wear their PE kit instead of the uniform</li> </ul>
Communication	<ul style="list-style-type: none"> <li>• The <b>headteacher</b> liaises with the LA about reopening the school and includes any local guidance into the <b><u>Coronavirus (COVID-19) Reopening Plan</u></b>, where required.</li> <li>• The school’s website is kept up to date with any information regarding the school being open to all pupils, e.g. dates and local arrangements.</li> <li>• Parents are informed via letter about the relevant information regarding reopening the school, including any pick-up and drop-off arrangements.</li> <li>• Parents and their pupils are encouraged, where possible, to walk or cycle to school.</li> <li>• Staff and volunteers are informed via <b>email</b> about the relevant information regarding opening to all pupils, including any changes to the workday, e.g. staggered lunchtimes and social distancing.</li> <li>• Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues.</li> <li>• All staff, pupils and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms.</li> <li>• The <b>headteacher</b> liaises with the <b>governing board and trust board</b> about possible arrangements for reopening the school, where necessary.</li> <li>• The <b>office manager</b> communicates with suppliers and contractors regarding reopening the school and reinstating or suspending the supply of any required goods or services.</li> <li>• The <b>headteacher</b> informs staff, volunteers, <b>governing board and trust board</b> about the arrangements for meetings that would ordinarily take place in person, e.g. interviews, and how these will be carried out in line with social distancing guidance when the school reopens.</li> </ul>
Practical measures in early years settings	<ul style="list-style-type: none"> <li>• The setting is not required to arrange pupils and staff in small, consistent groups. Mixing is minimised through a number of measures, including using different rooms for different age groups and keeping these groups apart as much as possible.</li> <li>• Parents are encouraged to limit the number of settings their child attends.</li> <li>• Physical distancing between groups of pupils and staff is implemented as far as possible.</li> </ul>

	<ul style="list-style-type: none"> <li>• The use of communal spaces is managed to limit the level of mixing between bubbles.</li> <li>• The use of private outdoor space is maximised to ensure social distancing measures can be adhered to.</li> <li>• Small groups of pupils are taken to outdoor public spaces, e.g. parks, following the completion of a risk assessment that demonstrates they can stay at least two metres from people outside of their group at all times. This is done in line with wider government guidelines on the number of people who can meet in outdoor public places.</li> <li>• Pupils are supervised when washing hands or using hand sanitiser and are taught how to do it effectively.</li> <li>• A good supply of disposable tissues is available throughout the premises and ‘catch it, bin it, kill it’ is encouraged through signage.</li> <li>• An enhanced cleaning schedule is put in place.</li> <li>• Surfaces, such as toys, books, doors, sinks, toilets and light switches are cleaned more regularly, using disinfectant.</li> <li>• All items that are laundered are washed in line with <u>government guidance</u> (‘COVID-19: cleaning of non-healthcare settings’) and are not shared by pupils between washes.</li> <li>• Clear procedures are put in place to ensure stringent cleaning processes are followed for food preparation areas, dining areas and table coverings.</li> </ul>
Contingency planning	<ul style="list-style-type: none"> <li>• There is a contingency plan that can be implemented if a local outbreak of coronavirus occurs.</li> </ul>
Update 02/10/20	<ul style="list-style-type: none"> <li>• Track and trace information has been shared with staff and parents. Schools are displaying the QR code for visitors to scan when they visit</li> <li>• Strengthen the communication process so that parents better inform schools of situations where a child who has siblings in our school is sent home to isolate by a different setting</li> <li>• Review internal one way systems to further support the distancing between bubbles</li> <li>• Reorder and restock testing kits that can be given to parents and staff in cases where they are unable to get one through the government system</li> </ul>
Update 08/10/20	<ul style="list-style-type: none"> <li>• Review home device provision - survey parents at parents evening with regards to internet access and device provision.</li> <li>• Review distance from teaching area to nearest desk in each classroom. Where possible rearrange room to ensure a 2.5m distance from teaching area to desk</li> </ul>
Update 05/11/20	<ul style="list-style-type: none"> <li>• The school will remain open to all pupils during the national lockdown in place from 5 November 2020 to 2 December 2020 (inclusive)</li> <li>• Identify anyone who meets the criteria for CEV and discuss with them how they will be able to support learning from home during the lockdown period – there will then need to be a review of how their work in school might be covered during this period</li> <li>• Review the individual risk assessments of any CV staff to see if there are any further measures that could be put into place to further reduce the risks they face. For example, further limiting any contact with parents before or after school at drop-off and collection time, tighter restrictions around interacting with other staff (ie in the staffroom, staff meetings, etc), additional use of face coverings in communal areas and tighter restrictions in terms of moving around school</li> <li>• Where possible, the windows of occupied rooms are open. In cold weather, where this causes issues with thermal comfort, the following mitigations are put in place where possible: <ul style="list-style-type: none"> <li>○ Classrooms are rearranged to minimise the discomfort caused by draughts from open windows, e.g. by moving desks and chairs</li> <li>○ High level windows are opened in preference to low level to reduce draughts</li> <li>○ Ventilation is increased while the space is unoccupied, e.g. during break- and lunchtimes</li> </ul> </li> <li>• To mitigate thermal discomfort caused by increased ventilation, pupils are able to wear additional, suitable indoor items of clothing in addition to their usual uniform – where this occurs, no additional financial pressure is placed on parents</li> <li>• Staff are encouraged to download the NHS Test and Trace app</li> <li>• Individuals who test positive are encouraged to report on the NHS Test and Trace app</li> <li>• Staff are informed that, if they receive notification via the NHS Test and Trace app that they have been in close contact with a positive case, they must inform the school immediately</li> </ul>

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|  | <ul style="list-style-type: none"><li>• If a member of staff receives notification, the school will consider the action that needs to be taken to ensure continuity of education</li><li>• Test kits stored on the school site are kept at ambient room temperature (5 to 22°C)</li><li>• Parents/carers on the school site (and ideally, whilst standing in line outside of the school gates) should wear a face covering</li><li>• Face masks for staff at the school gate and classroom doors will not be mandatory but may be worn</li><li>• The headteacher assesses whether visitors and staff need to wear face coverings where social distancing is difficult, e.g. in corridors and staff rooms</li><li>• Anyone struggling to access a face covering, or unable to use their face covering because it has been forgotten or soiled, is provided with one from the school's contingency supply</li><li>• Develop device loan plan in the event of the need to close bubbles</li><li>• Class teachers to familiarise self with Google classroom and practise logging on with own class</li></ul> |
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