**Full opening of schools**

**Maybury Primary School**

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| Assessment conducted by: Alison Grantham | Job title: Headteacher | Covered by this assessment: **staff**, **governors**, **parents**, **volunteers** and **visitors**. |
| Date of assessment: 06/01/2021 | Review interval: Weekly | Date of next review: 15/01/2021 |

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| **Related documents** |
| Health & Safety Policy (inc Infection Prevention and Control, COSHH, Fire and Site Security), First Aid Policy, Business Continuity Plan, Medical Policy (inc supporting pupils with Medical Conditions and Administering Medication), Intimate Care Policy, Data Protection Policy, Behaviour Policy. |

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| **Risk rating** | **Likelihood of occurrence** |
| **Probable** | **Possible** | **Remote** |
| **Likely impact** | **Major**Causes major physical injury, harm or ill-health. | High (H) | H | Medium (M) |
| **Severe**Causes physical injury or illness requiring first aid. | H | M | Low (L) |
| **Minor**Causes physical or emotional discomfort. | M | L | L |

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| **Final checklist** | Staff | Pupils | Contractors & suppliers | Other known visitors |
| The following site users have been informed about agreed control measures (appropriate to each group, that have been designed to:* Isolate the ill, ensure effective handwashing, provide effective cleaning, maintain social distancing.
 | Yes | On return and in information sent prior to return | When appointment made | In advance of first visit |

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| **The system of controls: protective measures** |
| For all pupils and to return safely to school from September 2020, a number of protective measures will be implemented. These measures have been planned order to mitigate identified risks whilst allowing the delivery of a broad and balanced curriculum; including full educational and care support for those pupils who have SEND. This is the set of actions schools must take. They are grouped into ‘prevention’ and ‘response to any infection’ and are outlined in more detail in the risk assessment below.**Prevent**1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school2) clean hands thoroughly more often than usual3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach5) minimise contact between individuals and maintain social distancing wherever possible6) where necessary, wear appropriate personal protective equipment (PPE) **Respond**7) engage with the NHS Test and Trace process8) manage confirmed cases of coronavirus (COVID-19) amongst the school community9) contain any outbreak by following local health protection team advice*Numbers 7 to 9* ***must*** *be followed in every case where they are relevant.**Numbers 1 to 4* ***must*** *be in place, all the time.**Number 5* ***must*** *be properly considered and schools* ***must*** *put in place measures that suit their particular circumstances.**Number 6 applies in specific circumstances.* |

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| Area for concern | Risk rating prior to actionH/M/L | Controls | In place?Yes/ No | By whom? | Deadline | Risk rating following actionH/M/L |
| **Failure to prevent potential spread of infection** *individual displaying coronavirus (COVID-19) symptoms, or who have someone in their household who does, attends school* |  | **Before*** Pupils, staff and other adults **must** not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home.
* Staff, parents, contractors and visitors **must** be informed of the symptoms of possible coronavirus infection, i.e. continuous cough, loss or change to their sense of smell or taste, fever (high temperature) or difficulty in breathing, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.
* Staff, parents, contractors and visitors **must** be informed of the requirement and protocol to report cases of confirmed/suspected Covid-19 in their household as a matter of urgency.
* Staff and parents **must** be informed how they can be tested for Covid-19 if they are symptomatic.
* All staff, parents, contractors and visitors **must** be instructed to remain vigilant to potential Covid-19 symptoms at all times (themselves, within their household and within the school environment).
* Staff answering telephone calls from parents/staff **must** be trained in Covid-19 symptoms to help inform decision making about whether an individual should attend school or not.
* PPE equipment **must** be available within the dedicated isolation room at all times.
* In accordance with Public Health England recommendations, routinely taking the temperature of pupils **should** not be actioned as this is an unreliable method for identifying coronavirus (COVID-19).

**During*** Any pupil or member of staff who displays signs of being unwell, such as having a continuous cough, loss or change to your sense of smell or taste, fever (high temperature) or difficulty in breathing **must** immediately be sent home. They **should** self-isolate for 10 days and **should** arrange to have a test to see if they have coronavirus (COVID-19). Members of their same household **should** self-isolate for 10 days (from when the symptomatic person first had symptoms).
* In a small number of cases, home testing kits **could** be provided directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. The headteacher (or senior designated member of staff) **should** authorise all allocations.
* If only one pupil/staff member displays Covid-19 symptoms in the bubble, pupils and staff in the same pod as the person with symptoms **must** remain at school as normal (unless PHE advise otherwise). If the test return is negative, the person with ‘symptoms’ **should** return if they feel well enough. If the test return is positive the whole pod / class **must** self-isolate for 10 days.
* If the headteacher/CEO has concerns that the number of staff/pupils displaying Covid-19 symptoms appears more widespread, they **must** contact the Public Health England (PHE) in order to seek further guidance and establish whether a bubble or several bubbles **should** self-isolate before a test result has been established.
* Where pupils feel unwell but do not display Covid-19 symptoms, staff **must** act in line with the Infection Control Policy and ensure that any unwell pupils are moved to a quieter area of the school, away from others, and are supervised at all times.
* Pupils and staff who are unwell **must** not permitted to enter public areas.
* In an emergency, schools **must** call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms **must** be advised to not visit the GP, pharmacy, urgent care centre or a hospital.
* The parents of unwell pupils **must** be informed as soon as possible of the situation by a member of the admin staff
* Where contact with a pupil’s parents cannot be made, appropriate procedures **should** be followed in accordance with those outlined in governmental guidance and the Infection Control Policy.
* Unwell pupils who are displaying Covid-19 symptoms and who are waiting to go home **must** be isolated in a dedicated room, with adult supervision, where, if possible, they can be at least two metres away from others. Full PPE **must** be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).
* If unwell pupils and staff are waiting to go home, and need to go to the toilet while waiting to be collected, they **must** only use the dedicated toilet facility.
* Any medication given to ease the unwell individual’s symptoms, e.g. paracetamol, **must** be administered in accordance with the Administering Medications Policy.

**After*** Areas used by unwell staff and pupils who need to go home **must** be appropriately cleaned once vacated – isolation rooms, toilets etc.
* PPE equipment **must** immediately be disposed of and replaced in the isolation room following use.
* Parents who are collecting a child displaying Covid-19 symptoms **must** be advised to:
	+ call 999 if their child becomes seriously ill or their life is at risk.
	+ not to bring their children to school or on the school premises until an appropriate return date has been established.
* Any members of staff who display signs of infection **must** be advised to call 999 if they become seriously ill or their life is at risk.
* The headteacher, in partnership with trust leaders and the local PHE professionals, **must** determine and confirm the return date for staff and pupils affected by Covid-19.

**Ongoing*** Staff **must** remain vigilant and report concerns about their own, a colleague’s or a pupil’s symptoms to the headteacher (or appropriate person).
* The school **must** remain consistent in its approach to the management of suspected and confirmed cases of coronavirus.
* Senior leaders **must** monitor these arrangements throughout the day.
 | Y | AG | Updatew.b. 04.01.21Revisit in Staff Training11.01.21 |  |
| **Failure to respond quickly and effectively to Covid-19 infection** *Lack of engagement with NHS Track and Trace process.* |  | * The headteacher and senior leaders **must** familiarise themselves with the NHS Track and Trace process (<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>) and ensure they have immediate access to PHE health protection team contact details. This is displayed in the HT/AHT office and in the main office.
* The headteacher and senior leaders **must** ensure that staff members and parents/carers understand that they will need to be ready and willing to:
	+ [book a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school.
	+ provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace
	+ [self-isolate](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19).
* The headteacher **must** ask parents and staff to inform them immediately of the results of a test:
	+ if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
	+ if someone tests positive, they should follow the [‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance) and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days.
 | Y | AG | 07.01.21 |  |
| **Failure to respond quickly and effectively to Covid-19 infection** *Poor management of confirmed cases of Covid-19* |  | * The headteacher (or designated senior leader) must inform local health protection team if a member of the school community tests positive for Covid-19.
* The headteacher (or designated senior leader) must support the health protection team to carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.
* The headteacher (or designated senior leader) must follow the guidance of the health protection team and ensure all required measures are actioned.
* Based on the advice from the health protection team, the headteacher (or designated senior leader) must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means:
* direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
* proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
* travelling in a small vehicle, like a car, with an infected person
* The headteacher (or designated senior leader) must ensure that a written record of pupils and staff in each group, plus details of visitors/contractors contact with others in school, is maintained in an accurate yet proportionate method.
* The headteacher (or designated senior leader) must use the template letter (which will be provided to schools), on the advice of the health protection team, to send to parents and staff if needed.
* School staff must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.
* The headteacher (or designated senior leader) should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.
 | Y | AG | 07.01.21 |  |
| **Failure to respond quickly and effectively to Covid-19 infection** *Failure to contain any outbreak following local health protection team advice* |  | * The headteacher (or designated senior leader) **must** continue to work with their local health protection team if they have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected – a potential outbreak. For example, in some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group.
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| **Failure to prevent potential spread of infection** *Poor hand washing* |  | **Hand cleaning*** Posters **must** be displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. Staff **should** provide pupils with frequent demonstrations in relation to handwashing.
* Hand sanitisers and/or handwashing facilities **must** be available and used upon arrival for staff, pupils, visitors and contractors.
* Staff **must** supervise pupils’ use of hand sanitiser in order to mitigate risk of potential ingestion. Skin friendly cleaning wipes will be available for children in F1 or those with complex needs. Once used, wipes **must** be disposed of into a disposable rubbish bag and staff **must** immediately clean their hands with soap and water or use a hand sanitiser. Double bag the rubbish and tie tightly.
* Pupils, staff and visitors **must** be encouraged to clean their hands more often than usual, particularly after arriving at school, touching their face, blowing their nose, sneezing or coughing, and before eating or handling food. Staff **must** not routinely wear gloves, unless they are completing specific tasks (e.g. supervising the isolation room, first aid, intimate care).
* Staff and pupils **must** continually be reminded of the requirement to wash their hands thoroughly for 20 seconds with running water and soap and dry them thoroughly, or use alcohol hand rub/sanitiser (that contains no less than 60% alcohol) ensuring that all parts of the hands are covered.
* Leaders **must** provide/display (toilets, staffrooms, classrooms etc) guidance on effective handwashing to staff, visitors, contractors and pupils using PHE [guidance](https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19).
* Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels **must** be supplied in all toilets, classrooms and kitchen areas.
* Liquid soap dispensers **must** be used instead of bar soap.
* Pupils who find it difficult to wash their hands independently **must** receive help from staff in their classrooms. This **could** include modelling handwashing simultaneously. However, maintaining a two-metre distance **should** remain a priority.
* Paper towels **should** be disposed in a lidded bin.
* The site manager and a designated member of each bubble **must** monitor toilets/classrooms in order to ensure supplies of soap do not run out of during the day.
 | Y | AG | 05.01.21 |  |
| **Failure to prevent potential spread of infection** *Poor respiratory hygiene* |  | **Respiratory hygiene (catch it, bin it, kill it)*** Staff and pupils **must** be encouraged to:
	+ avoid touching their mouth, eyes and nose.
	+ cover over their mouth and nose with disposable tissues when they cough or sneeze. If one is not available, sneeze into the crook of their elbow, not into their hand.
	+ dispose of tissues into a disposable rubbish bag and immediately clean their hands with soap and water or use a hand sanitiser. Double bag the rubbish and tie tightly.
* Lidded bins **must** be provided in key locations (classrooms, toilets etc.). These bins **must** be emptied at lunchtime by the caretaker and at the end of each day by the cleaners.

**Other*** Where possible, all spaces **should** be well ventilated using natural ventilation (opening windows) or ventilation units.
* Doors **should** be propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.
* Pupils **should** continue to wear their normal school uniform.
* AG and ED supported by CD and CW **must** monitor these arrangements throughout the day. The school office **must** ensure all rooms have an adequate supply of tissues and cleaning resources available at all times.
* The headteacher **must** consider pupils who struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. The headteacher **must** ensure that individual risk assessments are designed/implemented in order to support these pupils and the staff working with them. Face to face education **must** be provided to these pupils.
* In accordance with Public Health England recommendations, face coverings:
	+ **should** not be worn routinely in school unless for a specific purpose (i.e. intimate care, supervising a pupil who displays symptoms).
	+ worn by staff/pupils on their way to school **must** be removed and disposed of (if temporary) in lidded bins provided near entrances or placed in a sealed plastic bag that can be taken home (if reusable). Staff **must** instruct pupils not to touch the front of their face covering during use or when removing them.
 | Y | AG | 06.01.21 |  |
| **Failure to prevent potential spread of infection** *Poor standard of cleaning* |  | **Equipment*** Each bubble/office **must** have additional cleaning resources (disinfectant spray, gloves) available at all times.
* Frequently-touched surfaces (eg. door handles, handrails, table tops, play equipment, plastic toys, electronic devices) **must** be cleaned regularly using ‘usual products’, like detergent, as recommended by the government. Class bubble staff will wipe down within each classroom at regular intervals (at least every two hours) during the day
* Individual and very frequently used equipment, such as pencils and pens, **must** be allocated so staff and pupils have their own items. By not sharing these items, additional cleaning arrangements **should** not be required.
* Classroom based resources, such as plastic toys, books and games, **should** be used and shared within the bubble. They **should** be cleaned regularly. Objects that are regularly used will be wiped down by class bubble staff. Any objects that need cleaning down by the cleaners will be left in a designated area at the end of each day
* Resources that are shared between classes or bubbles, such as sports, art and science equipment **should** be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.
* Furniture (eg. fabric) and resources (eg. soft toys) which are important for the delivery of education **should** be used. Non-essential items which cannot be wiped clean **must** be removed from designated rooms.
* All cutlery and cups **must** be thoroughly cleaned before and after use. Cups and cutlery (apart from those used for school lunches) **should** be cleaned in accordance with normal cleaning arrangements. Children in F1 and F2 will have milk in cartons from September – these will be disposed of straight after use into a lidded bin. Children will bring their own water bottles from home which they will take home at the end of each day. Staff cups and cutlery will be cleaned in the staff room hubs. Washing up liquid has been provided to each hub staffroom.
* Outdoor playground equipment **should** be allocated to individual bubbles if possible and more frequently cleaned. If shared with other bubbles, this equipment **must** be cleaned frequently and meticulously or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.
* Pupils **must** limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats and coats.
* Pupils and teachers **should** take books and other shared resources home, although unnecessary sharing **should** be avoided, especially where this does not contribute to pupil education and development. This will include pupils’ work and reading books. Homework **should** be set via online resources where possible/appropriate. Physical resources that contribute to pupil education and development **could** be sent home and brought back to school (e.g. worksheets) for marking.
* Home reading books must be sent home on a Monday and returned to school on Friday. They must be left over the weekend (at least 72-hour period) in order to avoid the need for excessive cleaning.

**Other*** Spillages of bodily fluids, e.g. respiratory and nasal discharges, **must** be cleaned up immediately in line with the Infection Control Policy, using PPE at all times. Normal PPE equipment **must** be provided to staff – see Infection Control section in H&S policy.
* Cleaners **must** carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. Thorough cleaning will be carried out at the end of each school day.
* The Business Manager with the site manager **must** arrange for enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the trust who will defer to the PHE team.
* The site manager **must** monitor the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.
* Anti-bacterial wipes (available in all rooms) **must** be used to wipe photocopiers, key boards etc.
* Pupils and staff **must** be allocated toilets to use. Bubbles have been allocated specific toilets for pupils to use so that toilet facilities are not shared across bubbles. Staff have also been allocated specific toilets to use in a measure to restrict contacts. Each toilet contains a supply of cloths and disinfectant spray so that taps, toilet flushes and door handles can be wiped down and cleaned between each use. Posters are displayed to remind staff of requirement to clean after use.
* In the dining hall, additional cleaning of surfaces and equipment **must** be undertaken by lunchtime staff between staggered sittings. Each class bubble has been allocated a specific time to eat in the restaurant. Only those children eating a school dinner will come in to the restaurant. The tables and chairs will be cleaned between each sitting by three lunchtime staff who are based in the restaurant.
* Additional cleaning resources **must** be located within designated staff rooms with support signage clarifying cleaning expectations to staff.
 | Y | AG/ClW | 04.01.21 |  |
| **Failure to prevent potential spread of infection** *Unnecessary contact between people and failure to promote/ maintain social distancing wherever possible* |  | **Grouping pupils in school*** Pupils (Key Worker and Vulnerable) **must** be allocated to a bubble, likely to be their normal teaching class group where possible. Each class at Maybury is a bubble including F1 and F2.
* A risk assessment has been completed to determine the number of pupils able to work in a room whist maintain appropriate social distancing. Bubbles will contain no more than **10** pupils and the number of staff working in each will be restricted to a minimum, likely to be no more than two staff at any one time
* At least three members of staff have been carefully allocated to each bubble so that a full curriculum can be offered to all children, both those in school and at home. PPA, breaks, cover and absence can also be covered within each bubble
* Staff are on a rota to work in school and from home delivering learning for all pupils
* Limited interaction, sharing of rooms and social spaces between bubbles **must** be achieved as much as possible. Rooms/spaces/areas around the school have been allocated for the sole use of each bubble for intervention, small group and 1:1 work.
* Staff **must** take account of the age and development of pupils in their care and accept that younger age children in particular will not be able to maintain social distancing.
* Pupils and staff **must** remain in their class groups/bubbles for the majority of classroom time. Specialised teaching (i.e. phonics groups, speech and language) will be covered by staff allocated to the class bubble in their allocated breakout space

**Measures within a classroom*** Staff **should** maintain 2 metre distance from each other and from pupils where possible. In circumstances when this is not possible (i.e. when working with younger children), staff **should** avoid close face to face contact and minimise the time spent within 1 metre of anyone.
* For children old enough, they **should** also be supported to maintain distance and not touch staff and their peers where possible.
* Pupils **must** be seated side by side and facing forwards, unless there is a clear educational reason not to (e.g. EYFS continuous provision). Unnecessary furniture **should** be removed in order to make more space
* Pupils have been provided with a personal plastic tray containing key resources (eg. pen, pencil, ruler, lesson resources)

**Measures elsewhere*** Bubbles **should** be kept apart in order to avoid large gatherings. School assemblies and meetings will be held over Zoom.
* Pupils’ movement around school **should** be kept to a minimum. Pupils will access classrooms directly from their playground doors. Pupils will only be on the school corridor when moving to a room/area for small group or specialised work. They will be accompanied by a member of staff at all times
* A one-way circulation/divider down the middle, with clear signage/tape must remain in place down corridors and other communal areas.
* Pupils and staff **should** access rooms directly from outside where possible. Pupils will access classrooms directly from their playground doors. Staff have been given specific instructions of how they should enter and leave the building at the start and end of each day.
* Arrival/collection times will be staggered but **must** not reduce not reduce the overall teaching time. Headteachers should also consider staff arrival/departure times to facilitate this. F1 will arrive at 8:30 and leave at 11:30 for the PM session. F1 will arrive at 12:00 and leave at 3:00 for the PM session. Y1, Y3 and Y5 will arrive at 8:40am and leave at 3:00pm; F2, Y2, Y4 and Y6 will arrive at 8:50am and leave at 3:10pm.
* Parents **must** be notified of their allocated drop off and collection times and the process for doing so .Designated leaders and staff **must** monitor drop off/collection. Latecomers **must** press the buzzer for the main office and they will then be collected by a member of SLT – the HT **should** speak to parents who persistently bring their child late to school.
* Parents **should** be notified that only one parent is allowed to accompany their child onto the school site.
* Parents **must** be informed that they cannot gather at entrance gates or doors, or enter the building (unless they have a pre-arranged appointment, which should be conducted safely)
* Parents must be informed that masks should be worn on the school site
* Two additional staff rooms in addition to the normal staffroom **will** still be used but the arrangements, layout and signage must promote 2 metre social distancing. Seating is placed so that 2 metres social distancing is observed. Only 4 members of staff are allowed in the main staff room and 2 members of staff and from the same bubble in the additional staffrooms at any one time.
* Staff **must** be made aware of where they **should** go whilst on a break. Admin, Foundation, Key Stage 1 staff have been allocated the main staffroom. Y3 and Y4 staff have been allocated the 1st additional staff room and Year 5 and Year 6 staff the 2nd additional staff room.
* The number of children or young people who use the toilet facilities at one time **should** be restricted. Limits on each toilet set **should** be in place dependent on size and accessibility. Children will go to the toilet one at a time during lesson time. At break times one child per toilet will be allowed into the toilet facilities. For most classes this will be a maximum of two children at a time.
* Pupils, parents and staff **should** be encouraged to walk or cycle to the school site if possible.

**Breaktimes/Lunchtimes*** See cleaning control measures.
* Children access the playground directly from the classroom for break times. Lunchtimes **must** be staggered to ensure that any corridors or circulation routes used have a limited number of adults using them at any time. Pupils will not have access to corridor areas unless they are with a member of staff.
* All pupils will eat their lunch in their classroom. Hot meals prepared on site will be delivered to classrooms on a trolley from the restaurant by the bubble allocated lunchtime supervisor. Children will collect their plated lunch from the trolley, eat it at their bubble table and return their plate to the trolley when a lunchtime supervisor comes back with the trolley to collect
* Pupils **must** be discouraged from sharing cutlery, cups or food.
* Parents **should** be encouraged to provide packed lunches containing items which can be opened independently by the pupils.

**Physical Education*** Pupils are not required to get changed for PE. Staff leading bubbles ensure pupils receive regular physical exercise, the content, timing and location of which will differ from the normal school PE curriculum
* PE will be timetabled outside while weather permits.

**Other*** Sitting pupils together on the carpet **should** not be avoided if it is essential to supporting pupil education and/or development. However, sitting face-to-face **should** be avoided.
* Children do not need to access corridors for toilets as these are attached to the classrooms. Pupils **will** be supervised whilst moving around school to the restaurant or to work in a small group for intervention or specific curriculum work
* AG and ED supported by CD and CW **must** monitor these arrangements.
 | Y | AG | 05.01.21 |  |
| **Failure to prevent potential spread of infection** *PPE not available/worn/ utilised safely.*  |  | * Full PPE equipment (gloves, masks, goggle/visors, aprons) **must** be available in the isolation room at all times. It **must** be worn by staff who are supervising a person with Covid-19 symptoms and where a 2 metre distance cannot be maintained.
* Normal, appropriate PPE equipment **must** be available and worn by all staff undertaking first aid and intimate care duties, as stated in relevant policies, at all times.
* Donning/doffing training **must** be provided to all staff prior them using PPE. Written guidance **must** be displayed in key locations (isolation rooms, intimate care facilities, first aid rooms etc).
 | Y | AG | 04.01.21 |  |
| **Failure to prevent potential spread of infection** *Poor management of site visitors, inc parents and contractors.* |  | * *Visitor protocol* guidance **must** be reviewed to reflect the above control measures.
* Visitors to the school (beyond the secure line) will continue to be appointment only. Authorised visitors **should** be provided with the *visitor protocol* guidance in advance their visit. Where this is not possible, this information **must** be shared with them upon arrival to the school.
* Contractors **must** report to the school office and be supervised at all times. The site manager who is supervising the contractor will ensure a written record is kept to confirm who the contractors has come into contact with during their visit.
* Social workers **must** report to the school office and should be supervised where possible. They will meet pupils in the Hall. DSL will ensure a written record is kept to confirm who the social worker has come into contact with during their visit.
* Health workers **must** report to the school office and be supervised at all times (unless they request to speak to a pupil confidentially). The admin officer/admin assistant will ensure a written record is kept to confirm who the health worker has come into contact with during their visit.
* Member of the Trust Central Team **must** report to the school office and be supervised at all times. The headteacher will ensure a written record is kept to confirm who the Trust employee has come into contact with during their visit.
* Trust Central Team staff **must** follow the school’s visitor protocols.

**Parents*** In order to limit parental visits to the main office, the following arrangements will be implemented and communicated:
	+ Parents **must** pay for school lunches using ParentPay. If they are using cash they should place the money in a sealed envelope which they should send with their child.
	+ All parental enquiries **must** be made via telephone/school’s contact email. Parents can also contact staff using the class dojo messenger service.
 | Y | ClW | 05.01.21 |  |
| **Failure to provide continued education for all pupils.***Staff shortages due to Covid-19 and/or other reasons*  |  | * Supply teachers, peripatetic teachers and other agency staff **must** be utilised in order to support the continued education and development needs of pupils. However, these staff **should** minimise contact and maintain social distancing as much as possible with other staff. Virtual teaching/support will be given by these staff wherever possible
* If Music hub teachers are in school, they will be based in the hall where children can be spread out and the music teacher can maintain 2 metres distance from them. The hall is a large high ceilinged area with doors and windows that can be opened to allow fresh air flow. Any instruments/equipment will be identified in advance and from the music room to the hall by a member of school staff. Children due to have a lesson will be escorted to lessons with the music teacher. Drinks will be provided for these teachers at suitable break times. These visiting teachers will be allocated to the Additional Staff Toilet
* Other specialised agency staff visiting specific children will either work with the child and teacher/TA (as appropriate) in the hall or in the designated break out space for the child’s class bubble.
 | Y | AG | 10.09.20 |  |
| **Failure to provide continued education for all pupils.***Bubble and/or whole school closure due to Covid-19* |  | * In the event of a temporary bubble closure, the following arrangements will be implemented in order to educate pupils:
	+ Physical work packs
	+ Online learning: YouTube Channel; Purple Mash; Class Dojo; Teams
	+ Staff check ins with child via dojo and telephone
	+ Admin calls to families of children
* In the events of a temporary whole school closure, the following arrangements will be implemented in order to educate pupils:
	+ Physical work packs
	+ Online learning: YouTube Channel; Purple Mash; Class Dojo; Teams
	+ Staff doorstep visits to discuss learning
	+ Phone call lessons/ reading sessions/ work support from staff
 | Y | ED | 06.01.21 |  |
| **Lack of awareness of policies and procedures** |  | * The Headteacher **must** all staff update all staff complete a ‘full reopening of schools’ induction prior to starting normal duties. This induction will take place via Zoom meetings before the end of the summer term and during the training days on Monday 7th and Tuesday 8th September. Staff will also be sent information during the last two weeks of the summer break.
* The Headteacher **must** ensure they maintain a staff signing record enabling staff to confirm they have read and understand their role in implementation the risk assessment, safer working guidance and amended behaviour policy documents. This **must** be completed prior to staff commencing their normal duties in school. If staff refuse to sign, this **must** be recorded as ‘refused to sign’.
* The Headteacher **should** maintain a written record of staff attendance at any full reopening of schools training/consultation events.
* All staff, pupils, parents, governors, visitors and volunteers **should** be aware of all relevant policies and procedures including, but not limited to, the following:
	+ Health and Safety Policy
	+ Infection Control Policy
	+ First Aid Policy
* All staff **must** have regard to all relevant guidance and legislation including, but not limited to, the following:
	+ 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) ‘Guidance for full opening: schools’
* The school **must** keep up-to-date with advice issued by, but not limited to, the following:
	+ DfE
	+ NHS
	+ Department for Health and Social Care
	+ PHE
	+ The school’s local health protection team (HPT)
* Staff are made aware of the school’s infection control procedures in relation to coronavirus via email and they must contact the school as soon as possible if they are showing symptoms of coronavirus.
* Parents **must** be made aware of the school’s infection control procedures in relation to coronavirus via letter and social media – they **must** be informed that they must contact the school as soon as possible if they believe their child is showing symptoms of coronavirus.
* Pupils where possible **should** be made aware of the school’s infection control procedures in relation to coronavirus and are informed that they **must** tell a member of staff if they feel unwell.
* The Data Protection Policy is followed at all times (Both covered under the academy’s GDPR policy) – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.
 | Y | AG/ClW | 08.09.20 |  |
| **Staff lack trust and confidence** |  | * Designated leaders **must** be present at school and available to staff.
* Expert advice (PHE, DfE, legal) **should** be shared with staff on an ongoing basis.
* Staff have been consulted (and had the opportunity to share concerns) about arrangements for January 2021.
* Staff **must** be trained in any new processes or procedures so that they understand what to do and why. This will take place in zoom meetings during the w.b. 4th January 2021 and in a full staff zoom meeting on Monday 11th January.
* All staff **should** continue to have access to 'regular 1-to-1s' with leaders to support staff.
* Successes **should** be shared with staff on a regular basis.
* Individual staff **must** be able to request that an adapted risk assessment, specific to their role and circumstances, be carried out by the headteacher (if required). Effective communication and a clear audit trail will be maintained.
* Trade unions will be consulted on a regular basis.
* Senior leaders **should** monitor staff trust and confidence throughout the day through regular dialogue with staff.
 | Y | AG/ED | 11.01.21 |  |
| **Emergencies** |  | * A designated senior leader **must** always be on-site to lead responses to emergency situations.
* All staff and pupils’ emergency contact details **must** be kept up-to-date, including alternate emergency contact details, where required.
* Pupils’ parents **must** contacted as soon as practicable in the event of an emergency.
* Staff and pupils’ alternative contacts are contacted where their primary emergency contact cannot be contacted.
* The school **must** have an up-to-date First Aid Policy in place that outlines the management of medical emergencies – medical emergencies are managed in line with this policy.
* The headteacher **must** ensure that a fire drill is completed as a matter of urgency. Additional drills are likely to be required as additional staff and pupils return.
* Senior leaders **must** monitor these arrangements throughout the day.
 | Y | AG/ED/CD | 05.01.21 |  |
| **Refreshments in Classrooms causing risk of scalding/ spillage** |  | * Where refreshment stations have to be inside classrooms, clear instructions **must** be displayed as to how facilities can be used safely. In those circumstances, hot drinks **must** only be prepared when children are outside at lunchtime/playtimes. Kettles **must** be stored out of reach in a labelled cupboard with clear instructions visible on the door as to safe use e.g. filled/boiled/emptied when children are out of the classroom.
* Hot drinks taken in the pod classroom **must** be consumed in a lidded beaker to avoid spillage and scalding.
* Each class bubble is assigned three members of staff so that a break to get a hot drink if required can be organised.
* Senior leaders **must** monitor these arrangements throughout the day.
 | Y | AG/ED/CD | 05.01.21 |  |
| **Poor pupil conduct leads to a potential risk of the infection spreading.** |  | * An appendix to the school's existing behaviour policy must **outline** the key expectations of our pupils.
* The key expectations outlined in the amended behaviour policy **must** be shared with all staff, parents and pupils.
* If a pupil refuses to comply with the key expectations contained within the amended behaviour policy and are of an age/capacity to be able to reasonably understand (eg. older pupils) the requirements, then existing sanctions as outlined within normal behaviour policy **should** be applied.
* Senior leaders will monitor these arrangements throughout the day.
* Pupils who struggle to conform to revised behaviour policy **must** have an individual risk assessment in additional to their PSP. This will detail any known triggers, the expectations of staff (e.g. physical handling), details/location of any bespoke provision and availability of PPE if required.
 | Y | AG/CW | 17.07.20 |  |
| **Safeguarding concerns relating to a potential increase in number of disclosures**  |  | * DSLs **must** ensure essential safeguarding training for all staff is complete, including use of training days in September 2020.
* DSLs **must** ensure all staff have read, signed and had the opportunity to discuss KCSiE (September 2020), particularly the most recent changes.
* DSLs **must** ensure all staff have opportunities to review arrangements to ensure high vigilance and agreed procedures
* Update and publish Safeguarding Policy Annex on school website
* Map school’s register of vulnerable pupils list with most recent information provided by the LA
 | Y | CW | 08.07.21 |  |
| **Emotional well-being of pupils** |  | * PSHE will be addressed through our Jigsaw programme. This will be delivered at least weekly but additional units are available for staff to use as a whole class, in groups or individually as required.
* Additional staff, inc leaders, **should** be present on the playground to support pupils who are anxious about leaving parents and entering the school building. Staff are permitted to support pupils through appropriate physical contact (e.g. hand holding) but **should** avoid facing pupils directly. They **should** also wash their hands afterwards.
 | Y | CW | 08.09.20 |  |
| **Parents/pupils refuse to return to school** |  | * The Headteacher (or designated senior leader) **must** contact the parent in the first instance to discuss any concerns and offer additional support.
* The Headteacher (or designated senior leader) **must** consider the individual circumstances of pupils, particularly any medical conditions, and complete an individual pupil risk assessment if required. The Headteacher **must** work in partnership with the trust, medical professionals and/or the LA SEND team before authorising an adapted home-based curriculum offer.
* The Headteacher **must** manage pupil absence from school by referring to and implementing the school’s Attendance Policy.
 | Y | AG | 08.09.20 |  |
| **Well-being of staff** |  | * The Headteacher **must** offer to complete an individual risk assessment for staff who are returning to work from shielding or home working due clinically vulnerable. If accepted they must complete the individual RA before the member of staff starts their normal duties (using the agreed Trust format).
* The Headteacher **must** complete an individual risk assessment for staff who are pregnant (using the agreed Trust format) in addition to the normal Maternity RA for expectant mothers.
* The headteacher (or appropriate person) **must** continue making regular contact with staff unable to work/working from home.
* The headteacher (or appropriate person) **must** consult with staff on plans initial plans for September 2020. To be reviewed on a regular basis. Initial meeting to be held via Zoom on Monday 13th July.
* The headteacher (or appropriate person) **should** consulted/liaised with school-based Trade Union representatives.
* All staff **must** be made aware of an appropriate leader who they can discuss concerns with and who will check on them on a regular basis. The headteacher has been allocated a senior from the Trust to support them.
* The headteacher (or appropriate person) **must** maintain regular briefings (eg. remote, emails, bulletins) with staff to keep them informed.
* All staff **must** receive contact details for counselling service. If staff wish to access the Occupational Health emotional wellbeing telephone support service please either phone 01482 613333 or email occupationalhealth@hullcc.gov.uk to request a call.
* The CEO **should** liaise with local Trade Union officials on a regular basis.
 | Y | AG | 08.01.21 |  |
| **Home Working** |  | * All staff will be reissued with HET Homeworking Policy, spoken with individually w.b. 04.01.21 and will revisited in staff training on 11.01.21
* All staff working from home will re familiarise themselves with the Homeworking Check Guidance for staff. This check will be completed by any members of staff whose circumstances have changed since March 2020 or are new to the school w.b. 04.01.21. Home working guidance will be revisited in staff training on 11.01.21
 | Y | AG/ED | 06.01.21 |  |
| **Remote Learning** |  | * All staff delivering Remote Learning will be re-issued with ‘Safer Working Guidance’ including Appendix 1 and 2 w.b. 04.01.21
* Parents will be sent specific safety information relating to children working online and working in live lessons: by 13.01.21
 | Y | AG/ED | 06.01.21 |  |
| **Failure to effectively deliver rapid *asymptomatic* coronavirus testing (Home Testing) results in increased risk of transmission within school** |  | * The Headteacher ***must*** read, and implement in full, all of the guidance from the primary schools document sharing platform to prepare staff fully for home testing.
* All staff who opt in ***must*** be fully supported with Home Testing and ***must*** take the tests twice a week at home (ideally in the morning prior to attending school)
* All staff ***must***  receive an explanatory [letter](https://drive.google.com/file/d/1P_0S5jI-e2q4bTQzcs90TGX-zch9-phQ/view?usp=sharing) which shares all of the guidance materials
* All staff ***must*** have read and signed to state they understand the [privacy notice](https://docs.google.com/document/d/1m7v_BBqi5LvNJHPKB7Kmea0cuCkHfQhj/edit). The school ***must*** keep a record of those who have accepted the terms and conditions.
* All staff ***must*** have undertaken the following training and had the opportunity to raise any questions or concerns with the Headteacher:
* [Your step-by-step guide for Covid-19 self-testing](https://drive.google.com/drive/folders/1X4fLxy6_ppmpmKrv3hT2M6cduAN_GS54)
* [youtube video Step-by-step guide to Covid-19 testing](https://www.youtube.com/playlist?list=PLvaBZskxS7tzQYlVg7lwH5uxAD9UrSzGJ)
* [FAQs](https://drive.google.com/drive/folders/15YpkcXdVQhF1cKAblgboUligkSaZbKCf) these ***should*** be reviewed on a regular basis
* Should the answer to any questions not be found then clarity ***should*** be sought with Trust Leaders and ultimately the DfE Coronavirus helpline (0800 046 8687)
* A member ***should*** be identified as the Co-ordinator and will be the ‘go to’ person for staff if they have any concerns. This is Alison Grantham
* An area in the school has been identified for the distribution of testing kits which is the admin area. The majority of kits will be delivered to staff at their bubble doorways by Janine Smith (in appropriate PPE) each Wednesday morning.
* Social distancing has been considered in this area and staff issuing the testing kits ***must*** wear appropriate PPE.
* The kits ***must*** be stored between 2 and 30 degrees Celsius.
* Schools ***must*** identify named staff who will issue the testing kits. These staff are Janine Smith, Jan Wilson and Claire Winship
* A clear and confidential recording log which records all of the LOT numbers of the testing kits will be kept by staff those issuing the kits. These will be stored securely and only a limited staff will have access. These staff are Alison Grantham, Janine Smith, Jan Wilson and Claire Winship
* A member of staff (Administrator) will keep a [test results register](https://docs.google.com/spreadsheets/d/1fj9OMVbwfo5X_-w56gAMeREA76JqT8LS/edit#gid=279580645) . This is Janine Smith
* Staff ***must*** share the result (positive, negative, void) with both the NHS [report Covid-19 result](https://www.gov.uk/report-covid19-result) or telephone 119 within 24 hours. They ***must*** also inform the school administrator.
* The Administrator ***must*** ensure the record is kept up today with positive, negative and void results.
* Where a member of receives has a positive Lateral Flow test they ***must*** self-isolate immediately and book a confirmatory PCR test.
* As a *precautionary* measure, and until the results of the PCR test are received, the school ***must*** require all known contacts to isolate.
* If the PCR test confirms the positive result then the individual and close contacts ***must*** continue to isolate in accordance with current guidance from the date of the positive LFT.
* In the unlikely event of receiving 2 void results, the member of staff ***must*** arrange a PCR test and ***must*** self-isolate until the outcome of this test is received.
* The Administrator should monitor the stocks of testing kits and ensure additional orders are placed in a timely manner.
* The asymptomatic testing programme does not replace current testing policy for those with symptoms. Anyone with symptoms, whether they are involved in the asymptomatic testing programme or not, ***must*** obtain a PCR test and follow NHS Test and Trace Guidance, self-isolating until they have received their results.
* Schools and staff ***must*** continue with all current protective measures – asymptomatic testing does not replace these controls or make these less important in controlling the virus.
 | Y | AG | 26.01.21 |  |