

COVID-19 Full School re-opening 8 March 21 - website

Covid related hazard?	Who might be harmed?	Existing controls (What are you already doing?)	Who is responsible?	Residual risk rating* L/M/H	Monitoring
1. Arriving to school – larger numbers of parents/carers and children in close proximity.	Pupils Staff Parents Others	<ul style="list-style-type: none"> Parents/carers escort their children to specific entrances at the beginning of the school day and collect children from specific exits at the end of the school day to facilitate distancing. Groups/cohorts/bubbles arrive and exit school at different times. One way walking system in place to facilitate distancing across playgrounds and walkways. Parents/carers maintain social distancing when waiting to collect and drop-off their child(ren). Parents/carers wishing to talk to staff must firstly use remote communication methods such as telephone, email, or online conferencing. Parents/carers to receive information on the processes to follow. Staff to wear face covering at start and end of the school day when approaching the gates and remain socially distanced from other adults. 	SL/Leadership Team	M	Executive Principal (EXP)
2. Entering the school building – hygiene	Pupils Staff	<ul style="list-style-type: none"> All staff, children and visitors to school MUST wash or sanitise their hands upon arrival into the school building. Staff will direct children to either use the hand sanitiser and proceed to their classroom (another member of staff supervise pupils) or they will be directed to the wash rooms to wash their hands. 	All staff	M	SL/Leadership Team
3. Children bringing equipment into school	Staff Pupils Others	<ul style="list-style-type: none"> Minimal items permitted in school. Only lunch boxes/bags, outdoor clothes, snacks, water bottle, necessary sanitary products, sanitiser, wipeable plastic school bags permitted. Any 'birthday treats' must be quarantined for 72 hours in school before they can be sent home. 	All staff	M	SL/Leadership Team
4. Classroom organisation	Staff Pupils	<ul style="list-style-type: none"> The classroom will be set up (where possible) with desks forward facing and side-to-side seating at Key Stage 2. 	All staff	M	SL/Leadership Team

		<ul style="list-style-type: none"> The teacher's desk must be kept at least 1 metre away from the children's tables/desks where possible. Tissues available in each classroom for pupils to use when coughing or sneezing and they must go into a bin or toilet after one use - 'Catch it, Bin it, Kill it'. Hand sanitiser available in classes. Rooms should all be ventilated with open doors and where possible, windows too. 			
		<ul style="list-style-type: none"> Children will be taught in their class 'bubble' and not mixed with other class bubbles during the school day. Bubbles will undertake lunch and breaks together. Bubbles may share the playground/field but remain apart in sectioned areas. 	All staff	M	SL/Leadership Team
5.Classroom Lessons	Staff Pupils	<ul style="list-style-type: none"> Pupils old enough to understand will be informed not to touch staff and their peers where possible. Staff should avoid close face-to-face contact and minimise time spent within 1 metre of anyone. Unnecessary furniture will be removed from classrooms. Staff to clean touchpoints in classroom during the day. 	All staff	M	SL/Leadership Team
6.Use of school resources in individual bubbles.	Staff Pupils	<ul style="list-style-type: none"> Keep the use of resources to each allocated bubble. Pupils should use their own allocated pencil and pens. All classroom based resources i.e. books and games should be cleaned regularly along with all frequently-touched surfaces. 	All staff Cleaning team to lead deep cleaning	M	SL/Leadership Team
7.Use of school resources shared between bubbles or classes	Staff Pupils	<ul style="list-style-type: none"> Shared classroom resources (such as art, science, maths) between bubbles or classes will be cleaned frequently and carefully and always between bubbles, and, where possible, rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. PE apparatus should be cleaned between Bubbles/ groups. 	All staff	M	SL/Leadership Team
8.Taking items/resources home	Staff Pupils	<ul style="list-style-type: none"> Unnecessary taking home of equipment / resources discouraged Reading books, sheets and homework may be sent home with instructions issued by teachers for quarantining. 	All staff	M	SL/Leadership Team
9.Assemblies Collective Worship	Staff Pupils	<ul style="list-style-type: none"> Assemblies and acts of Collective Worship will only occur within class bubbles. 	All staff	M	SL/Leadership Team

		<ul style="list-style-type: none"> Where possible, whole school Collective Worship will be undertaken via online platforms. 			
10.Educational Visits	Staff Pupils	<ul style="list-style-type: none"> These will no currently take place. 	All staff	M	EXP, Educational Visits Co-ordinator
11.Pupils with identified SEND.	Staff Pupils	<ul style="list-style-type: none"> Pupils who have complex needs or who need close contact care, will continue as normal. Staff delivering 1-to-1 support, or close group support to have option of wearing face covering when within 1metre. 	All staff	M	SL/Leadership Team
12.Learning led by Music and PE staff	Staff Pupils	<ul style="list-style-type: none"> Non-class teachers and other staff will maintain social distancing and avoid close working where possible. Enhancing cleaning of learning resources (see 7). <p>Music tuition</p> <ul style="list-style-type: none"> No sharing of woodwind instruments Good ventilation required <p>Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or whole-school assemblies.</p> <p>P.E.</p> <ul style="list-style-type: none"> Outdoor sports where possible and contact sports avoided. Minimise close contact between staff and pupils whilst delivering lesson. Equipment used will be cleaned after each group's/bubble's use or left to quarantine 	All staff	M	SL/Leadership Team
13. Before and After school clubs and wraparound care	Pupils Staff	<ul style="list-style-type: none"> School-run wraparound care provision will organise children within their class bubble where possible, or within consistent alternate bubbles which reduce interaction between other bubbles/groups. Where possible consistent staffing will be in place. When other provider resumes wraparound care, all risk assessments will be undertaken by the provider. Staff to remain socially distanced from one another and other adults where possible. Staff to wear face covering when greeting parents/carers, or when leaving the wraparound area. Wraparound area to remain ventilated. 	Staff providers	M	SL/Leadership Team

		<ul style="list-style-type: none"> • Parents/carers encouraged to use online payments. • Children and adults to wash/sanitise hands when entering wraparound area and when leaving at the end of the day. 			
14.Children requiring use of the toilet in lesson times	Pupils Staff	<ul style="list-style-type: none"> • Children will be regularly reminded of the importance of washing their hands before and after using the toilet. • Children advised to maintain distancing and not use sink next to another child. 	All staff	M	SL/Leadership Team
15.Break times	Pupils	<ul style="list-style-type: none"> • Children informed again of the importance of age-appropriate social distancing whilst outside. • Class bubbles will have different break times, or where the same, the playground will be split into two with a group/bubble in each. • Supervising staff must keep a 2-metre distance from each other at all times where possible. 	All staff	M	SL/Leadership Team
16.Break Times – Staff Room	Staff	<ul style="list-style-type: none"> • The use of each staff room will be reduced and windows and door to be open. • Staff must remain distanced from each other with a capacity number not exceeded. • Staff must wash and dry their own cups and other crockery and utensils, or use the dishwasher. • Staff must wear face coverings in communal areas, which may be removed to eat and drink. 	All staff	M	SL/Leadership Team
17. Lunch breaks	Staff Pupils	<ul style="list-style-type: none"> • System in place for children to eat a hot meal / sandwiches. • Class bubbles to consume their lunch in their classroom, hall, or the dining room. • Tables and chair seats to be cleaned between each group/bubble using the dining room/ hall. • Lunchtime staff and kitchen staff to maintain social distancing from children where possible. • Staff must wear face coverings in communal areas. 	All staff	M	SL/Leadership Team
18.First Aid – minor treatment	Staff Pupils	<ul style="list-style-type: none"> • Where minor first aid treatment is required, First Aiders must ensure they wear gloves. A face covering is available if prolonged face-to-face contact when dealing with injuries, as is an apron where bodily fluids are evident. • Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc. 	All staff	M	SL/Leadership Team

		<ul style="list-style-type: none"> • Ensure records of injury and treatment are recorded and who administered first aid treatment. • Staff always wash/sanitise hands after contact. • Any soiled dressings to be double-bagged. 			
19.Intimate Care	Staff	<ul style="list-style-type: none"> • When staff are carrying out any intimate care they must: (as per their usual requirements) Wear gloves; Wear an apron; Wear a face covering. • Nappies, wipes etc. must be double bagged and placed into a bin (preferably a closed bin) • Soiled clothes to be double bagged and given to parents/carers on collection of child. • Staff must wash their hands once gloves and masks are removed. • Record all intimate care carried out. 	All staff	M	SL/Leadership Team
20.Use of Outside Gyms/fixed equipment	Pupils	<ul style="list-style-type: none"> • Fixed outdoor equipment is not to be used at this time. 	All staff	M	SL/Leadership Team
21.Poor hygiene practice	Staff Pupils Others	<ul style="list-style-type: none"> • Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school and to 'catch it, bin it, kill it'. • Pupils, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance. • Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas. • Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary. • Pupils are forbidden from sharing cutlery, cups or food. • All cutlery and cups are thoroughly cleaned before and after use. 	Admin team/SL/ Leadership Team	M	EXP

		<ul style="list-style-type: none"> • Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. • A senior member of staff arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the Health Protection Team /Public Health England 			
22. Spread of infection	Staff Pupils Others	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. • Parents/carers are informed not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. • Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. • Staff and families to follow any NHS Test and Trace instruction. • When these recommence, pupils who are unwell are not taken on school trips or permitted to enter public areas used for teaching, e.g. swimming pools. • Parents/carers notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. • The school, in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections. • Any additional provisions for pupils who are vulnerable to infections are put in place by the headteacher, in liaison with the pupil's parents/carers where necessary. 	SL/Leadership Team	M	EXP
23. Staff testing	Staff, pupils, others	<ul style="list-style-type: none"> • All staff are provided with the equipment to self-test (Lateral Flow Test) for Covid-19 at home twice per week. • Staff who choose to self-test to record all results (positive or negative) with the gov.uk website and to advise the Executive Principal. • Any positive test – staff must take a confirmatory PCR test and act upon these results. 	All staff	M	EXP

24. Display of symptoms in school	Staff, pupils	<ul style="list-style-type: none"> • If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). • Any children displaying symptoms in school – parents will be called and asked to collect immediately to reduce risk. Child will remain apart from others either outdoors or in separate room with open window and staff supervising. Child will use separate toilet which will then be cleaned once child has left. Parent/carer to advise school of test result and follow guidelines depending upon the outcome of this. • Any adults displaying symptoms in school must return home and arrange a Covid-19 test – following relevant steps based on the outcome of the test. 	All staff	M	SL/Leadership Team
25. Managing self-isolation		<ul style="list-style-type: none"> • If a child or adult has tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms. 	All staff and parents/carers	H	School and Trust Leadership team
26. Prevention of Infection		<ul style="list-style-type: none"> • Pupils, staff and other adults not to come into school if they have coronavirus (COVID-19) symptoms or have tested positive in at least the last 10 days. 	All staff and parents/carers	H	School and Trust Leadership team
27 Clinically Extremely Vulnerable		<ul style="list-style-type: none"> • Pupils or adults who have received a letter advising that they are Clinically Extremely Vulnerable should contact school for further advice. 	All staff and parents/carers	M	Class teacher/ School Leader