



## **RISK ASSESSMENT FORM – INCREASING PUPIL NUMBERS IN WARRINGTON SCHOOLS**

**Taken from the government guidance - Opening schools and educational settings to more pupils from 1 June: guidance for parents and carers - Updated 17<sup>th</sup> July 2020 and reviewed 17<sup>th</sup> August 2020 in preparation for September 2020**

**Updated 18<sup>th</sup> September 2020**

**Updated 16<sup>th</sup> October 2020**

**Updated 20<sup>th</sup> November 2020 – reviewed in line with National Lockdown during November**

**Updated 18<sup>th</sup> December 2020**

**Updated 3<sup>rd</sup> January 2021 – reviewed in light of reopening within Tier 4 area taking into account guidance for CEV and pregnant staff as well as union guidance**

**Updated 11<sup>th</sup> January 2021 – reviewed in light of closing school except for vulnerable children and Critical worker children**

**Updated 1<sup>st</sup> March in light of reopening the school on 8<sup>th</sup> March 2021 to all pupils in line with guidance;**

**[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/964351/Schools\\_coronavirus\\_operational\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf)**

**Updated 7<sup>th</sup> May 2021**

**Updated August 2021 in preparation for September 2021 taking into account updated guidance on 16.06.21, LA and TU advice**

To prevent the spread of coronavirus, schools and other settings should use a range of protective measures to create safer environments in which the risk of spreading the virus is substantially reduced.

Approaches we are asking schools and other settings to take include:

- Ensure for schools that have been closed or partially closed that the required statutory testing of equipment and systems have been tested, and that a robust cleaning regime in place before school opens.
- Ensuring staff and parents are kept up to date with all measures that the school are taking to protect against the risks from the coronavirus.



- Carrying out a risk assessment before opening to more children and young people - the assessment should directly address risks associated with coronavirus so that sensible measures can be put in place to minimise those risks for children, young people and staff
- Ensure during the planning stages and before school opens that the controls identified within the risk assessment are implemented.
- Making sure that children and young people do not attend if they or a member of their household has symptoms of coronavirus
- Promoting regular hand washing for 20 seconds with running water and soap or use of sanitiser and ensuring good respiratory hygiene by promoting the catch it, bin it, kill it approach
- Cleaning more frequently to get rid of the virus on frequently touched surfaces, such as door handles, handrails, tabletops, play equipment and toys
- Implement social distancing measures where possible, minimising contact through class bubbles and expanded bubbles, and altering the environment as much as possible, such as changing the layout of classrooms.
- Reducing mixing between groups through timetable changes, such as staggered break times or by introducing extended drop-off and collection times.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

Information has also been used in the production of the risk assessment from the [Joint Trade Unions Planning guide for Primary Schools \(NEU/GMB/Unison/Unite\)](#).

It should be noted that the risk assessment below is a generic risk assessment for schools covering the risk posed by the Covid-19 Coronavirus. All of the following control measures should be considered / implemented to reduce the risk factor to a tolerable level.

COVID-19 Education Task Force

Draft

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This risk assessment is not likely to cover all scenarios, tasks or work activities and so it is essential that Head Teachers and any relevant staff review the tasks and work activities for their School and add to this assessment detailing the relevant control measures required to manage any additional risks. Once you have completed your risk assessment the finding must be shared with all staff within the school. It is also recommended that the risk assessment be placed on the school website to ensure parents can also see the control measures being implemented within school to protect their child.

<b>SCHOOL:</b>	Grappenhall Heys Community Primary School
<b>HEADTEACHER:</b>	Kelly Jackson
<b>NAME OF ASSESSOR/S:</b>	Kelly Jackson and Corinna Tyson
<b>CONTACT DETAILS:</b>	<b>TEL:</b> 01925 212540 <b>EMAIL:</b> head@grappenhallheys.co.uk

REF NO	TASK / WORK / OPERATION	DO HAZARDS EXIST?	WHAT ARE THE HAZARDS?
01	Routine and statutory testing, inspections, flushing and servicing of equipment and systems.	Y	Lack of maintenance or statutory testing of equipment within school resulting in poorly maintained systems or contaminated water system.
02	Communication and consultation	Y	Uncertainty from staff and parents of the arrangements in place for returning back to school and the measures in place to protect against the coronavirus.



03	Staffing Level	Y	Lack of staff available to teach or carry out required tasks in school.
04	Fire Wardens and First Aiders	Y	Lack of fire wardens or first aiders available to deal with emergency or accident.
05	Travelling to and from school	N	Unable to maintain social distancing measures and mixing of pupils on home to school transport / public transport
06	Arrival and departure of school staff	Y	Mixing of staff and non-adherence to social distancing measures during the arrival to and departure from school
07	Drop off and collection of children	Y	Mixing of parents and carers / children and young people and non-adherence of social distancing measures during the drop off and collection times
08	Use of classroom space	Y	Unable to maintain social distancing measures in the classroom
09	Movement around the building	Y	Unable to maintain social distancing measures and mixing of pupils and staff whilst moving around the building
10	Use of shared equipment and resources	Y	Higher risk of contamination if pupils and staff use shared equipment and resources
11	Use of shared spaces	Y	Higher risk of contamination if pupils and staff use shared spaces
12	Use of outdoor spaces and equipment	Y	Higher risk of contamination if pupils and staff use shared outdoor spaces and equipment
13	Break / lunch times	Y	Mixing of pupils during break and lunch times and maintenance of social distancing measures
14	Provision of school meals	Y	Mixing of staff and pupils whilst providing school meals
15	Access to toilets and hand washing facilities	Y	Mixing of pupils/staff during visits to toilets and hand washing facilities
16	Physical education lessons and contact sports	Y	Unable to maintain social distancing measures during contact sport and physical education lessons



17	Supporting clinically vulnerable pupils and staff	Y	Pupils and staff are at higher risk of severe illness if they do not maintain social distancing / follow medical advice
18	Managing symptomatic pupils and staff	Y	Risk of infecting pupils and staff if symptomatic pupils and staff are not managed in line with the guidance
19	Managing visitors and temporary staff	Y	Visitors do not adhere to social distancing measures put in place
20	Delivery of inbound goods	Y	Ineffective infection control and increased risk of infection
21	Cleaning	Y	Ineffective infection control and increased risk of infection



**RISK SCORING**

Each hazard should be scored using the matrix below. A risk rating score should be given in light of the **Existing Control Measures** and then this should be revised following the application of the Mitigation Action Taken.

The risk rating score is based on the **Severity of the Risk x the Likelihood**.

SEVERITY OF RISK (S)		LIKELIHOOD (L)					L x S = RISK RATING SCORE (RR)	
		1. RARE	2. UNLIKELY	3. POSSIBLE	4. VERY LIKELY	5. ALMOST CERTAIN		
1	Insignificant	1	2	3	4	5	LOW (L) 1-8	NO FURTHER ACTION REQUIRED
2	Low	2	4	6	8	10	MEDIUM (M) 9-15	FURTHER CONTROL MEASURES REQUIRED AND IMPLEMENTED BEFORE PROCEEDING.
3	Tolerable	3	6	9	12	15	HIGH (H) 16-25	DO NOT PROCEED
4	Major	4	8	12	16	20		
5	Intolerable	5	10	15	20	25		

POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW
	STAFF	PUPILS	VISITORS		L x S = RR			L x



<p><b>lack of statutory inspection, testing, servicing</b> could lead to poorly maintained equipment, injury from faulty equipment or risk of developing legionella through the lack of water hygiene management.</p>	<p>✓</p>	<p>✓</p>	<p>✓</p>	<ul style="list-style-type: none"> <li>✓ Inspections, maintenance and servicing is up to date</li> <li>✓ Water hygiene measures in line with the legionella risk assessment have been maintained whilst the building has been closed or partially closed including the flushing of outlets and tap turning</li> <li>✓ Daily and weekly visual inspections of the building are carried out to identify any hazards that could pose a risk to users of the building</li> <li>✓ A deep clean within the workplace has taken place during summer holidays</li> </ul>	<p>4</p>	<p>L</p>	<ul style="list-style-type: none"> <li>✓ Continue to ensure that inspections, maintenance and servicing is up to date. Where equipment has not undergone the required statutory testing – assess the impact of use. (this should include hot and cold water systems, gas safety, fire safety, kitchen equipment, security equipment)</li> <li>✓ Deep clean of School kitchen prior to reopening</li> <li>✓ Additional wipedown of surfaces prior to children returning on 3<sup>rd</sup> Sept 2020</li> <li>✓ Responsibilities listed in protocols for SLT to action or delegate in light of SMO absence</li> <li>✓ Covid secure measures in place for polling day, including additional clean</li> </ul>	
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<p><b>Parents/carers may feel anxious about their child returning back to school or may not want child back to school</b> due to lack of information on the controls in place to manage the risk of COVID-19.</p> <p><b>Staff may feel anxious about returning to school</b> due to lack of information provided or the expectation placed on staff on returning back into the workplace.</p>	<p>✓</p>	<p>✓</p>	<p>✓</p>	<ul style="list-style-type: none"> <li>✓ Weekly newsletter emailed to Parents, Governors and Staff; and uploaded to the website</li> <li>✓ Risk assessment reviewed at least weekly and updated version to be available on website</li> <li>✓ Staff What's App groups established in teams prior to closure</li> <li>✓ Weekly communication with staff through email or team leaders</li> <li>✓ Weekly telephone conversations with vulnerable families not attending schools, including a discussion about a return to school.</li> <li>✓ Individual Risk Assessments in place for vulnerable children</li> </ul>	<p>4</p>	<p>L</p>	<ul style="list-style-type: none"> <li>✓ Parents/Carers are kept up to date with the measures the school is taking to protect pupils against the risk of COVID-19 in during lockdown.</li> <li>✓ Maintain weekly update from Headteacher during Autumn and Spring Term</li> <li>✓ Communicate curriculum continuity plan, local lockdown contingency plan and blended learning offer to parents should children/bubbles need to self isolate</li> <li>✓ Ensure parents, children and all staff are competent and confident with google classrooms to be the platform for remote learning</li> <li>✓ Parents/carers given all information as complete as possible prior to end of Summer Term</li> <li>✓ Send Parents guide and video tour available on website to show measures in place, plus class transition videos to support children             <ul style="list-style-type: none"> <li>✓ Share updated behaviour policy and Home school</li> </ul> </li> </ul>
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							<p>agreement at the beginning of the academic year</p> <ul style="list-style-type: none"><li>✓ A survey to be carried out to seek feedback from parents and children about effective remote learning offer</li><li>✓ Updated parent guidance with flowchart to outline protocols and procedures for sickness and absence in context of covid-19</li><li>✓ Provide all staff (including catering and mid-day assistants) with the measures the school are taking to ensure their health and safety once school opens through a virtual staff meeting and training session in small groups.</li><li>✓ Implement a slow, measured approach introducing small groups over a period of time to provide reassurance and increase confidence of staff and parents</li><li>✓ Discuss any concerns with staff through 1:1 meetings, prior to opening and provide feedback on the controls in</li></ul>	
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							<p>place. Keep and update FAQs document for staff on shared drive. This should include any safety reps in school.</p> <ul style="list-style-type: none"><li>✓ Virtual staff meeting on 1<sup>st</sup> June to finalise plan with staff</li><li>✓ Carry out an induction with staff on 8<sup>th</sup> June and demonstrate the control processes to be followed to reduce the risk of covid-19, this include the risks that may have been identified for teaching/supervising individual pupil, ensure full staff awareness before school opens.</li><li>✓ Carry out daily briefing session using prepared PPT presentation with pupils to ensure awareness of procedures implemented in school. Reinforce 'Catch it, Kill it, Bin it' message with pupils, staff and parents.</li><li>✓ Cancel/postpone all planned off site visits.</li><li>✓ Ensure regular 1-1 or time to talk sessions are held with staff to discuss workloads, address any concerns and</li></ul>
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							<p>provide support, also to ensure that the wellbeing of staff members is not being affected. Continue with weekly calls to those staff members shielding.</p> <ul style="list-style-type: none"><li>✓ Individual risk assessments for vulnerable staff and children due to medical conditions to be reviewed and actioned</li><li>✓ Share regular communication of mental health information and open door policy for those who need additional support.</li><li>✓ School's position on mandatory attendance from September to be made clear to parents, taking into account and being sensitive to personal circumstances</li><li>✓ Decisions regarding uniform expectations for September have been communicated to parents and staff and are in line with current guidance</li><li>✓ Clean PE kits to be worn on PE days, clean uniform to be worn on the other 3 days</li></ul>	
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						<ul style="list-style-type: none"><li>✓ Changes to after school provision have been communicated to parents and staff</li><li>✓ Mixing of bubbles is limited to expanded bubbles</li><li>✓ Reverse Parents Evening appointments offered to parents with a range of protective measures in place, including social distancing, limited access to the school building, sanitising, 2 week window for appointments and telephone consultations offered as an alternative</li><li>✓ Key Information to be shared to KW parents and whole school to maintain 'connectedness'</li></ul> <p>See <a href="#">GOV.UK Guidance for the public on the mental health and wellbeing aspects of coronavirus</a></p> <ul style="list-style-type: none"><li>✓ 07.01.21 National Lockdown guidance communicated to staff and parents including Remote Learning offer</li><li>✓ Guidance to reopen school to all pupils on 8.3.21</li></ul>
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							<p>communicated to staff and parents</p> <ul style="list-style-type: none"> <li>✓ Continue to provide regular updates and reminders to whole school community via school newsletter and email</li> <li>✓ Update sent to parents July 2021 with a further update to be sent Wednesday 1<sup>st</sup> September 2021 outlining current guidance and measures</li> <li>✓ Outbreak Management Plan shared with all stakeholders September 2021</li> </ul>
<p>Number of staff available to teach or carry out required tasks in school</p>	✓	✓		<ul style="list-style-type: none"> <li>✓ Arrangements established and in place for Pregnant staff member to be working from home</li> <li>✓ 1 member of staff excluded from rota due to living with vulnerable persons</li> <li>✓ Rotas took into account Safeguarding Leads, SENDCo, First Aiders, support staff</li> </ul>	9	M	<ul style="list-style-type: none"> <li>✓ Staff to be informed that they must only attend work if they are healthy and not exhibiting any symptoms of COVID-19 and have no reason to self-isolate due to others in their household exhibiting symptoms.</li> <li>✓ Ensure adequate number of staff identified to carry out day to day duties including: leadership, safeguarding, SENCO, first aiders / fire</li> </ul>



				<p>✓ Rota included one team WFH at all times who could attend school to care for children if needed.</p>			<p>wardens, caretaking and cleaning staff.</p> <ul style="list-style-type: none"><li>✓ At least 2 staff members included in each bubble (some part-time staff)</li><li>✓ Discussions with individual members of staff who have 2 roles within school or other roles outside of school that could compromise bubbles. Advised to shower, change clothes and follow stringent hygiene procedures</li><li>✓ Minimised compromising of bubbles through maintaining staffing within expanded bubbles (e.g. PPA covered within the expanded bubble)</li><li>✓ HLTAs to be deployed as a contingency if staffing levels were low to prevent closing a bubble</li><li>✓ Wrap around care location changed to school hall to benefit from larger area and better supervision within staffing ratios</li><li>✓ Afterschool clubs to be slowly reintroduced during the Autumn Term within bubble guidance allowing time for</li></ul>	
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							<p>each club leader to be trained and familiar with school protective measures and National guidance</p> <ul style="list-style-type: none"><li>✓ Staff who are required to cross bubbles (MDAs, Link Club, PPA) are encouraged to follow stringent hygiene measures</li><li>✓ Introduction of LFT w/c 11.01.21 or encourage staff to attend LFT site for weekly testing</li><li>✓ Instruct all staff to wear masks in communal areas and limit time outside of bubble where mixing with other adults is more likely</li><li>✓ Updated guidance on use of visors communicated to staff – visors cannot replace use of masks, masks to be worn as detailed in guidance</li><li>✓ Covid update to staff during INSET highlighting current guidance on testing and self-isolation</li><li>✓ Link to guidance shared with staff</li></ul>
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<p>able to provide adequate first or able to supervise fire evacuation procedure.</p>	<p>✓</p>	<p>✓</p>	<p>✓</p>	<ul style="list-style-type: none"> <li>✓ Current rota ensures there is at least one first aider on site at all times</li> <li>✓ Fire procedures remain in place</li> </ul>	<p>9</p>	<p>M</p>	<ul style="list-style-type: none"> <li>✓ Ensure First Aid and Fire Wardens numbers assessed to ensure appropriate cover in place for the needs within school. All office staff trained and will be on site</li> <li>✓ Ensure posters displayed detailing first aid/fire warden contact information</li> <li>✓ First Aid kits to be introduced to each classroom and teaching space, including PPE kits (staff have been trained in the donning and doffing of PPE)</li> <li>✓ Removal of reusable ice packs – single use ice packs purchased to minimise contamination</li> <li>✓ PPE in place for Defibrillator use within school or in the community (New Protocols for Defibrillator in relation to COVID19 has been shared with staff)</li> <li>✓ In the event of a fire or an emergency, the emergency evacuation procedure is to be followed (this takes precedence over the covid-19 procedures). Once at</li> </ul>
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							<p>assembly points social distancing must be complied with. Fire Drill planned for w/b 8<sup>th</sup> June with each group.</p> <ul style="list-style-type: none"> <li>✓ Subsequent fire drills planned</li> <li>✓ Fire evacuation procedures and protocols to be updated and shared with staff prior to September 3<sup>rd</sup></li> <li>✓ Walk through Fire Drill Autumn 1 with individual classes</li> <li>✓ Consider location of evacuation assembly points, consider if more space is required in order to social distance once outside the school.</li> </ul> <p>See GN 25 – First Aid via MSS</p> <p><a href="#">See Guidance on Covid-19 in relation to carrying out CPR and resuscitation</a></p>
<p><b>Direct transmission of COVID -19</b>          us from being in close proximity          people with the virus (i.e.          person to person transmission -          and to hand, hand to mouth,          and to body)</p>	✓		✓	<ul style="list-style-type: none"> <li>✓ Notices to request all visitors including staff to wash hands on arrival and prior to leaving school</li> </ul>	12	M	<ul style="list-style-type: none"> <li>✓ Staggered arrival and departure times have been put in place</li> <li>✓ Hand sanitiser in main entrance and around school for adults</li> </ul>



**Direct transmission of COVID-19**  
from hand and hands contact  
with contaminated surfaces

- ✓ Staff advised to adhere to social distancing measures at all times
- ✓ Shared equipment upon arrival (such as signing in system and door codes) to be cleaned regularly and sanitised between use
- ✓ No visitors admitted beyond reception hatch unless deemed essential

- ✓ Social distancing visuals displayed around school for pupils, staff and visitors
- ✓ Visitors and staff to sanitise prior to using shared equipment such as signing in system and door codes
- ✓ Staff advised to minimise amount of resources and equipment transferring between school and home
- ✓ September INSET to be used to remind staff of their need for social distancing from other adults
- ✓ Document sent to staff re: provision arrangements for September highlighted the guidance stating need for social distancing between adults and limiting the use of shared spaces within school
- ✓ Staff travelling in from areas of local lockdown to be reminded of



							<p>stringent hygiene measures</p> <ul style="list-style-type: none"> <li>✓ Staff to wear masks when entering and exiting the building</li> <li>✓ Current guidance no longer required social distancing of staff and parents whilst on site</li> <li>✓ Outbreak management plan outlines actions for stepping up and down protective measures in the event of an outbreak</li> </ul>	
<p><b>Direct transmission of COVID -19</b> Pupils from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p><b>Indirect transmission of COVID-19</b> Pupils from hand and hands contact with contaminated surfaces</p>	✓	✓	✓	No existing control measures in place	<b>20</b>	<b>H</b>	<ul style="list-style-type: none"> <li>✓ Tell parents that if their child needs to be accompanied to the school only one parent should attend</li> <li>✓ Extended arrival and departure times for all cohorts of pupils</li> <li>✓ Older children encouraged to walk from main gate into building without parental supervision, member of staff on gate to supervise</li> <li>✓ Use different entrance /exit points for children</li> </ul>	



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|  |  |  |  |  |  | <ul style="list-style-type: none"><li>✓ Advise children and young people to form a queue outside of the entrance to the school and remain 1 meter plus apart</li><li>✓ Signage to remind adults to adhere to social distancing</li><li>✓ Instruct pupils to wash their hands on arrival and prior to leaving the school</li><li>✓ Provide help to children and young people who have trouble cleaning their hands independently – supervise</li><li>✓ Parents reminded of one adult accompanying children at drop off and pick up via written communication</li><li>✓ New procedure for pick up as of 21/9/20 – additional entry/exit point introduced to reduce congestion and further facilitate social distancing</li><li>✓ All adults, including staff and parents, to wear face coverings at drop off and pick up (masks to be worn in light</li></ul> |  |
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							<p>of current guidance, not solely face visors)</p> <ul style="list-style-type: none"> <li>✓ School attendance at 97% on average with some attending link club therefore number of parents on site has reduced. Signage for social distancing remains in situ</li> <li>✓ Extended drop offs have been removed and normal annual events involving parents are planned to resume</li> <li>✓ Face coverings are no longer required but can be used at the discretion of individuals</li> </ul>
<p><b>Direct transmission of COVID -19</b> virus from being in close proximity of people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p><b>Indirect transmission of COVID-19</b> virus from hand and hands contact with contaminated surfaces</p>	✓	✓		No existing control measures in place	20	H	<ul style="list-style-type: none"> <li>✓ Guidance for September followed, e.g. forward facing tables, 30 within a class bubble, extended bubbles used at various points throughout the day for logistical reasons, but social distancing between class bubbles is adhered to (with the exception of EYFS/KS1 at classteacher discretion, if the educational purpose outweighs the risk)</li> </ul>



							<ul style="list-style-type: none"><li>✓ Review classroom seating arrangements at end of Summer 1 for Summer 2 to ensure educational benefits are optimized and social/emotional needs are met</li><li>✓ Rearrange classrooms to ensure that guidance for September is followed</li><li>✓ Classes in KS1 and KS2 to be forward facing</li><li>✓ Flexible seating arrangements in Year 1 to allow for some continuous provision / group work, but forward facing where possible</li><li>✓ Encourage lessons or classroom activities to take place outdoors when appropriate</li><li>✓ Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere</li><li>✓ Seat students at the same desk each day</li></ul>	
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							<ul style="list-style-type: none"><li>✓ Hand sanitiser and tissues provided in classrooms and at sinks in each class area. Tissues disposed of in lidded bin and emptied regularly</li><li>✓ Resources readily available to clean equipment throughout the day to minimise transmission</li><li>✓ SMO to provide screen to be used for sanitising tables and equipment. COSHH labels provided to staff along with Health and Safety guidance.</li><li>✓ Equipment allocated to each bubble and individual</li><li>✓ Windows to remain open throughout the day in classrooms and shared areas to assist ventilation. Parents and children advised of this with suggestion to wear layers, including sweatshirt/cardigan. Heating is on to make classroom temperature as comfortable as possible – See H &amp; S bulletin</li><li>✓ For educational purposes, Year 1 to return to sitting in group tables January 2021</li></ul>
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							<p>instead of rows. Seating plans in place and staff to note any changes in groups. –Reverted to forward facing in light of National lockdown and reduced numbers (Jan 21)</p> <ul style="list-style-type: none"> <li>✓ Reduced pupil numbers is allowing for better social distancing in KS1 and 2 with the exception of EYFS operating at 50% - encourage early years to use Link club room as outdoors as much as possible</li> <li>✓ Layout of classrooms to be decided at the discretion of individual class teachers prioritizing educational and social benefits for children</li> </ul>
<p><b>Direct transmission of COVID -19</b> virus from being in close proximity of people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p><b>Indirect transmission of COVID-19</b> virus from hand and hands contact with contaminated surfaces</p>	✓	✓		No existing control measures in place	20	H	<ul style="list-style-type: none"> <li>✓ Designated adults allocated to bubbles</li> <li>✓ Designated areas of the school allocated for bubbles to minimise movement</li> <li>✓ Strict timetabling of School hall for allocated bubbles to ensure minimum amount of movement around the school</li> <li>✓ Virtual assemblies to be held</li> </ul>





						<ul style="list-style-type: none"><li>✓ Class teachers to do daily collective worship</li><li>✓ Library to be reopened with strict timetabling between bubbles and wipe down of touch points between use</li><li>✓ Returned books to be quarantined for a weekend period before being placed back on shelf</li><li>✓ Designated break times and spaces</li><li>✓ Staggered break times and lunches</li><li>✓ Revise the timetable to reduce movement around the school or building</li><li>✓ Ask pupils to bring a packed lunch/order school lunch and eat in the classroom to reduce movement around the school</li><li>✓ Staff to be reminded of keeping doors open and minimising the use of frequently touched surfaces</li><li>✓ Frequently touch surfaces in classrooms and toilets to be sanitised regularly throughout the day</li></ul>	
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						<ul style="list-style-type: none"><li>✓ Ensure that pupils and staff are socially distanced where possible whilst moving around the building, using one way systems where appropriate – e.g. central areas in Ks1 and 2</li><li>✓ Signage to reinforce social distancing message displayed around school</li><li>✓ Designated entrance and exit points for each bubble which are directly linked to the outdoors</li><li>✓ Nursery and Reception bubbles to use shared facilities, including toilets and outdoors at different times</li><li>✓ Ensure arrangements are in place for pupils who need additional assistance with movement around the school</li><li>✓ Move towards whole-school accessing lunch in the hall by 14<sup>th</sup> June. Additional stations in place within expanded bubbles to minimise contact between groups. Lunchtime arrangements should not increase bubbles mixing</li></ul>	
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							whilst moving around the school. <ul style="list-style-type: none"> <li>✓ As bubbles are no longer required, children and staff will be able to mix in communal areas of the school</li> </ul>
<p><b>Direct transmission of COVID -19</b>          Virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p><b>Indirect transmission of COVID-19</b>          Virus from hand and hands contact with contaminated surfaces</p>	✓	✓		<ul style="list-style-type: none"> <li>✓ Daily cleaning and regular hygiene routines established</li> <li>✓ Deep clean of school has taken place during closure</li> </ul>	<b>10</b>	<b>M</b>	<ul style="list-style-type: none"> <li>✓ Limit the amount of shared resources in use within the bubble</li> <li>✓ Ensure strict hygiene measures are in place when resources are being shared within expanded bubbles</li> <li>✓ Equipment not to be shared beyond expanded bubbles with the exception of ICT, music and PE equipment which must be sanitised between group use</li> <li>✓ Prevent the sharing of stationery and other equipment by allocating each pupil their own and providing a container to store it in/trays for older children</li> <li>✓ Clean shared materials and surfaces more frequently</li> <li>✓ Ensure that practical lessons can only go ahead if equipment and classroom</li> </ul>



							<p>can be cleaned thoroughly between bubbles using it</p> <ul style="list-style-type: none"> <li>✓ Handwashing regimes enforced around using shared outdoor equipment (wash hands before and afterwards)</li> <li>✓ Paper towels for hand drying placed next to all sinks to reduce sharing of resources</li> <li>✓ Floor area to be checked by adults supervising the handwashing to minimise risk of slipping</li> <li>✓ Additional hygiene and cleaning routines will remain in place as a protective measure Sept 21</li> </ul>
<p><b>Direct transmission of COVID -19</b>          Us from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p><b>Indirect transmission of COVID-19</b>          Us from hand and hands contact with contaminated surfaces</p>	✓	✓		<ul style="list-style-type: none"> <li>✓ Spaces are designated within key stages</li> <li>✓ Children of key workers are allocated own space and facilities, including kitchen and toilet</li> <li>✓ Established cleaning routine in place, particularly of high traffic and shared spaces</li> </ul>	<b>16</b>	<b>H</b>	<ul style="list-style-type: none"> <li>✓ Hall to be strictly timetabled during the day, frequently touched surfaces to be cleaned between use</li> <li>✓ Timetable and staggered lunches for expanded bubbles to use the hall (mid-September)</li> <li>✓ Zoned areas in the hall for wrap around care</li> </ul>



							<ul style="list-style-type: none"><li>✓ Shared space in Early Years to be operating at half capacity (half outdoors / half indoors)</li><li>✓ Any planned educational visits must be discussed and agreed with the Headteacher prior to any bookings being made. Current guidance will be considered at the time before a booking is made. <a href="#">health and safety guidance on educational visits</a></li><li>✓ No visits to be arranged where children and staff will come into contact with general public, e.g. museums, until guidance changes.</li><li>✓ No residentials to take place due to current guidance stating no overnight stays.</li><li>✓ Each bubble to be allocated designated play area for play times</li><li>✓ Lunches to be eaten in classroom at designated table</li><li>✓ Stagger the use of staff rooms and offices to limit occupancy</li></ul>
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							<ul style="list-style-type: none"> <li>✓ Staffroom not to be used for purposes other than for making drinks, accessing photocopier (Summer 1)</li> <li>✓ Staff to be reminded of maintaining at least 1 meter distance indoors with other adults at all times, including lunchtimes. Areas of staff accommodation to be well-ventilated.</li> <li>✓ Increase cleaning of shared resources between staff in office, e.g. telephone and printer</li> <li>✓ Read <a href="#">COVID-19: cleaning of non-healthcare settings</a></li> </ul>
<p><b>Direct transmission of COVID -19</b>          virus from being in close proximity          people with the virus (i.e.          person to person transmission -          hand to hand, hand to mouth,          hand to body)</p> <p><b>Indirect transmission of COVID-19</b>          virus from hand and hands contact          with contaminated surfaces</p>	✓	✓		<ul style="list-style-type: none"> <li>✓ Designated playground and equipment in place for key stages</li> </ul>	<b>12</b>	<b>M</b>	<ul style="list-style-type: none"> <li>✓ Stagger the use of outdoor areas for breaks, lunch times and outdoor activities</li> <li>✓ Outdoor areas designated to each bubble</li> <li>✓ Ensure that outdoor are supervised to ensure that social distancing measures are maintained – in particular for smaller children</li> <li>✓ Do not use outdoor equipment unless the setting is able to ensure that it is</li> </ul>



							<p>appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously, including some sports equipment. Read <a href="#">COVID-19: cleaning of non-healthcare settings</a></p> <ul style="list-style-type: none"><li>✓ Football - each bubble to have their own football which is sanitised before and after use. Stringent handwashing (supervised) before and after. 3 second rule for contact/no hands including in goals. Football rota to be reintroduced in September.</li><li>✓ Birthday sweets to be individually wrapped and taken home</li><li>✓ In line with new lunchtime arrangements, designated areas to be reinstated outdoors for all bubbles rather than staggered lunchtimes.</li><li>✓ Updated guidance states that children will be able to mix in</li></ul>
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							the outdoor areas of school Sept 21	
<p><b>Direct transmission of COVID-19</b>          Virus from being in close proximity          of people with the virus (i.e.          person to person transmission -          hand to hand, hand to mouth,          hand to body)</p> <p><b>Indirect transmission of COVID-19</b>          Virus from hand and hands contact          with contaminated surfaces</p>		✓		<p>✓ Designated groups and          adults in place for lunch and          break times</p>	16	H	<ul style="list-style-type: none"> <li>✓ Stagger break and lunch times with designated areas so that different cohorts of pupils don't mix</li> <li>✓ 3x 20 minute lunch sessions in hall with cleaning time built in between expanded bubbles</li> <li>✓ EYFS Children to use link club facilities for lunchtimes whilst eating</li> <li>✓ Kitchen staff to deliver lunch to Early Years</li> <li>✓ Ask pupils to clean their hands beforehand and afterwards</li> <li>✓ Use classrooms for wet break and lunchtimes</li> <li>✓ Signage around school and verbal prompts from adults to encourage children and staff to remain 2 metres apart</li> <li>✓ Clean tables before and after lunch</li> <li>✓ Children should eat their lunch in their classrooms initially, with a view to</li> </ul>	





							<p>moving back to the hall mid-September when safe to do so. When back in Hall, tables and chairs to be cleaned between use from different bubbles</p> <ul style="list-style-type: none"><li>✓ Hot meals and use of school hall reintroduced on 14/9/20</li><li>✓ Lunchtime staggered to allow for protection of bubbles and cleaning regimes</li><li>✓ System reviewed and amendments made for 21/9/20 – KS2 packed lunches to eat in class with class teacher supervision</li><li>✓ Times for other key stages eating hot dinners extended without impacting on teaching and learning time</li><li>✓ All KS2 lunches to be eaten within the classroom setting and delivered to children in disposable containers to allow for more time for the children to eat and to sanitise</li><li>✓ For children in early years settings providers must meet the following indoor space requirements:</li></ul>
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							<ul style="list-style-type: none"> <li>• children under 2 years need 3.5 m<sup>2</sup> per child</li> <li>• 2 year olds need 2.5 m<sup>2</sup> per child</li> <li>• Children aged 3 to 5 years need 2.3 m<sup>2</sup> per child.</li> <li>• Children not to blow bubbles (even with being outdoors) – May not be socially distancing so increased aerosols and risk of spit</li> </ul> <p>✓ Updated guidance states that children will be able to mix in the outdoor areas of school Sept 21</p>
<p><b>Direct transmission of COVID -19</b>          from being in close proximity          people with the virus (i.e.          person to person transmission -          hand to hand, hand to mouth,          hand to body)</p> <p><b>Indirect transmission of COVID-19</b>          from hand and hands contact          with contaminated surfaces</p>	✓	✓		<ul style="list-style-type: none"> <li>✓ Staggered lunchtimes across the key stages to manage traffic within the hall</li> <li>✓ MDA to manage queue</li> <li>✓ MDAs responsible for cleaning tables between sittings</li> </ul>	16	H	<ul style="list-style-type: none"> <li>✓ School kitchen staff to be aware of one way system in Key Stages when delivering lunches to the classroom</li> <li>✓ School kitchen to be aware not to enter individual bubbles and deliver outside of the classroom</li> <li>✓ Kitchen staff to be aware of hall timetable so as not to compromise class bubbles</li> </ul>



						<ul style="list-style-type: none"><li>✓ Kitchen staff expected to sanitise before and after moving around the building</li><li>✓ Packed lunches will be provided instead of hot meals for the first couple of weeks until systems ensure hot meals can be provided safely</li><li>✓ Packed lunches will be provided to classrooms to reduce the movement around the school building and avoid pupils mixing outside of their cohort and long wait times for pupils</li><li>✓ School meals staff are able to keep two metres apart in the kitchen</li><li>✓ Consider staff who have more than one role within school e.g. Kitchen staff/MDA reinforce hygiene protocols</li><li>✓ Cleaning products and hand sanitiser are available for use by the school meals staff</li><li>✓ Encourage children to eat outdoors in good weather</li></ul>	
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						<ul style="list-style-type: none"><li>✓ Handwashing to take place before and after serving and eating food</li><li>✓ Designated MDA assigned to each expanded bubble</li><li>✓ MDA briefing with Headteacher w/b/31<sup>st</sup> August regarding updated arrangements and safety measures</li><li>✓ Staff to be encouraged to bring packed lunch and own utensils. Microwave to remain available but must be sanitised before and after use. Frequently touched surfaces to be cleaned regularly throughout the day</li><li>✓ Employees should consider bringing their own pack lunch and drinks. These should be kept with personal belongings, where possible.</li><li>✓ Utensils (plates, cups, knife, forks and spoons) to be removed from staff room. Staff to bring own utensils in and retain with personal belongings.</li><li>✓ Dirty plates and utensils must not be left in sinks or</li></ul>
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							<p>the kitchen and should be washed straight after use and then retained with personal belongings.</p> <ul style="list-style-type: none"><li>✓ Enhanced cleaning regime will be required in staff room / kitchen areas used by staff.</li><li>✓ Implement a maximum occupancy number for the staff room and re purpose meeting room as a second staff room if required</li><li>✓ Kitchen staff to follow usual risk assessment with the additional adherence to social distancing guidelines and protective measures</li><li>✓ Kitchen staff expected to follow advisory guide from School meals service</li><li>✓ Kitchen staff to communicate with the wider school electronically</li><li>✓ Kitchen staff have opted to wear visors during service</li><li>✓ 10.11.20 kitchen closed for 14 days due to confirmed case. Deep clean planned for 23.11.20. Kitchen to reopen 24.11.20. Packed lunch service in operation during</li></ul>
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							<p>kitchen closure through kitchen hub model.</p> <ul style="list-style-type: none"> <li>✓ 05.01.21 kitchen closed due to confirmed case. Deep clean planned for 15.01.21 Kitchen to reopen 18.01.21 Packed lunch service in operation during kitchen closure through kitchen hub model.</li> <li>✓ Kitchen staff team and midday team to be reminded of social distancing measures when resuming lunchtime arrangements in the hall.</li> <li>✓ Social distancing measures have been removed from National Guidance</li> <li>✓ Face coverings can be worn at the discretion of individuals</li> </ul>	
<p><b>Direct transmission of COVID -19</b> from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p><b>Indirect transmission of COVID-19</b> from hand and hands contact with contaminated surfaces</p>	✓	✓		<ul style="list-style-type: none"> <li>✓ Designate toilets for staff</li> <li>✓ Designated toilets for each key stage</li> <li>✓ Handwashing facilities available outside of each classroom</li> </ul>	20	H	<ul style="list-style-type: none"> <li>✓ Ensure that toilets do not become crowded by limiting and supervising the number of children or young people who use the toilet facilities at one time</li> <li>✓ By staggering break times and operating a 1 in 1 out model for toilets to minimise mixing of pupils</li> </ul>	EY



							<ul style="list-style-type: none"> <li>✓ Stagger access to toilets and hand washing facilities</li> <li>✓ Advise pupils and staff to keep two metres apart</li> <li>✓ Advise pupils and staff to wash their hands for 20 seconds using warm water and soap</li> <li>✓ If a situation arises involving intimate care, staff will be expected to wear PPE as they cannot adhere to 2 metres social distancing</li> <li>✓ Place poster within the building on handwashing procedures to be followed</li> <li>✓ Ensure adequate supply of soap and water available, this must be replenished throughout the day to ensure constant supply available.</li> <li>✓ Ensure adequate supply of paper towel or hand blowers are in good working order</li> <li>✓ Increase cleaning of frequently touched surfaces in shared toilets within each key stage</li> </ul>
<p>ect transmission of COVID -19 us from being in close proximity</p>	✓	✓		<p>✓ Sports coach continue to be assigned to key worker</p>	20	H	<p>✓ Children will play sports and have physical</p>



<p>people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p><b>Direct transmission of COVID-19</b></p> <p>from hand and hands contact with contaminated surfaces</p>				<p>group on alternate weeks, with no contact sports taking place</p>		<p>education lessons within their bubble whilst adhering to social distancing (AfPE guidance) where possible</p> <ul style="list-style-type: none"><li>✓ Contact sports to be avoided and alternative strategies deployed</li><li>✓ Equipment will not be shared and only used if staff are able to clean prior to and post use</li><li>✓ Do not play sports or games together in line with the guidance</li></ul> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p> <p><b>Schools should refer to the following advice:</b></p> <ul style="list-style-type: none"><li>• <a href="#">guidance on the phased return of sport and</a></li></ul>
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							<p><a href="#">recreation</a> and guidance from <a href="#">Sport England</a> for grassroots sport</p> <ul style="list-style-type: none"> <li>• advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></li> </ul> <p>✓ In light of 2<sup>nd</sup> Lockdown ASC to continue as used by parents as a form of childcare in line with government advice. Parents informed of decision and offered refunds as required.</p> <p>✓ No after school clubs to run during Spring 2</p> <p>✓ After school clubs reintroduced Summer 1 and operating in expanded bubbles outdoors</p>
<p><b>Direct transmission of COVID -19</b> from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p><b>Indirect transmission of COVID-19</b> from hand and hands contact with contaminated surfaces</p>	✓	✓		<p>✓ Children and young people (0 to 18 years of age) who have been <a href="#">classed as clinically extremely vulnerable due to pre-existing medical conditions</a> have been advised to shield until the end of June and not attend school.</p> <p>✓ Staff considered to be clinically extremely vulnerable</p>	<b>10</b>	<b>M</b>	<p>✓ Reintegration conversation / meeting for pupils or staff previously shielding</p> <p>✓ Risk assessment for individuals beyond September if no longer expected to shield</p> <p>✓ Individual meetings with BAME staff to discuss RA and</p>



				<p>individuals have been advised not to work outside the home until the end of June.</p> <ul style="list-style-type: none"><li>✓ Clinically vulnerable children and staff who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the <a href="#">Staying at home and away from others (social distancing) guidance</a>) have been advised to take extra care in observing social distancing and should stay / work from home where possible.</li><li>✓ If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, have been advised that they can attend their education or childcare setting.</li><li>✓ If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as</a></li></ul>			<p>discuss if any further measures are required to support them (See BAME guidance)</p> <ul style="list-style-type: none"><li>✓ School to work with families for continuity to allow them to protect themselves as individual circumstances require, e.g. pre-operation</li><li>✓ Work carried out with LA to support families with anxieties around COVID. Safeguarding arrangement in place.</li><li>✓ Individual Risk assessments used form Pregnant staff members</li></ul>	
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				<p><a href="#">extremely vulnerable guidance</a>, it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions.</p>			
<p><b>Direct transmission of COVID-19</b>          virus from being in close proximity          people with the virus (i.e.          person to person transmission -          hand to hand, hand to mouth,          hand to body)</p> <p><b>Indirect transmission of COVID-19</b>          virus from hand and hands contact          with contaminated surfaces</p>	✓	✓		<p>✓ All stakeholders were informed to self-isolate for in line with current guidance, if displaying Covid symptoms and for the household to self-isolate for 14 days</p>	12	M	<p>✓ Ensure that staff are aware of the process for sending home children or other staff if they become unwell with a new, continuous cough, loss of taste or smell or a high temperature and advise them to follow the <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a>.</p> <p>✓ If a child is awaiting collection:</p> <ul style="list-style-type: none"> <li>- Move them to medical room where they can be isolated behind a closed door</li> <li>- If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be</li> </ul>



							<p>cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <ul style="list-style-type: none"><li>- PPE should 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).</li><li>- Call 999 if they are seriously ill or injured or their life is at risk.</li></ul> <p>✓ If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p>	
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						<p>✓ Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):</p> <ol style="list-style-type: none"><li>1.Should be put in a plastic rubbish bag and tied when full</li><li>2.The plastic bag should then be placed in a second bin bag and tied</li><li>3.This should be put in a suitable and secure place and marked for storage until the individual's test results are known</li></ol> <p>This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.</p> <p>If the individual tests negative, this can be put indisposed of immediately with the normal waste.</p> <p>If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.</p> <p>✓ . See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</p>	
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						<ul style="list-style-type: none"><li>✓ Staff to advise parents on collection that a test is required for Covid-19</li><li>✓ Staff displaying symptoms are expected to be tested for Covid-19</li><li>✓ Seek advice from the Public Health Team on any further action to take. <a href="mailto:Publichealth@warrington.gov.uk">Publichealth@warrington.gov.uk</a></li><li>✓ Parents' Guide to be explicit that children with COVID symptoms should not be sent into school and require a test</li><li>✓ School's position on all parties (staff and children) to engage with the track and trace process is made clear</li><li>✓ Testing kits to be used in line with guidance within the school environment</li><li>✓ Flowchart on procedures for dealing with unwell children and adults to be introduced for clarity for all stakeholders</li><li>✓ Encourage 'catch it, kill it, bin it' and good respiratory hygiene</li><li>✓ All essential visitors allowed onto site complete track and</li></ul>
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							<p>trace form to be held in school for 21 days and then destroyed / or use app</p> <ul style="list-style-type: none"> <li>✓ All staff actively engaged with twice weekly testing using LFTs</li> <li>✓ Enable staff to attend vaccination appointments within working hours if necessary</li> <li>✓ As of September 21, only individuals who test positive are required to self isolate. Close contacts will not be required to self isolate if double vaccinated or under the age of 18</li> </ul>
<p><b>Direct transmission of COVID -19</b> virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p><b>Indirect transmission of COVID-19</b> virus from hand and hands contact with contaminated surfaces</p>	✓	✓	✓	<ul style="list-style-type: none"> <li>✓ Non-essential visits to the school were discouraged</li> <li>✓ Visitors were required to engage in increased hygiene routines at point of entry</li> </ul>	20	H	<ul style="list-style-type: none"> <li>✓ Encourage potential visitors to contact the schools remotely rather than visiting the school</li> <li>✓ Limit the number of visitors at any one time</li> <li>✓ Provide a specific time window for essential visits to school</li> <li>✓ Maintain a record of all visitors, including contact details for engagement</li> </ul>



							<p>with track and trace process</p> <ul style="list-style-type: none"><li>✓ Key messages and signage around school to reinforce social distancing measures</li><li>✓ Verbal instruction from Receptionist on entry to school re social distancing expectations</li><li>✓ Adults within the school to act as role models for social distancing</li><li>✓ If health professionals are required to visit school and cannot adhere to social distancing to carry out their work, adult to be advised to consider all options including use of PPE</li><li>✓ Protocol for visitors to be shared with visitors on arrival</li><li>✓ Copies of risk assessments from external visitors if appropriate to be shared with school (e.g. play therapist, peripatetic</li></ul>	
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							<p>teachings, rugby coaching)</p> <ul style="list-style-type: none"><li>✓ IT technician to engage with staff where possible remotely and avoid the crossing of bubbles</li><li>✓ Virtual tour of school filmed (and to be published on website) for parents of new Reception class intake Sept 2021 to ensure additional visitors to the school minimised</li><li>✓ Situation re: face masks to be kept under review for parents as visitors to the school site when dropping off and collecting children – awaiting LA guidance</li><li>✓ Agreement for volunteers to be in school risk assessed on a case by case basis taking into account the educational benefits.</li><li>✓ Essential visitors only during lockdown to reduce numbers of</li></ul>	
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							<p>households mixing indoors</p> <ul style="list-style-type: none"><li>✓ Essential visitors to wear masks at all times</li><li>✓ Additional visitors to be invited into school by appointment only and when deemed necessary with the full agreement of senior leaders</li><li>✓ Plan and risk assess any proposed day or overnight visits in line with covid risk assessment and local and national guidance. Follow usual school processes for visit approval (Evolve)</li><li>✓ Updated guidance (outdoors educational guidance) sent to all staff</li><li>✓ Sept 21 - Visitors will still be required to use the track and trace app or provide contact details to the school. This information will be kept for 21 days.</li></ul>	
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<p><b>Direct transmission of COVID -19</b>          Virus from being in close proximity          people with the virus (i.e.          person to person transmission -          hand to hand, hand to mouth,          hand to body)  <b>Indirect transmission of COVID-19</b>          Virus from hand and hands contact          with contaminated surfaces</p>	<p>✓</p>	<p>✓</p>	<p>✓ Deliveries are made to          Reception, kitchen and link          club entrances only</p>	<p>6</p>	<p>L</p>	<ul style="list-style-type: none"> <li>✓ Ensure staff do not allow deliveries to be taken beyond the entrance points</li> <li>✓ Introduce greater handwashing and handwashing facilities for workers handling goods and merchandise and providing hand sanitiser where this is not practical</li> <li>✓ Restrict non-business deliveries, for example, personal deliveries to workers</li> <li>✓ Ensure that incoming goods are isolated if possible, for 72 hours or cleaned if appropriate</li> <li>✓ Minimise the amount of work going between home and school and utilise Seesaw and Evidence Me as a digital alternative where appropriate</li> <li>✓ All homework now online in preparation for remote learning</li> </ul>
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							<ul style="list-style-type: none"> <li>✓ Lunch bags, reading planners to be reinstated as per guidance for September</li> <li>✓ Cloakrooms to be reinstated from September due to increased numbers of children within the bubble</li> </ul>
<p><b>Direct transmission of COVID -19</b>          Virus from being in close proximity of people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p><b>Indirect transmission of COVID-19</b>          Virus from hand and hands contact with contaminated surfaces</p>	✓	✓	✓	<ul style="list-style-type: none"> <li>✓ Agreed schedule with the Cleaning Service</li> <li>✓ Cleaning Services has adopted the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>✓ Additional cleaning by SMO to touch surfaces e.g. door handles and high traffic / shared areas</li> <li>✓ Deep clean of all departments since March</li> </ul>	<b>12</b>	<b>M</b>	<ul style="list-style-type: none"> <li>✓ Additional cleaning requirements to be reviewed weekly and hours and duties to be agreed with provider</li> <li>✓ Deep cleans of the building are put into place where there is a confirmed case of COVID-19</li> <li>✓ Frequently touched surfaces are cleaned frequently</li> <li>✓ Toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, are cleaned more regularly than normal</li> <li>✓ Anti-bacterial wipes to be used on all IT equipment when being shared between bubbles and children to wash hand before/after use</li> </ul>



							<ul style="list-style-type: none"><li>✓ Spaces are well ventilated using natural ventilation (opening windows)</li><li>✓ Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</li><li>✓ Additional written procedure shared with staff regarding the closing procedures of fire doors, a copy of the procedure is with the fire risk assessment and included in the fire evacuation procedure.</li><li>✓ Checks to be made throughout the day to ensure adequate supply of soap and water available in all, and sanitiser in strategic points around school.</li><li>✓ Checks to be made that adequate supply of paper towels to dry hands.</li><li>✓ Place hand sanitiser in reception area for visitors and in strategic placement around school for staff and</li></ul>	
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							<p>pupils (supervision may be required for younger pupils).</p> <ul style="list-style-type: none"><li>✓ Check rubbish bins are emptied regularly, introduce bins with lids with operated foot pedals.</li><li>✓ Cleaning products and gloves to be made available in each classroom for use in specific areas of school.</li><li>✓ Procedure in place in school where urgent assistance is required in a classroom with cleaning.</li><li>✓ Cleaning schedule confirmed with WBC and meeting arranged with site maintenance officer to ensure there continues to be rigor in the routines for enhanced cleaning</li></ul>
<b>PPE when having to undertake where social distancing measures cannot be met.</b>	✓	✓	✓	✓ Basic PPE available – gloves and masks	<b>20</b>	<b>H</b>	<ul style="list-style-type: none"><li>✓ Where 2m social distancing cannot be met it is essential that further measures are introduced to minimise the risk. Consider using protective screens in Reception, Office and School Kitchen if hot meals resume, PPE to be used, keep time to a minimum, <b>etc.</b></li></ul>



						<ul style="list-style-type: none"><li>✓ Where PPE is identified as required; an adequate supply of these must be provided and available for use.</li><li>✓ PPE to be replaced as required, a minimum supply of PPE grab bags to be kept in each class bubble – staff responsible to replenish from medical room supplies</li><li>✓ PPE to be used if a child has requires significant first aid, medication to be administered, vomits or requires intimate care</li><li>✓ Staff must be instructed on how to put on and remove any PPE provided safely and how to dispose of them safely – Poster on ‘donning and doffing of PPE’ and link to training video included in staff handbook.</li></ul> <p>Any waste removed from areas where it is suspected that a person may be covid-19 symptomatic or from the isolation room should be disposed of appropriately -</p>	
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							<p>double bagged and stored for at least 72 hours before collection</p> <ul style="list-style-type: none"><li>✓ Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours.</li><li>✓ If working in close contact with a pupil or member of staff and carrying out an aerosol generating procedure an IIR2 mask should be used as a minimum.</li></ul> <p>See <a href="#">GOV.UK guidance regarding personal protective equipment</a>.</p> <p>A list of recommended PPE when undertaking first aid duties at closer contact is provided on the HSE Website See HSE list of recommended PPE and actions when providing first aid. <a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a></p> <ul style="list-style-type: none"><li>✓ Face Coverings can be considered although are not</li></ul>
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							<p>compulsory. (The face covering does not protect the wearer but may protect others if the wearer is infected but is not showing or developed any symptoms). Latest guidance on face coverings to be adhered to. Staff to wear masks in all communal areas around school, when entering and exiting and when welcoming and dismissing children</p> <ul style="list-style-type: none"><li>✓ Hands should be washed for 20 seconds or hand sanitiser should be used before putting face covering on. Handwashing should be continued throughout the day.</li><li>✓ Avoid touching the face covering whilst being worn.</li><li>✓ Face covering should be changed if it becomes damp or if you have touched it.</li><li>✓ Change and wash face covering at least daily. (and if appropriate depending on material should be washed after use)</li></ul>	
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							✓ Donning and Doffing guidance for PPE on display in the medical room	
reporting to the HSE any t in work that has led to the e exposure of covid-19	✓	✓	✓	✓ Current reporting protocols and arrangements to HSE are in place via the online reporting system	4	L	✓ All relevant staff to be made aware of the changes made to the Reporting of Injuries, Diseases and Dangerous Occurrence Regulation 2013 to ensure the appropriate information is sent to the Community Safety and Resilience Team via the online accident/incident reporting system – who will report onto the HSE on the behalf of all Community schools and those that buy into the H&S Service via an SLA.  <a href="#">See HSE guidance re RIDDOR and Coronavirus (COVID-19)</a>  <b>KJ to complete MDS and submit when a positive case is confirmed</b>	



transmission to staff and pupils	✓	✓	Risk assessment in place Flowcharts communicated to all stake holders outlining procedures for different scenarios	16	H	<ul style="list-style-type: none"><li>✓ When informed of a positive case, all close contacts asked to self-isolate (including those beyond the class bubble, e.g. Link Club, track and trace forms) following advice from PHE, DfE and LA</li><li>✓ Warn and inform letter sent to the rest of the school who are not considered to be close contacts</li><li>✓ Minimum data set completed and submitted to PHE and LA</li><li>✓ Regular communication with confirmed cases to check information is accurate to quality assure the actions taken</li><li>✓ Direct email to the Head including out of hours contact for families so that swift action can be taken</li><li>✓ Parent mail system allows for contact to families out of school hours</li><li>✓ Remote learning initiated to allow for self-isolating pupils to continue to access learning</li><li>✓ Follow up letter to families to reassure them of measures in place to reduce anxiety</li></ul>
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							<ul style="list-style-type: none"><li>✓ 1:1 with staff displaying anxiety linked to confirmation of positive case</li><li>✓ Governors updated regularly on school position</li></ul>	
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