

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

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

Job Title: Headteacher/ Head of School/ 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)

Date of review: 2nd October, 2020.

Subsequently, reviewed on a weekly basis

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	<p>To ensure that all relevant guidance is followed and communicated:</p> <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 accordingly Information on the school website is updated. Pupils updated via classrooms as necessary. Any change in information to be shared with Chair of 	<p>Headteacher Acting Head of School</p> <p>Admin. Staff</p> <p>Class teachers</p> <p>HT Admin staff</p>	Ongoing	HT/LT ongoing

			<p>Governors and passed on to parents and staff by email</p> <p>As a result, the school has the most recent information from the government, and this is distributed throughout the school community.</p>			
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/HoS 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 13.07 24.07	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 Infection Control Policy 	HT AHoS Admin. Staff All staff	17.07 1.09	HT/LT

			<p>procedures in relation to coronavirus via email and TEAMS meeting</p> <ul style="list-style-type: none"> • 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 3rd September 2020. 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>	<p>HT/AHoS</p> <p>HT/AHoS</p> <p>CTs</p> <p>HT AHoS</p>	<p>1.09</p> <p>17.07</p> <p>1.09</p> <p>Ongoing</p>	
--	--	--	---	---	---	--

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 <p>Staff who are CEV should not attend work but work from home where possible</p>	HT/AHoS HT HT HT HT	1.09 10.07 2.01 10.07 10.07 w/b 7.9 4.01	HT 31.08
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	Staff Families	Staff who live with someone classed as “clinically extremely vulnerable” or clinically vulnerable can attend school unless advised otherwise by an individual letter from the NHS or a specialist doctor.	HT	1.09	HT

clinically vulnerable	from Covid-19 effects					
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	HT
Children who live with someone who is classified as "clinically vulnerable" or clinically extremely vulnerable	Persons classed as "clinically extremely vulnerable" or clinically vulnerable are more at risk from Covid-19 effects	Families	Pupils who have family members who are CEV can attend school	HT	1.09	HT
Persons entering the site with Covid-19 symptoms	Transmission to the school community	Pupils Staff	Staff and pupils must not attend school if they have symptoms or are self-isolating due to symptoms in their household or have tested positive in at least the last 10 days, even if asymptomatic, or if someone in their household has tested positive even if that case is asymptomatic, if advised by NHS Test and Trace to do so or are required to self-isolate for travel-related reasons: :			HT/LT

			<ul style="list-style-type: none"> Letter to remind parents/carers Staff induction meeting Notice at school entrance <p>No performances with an audience should be hosted.</p>	HT HT Admin. staff	17.07 14.07 1.09	
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) ensuring that all parts of the hands are covered: <ul style="list-style-type: none"> Sinks available in majority of classrooms, sinks in toilets available 	AHoS CTs TAs	1.09 3.09 and ongoing	HT SBM ongoing

			<ul style="list-style-type: none"> • Soap, sanitiser, paper towels, bins, cleaning wipes available in classrooms and toilets and replenishment checks carried out • Alcohol based sanitiser (that contains no less than 60% 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 • All unnecessary furniture and items to be removed from classrooms • Contact with communal surfaces such as door handles minimised; doors to be kept open 	<p>Cleaning 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>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>ngoing</p> <p>ngoing</p>	
--	--	--	---	---	---	--

			<ul style="list-style-type: none"> • Where possible, windows to be kept open for ventilation 	CTs TAs	Ongoing	
			<ul style="list-style-type: none"> • Pupils do not bring resources or equipment from home apart from lunch boxes, hats, coats, books, bags, stationary 	CTs/TAs	Ongoing	
			<ul style="list-style-type: none"> • Books can be sent home but must be cleaned and rotated between use and hands washed for at least 20 seconds after handling (avoid unnecessary sharing) 	CTs/TAs	Ongoing	
			<ul style="list-style-type: none"> • Staff clean iPad prior to and after use 	All staff	Ongoing	
			<ul style="list-style-type: none"> • Shared telephone handsets to be wiped before and after use 	CTs TAs	Ongoing	
			<ul style="list-style-type: none"> • Shared classroom resources to be cleaned prior to or after use, along with frequently touched surfaces 	CTs TAs	Ongoing	
			<ul style="list-style-type: none"> • Resources shared between bubbles (e.g. art and science resources) cleaned after use by teacher or TA or rotated for 48 hours (72 for plastics) and before use by next teacher or TA 	All staff	Ongoing	

			<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 room and kitchen with instructions displayed 	All staff	Ongoing	
				All staff	Ongoing	
				CTs TAs	Ongoing	
				All staff	Ongoing	
				Cleaning staff	Ongoing	
			Children and staff follow good respiratory hygiene using the “catch it, bin it, kill it” approach (use a tissue or elbow to cough or sneeze,	CTs TAs	Ongoing	

			<p>use bin for tissue waste, avoid touching face):</p> <ul style="list-style-type: none"> • Tissues available in classrooms • Lidded bins • Bins cleared through the day 	Cleaning staff	Ongoing	
			Children and staff are encouraged not to touch their faces and staff regularly discuss/ demonstrate good respiratory hygiene processes with the children	CTs TAS	Ongoing	
			Children are instructed to adopt good hygiene practice through games and repetition	CTs TAs	Ongoing	
			Risk assessments for children who have difficulties with respiratory hygiene (e.g. Activities avoid unhygienic practices such as sharing of resources or equipment) and support given to child	HT/HOS CTs Tas H&S adviser	Ongoing	
			Classrooms are ventilated where possible; any non-fire doors wedged open must be managed by staff	CTs TAs	Ongoing	
			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	Cleaning staff CTs TAs	Ongoing	

			Cleaning daily	Cleaning staff		
			Enhanced cleaning schedule formulated	Cleaning staff HT	Ongoing	
			Outside learning takes place frequently	CTs	Ongoing	
			Singing, chanting, shouting does not take place	CTs	Ongoing	
			Showers not to be used	All staff	Ongoing	
			Parents and staff told that children should not be sent in with individual hand sanitiser as school supplies	HT	16.09	
			Sanitiser should not be left in common areas but taken to and from by staff carrying out duties in those areas	All staff	16.09	
			Staff from each class group allocated separate area for lunch; sufficient space between tables; staff instructed to clean after use; cleaning materials provided	HT/AHoS 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	All staff	Ongoing	

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>	<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>HT/LT</p> <p>ongoing</p>
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 section on removing any pupils who demonstrate symptoms within school) 	<p>Admin. Staff</p> <p>HT AHoS CTs TAs</p>	<p>1.09</p> <p>Ongoing</p>	<p>HT/LT SBM</p> <p>ongoing</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 	All staff	Ongoing	
			Attempt to limit maximum number in groups to 15 at any one time	HT AHoS	Ongoing	
			Bubbles to be kept apart at playtimes by using staggered rota	CTs TAs	Ongoing	
			Bubbles kept apart at lunchtimes by eating in own bubble/ room	All staff	Ongoing	
			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 if within 2 metres (but really keep well below 15 minutes), avoid less than one metre (including when using screen);	All staff	Ongoing	

			<p>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 (but really keep well below 15 minutes), avoid less than one metre, (including when using screen)</p> <p>Pupils to be seated side by side and facing forwards</p> <p>Only 1 pupil per desk and space between desks</p> <p>Staggered starts and collections, staggered breaktimes and lunchtimes</p> <p>Where possible, one way circulation in place</p> <p>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</p> <p>Bins placed outside room for clearing</p>	<p>CTs TAs</p> <p>CTs</p> <p>HT/AHoS</p> <p>AHoS HT</p> <p>All staff</p> <p>Teachers TAs</p>	<p>Ongoing</p> <p>4.01</p> <p>1.09</p> <p>1.09</p> <p>Ongoing</p> <p>Ongoing</p>	
--	--	--	--	--	--	--

			Packed lunches left on pegs outside rooms for collection / outside room	Dinner supervisor	Ongoing	
			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	
			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	
				CTs	Ongoing	

			<p>Pupils enter, wherever possible, classrooms from outside, where not, to be supervised</p> <p>2/3 and 4/5/6 enter school through hall; all doors open to avoid touching (hall empty)</p> <p>Toilet procedures seek to minimise movement across others</p> <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 use an empty classroom with teacher to stand at least 2 metres from door, parent/ carer to stand at least 2 metres away on the other side;</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</p>	<p>TAs</p> <p>CTs TAs</p> <p>AHoS CTs TAs</p> <p>Admin.</p> <p>HT/AHoS CTs TAs</p> <p>AHoS CTs TAs</p>	<p>Ongoing</p> <p>Ongoing</p> <p>1.09</p> <p>Ongoing</p> <p>Ongoing</p>	
--	--	--	---	--	---	--

			<p>coverings used and time minimised</p> <p>Staffroom use to be minimised – not to sit in, coffee making and food storage only, one person only</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>Bubbles only have 2 adults apart from R/1 which has an additional 1:1</p>	<p>LT CTs TAs</p> <p>All staff</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 • Avoid hall for PE by using outside spaces at staggered times • Close library to children; staff to access on staggered basis • Each bubble has own IT set and charging unit; 	<p>CTs TAs</p> <p>CTs TAs</p> <p>CTs</p> <p>CTs</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	HT/ LT ongoing

			<p>must be cleaned by teacher prior to and after use</p> <ul style="list-style-type: none"> 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 school entrance if possible, providing school number for parent or carer to call office rather than enter school reception area; appointment required Remove furniture from school reception area 	<p>HT/AHoS</p> <p>HT/AHoS CTs TAs</p> <p>CTs TAs</p> <p>CTs TAs CTs TAs</p> <p>CTs</p> <p>Admin. Staff</p> <p>Admin staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>1.09</p> <p>1.09</p>	<p>SBM HT/ LT</p>
--	--	--	---	---	---	-----------------------

			<ul style="list-style-type: none"> 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; avoid contact by having drop areas</p> <p>Staff to talk to office staff from outside office: stand near doorway 2 metres from door.</p>	Admin staff	ongoing	
				Admin staff	Ongoing	
				Admin staff	Ongoing	
				Admin staff	Ongoing	
				Admin staff All staff	Ongoing	

			<p>School reception area to be wiped down by cleaners during the day</p> <p>Visitors to office to be prohibited; staff to wait outside from at least 2 metre distance from door</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 • 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 	<p>Cleaning staff</p> <p>All staff</p> <p>CTs TAs</p> <p>CTs TAs</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>AHoS ongoing</p>
--	--	--	---	--	---	---------------------

			<p>class along the correct side of 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 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</p> <ul style="list-style-type: none"> • Staff toilets- only one member of staff to go in at any one time, staff to verbally check before entering or lock door; toilets cleaned during the day • 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 	<p>All staff</p> <p>All staff</p> <p>All staff</p> <p>Staff Visitors</p> <p>Admin. staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
--	--	--	--	--	--	--

			<ul style="list-style-type: none"> Lunch hall – NOT USED IN LOCKDOWN FOR CHILDREN Staggered use by class group bubbles Children to be seated in class bubbles and separated by a 2m corridor 	CTs Dinner supervisors	Ongoing	
			Cleaning to occur between each bubble (manufacturers instructions to be followed)	Dinner supervisors	Ongoing	
			Children to wash hands before lunch, sanitise after lunch on way out of hall	CTs Dinner supervisors	Ongoing	
			Forward facing	Dinner supervisors	Ongoing	
			Same chair and table to be used by same child every day	Dinner supervisors	Ongoing from 05/10/20	
			<ul style="list-style-type: none"> SLT recommend to all staff to wear face coverings in communal areas; guidance re. protocols provided 	HT	4.11	
			<ul style="list-style-type: none"> A contingency supply of single-use face coverings available in school if required- admin office 	SBP	Ongoing	
			<ul style="list-style-type: none"> Visitors/ staff must not enter office; admin staff 			

			<p>will bring out anything required, leave at 2 metre distance from staff member for collection</p> <ul style="list-style-type: none"> Different bubbles do not share/ use same rooms 	AHoS	Ongoing	
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 and, if any groups at playtime at the same time, different parts to be allocated and used (e.g. different playgrounds or field); strict separation of at least 2 metres at all times, toilet times staggered to reduce time together Pupils instructed not to play contact games at breaktime or lunchtime Ball games prohibited. 	<p>SLT CTs TAs</p> <p>SLT CTs TAs</p> <p>CTs TAs</p> <p>CTs TAs CTs TAs</p>	<p>1.09 Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>HT/AHoS 1.09 Ongoing</p>

			<ul style="list-style-type: none"> 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 	CTs	Ongoing	
				CTs TAs Lunchtime supervisors	Ongoing	
			Physical Education- <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 	AHoS CTs TAs	Ongoing	
			<ul style="list-style-type: none"> Staff to only conduct non-contact activities and maximise distance between pupils and not do team activities 	CTs TAs	Ongoing	
			<ul style="list-style-type: none"> 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 	CTs TAs	Ongoing	
			<ul style="list-style-type: none"> Sport should take place outside 	CTs TAs CTs TAs	Ongoing	

			<ul style="list-style-type: none"> Pupils should maintain social distancing when performing PE Team sports to be avoided 	CTs TAs	Ongoing	
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	<p>Issue information to children, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus</p> <p>Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up and entrance and exit point</p> <p>Inform each year group and their parents of their allocated times for the beginning and end of their school day</p> <p>Start of day-</p> <ul style="list-style-type: none"> Only 1 parent to attend with child Parents asked not to congregate at school entrance and exits; if waiting for allotted time, to wait away from school Parents to follow one-way system with child. Child walks to line. Parents to leave school after drop off by following one-way system alongside fence by car park and out through 	HT AHOS AHOS HT AHoS HT AHoS HT AHoS HT AHoS	17.07 Ongoing 17.7 ongoing 17.07 ongoing Ongoing Ongoing Ongoing Ongoing	HT LT SBM Ongoing

			<p>of restrictions and plans relating to school transport</p> <ul style="list-style-type: none"> Issue information to pupils in relation to restrictions on their movement around the site 	CTs	1.09 Ongoing	
			<p>BREAKFAST AND AFTER SCHOOL CLUBS SUSPENDED IN LOCKDOWN</p> <p>Handover from breakfast club to class: all children collected at 8.30</p> <p>Handover to after-school club from class or children sent to hall or resource area</p> <p>Handover from parent to breakfast club: Parents informed to bring N/R/1 children to external door in corridor between 7.15-8.15; 2/3/4/5/6 children to arrive in playground and called into hall</p> <p>Handover to parent from after-school club: N/R/1 collected by parents from external corridor door between 3.30 and 5.30; 2/3/4/5/6 sent from hall to parents</p> <p>2/3 and 4/5/6 pupils to be separated in hall to maintain class bubbles</p>	Breakfast and afterschool club staff/ CTs	7.09 Ongoing	
				HT	10.11	

			Parents/ carers advised to wear face coverings when on school site			
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>	HT HT HT	17.07 ongoing 1.09 ongoing 1.09 Ongoing	HT
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” which sets out that they must self-isolate for that day and the following 10 full days and should arrange a test and other members of the household (including siblings) 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) and the next 10 full days; staff are kept up to date with any national guidance	HT	14.07	HT

			about the signs, symptoms and transmission of covid-19	HT AHoS	1.09	
			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			
			All staff are informed of the procedure in school relating a pupil becoming unwell in school	HT	1.09	
			Any pupil who displays signs of being unwell is immediately reported to an SLT member	All staff	Ongoing	
			Any staff member who displays signs of being unwell must immediately refer themselves to the SLT and is sent home	All staff	Ongoing	
			Leaders establish a rota for cover in the instance that staff have to self-isolate	HT AHoS	1.09	
			Any siblings of the symptomatic child should also be isolated separately and go home and parents advised of the guidance	SLT CTs	Ongoing	
			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	SLT Cleaners CTs	Ongoing	

			<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>	Tas		
			<p>If the child needs to use the bathroom while waiting to be collected, they should use a separate bathroom (after-school club bathroom) 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>	SLT Cleaners	Ongoing	
			<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 areas used by the child should be identified and cleaned before use</p>	SLT All staff	Ongoing	
				All staff	Ongoing	

		<p>and Trace; self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19) or if someone in their household develops symptoms of coronavirus (COVID-19), or if they are required to do so having recently travelled from certain other countries. Parents and staff should inform the school of results of tests.</p> <p>Where the child or adult tests negative, then they should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative result is where an individual is separately identified as a close contact of a confirmed case when they will need to self-isolate for 10 full days from the date of that contact.</p> <p>Where the child or adult tests positive, they should follow the “guidance for households with possible or confirmed coronavirus (COVID-19) infection” and must continue to self-isolate at least from the day of onset of their symptoms and for the following 10 full days and then return to school only if they do not have symptoms other than a cough or loss of sense of smell/ taste. Keep self-isolating if you have any of these symptoms</p>	HT AHoS	Ongoing Ongoing	
--	--	---	------------	------------------------	--

			<p>after the 10 days: a high temperature or feeling hot and shivery, a runny nose or sneezing, feeling or being sick and/ or diarrhoea.</p> <p>The period of isolation starts from the day when they first became symptomatic and the following 10 full days. If they still have a high temperature or feeling hot and shivery, a runny nose or sneezing, feeling or being sick and/or diarrhoea, they should continue to self-isolate until their temperature returns to normal or when the other symptoms have gone. Other members of their household should all self-isolate starting from the day the individual's symptoms started and the next 10 full days..</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 for 10 full days from the day after contact with positive case</p>	<p>EHT AHoS</p> <p>HT AHoS</p> <p>CTs AHoS</p> <p>HT AHoS</p>	<p>Ongoing</p> <p>As directed</p> <p>Ongoing</p> <p>Ongoing</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 households with possible or confirmed coronavirus (COVID-19 infection)". They should get a test and:</p> <p>if someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus starts to feel unwell and gets a test for coronavirus themselves, and 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).</p>	<p>HT AHoS Admin</p>	<p>Ongoing</p>	
--	--	--	---	------------------------------	----------------	--

			<p>Their household should self-isolate starting from when the symptomatic person first had symptoms and the next 10 full days, following “guidance for households with possible or confirmed coronavirus (COVID-19) infection”</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 NHS Test and Trace</p> <p>The school contacts the DfE helpline and LA Outbreak Control Hub if there are 2 or more confirmed cases within 10 days or an overall rise in sickness absence where coronavirus is suspected.</p>	<p>CTs Admin</p> <p>EHT AHOs</p> <p>EHT AHOs</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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</p>	<p>MF</p> <p>First Aiders</p>	<p>1.09</p> <p>Ongoing</p>	HT/LT

			supervision and if appropriate (e.g. application of ice pack)			
			First Aid stations to be closed off and cleaned after use	First aiders Cleaning staff	Ongoing	
			Pupils to avoid activities which heighten risk of injury	CTs TAs	Ongoing	
			First Aider to check supply of first aid resources weekly and expiry	MF	Ongoing	
			Asthma pumps and epipens to be available in classrooms	MF CTs	Ongoing	
			Medical lists compiled and available to provide medical details for every child in school, including allergies	AHOS HOS/HT	17.07	
			Some staff have received emergency first aid training	All Ts and TAs	Ongoing	
			First Aider at Work training completed by admin officer	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	HT/AHoS	Ongoing	
			First Aiders to clean hands prior to attending if possible and to wash hands after attending	First Aiders	Ongoing	

			<p>First Aiders to record in first aid records all children attended to for Track and Trace</p> <p>Refresh first aid at work needs assessment</p> <p>First Aiders should minimise time spent sharing a breathing zone</p> <p>Vulnerable staff not identified as covering first aid</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>First Aiders</p> <p>AHoS</p> <p>All staff</p> <p>AHoS</p> <p>All staff</p>	<p>Ongoing</p> <p>15.01.21</p> <p>Ongoing</p> <p>15.01.21</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 social distancing) are clearly communicated to pupils and parents. Behaviour policy is adjusted as a consequence Pupils' individual behaviour plans are reviewed and specific control measures identified 	<p>CTs</p> <p>AHoS CTs TAs</p> <p>AHOS SENCO</p>	<p>3.09</p> <p>3.09</p> <p>3.09 ongoing</p>	HT/LT

			and shared with pupils and staff where necessary.			
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 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 (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>	<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>HT</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>17.07 ongoing</p> <p>1.09 ongoing</p> <p>1.09</p> <p>Ongoing</p>	HT/LT 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>	LT SENCO	1.09	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	1.09 ongoing 1.09 ongoing	HT/LT 1.09 ongoing
Transmission to staff and pupils through inappropriate/ insufficient cleaning	Transmission to school community	Cleaners Pupils Staff	<ul style="list-style-type: none"> • Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to full opening • Government guidance on cleaning procedures and materials to be shared with all staff and followed • PPE for staff to be provided and availability regularly 	HT AHoS SBM HT LT SBM Admin Staff	25.08 1.09 Ongoing	HT SBM Ongoing

			<p>checked; all staff are aware of need to use PPE when cleaning required in any situation, in classroom or other locations over the day</p> <ul style="list-style-type: none"> • A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures • Where possible, cleaning staff given additional hours to increase the regularity of cleaning • 1 cleaner on site during the day • 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 • Disposable gloves/wipes are next to photocopiers/printers • 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 	AHoS	Weekly	
				AHOS	17.07	
				Cleaning staff	Ongoing	
				Cleaning staff	Ongoing	
				Cleaning staff	Ongoing	
				Cleaning staff SBP	Ongoing	
				Cleaners	Ongoing	

			<ul style="list-style-type: none"> • 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 <p>As a result, high standards of cleanliness are maintained in school.</p>	<p>CTs TAs</p> <p>CTs TAs</p> <p>CTs Tas</p> <p>Cleaners</p> <p>AHoS Bespoke</p> <p>Cleaners</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>16.01.21</p> <p>Ongoing</p>	
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) 	<p>Admin. Staff</p> <p>Admin</p> <p>Admin staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>HT/ AHoS SBM Ongoing</p>

			<ul style="list-style-type: none"> • 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	
				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 	Admin staff	Ongoing	
			<ul style="list-style-type: none"> • 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 	Admin staff	Ongoing	
			<ul style="list-style-type: none"> • If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building 	Admin staff	Ongoing	

			<ul style="list-style-type: none"> 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 LT on arrival All visitors/ contractors to wear face coverings when in school A record of all visitors to support contact tracing is maintained <p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</p>	Cleaning staff	Ongoing	
				Admin staff	Ongoing	
				All staff	Ongoing	
				LT	Ongoing	
				Admin. Staff	Ongoing	
				Admin	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>	HT	1.09	HT LT Ongoing
				HT	17.07	
				HT	14.07	
				HT	Ongoing	

			<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>Staff helpline: Education Support charity 0800 562 561</p>	<p>AHoS</p> <p>HT</p> <p>HT/ AHoS</p>	<p>14.07</p> <p>Ongoing</p>	
Breakfast and after school club	Transmission of infection beyond class bubbles	Pupils Staff	<p>NOT IN OPERATION DURING LOCKDOWN PERIOD</p> <p>As per government guidance, extend bubble to cover a wider set of pupils:</p> <p>Group children in 3 bubbles that correspond as closely as possible to class bubbles (N/R/1; 2/3, 4/5/6)</p> <p>Keep 2 bubbles in hall, 1 in resource area; other staff not to enter area when in use</p> <p>Bubbles to be kept separate by 3 metres (markers to be laid in hall)</p> <p>Only cereals provided in hall</p>	<p>HT</p> <p>AHoS</p> <p>Staff</p>	<p>Ongoing</p> <p>3.09</p>	<p>HT</p> <p>LT</p> <p>Ongoing</p>

			Cleaning of resource area immediately after breakfast club and after-school club			
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	
Face coverings to be worn by parents/ carers on school site	Spread of infection between staff and parents		<p>Letter to parents requiring (unless exempt) face coverings on school site; given protocol for wearing, removing, maintaining and disposing of face coverings</p>	HT	11.11.20	
Emergency evacuation due to fire etc.	Evacuation procedures do not take account of changes in	Pupils Staff	<ul style="list-style-type: none"> Lockdown, fire and emergency evacuation procedures to be reviewed so that social 	HT AHoS SBM	1.09	HT

	systems, processes and location of staff and pupils		<p>distancing can be maintained as much as possible</p> <ul style="list-style-type: none"> • Leaders to communicate procedures to all staff • Staff to communicate emergency evacuation procedures to pupils at start of each half-term • Staff to be aware that in an emergency, social distancing does not apply • Check fire doors are working and free of damage • Check fire exits are clear, working and free of damage • Ensure PAT certificates are current • Ensure gas safety certificate is current 	<p>HT AHoS CTs TAs</p> <p>CTs TAs</p> <p>SBM</p> <p>SBM</p> <p>SBM</p> <p>SBM</p>	<p>2.09</p> <p>3.09</p> <p>Ongoing</p> <p>1.09</p> <p>1.09</p> <p>1.09</p> <p>1.09</p>	
Standard health and safety practices are not carried out	Safety standards in the school may drop because of focus on COVID-19 measures	Staff Children	<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) NoS(Competent Person) Premises staff All staff</p>	Ongoing	HT
Educational visits	Risk of COVID-19 transmission	Staff Children	All educational visits cancelled or postponed	<p>HT EVC All staff</p>	Ongoing	HT EVC
Music	Risk of COVID-19 transmission	Staff Children	<p>Do not carry out singing, chanting, playing wind or brass instruments and shouting</p> <p>Avoid background music</p> <p>Choirs not to take place</p>	<p>CTs TAs</p>	Ongoing	HT LT

			Avoid sharing microphones			
DSE	Staff risk posture problems and pain, discomfort or injuries from overuse or poorly designed workstations or work environments	Staff	Regular breaks from computer DSE assessments to take place- all employees to be trained to assess their work station Eye tests provided where needed Lighting, temperature, noise level controlled	SBM HT	7.09	HT
Meetings	Risk of COVID-19 transmission	Staff Visitors Contractors	Remote tools used where appropriate Staff in own rooms for TEAMS meetings Number of staff attending in person meetings is minimised 2 metre distance between participants is maintained Hand sanitiser is available in room Windows are opened for ventilation Participants to avoid sharing resources or food Participants wipe down own work stations at the end of the meeting.	All staff	1.09	HT Meeting organiser
1:1 Reading	Risk of COVID-19 transmission	Staff Pupils	Read outside if possible When inside, ensure ventilation	All staff	Ongoing	HT

			<p>Sit side by side, forward facing, use Perspex screens to separate staff from child, maintain as much distance as possible (at least 1 metre), minimise time</p> <p>Clean chair and table top and Perspex screen between each child.</p> <p>During national lockdown, send home book for home use that stays at home; keep a book in school for school use</p>			
Phonics	Risk of COVID-19 transmission	Staff Pupils	<p>Perform outside if possible</p> <p>When inside, ensure ventilation</p> <p>Sit side by side, forward facing</p> <p>Maintain 2 metre distance</p> <p>Divide into smaller groups</p> <p>Only one child's response at a time</p>	All staff	ongoing	HT
Breakfast Club/ After School Care Club	Transmission to the school community	Staff Pupils	<p>Operation suspended during national lockdown</p> <p>Bubbles- Classes 2/3 and 4/5/6 in the hall separated by a 2m corridor.</p> <p>N/R/1 a wider bubble- set in the resource area.</p> <p>Tables cleaned by Breakfast Club / After School staff prior to and after use</p>	BC and AC supervisors	Ongoing	HT LT

			<p>Pathway from side entrance into hall marked for year children to go to their area,</p> <p>Children use hand sanitiser on entry</p> <p>Each bubble in own area · Children sit at same tables on same chair for breakfast and activities / After-school Club and are forward facing and side by side</p> <p>If mats are used for activities, the children are to be sitting on one side, forward facing and seated side by side; mats cleaned after use</p> <p>BC/AC staff to supervise children from pathway to maintain social distancing</p> <p>Resources are to be placed in separate boxes for each group and after use on allocated day, to be kept in rotation for 72 hours or are cleaned after each session</p> <p>Staff to practice hand hygiene regularly</p> <p>Staff to wear visors if want</p> <p>Staff to wear gloves for food distribution and follow food hygiene requirements</p>			
--	--	--	--	--	--	--

			Cones/tape to be placed for line-up to food			
Ventilation	Transmission to the school community	Staff Pupils	<p>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);</p> <p>Open internal doors</p> <p>if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</p> <p>Uniform code to be relaxed to ensure suitable clothing</p> <p>Increase ventilation while spaces are unoccupied</p>	All staff HT	Ongoing Ongoing Ongoing Ongoing	HT Ongoing
Working across 2 settings	Transmission to the school community	Staff Pupils	<p>Email to staff to self-identify</p> <p>Any staff who work in 2 workplaces are to either work solely at LPS or to stay off from LPS and work at home if possible or bank hours with the school.</p> <p>Staff who work at both LPS and WPS are to be based only at one setting unless exceptional circumstances require visit- this will take place after children and staff (except involved staff) have left the</p>	All staff Identified staff Identified staff	19.01 19.01 20.01	EHT

			<p>building and meeting will take place outside building if possible.</p> <p>SBP will attend LPS after school on Friday afternoons as required to collect/ drop off paperwork; LPS RA outlines safety measures for visit to reduce infection spread to WPS</p>			
Management of school	EHT and HL not on site at WPS due to nor working across 2 sites	Staff Pupils	<p>Acting Head of School in place</p> <p>Daily briefing of EHT by AHoS</p> <p>AHoS to contact EHT for direction if required</p> <p>LPS SLT member/ SBM (SB-P) based in WPS</p> <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>AHoS</p> <p>AHoS EHT</p> <p>AHoS</p> <p>SBP</p> <p>EHT</p> <p>EHT HL SBP</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	EHT