


A. Outline of activity or task to be assessed: Managers to use these generic controls to assist in documenting their local approach to the use of offices/buildings.			Version 18																																													
Location:	Bicton CE Primary School and Nursery	Work Activity:	Working in Schools during COVID-19 Pandemic – updated to reflect children returning to school on 08/03/2021																																													
Date of Assessment:	02/03/2021	Date for Re-assessment	Ongoing																																													
Name of Assessor:	Mrs Natalie Johnson	Signature:																																														
Manager:	Governing Body																																															
<p>Hazard is something with the potential to cause harm. Risk is the likelihood of someone being hurt multiplied by the severity of the occurrence.</p> <p style="text-align: center;">Level of risk = likelihood x severity</p>		<p>PRIORITY OF ACTION</p> <p>High 17 - 25 Unacceptable – Stop work or activity until immediate improvements can be made.</p> <p>Medium 10 – 16 Tolerable but need to improve within a reasonable timescale, e.g., 1-3 months depending on the situation.</p> <p>Low 5 - 9 Adequate but look to improve by next review.</p> <p>Very Low 1 – 4 Residual risk acceptable and no further action will be required all the time the control measures are maintained.</p>																																														
<p>B. Risk Matrix – This section is used for guidance to complete section C.</p> <p style="text-align: center;">5 x 5 RISK ASSESSMENT MATRIX</p> <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr> <td rowspan="5" style="writing-mode: vertical-rl; transform: rotate(180deg);">Increasing consequence or severity ↑</td> <td>5</td> <td style="background-color: #90EE90;">5 low</td> <td style="background-color: #FFD700;">10 med</td> <td style="background-color: #FFD700;">15 med</td> <td style="background-color: #FF0000;">20 high</td> <td style="background-color: #FF0000;">25 high</td> </tr> <tr> <td>4</td> <td style="background-color: #90EE90;">4 very low</td> <td style="background-color: #90EE90;">8 low</td> <td style="background-color: #FFD700;">12 med</td> <td style="background-color: #FF0000;">16 med</td> <td style="background-color: #FF0000;">20 high</td> </tr> <tr> <td>3</td> <td style="background-color: #90EE90;">3 very low</td> <td style="background-color: #90EE90;">6 low</td> <td style="background-color: #90EE90;">9 low</td> <td style="background-color: #FFD700;">12 med</td> <td style="background-color: #FF0000;">15 med</td> </tr> <tr> <td>2</td> <td style="background-color: #90EE90;">2 very low</td> <td style="background-color: #90EE90;">4 very low</td> <td style="background-color: #90EE90;">6 low</td> <td style="background-color: #90EE90;">8 low</td> <td style="background-color: #FFD700;">10 med</td> </tr> <tr> <td>1</td> <td style="background-color: #90EE90;">1 very low</td> <td style="background-color: #90EE90;">2 very low</td> <td style="background-color: #90EE90;">3 very low</td> <td style="background-color: #90EE90;">4 very low</td> <td style="background-color: #90EE90;">5 low</td> </tr> <tr> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td></td> <td></td> <td colspan="5">Increasing likelihood or probability →</td> </tr> </table>				Increasing consequence or severity ↑	5	5 low	10 med	15 med	20 high	25 high	4	4 very low	8 low	12 med	16 med	20 high	3	3 very low	6 low	9 low	12 med	15 med	2	2 very low	4 very low	6 low	8 low	10 med	1	1 very low	2 very low	3 very low	4 very low	5 low			1	2	3	4	5			Increasing likelihood or probability →				
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Score	Likelihood / Probability	Description
5	Very likely / Almost certain	Event is expected to occur in most circumstances
4	Likely	Event will probably occur in most circumstances
3	Fairly likely / Possible	Event could occur at some time
2	Unlikely	Event is not likely to occur in normal circumstances
1	Very unlikely	Event may occur only in exceptional circumstances

Score	Consequence/Severity	Description
5	Catastrophic / Severe / Fatality	Death or permanent disability to one or more persons
4	Major injury / ill health	Hospital admission required, e.g., broken arm or leg
3	Moderate (over 7-day injury)	Medical treatment required, over 7-day injury
2	Minor injury / ill health	First aid is required
1	Insignificant / no injury	Injuries not requiring first aid treatment

C. Use information from section B to identify level of risk for each hazard

This risk assessment must be read, signed and adhered to by all staff. SLT must ensure that all staff understand what is expected of them and support and guidance should be provided to ensure that the controls and measures are followed.

What are the Hazards?	Who might be harmed and how the hazard could cause harm	What are you already doing? (Existing Controls)	Risk Level Low/ Med/ High	What further actions are necessary	Residual Risk Level Low/ Med/ High	Action	
						Who	When
1a Unprevented spread of COVID -19 if protective measures are not implemented	Staff, pupils, parents, carers, visitors, contractors	<p>Adhering to the following principles</p> <p>Essential measures include:</p> <ul style="list-style-type: none"> • a requirement that people who are ill stay at home • robust hand and respiratory hygiene • enhanced cleaning and ventilation arrangements • active engagement with NHS Test and Trace • formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible • minimise the potential for contamination so far as is reasonably practicable <p>How contacts are reduced will depend on the school's circumstances, and will (as much as possible) include:</p> <ul style="list-style-type: none"> • keeping children in consistent groups • avoiding contact between groups • arranging classrooms with forward facing desks 	Med/High	Further actions will be identified through a weekly review of the Risk Assessment	Low	NJ	Weekly

- staff maintaining distance from pupils and other staff as much as possible

System of controls: protective measures

Prevention

Schools must always:

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend school or nursery.
- 2) Ensure face coverings are used in recommended circumstances.
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene for everyone by promoting the '*catch it, bin it, kill it*' approach.
- 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
- 6) Consider how to minimise contact across the site and maintain social distancing wherever possible.
- 7) Keep occupied spaces well ventilated.

In specific circumstances:

- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.

9) Promote and engage in asymptomatic testing, where available.

Numbers 1 to 5, and number 7, must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 8 applies in specific circumstances.

Response to any infection

Schools must always:

10) Promote and engage with the NHS Test and Trace process.

11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.

12) Contain any outbreak by following local health protection team advice.

Numbers 10 to 12 must be followed in every case where they are relevant.

- Head teacher & deputy head/s available at all times
- Keep staffing arrangements / timetables as consistent as possible.
- Staff who rotate around multiple classes will try to keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.

			<ul style="list-style-type: none"> Staff will not 'cover' for absent members of staff. 					
1b	Catching or spreading Coronavirus – General considerations	Staff, pupils, parents, carers, visitors, contractors	<ul style="list-style-type: none"> Ensure suitable levels of staff are maintained – <u>each class has specific staff allocated to it including lunchtimes.</u> Ensure people who are ill or who are required to self-isolate stay at home: Any member of the school community (pupils, staff, parents and visiting adults) should stay at home and not come onto the school site or into school/nursery if they: <ul style="list-style-type: none"> Have coronavirus (COVID-19) symptoms or if they live in a household with someone who does. Have tested positive for coronavirus (COVID-19) in at least the last 10 days, even if asymptomatic. Are in a household (or support bubble) with someone who has tested positive for coronavirus (COVID-19) in at least the last 10 days, even if asymptomatic. Have been contacted through the NHS Test and Trace programme and been advised to stay at home. <p>Parents must not send their child to nursery or school if:</p> <ul style="list-style-type: none"> the child is showing one or more coronavirus (COVID-19) symptoms a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms. they have had a positive test. 	Med/High	<p>Regular updates to parents via website reminding them of procedures</p> <p>Regular circulars and reminders to staff</p> <p>Further actions will be determined through weekly review of Risk Assessment.</p>	Low/Med	NJ	Weekly

They must immediately cease to attend and not attend for at least 10 days from the day after:

- the start of their symptoms
- the test date if they did not have any symptoms but have had a positive test (whether this was a [Lateral Flow Device \(LFD\) or Polymerase Chain Reaction \(PCR\) test](#))

Schools must follow this process and ensure everyone onsite or visiting is aware of it.

Anyone told to isolate by NHS Test and Trace or by their public health protection team has a legal obligation to self-isolate, but you may leave home to avoid injury or illness or to escape risk of harm. More information can be found on [NHS Test and Trace: how it works](#).

In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if, in their reasonable judgement, it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19).'

Parents must [book a test](#) if you or your child develops symptoms and inform nursery or school of the results.

If the test is positive, follow [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#), and engage with the NHS Test and Trace

process.

If anyone in the school or nursery becomes unwell with a new and **continuous** cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), schools:

- must send them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days
- advise them to follow the **guidance for households with possible or confirmed coronavirus (COVID-19) infection**
- advise them to **arrange to have a test** as soon as possible to see if they have coronavirus (COVID-19)

Other members of their household (including any siblings **and members of their support or childcare bubble if they have one**) should self-isolate starting from the day the individual's symptoms started (or the day their test was taken if they did not have symptoms, whether this was an LFD or PCR test), and the next 10 full days. **If a member of the household starts to display symptoms while self-isolating they will need to restart the 10 day isolation period and book a test.**

If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms.

Any member of staff who has provided close contact

care to someone with symptoms, even while wearing PPE, and all other members of staff or pupils who have been in close contact with that person with symptoms, even if wearing a face covering, do not need to go home to self-isolate unless:

- the symptomatic person subsequently tests positive
- they develop symptoms themselves (in which case, they should **self-isolate immediately and** arrange to have a test)
- they are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if escalated)
- they have tested positive from a LFD test.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned after they have left, to reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning guidance](#).

2. Ensure face coverings are used in recommended circumstances.

In primary schools, we recommend that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible e.g. when moving around in corridors and communal areas.

A stock of disposable face coverings is kept at the school office, in case staff or adult visitors do not have their own.

Children in primary schools do not need to wear a face covering.

Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.

Some individuals are exempt from wearing face coverings. This applies to those who:

- Cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties

- Speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate

3. Clean hands thoroughly more often than usual. (Moved for clarity)

- Use soap and running water for at least 20 seconds and dry hands thoroughly, or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered - risk assess children who may not be able to perform this action

			<p>independently.</p> <ul style="list-style-type: none"> • Ensure robust hand and respiratory hygiene measures are in place. <p><i>Coronavirus (COVID-19) is an easy virus to remove when it is on skin. This can be done with soap and water or hand sanitiser. Schools must ensure that pupils, staff and all visiting adults clean their hands regularly, including:</i></p> <ul style="list-style-type: none"> ○ On arrival at school ○ After sneezing or coughing <i>*see below</i> ○ Before and after handling or eating food ○ After going to the toilet ○ After breaks and outdoor activities ○ When moving between rooms including before AND after going to the Library, going to the Hall for Music/PE (where the lesson cannot be delivered outside) ○ Before going home <ul style="list-style-type: none"> • Ensure there are enough handwashing or hand sanitiser stations available. • Supervise hand sanitiser use given the risks around ingestion. • Skin friendly skin cleaning wipes can be used as an alternative. • Support younger children, or those with complex needs, in washing their hands thoroughly and following hygiene routines – use visual aids. <p>4. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.</p> <ul style="list-style-type: none"> • Provide adequate tissues in each room, disposing of waste in lidded bins in all rooms and double 		<p>Remind all staff to double bag any waste.</p>			
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bagging all waste.

5. Maintain enhanced cleaning arrangements

Standard products such as bleach and antibacterial sprays are in use, and COSHH risk assessments have been completed.

- Frequently-touched surfaces are cleaned regularly throughout the day.
- Group rooms / shared areas are cleaned more frequently.
- Toilets have an additional clean at lunchtimes and are restricted to each block being used by one or two classrooms – children must not use other toilet blocks including during break or lunchtimes.
- Resources in each room are removed from use where not required.

6. Minimise contacts and maintain social distancing

- Reduce the amount of people you come into contact with and maintain social distancing (where possible) in line with [current guidance](#). This will be done by:
 - *Keeping groups separate (in 'bubbles') and through maintaining the distance between individuals.*
 - Avoiding contact between 'bubbles' where possible.
 - *Older children should be encouraged to keep their distance within groups.*
 - *Limit interaction and the sharing of rooms*

Complete
COSHH
assessments
for new
products as
necessary.

and social spaces between groups as much as possible.

- Where staff need to move between groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.
- Staff should avoid close face-to-face contact and minimise time spent within 1 metre of anyone – this will not be possible when working with many pupils who have complex needs or who need close contact care.
- Children old enough should be supported to maintain distance and not touch staff or their peers where possible.
- Arranging classrooms with forward facing desks (where appropriate).
- Staggered drop off and collection times to aid social distancing and reduce number of parents arriving on site at one time.
- Group work will be avoided unless essential. In Hazel/Rowan/Maple/Oak, wherever possible, children will sit facing forwards and side by side and will not face-to-face. Adults should keep a distance of 2 metres wherever possible.
- Marking should be completed in school.
Updated

7. Keeping occupied spaces well ventilated

- *It is important to ensure the building is well ventilated and a comfortable teaching environment is maintained.*
- High-level windows MUST be open in each

classroom or work area at the start of each day or at least 15 minutes prior to the area being occupied, to allow natural ventilation and keep areas well ventilated. *In cooler weather, windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space.* Windows **MUST** not be completely closed while the building is occupied.

- An internal door will also be open wherever possible to assist with ventilation.
- External doors may also be opened where it is safe to do so.
- Furniture will be arranged where possible to avoid direct draughts.
- Ventilation should be increased where possible while areas are unoccupied e.g. during break/lunch or when a room is unused.
- *Additional, suitable indoor clothing may be worn (to maintain a comfortable temperature.)*
- *Areas should not feel stuffy.*

8. Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.

Most staff in schools will not require PPE beyond what they would normally need for their work. Additional PPE for coronavirus (COVID-19) is only required in a very limited number of scenarios e.g. when:

- *a pupil becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres*

cannot be maintained

- If a pupil already has routine intimate care needs that involve the use of PPE, the same PPE should continue to be used.

9. Asymptomatic testing: LFD tests

- School staff (and peripatetic teachers) who are working onsite are offered access to two tests every week. This will allow the identification of some individuals with coronavirus who do not have symptoms.
- Testing is not mandatory for staff but strongly encouraged. The Head teacher will discuss concerns with any staff who are anxious about the testing process.
- Tests should be carried out at home twice weekly and results reported online using the NHS COVID-19 app and also to the Head teacher. Staff do not need to provide proof of a negative test result to attend school or nursery in person.
- Primary schools should follow the [Rapid asymptomatic coronavirus \(COVID-19\) testing for staff in primary schools, school-based nurseries and maintained nursery schools guidance.](#)
- Primary school pupils will not be tested.

10. Promote and engage with NHS Test and Trace

- Ensure active engagement is made with the NHS Test and Trace process.
- School staff must ensure they understand the NHS Test and Trace process, and how to contact their local [Public Health England health protection](#)

			<p>team and how to book a PCR test.</p> <ul style="list-style-type: none"> • Contact details of all visitors, staff and pupils are kept. • The government have provided schools with a small number of PCR home test kits to give to symptomatic staff and pupils if they display symptoms at school. These Coronavirus (COVID-19) test kits should only be offered in the exceptional circumstance an individual becomes symptomatic and staff believe they may have barriers to accessing testing elsewhere / if school staff do not think that the individual will be able to access testing by the usual route. • These PCR tests can be given directly to staff or to parents collecting a child who has developed symptoms at school. • If someone tests positive, (even if they are asymptomatic) they should stay at home and follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' <p>11. Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>See our COVID-19 symptoms flow chart</p> <ul style="list-style-type: none"> • Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19) having developed symptoms and taken a PCR test outside of school. <p>Schools must:</p>					
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- Send home anyone who has been in close contact with someone who has tested positive.
- Advise them to self-isolate immediately and for the next 10 full days counting from the day after contact with the individual who tested positive.

All pupils who need to self-isolate should have access to remote education as soon as reasonably practicable.

Staff who are self-isolating at home should be supported, including how to work from home.

12. **Contain any outbreak**

Schools with two or more confirmed cases within 14 days (previously 10 days) may have an outbreak and should call the dedicated advice service via the DFE's helpline. See our [COVID-19 symptoms flow chart](#) or [Schools guidance \(Response to infection\)](#) for steps that will be followed.

Also see [Shropshire Local Outbreak Control Plan](#).

Clinically extremely vulnerable (CEV) including pregnant women

- CEV pupils should shield and stay at home as much as possible until further notice - remote education will be provided.
- CEV staff should not attend the workplace.
- Schools should talk to their staff about how they will support them, including working from home.

		<p>Updated guidance on shielding, and protecting people who are clinically extremely vulnerable is available here.</p> <p>Updated guidance for pregnant staff is available here.</p> <p>A separate risk assessment will be completed for all these staff, as necessary.</p> <p>Staff who live with those who are CEV can still attend work where home-working is not possible but should ensure they maintain good prevention practice in the workplace and home settings.</p> <p>Clinically vulnerable staff can continue to attend school. While in school, they must follow the system of controls to minimise the risks of transmission.</p> <p>Wherever possible, clinically vulnerable staff will not administer intimate care, including nappy changing, whilst transmission rates remain high.</p> <ul style="list-style-type: none"> Members of staff who are pregnant fall into the clinically vulnerable group identified by the NHS. Those who are pregnant are strongly advised to follow the social distancing guidance and this particularly applies to pregnant women in their third trimester (more than 28 weeks pregnant.) <i>Pregnant women are not advised to be vaccinated against COVID-19</i> If the school can accommodate a pregnant employee working from home this should be 		<p>A separate pregnant members of staff risk assessment will be completed for these staff as necessary</p>			
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considered and discussed. The risk assessment should be reviewed regularly and particularly prior to the third trimester. Clinical information provided by the RCOG (see below) identifies greater risk in this part of the pregnancy and so consideration should be given as to whether working from home from this point is possible.

- The Royal College of Obstetricians & Gynaecologists have produced updated [guidance](#) which includes specific guidance for public facing roles. This advises that pregnant women who can work from home should do so. If they can't and work in a public-facing role, it should be modified appropriately to minimise exposure. In particular, it places emphasis on employers undertaking a risk assessment, to determine whether women who are pregnant can continue working in public facing roles.
- The NHS have also provided guidance for pregnant women: [Pregnancy and coronavirus](#)
And [Advice during pregnancy](#)

Fire safety

- Review fire safety arrangements including emergency evacuation routes to maintain social distancing wherever possible.
- Reminder of fire safety arrangements given to staff and children, to ensure they all know their nearest exit and the following points:
 - Infant playground is main assembly point.
 - Rowan class to exit through cloakroom door next to boys' toilet and walk around the outside of the toilet block to line up on

			<p>the infant playground next to the eco-room.</p> <ul style="list-style-type: none"> ○ 2metres social distancing to be adhered to between bubbles when lining up. 					
2	Maintaining Social Distancing at School	Staff, including cleaning and catering, pupils parents, carers, visitors, contractors	<p>Staff are assigned to specific classrooms ('bubbles') but, if they need to move between classes, they should try and keep their distance from pupils and other staff. Group work will be avoided.</p> <p>Children cannot be expected to remain 2 metres distance apart.</p> <p>Where possible and where appropriate, (Hazel, Maple, Rowan and Oak) classrooms are organised so that children are seated facing forward and side by side. See additional measures in Section 1b.</p> <p>School administrators sit at separate desks and have separate work areas. Working hours have been changed to minimise overlap and risk of transmission.</p> <p>School has carefully considered how we can make our provision work alongside the wider protective measures, which includes keeping children within class bubbles where possible. These will be:</p> <ul style="list-style-type: none"> ○ Classes (bubbles) ○ Buses ○ Breakfast Club ○ After-school Club ○ Peripatetic music lessons ○ Extra-curricular activities (when in place) <p>Drop-off</p> <ul style="list-style-type: none"> • 8.45am – 9:05am (staggered times and entry points) 	Med	No further action at present – any further actions needed will be identified following weekly review of Risk Assessment.	Low	NJ	Weekly

		<ul style="list-style-type: none"> • Where drop-off times are the same, different entry points are used: - 8:45 – 8:55 Oak (Y5/6): Blue wooden gate - 8:45 – 8:55 Rowan & Maple (Y3/4): Hall door - 8:50 Acorns (Nursery): Nursery metal gate - 9:00 – 9:05 Willow (Class 1): Nursery metal gate - 8:55 – 9:00 Hazel (Class 2): Blue wooden gate • Only one parent is permitted on site to drop off and collect their child/children. • Parents must not gather on the school site or come onto the site without an appointment. • Parent and their child/children to remain at least 1-2 metres away from other families. • Siblings not attending school/nursery should not come on site with parents. If they have to come on site, they must stand next to their parent. • Parents are not permitted to enter the building or playground and must leave and collect their child/children at their allocated door/gate. • Parents follow the markings spray-painted on the car park and paths to observe social distancing measures. • Small numbers of pupils are arriving on school transport allowing social distancing to be maintained. Mini buses must arrive and depart at allocated times. See the Coronavirus (COVID-19): safer travel guidance for passengers. 		<p>Updates to parents via weekly newsletter on website with reminders of procedures to follow.</p>			
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		<p>Signage Signage is provided to guide parents about drop-off and collection arrangements.</p> <p>Breakfast Club</p> <ul style="list-style-type: none"> • Hand sanitiser station at the Hall door for children to clean hands on arrival. • Children will go straight to their bubble's table/s and cannot move tables once seated. • To avoid congestion / risk of transmission and to maintain social distancing, food is served to children at their tables. • Children will sit in their bubbles or with siblings facing in the same direction and on one side of the table/at each end of the table only. • Children will use the toilets in their class where possible – younger children / EYFS to use community toilets. Additional staffing may be required for supervision. • Children will stay at their tables until told to line up in their bubbles at 8:40 am to go to classrooms. • Chairs and tables are sprayed. Chairs to be stacked and tables moved to edge of room. <p><u>Timetable changes will be made to maintain social distancing wherever possible.</u></p> <p>Breaktimes and Lunchtimes Playtimes and lunchtimes are organised / staggered to minimise contact and mixing between bubbles where possible. Note: If different bubbles are on the junior playground area, it will be divided into two with a 2 metre gap e.g. using hazard tape / cones</p> <ul style="list-style-type: none"> • Attached staff to supervise their own bubble. 		<p>Review and amend the procedures as required</p> <p>Review weekly and amend timetable as required</p>			
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- Teachers in each class to determine own playtime supervision rota.
- Afternoon KS1 playtime should be decided by the class.
- Individual Class first aid records are in place.

Assembly

- Whole-school worship or assemblies will not take place, as mass gatherings are not permitted.
- Whole-school worship is by Teams and classes join virtually from their classrooms.

Lunchtimes

- 11:30 Acorns (Nursery) and Willow have their meals delivered to their rooms and children eat in classrooms.
- 11:45 Hazel go to the Hall for their lunch and eat their meals at the end of the Hall nearest to the kitchen.
- 11:55 Oak collect their meals from serving area and return to their classroom to eat their lunch.
- 12:00 Rowan and Maple eat their lunch in the Hall at the opposite end of the Hall to Hazel.
- The Hall is divided into separate areas with an 8 metre+ gap between bubbles.
- Children sit facing the same direction in the same class and do not mix with other bubbles.
- To limit congestion in the corridor, each class enters / exits the hall through the following routes:
 - Hazel and Oak enter and exit through the door nearest to their classrooms.
 - Maple and Rowan enter and exit the Hall via the door opposite Maple's classroom.
 - Visual reminders on Hall doors to ensure children use their allocated door.

- Children use their class toilet block during break and lunchtimes, and systems in place to limit the use of toilets between cohorts where toilet blocks are shared.
- First Aid is administered outside as much as possible. PPE will be worn for incidents requiring close contact.

Collection (end of the day)

- 2:50 Acorns (Nursery): Nursery metal gate

- 3:00 Willow: Nursery metal gate

- 3:05 Hazel: Blue wooden gate

- 3:15 Oak: Blue wooden gate

- 3:15 Rowan and Maple: External Hall door

- Parents reminded to social distance outside
- Order of release from Classrooms:
 - Bus children to the office – children must remain in their bubbles whilst lining up.
 - Pupils being picked up by parents/carers at specific exit points.
 - Children staying for clubs are sent to the Hall.

After-School Club

- Until further notice, all after-school childcare provision will be held in the School Hall. Activities should be held outdoors as much as possible.
- Provision MUST be booked in advance and

			<p>numbers are limited to a maximum of 15 pupils.</p> <ul style="list-style-type: none"> • If not booked by the end of the previous day, places may not be available. • Children must not be brought to the Hall until after children in Rowan and Maple have exited through the external Hall door at 3:15 pm. • Where possible, children will remain in their class bubbles after school. Where this is not possible, children can be part of different bubbles for after-school provision: EYFS/KS1 and KS2 bubbles. • Children will use resources allocated specifically to After-School Club, which will be cleaned regularly. iPads must be cleaned thoroughly before being returned to the charging cabinet. <p>Transport</p> <ul style="list-style-type: none"> • The school has liaised with Passenger Transport and school transport providers in relation to transport. • Parents have been informed of the arrangements. • Minimal numbers of children will be using school transport (Concorde Travel and The Qube.) <p>Arrival at school on minibus:</p> <ul style="list-style-type: none"> ○ NJ/LN/HJ/bus drivers supervise children from the bus to the main door. Children go straight to the main entrance and wash their hands before leaving the reception area. <p>Departure from school on minibus:</p> <ul style="list-style-type: none"> ○ Children travelling on a bus meet at the office. ○ Children MUST wash hands in disabled cloakroom in reception area. ○ Children MUST line up in their bubbles making sure they are socially distanced with passengers for the two buses separated. 					
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- Administrator to take children to the buses.

Meetings

- All governors' meetings are held online (using Microsoft Teams) until further notice.
- Staff meetings are held via Teams **where possible**.
- Early morning staff briefings will be held on infant playground.
- Staff must ensure they are 2metres apart at all times.
- Tables should be sprayed in room being used before staff meeting begins.
- The School Council will not meet until further notice.

Music lessons and singing

- Remote keyboard lessons have been provided by Shropshire Music Service using Microsoft Teams since 07/09/20. Lessons are expected to resume on site from wc 15/03/21.
- Children must wash their hands before and after leaving the Music Room.
- Group sizes will be kept to the minimum number possible.
- Peripatetic brass teacher from Shropshire Music Service resumed whole-class brass and individual tuition in school on 09/09/20. (Moved to Year 5/6 resources for remote learning being provided via Teams from 13/01/21.) Onsite lessons are set to resume once all children are back in school from wc 08/03/21.
- Children **MUST** wash/sanitise their hands before going into AND after leaving the Hall.
- Teacher must remain 2 metres from pupils at all

times. Brass instruments can be used as children are in smaller groups and size of the Hall allows this (reintroduced 11/11/20). Children sit side by side and not directly next to each other.

- Brass instruments are stored in the corridor outside Oak classroom and are not moved between weekly lessons.
- Pupils will not share instruments wherever possible. Equipment, including keyboards (and drumsticks,) will be labelled with pupils' names.
- Keyboards will be cleaned between users and by the pupils playing them where possible.
- Mini-Music and Y1/2 whole-class ocarina/recorder lessons resumed w/c. 07/09/20. Mini-Music is delivered in Nursery and Y1/2 lessons are held in two groups in the Hall. Children sit side by side but socially distanced, and they can play instruments from w/c 12/10/2020.
- Music scores e.g. books/booklets will not be shared and only be handled by the pupil using them.
- Music room window must be open during lessons to ensure fresh air ventilation.
- Hall doors must be open during lessons delivered by Shropshire Music Service to ensure adequate ventilation.
- Singing/choir will not take place in larger groups.
- Singing can take place in smaller groups but children must sing quietly/hum and loud singing must not take place – encourage quality of voices not volume. Sing outside where possible.

Physical activity

- PE and sport activities is held outdoors as much as possible.

			<ul style="list-style-type: none"> • When PE is held in the Hall, staff will maximise distance between pupils – hygiene and cleaning are prioritised. • Door at the end of the Hall onto the playground and end door into the corridor must be open to maximise natural ventilation flow. • Outdoor play equipment/apparatus must not be used by different bubbles simultaneously. • Sports equipment must be thoroughly cleaned between use by different bubbles or left unused for 72 hours. • Contact sports are avoided. 					
3	Reduce mixing within education setting (including supply teachers, peripatetic teachers and / or other temporary staff who may move between schools) by:	Staff, pupils, parents, carers, visitors, contractors	<ul style="list-style-type: none"> • The school office is closed to parents. • Visits are by prior arrangement only. • Parents are asked to phone or email the school office to arrange to speak to a teacher or other member of staff. • Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. • Supply teachers, peripatetic teachers and other temporary staff, who move between schools, should minimise contact and maintain as much distance as possible from other staff. • Adults who visit on a regular basis - Shropshire Music Service teachers, PE (Embrace) staff, ITT University of Chester trainees and SEND professionals – are all encouraged to carry out lateral flow tests at home prior to attending the site. The test kits are provided by the school. • All visiting adults are expected to follow the control measures put in place by the school. • Rooms will be accessed directly from outside where possible. 	Med	Monitor and review on a weekly basis	Low		Ongoing

		<ul style="list-style-type: none"> • Arrows on floor in main corridors direct children / staff as they move through the school building – children will only have access to the corridors when going to the Hall and at a set time for their timetabled visit to the library (48 - 72 hours allowed between visits.) • Visitors only permitted where absolutely necessary. <p>See Section 2 for social distancing procedures during break and lunchtimes.</p> <ul style="list-style-type: none"> • Visual aids are displayed in classrooms, corridors, toilet blocks and outdoor areas to support children in following the measures in place - individual risk assessments will be completed (where required) for specific children. <p>Toilets</p> <ul style="list-style-type: none"> • Limit the number of children going into their toilet blocks at one time to avoid congestion. • Separate toilet blocks do not need to be allocated to every class/bubble, but it is limited to no more than two classes using the same toilet block. • Additional cleaning of toilet blocks takes place at lunchtime. <p>Use outside space:</p> <ul style="list-style-type: none"> • Outdoor learning is encouraged where possible as this can limit transmission and more easily allow for distance between children and staff • Outdoor playground equipment /apparatus must not be used simultaneously by different bubbles without being cleaned first and outdoor equipment should be more frequently cleaned. For guidance 					
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follow this [link](#). For the latest advice about managing playgrounds and outdoor gyms click [here](#).

- Children must wash their hands before going out and when coming in from outside.

For shared rooms:

- When both administrators are working in the office, only one will answer the telephone and it should be cleaned before the other member of staff uses it. Working hours have been changed where possible to minimise overlap and risk of transmission.
- Staff welfare – staff are allocated to each class/ bubble which allows each member of staff to take breaks and lunch times without needing new staff to be introduced.
- Staffroom MUST NOT be used by more than six members of staff at any one time. Seating is arranged to ensure social distancing. Staff should maintain 2 metres distance from each other.
- If 'bubbles' take staggered breaks between lessons, these areas can be shared as long as different 'bubbles' do not mix (and especially do not play sports or games together) and adequate cleaning between groups is in place, following the [COVID-19: cleaning of non-healthcare settings guidance](#)
- Wet playtimes will take place in classrooms for all bubbles other than Maple & Rowan who will be in the Hall.

Reduce the use of shared resources:

- Drinking cups and beakers will not be used* – children will have a named drinks bottle which will be kept on their table. (It should be taken home at

			<p>the end of each day, washed thoroughly, and refilled with fresh water at the start of the following day.) Children will take their water bottle with them, if they are eating their lunch in the Hall.</p> <ul style="list-style-type: none"> • *Milk can be served to children in cups (where applicable) and the cups must be thoroughly cleaned in hot water between use. • Children can take reading books home and work they have completed individually e.g. artwork. • Children MUST NOT bring in any toys or other resources from home. <i>It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery. Bags are allowed.</i> • Each child has an individual named resources / stationery pack for their sole use. • Classroom resources such as books and games can be shared within the classroom bubble: these will be cleaned regularly along with all frequently touched surfaces. • Resources that are used by more than one bubble MUST be cleaned frequently and meticulously, or rotated and left unused and out of reach for 48 hours (72 hours for plastic items) between use by different bubbles. • Laptops MUST be cleaned between use within / between groups. Each classroom has a set of iPads, which MUST be cleaned between use and MUST not be shared between/across bubbles. iPads used in after-school club must be cleaned thoroughly being returned to the charging cabinet. <p>Library</p> <ul style="list-style-type: none"> • The Library is only unlocked and accessible to 					
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			<p>children on Monday and Thursday.</p> <ul style="list-style-type: none"> • Door AND both windows must be left open for the duration of the ‘visit’ – ventilation is essential. • Staff MUST wear a face covering / visor whilst in the library with their bubble. • Children MUST sanitise their hands at the library door on entry AND again on exit. <p>* NEW SECTION *</p> <p>Wraparound provision (before/after-school clubs)</p> <ul style="list-style-type: none"> • Children will be seated in their class bubbles at breakfast club. • Wherever possible, children will be kept in their bubbles at after-school club. • Where parents are using external childcare providers or out of school extra-curricular activities for their children, they should: <ul style="list-style-type: none"> ○ limit their use of multiple out-of-school settings providers, and only use one out-of-school setting in addition to school as far as possible. ○ check providers have put in place their own protective measures ○ refer to the guidance for parents and carers 					
4	Managing Customers, Contractors and visitors	Staff including cleaning and catering staff, pupils, visitors, contractors	<p>Contractors & Visitors</p> <ul style="list-style-type: none"> • Encourage visits via remote connection / remote working where this is an option. • Only necessary visits to assist the running of the school during the virus (and any lockdown) will be allowed. • Limit the number of visitors at any one time, • Limit visitor times to a specific time window and 	Low	Ensure School Administrators inform contractors of procedures before their visit and avoid allowing more	Low		

			<p>restrict access to required visitors only – visits must be through prior arrangement with the HT.</p> <ul style="list-style-type: none"> • Visitors are only permitted where necessary. • No visitors or contractors will be allowed on site during drop off and collection times. • Determine if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, e.g. carrying out services at night. • Maintain a record of all visitors (including contact details) to support the NHS Test and Trace process. • Revise visitor arrangements to ensure social distancing and hygiene – visitors must show their ID, wash/sanitise their hands, and only sign in once their hands are clean. • Where site visits are necessary, school measures on social distancing and hygiene will be explained to visitors on or before arrival, for example by phone or email. • Visitors are asked to wear face coverings. • Signage and visual aids will be displayed to support hygiene and social distancing measures. • All visitors must wash / sanitise their hands before signing out. • Review entry and exit routes for visitors and contractors to minimise contact with other people. • Visitor badges must be disinfected and quarantined after use for 24 hours. 		<p>than one visitor/ company on site unless in case of an emergency.</p>			
5	Workplace and furniture contamination	Staff including cleaning and catering	<ul style="list-style-type: none"> • Daily cleaning: All frequently touched surfaces, equipment, door handles and toilets used during the day will be cleaned thoroughly at the end of each day. • Surfaces that are touched more frequently will be 	Low	School office staff to check stocks of hygiene and cleaning	Low	LN and HJ	

		<p>staff, pupils, visitors, contractors</p>	<p>cleaned throughout the day - desks, chairs, doors, door handles, and taps/sink areas.</p> <ul style="list-style-type: none"> • Lunchtime clean of toilet blocks, sinks in cloakrooms, and of touch points - door handles, dinner tables, etc. • Staff must wash their hands before and after using the photocopier / printer, either using the sink in the reprographics room or hand sanitiser. • Children in KS1 and KS2 must sanitise their hands before ordering their lunch on the interactive whiteboards in classrooms. Staff order lunch for children in EYFS. • iPads / laptops / keyboards must be wiped/cleaned with an antibacterial wipe before and after use. • Each classroom has their own set of iPads. • Each child has their own designated desk and chair and an individual pack of stationery, which must not be shared with others. <p>Hygiene: handwashing, sanitation facilities and toilets</p> <ul style="list-style-type: none"> • Display signs and posters to maintain personal hygiene standards and build awareness of good handwashing technique and the need to increase handwashing frequency. • Ensure that all adults and children: <ul style="list-style-type: none"> ○ frequently wash their hands with soap and water for 20 seconds and dry thoroughly. ○ clean their hands on arrival, before leaving at the end of the day, before and after eating, after playing outside, before and after changing rooms, and after sneezing or coughing. ○ are encouraged not to touch their mouth, 		<p>equipment on a weekly basis and re-order /purchase as necessary.</p>			
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			<p>eyes and nose.</p> <ul style="list-style-type: none"> ○ use a tissue or elbow to cough or sneeze and use lidded bins for tissue waste (<i>‘catch it, bin it, kill it’</i>) ● Lidded bins for tissues / paper towels will be located in each room, emptied more frequently than usual and bin lids will be cleaned regularly. ● Handwashing facilities are available in all classrooms, and water fountains in cloakrooms have been removed and replaced with additional handwashing basins. Ensure that children fill their water bottles from classroom / cloakroom sinks and DO NOT attempt to drink from cloakroom sinks. (Water fountains were removed from cloakrooms prior to September opening.) ● Paper towels will be provided as an alternative to hand dryers in handwashing facilities. ● Children who require help will be supported in washing their hands. ● Remind children how to wash their hands thoroughly through games, songs and repetition ● Hand sanitiser is provided in all classrooms, at the main entrance and at the Hall door for children entering and leaving Breakfast and After-school Clubs. ● All toilet blocks are cleaned at lunch time and again at the end of the day. ● Bin bags will be changed as needed throughout the day and all will be removed from each room in use at the end of the day, tied and put straight into outside bin – no bin bags will be reused or added to. ● Follow the COVID-19: cleaning of non-healthcare settings guidance ● Doors will be propped open where safeguarding 					
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			<p>and fire regulations allow, to limit use of door handles (and aid ventilation.)</p> <ul style="list-style-type: none"> • Sustain adequate supplies of soap, anti-bacterial gel and cleaning products. Staff to inform office staff swiftly if they require stocks to be replenished – cleaning staff will check that all soaps are refilled at the end of every day. • Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. • Additional, suitable indoor items of clothing may be worn during the winter period in addition to school uniform, where increased ventilation causes the work areas/rooms to be cooler than usual. <p>Handling goods, merchandise and other materials, and onsite vehicles if appropriate.</p> <ul style="list-style-type: none"> • Any goods and / or merchandise entering the school site will be thoroughly cleaned. • Office staff MUST wash / sanitise their hands before and after opening any goods/merchandise. • Goods are left for at least 48 hours before being opened. 					
6	Use of personal protective equipment (PPE) and face coverings in school settings against COVID-19	Staff, including cleaning and catering staff, pupils, visitors, contractors	<ul style="list-style-type: none"> • Children and staff may arrive at school wearing a face covering, especially if they have arrived via public or school transport. When removing their face covering on arrival at school, they should follow these steps: <ul style="list-style-type: none"> ○ Pupils and staff should not touch the front of their face covering during use / removal ○ Wash hands immediately on arrival (as is always the case) ○ Dispose of temporary face coverings in a 	Low	Review on a weekly basis	Low	NJ	

			<p>covered (lidded) bin or place reusable coverings in a plastic bag, they can take home with them</p> <ul style="list-style-type: none"> ○ Wash hands again before going to class • See further guidance at: Schools guidance updated for 8 March 2021 • Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. • From 12/10/2020, all adults coming on to the site are expected to wear a face covering / mask / visor whilst they are outside on the car park. • Staff to wear a face covering / mask / visor when they are at their bubble's allocated door / gate supervising children entering and leaving school or nursery. • Staff MUST wear a face covering / mask / visor when they are in close contact with a child including but not limited to: 1-1 reading, intervention. <p>Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed e.g. young children, or those with SEND, as it may inadvertently increase the risk of transmission and also impairs normal breathing of children.</p> <p>Most staff in schools will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.</p>		<p>Some staff may require support in using additional PPE</p>			
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			<ul style="list-style-type: none"> • Additional PPE for coronavirus (COVID-19) is only required in a very limited number of scenarios e.g. when: • a pupil becomes ill with coronavirus (COVID-19) symptoms while in the setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. • a pupil already has routine intimate care needs that involve the use of PPE, the same PPE should continue to be used: gloves, face covering and apron. <p>PPE is available in school and will be replenished as needed.</p>		<p>required during the current circumstances.</p> <p>School office staff to check PPE stocks on a weekly basis and re-order as necessary.</p>				LN and HJ
7	Catering facilities	Staff, pupils parents, carers, visitors, including clinically vulnerable and clinically	<ul style="list-style-type: none"> • School kitchens can continue to operate, but must comply with the guidance for food businesses on coronavirus (COVID-19) • Shire Services carried out a risk assessment in conjunction with the school at the end of the summer term 2020 in preparation for September (see Shires' updated risk assessment November 2020.) • Shire Services catering staff provide hot meals for pupils and staff. 	Low	Monitor and review weekly, and alter procedures as required.	Low	NJ and SL	Ongoing	

		extremely vulnerable	<ul style="list-style-type: none"> • Kitchen staff deliver food to the outside of Acorns (Nursery) and Willow (Class 1). • Social distancing measures are in place in line with Shire Services' updated risk assessment. • Hazel, Rowan and Maple eat lunch in the Hall in two separate areas. Rowan and Maple are one bubble and queue up separately using a different door to Hazel. • Sittings are staggered and Oak collect their meals from the serving area and return to their classroom to eat it. • School staff clean tables after children have eaten in their classrooms. • Shire Services staff clean tables in Hall after the children have eaten. • Plates and cutlery are sanitised and cleaned after every use. <p>From wc 09/11/20 Shire Services staff must wear face coverings when they are serving food at classroom doors, collecting serving trollies from classrooms and when they are close to children in the Hall when clearing – face coverings are not required whilst they are serving or working in the kitchen as social distancing can be maintained.</p>					
8	First Aid	Staff, pupils, parents, carers, visitors, contractors	<p>(In emergencies, social distancing should be observed wherever possible.)</p> <ul style="list-style-type: none"> • Support / training may be required for any additional equipment used under the changing circumstances. • First aiders must be aware of the most up to date protocols with regard to COVID-19. • Adequate first aid provision must be available at all times. Each bubble has at least one qualified first aider allocated to them. 	Low	First Aid Lead to ensure that all First Aiders are aware of the protocols and communicate any updates swiftly.	Low	First Aid Lead	03/09

		<ul style="list-style-type: none"> • Adequate PPE will be provided for staff in each classroom for use in all emergencies, including first aid and fire. • All necessary means of cleaning equipment following any type of emergency will be provided in each classroom. • If CPR is required, it will be carried out in accordance with current protocols from the Resuscitation Council. Any additional equipment and training needs will be identified. • Where there is a possible risk of infection all necessary precautions will be followed. Face and eye protection must be worn, and contact with the casualty's airway must be avoided. • Chest compressions and defibrillations must be applied while waiting for the ambulance and advance lifesaving care must be given. • For a Paediatric casualty – There is an acceptance that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child. However, this risk is small compared to the risk of taking no action, as this will result in certain cardiac arrest and the death of the child. The advice from the Resuscitation Council (UK) is that rescue breaths should be undertaken, as ventilations are crucial to the child's chances of survival. • First aiders need additional support and training in use of additional PPE if close contact with a patient is required. E.g. changes to EAV/CPR due to Covid-19. <p>If a child becomes unwell with a new and continuous cough, or a high temperature, or has a loss of or change in, their normal sense of taste</p>		<p>Review additional measures if there is a shortage of qualified first aiders due to staff absence.</p> <p>Staff to use the First Aid Resus Shields to give resuscitation / rescue breaths to children. Resus shields are stored in COVID-19 box at the School Office</p>			Ongoing
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			<p>or smell (anosmia), they must be sent home and advised to follow the latest guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for that day and the following 10 full days and should arrange to have a test to see if they have coronavirus (COVID-19).</p> <p>These steps will be followed:</p> <ul style="list-style-type: none"> • Move child immediately to the main entrance area. • Contact child's parent to collect them immediately. • Ensure windows are open in school office for fresh air ventilation. • Tell child to use the disabled toilet if they need to use the toilet. • Staff member supervising / caring for the pupil must wear PPE whilst they await collection if a distance of 2 metres cannot be maintained. • Member of staff will offer reassurance until parent arrives to collect their child. • Staff members to wash their hands for 20 seconds after making contact with the child who is unwell. • The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. See Covid-19:cleaning in non-healthcare settings 					
9	Accidents\ incidents	Staff, pupils parents,	<ul style="list-style-type: none"> • Normal reporting to various parties e.g. Governors / Local Authority will be in place. 	Low		Low		

		carers, visitors, contractors	<ul style="list-style-type: none"> Any cases of COVID-19 will be reported to Health & Safety Team. (See RIDDOR 2013 requirements for HSE reporting). High risk activities will not take place to minimise the potential for accidents and the need for staff to assist children. 					
10	Emotional distress of the staff - including anxiety	Staff and pupils	<ul style="list-style-type: none"> At least one SLT member of staff will always be on site for staff to share concerns. SLT will ensure there is an 'open door' policy in place. Appoint mental health first aiders to support staff. Staff will be included with decision making and risk assessments. Staff work and rest rooms will be regularly reviewed to ensure social distancing can be adhered to. Details of counselling will be made available to all staff e.g. NOSS. Other sources, such as MIND, will be shared (details will be displayed on staff notice board in staff room.) The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing. Regular briefings will take place to discuss how procedures are working and if changes to processes are needed. Staff will be consulted to address any concerns. Staff room or alternative rooms will be allocated for staff to visit for break times. Staff will be provided with a safe space in which to relax and rest between sessions. Staff break and lunchtimes must be rotated into the school day and SLT will ensure that all staff are taking a break away from their bubble (whilst 	Low	Mental health first aider in place for second half of autumn term – NJ completed Mental Health First Aider training January 2021. EYFS staff undertook Place2Be: Children's Mental Health Champions (Foundation programme) in autumn term 2020.	Low	NJ	

			<p>maintaining social distancing from other staff where possible.)</p> <ul style="list-style-type: none"> • Where necessary, referrals will be made to Occupational Health for clarity regarding attendance at work based on individual circumstances (health). • Staff will have access to a designated member of staff to address concerns with. Where possible, work place adaptations will be considered to support staff members. • Mental health, including anxiety, is a recognised medical health need and will be treated in the same way as other medical needs by seeking additional information and working with staff to ensure risks are reduced. 					
	Emotional distress of the pupils	Staff and pupils	<ul style="list-style-type: none"> • Staff will support pupils. • Methods to support children without compromising social distancing will be put in place - look at ways of being able to support a child if in need of comfort. • SEND / individual pupils - review assessments to be able to further assist pupils who will not understand the changes. • <i>'The Wellbeing for Education Return programme, will provide training and resources for teachers and staff in all state-funded schools to respond to the wellbeing and mental health needs of children and young people as a result of coronavirus (COVID-19).'</i> 	Low	See above. Updated V17	Low	NJ	Ongoing
	* NEW * Pupils and families who are anxious	Staff, pupils and parents	<p>* NEW *</p> <ul style="list-style-type: none"> • Discuss any concerns with parents and provide reassurance on the measures that have been put in place to reduce any risks. 	Low	Ongoing	Low	NJ	

	about attending school		<ul style="list-style-type: none"> Remind parents that pupils of compulsory school age must be in school unless a statutory reason applies. 					
11	Transport arrangements (Wider public transport and dedicated school transport)	Staff, pupils, parents, carers, visitors, contractors	Staff, parents and children: <ul style="list-style-type: none"> Parents and children are encouraged to walk or cycle to school or nursery where possible. Make sure staff and parents follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel. Transport providers informed of any changes to start and finish times. Confirmed with The Qube 24/08/2020. Parents provided with Shropshire Council School Transport information 26/08/2020. Ensure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus. Ensure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers. <i>‘Children must not board home to school transport if they, or a member of their household, has symptoms of coronavirus (COVID-19).’</i> Where possible, pupils should sit together on minibuses in the same bubbles as they are in during the school day. Maintain social distancing within vehicles where possible. Children must wash or sanitise their hands on arrival and before leaving school. <i>‘Children should clean their hands before boarding transport and again on disembarking’</i> i.e. before they get on the 	Low	Monitor and review weekly and alter procedures as required	Low	NJ	

			<p>bus in the morning to come to school and when they get off the bus at the end of the school day.</p> <ul style="list-style-type: none"> • Children for each bus MUST socially distance and queue separately at the school office at the end of the day, before going out to their minibus. • Face coverings for children up to age 11 are not currently recommended. If children choose to wear a face covering / mask, they may need support to remove and store it hygienically when they arrive at school. • Take appropriate actions to reduce risk if hygiene rules and social distancing are not possible, e.g. when transporting children who may need support to access the vehicle or fasten seatbelts. <p>Receiving deliveries of goods:</p> <ul style="list-style-type: none"> • Unnecessary contact with staff and delivery staff will be minimised. • Delivery drivers/couriers are asked to leave goods outside the main entrance door where possible or on the entrance mat for larger deliveries. • Staff MUST wear a face covering when they are required to communicate with a delivery driver face-to-face. • School office will order larger quantities of inbound materials to reduce deliveries. • Hand sanitiser is provided for school office staff to use before and after handling deliveries when handwashing is not practical. • Goods are left for at least 48 hours before being opened. 					
12	Use of car park for cars, and	Staff, pupils parents,	<ul style="list-style-type: none"> • Wherever possible, staff park at the side of the school and this area is out of bounds for parents' 	Low	Monitor and review weekly	Low	NJ	01/09

	other forms of transport	carers, visitors, contractors	<p>parking during drop-off and collection times. Staff should maintain 2-metre distance from other adults when getting into and out of their vehicles.</p> <ul style="list-style-type: none"> Staggered arrival and collection times are in place to minimise number of adults and vehicles on site at any time. <p>Bikes stored in cycle racks in 'bubbles' or at rear of the Hall.</p>		<p>and alter procedures as required</p> <p>Signage to be in place on cycle racks</p>			
13	When schools reopen, other areas will need consideration. e.g. building related, fire safety management, building evacuation, equipment checks Legionella, etc.	Staff, pupils parents, carers, visitors, contractors	<p>See Appendix A for Premises-related issues for inspections, maintenance checks etc. required.</p> <p>Fire Risk Assessment has been reviewed and no amendments are currently needed.</p>	Low	Evacuation drill carried out 29/09/2020	Low	NJ	
14	Consultation and communication	Staff, pupils parents, carers, visitors, contractors	<p>Risk assessment updated in line with the current guidance and consultation with staff (and trade unions) on the control measures. Updated and published on website 03/02/2021.</p> <p>Parents reminded of staggered start and finish times and other measures in latest risk assessment shared with parents wc 01/03/21.</p> <p>Signage provided around school site to aid parents at drop off and collection.</p>					

Publications/guidance read and referred to which support this risk assessment include the following:

Coronavirus (COVID-19): Safer travel guidance for passengers

COVID-19: Cleaning of non-healthcare settings outside the home

COVID-19: Guidance for managing playgrounds and outdoor gyms

Guidance for food businesses on coronavirus (COVID-19)

Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19

Rapid asymptomatic coronavirus (COVID-19) testing for staff in primary schools and school-based nurseries

Schools coronavirus (COVID-19) operational guidance – February 2021

Staying alert and safe

Stay at home guidance for households with possible coronavirus COVID-19 infection

Public Health England: Managing COVID-19 in Shropshire Schools Version 3

NHS: Pregnancy and coronavirus

NHS Start 4 life: Coronavirus (COVID19): Advice during pregnancy

Royal College of Obstetricians & Gynaecologists: Coronavirus and pregnancy

D. Safe Systems of Work to be outlined below by using the information in Section C once completed:

- All staff to be given sufficient information\training to be able to work safely and where practicable maintain the 2m distancing protocol.
- Additional measures will be necessary if dealing with shielded and clinically vulnerable children see [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#) for more advice.
- Or clinically vulnerable adults see [Staying at home and away from others \(social distancing\) guidance](#)
- Continue monitoring and review risk assessments and other health and safety advice for children and staff in light of recent government advice, identifying protective measures (such as the things listed above)
- Ensure that all health and safety compliance checks e.g. premise, safety and security systems have been undertaken before opening and sufficient staff are available to undertake these tasks See Appendix A for Premise checklist.
- All building equipment is deemed safe to use and has received appropriate checks by competent persons. Including all fire safety related equipment (emergency lights, fire detection equipment, fire extinguishers etc.).
- Site staff to manage the risk from legionella on site before schools open and then continue the test regimes.
- Lone working in parts of the building is managed via regular check-ins etc. No higher risk activities e.g. work at height to be undertaken unless necessary.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/>

Communication to all parties is essential:

- office staff to ensure that emergency contacts of staff and children are up-to-date
- tell staff, children, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the [COVID-19: guidance for households with possible coronavirus infection](#))
- tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend
- tell parents and children their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)
- make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)

- also think about engaging parents and children in education resources such as [e-bug](#) and [PHE schools resources](#)
- ensure parents and children are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the [Coronavirus \(COVID-19\): safer travel guidance for passengers](#)
- talk to staff about the plans e.g. safety measures, timetable changes, staggered arrival /departure times, if training would be helpful communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers
- discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this

E. Circulation List

Please list people who have been informed of the assessment.

NAME	DESIGNATION / GROUP	SIGNATURE	DATE
Natalie Johnson	Head teacher / Oak Class (Y5/6)		02.03.21
Olivia Moran	Deputy head / SENCo/Hazel Class (Y1/2)		
Eleanor Carr	Deputy head / Oak Class (Y5/6)		
Helen Jones	Administrator		
Lisa Neal	Administrator		
Angela Stone	Nursery – First aider		
Sasha McCormac	Nursery – First aider		
Helen Ryan	Nursery – First Aider		
Susan Bowes	Willow Class (R/Y1)		
Nicola Walker	Willow Class – First Aider		
Rachel Allen	Willow Class – First Aider		
Sarah Thomas	Hazel Class (Y1/2)		
Juliet Law	Hazel Class – First Aider		
Amy Sibley	Hazel Class – First Aider		
Verity Erasmus	Maple Class (Y3/4)		
Zuzana Walton	Maple Class – First Aider		
Jack Taylor	Rowan Class (Y3/4)		
Alexia Ross	Rowan Class – First Aider		
Kieran Andrews	Oak Class – First Aider		
Paul Evans	Cleaner in charge		
Natalie MacMichael	Cleaning assistant		
Sue Lawless	Cook		
Ange Pink	Kitchen assistant		

Appendix A

The following checklist has been prepared to guide premise managers. It is aimed at identifying actions that need to be taken to make the building and site safe. Within the checklist are items that have statutory duties attached such as examination, inspection, maintenance, servicing and testing. All of these will have been managed before the lockdown and should have been continued even though buildings have been closed or partially open.

It is essential that compliance is achieved before reoccupation.

Each building should have an identified person responsible for premise management.

Building / Infrastructure / Systems	Action	Checked	Comments / Defects / Damage
Site: <ul style="list-style-type: none"> • Perimeter fencing, hedges, gates etc. • Trees • Waste storage areas and waste bins 	<ul style="list-style-type: none"> • Boundary integrity • Risk assessments up-to-date; no damage • Secure – waste collection still occurring 	NJ (HT) 24/08/2020	<ul style="list-style-type: none"> • Keep in contact with Veolia regarding waste separation (general and recycling). ACTION: Clear area at side of kitchen.
Building: <ul style="list-style-type: none"> • Roof • Fascias, gutters, downpipes • Walls • Windows • Exterior doors • Door canopies • Paths • Roads, car park, gates / barriers 	<ul style="list-style-type: none"> • Defects or damage • Doors opening properly with no restrictions • No defects or damage; in working order • Slip or trip hazards (uneven, holes etc.) 	NJ (HT) 24/08/2020	ACTIONS: Clear gutters at side of school and eco-room. Leak on north elevation of roof (PSG informed 22/02/2021)
Interior: <ul style="list-style-type: none"> • Ceilings • Walls • Doors – final exits open (fire, emergency) • Fire doors (close and fit as intended) 	<ul style="list-style-type: none"> • No defects or damage likely to affect building users • Fire Doors checked for fit and opening • No slip or trip hazards 	NJ (HT) 07/02/2021	<ul style="list-style-type: none"> • Automatic doors serviced and maintenance actions carried out to side door 05/02/2021.

<ul style="list-style-type: none"> • Steps / ramps • Handrails • Floors (floor coverings) 			
<p>Infrastructure:</p> <ul style="list-style-type: none"> • Electricity (CB / RCD checks, sockets) • Water system • Heating (boiler etc.) • Ventilation • Kitchens • Toilets / showers 	<ul style="list-style-type: none"> • Check circuit breakers to see if any have tripped; Operate RCD(s) to confirm operation; inspect sockets for damage / overload • Ensure supply; check for leaks; legionella controls (see maintenance below) • Boiler operational (heating and hot water) – maintenance and servicing carried out according to schedule • Check system operation; change filters • Check all equipment; inspect kitchen and food storage areas for insects / vermin; dispose of food past sell-by date; enhanced cleaning • Enhanced cleaning; legionella controls • Cleaning regime • Follow PWTAG guidance 	<p>NJ (HT) 07/02/2021</p>	<ul style="list-style-type: none"> • Water system – see below. • Checked by Shire Services staff at the start of every day. Shire Services staff carried out checks 01/09/20 and 04/01/2021. • See below – eco-room flushing
<p>Systems:</p> <ul style="list-style-type: none"> • Fire detection and alarm (see below) 	<ul style="list-style-type: none"> • All detectors, call points and detectors operational; weekly testing performed • Battery test to check e-lighting 	<p>NJ (HT) 07/02/2021</p>	<ul style="list-style-type: none"> • All in working order. • Fire detection and alarm routine maintenance visit carried out 18/01/2021

<ul style="list-style-type: none"> • Emergency lighting (see below) • Security • Communications - telephony • IT – Wi-Fi 	<p>operational</p> <ul style="list-style-type: none"> • Alarm system working • Phone lines operational • Wi-Fi working 		<ul style="list-style-type: none"> • Emergency lighting tested wc 01/03/2021 • Whole-school fire drill 29/02/2020 • CCTV serviced 20/01/2021
<p>Equipment:</p> <ul style="list-style-type: none"> • IT – computers, monitors etc. • Whiteboards • Fire extinguishers • Access equipment / ladders • Kitchen equipment – kettles, microwaves etc. 	<ul style="list-style-type: none"> • All IT equipment operational and without faults • Equipment in good working order • Serviced annually • Visual inspections for damage / defects • Visual inspections; PAT tests if required • Statutory examination, maintenance and testing completed according to schedule 	<p>NJ (HT) 07/02/2021</p>	<ul style="list-style-type: none"> • IT technician visited 02/03/2021 • PAT testing 09/10/2020 • All fire-fighting equipment serviced wc 14/12/2020
<p>Maintenance, testing and servicing:</p> <ul style="list-style-type: none"> • EIRC (Fixed wiring) and PAT (electricity) • Water (temperature, flushing, cleaning, disinfecting etc.) – see below 	<ul style="list-style-type: none"> • EIRC within date; PA tests completed according to schedule <p>On returning to buildings that have been fully closed for more than a week, Shropshire Council's Asset Management Team advise:</p> <ul style="list-style-type: none"> • <i>Thermal disinfection following plant shutdowns and holiday periods of over one weeks duration, by raising the temperature of the distribution system to 60°C for more than one hour and running each outlet for five minutes, working back from the</i> 	<p>NJ (HT) 07/02/2021</p>	<ul style="list-style-type: none"> • PAT testing 09/10/2020 • Flushing across the school carried out during the summer holidays. Outside contractor visits monthly to carry out temperature checks. Most recent visit January 2021. <p>ACTION: Record when weekly flushing is carried out in eco-room.</p>

	<p><i>most remote outlet to the calorifier.</i></p> <ul style="list-style-type: none">• <i>Cold outlets shall be run with the respective hot outlet.</i>• <i>Flushing of all WCs, with lids closed, following plant shutdowns and holiday periods of over one week's duration.</i>• Check with Tim Othen if further advice required.• Advice on this from the Health and safety Executive can also be found in the guidance <u>Legionella risks during the coronavirus outbreak</u>		
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