

Wellington Primary School and Nursery Risk Assessment for Covid-19 and full school opening March, 2021

Risk Assessment completed by: T. Mamak, J. Keeble

Job Title: Headteacher/ Acting Head of School

Date of Risk Assessment completion: July 21st, 2020 (Reviewed and amended 6.11.2020) (Reviewed 15th January 2021) (Reviewed 21st January) (Reviewed 5th February, 2021) (Reviewed 24th February, 2021) (Reviewed 18.05.21)

Date of review: 15th March 2021

Face coverings will also no longer be recommended for staff in classrooms unless they have an individual RA for being CV. In all schools and FE providers, we continue to recommend that face coverings should be worn by staff and visitors in situations outside of classrooms where social distancing is not possible (for example, when moving around in corridors and communal areas). The reintroduction of face coverings for pupils, students or staff may be advised for a temporary period in response to particular localised outbreaks, including variants of concern.

Area of concern	Hazard	Persons at risk	Risk management	Responsible Person	Planned completion date	Line manager check
The school lapses in following national guidelines and advice, putting everyone at risk	The school's approach is not robust and in line with recent information	Pupils, staff, parents	To ensure that all relevant guidance is followed and communicated: <ul style="list-style-type: none">The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review its risk assessment accordinglyInformation on the school website is updated.Pupils updated via classrooms as necessary.	Headteacher Acting Head of School Admin. Staff Class teachers HT	Ongoing	HT/LT ongoing

			<ul style="list-style-type: none"> Any change in information to be shared with Chair of Governors and passed on to parents and staff by email <p>As a result, the school has the most recent information from the government, and this is distributed throughout the school community.</p>	Admin staff		
Poor communication with parents and other stakeholders	Parents and other stakeholders are not aware of systems, processes and requirements, thereby acting unsafely	Pupils Staff Parents	<ul style="list-style-type: none"> All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems HT/AHoS to share risk assessment with all staff Parents notified of risk assessment plan and shared with parents via website. <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p>	HT AHoS Class teachers HT/HoS Admin. staff	1.09 and ongoing 3.03 4.03	HT/LT ongoing
Lack of awareness of policies and procedures	Pupils and staff are not aware of and up to date with the school's policies and procedures, thereby acting unsafely	Pupils Parents Staff	<ul style="list-style-type: none"> School leaders will ensure that all policies impacted on by coronavirus controls are updated All staff and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> Health and Safety Policy 	HT AHoS Admin. Staff All staff	17.07 1.09	HT/LT

			<ul style="list-style-type: none"> • Staff are made aware of the school's infection control procedures in relation to coronavirus via email and TEAMS meeting • Staff are given government advice regarding how to put on, take off and dispose PPE • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/social media/poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus • Pupils are made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning of the 8th March 2021. All are informed that they must tell a member of staff if they begin to feel unwell • Regular electronic briefing issued to staff. <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p>	HT/AHoS	1.09	
				HT/AHoS	1.09/2.03	
				HT/AHoS	17.07/ 2.03	
				CTs	1.09 8.03	
				HT AHoS	Ongoing	

Staff who have been classed as “clinically extremely vulnerable” or “clinically vulnerable”	Persons classed as “clinically extremely vulnerable” or clinically vulnerable are more at risk from Covid-19 effects	Staff	<p>Staff who are clinically vulnerable can come in if adjustments can be made to protect them and these are to be incorporated into individual risk assessments and agreed</p> <ul style="list-style-type: none"> • Letter to staff on maternity to self-identify • Email to staff re breast feeding, pregnancy and birth within last 6 months – staff to self-identify • Questionnaires to staff • Staff previously shielding to remain off work if appropriate • Any vulnerable staff who attend school to have additional protective measures in place, including change in role if appropriate • Staff who are breast feeding or pregnant or gave birth within last 6 months to work from home • CEV and CV staff forms to be re-checked <p>Staff who are CEV should not attend work but work from home where possible</p> <p>CV staff who can work from home to do so</p>	<p>HT/AHoS</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>HT</p>	<p>1.09</p> <p>10.07</p> <p>2.01</p> <p>10.07</p> <p>10.07</p> <p>w/b 7.9</p> <p>4.01</p> <p>4.1</p> <p>5.11</p>	<p>HT</p> <p>31.08</p>

			CV staff who attend must follow the system of controls in place in the school			
Staff who live with a person classed as “clinically extremely vulnerable” or clinically vulnerable	Persons classed as “clinically extremely vulnerable” or clinically vulnerable are more at risk from Covid-19 effects	Staff Families	Staff who live with those who are clinically extremely vulnerable can attend work where home working is not possible; staff who live with clinically vulnerable can attend school. If either group of staff are advised otherwise by an individual letter from the NHS or a specialist doctor, they will not attend. These groups must maintain good prevention practice at school	HT	1.09	HT
Children who have been classed as “clinically vulnerable”	Persons classed as “clinically vulnerable” are more at risk from Covid-19 effects	Pupils	Can attend	HT FSM	1.09	HT
Children who have been classed as clinically extremely vulnerable	Persons classed as “clinically extremely vulnerable” are more at risk from Covid-19 effects	Pupils	Letter to families to discuss with child’s GP or specialist clinician whether child should be classified as CEV. CEV children advised not to attend school; education at home to be provided.	HT HOS FSM 14.01.21	1.09 4.11 w/b 1.03	HT
Children who live with someone who is classified as “clinically	Persons classed as “clinically extremely vulnerable” or	Families	Pupils who have family members who are CEV can attend school	HT	1.09	HT

vulnerable" or clinically extremely vulnerable	clinically vulnerable are more at risk from Covid-19 effects					
Persons entering the site with Covid-19 symptoms	Transmission to the school community	Pupils Staff	<p>Staff and pupils must not attend school if:</p> <ul style="list-style-type: none"> • they have one or more coronavirus symptoms • a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus symptoms • they are required to quarantine having recently visited countries outside the Common Travel Area • they (or someone in their household, support bubble or childcare bubble) have had a positive test • if advised by NHS Test and Trace to do so <p>Parents and staff are aware that they must not attend for at least 10 days from the day after:</p> <ul style="list-style-type: none"> • the start of their symptoms • the test date if they did not have any symptoms but have had a positive test (LFD or PCR test) 			HT/LT

			Letter to remind parents/carers Staff induction meeting Notice at school entrance No performances with an audience should be hosted.	HT HT Admin. staff All staff	w/b 1.03 1.03 w/b 1.03 Ongoing	
Pupils and staff who are BAME	Mounting evidence of vulnerability of BAME people	Pupils Staff	Individual risk assessments in place to mitigate risk, including staying at home for staff or changing role Risk assessment in place to reduce risk for BAME pupils	HT Chair of Governors AHoS	17.07 1.09	HT CoG
Spread of covid-19 through lack of hygiene	Transmission to the school community	Pupils Staff	Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g. washing hands before entering and leaving school) Children and staff to clean hands regularly (including on arrival at school, after breaks, after outside activities, before and after eating, after sneezing or coughing, when they change rooms, after toilet use) for at least 20 seconds with running water and soap and dry them thoroughly or use hand sanitiser (under supervision to avoid ingestion and kept out of children's reach) ensuring that all parts of the hands are covered:	AHoS CTs TAs	1.09 3.09 and ongoing	HT SBM ongoing

			<ul style="list-style-type: none"> • Sinks available in majority of classrooms, sinks in toilets available • Soap, sanitiser, paper towels, bins, cleaning wipes available in classrooms and toilets and replenishment checks carried out (sanitiser kept out of children's reach) • Only school supplied sanitiser to be used with children • Alcohol based sanitiser (that contains no less than 70% alcohol) available in school reception area • Children are reminded of correct hand washing techniques • Children who have difficulty cleaning their hands are helped by staff who can demonstrate and instruct and observe from a social distance • Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas • All soft furnishings and items that are hard to clean are removed 	<p>Cleaning staff</p> <p>All staff</p> <p>Admin. Staff</p> <p>CTs TAs</p> <p>CTs TAs</p> <p>CTs TAs</p> <p>CTs TAs</p> <p>CTs TAs</p> <p>CTs TAs</p> <p>CTs</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>ongoing</p> <p>ongoing</p>	
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			<p>resources) cleaned after use by teacher or TA; then either rotated for 48 hours (72 for plastics) or cleaned before use by next teacher or TA</p> <ul style="list-style-type: none"> • Pupils and staff to have own individual and frequently used resources and equipment for activities, not shared resources • Pupils and staff do not share cutlery, cups or food. Staff to bring in their own cups and utensils • All utensils are thoroughly cleaned before and after use • Tables to be cleaned by teachers and/ or TAs before/after pupils eat lunch • If bodily fluids come into contact with classroom equipment or items, ensure that PPE (gloves, apron, mask and eye protection) are used to remove the piece before it is thoroughly cleaned • Cleaning products for staff to clean communal products such as kettles and microwaves in staff 	<p>All staff</p> <p>All staff</p> <p>CTs TAs</p> <p>All staff</p> <p>Cleaning staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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			<p>Cleaning frequently touched surfaces during the day (e.g books, toys, desks, chairs, doors, sinks, toilets, light switches, bannisters) and frequently used areas such as toilets</p> <p>Cleaning rooms daily</p> <p>Enhanced cleaning schedule formulated</p> <p>Outside learning takes place frequently</p> <p>Singing, chanting, shouting does not take place</p> <p>Showers not to be used</p> <p>Parents and staff told that children should not be sent in with individual hand sanitiser as school supplies</p> <p>Sanitiser should not be left in common areas but taken to and from by staff carrying out duties in those areas</p> <p>Books from the library should only be taken by staff.</p> <p>Books returned to library should be placed in rotation prior to return to shelves</p>	<p>TAs</p> <p>Cleaning staff</p> <p>Cleaning staff HT AHoS</p> <p>CTs</p> <p>CTs</p> <p>All staff</p> <p>HT</p> <p>All staff</p> <p>All staff</p> <p>HT/AHoS All staff</p>	<p>Ongoing</p> <p>1.09 Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>ongoing</p> <p>16.09 On going</p> <p>Ongoing</p> <p>Ongoing</p>	
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			Staff from each class group allocated separate area for lunch; sufficient space between tables; staff instructed to clean after use; cleaning materials provided	All staff	Ongoing	
			Marking- avoid touching children's books; invite oral feedback for you and other pupils to comment on e.g. a pupil reads out an extract from their writing for comment, reading comprehension is whole class and oral, children self-mark their own work	Teachers	4.03	
			Hand cleaning- staff to put notice above sink detailing the times children regularly wash their hands	Teachers	Ongoing	
			Ensure staff who work with pupils who spit uncontrollably/ often have more opportunities to wash their hands than other staff	Teachers TAs	Ongoing	
			Ensure pupils who use saliva as a sensory stimulant or who struggle with "catch it, bin it, kill it" need more opportunities to wash their hands	Teachers TAs	Ongoing	
			Respiratory hygiene- younger pupils and those with complex needs are helped to carry out routines correctly	Teachers TAs	Ongoing	
			Any equipment used in the delivery of therapies (e.g. sensory equipment) must be cleaned			

			between use by different individuals. If this is not possible, restrict use to one user or leave unused for 48 hours (72 hours for plastics) between use by different individuals.			
Poor hygiene practice re. toilet/changing facilities	Transmission of infection	Staff	<ul style="list-style-type: none"> Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron, eye protection All changing surfaces to be cleaned before and after each use Nappies/soiled items to be disposed of in yellow bags Staff to follow specific intimate care procedures Any soiled clothes are put into a plastic bag (double bagged) and sent home. <p>As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.</p>	CTs TAs CTs TAs CTs TAs CTs Tas CTS TAs	Ongoing Ongoing Ongoing Ongoing	HT/LT ongoing
Spread of covid-19 through lack of social distancing	Transmission to the school community	Staff Pupils	<p>As per government guidance, younger children are unable to maintain social distancing. Therefore, the school seeks to minimise the risk through:</p> <ul style="list-style-type: none"> Clear signage in place regarding social distancing Avoiding contact with anyone with symptoms (see above and following 	Admin. Staff HT AHoS CTs	1.09 Ongoing	HT/LT SBM ongoing

			<p>section on removing any pupils who demonstrate symptoms within school)</p> <ul style="list-style-type: none"> • Frequent hand cleaning and good respiratory practice (see above) • Regular cleaning (see cleaning section below) • Minimising contact and mixing – Maintain consistent groups during lesson time, break time and lunch time <p>Limit maximum number in groups to 30 at any one time</p> <p>Bubbles to be kept apart at playtimes by using staggered rota</p> <ul style="list-style-type: none"> • Nursery, Reception and Yr.1 use toilets outside room in turn and supervised; 2/3 and 4/5/6 use cone outside toilet to show if in use <p>Bubbles kept apart at lunchtimes. Pupils eating in class bubbles in the hall, separated from one other class by a 3 m corridor. Staggered lunchtimes so pupils are not waiting together. Separate areas on the playground/ field.</p>	<p>TAs</p> <p>All staff</p> <p>All staff</p> <p>HT AHoS</p> <p>HT AHoS</p> <p>CTs TAs</p> <p>All staff</p> <p>All staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>1.03</p> <p>Ongoing</p> <p>Ongoing</p> <p>From 16.05.21</p>	
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			<p>Pupils sit at the same table and same chair at lunchtime. Tables and chairs cleaned between classes.</p> <p>Adults in class to stay 2m away from each other and from children if possible (mark areas); teach from front of class; if closer contact needed for individuals, use screens (clean table and seat and screen between each child), minimise time to less than 15 minutes (either as a one-off or across the day) if within 2 metres (but really keep well below 15 minutes), avoid less than one metre (including when using screen); ensure TA and 1:1 TA are 2 metres away from other staff and children (minimise time to less than 15 minutes if within 2 metres (either as a one-off or across the day) (but really keep well below 15 minutes), avoid less than one metre, (including when using screen)</p> <p>If 3 adults are in a room, one goes into allocated extra room with group unless 1:1</p>	<p>Lunchtime Supervisors</p> <p>All staff</p> <p>HT/HoS</p>	<p>Ongoing</p> <p>Ongoing</p>	
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			Pupils to be seated side by side and facing forwards	CTs TAs	Ongoing	
			Only 2 pupil per desk and space between desks	CTs	Ongoing	
			Staggered starts and collections, staggered breaktimes and lunchtimes	HT/AHoS	1.03 1.09	
			Where possible, one way circulation in place	AHoS HT	1.09	
			If another adult (e.g. first aider or SLT member) needs to communicate with staff or children in a group will use telephone or, if required to do in person, do so from at least 2 metres away from any children or adults; 'phones wiped after use	All staff	Ongoing	
			Bins placed outside room for clearing	Teachers TAs		
			Pupils and adults always use the same room and the same desk and chairs; adults to name their chairs; PPA staff to bring in own chair to class room	CTs TAs	Ongoing Ongoing	

			Classrooms should have unnecessary surfaces and items removed to create space and increase hygiene; stored elsewhere	CTs TAs	Ongoing	
			Documents and equipment required for lessons will be distributed by staff before the lesson to reduce contact	CTs TAs	Ongoing	
			Pathways to class sinks	CTs TAs	Ongoing	
			1:1 SEN TA should be placed 2m from pupil and activities should enable this if possible	CTs TAs	Ongoing	
			1:1 SEN TA to use PPE if needed due to proximity (gloves, aprons, masks, eye protection)	CTs TAs	Ongoing	
			Pupils enter, wherever possible, classrooms from outside, where not, to be supervised	CTs TAs	Ongoing	
			2/3 and 4/5/6 enter school through hall; (hall empty)	CTs TAs	Ongoing	
				Admin.		

			<p>Furniture in school reception area to be removed</p> <p>Discourage parents from entering the school building: Meetings with parents and carers to only be essential and conducted over telephone or email; if physical meeting is unavoidable, then office to be cleared of admin staff if meeting held with teacher, partition partly opened, teacher to stand at least 2 metres from partition, parent/ carer to stand at least 2 metres from partition on marked line; parents to be informed of process; areas touched by teacher wiped down by teacher</p> <p>Any informal discussion with parents and carers at start of day discouraged; if unavoidable, must be from a distance of at least 2 metres and outside school building face coverings used and time minimised</p> <p>Staffroom use to be minimised – not to sit in, coffee making and food</p>	<p>HT/AHoS CTs TAs</p> <p>AHoS CTs TAs</p> <p>LT CTs TAs</p>	<p>Ongoing</p> <p>1.09</p> <p>Ongoing</p> <p>Ongoing</p>	
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			<p>storage only, one person only</p> <p>Staff from each class allocated separate area for lunch; sufficient space between tables; staff instructed to clean after use; cleaning materials provided</p> <p>Staff to instruct pupils not to touch staff and other children; if necessary to hold hand, staff and child to wash hands immediately after</p> <p>All staff correctly use a face mask in class when social distancing of 2 metres with pupils is not possible.</p>	<p>All staff</p> <p>All staff</p> <p>All staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
Spread of covid-19 through lack of social distancing in shared areas within the school	Transmission to the school community	Staff Pupils	<p>As per government guidance, early years and primary age children cannot be expected to remain 2metres apart from each other and staff. Therefore, the school seeks to minimise the risk through:</p> <ul style="list-style-type: none"> Enter classrooms directly from outside wherever possible. Years 2/3 and 4/5/6 use the hall entrance. 	<p>CTs TAs</p> <p>CTs TAs</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>HT/ LT</p> <p>ongoing</p>

			<ul style="list-style-type: none"> Avoid hall for PE by using outside spaces at staggered times and with separation between groups for non- contact PE Close library to children; staff to access on staggered basis Each bubble has own IT set and charging unit; must be cleaned by teacher prior to and after use Enabling one-way circulation within corridors where possible or dividing corridors Staggering break times Staggering toilet break times to avoid congestion in corridors and toilets Children wash hands in classroom if possible before/ after lunchtime to avoid use of corridors and toilets Nursery, Reception and Yr.1 use toilets outside room in turn and supervised; 2/3 and 4/5/6 use cone outside toilet to show if in use Avoid assemblies Office- Notice at school building entrance asking parents and carers to stay outside 	<p>CTs</p> <p>CTs</p> <p>HT/AHoS</p> <p>HT/AHoS CTs TAs</p> <p>CTs TAs</p> <p>CTs TAs CTs TAs</p> <p>CT</p> <p>Admin. Staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>1.09</p>	<p>SBM HT/ HoS</p>
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			<p>school entrance if possible, providing school number for parent or carer to call office rather than enter school reception area; appointment required</p> <ul style="list-style-type: none"> Remove furniture from school reception area Tissues and hand sanitiser to be available in office locations <p>Staff to wash hands on arrival at school and regularly throughout day (for example, before and after eating) Each individual is responsible for wiping down their own work area before and after use</p> <p>If parent or carer has to physically speak to office staff, staff to keep window partition as closed as possible and move at least 2 metres from partially opened partition; parent or carer to stand at 2 metre marker from partition</p> <p>Staff to wash hands after handling shared items; avoid handling if possible;</p>	<p>Admin staff</p> <p>Admin staff</p> <p>All staff</p> <p>Admin staff</p> <p>Admin staff</p> <p>Admin staff</p> <p>Admin staff All staff</p>	<p>1.09</p> <p>ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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			<p>avoid contact by having drop areas</p> <p>Staff to communicate with admin staff by email or 'phone; if unavoidable, talk to office staff from outside office: staff to talk to office staff from outside office: stand near doorway 2 metres from door.</p> <p>School reception area to be wiped down by cleaners during the day</p> <p>Visitors must not enter office; admin staff will bring out anything required, leave at 2 metre distance from staff member for collection</p> <ul style="list-style-type: none"> Staffroom- Use suspended in lockdown In order to ensure social distancing, staffroom use to be minimised – not to sit in, coffee making and food storage only, one person only; staff may make drink in resource area but only use cups with lids and only 1 member of staff in resource area at a time, no children allowed and kettle stored safely 	<p>All staff</p> <p>Cleaning staff</p> <p>Admin staff</p> <p>All staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>AHoS ongoing</p>
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			<ul style="list-style-type: none"> Toilets- To ensure that only children from 1 bubble at a time are in the corridor during lesson times and that only one bubble is in the toilets at a time, the class TA/CT for N, R, Yr.1 is to look outside the classroom to check that the corridor is empty. If it is, the TA takes the children to the toilet and waits outside the toilet while the child goes in. When children come out, the TA accompanies the children back to the class along the correct side of the corridor markers. If two bubbles want to go to the toilet at the same time, this will be avoided by the fact that each TA/CT has to check that the corridor is empty; if corridor already has a TA in it, then the other TA waits until the first TA and children have gone back into class. Yrs.2/3 and Yrs. 4/5/6 to use cone in the corridor to indicate if toilet in use; if on display, children to wait until other children have removed cone to indicate that the toilet is free Staff toilets- only one member of staff to go in at any one time, staff to 	<p>CTs TAs</p>	Ongoing	
				All staff	Ongoing	

			<p>verbally check before entering or lock door; toilets cleaned during the day</p> <ul style="list-style-type: none"> • Staff to wipe down photocopier before and after use • Joint assemblies in classes or hall not to take place • Staff and visitors to be asked to bring in own pen to sign in/out • Sanitiser available on counter in school reception area for use • Lunch hall – pupils eat lunch in their classrooms. 	<p>All staff</p> <p>All staff</p> <p>Staff Visitors</p> <p>Admin. staff</p> <p>CTs Dinner supervisors</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>1.03</p>	
			<ul style="list-style-type: none"> • SLT recommend to all staff to wear face coverings in communal areas; guidance re. protocols provided • A contingency supply of single-use face coverings available in school if required- admin office 	<p>HT/HoS</p>	<p>4.11 Ongoing</p>	
			<p>Different bubbles do not share/ use same rooms(except for staff lunch and toilets – see above)</p> <ul style="list-style-type: none"> • Staff informed not to use face visors or shields instead of face coverings. Staff inform HT if using within classroom or on 	<p>SBP</p> <p>HT HoS All Staff</p> <p>HT All staff</p>	<p>Ongoing</p> <p>W/B 1.03</p>	

			playground. HT to approve (or not) use of, provide risk assessment and cleaning information			
Spread of covid-19 through lack of social distancing outside the school during the pupil day	Transmission to the school community	Staff Pupils	<p>Start of day (see below)-</p> <ul style="list-style-type: none"> Pupils to arrive on a staggered basis Pupils to line up on playground and enter through the hall or classroom for handwashing <p>Playtimes-</p> <ul style="list-style-type: none"> Playtimes to be staggered Pupils instructed not to play contact games at breaktime or lunchtime Ball games prohibited. Wet play- children to stay in class under teacher/TA supervision Children reminded of social distancing before play Play equipment distributed after cleaning by staff on duty; each bubble to have own equipment 	<p>SLT</p> <p>CTs TAs</p> <p>HT/AHoS CTs/TAs/ Supervisors</p> <p>CTs/TAs/ supervisors CTs TAs</p> <p>CTs/TAs/ Supervisors s</p> <p>CTs TAs Supervisors</p>	<p>1.09</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>HT/AHoS</p> <p>1.09 Ongoing</p>

			<p>Physical Education-</p> <ul style="list-style-type: none"> • Sessions to be staggered and, if any groups out at the same time, different parts to be allocated and used (different playgrounds, field); strict separation between groups at all times • Staff to only conduct non-contact activities and maximise distance between pupils and not do team activities • Sports equipment shared between bubbles should be cleaned after every use by the teacher or TA and prior to use by the new teacher or TA; an apron and gloves should be worn for cleaning and also a mask and eye protection if risk of spillage or spray • PE should take place outside • Pupils should maintain social distancing when performing PE • Team sports to be avoided 	<p>CTs TAs</p> <p>CTs TAs</p> <p>CTs TAs</p> <p>CTs TAs</p> <p>CTs TAs CTs TAs CTs TAs</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
Spread of covid-19 through lack of social distancing at the start and end of the day	Transmission to the school community	Pupils Staff Parents and carers	Issue information to children, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus	HT	w/b 1.03 Ongoing	HT HoS SBM Ongoing

			Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up and entrance and exit point	AHOS	W/b 1.03	
			Inform each year group and their parents of their allocated times for the beginning and end of their school day	AHOS	W/b 1.03	
			Start of day-	HT		
			<ul style="list-style-type: none"> Only 1 parent to attend with child 	AHoS	Ongoing	
			<ul style="list-style-type: none"> Parents asked not to congregate at school entrance and exits; if waiting for allotted time, to wait away from school 	HT AHoS	Ongoing	
			<ul style="list-style-type: none"> Parents to follow one-way system with child. Child walks to line. 	HT AHoS	Ongoing	
			<ul style="list-style-type: none"> Parents to leave school after drop off by following one- way system alongside fence by car park and out through emergency vehicle gate near hall. 	HT AHoS	Ongoing	
			<ul style="list-style-type: none"> Each class to come on a staggered timetable 	AHoS	Ongoing	
			<ul style="list-style-type: none"> Staff member at the front of each line on playground to supervise from a 2 metre distance for all groups 	CTs TAs	Ongoing	
			<ul style="list-style-type: none"> Where possible, classes enter their respective classrooms from external 	CTs TAs	Ongoing	

			<p>door; 2/3 and 4/5/6 enter school through hall</p> <ul style="list-style-type: none"> Any late arrivals must wait outside school until staggered start is finished, then call school to arrange drop off through office entrance. 	Admin staff	Ongoing	
			<p>End of day-</p> <ul style="list-style-type: none"> Each class has an allotted staggered collection time Parents follow one-way entry and exit system Teacher sends each child to parent when they reach the head of queue. Parent and child follow one-way exit line If child is not collected on time, child is taken back to class by teacher and any late parents inform office by 'phone and arrange teacher to bring child; siblings wait with teacher for final pick-up time 	CT	Ongoing	
			<ul style="list-style-type: none"> Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport 	HT AHoS	Ongoing	
			<ul style="list-style-type: none"> Issue information to pupils in relation to 	CTs	1.09 Ongoing	

			<p>restrictions on their movement around the site</p> <p>BREAKFAST AND AFTER SCHOOL CLUBS SUSPENDED until fully staffed and staff have first aid training.</p>			
Transport and journeys to school	Transmission to the school community	Pupils Parent or carer	<p>Parents informed that only 1 should accompany child</p> <p>Parents are encouraged to walk or cycle with their child to school where possible</p>	HT HT HT	<p>17.07 ongoing</p> <p>1.09 ongoing</p> <p>1.09</p>	HT

			All children must be accompanied and collected by a named adult or consent to walk alone must be given (Yr. 6)		Ongoing	
Pupil or staff or any other adult displays covid-19 symptoms while at school	Transmission to the school community	Pupils Staff	Staff are informed that if anyone demonstrates a new persistent cough, high temperature or change in or loss of taste and smell in school, they must go home and be advised to follow “guidance for households with possible or confirmed coronavirus (COVID-19)infection” (isolation period includes the day the symptoms started and the next 10 full days) and should arrange a test and other members of the household (including siblings, members of their support or childcare bubble) should self-isolate(their isolation period includes the day symptoms started for the first person in their household or the day their test was taken if they did not have symptoms and the next 10 full days; if a member starts to display symptoms while self-isolating the will need to restart the 10 day isolation period and book a test. If anyone tests positive whilst not experiencing symptoms but develops symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms.	HT	14.07 1.09 Ongoing	HT HoS

			<p>Staff are kept up to date with any national guidance about the signs, symptoms and transmission of covid-19</p> <p>Appropriate PPE is sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell</p> <p>All staff are informed of the procedure in school relating a pupil becoming unwell in school</p> <p>Any pupil who displays signs of being unwell is immediately reported to an SLT member</p> <p>Any staff member who displays signs of being unwell must immediately refer themselves to the SLT and is sent home</p> <p>Any siblings of the symptomatic child should also be isolated separately and go home and parents advised of the guidance</p> <p>If a child is awaiting collection, they must be removed from class and moved to a room with a window for ventilation where they can be isolated behind a closed door (after-school club). Depending on the child's age, they can be supervised</p>	<p>HT AHoS SBP</p> <p>HT</p> <p>All staff</p> <p>All staff</p> <p>HT HoS CTs</p> <p>HT HoS</p>	<p>1.09 Ongoing</p> <p>1.09</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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			<p>through the viewing window at all times. If the child has to be supervised from within the room and a distance of 2 metres cannot be maintained, PPE (gloves, apron, mask and eye protection) must be worn by the supervising staff member. If not possible to isolate them, move them to an area at least 2 metres away from other people</p> <p>If the child needs to use the bathroom while waiting to be collected, they should use a separate bathroom (after-school club bathroom) during the playground installation pupils will be kept in the SEALS classroom and will use the hygiene room if they need the toilet and that bathroom should be cleaned as per the guidance before being used by anyone else; class teacher to inform JK or SBP immediately of any bathroom used and TA to place a No Entry sign on door immediately (No Entry signs to be blu-tacked to back of toilet entrance door and to be taken by supervising TA and placed on front of door)</p> <p>The children in the room with the child showing symptoms (or from the same household as the child showing symptoms) should be moved to another room until the classroom has been cleaned; all</p>	<p>SLT Cleaners CTs Tas</p> <p>HT HoS Cleaners</p> <p>HoS</p>	<p>Ongoing</p> <p>Ongoing</p>	
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			<p>areas used by the child should be identified and cleaned before use</p> <p>In an emergency call 999 if they are seriously ill or injured or if their life is at risk</p> <p>If a member of staff has helped/ been in contact with someone who has been symptomatic, they do not need to go home themselves unless they develop symptoms or the person subsequently tests positive or they have been requested to do so by NHS Track and Trace or they have tested positive from a LFD test. Everyone must wash their hands thoroughly for 20 seconds with soap and water or use sanitiser after coming into contact with someone who is unwell.</p> <p>Parents and staff to be informed by email that they must be ready to book a test if they or their child are displaying symptoms(main symptoms are a high temperature, a new continuous cough and or a loss or change to your sense of smell or taste), must self-isolate and not come into school if they have symptoms or have been in close contact with someone who tests positive for coronavirus, anyone in their household or support or childcare bubble develops symptoms of coronavirus, if they are required to do so having recently travelled from certain other countries or if they have been</p>	<p>All staff</p> <p>All staff Children</p> <p>HT</p>	<p>Ongoing</p> <p>Ongoing</p> <p>W/b 1.03 05.02</p>	
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			<p>advised to isolate by NHS test and trace or the PHE local health protection unit, provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace; Parents and staff should inform the school of results of tests.</p> <p>The Headteacher will contact the DfE helpline who will conduct a rapid assessment and will advise school on appropriate action.</p> <p>A list of pupils and staff in each bubble and close contact that takes place between children and staff in different bubbles to be maintained.</p> <p>Close contacts to self-isolate immediately and for the next 10 full days counting from the day after contact with positive case</p> <p>Letter from the health protection team to be distributed to parents and staff.</p> <p>If someone in a bubble that has been asked to self-isolate develops symptoms themselves within the 10 days from the day after contact with the individual tested positive, they should follow "guidance for</p>	<p>HT HoS</p> <p>CT</p> <p>HT HoS</p> <p>HT Admin</p> <p>HT AHOs</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>As directed</p> <p>Ongoing</p>	
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			<p>households with possible or confirmed coronavirus (COVID-19 infection". They should get a test and:</p> <p>if the test delivers a negative result, they must remain in in isolation for the remainder of the 10 day isolation period</p> <p>if the test result is positive, they should inform the school immediately and should isolate from the day of onset of their symptoms and at least the following full 10 days(which could mean the self-isolation ends before or after the original 10 day isolation period). Their household should self-isolate starting from when the symptomatic person in their household first had symptoms and the next 10 full days, following "guidance for households with possible or confirmed coronavirus (COVID-19) infection"</p> <p>The pupil or staff member who tested positive can return and stop self-isolating if their symptoms have gone or if they only have a residual cough or anosmia. If they still have a high temperature or feeling hot and shivery, a runny nose or sneezing, feeling or being sick and/</p>	<p>HT AHoS</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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			<p>or diarrhoea or are otherwise unwell they should stay at home.</p> <p>If a child states they have a temperature, a hand-held non-contact thermometer is available to check</p> <p>If a child is off due to self-isolation, absence is monitored by school and register pre-populated to show staff who should be off, days off and return date. If child arrives when marked as absent with X code, staff to enquire from office if parent has provided test result. If no result provided by parent, child to be isolated as per protocols and then either returns to class or goes home after parent is contacted for result.</p> <p>The school provides details of staff who have been asked to self-isolate to the Self-Isolation Service Hub (020 3743 6715)</p> <p>The school contacts the DfE helpline and LA Outbreak Control Hub if there are 2 or more confirmed cases within 14 days or an overall rise in sickness absence where coronavirus is suspected.</p>	<p>CTs</p> <p>CTs Admin</p> <p>HT</p> <p>HT</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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Transmission to staff when administering first aid	Transmission to the school community	Staff	<p>PPE to be provided at first aid stations- plastic gloves, aprons, mask, eye protection</p> <p>Children to be encouraged to apply first aid routines themselves under supervision and if appropriate (e.g. application of ice pack)</p> <p>First Aid stations to be closed off and cleaned after use</p> <p>Pupils to avoid activities which heighten risk of injury</p> <p>First Aider to check supply of first aid resources weekly and expiry</p> <p>Asthma pumps and epipens to be available in classrooms</p> <p>Medical lists compiled and available to provide medical details for every child in school, including allergies</p> <p>Some staff have received emergency first aid training</p>	<p>MF</p> <p>First Aiders</p> <p>First aiders Cleaning staff</p> <p>CTs TAs</p> <p>MF</p> <p>MF CTs AHOS HOS/HT</p>	<p>1.09</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>W/B 1.03</p>	HT/LT

				All Ts and TAs	Ongoing	
			First Aider at Work training completed by admin officer	SBP/EG	Ongoing	
			First Aid at Work staff on site	staff	Ongoing	
			First Aid waste is disposed of in hazard bin, double bagged by staff wearing PPE, held in an undisturbed location for 72 hours before disposal	All staff	Ongoing	
			PFA on site	AHoS/MF	Ongoing	
			First Aiders to clean hands prior to attending if possible and to wash hands after attending	First Aiders	Ongoing	
			First Aiders to record in first aid records all children attended to for Track and Trace	First Aiders	Ongoing	
			First Aid at Work L 3 staff on site	MF	Ongoing	
			Lunchtime playground rota identifies emergency first aiders at work and paediatric first aiders; distributed across bubbles where possible – where not, alternative cover in place. Level 3 First Aid At Work staff identified. Vulnerable staff not identified as covering first aid	HoS	W/b 1.03	
			Refresh first aid at work needs assessment	AHoS	15.01.21/ w/b 1.3	

			<p>First Aiders should minimise time spent sharing a breathing zone and assist at as safe a distance as possible</p> <p>Bump notes and other first aid notes to be sent by Parentmail but acknowledgement slip from parents required; 'phone calls to parents re head bumps always required; first aid trained TAs and teachers can address appropriate minor injuries but send others to L 3 First Aiders in school</p> <p>If CPR required:</p> <p>Call 999 Trained staff use se defibrillator Cover patient's mouth and nose with a cloth or towel Use a fluid repellent mask, disposable gloves, eye protection and apron Only deliver CPR with chest compressions and use a defibrillator- DO NOT use rescue breaths</p> <p>If administering first aid, wear apron, gloves, mask and eye protection</p>	<p>All staff</p> <p>AHoS</p> <p>All staff</p> <p>First Aiders AE</p> <p>All staff</p>	<p>Ongoing</p> <p>15.01.21</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
Poor pupil behaviour increases the risk of the spread of the infection	Social distancing is compromised by poor behaviour	Pupils Staff	<ul style="list-style-type: none"> Pupils are reminded of the behaviour policy on their return to school Sanctions (and how they will be applied in the context of 	<p>CTs</p> <p>AHoS CTs</p>	<p>3.09</p> <p>3.09</p>	HT/LT

			<p>social distancing) are clearly communicated to pupils and parents. Behaviour policy is adjusted as a consequence</p> <ul style="list-style-type: none"> Pupils' individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessary. 	<p>TAs</p> <p>AHOS SENCO</p>	<p>3.09 ongoing</p>	
Transmission to staff due to need for handling	Transmission to school community	Staff Pupils	<p>Pre-empt by providing additional support to pupil (1:1 TA to maintain social distancing if possible and use PPE if not - inform parents if used)</p> <p>Avoid or abort activities that will heighten/ are heightening child's anxiety</p> <p>If a child is not posing a risk of injury to themselves or others, remove all other children to another room and observe pupil, using de-escalation techniques until calm. If self-injuring, wear PPE (gloves, mask, apron, eye protection) when carrying out handling (to be available in classroom)</p> <p>Handling plans and risk assessments in place for identified pupils; seek external advice if appropriate</p> <p>Plans should be shared, understood and followed by staff working with those children</p> <p>Prepare social stories to support pupils with autism/ learning needs</p>	<p>CTs TAs</p> <p>CTs TAs</p> <p>SLT CTs TAs</p> <p>AHOS SENCO</p> <p>AHOS SENCO</p> <p>SENCO</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>17.07 ongoing</p> <p>1.09 ongoing</p> <p>1.09 w/b 1.03</p>	<p>HT/LT ongoing</p>

			<p>(highlighting changes to classrooms/ arrangements/ use of PPE, for example) and share with parents and pupils prior to pupils returning to school</p> <p>Call for parent to remove child from premises. If appropriate, child to be excluded.</p>	HT	Ongoing	
Vulnerable pupils and pupils with SEND do not receive appropriate support	Vulnerable pupils and SEND pupils are not well supported with mental health	Vulnerable pupils SEND pupils	<ul style="list-style-type: none"> • Appropriate planning is in place to support the mental health of pupils returning to school • Agree what returning support is available to pupils with SEND in conjunction with families and other agencies. <p>As a result, pupils with SEND and those concerned about returning to school are well supported.</p>	HoS SENCO AHoS	W/b 1.03	HT 1.09
Increased number of safeguarding concerns reported after lockdown	Increase in number of safeguarding concerns is not addressed effectively	Pupils with safeguarding concerns	<ul style="list-style-type: none"> • One DSL on site during day or contactable by 'phone; DDSL on site • Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns • Follow up any referrals made by staff swiftly, while maintaining social distancing. <p>As a result, safeguarding remains of the highest priority and practice.</p>	HT/AHoS HT DSL	W/b 1.03 W/b 1.03 ongoing	HT/LT 1.09 ongoing

insufficient cleaning			undertaken prior to full opening	HT LT	1.09	
			<ul style="list-style-type: none"> Government guidance on cleaning procedures and materials to be shared with all staff and followed 	SBM Admin Staff	Ongoing	
			<ul style="list-style-type: none"> PPE for staff to be provided and availability regularly checked; all staff are aware of need to use PPE when cleaning required in any situation, in classroom or other locations over the day 	HoS	Weekly	
			<ul style="list-style-type: none"> A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures 			
			<ul style="list-style-type: none"> Where possible, cleaning staff given additional hours to increase the regularity of cleaning 	HOS	17.07	
			<ul style="list-style-type: none"> 1 cleaner on site during the day 	Cleaning staff	Ongoing	
			<ul style="list-style-type: none"> Whilst pupils are at breaktime, cleaner to clean tables/door handles with a disinfectant (sprayed onto disposable cloth)/wipes. Gloves and aprons and, if appropriate ,masks and eye protection to be worn during this and hands washed afterwards 	Cleaning staff	Ongoing	
		<ul style="list-style-type: none"> Disposable gloves/wipes are next to photocopiers/printers 	Cleaning staff	Ongoing		

			<ul style="list-style-type: none"> • Cleaners to act upon guidance normally linked to 'deep cleans' as part of their daily procedures (i.e. a focus on door handles, toilets, changing room, toys in the Early Years). • Waste is removed during and at end of the school day • Staff to clean own tables and chairs and after use at lunchtime • Teachers and TAs to clean children's tables before and after eating • Rooms to be vacated by staff prior to cleaning at the end of the day • During day and after school, cleaners not to work in areas occupied by others • Cleaning schedule and check list in place • Waste is removed during and at end of the day • If any rooms are shared, they are cleaned before use by subsequent occupiers; notices saying, "Closed for Cleaning" displayed on door to prevent use • Toilets cleaned throughout the day 	<p>Cleaning staff SBP</p> <p>Cleaners CTs TAs</p> <p>CTs TAs</p> <p>CTs Tas</p> <p>Cleaners</p> <p>AHoS Bespoke</p> <p>Cleaners</p> <p>All staff Cleaners</p> <p>Cleaners</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>16.01/w.b 1.03</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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			As a result, high standards of cleanliness are maintained in school.			
Contractors, deliveries and visitors increase the risk of infection	Transmission to school community	Pupils Staff	<ul style="list-style-type: none"> • All contractors/ visitors to be checked to ensure that they are essential visitors prior to entry to the school • All contractors/ visitors asked infection control questions prior to entry (see above) • • Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils (if possible, contractors should work outside school hours) • Agree arrival and departure times with visitors • All contractors/visitors to wash hands on entry to the school site • Contractors and visitors are directed to specific/designated handwashing facilities • All areas in which contractors/ visitors work are cleaned in line with government guidance • Contractors/ visitors to bring own food, drink and utensils onto site. • Physical distancing and hygiene requirements explained to contractors/visitors on arrival 	Admin. Staff	Ongoing	HT/ AHoS SBM Ongoing
				Admin	Ongoing	
				Admin staff	Ongoing	
				Admin. Staff	Ongoing	
				Admin staff	Ongoing	
				Admin staff	Ongoing	
				Cleaning staff	Ongoing	
				Admin staff	Ongoing	
				Admin. Staff	Ongoing	

			<ul style="list-style-type: none"> • Staff who receive deliveries to the school to wash hands in line with government guidance after handling • Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not permitted to enter the school premises when making deliveries • If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building • Surfaces to be cleaned after any deliveries have been made. • A visitors record to be signed on arrival • If possible, 72 hours isolation for goods maintained • Supply teachers and TAs to receive instruction from AHoS on arrival • All visitors/ contractors to wear face coverings when in school • A record of all visitors to support contact tracing is maintained 	Admin staff	Ongoing	
				Admin staff	Ongoing	
				Admin staff	Ongoing	
				Cleaning staff	Ongoing	
				Admin staff	Ongoing	
				All staff	Ongoing	
				HoS	Ongoing	
				Admin. Staff	Ongoing	
				Admin	Ongoing	

			<ul style="list-style-type: none"> If possible, agencies only provide supply staff who have not worked for 10 says <p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</p>	HoS	Ongoing	
Stress upon staff members	Mental health	Staff	<p>Clinically vulnerable, clinically extremely vulnerable shielded at home or role changed.</p> <p>BAME staff are risk assessed to ensure safety measures are in place, including possibility of staying at home or changing role</p> <p>Induction prior to starting over TEAMS or in written form</p> <p>Regular feedback and updates for staff on site</p> <p>Staff aware of need to report concerns to managers at induction meeting</p> <p>Systems and processes for control of risk are in place and regularly reviewed in light of experience</p>	<p>HT</p> <p>HT</p> <p>HT</p> <p>HT AHoS</p> <p>HT</p> <p>HT/ AHoS</p>	<p>1.09</p> <p>17.07</p> <p>14.07</p> <p>Ongoing</p> <p>14.07 ongoing</p> <p>Ongoing</p>	<p>HT LT Ongoing</p>

			Staff helpline: Education Support charity 0800 562 561			
Breakfast and after school club	Transmission of infection beyond class bubbles	Pupils Staff	We are working towards opening the breakfast and afterschool club once we can staff it and staff are first aid trained.			
Face coverings from home	Spread of infection from objects brought into school from home	Pupils Staff Parents	<p>If staff or pupils wear face coverings to school, they must wash their hands on arrival, dispose of temporary face coverings in the closed bin (NOT recycling bin) or place reusable coverings in a plastic bag to take home with them, and then wash their hands again. Damp coverings should be replaced.</p> <p>Pupils and staff must not touch the front of their mask during use or when removing them; staff must instruct pupils of this.</p>	Staff	Ongoing	HT
Face coverings strongly recommended in communal areas	Spread of infection between staff		<p>Staff to be given protocol for wearing, removing, maintaining and disposing of face coverings used throughout the day in communal areas</p> <p>Contingency supply available in school</p>	HT	5.11.20 1.03.2021	
Face coverings to be worn by parents/ carers on school site	Spread of infection between staff and parents		Letter to parents requiring (unless exempt) face coverings on school site; given protocol for wearing,	HT	11.11.20	

<p>Inappropriate face coverings are used by staff</p> <p>Face shields or visors used in class are cleaned appropriately</p>	<p>Spread of infection between staff</p>	<p>Pupils</p> <p>Staff</p>	<p>removing, maintaining and disposing of face coverings</p> <p>Advice given to all staff that face visors or shields should not be worn as an alternative to face coverings.</p> <p>Any staff wearing/ wishing to wear a face visor must contact HT to formulate Risk Assessment for use.</p> <p>Any staff wearing a face shield or visor must clean the face shield or visor appropriately</p>	<p>HT</p> <p>HT Staff</p>	<p>23.02</p> <p>Ongoing</p>	
	<p>Standard health and safety practices are not carried out</p>	<p>Safety standards in the school may drop because of focus on COVID-19 measures</p>	<p>Staff</p> <p>Children</p>	<p>Documents including H&S Policy, Fire Risk Assessment and Legionella Risk Assessment reviewed as usual and actions carried out</p> <p>Systems are subject to routine flushing</p>	<p>HT(Responsible Person)</p> <p>NoS(Competent Person)</p> <p>Premises staff</p> <p>All staff</p>	<p>Ongoing</p>
<p>Educational visits</p>	<p>Risk of COVID-19 transmission</p>	<p>Staff</p> <p>Children</p>	<p>All educational visits cancelled or postponed</p>	<p>HT</p> <p>EVC</p> <p>All staff</p>	<p>Ongoing</p>	<p>HT</p> <p>EVC</p>
<p>Music</p>	<p>Risk of COVID-19 transmission</p>	<p>Staff</p> <p>Children</p>	<p>Do not carry out singing, chanting, playing wind or brass instruments and shouting</p>	<p>CTs</p> <p>TAs</p>	<p>Ongoing</p>	<p>HT</p> <p>LT</p>

			<p>Avoid background music</p> <p>Choirs not to take place</p> <p>Avoid sharing microphones</p>			
Dance and drama	Risk of COVID-19 transmission	Staff Children	Do not carry out dance or drama activities	CTs	Ongoing	HT
Meetings	Risk of COVID-19 transmission	Staff Visitors Contractors	<p>Remote tools used where appropriate</p> <p>Staff in own rooms for TEAMS meetings</p> <p>Number of staff attending in person meetings is minimised</p> <p>2 metre distance between participants is maintained</p> <p>Hand sanitiser is available in room</p> <p>Windows are opened for ventilation</p> <p>Participants to avoid sharing resources or food</p> <p>Participants wipe down own work stations at the end of the meeting.</p>	All staff	1.09	HT Meeting organiser
Display screen equipment	Staff risk posture problems and pain, discomfort or injuries from overuse or poorly designed workstations or work environments	Staff	<p>Regular breaks from computer</p> <p>DSE assessments to take place – all employees to be trained to assess their work station</p> <p>Eye tests provided where needed</p> <p>Lighting, temperature, noise level controlled</p>	SBP HT	7.09	HT

	Headaches Sore eyes					
Phonics	Risk of COVID-19 transmission	Staff Pupils	Perform outside if possible When inside, ensure ventilation Sit side by side, forward facing Maintain 2 metre distance Divide into smaller groups Only one child's response at a time	All staff	ongoing	HT
1:1 Reading	Risk of COVID-19 transmission	Staff Pupils	Read outside if possible When inside, ensure ventilation. Sit side by side, forward facing, use table top Perspex screens to separate staff from child Maintain as much distance as possible (at least 1 metre); minimise time Clean chair and table top and Perspex screen between each child	All staff	Ongoing	HT
Ventilation PLEASE NOTE THAT THIS IS AN ESSENTIAL COMPONENT OF INFECTION CONTROL	Transmission to the school community	Staff Pupils	Natural ventilation: open windows (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); Open internal doors (but not fire doors) if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)	All staff	Ongoing Ongoing Ongoing	HT Ongoing

			Uniform code to be relaxed to ensure suitable clothing Increase ventilation while spaces are unoccupied	HT	Ongoing	
Working across 2 settings	Transmission to the school community	Staff Pupils	Email to staff to self-identify Any staff who work in 2 workplaces are to have a risk assessment in place. They will not be able to work across 2 settings within the same day. If they work across 2 settings they are required to take LFD test before entering the school.	All staff Identified staff	10.5.21	HT
Use of staff across bubbles	Transmission to staff and children	Staff Pupils	TA to work one afternoon a week in the Nursery. TA from Rabbits. Sports coach across two bubbles. 2/3 and 4/5/6 to	HT AHoS	10.05.21	HT
Management of school	EHT and HL not on site at WPS	Staff Pupils	Acting Head of School in place Daily briefing of EHT by AHoS AHoS to contact EHT for direction if required LPS SLT member to cover if needed. SBM (SB-P) based in WPS	AHoS AHoS EHT AHoS SBP	Ongoing Ongoing Ongoing Ongoing	HT

			<p>EHT to attend site if required for emergency/ exceptional circumstances; if possible, meeting to be after staff and children have left and outside building; if inside, cleaning to take place in areas attended by EHT</p> <p>If AHoS has to self-isolate, EHT or HL to attend school at regular points over the day or be based in school alongside SB-P</p>	<p>EHT</p> <p>EHT HL SBP</p>	Ongoing	
Transport and journeys to school	Transmission to the school community	Pupils Parent or carer	<p>Parents informed that only 1 should accompany child</p> <p>Parents are encouraged to walk or cycle with their child to school where possible</p> <p>All children must be accompanied and collected by a named adult or consent to walk alone must be given (Yr. 6)</p>	<p>HT</p> <p>HT</p> <p>HT</p>	<p>17.07 ongoing</p> <p>1.09 ongoing</p> <p>1.09 Ongoing</p>	HT