

Coronavirus (COVID-19): Risk Assessment Action Plan

Belle Vue Primary & Nursery – Risk assessment September 2021

Assessment conducted by: J Marshall	Job title: Headteacher	Covered by this assessment:
Date of assessment: 8/9/2021	Date of next review:	All staff, pupils and visitors
<p>The purpose of this risk assessment is to put measures into place as all children return to education for the academic year 2021/2022 and in light of government guidance whereby the majority of measures to mitigate transmission of Covid 19 have been withdrawn. In the event of further lockdowns and either full or partial closure, Belle Vue will review and revert to the risk assessment as outlined on page 16</p>		



Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Inadequate information - Awareness of policies and procedures	L	<ul style="list-style-type: none"> • All staff, parents, governors, visitors and volunteers are aware of all relevant policies and procedures. • All staff have access to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> • The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. • The Health Protection (Notification) Regulations 2010. • Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'. • DfE and PHE (2020) 'COVID-19: guidance for educational settings'. • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> • DfE • NHS • Department for Health and Social Care • PHE • Staff are made aware of the school's infection control procedures in relation to coronavirus via email or staff meetings • Parents are made aware of the school's infection control procedures in relation to coronavirus via usual school communications – Parents are informed that they 	L		JM/CD/KB		

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		<p>must contact the school as soon as possible if they believe their child has been exposed to coronavirus.</p> <p>Pupils/Students are made aware of the need to tell a member of staff if they feel unwell.</p>					
Infection control - Disruption to the running of the school in cases of local outbreak	M	<ul style="list-style-type: none"> The school has an up-to-date remote learning plan – the plan is reviewed and implemented as necessary. The school adheres to and keeps up-to-date with the latest local and national advice about school closures – advice is sought from the local HPT or DfE helpline where required. Follow Government advice and instructions. <p>The School has an Outbreak Management Plan which will be implemented should a local outbreak occur. This will only be implemented with support from the local HPT, PHE or DfE</p>	M		JM/KB		
Infection control – cleaning of school	M	<ul style="list-style-type: none"> All hard surfaces to be cleaned on a regular basis, this will include: <ul style="list-style-type: none"> All tables and chairs used by staff and Pupils/Students Toilet flushes and regular cleaning of toilets – sanitising wipes in adult toilet areas All classrooms to have spray disinfectant and where possible disposable cloths. If disposable cloths are not available use once and then put in wash. Regular cleaning of surfaces will reduce the risk of spreading the virus. 	L		All staff		

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		All used cloths thrown away to be double bagged and then placed in a secure area.					
Infection control – ventilation of classrooms	M	<ul style="list-style-type: none"> Identify any poorly ventilated spaces and take steps to improve fresh air flow. Where appropriate open external windows, internal doors and external doors to improve natural ventilation. If external doors are opened, ensure that they are not fire doors and are safe to do so 	L		All staff		
Ill health – poor hygiene practice	M	<ul style="list-style-type: none"> Continue to encourage and ensure that children clean their hands regularly, this can be done with soap and water or hand sanitiser Staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance. – hand sanitising stations are located around the school. Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are supplied in all toilets and kitchen areas. Where age appropriate, Pupils/Students are supervised by staff when washing their hands to ensure it is done correctly, where necessary. Cleaners to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. <p>The school will arrange enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the HPT/PHE</p>			All staff		

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Lack of infection control – spread of infection	M	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. • Parents are informed not to bring their children to school or on school premises if they show signs of being unwell and believe they have been exposed to coronavirus. • Staff and pupils should not return to school before the minimum recommended exclusion period (or the ‘self-isolation’ period) has passed, in line with national guidance. • Pupils who are unwell are not taken on school trips or permitted to enter public areas used for teaching, e.g. swimming pools. • Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. • The school in liaison with individuals’ medical professionals where necessary, reviews the needs of pupils or Staff who are vulnerable to infections. <p>Any additional provisions for pupils who are vulnerable to infections are put in place by the headteacher, in liaison with the pupil’s parents or Staff member where necessary.</p> <ul style="list-style-type: none"> • It is no longer required for forward facing tables etc however care should still be taken on table management in a classroom setting. 	M		Staff/parents/carers		

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		<ul style="list-style-type: none"> The School has an Outbreak Management Plan to be used in the event of a possible reintroduction of restrictions on mixing for a temporary period in case of local outbreak. https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings It may be required to revert back to previous control measures for classroom management in the event of a local outbreak 					
Infection control –	M	<p>Assemblies - There are no restrictions in place for holding assemblies and singing in the school hall. Group sizes and ventilation will be considered when events of this nature take place No whole school assemblies to take place. Provision for daily act of worship in year groups – Years 1 to 3 and years 4 to 6.</p> <p>Lunchtime- Lunchtime arrangements can revert back to normal operational arrangements and the school will implement local arrangements to manage this. Tables must still be cleaned on a regular basis throughout dinner time activities.</p> <p>Playground equipment/sports equipment - Previous playtimes and groups can be reinstated and no restrictions in place regarding using and sharing play equipment.</p>	M		JM/CD/Teaching staff/teaching assistants /sports coach/lunchtime supervisors		

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		<p>Equipment should be regularly cleaned following use as appropriate</p> <p>PPE - Face coverings are no longer advised for staff and visitors in classrooms, corridors or communal areas</p> <ul style="list-style-type: none"> • It is recommended that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school. • School will follow director of public health advice in cases of local outbreak. • Schools put into place any actions or precautions advised by their local HPT. <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999722/PPE_in_education_childcare_and_childrens_social_care_settings.pdf</p>					
Ill Health – coronavirus symptoms		<ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, loss or change to sense of smell or taste and high temperature and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. Latest guidance can be found at https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection#symptoms • Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or a loss or change to their sense of smell or taste, and believes 					

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		<p>they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not come into contact with others and are supervised at all times.</p> <ul style="list-style-type: none"> • For pupils the relevant member of staff calls for emergency assistance immediately if pupil's symptoms worsen. • The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff. • Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. • Unwell pupill or staff who are waiting to go home are kept in an area where they can be at least two metres away from others to protect others. • Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces. • If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. • Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk. • Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk. 					

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		Any medication given to ease the unwell individual's symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy.					
Infection control – staff coming to school with Covid	M	Staff should be encouraged to undertake twice weekly home tests whenever they are on site until the end of September when this will be reviewed. No testing is required of Primary age children	L		All staff		
Infection control – positive cases	m	<ul style="list-style-type: none"> School no longer need to do contact tracing as close contacts will be identified via NHS Test and Trace. School will support NHS Test and Trace when required to help identify close contacts <p>From 16th August 2021:</p> <ul style="list-style-type: none"> From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and strongly advised to take a PCR test. The School will strongly encourage all individuals to take a PCR test if advised to do so. 	m		All staff		

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		<ul style="list-style-type: none"> There is no need to self isolate whilst awaiting the results of the PCR Test if the child is not showing any symptoms.https://www.gov.uk/government/news/self-isolation-removed-for-double-jabbed-close-contacts-from-16-august <p>Staff / Pupils/Students</p> <ul style="list-style-type: none"> with a positive lateral flow test result should self-isolate in line with the stay at home guidance and get a PCR test to check if they have COVID-19 and continue to self-isolate If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test and the Pupils/Students/staff can return to school as long as the individual doesn't have COVID-19 symptoms From 16 August 2021, Adults will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case, if they have been double jabbed. Instead, Adults will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and strongly advised to take a PCR test. The School will strongly encourage all individuals to take a PCR test if advised to do so. 					

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		<ul style="list-style-type: none"> If the member of staff has been double jabbed, there is no need to self isolate whilst awaiting the results of the PCR Test if the person is not showing any symptoms. If the member of staff begins to show any symptoms they should isolate immediately, whilst awaiting the result of the PCR tests. https://www.gov.uk/government/news/self-isolation-removed-for-double-jabbed-close-contacts-from-16-august 					
Poor management of infectious diseases		<ul style="list-style-type: none"> Staff are instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Headteacher or SLT as soon as possible. The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. The school is informed by pupils parents when pupils return to school after having coronavirus – the school informs the relevant staff. Staff inform the school when they plan to return to work after having coronavirus. A nominated member of school staff will monitor the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. 	L		All staff		

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		<p>The thresholds, set out in the DfE guidance, detailed below, can be used by settings as an indication for when to seek public health advice if they are concerned Contingency framework: education and childcare settings (publishing.service.gov.uk)</p> <p>For most education and childcare settings, whichever of these thresholds is reached first:</p> <ul style="list-style-type: none"> ➤ 5 children, Pupils/Students, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period: or ➤ 10% of children, Pupils/Students, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period • The school will seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19 by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements. Hospitalisation could indicate increased severity of illness or a new variant of concern. The school may be offered public health support in managing risk assessments and communicating with staff and parents. <p>The school may seek additional public health advice if they are concerned about transmission within the School.</p>					
Lack of communication		<ul style="list-style-type: none"> • The school staff reports immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure. • The headteacher will contact the local HPT or follow the advice given from and discusses if any further action needs to be taken. 	L		JM/CD/KB		

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		<ul style="list-style-type: none"> The School will put into place any actions or precautions advised by their local HPT. <p>The School will keep staff and parents adequately updated about any changes to infection control procedures as necessary</p>					
Admitting children into school	m	<ul style="list-style-type: none"> Pupils with symptoms should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending school, The Headteacher may take the decision to refuse the pupil if, in reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. <p>The decision would need to be carefully considered in light of all the circumstances and current public health advice.</p>			JM/Parents		
Clinically vulnerable pupils and staff	m	<ul style="list-style-type: none"> All CEV children should attend their education setting unless they are one of the very small number of children under paediatric or other specialist care who have been advised by their GP or clinician not to attend <p>The school may wish to take extra precautions to protect CEV pupils and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus.</p> <ul style="list-style-type: none"> CEV adults are no longer advised to shield but may wish to take extra precautions to protect themselves and to follow the practical steps set out in the Government CEV guidance to minimise their risk of exposure to the virus. 	m				

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		<ul style="list-style-type: none"> Staff should attend their place of work as normal. <p>The school will follow DHSC updated guidance</p>					
Pregnant woment	m	A personal risk assessment should be completed to determine any personal needs as per normal operational procedure (pre-Covid).	m		CD/Staff member		
Educational visits		<p>If booking new visits ensure that the school have adequate insurance and financial protection in place.</p> <ul style="list-style-type: none"> Full risk assessments must be undertaken for every trip or visit. 					
Wrap around care	m	<ul style="list-style-type: none"> Parents are no longer limited to specific number attendance. Ensure up to date contact information is available in the event of an emergency. For parental events such as open evenings or parent's evenings, an event specific risk assessment will be drafted and adopted. Check with the provider that they are following the relevant guidance to reduce the risk of infection. <p>If the number of positive cases substantially increases, the school will refer to the Outbreak Management Plan</p>	m		JM/ST/G Q		
Contractors/visitors on site	M	<ul style="list-style-type: none"> Facemasks should be worn by contractors and visitors in communal, enclosed and crowded spaces as they may come into contact with people they don't normally meet on a day to day basis. When established within their work space masks can be removed where the local environment is not of a crowded location of environment. 	M				

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Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check

Belle Vue Primary & Nursery – Risk assessment in the event of a Full/partial closure of school

Assessment conducted by: J Marshall	Job title: Headteacher	Covered by this assessment:
Date of assessment: 8/9/2021	Date of next review:	All staff, pupils and visitors



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The sole purpose of this risk assessment is to support schools in preparing for all pupils, in all year groups, to return to school full-time from the beginning of the autumn term **while reducing the risk of coronavirus transmission**. The risk assessment has been written in collaboration with a number of local authorities.

- For the purpose of this risk assessment, the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19). Schools must ensure that this risk assessment reflects the local setting and context of the school. Staff must be consulted with regard to this risk assessment (this must take into consideration all types of workers including agency workers, casual staff and contractors and any other adult on site as well as your permanent staff).
- This risk assessment is not exhaustive and is issued to schools as a template to assist in the production of a comprehensive document that covers the particular circumstance of the setting – **as such, the risks and risk controls should be deleted/amended/added-to to reflect the school**.
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- For further reference, <https://www.gov.uk/government/latest?departments%5B%5D=department-for-education>, including the documents below, issued on the 11 May 2020:
 - [Coronavirus \(COVID-19\): guidance for schools and other educational settings](#)
 - [Details on phased wider opening of schools, colleges and nurseries](#)
 - [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
 - [Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)
 - [What parents and carers need to know about schools and other education settings during the coronavirus outbreak](#)
 - [Opening schools for more children and young people: initial planning framework for schools in England \(updated 12 May \)](#)

Key:	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken
Risk Description:	Outlines the area of concern. This list is not exhaustive, and schools should add/amend/delete where appropriate e.g. risks for pupils with complex needs.
Risk Controls:	The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context. Add <additional information>
Impact:	Could be L/M/H or numeric, depending on what is used in the school setting.
Likelihood:	Could be L/M/H or numeric, depending on what is used in the school setting. NB IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.
Responsible person:	The identified staff member(s) responsible for implementing the risk controls.



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Completion Date:	The date by which required plans for controls will be in place. To support planning, identify which controls need to be in place before pupils return to the setting. Individual schools can then personalise to their own setting.
Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.

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The school lapses in following national guidelines and advice, putting everyone at risk	M	<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/email/text as necessary. 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> <p>The school regularly updates this RA inline with direction and guidance from relevant bodies</p>	L	L	<p><u>HT/DHT</u></p> <p><u>SBM</u></p>	<u>Ongoing</u>	



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Poor communication with parents and other stakeholders	H	<ul style="list-style-type: none"> All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems Headteacher 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> <p>All stakeholders to receive regular communication including via text, email using the schools communication package</p>	L	L	<u>HT/DHT</u> <u>SBM</u> <u>Office staff</u>	<u>Ongoing</u>	
Lack of awareness of policies and procedures	H	<ul style="list-style-type: none"> School leaders will ensure that all policies impacted on by coronavirus controls are updated All staff, pupils 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 - First Aid Policy 	L	L	<u>HT/DHT</u> <u>All staff</u>	<u>September 2021</u>	



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		<ul style="list-style-type: none"> - Intimate care policy - Behaviour policy - Staff absence reporting procedures • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’ - DfE and PHE (2020) ‘COVID-19: guidance for educational settings’ • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. Staff to have the most up todate training from LA regarding cleaning after new Cleaners recruited – 3/9/20 • Staff are made aware of the school’s infection control procedures in relation to coronavirus via email – new staff 					



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		<p>guidance issued 5th January to all staff re: standard working practices in school during covid.</p> <ul style="list-style-type: none"> • 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 their first day in school. Care should be taken to do this for every pupil even if they do not attend on the first day. 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>					
Poor hygiene practice in school - general	M	<ul style="list-style-type: none"> • Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, 	L	L	<u>HT/DHT</u> <u>SBM</u>	Sept 2020	

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		<p>pupils, parents and visitors of the hygiene practice required in school (e.g. washing hands before entering and leaving school)</p> <ul style="list-style-type: none"> • Pupils to wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds • Teachers to reiterate key messages in class-time (when directed) to pupils to: <ul style="list-style-type: none"> - Cover coughs and sneezes with a tissue, - To throw all tissues in a specific bin used for tissues only - To avoid touching eyes, nose and mouth with unwashed hands. • Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, dining hall, classrooms and other key locations for staff, pupils and visitors • Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE’s guidance • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas 					

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		<ul style="list-style-type: none"> • Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas • 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 • 1 extra Cleaner is employed by the school to carry out additional cleaning during the day. Door handles, doors and toilets are cleaned during the day and paper/hand towels are refilled regularly by the site manager. • School staff clean surfaces, doors and objects regularly in the classrooms. <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>					
<p>Poor hygiene practice – specific – school entrance</p>	<p>M</p>	<ul style="list-style-type: none"> • Clear signage in place regarding social distancing • Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors • Areas touched to be wiped down • Discourage parents from entering the school building 	<p><u>L</u></p>	<p><u>L</u></p>	<p>SBM</p>	<p>Jan 2021</p>	



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		<ul style="list-style-type: none"> Rearrange furniture in reception area to facilitate social distancing. If possible, arrange for a separate staff entrance to the workplace – stagger start times for staff where possible. Separate Reception staff to minimise risk. <p>As a result, reception staff are protected.</p>					
Poor hygiene practice – specific – office spaces.	M	<ul style="list-style-type: none"> Tissues/hand sanitiser to be available in office locations Staff to wash hands on arrival at school Each individual is responsible for wiping down their own work area before and after use. <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>	L	L	HT	Jan 2021	
Poor hygiene practice – specific - spread of potential infection at the start of the school day.	H	<p>In line with government advice:</p> <ul style="list-style-type: none"> Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up 	M	L	HT/DHT Class teachers	Jan 2021	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> • Inform each year group and their parents of their allocated times for the beginning and end of their school day: • There are two, 1 way systems in place at BV. Parents have the choice depending on where they live which one they use. Children come into school from 8.30 – 8.55 am. The school site is sufficiently large to accommodate parents coming on to the site at this time. All children to go to their respective external classroom doors and enter classroom straight away. • Inform each year group and their parents of the allocated entrance and exit points to school and where they should go on arrival. Parents enter site using either of the one way systems. Each parent group has a designated area to wait. Children are released in staggered groups. Reception children will leave at 3.15 pm, Years 1 and 2 at 3.20 pm, years 4 and 5 at 3.25 pm and years 3 and 6 at 3.30 pm • Ensure that pupils clean their hands regularly, including when they arrive at school, when they return from 					

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<p>breaks, when they change rooms and before and after eating.</p> <ul style="list-style-type: none"> • Soap and water is the best approach to this and schools should endeavor to ensure there are enough hand washing facilities available. The correct hand washing routine should be followed. • hand sanitiser 'stations' are an alternative and sufficient of these should be available so that all pupils and staff can clean their hands regularly between washings. • ensure supervision of hand sanitiser use given risks around ingestion. • Small children and pupils with complex needs should continue to be helped to clean their hands properly. • All staff to wash hands on arrival in school • Make it clear to parents and pupils that they cannot congregate at the front of school prior to the start of the school day • Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport 					

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> Issue information to pupils in relation to restrictions on their movement around the site Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day. <p>As a result, the risk of infection is reduced as pupils and staff arrive at school.</p>					
<p>Poor hygiene practice – specific – toilet/changing facilities.</p>	M	<ul style="list-style-type: none"> Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron All changing surfaces to be cleaned before and after each use Nappies/soiled items to be disposed of in yellow bags 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>	L	L	<p><u>Those staff that need to change children – nursery or in school where necessary</u></p>		
<p>Poor hygiene practice – specific - end of the school day.</p>	M	<ul style="list-style-type: none"> Issue information to parents about departure procedures, including safe pick-up 	L	L	<p><u>HT/DHT</u></p>		

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> • Inform pupils and parents of their allocated times for the end of their school day - children are dismissed from their classrooms to their parents. Parents leave site via 1 way systems. Younger siblings are collected first to avoid crossing back into school. Reception class are collected first • Make it clear to parents and pupils that they cannot congregate at the front of school/in the playground prior to the end of the school day. If waiting to collect pupils, parents are to remain in cars and park safely • Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport and potential road closures. <p>As a result, the risk of infection is reduced as pupils and staff leave school.</p>					
Ill health in school.	M	<ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, high temperature and Loss of taste or smell and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus 	L	L	SBM		

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> • 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 • All staff advised of the procedure in school if a member of staff becomes unwell. • Ensure all staff absences are appropriately recorded. • Any pupil who displays signs of being unwell is immediately referred to Kirsty Bell • Any staff member who displays signs of being unwell immediately refers themselves to Claire Davis or Joel Marshall and is sent home. If staff have these symptoms or any of the following symptoms: loss of appetite, diarrhoea, nausea, vomiting, extreme tiredness, headaches, joint pain, muscle ache, runny nose, sore throat, sneezing, altered consciousness, or seizures, you should arrange a PCR test via NHS Test and Trace. Staff member is allowed in school with the listed symptoms until the PCR test has been booked and whilst awaiting results. • Staff have access to LFD and must self-test and report results to Mrs Bell each Monday and Thursday morning. If the test 					


Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<p>result is negative, staff will be in work as usual. If the test is positive however, staff must remain at home and isolate for 10 days. The results of the LFD's must be reported online also.</p> <ul style="list-style-type: none"> • Positive LFT's from home tests require a confirmatory PCR. The bubble must isolate pending the result • Prior to return from isolation an LFT must be carried out and reported to Kirsty Bell • Where the named person is unavailable, staff ensure that any unwell pupils are moved to an empty room whilst they wait for their parent to collect them. School admin team to contact parents. Parents advised to follow the COVID-19: Guidance for households, including accessing testing • If a pupil needs to use the bathroom, they should use a separate bathroom by children's centre which will be cleaned after use. • Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained • If contact with a child or young person is necessary, then gloves, an apron and a face mask should be work by the 					

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<p>supervising adult. If there is a risk of splashing, eye protection should also be worn</p> <ul style="list-style-type: none"> • The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen • Unwell pupils who are waiting to go home are supervised in the medical room where they can be at least two metres away from others • Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated. <p>As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.</p>					
<p>Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing.</p>	<p>H</p>	<ul style="list-style-type: none"> • Additional soft furnishings to be removed from classrooms • School to assess other school areas for suitability for groups of children • Classrooms allocated for provision and small adaptations made to to support distancing where possible without compromising safety routes or fire escapes. 	<p><u>L</u></p>	<p><u>L</u></p>	<p><u>HT</u></p>		

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Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> Classrooms to be arranged to support adults to avoid face to face contact and minimise time spent within 1 metre of anyone. Timetable reviewed and refreshed and programme communicated to teachers and staff Where possible, pupil movement to be limited to make social distancing easier and specialist teachers to move between allocated classrooms Leaders to consider how best to supplement remote education with face-to-face support for pupils. External agency staff such as social workers, speech and language therapists, LSS etc. will be based in KS1 hall, windows open to allow for adequate ventilation. PPE equipment provided e.g. screen and wipes. From May 2021: Staff may put tables in groups within own classrooms if they wish to do so. Staff inset will take place in a designated hall – staff to continue to wear masks, hall will be ventilated 					



Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		As a result, staff and pupils are clear about where they should be, the times that they should be there and what they are delivering.					
A pupil is tested and has a confirmed case of coronavirus.	H	<p>In line with government advice:</p> <ul style="list-style-type: none"> The rest of the class/group should be advised to self-isolate for 10 days. Do not take any action regarding notifying bubbles until you have been contacted by PHE. Refer to the school symptom management Standard Operating Procedure (SOP) The Headteacher will contact PHE. Then PHE’s local protection teams to conduct a rapid investigation and will advise school on appropriate action. <p>As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.</p>  <p>Schools Symptom Management SOP V</p>	<u>M</u>	<u>L</u>	<u>HT/DHT</u>		

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Insufficient staff to run face-to-sessions for pupils.	M	<ul style="list-style-type: none"> • Leaders to ensure that they have a complete list of shielded (clinically extremely vulnerable) and clinically vulnerable adults for their school • Leaders to ensure that the clinically vulnerable offered the safest available on-site roles where possible • Protocols for staff to inform leaders if they need to self-isolate are clearly in place • Leaders ensure there is a rota in place for cover in the instance that staff have to self-isolate. <p>As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.</p>	L	L	HT/DHT		
Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection.	L	<ul style="list-style-type: none"> • Staggered starts to be put in place for breaktime and lunchtime • Pupils eating sandwiches to remain in classroom, lunchtimes staggered with seating arrangements allowing for children to distance in the KS1 dining hall • Class bubbles are kept together in the hall and tables cleaned after use. 	L	L	School staff		

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> Allocated outdoor areas for each year group to be identified for breaktime and lunchtime Lunchtime to be staggered for different year groups Pupils advised not to play contact games at breaktime or lunchtime. Ball games and shared outdoor equipment to be prohibited Pupils to be supervised in washing hands before and after lunch Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness <p>As a result, the risk of infection during unstructured time is reduced.</p>					
Spread of infection in classrooms/shared areas.	M	<ul style="list-style-type: none"> All unnecessary items to be removed from classrooms and learning environments and stored elsewhere All soft furnishings and items that are hard to clean to be removed Pupils to be directed to specific seats in classrooms and to maintain seats during the day as far as possible 	L	L	<u>Site manager</u>		

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> • Tissues and hand sanitiser to be located in each classroom/learning space • Bins to be emptied daily in classrooms. • Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open • Where possible, windows to be opened to provide ventilation. Due to lower numbers classrooms are to be ventilated regularly • Inform all the pupils in KS2 that they must bring the required equipment to school (stationery, calculators etc) to reduce the risk of infection • Pupils in KS1 will have equipment provided however, this will remain within the class ‘bubble’ • Staff to use their own stationery – not to share pens etc • Pupils/staff to clean IT equipment (esp. keyboards) with anti-bacterial wipes before and after each use • Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use • If any bodily fluids come into contact with classroom equipment, ensure that gloves are worn to remove the piece of equipment before it is thoroughly cleaned 					

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> Guidance issued to staff on the use of the staff room and staff toilet area, including maximum numbers at any one time – max 6 in Ks2, 4 in reading room and 4 in Ks1. Staff to be reminded to adhere to social distancing at all times Additional ‘break out’ room located for staff (old nursery room located by the old main entrance – Belles’ Bees previous room Staff reminded not to remove ‘do not use’ signs placed on designated seats Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc Anti-bacterial wipes placed in toilets – staff to wipe down after use and put in additional bin provided – these must not be flushed down the toilet Staff must wash cups/plates/cutlery in the dishwasher For pupils in Nursery and Reception, messy play is to be reintroduced with the following precautions/measures put in place: Water and play dough will be introduced – NO SAND PLAY – Children will wash hands before and after they have used playdough. 					

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> • Play dough changed twice daily • Resources sanitised after each use • Water play – antibacterial solution added to water • Staff covering PPA and teaching assistants crossing bubbles weekly are advised to carry out 3 LFT's per week • All visitors into school are questioned regarding LFT's. If a visitor has not taken an LFT, Kirsty Bell will offer one within school. The visitor will remain in the main entrance area until results have been given. <p>As a result, the risk of infection to staff and pupils in classrooms is reduced.</p>					
<p>Poor pupil behaviour increases the risk of the spread of the infection.</p>	<p>L</p>	<ul style="list-style-type: none"> • Pupils are reminded of the behaviour policy on their return to school • Children reminded of good listening rules – see resources • 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 	<p>L</p>	<p>L</p>	<p>HT</p>		

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Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<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>As a result, pupils and staff understand the behaviour policy/individual plans in context.</p>					
Vulnerable pupils and pupils with SEND do not receive appropriate support.	M	<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. Children with EHCP's encouraged to attend school <p>As a result, pupils with SEND and those concerned about returning to school are well supported.</p>	<u>L</u>	<u>L</u>	<u>DHT/Senco</u>		
Increased number of safeguarding concerns reported after lockdown.	M	<ul style="list-style-type: none"> Agree safeguarding provision to be put in place to support returning pupils 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. Local SERG group weekly via Teams 	<u>L</u>	<u>L</u>	<u>DHT</u>		

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Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		As a result, safeguarding remains of the highest priority and practice.					
Emergency evacuation due to fire etc.	M	<ul style="list-style-type: none"> • Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained • Leaders to communicate procedures to all staff <p>As a result, social distancing is maintained in the event of an emergency evacuation.</p>	L	L	HT Site manager		
Cleaning is not sufficiently comprehensive.	M	<ul style="list-style-type: none"> • Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening • A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures • Where possible, additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning • Whilst pupils are at breaktime/lunchtime, teachers/T.A's clean tables/door handles with a disinfectant spray. 	L	L	Site manager		



Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<p>Gloves to be worn during this and hands washed afterwards</p> <ul style="list-style-type: none"> • Disposable wipes/sprays are next to photocopiers/printers etc • 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). <p>As a result, high standards of cleanliness are maintained in school.</p>					
Contractors, deliveries and visitors increase the risk of infection.	M	<ul style="list-style-type: none"> • All contractors to be checked to ensure that they are essential visitors prior to entry to the school • Agree arrival and departure times with contractors to ensure that there is minimum contact with staff or pupils • All contractors/visitors to wash hands either prior to or on entry to the school site • Contractors and visitors are directed to specific/designated handwashing facilities • All areas in which contractors work are cleaned in line with government guidance 	L	L	Office staff		

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> • Contractors to bring own food, drink and utensils onto site. • 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. • Visitors working with pupils e.g. social worker, SEN support etc. to work in KS1 hall with windows open to allow for ventilation. Screen to be used and PPE equipment provided if the agency staff do not bring their own. <p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</p>					

July 2020

School-specific arrangements relating to risk assessment that may need additional detail:

Capacity and organisation of teaching spaces

From March 8th all teaching spaces will resume normal capacity. Desks will be in rows, children facing the front, with a clear 2m gap (where possible) at the front of the classroom. In EY and Year 1 this approach is not practical and desks will be in groups.

Arrival to and departure from school

Children will arrive between 8.30 and 8.55. Children will come straight into the classroom.

Collection – R – 3.15, Y1-2 3.20, Y3-4 3.25 & Y5-6 3.30

Movement around the school

Movement will be limited. Children will not be going to assemblies. Use of existing 1 way system.

Role of teaching assistants

We will continue to use TA to support lunchtime and our most vulnerable children.

Breaktime plan

Staggered breaktimes in place – e.g. Y3 and Y5 – 10.15-10.30 then Y4 and Y6 10.30-10.45. This is the same for all other year groups.

Lunchtime plan

Staggered. Classrooms used for Sandwich eaters. Hot lunches to be served in the hall on a staggered basis from 12.00.

Cleaning

There is an additional clean of high touch points during the day from 11.30 – 1.30

Toilets

Each year group has their respective toilets that they use.



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Staffroom and offices

Staffroom capacity reduced. 6 in KS2 and 4 in KS1. Additional break out spaces are being sought – Belle’s Bees, etc. The one shared office is limited to 2 people who are more than 2 metres apart.

Useful links:

- Safeguarding: <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>
- Remote learning: <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>
- Attendance: <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>
- Premises: <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>
- Prevention and control- <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- Advice: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>
- Vulnerable: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>
- Extremely vulnerable: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- SEND - <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
- Home learning support: <https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>
- Remote support: <https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19>
- Accountability measures: <https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures/coronavirus-covid-19-school-and-college-accountability>
- Pupils’ mental health support/pastoral care at home: <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helping-children-and-young-people-cope-with-stress>
- Parents: <https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>
- Parents with pupils with SEND: <https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19>
- Supporting parents: <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#working-with-parents>
- Financial support: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care>
- Exceptional costs: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020>



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- Reducing burdens: <https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on-educational-and-care-settings>
- Social distancing: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
- PPE: <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>

- Public health England <https://www.gov.uk/government/organisations/public-health-england>
- NHS: <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>
- Government advice: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- DfE <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- A detailed checklist and key guidance for action for health and safety is available at: www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak
- Information re testing: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>



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Adjustments:

All further adjustments are in **green: 30/3/21**

Amendment (these are reflected in the RA document): **4/1/2021**

Summary of changes made to RA in light of review 4/1/2021

- School cannot open due to staff action following Union advice – initially for 2 weeks only, but this will be under review on a regular basis
- Review and revisit cleaning routines – clearing surfaces within classrooms to allow for easier cleaning
- Review and revisit teaching approaches
- Staff breaks further staggered to minimise exposure in staff welfare areas.
- Clarify breaktime and lunchtime arrangements so that year groups are split
- Lines of communication are clear – update staff, pupil/parent contact details on Scholar Pack. Website is clear
- Remote learning is enabled for all pupils.
- Packs of work organised for those children without sufficient computer access
- Welfare calls to vulnerable pupils who are not in school
- Sharing of food in staff room
- PPA altered to limit cross contamination
- Management time cancelled

Amendment: **23/11/2020**

- Letter sent to all parents regarding a one-way system introduced into school/app sent out as a reminder
- JM/CD/JP/LS/MH to manage entrance and exit points daily – 8.30 am to 8.55 am
- Children can enter school from 8.30 am – there will be no lining up on playgrounds
- Reception children with no siblings can be collected at 3pm
- Signage around school highlighting entrance and exit routes for parents/carers
- Designated waiting areas given to parents/carers for end of day procedures
- Christmas singing activity will be altered following guidelines from Dudley Public health/DPA

Amendment: **13/11/20**



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- Parent app sent out following latest government guidelines requesting all parents – unless exempt – to wear masks and staff to challenge parents/carers if they do not wear a mask
- Staff to wear masks and not visors (unless a mask is worn underneath)
- Signing in monitor situated in main reception to be sanitised after each use
- Staff toilet seats to be wiped down after use including door handles and flush wipe on toilet. Wipes disposed of in waste bins located in each toilet cubical. Signage to go up in toilets
- T.A deployment has been reviewed to ensure reduced mixing in different year group bubbles – DC to remain in KS1
- Parents reminded to be off site promptly at the end of the day

Amendment: **21/10/20**

- Staff to ensure communal telephones, laminators and photocopiers are wiped down before and after use
- Staff to ensure that any pupils isolating will have work provided via – Tapestry – EYFS pupils and Google classroom – Years 1 to 6
- KS1 children remain in their own bubbles at lunchtime and play on separate parts of the playground

Amendment: **9/10/20**

- Covid 19 information sheet for parents has been updated. This will be put on the school's website
- School's system management for Covid 19 was updated by the LA on 8/10/20 – copy attached and put on Share Point

Amendment **2/9/2020**

- Mtg held on 28/9/2020 as requested by phase – Years 3,4,5 and 6 following outcomes:
- More disposable wipes ordered for classrooms and communal telephones
- Decision made on 1/10/20 for KS1 and KS2 children to revert back to playing on one playground (same year group bubbles can mix)
- Parent app has been sent requesting ALL children come to school with a coat. Children will go outside even if raining (unless very heavy) to allow for fresh air
- Assemblies to be altered to 1 year group at a time. Each class bubble will be spaced out in the hall
- App reminder sent to parents requesting the wearing of masks
- Children can move seats within their own class bubble
- Children can share resources where necessary

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July 2020

- Children can hand out books/resources
- KS1 children have reverted to eating lunch in their own classrooms
- 2 children are allowed in the toilets at the same time – previously, this had been 1

Amendment **25/9/2020:**

- Mel Bagnall to work in school from 1 to 3pm to ensure toilets and door handles are cleaned throughout the school
- LH amended lunchtime rotas for teaching assistants
- KS1 children will eat in the hall. Catering staff to ensure tables and seats are wiped before the other cohort eat – this will be reviewed on 2/10/2020
- Phase mtg for Y3/4/5/6 to discuss their concerns around Covid 19 – Mtg date: 31st October 2020

Amendment **18/9/20:**

It is now compulsory for all staff, parents, visitors and contractors on site to wear a face mask or shield whilst walking around the school building including outside. A letter is going out to parents to ensure they know the school's new request.

